

MEMORANDUM

Legal Division



Date: January 29, 2019

To: Lisa Ashley
Bruce Birdwell
Chris Brown
Maxine Buckles
Rich Byrnes
Trae Camble
Yvette Camel-Smith
Spencer Chambers
Jeff Davis
Curtis Duncan
Ron Farrow
Tim Finley
Mark Griffin
Roger Guenther
Tom Heidt
Leslie Herbst
Roger Hoh
Lindsay Hook
Charlie Jenkins

Bruce Mann
Ryan Mariacher
John Moseley
Gilda Ramirez
Olga Rodriguez
Mike Shaffner
Jessica Shaver
Alex Skinner-Klee
Mark Smith
Paulo Soares
Randy Stiefel
Dominic Sun
RD Tanner
Jessica Thomas
Charles Thompson
Mark Vincent
Roger Walter
Marcus Woodring
Ramon Yi

From: Erik Eriksson

Subject: Minute Numbers/Port Commission Meeting, dated January 29, 2019

Minute No. Amount Event/Action

General

Chairman Longoria convened the meeting of the Port Commission

Minutes

2019-0129-01 Approve the minutes of the November 13, 2018 Port Commission meeting, the November 13, 2018 special meeting, and the December 12, 2018 meeting

Port Commission Committee Updates

2019-0129-02 Chairman Longoria reported on the Audit Committee Meeting – January 23, 2019

<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u>
2019-0129-03		Approve the audited financial statements for the Port of Houston Authority Restated Retirement Plan for the fiscal year ended July 31, 2018
2019-0129-04		Commissioner Fitzgerald reported on the Pension and Benefits Committee Meeting – January 23, 2019
Staff Reports		
2019-0129-05		Roger Guenther, Executive Director, presented a summary of selected financial and operations matters and recognized staff service anniversaries
Chairman’s Remarks		
2019-0129-06		Approval of a Resolution honoring the fiftieth anniversary of the Houston International Seafarers Center read by Chairman Longoria, as amended Video of Port Authority highlights Farewell remarks
G. Executive		
2019-0129-07	\$57,500	Renew the Port Authority’s professional membership to the Alliance for I-69 Texas and payment of dues for a period of one-year
H. Commercial		
2019-0129-08		Approve a lease agreement with R. Warehousing & Port Services Inc. for approximately 11.23 acres out of Block 2 at the Turning Basin Terminal effective no earlier than February 1, 2019 for a five-year term, at an annual rental of \$232,624 and subject to an annual 3% increase
2019-0129-09		Approve a lease agreement with CB&I LLC for approximately 43.92 acres of unimproved property at the Bayport Container Terminal east of Freight Station Road, effective no earlier than February 1, 2019 for a thirty-two-month term, at an annual rental of \$1,291,248, and subject to an annual 3% increase

<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u>
2019-0129-10		Authorize the extended term of a month-to-month lease with Ceres Gulf, Inc. for approximately 650 square feet of office space in the Barbours Cut Terminal C-6 Waterside building commencing February 15, 2019
		I. Finance
2019-0129-11		Authorize advertisement and receipt of responses for four formal procurements
2019-0129-11(a)		Request for competitive sealed bids for the purchase of a terminal bus for Barbour Cut Terminal
2019-0129-11(b)		Request for proposals for purchase of three dockside container cranes for Wharf No. 5 at Bayport Container Terminal
2019-0129-11(c)		Request for proposals for technical services to support Port Authority staff with the evaluation of non-containerized terminal utilization and optimization
2019-0129-11(d)		Request for proposals for equipment (generators, port-a-potties, tents, pumps, equipment, etc.) needed during an emergency or crisis when the Emergency Operations Center is activated
2019-0129-12	\$300,000	Approve staff's ranking of vendors and award a two-year contract for the purchase of miscellaneous safety equipment for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, to the top-ranked proposers: staff ranking – first, Universal Industrial Supply; second, MSC Industrial Supply; third, Northern Safety & Industrial; and fourth, Lilies and Brambles Port Commission adopted the staff-recommended ranking and authorized award
2019-0129-13	\$5,200,000	Approve the purchase of insurance from various carriers effective March 1, 2019, for the Port Authority's primary and excess property and casualty insurance coverage needs Approve the audited financial statements for the Port of Houston Authority Restated Retirement Plan for the fiscal year ended July 31, 2018 (<i>see above – approved by Minute No. 2019-0129-03</i>)

<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u>
2019-0129-14		<p>Approve an agreement among the Houston Independent School District, Houston Community College, University of Houston – Downtown, and the Port Authority, for development and expansion of a degree progression program for students studying Maritime Logistics or Global Supply Chain Management</p> <p>J. Infrastructure</p>
2019-0129-15	\$73,500	<p>Approve staff’s ranking of vendors and award a professional services contract for building program development of the maintenance and administration complex at Barbours Cut Terminal to the top-ranked proposer – first, HDR Architecture, Inc.; second, Huitt-Zollars, Inc.; and third, GLMV Architecture</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2019-0129-16	\$1,309,833	<p>Approve staff’s ranking of vendors and award a professional services contract for the design of the rehabilitation of Wharves 4 and 5 at Bayport Container Terminal to the top-ranked proposers: staff ranking – first, AECOM; second, Berger ABAM Engineering Services; and third, Wiss, Janney, Elstner Associates, Inc.</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2019-0129-17	\$116,825	<p>Award a construction contract to Jerdon Enterprise, L.P. for the rehabilitation of drainage system at Volkswagen Yard at Turning Basin Terminal</p> <p>RCA J4 was deferred to the February Port Commission meeting</p> <p>RCA J5 was deferred to the February Port Commission meeting</p> <p>RCA J6 was deferred to the February Port Commission meeting</p>

<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u>
2019-0129-18	\$132,000	Award a contract to Houston Audubon Society, Inc., the sole source provider, for monitoring and management of waterfowl at Evia Island for a term of four years
2019-0129-19	\$334,967	Authorize an amendment of the Advanced Funding Agreement with the Texas Department of Transportation to increase the funding for drainage improvements connected to the Southbound Loop 610 Feeder Road at the Turning Basin Terminal in the amount of \$334,967 for a total of \$835,755
2019-0129-20	\$60,320	Amend the professional service contract with Dannenbaum Engineering for additional design services for fender system at Wharf Nos. 1 and 2 at CARE Terminal
2019-0129-21		Approve assignment of the Environmental Services Agreement with Global Waste Services, LLC to Waste Corporation of Texas, L.P.
2019-0129-22		Approve the renewal of expiring Port Authority licenses for new ten-year terms: Lone Star NGL Mont Belvieu LP, Colonial Pipeline Company, Chevron Phillips Chemical Company LP, South Tex 66 Pipeline Company Ltd, Equistar Chemicals, LP, Houston Ammonia Terminal, L.P., Air Products LLC, and ExxonMobil Pipeline Company
2019-0129-23		Issue a distribution/transmission line license to Comcast of Houston LLC for one fiber optic line under and across the CTC Mainline railroad right-of-way
2019-0129-24		Issue a license to Triton West LLC for one 12-inch and one 16-inch pipelines and a surface site on the Pasadena Cut-Off railroad right-of-way
2019-0129-25		Amend a pipeline license to KM Liquids Terminals LLC to add one 6-inch pipeline carrying butane and other substances on an existing pipe rack across Panther Creek
2019-0129-26		Transfer three pipeline licenses from Shell Oil Products US to Triton West LLC for crossings of the Southside Mainline and Pasadena Cut-Off railroad right-of-ways
K. Operations		
2019-0129-27	\$200,000	Award a two-year contract to DWGSR, Inc. dba Don's

<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u>
		Radiator Shop for repair services for radiators, and air and fuel coolers for RTG cranes at Barbours Cut Terminal and Bayport Container Terminal
2019-0129-28	\$300,000	Award a two-year contract to Maxim Crane Works, LP for crane rental services for maintenance of equipment and facilities at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal
2019-0129-29	\$560,000	Issue a two-year purchase order to Cintas Corporation for rental and purchase of uniforms for maintenance personnel at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, using the Local Government Purchasing Cooperative's BuyBoard, a cooperative purchasing program
2019-0129-30		Approve an amendment to the Maersk Line A/S Marine Terminal Services Agreement to change the month for annual Consumer Price Index rate adjustments from October to July
2019-0129-31		Approve an amendment to the Cosco Container Lines Americas, Inc. Marine Terminal Services Agreement to add Orient Overseas Container Line, Ltd. (OOCL) as an included carrier entity
L. People		
2019-0129-32	\$180,000	Issue a purchase order to Office and Furniture Companies of Texas LLC for the purchase of office supplies, toner cartridges, and copy machine paper, using National Intergovernmental Purchasing Alliance through The Cooperative Purchasing Network, a cooperative purchase program
M. Port Security and Emergency Operations (no items)		
N. Technology		
2019-0129-33	\$1,134,885	Approve staff's ranking of vendors and award a contract for an Enterprise Video Management System for Maritime Security solution to top-ranked proposer: staff ranking - first, Convergent Technologies, LLC.; and second, Dowley Security Systems, Inc., subject to potential Port Security Grant reimbursement of \$245,000 (25% of the original

<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u> (estimated cost)
		Port Commission adopted the staff-recommended ranking and authorized award
2019-0129-34	\$100,000	Award a purchase order to CDW Government LLC for the purchase of miscellaneous computer parts and accessories, using the Texas Cooperative Purchasing Network cooperative purchase program

O. Adjourn Meeting

NEXT MEETING REQUESTED

February 26, 2019

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