

**MEMORANDUM**

Legal Division



Date: March 26, 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  
Dave McNamara  
John Moseley  
Gilda Ramirez  
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 March 26, 2019

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<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u>
<b>General</b>		
2019-0326-01		Chairman Campo convened the Port Commission meeting, welcomed everyone and provided opening remarks
<b>Minutes</b>		
2019-0326-02		Approve the minutes of the February 26, 2019 Port Commission meeting
<b>Appearances</b>		
2019-0326-03		Chairman Campo recognized Oliver Brown, Attorney, who addressed the Port Commission

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2019-0326-04		Chairman Campo recognized Adam Brooks, Ceres Gulf Inc., who addressed the Port Commission
2019-0326-05		Chairman Campo introduced Jeff Wolverton, District Director for Texas Representative Mary Ann Perez, who addressed the Port Commission
		<b>F. Executive</b>
2019-0326-06		<b>Staff Report</b> – Summary of selected financial and operational matters – Roger Guenther, Executive Director
2019-0326-07		Chairman Campo recognized Robert Gallegos, Council Member District I, Houston City Council, who addressed the Port Commission
2019-0326-08		Chairman Campo recognized Levi Benton, Attorney, who addressed the Port Commission
2019-0326-09		Continued deliberation, public comment, and possible action regarding measures to address one-way traffic impacts on the Houston Ship Channel ( <i>See also below, Minute No. 2019-0326-47</i> )
2019-0326-10		Chairman Campo recognized Charles Montgomery, ILA, who addressed the Port Commission
2019-0326-11		Chairman Campo recognized Shareen Larmond, West Gulf Maritime Association, who addressed the Port Commission
2019-0326-12		Establish a Compensation Committee of the Port Commission and approve committee and task force chairs and members
2019-0326-13		Consideration of and possible action to approve the amended Port of Houston Authority Procurement Policy
2019-0326-14		Amend the Small Business Development Program Policy and Procedures to add the South Central Texas Regional Certification Agency, the Texas Comptroller of Public Accounts, and the Texas Department of Transportation as certifying agencies acceptable to the Port Authority
2019-0326-15		RCA F5 FAILED

<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u>
2019-0326-16		<p>Authorize the Port Authority to advertise and receive proposals to provide services for a disparity study</p> <p>Appoint Commissioner Stephen DonCarlos as a member of the Board of Directors of HAS Development Corporation (Approved below – see Minute No. 2019-0326-46)</p>
2019-0326-17	\$56,000	Amend the professional services contract with Greenberg Traurig, LLP for state and federal governmental policy consulting and support
<b>G. Commercial</b>		
2019-0326-18		<b>Staff Report</b> – selected agenda items – Tom Heidt, Chief Operating Officer
2019-0326-19	\$65,000	Award a professional services contract to John C. Martin Associates, LLC for the development of an economic impact study
2019-0326-20		Approve a lease agreement with Greens Bayou Fleeting, LLC for approximately 2.75 acres of upland and shoreline access, and approximately 13.37 acres of submerged property at Greens Bayou out of Block 7 at the Bulk Materials Handling Plant effective no earlier than April 1, 2019 for a twenty-year term with two five-year mutual options, at an annual rental of \$502,872, subject to an annual 3% increase
2019-0326-21		Approve a lease agreement with Irvin Schoeneman for approximately 34.35 acres out of Block 4 at Rosa Allen effective June 1, 2019, for a three-year term, at an annual rental of \$858.75
2019-0326-22		Approve an amendment to the lease agreement with CB&I LLC at the Bayport Container Terminal east of Freight Station Road increasing the leased premises by approximately 14 acres for a total of approximately 57.92 acres effective no earlier than April 1, 2019, at a total annual rental of \$1,702,848 subject to an annual 3% increase
2019-0326-23		Amend the lease with Watco Transloading, LLC of approximately 5.31 acres at Industrial Park East to extend the term for an additional one-year, effective May 1, 2019,

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		at an annual rental of \$112,381 subject to annual increase of 3%
		<b>H. Finance</b>
2019-0326-24		<b>Staff Report</b> – selected agenda items – Tom Heidt, Chief Operating Officer
2019-0326-25		Authorize advertisement and receipt of responses for twelve formal procurements
2019-0326-25(a)		Request for competitive sealed bids for a two-year contract for the purchase of commercial paper products for Turning Basin, Barbours Cut, and Bayport Container Terminals
2019-0326-25(b)		Request for competitive sealed bids for a three-year contract for tire repair services for Barbours Cut Terminal, Bayport Container Terminal and Turning Basin Terminal
2019-0326-25(c)		Request for competitive sealed bids for a two-year contract for purchase of Cummins diesel engine parts and related services for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal
2019-0326-25(d)		Request for competitive sealed bids for purchase of LED lighting for wharf cranes at Bayport Container Terminal
2019-0326-25(e)		Request for competitive sealed bids for purchase of electrical repair services to high voltage cables at Bayport Container Terminal
2019-0326-25(f)		Request for competitive sealed proposals for bed-leveling the berths at Barbours Cut Terminal
2019-0326-25(g)		Request for competitive sealed proposals to install rail and switch replacement at Turning Basin in 2019-2020
2019-0326-25(h)		Request for proposals for staff augmentation for qualified Information Technology project management oversight services
2019-0326-25(i)		Request for proposals for professional EDI application management, database management, and server monitoring services

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2019-0326-25(j)		Request for proposals for position detection system
2019-0326-25(k)		Request for proposals for the Human Resource Benefits Integration Services Contract
2019-0326-25(l)		Request for proposals for financial advisory services relating to channel infrastructure funding strategies
<b>I. Infrastructure</b>		
2019-0326-26		<b>Staff Report</b> – selected agenda items – Rich Byrnes, Chief Infrastructure Officer
2019-0326-27	\$916,872	<p>Approve staff's ranking of vendors and award a contract, in an amount not to exceed \$916,872, for the United States Department of Agriculture APHIS Houston Maritime Lab at Bayport Terminal Complex (remodeling the Gate Services Building at Bayport Container Terminal), to the top-ranked proposers: staff ranking – first, CMC Development &amp; Construction Corporation LLC; second, IKLO Construction; and third, Nash Industries, Inc., subject to United States Department of Agriculture reimbursement of \$678,486 (74% of the original cost); resulting in a net cost to the Port Authority of \$238,386</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2019-0326-28	\$152,093	Authorize a second amendment of the Advanced Funding Agreement with the Texas Department of Transportation to increase the funding for drainage improvements associated with the Southbound Loop 610 Feeder Road at the Turning Basin Terminal
2019-0326-29		Issue a pipeline license to ExxonMobil Pipeline Company for one 36-inch crude oil pipeline under and across Scott Bay, Houston Ship Channel, and Upper San Jacinto Bay
2019-0326-30		Issue a pipeline license to ExxonMobil Pipeline Company for one 20-inch refined products pipeline under and across Scott Bay, Houston Ship Channel, and Upper San Jacinto Bay

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<b>J. Operations</b>		
2019-0326-31		<b>Staff Report</b> – selected agenda items – Jeff Davis, Chief Port Operations Officer
2019-0326-32	\$750,000	Award a two-year contract to United Air Conditioning Supply for purchase of spare and replacement parts for Daikin and Liebert HVAC systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$300,000; award a two-year contract to Johnson Supply for purchase of spare and replacement parts for Baird and Friedrich HVAC systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$300,000; and award a two-year contract to Inco Distributing, Inc. for purchase of spare and replacement parts for York HVAC systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$150,000  Port Commission adopted the staff-recommended ranking and authorized award
2019-0326-33	\$125,000	Award a two-year contract to ABB, Inc., the sole source provider, for quarterly inspection services for motor control drives on wharf cranes at Barbours Cut Terminal and Bayport Container Terminal
2019-0326-34		Enter into an agreement with Harris County, on behalf of the Harris County Tax Office, to use the Texas Registration and Title System to issue vehicle registrations and inspection insignias for Port Authority vehicles
2019-0326-35		Issue a Stevedore License for a nine-month term commencing April 1, 2019 and expiring December 31, 2019, to Houston Terminal LLC upon applicant's satisfactory completion of all requirements and obligations for license issuance
<b>K. People</b>		
2019-0326-36		<b>Staff Report</b> – selected agenda items – Jessica Shaver, Chief People Officer

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2019-0326-37	\$283,055	Approve staff's ranking of vendors and award a professional services contract for two years beginning April 1, 2019, for the Executive Office Building, Port Coordination Center, Sam Houston Pavilion restrooms, and ten gatehouses to the top- ranked proposer: staff ranking - first, Maintenance of Houston, Inc.; second, GMW Quality Cleaning Solutions, LLC dba Hospitality Cleaning Solutions; and third, Marfran Cleaning, LLC  Port Commission adopted the staff-recommended ranking and authorized award
2019-0326-38		Adopt the Group Benefits Funding and Insurance Program Policy
		<b>L. Port Security and Emergency Operations</b>
2019-0326-39		<b>Staff Report</b> – Selected agenda items – Marcus Woodring, Chief Port Security and Emergency Operations Officer
2019-0326-40	\$82,390	Issue a purchase order to Metro Fire Apparatus Specialists, Inc. for the purchase of eleven Self Containing Breathing Apparatus and twelve cylinders, using the Houston-Galveston Area Council's cooperative purchasing program
2019-0326-41	\$100,000	Issue a purchase order to Motorola Solutions for the purchase of Land Mobile Radio equipment including radios, batteries, chargers, related hardware, and accessories for the Operations and Port Security and Emergency Operations divisions using the Houston-Galveston Area Council's cooperative purchase program
		<b>M. Technology</b>
2019-0326-42		<b>Staff Report</b> – Selected agenda items – Charles Thompson, Chief Technology Officer
2019-0326-43	\$150,000	Issue a purchase order to Microsoft Corporation for purchase of Microsoft Unified Support Services (formerly known as Microsoft Premier Services), using Texas Department of Information Resources' cooperative purchase program
2019-0326-44	\$70,000	Issue a purchase order to SHI Government Solutions, Inc. for purchase of Cyberark maintenance and professional

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		services, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program
		<b>N. Recess Open Meeting and Convene Executive Session</b>
		<b>O. Reconvene Open Meeting</b>
2019-0326-45		Motion to authorize the Executive Director to settle <i>Port of Houston Authority v. M/V Global Leader and Global Maritime Ltd.</i> on the terms discussed in Executive Session, and to authorize the Executive Director to do all things necessary to give effect to the foregoing
2019-0326-46		Appoint Commissioner Stephen DonCarlos as a member of the Board of Directors of HAS Development Corporation
2019-0326-47		Continued deliberation, public comment, and possible action regarding measures to address one-way traffic impacts on the Houston Ship Channel

**P. Adjourn Meeting**

NEXT MEETING REQUESTED

April 23, 2019

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