

MEMORANDUM

Legal Division



Date: May 21, 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 May 21, 2019

Minute No. Amount Event/Action

General

Chairman Campo convened the Port Commission meeting and provided opening remarks

Minutes

2019-0521-01 Approve the minutes of the April 8, 2019 and April 16, 2019 Port Commission meetings

Port Commission Committee Updates

2019-0521-02 Commissioner Corgey reported on the Community Relations Committee Meeting - April 23, 2019

<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u>
Appearances		
2019-0521-03		Chairman Campo asked if anyone would like to address the Port Commission; there was no response
F. Executive		
2019-0521-04		Staff Report – Summary of selected financial and operational matters – Roger Guenther, Executive Director Continued deliberation, public comment, and possible actions regarding measures to address one-way traffic impacts on the Houston Ship Channel, including possible action to amend the Port Commission resolution adopted April 23, 2019 imposing limitations on ships calling Port Authority container terminals (<i>Tabled below – see Minute No. 2019-0521-36</i>) Review and possible action to rescind Port Authority funding of a Houston Ship Channel traffic management group (<i>Approved below – see Minute No. 2019-0521-37</i>)
2019-0521-05		RCA F3 was tabled
2019-0521-06		Approve and reaffirm the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies, effective May 31, 2019
2019-0521-07		Amend the Community Relations Committee Charter
2019-0521-08		Amend the Travel, Meals & Business Entertainment Authorization and Expense Reimbursement Policy
2019-0521-09		Appoint the chairman and members of the Community Relations Committee
G. Commercial		
2019-0521-10		Staff Report – selected agenda items – John Moseley, Chief Commercial Officer
2019-0521-11		Approve the Assignment from Hapag-Lloyd (America) LLC to Texas Stevedoring Services LLC of its Barbours Cut Terminal Administration Building office lease of approximately 1,276 square feet at the Barbours Cut

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		Terminal Administration Building effective no earlier than June 1, 2019, and amend the lease to extend the term for an additional three years to terminate July 31, 2022, at an annual rental of \$24,052 subject to an annual increase of 3% or the increase in the Consumer Price Index
2019-0521-12		Approve an amendment to the lease agreement with American Maritime Services of N.J., Inc. dba Integrated Industries Corp. at Barbours Cut Terminal effective no earlier than June 1, 2019 to increase the leased premises by approximately 4.77 acres for a total combined lease area of approximately 11.22 acres, at an annual base rent of \$468,653 with an annual increase of the greater of 3% or the increase in the Consumer Price Index
		H. Finance
2019-0521-13		Staff Report – Selected agenda items – Tim Finley, Chief Financial Officer
2019-0521-14	\$130,000	Approve staff’s ranking of vendors and award a contract for financial advisory services relating to channel infrastructure funding strategies to the top-ranked proposer: staff ranking – first, PFM Financial Advisors LLC; second, Masterson Advisors LLC; and third, Estrada Hinojosa & Company, Inc. Port Commission adopted the staff-recommended ranking and authorized award
2019-0521-15	\$249,500	Award a contract to Grant Thornton, LLP for auditing services to be provided to the Port Authority for fiscal year 2019
		I. Infrastructure
2019-0521-16		Staff Report – selected agenda items – Rich Byrnes, Chief Infrastructure Officer
2019-0521-17	\$2,351,770	Amend the professional services contracts with CH2M HILL Engineers, Inc., Moffatt & Nichol, and Wiss, Janney Elstner Associates, Inc. for the facility inspection and condition assessment program 2019-2020, in respective not-to-exceed amounts of \$853,796, \$743,074, and \$754,900

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2019-0521-18		RCA I2 was pulled from the agenda
2019-0521-19		RCA I3 was pulled from the agenda
2019-0521-20		Issue a marine construction permit to Vopak Moda Houston Holdco, LLC to dredge approximately 37,000 cubic yards of material from its proposed berthing area adjacent to Port Houston upland property along the Houston Ship Channel
2019-0521-21		RCA I5 was pulled from the agenda
2019-0521-22		Approve a barge fleeting lease agreement with Accutrans Fleeting Services LLC for approximately 14 acres of submerged lands in Old River at a monthly rental amount of \$12,833.50 for a ten-year term
2019-0521-23		Approve a barge fleeting lease agreement with Enterprise Marine Services LLC for approximately 16.14 acres of submerged lands in Old River at a monthly rental amount of \$4,842 for a ten-year term
2019-0521-24		Approve a barge fleeting lease agreement with ACBL Transportation Services LLC for approximately 5.54 acres of submerged lands in Carpenters Bayou at a monthly rental amount of \$1,506 for a ten-year term
J. Operations		
2019-0521-25		Staff Report – selected agenda items – Jeff Davis, Chief Port Operations Officer
2019-0521-26	\$250,000	Award a two-year contract to HPGR, LLC for purchase of machining services for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal
2019-0521-27	\$500,000	Award a two-year contract to Lockridge Packaging, LLC for the purchase of commercial paper products for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal
2019-0521-28	\$1,750,000	Award a two-year contract to T&W Tire, LLC for purchase of miscellaneous tires for trucks and passenger vehicles at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$550,000; award a two-year contract to Beasley Tire Service

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		for purchase of tires for yard tractors for Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$200,000; and award a two-year contract to Southern Tire Mart for purchase of RTG tires for Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$1,000,000
2019-0521-29	\$300,000	Award a two-year contract to Alimak HEK Inc., the sole source provider, for purchase of spare and replacement proprietary parts for wharf crane elevators at Barbours Cut Terminal and Bayport Container Terminal
K. People		
2019-0521-30		Staff Report – David McNamara, Interim Chief People Officer
L. Port Security and Emergency Operations		
2019-0521-31		Staff Report – Selected agenda items – Marcus Woodring, Chief Port Security and Emergency Operations Officer
2019-0521-32	\$53,000	Approve staff's ranking of vendors and award a contract for the purchase of a stand-by generator for Fire Station 1 at Turning Basin Terminal to the top-ranked proposer: staff ranking - first, National Oilwell Varco Portable Power; and second, Marine Techno Services, LLC Port Commission adopted the staff-recommended ranking and authorized award
M. Technology		
2019-0521-33		Staff Report – Selected agenda items – Charles Thompson, Chief Technology Officer
2019-0521-34	\$1,100,000	Award a contract to Mythics Inc. for Oracle Cloud Services and Licensing, using a Texas Cooperative Purchasing Network and National Intergovernmental Purchasing Alliance cooperative purchase program, payable over three annual installments
2019-0521-35	\$92,000	Enter into a contract with Netsync Network Solutions, Inc. for the purchase of Cisco WebEx software, a cloud-based collaboration suite that provides online meetings (with or

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		without video), web conference calling, and videoconferencing for a five-year term, using Texas Department of Information Resources' cooperative purchase program
		N. Recess Open Meeting and Convene Executive Session
		O. Reconvene Open Meeting
2019-0521-36		RCA F1 was tabled
2019-0521-37		Rescind Port Authority funding of a Houston Ship Channel traffic management group

P. Adjourn Meeting

NEXT MEETING REQUESTED

June 25, 2019

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