

MEMORANDUM

Legal Division



Date: January 28, 2020

To: Christine Abbruscato
Lisa Ashley
Chris Brown
Lori Brownell
William Buck
Maxine Buckles
Rich Byrnes
Trae Camble
Yvette Camel-Smith
Spencer Chambers
Jeff Davis
Curtis Duncan
Norma Essary
Ron Farrow
Tim Finley
Roland Gonzalez
Roger Guenther
Tom Heidt
Leslie Herbst
Roger Hoh

Charlie Jenkins
Garry McMahan
Bruce Mann
Ryan Mariacher
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
Roger Walter
Marcus Woodring
Ramon Yi

From: Erik Eriksson

Subject: Minute Numbers/Port Commission Meeting, dated January 28, 2020

Minute No. Amount Event/Action

General

Chairman Campo convened the Port Commission meeting and provided opening remarks

Minutes

2020-0128-01 Approve the minutes of the November 11, 2019 and December 11, 2019 Port Commission meetings

Appearances

2020-0128-02(a) Chairman Campo introduced Jim Blackburn, Co-Director, Severe Storm Prediction, Education, & Evacuation from

<u>Minute No.</u>	<u>Amount</u>	<u>Event/Action</u>
		Disasters (SSPEED) Center at Rice University, who addressed the Port Commission
2020-0128-02(b)		Chairman Campo asked if anyone else would like to address the Port Commission; there was no response
		Staff Reports
2020-0128-03		Roger Guenther, Executive Director, and Tom Heidt, Chief Operating Officer, presented a summary of selected operational matters
		Executive
2020-0128-04		Staff Report – Selected agenda items – Tom Heidt, Chief Operating Officer
2020-0128-05	\$300,000	Award a five-year contract, with an option to renew for an additional five years, for offsite storage of the Port Authority's business records to VeriTrust Corporation
2020-0128-06		Approve and adopt the proposed 2020 Strategic Plan
		Commercial
2020-0128-07		Staff Report – agenda item – John Moseley, Chief Commercial Officer
2020-0128-08		Authorize a second amendment to the lease agreement with Alltrans Port Services, LLC of approximately 4.23 acres out of Block 23C in Industrial Park East for an additional five years commencing no earlier than February 1, 2020 for the annual base rent of \$161,163 subject to an annual 3% increase
2020-0128-09		Authorize the extended term of a month-to-month lease with Enterprise Terminaling Services, L.P. for approximately 30 acres out of Block 2 of the Beltway 8 Tract, commencing March 1, 2020
2020-0128-10		Approve a lease agreement with Cooper/Ports America LLC, for approximately 1.62 acres located in Block 6A of Northside Turning Basin for a four-year term commencing January 1, 2020 at an annual rental of \$65,163, increasing 3% annually, with a rent abatement over 37 months of

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		\$190,390 (against the \$258,202 total), for tenant's improvement work <i>(as amended)</i>
2020-0128-11		Approve a lease agreement for a one-year term with Empire Stevedoring (Houston), Inc., for approximately 0.74 acres out of Block 1 in the Southside Wharves effective no earlier than February 1, 2020, at an annual rent of \$31,326
2020-0128-12		Approve a lease agreement for a one-year term with Empire Stevedoring (Houston), Inc., for approximately 2.75 acres out of Block 11 in the Turning Basin Area (West) effective no earlier than February 1, 2020, at an annual rent of \$59,940
2020-0128-13		Approve a five-year lease agreement with Port Terminal Railroad Association for approximately 0.46 acres at Clinton Drive and Dorsett Street, Houston, Texas effective no earlier than February 1, 2020 at an annual base rent of \$10,018, subject to an annual 3% increase
2020-0128-14		Approve a subdivision re-plat issued by the City of Houston of an approximate 10.40-acre tract of land located at 9100 Mississippi St. for development of warehousing facilities by the Port Authority's tenant, Dixie Cullen Interests, Inc.
		Finance
2020-0128-15		Staff Report – Selected agenda items – Tim Finley, Chief Financial Officer
2020-0128-16	\$3,900,000	Approve the purchase of insurance from various carriers effective March 1, 2020, for the Port Authority's primary and excess property and casualty insurance coverage needs
2020-0128-17	\$2,000,000	Authorize funding of the Port Authority's self-insurance loss fund account for workers' compensation and liability claims for insurance year 2020-2021 and authorize its third-party claims administrator to pay claims in accordance with the Amended Insurance Program and Indemnification Policy dated February 2018
2020-0128-18		Approve the audited financial statements for the Port Authority Restated Retirement Plan for the fiscal year ended July 31, 2019

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2020-0128-19		Approve new investment managers for the Port Authority Restated Retirement Plan (Pension Plan) and the Port Authority OPEB Plan
		Infrastructure
2020-0128-20		Staff Report – agenda item – Rich Byrnes, Chief Infrastructure Officer
2020-0128-21	\$130,000	Approve staff’s ranking of vendors and award a professional services contract to perform construction material testing services in 2020 for small projects at all Port Authority facilities and locations to the top-ranked proposer: staff ranking – first, Raba Kistner; second, Professional Services, Inc.; and third, Aviles Engineering Corporation Port Commission adopted the staff-recommended ranking and authorized award
2020-0128-22	\$800,000	Award a construction contract to Resicom, Inc. for annual concrete replacement in 2020 at Turning Basin Terminal
2020-0128-23	\$1,350,000	Award a construction contract to Forde Construction for annual pavement replacement in 2020 at Barbours Cut Terminal and Bayport Container Terminal
2020-0128-24	\$222,223	Award a construction contract to Jerdon Enterprise, L.P. for entry gate driveway modifications at Bayport Container Terminal
2020-0128-25	\$1,698,630	Award a professional services contract to Jacobs Engineering Group, Inc. for design and construction phase services for the construction of Wharf 6 at Bayport Container Terminal
2020-0128-26	\$71,587	Enter into an Interlocal Agreement with Harris County to provide wage rate compliance services for a one-year term
2020-0128-27	\$48,171	Amend the professional services contract with Lockwood, Andrews & Newnam, Inc. to perform additional services associated with the entry gate driveway modifications at Bayport Container Terminal
2020-0128-28	\$150,000	Amend the professional services contract with CAVU International 1, LLC for continuous improvement, process

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		execution checklists development, and operational excellence facilitation
2020-0128-29	\$667,313	Approve a change order with Fused Industries, LLC to perform additional work associated with the rail spur at Bayport Container Terminal
2020-0128-30	\$127,849	Approve a change order with McCarthy Building Companies, Inc. to perform additional work associated with the rehabilitation of Wharf 3, construction of electrical infrastructure, and Lighter Aboard Ship (LASH) dock demolition at Barbours Cut Terminal
2020-0128-31	\$100,909	Approve a change order with McCarthy Building Companies, Inc. to perform additional work associated with the rehabilitation of Container Yard 1 North and Container Yard 2 North at Barbours Cut Terminal
2020-0128-32	\$130,115	Approve a change order with Archer Western Construction, LLC for City of La Porte building permit fees associated with the expansion of gate facilities at Barbours Cut Terminal
2020-0128-33	\$400,000	Approve a change order to Matthews Brothers Dredging, Inc., for additional dredging at the Port Authority's Jacintoport and CARE Terminals and to increase the contract duration by 90 days
2020-0128-34		Authorize the Port Authority to negotiate and enter into an Interlocal Agreement among the Port Authority, City of Houston, and Harris County Flood Control District to facilitate effective collaboration on joint infrastructure projects as well as leveraging each other's capabilities
2020-0128-35		Issue a letter of support to the Galveston Bay Estuary Program for its Galveston Bay Plan, 2nd Edition
2020-0128-36		Approve the renewal of expiring Port Authority licenses for new ten-year terms: Air Products LLC, CenterPoint Energy Houston Electric, LLC, CenterPoint Energy Intrastate Pipelines, Inc., CenterPoint Energy Resources Corporation, Equistar Chemicals, LP, ExxonMobil Pipeline Company, Praxair, Inc., KM Liquids Terminals LLC, LBC Houston LP, NuStar Logistics, LP, Pasadena Refining Systems, Inc.,

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		Sekisui Specialty Chemicals America, LLC, Southwestern Bell Telephone Company, and TPC Group LLC
2020-0128-37		Issue a seismic exploration permit to Seismic Acquisition Services, LLC for 3-D and 2-D seismic exploration of 806 acres and 2.4 miles in Scotts Bay and the Houston Ship Channel respectively
2020-0128-38		Issue a pipeline license to Wink to Webster Pipeline LLC for a 36-inch crude oil pipeline under and across Goose Creek at two locations
2020-0128-39		Issue a pipeline license to Wink to Webster Pipeline LLC for a 36-inch crude oil pipeline under and across Cedar Bayou
2020-0128-40		Issue a distribution/transmission line license to Comcast of Houston LLC for one fiber optic line over and across the Southside Mainline Railroad right-of-way
2020-0128-41		Issue a marine construction permit to San Jacinto College to construct a bulkhead with docking capabilities on the Bayport Ship Channel
2020-0128-42		Amend an electrical transmission line license to CenterPoint Energy Houston Electric, LLC for a 100- foot extension of a 12-kV electrical transmission line over and across the Southside Mainline railroad right-of-way
Operations		
2020-0128-43		Staff Report – agenda item – Jeff Davis, Chief Financial Officer
2020-0128-44	\$450,000	Approve staff’s ranking of vendors and award a two-year contract for maintenance and repairs of elevators at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal to the top-ranked proposer: staff ranking – first, RICO Elevators, Inc.; second, Elevator Repair Service, Inc.; and third, EMR Elevator, Inc. Port Commission adopted the staff-recommended ranking and authorized award

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2020-0128-45	\$150,000	Award an annual contract to Power Line Solutions, Inc. for the purchase of electrical repair services to high-mast poles at Bayport Container Terminal
2020-0128-46	\$270,950	Award a contract to Konecranes for purchase of Smart Port interface services
2020-0128-47	\$205,000	Issue a purchase order to Netsync Network Solutions, Inc. for purchase of fifty WIFI routers and antennae and ancillary equipment, using Texas Department of Information Resources cooperative purchase program
People		
2020-0128-48		Staff Report – agenda items – Jessica Shaver, Chief People Officer
2020-0128-49	\$58,350	Award a two-year contract with LinkedIn Corporation, the sole source provider, for recruiting and trade marketing access and services
2020-0128-50		Adopt the Incentive Awards Program Policy
Port Security and Emergency Operations		
2020-0128-51		Staff Report – Selected agenda items – Marcus Woodring, Chief Port Security and Emergency Operations Officer
2020-0128-52	\$19,500	Enter into a two-year interlocal agreement with San Jacinto College to provide fireboat simulation training for the Fire Department
2020-0128-53	\$140,000	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 Port Operations and Port Security and Emergency Operations Divisions, using the Houston-Galveston Area Council’s cooperative purchase program
2020-0128-54	\$86,000	Issue a purchase order to SAFEWARE Inc. for purchase of a stand-by generator for Fire Station 1 at Turning Basin Terminal, using the U.S. Communities cooperative purchase program

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		Technology
2020-0128-55		Staff Report – Selected agenda items – Charles Thompson, Chief Information Officer
2020-0128-56	\$1,600,000	Approve staff’s ranking of vendors and award a contract for Cisco SmartNet maintenance (hardware, software, and subscriptions) to the top-ranked proposer: staff ranking - first, Red River Technologies; second, Netsync Network Solutions Port Commission adopted the staff-recommended ranking and authorized award
2020-0128-57	\$100,000	Issue a purchase order to CDW Government LLC for purchase of miscellaneous computer parts and accessories, using the National Intergovernmental Purchasing Alliance, a cooperative purchase program
2020-0128-58	\$125,000	Issue a purchase order to SHI Government Solutions, Inc. for purchase of VMware annual software licensing and software support to the Port Authority’s existing IT infrastructure, using Texas Department of Information Resources’ cooperative purchase program
		Recess Open Meeting and Convene Executive Session
		Reconvene Open Meeting
2020-0128-59		Motion to authorize the Port Authority to enter into agreements for legal services with Baker Botts LLP and Littler Mendelson P.C. on the terms discussed in Executive Session, and authorize the Chief Legal Officer to do all things necessary to give effect to the foregoing
2020-0128-60		Motion to authorize the Port Authority to amend the lease with Contanda Greens Bayou Terminal LLC on the terms discussed in Executive Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing
		Adjourn Meeting

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