



PORT COMMISSION MEETING

November 10, 2020 – AGENDA



Tuesday, November 10, 2020
PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

9:15 a.m.
111 East Loop North
Houston, TX 77029

A. CALL TO ORDER

B. CHAIRMAN'S REMARKS

1. Governance, legislative, policy, and operational matters

C. STAFF REPORTS

1. Summary of selected financial and operational matters

D. APPEARANCES

1. 2040 Plan presentation - Rich Byrnes, Chief Infrastructure Officer
2. Public Comment

E. EXECUTIVE

General

1. Approve Port Commission committee and task force chairs and members.

F. FINANCE

General

1. Consideration and possible action regarding the proposed Fiscal Year 2021 Operating and Capital Budget.
2. Staff briefing, discussion, and possible action regarding the proposed Five Year Operating and Capital Plan.

G. OPERATIONS

Awards, Amendments & Change Orders

1. Authorize additional purchase order funding for continuing pandemic response services with Workplace Safety Screenings for \$875,000, Ambassador Services, LLC for \$450,000, and Transportation Rental Solutions LLC for \$80,000.

H. RECESS OPEN MEETING AND CONVENE EXECUTIVE SESSION

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act)

2. Real Estate (Section 551.072, Texas Open Meetings Act)
3. Economic Development Negotiations or Incentives (Section 551.087, Texas Open Meetings Act)
4. Employment and Evaluation of Public Employees (Section 551.074, Texas Open Meetings Act)
5. Security-Related Matters (Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act)
6. Adjourn Executive Session

I. RECONVENE OPEN MEETING

1. Announce any items from Executive Session requiring Port Commission action

J. ADJOURN MEETING

1. Next Meeting Requested - December 8, 2020
2. Adjourn Port Commission Meeting

E. EXECUTIVE

Subject	1. Approve Port Commission committee and task force chairs and members.
Meeting	Nov 10, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its November 10, 2020 meeting, approve the appointment of Port Commission committee and task force chairs and members, as set forth on Exhibit "A."

Category:
General

Department:
Executive

Staff Contact:
Roger Guenther

Background:

The Amended and Restated Bylaws of the Port Authority and subsequent Port Commission action has established the following standing committees and task forces of the Port Commission:

- Audit Committee
- Community Relations Committee
- Compensation Committee
- Dredge Task Force
- Governance Committee
- Pension and Benefits Committee
- Procurement and Small Business Development Task Force

The Amended and Restated Bylaws of the Port of Houston Authority of Harris County, Texas further provide that the Chairman of the Port Commission shall appoint the chairs and members of the committees of the Port Commission, subject to the consent of each appointee and Port Commission approval.

Staff Evaluation/Justification:

Chairman Campo now proposes to designate Port Commissioners to serve on those committees and task forces as set forth on Exhibit "A."

Staff requests that the Port Commission approve these appointments subject to the consent of each appointee.

Port Commission Committees and Task Forces

November 2020

Task Force:	Audit Committee	Community Relations Committee	Compensation Committee	Governance Committee	Pension & Benefits Committee	Procurement & Small Business Task Force	Dredge Task Force
Task Force Duties:	<i>Advises on the Port Authority's financial statements, its accounting and financial reporting processes, and financial statement audit.</i>	<i>Updates the Port Commission's Sponsorship Policy and Procedures and advises on community relations matters.</i>	<i>Advises on goals and attainment issues and compensation for the Executive Director; reviews pay policies, benefit policies, and work-culture issues for all employees; and advises on succession planning.</i>	<i>Prepares and updates the Port Authority's governance policies and procedures, for the Port Commission's consideration and action, and reviews governance-related matters.</i>	<i>Advises on the administration of the Port Authority Restated Retirement Plan, the investment of Plan assets, and other employee benefits.</i>	<i>Prepares and updates procurement policies and procedures for the Port Commission's consideration and action; also updates Small Business Development Program policies and procedures and advises on other small business development matters.</i>	<i>Considers Houston Ship Channel matters, and the use of Port Authority resources for dredging, dredge material disposal, and disposal area maintenance.</i>
Commissioner Assignments							
Chairman Campo	Chair	Member	Chair	Member			Chair
Commissioner Cloonan		Member	Member			Chair	Member
Commissioner Corgey		Chair			Member	Member	Member
Commissioner Creuzot	Member	Member		Member			Member
Commissioner DonCarlos		Member		Chair		Member	Member
Commissioner Fitzgerald		Member	Member		Chair		Member
Commissioner Mease	Member	Member			Member		Member

F. FINANCE

Subject	1. Consideration and possible action regarding the proposed Fiscal Year 2021 Operating and Capital Budget.
Meeting	Nov 10, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its November 10, 2020 meeting, consider and take possible action regarding the proposed Operating and Capital Budget for Fiscal Year 2021, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)

Category:
General

Department:
Finance

Staff Contact:
David Jochnau/Tim Finley

Background:
The Special District Local Laws Code includes the following requirements:

Sec. 5007.223. BUDGET. The port commission shall annually adopt a budget for the authority in an open meeting.

Sec. 5007.224. ONE-YEAR CAPITAL PLAN.

(a) Appropriate staff shall develop a one-year capital plan, including associated financing that is integrated with the budget of the authority.

(b) The port commission shall adopt the one-year capital plan in an open meeting.

(c) The port commission shall establish and document a detailed process for the analysis and approval of a project proposed for inclusion in the one-year capital plan. A project may be included in the one-year capital plan only if it is approved in accordance with that process.

A proposed Operating Budget has been developed by staff to guide it in the operation and management of Port Authority facilities and activities for Fiscal Year 2021. In addition, staff has followed its standard process for review and analysis of capital projects, and prepared a proposed 2021 Capital Budget to address the most urgent infrastructure needs in line with the Port Authority's strategic direction, and as required by law.

Staff Evaluation/Justification:

In accordance with its Strategic Planning Policy, the Port Authority has made available to the public by posting on its website the proposed Fiscal Year 2021 Operating and Capital Budget at least seventy-two hours prior to this meeting.

Staff recommends that the proposed Operating and Capital Budget be adopted for Fiscal Year 2021.

F. FINANCE

Subject	2. Staff briefing, discussion, and possible action regarding the proposed Five Year Operating and Capital Plan.
Meeting	Nov 10, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its November 10, 2020 meeting, hold a staff briefing, discussion, and possible action regarding the proposed Five Year Operating and Capital Plan, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)

Category:
General

Department:
Finance

Staff Contact:
David Jochnau/Tim Finley

Background:
The Special District Local Laws Code includes the following requirements:

Sec. 5007.222. MID-RANGE PLANNING.

(a) Appropriate staff shall develop a mid-range plan consistent with the long-range plan. The mid-range plan must include:

- (1) a five-year financial forecast addressing the financial needs and financing options of the authority for the five-year period, with information about the relative cost of the options;
- (2) a five-year capital plan, including a preliminary analysis and prioritization of projects; and
- (3) other detailed action plans as the port commission or staff finds necessary to achieve the goals of the mid-range plan or long-range plan.

(b) The staff shall present the mid-range plan in an open meeting of the port commission. The port commission is not required to adopt a mid-range plan.

A proposed Five-year Operating and Capital Plan has been developed by staff for the year 2021-2025 as required by law.

Staff Evaluation/Justification:

In accordance with its Strategic Planning Policy, the Port Authority has made available to the public by posting on its website the proposed Five-Year Operating and Capital Plan at least seventy-two hours prior to this meeting.

G. OPERATIONS

Subject	1. Authorize additional purchase order funding for continuing pandemic response services with Workplace Safety Screenings for \$875,000, Ambassador Services, LLC for \$450,000, and Transportation Rental Solutions LLC for \$80,000.
Meeting	Nov 10, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its November 10, 2020 meeting, authorize additional purchase order funding for continuing pandemic response services with Workplace Safety Screenings for \$875,000, Ambassador Services, LLC for \$450,000, and Transportation Rental Solution for \$80,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Category:

Awards, Amendments & Change Orders

Department:

Port Operations

Staff Contact:

Paulo Soares

Background:

The COVID-19 pandemic continues to impact Port Authority operations and employees and require staff to make emergency purchases.

Water Code Section 60.4035(a)(1) permits the Executive Director and authorized officers to make emergency purchases and contracts in amounts that exceed \$50,000 if necessary to, among other things, "to preserve or protect the public health and safety of the residents of the district." As the Port Commission has been advised, Port Authority staff has concluded that this statute permits these COVID-19 procurements without the customary competitive procedures or prior to Port Commission approval, and staff has endeavored to notify the Port Commission within forty-eight hours of such purchases as required.

At its May meeting, the Port Commission ratified a number of previous procurements that totaled more than \$50,000. Additional emergency funding has followed.

1. Workplace Safety Screenings performs temperature screenings at Port Authority terminals.
 - On April 7 the firm was issued an emergency purchase order for \$310,000 to perform temperature screenings at Port Authority terminals.
 - At the April 28 meeting the Port Commission approved an additional \$370,000 that lasted until the end of May.
 - At the May 20 meeting the Port Commission approved an additional \$720,000 that lasted until the end of July.
 - At the July 30 meeting the Port Commission authorized an additional \$400,000 needed to continue these services until the end of September.
 - At the September 29 meeting the Port Commission authorized an additional \$650,000 needed to continue these services.
2. Ambassador Services, LLC provides general cleaning services at the container terminals pursuant to two contracts totaling \$800,000 that were previously approved by the Port Commission. Since mid-

March, additional services have been provided by the firm on a weekly basis, for disinfecting and sanitizing both facilities.

- At the May 20 meeting the Port Commission approved an additional \$560,000 that lasted until the end of July.
- At the July 30 meeting the Port Commission authorized an additional \$450,000 that has lasted until the first week of September.
- At the September 29 meeting the Port Commission authorized an additional \$600,000 needed to continue these services.

Separately, due to COVID-19 social distancing requirements, since April additional vans provided by Transportation Rental Solutions LLC have been required for terminal workforce transportation. The cumulative amount paid to the firm is expected to soon exceed \$50,000 for the four rental vans, which continue in use.

Staff Evaluation/Justification:

Accordingly, with the continuing need for emergency services related to the Port Authority's COVID-19 response efforts, staff requests that the Port Commission authorize the following additional purchase order amounts:

- Workplace Safety Screenings - \$875,000 for temperature screenings,
- Ambassador Services, LLC - \$450,000 for disinfecting and sanitizing, and
- Transportation Rental Solutions LLC - \$80,000 for van rental.

The requests will help the Operations Division continue to procure these emergency services reliably and efficiently through the end of January. However, the nature of emergency management and the duration of this specific pandemic response are unpredictable, hence future requests for additional funding may be required.