



Tuesday, January 23, 2024
PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

9:15 a.m.
111 East Loop North
Houston, TX 77029
Fourth Floor Boardroom
And Via WebEx

A. CALL TO ORDER

B. OPENING REMARKS BY CHAIRMAN AND COMMISSIONERS

1. Governance, legislative, policy, operational, and community matters

C. APPROVAL OF MINUTES

1. Port Commission Public Meeting - November 13, 2023
2. Port Commission Public Meeting - December 12, 2023

D. STAFF REPORTS

1. Summary of selected financial and operational matters

E. APPEARANCES

1. Public Comment

F. EXECUTIVE

1. No items.

G. BUSINESS EQUITY

1. No items.

H. CHANNEL INFRASTRUCTURE

Staff Report – Selected agenda items – Charlie Jenkins, Chief Channel Infrastructure Officer

Awards, Amendments & Change Orders

1. Ratify (i) the contract with Callan Marine, Ltd for emergency maintenance dredging of Barbours Cut Berths 1 to 3 and the Lighter Aboard Ship (LASH) dock in the amount of approximately \$2,884,237, and (ii) the agreement with the U.S. Army Corps of Engineers providing for payment of a \$980,606 tipping fee and a license for placement of approximately 215,000 cubic yards of dredged material at Alexander Island.

2. Amend the professional engineering and auditing services contract supporting the Houston Ship Channel Expansion Channel Improvement Project with AtkinsRéalis USA Inc. (formerly known as Atkins North America, Inc.) for an additional amount not to exceed \$175,000 and to extend the contract duration through December 31, 2025.

Permits/Licenses/Pipeline Easements

3. Amend an existing pipeline license from ExxonMobil Pipeline Company and partially assign license rights to Enercoast Midstream LLC for a 16-inch crude oil pipeline under and across the Houston Ship Channel and Scott Bay.

I. COMMERCIAL

Staff Report – Selected agenda items – John Moseley, Chief Commercial Officer

Leases

1. Approve a lease for a five-year term with Enstructure Richardson I LLC for approximately 11.23 acres out of Block 2 at Turning Basin Terminal, at an annual base rent of approximately \$267,144, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.

2. Ratify the extended term of a month-to-month lease with Enstructure Richardson I LLC for approximately 2.05 acres out of Block 13E at Northside Turning Basin, at a monthly base rent of approximately \$7,375.90.

J. FINANCE

Staff Report – Selected agenda item – Tim Finley, Chief Financial Officer

General

1. Approve the audited financial statements for the Port Authority Restated Retirement Plan for the fiscal year ended July 31, 2023.

K. INFRASTRUCTURE

Staff Report – Selected agenda items – Rich Byrnes, Chief Infrastructure Officer

Awards, Amendments & Change Orders

1. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$182,660 for the rehabilitation of the 9650 High Level Road building at Turning Basin Terminal to the top-ranked proposer, Prestique, Inc. dba Ranger Roofing and Construction.

2. Approve staff’s ranking of vendors and award a professional services contract in an amount not to exceed \$199,320 for a Pelican Island pre-development geotechnical study to the top-ranked proposer, Tolunay-Wong Engineers, Inc.

3. Approve staff’s ranking of vendors and award a professional services contract in an amount not to exceed \$188,167 for pre-development design of Memorial Tract property to the top-ranked proposer, PRD Land Development Services, LLC.

4. Award a professional services contract to AECOM Technical Services, Inc. for pre-development design of the Greens Bayou Terminal tract in an amount not to exceed \$498,161.

5. Award a construction contract to Alpha Mar Group for the replacement of speed gates 2, 4, and 5 at Turning Basin Terminal in an amount not to exceed \$671,500.
6. Award a construction contract to Prestique, Inc. dba Ranger Roofing and Construction for the rehabilitation of the transit shed roof at CARE Terminal and roofs of transit sheds 21-22 at Turning Basin Terminal in an amount not to exceed \$3,694,325.
7. Amend the professional services contract with Hatch Associates Consultants, Inc. to perform additional work associated with the expansion of gate facilities at Barbours Cut Terminal in an amount not to exceed \$93,830.

General

8. Assign the professional services contract for construction materials testing for the maintenance complex at Barbours Cut Terminal to Raba-Kistner, Inc.

L. OPERATIONS

Staff Report – Selected agenda items – Jeff Davis, Chief Port Operations Officer

Awards, Amendments & Change Orders

1. Award a five-year contract to Johnson Controls Fire Protection LP, the sole source provider, for the purchase of monitoring, inspection, repair services, and spare parts for fire alarm and suppression systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$945,000.
2. Award a three-year contract to Dellner Bubenzer USA, Inc., the sole source provider, for the purchase of spare and replacement Dellner Bubenzer brake parts for wharf and rubber-tired gantry (RTG) cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$2,300,000.
3. Award a three-year contract to Crane Tech Solutions, LLC, the sole source provider, for the purchase of spare and replacement parts for Stinis spreader bars and an over-height attachment at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$700,000.
4. Issue a purchase order to and authorize a service agreement with Bud Griffin & Associates, the sole source provider, for the purchase and installation of Liebert Uninterruptible Power Supply battery, static transfer switch, power distribution units, and monitoring products for the Bayport Container Terminal data center in an amount not to exceed \$170,000.
5. Issue a purchase order to Caldwell Country Chevrolet for the purchase of approximately fifty-one vehicles to be utilized by Barbours Cut Terminal, Bayport Container Terminal, Turning Basin Terminal Maintenance, Risk Management, Safety, Project & Construction Management, Real Estate, Security, and Port Police, using the Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$2,125,000.

General

6. Approve the change of control of Logistec Corporation, the "Controlling Entity" under the Lease Agreement for CARE Terminal with Gulf Stream Marine, Inc. dated June 1, 2012.

M. PEOPLE

Staff Report – Selected agenda item – Jessica Shaver, Chief People Officer

General

1. Approve the hiring of Fonda Gignac as a casual employee to provide services relating to the implementation of an enterprise resource planning system.

N. SECURITY AND EMERGENCY OPERATIONS

1. No items.

O. TECHNOLOGY

1. No items.

P. RECESS OPEN MEETING AND CONVENE EXECUTIVE SESSION

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act), including consultations regarding (i) claims of Weeks Marine Inc., (ii) Port Authority claims against Torrent Gulf Coast LLC, and (iii) proposed amendments to the legal services agreement with W. Allyn Hoaglund
2. Real Estate (Section 551.072, Texas Open Meeting Act), including deliberation regarding disposition of Pelican Island properties
3. Economic Development Negotiations or Incentives (Section 551.087, Texas Open Meetings Act)
4. Employment and Evaluation of Public Officers and Employees (Section 551.074, Texas Open Meetings Act), including deliberation regarding the employment agreement with the Executive Director
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

Q. RECONVENE OPEN MEETING

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

R. CLOSING REMARKS BY CHAIRMAN AND COMMISSIONERS

1. Governance, legislative, policy, operational, and community matters

S. ADJOURN MEETING

1. Next Meeting Requested - February 29, 2024
2. Adjourn Port Commission Meeting

H. CHANNEL INFRASTRUCTURE

Subject	1. Ratify (i) the contract with Callan Marine, Ltd for emergency maintenance dredging of Barbours Cut Berths 1 to 3 and the Lighter Aboard Ship (LASH) dock in the amount of approximately \$2,884,237, and (ii) the agreement with the U.S. Army Corps of Engineers providing for payment of a \$980,606 tipping fee and a license for placement of approximately 215,000 cubic yards of dredged material at Alexander Island.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, ratify (i) the contract with Callan Marine, Ltd for emergency maintenance dredging of Barbours Cut Berths 1 to 3 and the Lighter Aboard Ship (LASH) dock in the amount of approximately \$2,884,237, and (ii) the agreement with the U.S. Army Corps of Engineers providing for payment of a \$980,606 tipping fee and a license for placement of approximately 215,000 cubic yards of dredged material at Alexander Island, 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:

Channel Infrastructure Operations

Staff Contact:

Charlie Jenkins/Lori Brownell/Leia Wilson

Background:

The U.S. Army Corps of Engineers (USACE) awarded a contract to perform dredging in 2021 at the Barbours Cut docks and flare to Encore Dredging Partners (Encore). However, Encore did not begin this work until 2022, which threatened to delay the Port Authority's anticipated Houston Ship Channel Expansion Channel Improvement Project (Project 11) construction. To avoid paying significant standby rates and other costs associated with Project 11 and to avoid delaying Project 11, the Port Authority executed a change order to utilize its Project 11 contractor, Curtin Maritime, LLC (instead of Encore), to dredge the Barbours Cut Terminal docks in October and November 2022. Encore only dredged the Barbours Cut flare and did so at half-depth to resolve the existing draft restriction.

Although this avoided delay and cost, because the newly deepened berths were dredged to a deeper depth than the adjacent channel, more rapid in-filling of surrounding sediment into the newly dredged berths at Barbours Cut Terminal also resulted.

The USACE subsequently awarded a dredging contract to Callan Marine, Ltd in December 2022, which included dredging at Barbours Cut Terminal. During the period before Callan Marine, Ltd's new dredge commenced operations, the accumulation of higher-than-expected shoaling at the Barbours Cut channel and docks continued, with possible draft restrictions and temporary closure of affected docks.

Staff Evaluation/Justification:

To carry out the needed work to address this shoaling, avoid pending draft restriction concerns, and be safely out of the area before the USACE award of Segment 3 of Project 11, staff determined to work with Callan Marine Ltd. to dredge the berths.

Callan Marine, Ltd was scheduled to work adjacent to the Barbours Cut Terminal berths in December 2023, staff determined that under the circumstances this supplier should dredge berths.

Therefore, under the authority of Texas Water Code Section 60.4035, staff moved forward with an emergency procurement awarding a contract to Callan Marine, Ltd in December 2023 for emergency maintenance dredging for Barbours Cut Terminal Berths 1 to 3 and the LASH dock, in the amount of \$3,926,360 and so informed the Port Commission.

All dredging was completed within thirteen days.

Additionally, an agreement providing payment of a \$980,606 tipping fee and a license for placement of approximately 200,000 cubic yards of dredged material at Alexander Island was entered into with the USACE in connection with this matter, and the Port Commission was also timely informed of this matter.

Staff now respectfully requests that the Port Commission ratify these actions.

H. CHANNEL INFRASTRUCTURE

Subject **2. Amend the professional engineering and auditing services contract supporting the Houston Ship Channel Expansion Channel Improvement Project with AtkinsRéalis USA Inc. (formerly known as Atkins North America, Inc.) for an additional amount not to exceed \$175,000 and to extend the contract duration through December 31, 2025.**

Meeting Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its January 23, 2024 meeting, amend the professional engineering and auditing services contract supporting the Houston Ship Channel Expansion Channel Improvement Project with AtkinsRéalis USA Inc. (formerly known as Atkins North America, Inc.) for an additional amount not to exceed \$175,000 and to extend the contract duration through December 31, 2025, 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:

Channel Infrastructure

Staff Contact:

Charlie Jenkins/Lori Brownell

Background:

By Minute No. 2020-0428-39, the Port Commission awarded a professional services contract to Atkins North America, Inc. (now known as AtkinsRéalis USA Inc.) to perform engineering and auditing services, and other general assistance, on an as-needed basis for the Houston Ship Channel Expansion Channel Improvement Project (Project 11).

The amendment would continue the professional engineering services for AtkinsRéalis' subconsultant, Dredging Resources, to support dredge production monitoring and other general dredging expertise through the closeout of the Port Authority-led Project 11 dredging packages.

Staff Evaluation/Justification:

In the judgment of Port Authority staff, AtkinsRéalis and its subconsultant, Dredging Resources, provide value and a wealth of dredging production expertise to assist with the review of the ongoing Port Authority-led dredging packages, integrated within the Project 11 team, and accordingly is the most qualified firm to provide the professional services to update this existing construction package.

Staff recommends the Port Commission authorize an amendment to the professional services contract with AtkinsRéalis as described above.

H. CHANNEL INFRASTRUCTURE

Subject	3. Amend an existing pipeline license from ExxonMobil Pipeline Company and partially assign license rights to Enercoast Midstream LLC for a 16-inch crude oil pipeline under and across the Houston Ship Channel and Scott Bay.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, authorize the Port Authority to amend an existing pipeline license from ExxonMobil Pipeline Company and partially assign license rights to Enercoast Midstream LLC for a 16-inch crude oil pipeline under and across the Houston Ship Channel and Scott Bay, 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:

Permits/Licenses/Pipeline Easements

Department:

Channel Infrastructure Real Property

Staff Contact:

Garry McMahan

Background:

Enercoast Midstream LLC, Port Authority File No. 2023-0429, has applied for the assignment of rights under a pipeline license with ExxonMobil Pipeline Company (1997-0190) for a 16-inch crude oil pipeline under and across the Houston Ship Channel and Scott Bay in the William Scott Survey, A-66, and the Arthur McCormick Survey, A-31. ExxonMobil Pipeline Company's license would be amended to retain three 4-inch, four 6-inch, four 8-inch, one 10-inch, three 12-inch, one 16-inch, and one 20-inch pipelines.

Staff Evaluation/Justification:

The application was reviewed and approved by the Port Authority's Channel Infrastructure Real Property department. The assigned license is subject to the Port Authority's usual terms and conditions. The \$1,000 application fee has been paid.

Staff recommends approval.

I. COMMERCIAL

Subject **1. Approve a lease for a five-year term with Enstructure Richardson I LLC for approximately 11.23 acres out of Block 2 at Turning Basin Terminal, at an annual base rent of approximately \$267,144, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.**

Meeting Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its January 23, 2024 meeting, approve a lease for a five-year term with Enstructure Richardson I LLC for approximately 11.23 acres out of Block 2 at Turning Basin Terminal, at an annual base rent of approximately \$267,144, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index, 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 #3 - PARTNERSHIPS \(Develop and Strengthen External Partnerships\)](#)
[Strategic Objective 3a. - Cultivate key relationships to accomplish common goals](#)
[STRATEGIC GOAL #4 - STEWARDSHIP \(Create Greater Value for the Region\)](#)
[Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port](#)

Category:
Leases

Department:
Real Estate

Staff Contact:
John A. Moseley/Ben Licata

Background:
Enstructure Richardson I LLC has requested that the Port Authority lease approximately 11.23 acres out of its Block 2 at Turning Basin Terminal for a five-year term. Enstructure Richardson I LLC has leased the property since 2014 under various term leases with the latest being a five-year lease in 2019. The property is used for handling and storage of breakbulk general cargoes and steel.

Staff Evaluation/Justification:
Staff recommends the Port Commission approve the proposed lease with Enstructure Richardson I LLC under the terms described above.

I. COMMERCIAL

Subject	2. Ratify the extended term of a month-to-month lease with Enstructure Richardson I LLC for approximately 2.05 acres out of Block 13E at Northside Turning Basin, at a monthly base rent of approximately \$7,375.90.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, ratify the extended term of a month-to-month lease with Enstructure Richardson I LLC for approximately 2.05 acres out of Block 13E at Northside Turning Basin, at a monthly base rent of approximately \$7,375.90, 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 #3 - PARTNERSHIPS (Develop and Strengthen External Partnerships) Strategic Objective 3a. - Cultivate key relationships to accomplish common goals STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region) Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port

Category:

Leases

Department:

Real Estate

Staff Contact:

John A. Moseley/Ben Licata

Background:

The Port Authority currently has a month-to-month lease with Enstructure Richardson I LLC, which commenced January 18, 2023, for approximately 2.05 acres out of Block 13E at Northside Turning Basin that has been in effect for more than one year. Enstructure Richardson I LLC's current monthly base rent is approximately \$7,375.90 and is based upon the current premium rate for a month-to-month lease agreement. Enstructure Richardson I LLC uses the leased premises for storing and handling of steel products and general cargo.

An amendment to the Texas Water Code adopted in the 2011 State of Texas legislative session requires that the Port Commission authorize month-to-month lease agreements in effect for more than one year.

Staff Evaluation/Justification:

Staff recommends the Port Commission ratify the extended term of a month-to-month lease with Enstructure Richardson I LLC under the terms described above.

J. FINANCE

Subject	1. Approve the audited financial statements for the Port Authority Restated Retirement Plan for the fiscal year ended July 31, 2023.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, approve the audited financial statements for the Port Authority Restated Retirement Plan for the fiscal year ended July 31, 2023, 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:

General

Department:

Accounting/Treasury

Staff Contact:

Curtis Duncan/Roland Gonzalez

Background:

Section 802.103, Texas Government Code, states:

“(a) ... the governing body of a public retirement system shall publish an annual financial report showing the financial condition of the system as of the last day of the fiscal year covered in the report. The report must include the financial statements and schedules examined in the most recent audit performed as required by Section 802.102 and must include a statement of opinion by the certified public accountant as to whether or not the financial statements and schedules are presented fairly and in accordance with generally accepted accounting principles.

(b) The governing body of a public retirement system shall, before the 211th day after the last day of the fiscal year under which the system operates, file with the State Pension Review Board a copy of each annual financial report it makes as required by law.”

The Port Authority engaged FORVIS, its external auditing firm, to conduct an audit of the Port of Houston Authority Restated Retirement Plan (Pension Plan) for the fiscal year ended July 31, 2023 in accordance with statutory requirements.

The audited financial statements for the Pension Plan for the fiscal year ended July 31, 2023 included a statement of opinion by FORVIS, reading as follows:

“In our opinion, the financial statements referred to above present fairly, in all material respects, information regarding the Port of Houston Authority Restated Retirement Plan fiduciary net position as of July 31, 2023 and 2022, and changes therein for the years then ended in conformity with accounting principles generally accepted in the United States of America.”

Staff Evaluation/Justification:

Therefore, staff recommends that the Port Commission approve the audited financial statements for the Pension Plan for the fiscal year ended July 31, 2023, whereupon the Port Authority will file such financial statements with the Texas Pension Review Board.

K. INFRASTRUCTURE

Subject	1. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$182,660 for the rehabilitation of the 9650 High Level Road building at Turning Basin Terminal to the top-ranked proposer, Prestique, Inc. dba Ranger Roofing and Construction.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$182,660 for the rehabilitation of the 9650 High Level Road building at Turning Basin Terminal to the top-ranked proposer, Prestique, Inc. dba Ranger Roofing and Construction, 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 #1 - PEOPLE AND ORGANIZATION (Be the Best Place to Work)

Category:

Awards, Amendments & Change Orders

Department:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

This project is to rehabilitate the roof of the building occupied by the Houston International Seafarer's Center and Seamen's Church Institute.

The Port Authority notified vendors regarding its request for competitive sealed proposals (CSP) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Fifteen vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On December 13, 2023, two CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Prestique, Inc. dba Ranger Roofing and Construction, the proposer providing best value for the rehabilitation of the roof of the 9650 High Level Road building at Turning Basin Terminal, and act as otherwise described above.

K. INFRASTRUCTURE

Subject	2. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$199,320 for a Pelican Island pre-development geotechnical study to the top-ranked proposer, Tolunay-Wong Engineers, Inc.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, approve staff's ranking of vendor and award a professional services contract in an amount not to exceed \$199,320 for a Pelican Island pre-development geotechnical study to the top-ranked proposer Tolunay-Wong Engineers, Inc., 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:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

This project consists of the geotechnical study of certain Port Authority property on Pelican Island, Galveston. The project consists of site survey, geotechnical investigation, lab testing, geotechnical report including engineering, and geotechnical analysis of the site conditions. This report would also provide site characterization for future development.

The Port Authority notified vendors regarding its request for qualifications (RFQ) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Twenty vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On November 9, 2023, ten RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Tolunay-Wong Engineers, Inc., the most highly qualified provider, for a Pelican Island pre-development geotechnical study, and act as otherwise described above.

K. INFRASTRUCTURE

Subject	3. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$188,167 for pre-development design of Memorial Tract property to the top-ranked proposer, PRD Land Development Services, LLC.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, approve staff's ranking of vendor and award a professional services contract in an amount not to exceed \$188,167 for pre-development design of Memorial Tract property to the top-ranked proposer PRD Land Development Services, LLC, 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:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

This project consists of predevelopment design work for the Port Authority's thirty-acre developable site within the Memorial Tract. The following services would be needed for the scope: surveying and field work, hydrology and hydraulic study for watershed changes due to project development, clearing and grubbing design, stormwater mitigation, permitting, bid phase services, and construction phase services.

The Port Authority notified vendors regarding its request for qualifications (RFQ) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Twenty vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On November 1, 2023, two RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to PRD Land Development Services, LLC, the most highly qualified provider, for the pre-development design of Memorial Tract property, and act as otherwise described above.

K. INFRASTRUCTURE

Subject	4. Award a professional services contract to AECOM Technical Services, Inc. for pre-development design of the Greens Bayou Terminal tract in an amount not to exceed \$498,161.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, award a professional services contract to AECOM Technical Services, Inc. for pre-development design of the Greens Bayou Terminal tract in an amount not to exceed \$498,161, 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:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

This project consists of pre-development of the Port Authority's 346-acre tract at Greens Bayou. The scope would include geotechnical investigation, survey work, design of clearing, grubbing, and design for filling wetlands, grading for positive drainage, and installation of stormwater controls. The project would also require a hydrology and hydraulic study for floodplain impacts, jurisdiction coordination, and permitting.

The Port Authority notified vendors regarding its request for qualifications (RFQ) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Twenty-three vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On November 11, 2023, one RFQ response was received and opened. The response was reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to AECOM Technical Services, Inc. for the pre-development design of the Greens Bayou Terminal site, and act as otherwise described above.

K. INFRASTRUCTURE

Subject	5. Award a construction contract to Alpha Mar Group for the replacement of speed gates 2, 4, and 5 at Turning Basin Terminal in an amount not to exceed \$671,500.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, award a construction contract to Alpha Mar Group for the replacement of speed gates 2, 4, and 5 at Turning Basin Terminal in an amount not to exceed \$671,500, to the top-ranked proposer Alpha Mar Group, 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 #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:

Awards, Amendments & Change Orders

Department:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

This project consists of purchase, fabrication, and installation of speed gates at Ramp Roads 2, 4, and 5.

The Port Authority notified vendors regarding its request for competitive sealed proposals (CSP) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Ten vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On December 13, 2023, one CSP response was received, opened, and publicly read. The response was reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Alpha Mar Group, the proposer providing best value for the replacement of speed gates 2, 4, and 5 at Turning Basin Terminal, and act as otherwise described above.

K. INFRASTRUCTURE

Subject	6. Award a construction contract to Prestique, Inc. dba Ranger Roofing and Construction for the rehabilitation of the transit shed roof at CARE Terminal and roofs of transit sheds 21-22 at Turning Basin Terminal in an amount not to exceed \$3,694,325.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, award a construction contract to Prestique, Inc. dba Ranger Roofing and Construction for the rehabilitation of the transit shed roof at CARE Terminal and roofs of transit sheds 21-22 at Turning Basin Terminal in an amount not to exceed \$3,694,325, 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:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

This project consists of repairing the existing roofs of the transit sheds at CARE Terminal and transit sheds 21-22 at Turning Basin Terminal, and adding an additional protective layer to the roofs.

The Port Authority notified vendors regarding its request for competitive sealed bids (CSB) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Fifteen vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On December 13, 2023, three CSB responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Prestique, Inc. dba Ranger Roofing and Construction, the lowest and best bid for the rehabilitation of the transit shed roof at CARE Terminal and transit shed roofs 21-22 at Turning Basin Terminal, and act as otherwise described above.

K. INFRASTRUCTURE

Subject	7. Amend the professional services contract with Hatch Associates Consultants, Inc. to perform additional work associated with the expansion of gate facilities at Barbours Cut Terminal in an amount not to exceed \$93,830.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, approve an amendment to the professional services contract with Hatch Associates Consultants, Inc. to perform additional work associated with the expansion of gate facilities at Barbours Cut Terminal in an amount not to exceed \$93,830, 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 #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:

Awards, Amendments & Change Orders

Department:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

By Minute No. 2018-0517-15, the Port Commission awarded a professional services contract to Hatch Associates Consultants, Inc. to perform work associated with the expansion of gate facilities at Barbours Cut Terminal.

This proposed amendment would consist of the following:

- Design services to implement signalization and traffic controls for the TWIC Gate entrance, at the east end of Barbours Cut Blvd.

Staff Evaluation/Justification:

Staff has reviewed Hatch Associates Consultants, Inc.'s proposal and found it to be fair and reasonable and recommends that the Port Commission approve the proposed amendment.

K. INFRASTRUCTURE

Subject	8. Assign the professional services contract for construction materials testing for the maintenance complex at Barbours Cut Terminal to Raba-Kistner, Inc.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, approve an assignment of the professional services contract for construction materials testing for the maintenance complex at Barbours Cut Terminal to Raba-Kistner, Inc., 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 #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:
General

Department:
Project and Construction Management

Staff Contact:
Roger H. Hoh, P.E.

Background:
By Minute No. 2022-0927-33, the Port Commission awarded a professional services contract to Braun Intertec Corporation for construction materials testing during the construction of the maintenance complex at Barbours Cut Terminal.

This proposed amendment would consist of the assignment of that contract to Raba Kistner, Inc.

Staff Evaluation/Justification:
Staff recommends that the Port Commission approve the proposed assignment.

L. OPERATIONS

Subject	1. Award a five-year contract to Johnson Controls Fire Protection LP, the sole source provider, for the purchase of monitoring, inspection, repair services, and spare parts for fire alarm and suppression systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$945,000.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission at its January 23, 2024 meeting, award a five-year contract to Johnson Controls Fire Protection LP, the sole source provider, for monitoring, inspection, repair services, and spare parts for fire alarm and suppression systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, in an amount not to exceed \$945,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:

Awards, Amendments & Change Orders

Department:

Maintenance

Staff Contact:

Paulo Soares

Background:

By Minute No. 2020-1208-35, the Port Commission awarded a three-year contract to Johnson Controls Fire Protection LP in the amount not to exceed \$400,000 for the purchase of monitoring, inspection, repair services, and spare parts for fire alarm and suppression systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, using the Texas Comptroller's Texas Multiple Award Schedule.

This contract expired on December 31, 2023 and funds have been depleted. Monitoring, inspection, and repairs to fire alarm and suppression systems at these facilities are required to comply with fire and safety standards, as well as ensure the protection of personnel and Port Authority property.

Staff Evaluation/Justification:

Section 60.412 of the Water Code provides that a purchase for an item that can be obtained only from one source is exempt from certain procurement requirements of the Water Code. Port Authority staff has received a written statement from Johnson Controls Fire Protection LP, confirming that Johnson Control Fire Protection LP is the sole authorized service provider for the Simplex Network communication product line.

Staff recommends that the Port Commission award a five-year contract to Johnson Controls Fire Protection LP for the purchase of monitoring, inspection, repair services, and spare parts for fire alarm and suppression systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal.

L. OPERATIONS

Subject	2. Award a three-year contract to Dellner Bubenzer USA, Inc., the sole source provider, for the purchase of spare and replacement Dellner Bubenzer brake parts for wharf and rubber-tired gantry (RTG) cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$2,300,000.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, award a three-year contract to Dellner Bubenzer USA, Inc, the sole source provider, for the purchase of spare and replacement Dellner Bubenzer brake parts for wharf and rubber-tired gantry (RTG) cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$2,300,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:

Awards, Amendments & Change Orders

Department:

Maintenance

Staff Contact:

Paulo Soares

Background:

By Minute No. 2021-0427-41, the Port Commission awarded a three-year contract to Bubenzer Bremsen America, LLC dba Pintsch Bubenzer USA in the amount not to exceed \$1,500,000 for the purchase of spare and replacement Pintsch Bubenzer brake parts for wharf and rubber-tired gantry (RTG) cranes at Barbours Cut Terminal and Bayport Container Terminal. The Port Authority currently owns twenty-nine wharf and one hundred and sixteen RTG cranes in operation at both container terminals that are equipped with Dellner Bubenzer brakes for various crane functions such as gantry, trolley, main hoist, and boom hoist.

Additionally, three wharf and twenty-four RTG cranes are to be delivered and commissioned by the fourth quarter of 2024. These cranes will also be equipped with Dellner Bubenzer brakes.

The ability to expedite procurement of spare and replacement brake parts for these cranes is critical to efficient terminal operations. Replacement and spare parts would be purchased through this contract as needed to properly maintain these cranes and minimize operational downtime.

Staff Evaluation/Justification:

Section 60.412 of the Water Code provides that a purchase for an item that can be obtained only from one source is exempt from certain procurement requirements of the Water Code. Port Authority staff has received a written statement from the manufacturer confirming that Dellner Bubenzer USA, Inc. is the sole authorized source of replacement Dellner Bubenzer brake parts in the United States.

Staff recommends the Port Commission approve a three-year contract with Dellner Bubenzer USA, Inc. for the purchase of spare and replacement Dellner Bubenzer brake parts for wharf and RTG cranes at Barbours Cut Terminal and Bayport Container Terminal.

L. OPERATIONS

Subject	3. Award a three-year contract to Crane Tech Solutions, LLC, the sole source provider, for the purchase of spare and replacement parts for Stinis spreader bars and an over-height attachment at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$700,000.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, award a three-year contract to Crane Tech Solutions, the sole source provider, for the purchase of spare and replacement parts for Stinis spreader bars and an over-height attachment at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$700,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:

Awards, Amendments & Change Orders

Department:

Maintenance

Staff Contact:

Paulo Soares

Background:

By Minute No. 2021-0928-46, the Port Commission awarded a two-year contract to Crane Tech Solutions, LLC, in the amount not to exceed \$600,000 for the purchase of spare and replacement parts for Stinis spreader bars and over-height attachment at Barbours Cut Terminal and Bayport Container Terminal. This contract is currently expired. The ability to expedite procurement of spare and replacement parts for these units is critical to efficient terminal operation.

The Port Authority currently owns a total of twenty-two spreader bars and one over-height attachment manufactured by Stinis Holland B.V. of the Netherlands, including thirteen spreaders and one over-height attachment at Barbours Cut Terminal, and nine spreaders operating at Bayport Container Terminal.

Staff Evaluation/Justification:

Section 60.412 of the Water Code provides that a purchase for an item that can be obtained only from one source is exempt from certain procurement requirements of the Water Code. Port Authority staff has received a written statement from the manufacturer confirming that Crane Tech Solutions is the sole authorized source for captive replacement Stinis parts in the United States.

Staff recommends that the Port Commission approve a three-year contract with Crane Tech Solutions, LLC, for the purchase of spare and replacement parts for Stinis spreader bars and over-height attachment at Barbours Cut Terminal and Bayport Container Terminal.

L. OPERATIONS

Subject **4. Issue a purchase order to and authorize a service agreement with Bud Griffin & Associates, the sole source provider, for the purchase and installation of Liebert Uninterruptible Power Supply battery, static transfer switch, power distribution units, and monitoring products for the Bayport Container Terminal data center in an amount not to exceed \$170,000.**

Meeting Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its January 23, 2024 meeting, issue a purchase order to and authorize a service agreement with Bud Griffin & Associates, the sole source provider, for the purchase and installation of Liebert Uninterruptible Power Supply battery, static transfer switch, power distribution units, and monitoring products for the Bayport Container Terminal data center in an amount not to exceed \$170,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals [STRATEGIC GOAL #2 - INFRASTRUCTURE \(Optimize Infrastructure and Channel Capacity to Serve the Region\)](#)

Category:

Awards, Amendments & Change Orders

Department:

Maintenance

Staff Contact:

Paulo Soares

Background:

The Port Authority's original Liebert Uninterruptible Power Supply (UPS) battery was installed in 2009 to back up power service at the Bayport Container Terminal Data Center. This unit has become obsolete and unreliable. Staff believes there are distinct advantages in having the original equipment manufacturer replace the existing UPS system given its access to specific proprietary information, materials, technical support, and expertise. The new UPS system would provide extended battery life, enhanced protection for critical equipment, and updated technology.

Staff Evaluation/Justification:

Section 60.412 of the Water Code provides that a purchase for an item that can be obtained only from one source is exempt from certain procurement requirements of the Water Code. Port Authority staff has received a written statement from Bud Griffin & Associates confirming that Bud Griffin & Associates is the sole authorized service provider for the Liebert Power product line.

Staff recommends that the Port Commission approve issuing a purchase order to Bud Griffin & Associates, the sole source provider, for the purchase of Liebert Uninterruptible Power Supply battery, static transfer switch, power distribution units, and monitoring products for Bayport Container Terminal Data Center.

L. OPERATIONS

Subject	5. Issue a purchase order to Caldwell Country Chevrolet for the purchase of approximately fifty-one vehicles to be utilized by Barbours Cut Terminal, Bayport Container Terminal, Turning Basin Terminal Maintenance, Risk Management, Safety, Project & Construction Management, Real Estate, Security, and Port Police, using the Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$2,125,000.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, issue a purchase order to Caldwell Country Chevrolet for the purchase of approximately fifty-one vehicles to be utilized by Barbours Cut Terminal, Bayport Container Terminal, Turning Basin Terminal Maintenance, Risk Management, Safety, Project & Construction Management, Real Estate, Security, and Port Police, using the Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$2,125,000, determine that this procurement method provides the best value to the Port Authority, 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:

Maintenance

Staff Contact:

Paulo Soares

Background:

The Central Maintenance department, with recommendations from the Barbours Cut Terminal, Bayport Container Terminal, Risk Management, Safety, Project & Construction Management, Real Estate, Security, and Port Police departments prepared specifications for new and replacement vehicles to promote a safe work environment and cost-effective operations.

Staff believes that an estimated total of fifty-one vehicles would be needed for 2024 including twenty units for Barbours Cut Terminal (Departments 127 and 128), fourteen for Bayport Container Terminal (Departments 129 and 131), five for Port Police, four for Security, three for the Turning Basin Terminal Maintenance, two for Project & Construction Management, one for Risk Management, one for Safety, and one for Real Estate.

The Local Government Purchasing Cooperative (LGPC) is a Texas nonprofit association that performs cooperative government procurement services. Buyboard is LGPC's electronic cooperative procurement system. This cooperative is administered by the Texas Association of School Boards. The Port Commission authorized the Port Authority to become a member in 2006.

Staff Evaluation/Justification:

The Director of Procurement Services has determine that procuring this item through the BuyBoard Cooperative Purchasing Program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority.

Staff compared vehicle prices obtained from local and non-local dealerships, taking into consideration the statutory competitive procurement requirements, and has determined that purchasing these vehicles using the LGPC of BuyBoard satisfies statutory requirements and provides the best value to

the Port Authority. BuyBoard websites list several pre-approved dealerships. Staff reviewed the vehicle specifications from these providers and determined that Caldwell Country Chevrolet is the vendor with the best price of vehicles under the pricing schedule pursuant to that vendor's contract with the LGPC's BuyBoard and meets the Port Authority's requirements.

Staff recommends that the Port Commission issue a purchase order to Caldwell Country Chevrolet for the purchase of approximately fifty-one vehicles, and act as otherwise provided above.

L. OPERATIONS

Subject	6. Approve the change of control of Logistec Corporation, the "Controlling Entity" under the Lease Agreement for CARE Terminal with Gulf Stream Marine, Inc. dated June 1, 2012.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, approve the change of control of Logistec Corporation, the "Controlling Entity" under the Lease Agreement for CARE Terminal with Gulf Stream Marine, Inc. dated June 1, 2012, 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:

General

Department:

Operations

Staff Contact:

Jeff Davis

Background:

The Port Authority is party to a Lease Agreement for the CARE Terminal with Gulf Stream Marine, Inc. dated June 1, 2012. The term of the lease is set to expire September 30, 2040. Logistec Corporation is the parent company of Gulf Stream Marine, Inc. (the tenant) and is the "Controlling Entity" under the Lease.

Logistec Corporation has notified the Port Authority that it is being purchased by 1443373 B.C. Unlimited Liability Company and requested the Port Authority's consent to this change of control.

The 1443373 B.C. Unlimited Liability Company is owned by Stonepeak Opportunities Fund LP and Blue Wolf Capital Fund V LP, which are funds managed by Stonepeak Partners LP and Blue Wolf Capital Partners LLC, respectively. The tenant under the lease would not change as a result of this transaction.

Staff Evaluation/Justification:

Staff has reviewed the change of control and recommends the Port Commission approve the change of control of the tenant under this lease.

M. PEOPLE

Subject	1. Approve the hiring of Fonda Gignac as a casual employee to provide services relating to the implementation of an enterprise resource planning system.
Meeting	Jan 23, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its January 23, 2024 meeting, approve the hiring of Fonda Gignac as a casual employee to provide services relating to the implementation of an enterprise resource planning system, 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 #1 - PEOPLE AND ORGANIZATION (Be the Best Place to Work)

Category:
General

Department:
People

Staff Contact:
Jessica Shaver

Background:

Fonda Gignac, Human Resources HRIS & Benefits Manager, plans to retire February 1, 2024, after providing thirty-three years of service to the Port Authority. Ms. Gignac currently has a lead role for the Human Resources department and People Division implementation of the new Workday Enterprise Resource Planning (ERP). Based on her knowledge of the Port Authority Human Resources systems and her role in the implementation of the current JD Edwards system, staff believes she can play a critical role in achieving a successful implementation, and Ms. Gignac has expressed a willingness to work as a casual employee for up to 20 hours per week to assist with this implementation.

The Port Authority's Code of Ethics prohibits the Port Authority from entering into certain contracts with former employees who worked for the Port Authority in the preceding twelve months without the specific approval of the Port Commission. In accordance with the spirit of that requirement, staff is seeking the Port Commission's approval before re-hiring Fonda Gignac as a casual employee.

Staff Evaluation/Justification:

Staff recommends that the Port Commission approve the hiring of Fonda Gignac as a casual employee to provide services relating to the implementation of an enterprise resource planning system on an as-needed basis.

