

I N D E X

PORT COMMISSION
OF THE
PORT OF HOUSTON AUTHORITY
OF THE PORTS OF HARRIS COUNTY, TEXAS
February 29, 2024

Minute No.

Event/Action

General

Chairman Campo convened the in-person and virtual Port Commission meeting and provided opening remarks along with Port Commissioners

Minutes

2024-0229-01 Approve the minutes of the January 23, 2024 Port Commission meeting

Staff Reports

2024-0229-02 Roger Guenther, Executive Director, presented a summary of selected financial and operational matters

Appearances

2024-0229-03(a) Chairman Campo introduced Captain Keith Donohue, Commanding Officer, U.S. Coast Guard Sector Houston-Galveston, who addressed the Port Commission

2024-0229-03(b) Chairman Campo introduced Andria Balogh, STEM·E Youth Career Development Program, who addressed the Port Commission

2024-0229-03(c) Chairman Campo introduced Erandi Treviño, Public Citizen, who addressed the Port Commission

2024-0229-03(d) Chairman Campo introduced Leticia Gutierrez, Air Alliance Houston, who addressed the Port Commission

2024-0229-03(e) Chairman Campo introduced Dr. Carla Wyatt, Harris County Treasurer, who addressed the Port Commission

F. Executive

2024-0229-04 Staff Report – Selected agenda items – Kerrick Henny, Chief Government and Public Relations Officer and Erik Eriksson, Chief Legal Officer

<u>Minute No.</u>	<u>Event/Action</u>
2024-0229-05	Amend the professional services contract with Pierpont Communications, Inc. for corporate communications consulting and support for a one-year term
2024-0229-06	Amend the professional services contract with The Daniels Group a/k/a The Daniels Strategy Group, LLC for civic engagement support and consulting for a one-year term
2024-0229-07	Authorize the Chief Legal Officer to Appoint the Port Authority's Records Management Officer
2024-0229-08	Amend the records management program regarding the appointment of a records management officer
2024-0229-09	Amend the proposed 2024 Incentive Award Plan
2024-0229-10	Memorandum of Understanding with the Board of Trustees of the Galveston Wharves regarding joint development and use of certain portions of Pelican Island

G. Business Equity (no items)

H. Channel Infrastructure

2024-0229-11	Staff Report – Selected agenda items – Leia Wilson, Director, Channel Infrastructure Operations
2024-0229-12	Approve staff's ranking of vendors and award a construction contract for dredging of the Houston Ship Channel between Bayport and Morgan's Point, Houston Ship Channel Station 16+000 to Houston Ship Channel Bayou Station 27+48.18 to the top- ranked proposer: staff ranking - first, Callan Marine, Ltd.; and second, Weeks Marine, Inc. Port Commission adopted the staff-recommended ranking and authorized award
2024-0229-13	Amend a professional services contract with TC&B/GBA, a joint venture of Turner Collie & Braden Inc. and Gahagan & Bryant Associates, Inc. to provide continued engineering, design, project coordination, and other general assistance for the Houston Ship Channel Expansion Channel Improvement Project
2024-0229-14	Approve renewal of the following expiring Port Authority licenses for new thirty-year terms: Easton Energy Pipelines LLC, KM Liquids Terminals LLC, and Kinder Morgan Tejas Pipeline LLC

<u>Minute No.</u>	<u>Event/Action</u>
2024-0229-15	Issue a pipeline license to Kinder Morgan Texas Pipeline LLC for a surface site and an access road on the west side of the Beltway 8 property adjacent to the Sam Houston Tollway bridge
2024-0229-16	Issue a transmission line license to Comcast of Houston, LLC for one fiber optic/communication line over the Port Terminal Railroad Association's Southside Mainline railroad right-of-way near North South Street
2024-0229-17	Amend a marine construction permit issued to Deer Park Refining, LP to expand an existing bulkhead and to install a pier for mooring a firefighting boat
	I. Commercial
2024-0229-18	Staff Report – Selected agenda items – John Moseley, Chief Commercial Officer
2024-0229-19	Award a professional services contract to Barbara Spector Yeninas Associates Inc. to coordinate sponsorship sales, tickets sales, advertising, promotion, hospitality, panelists, and entertainment for the Houston International Maritime Conference for a base amount of \$70,350, plus 20% commission on sponsorship, advertising, and ticket sales in an amount not to exceed \$153,000, and reimbursable expenses not to exceed \$8,000
2024-0229-20	Amend the lease with TPC Group LLC for approximately 6 acres out of Block 3 at Sims Bayou to extend the term for one year, at an annual base rent of approximately \$288,501
2024-0229-21	Amend the lease with Enstructure Richardson I LLC for approximately 2.07 acres out of Block 29 at Industrial Park East, to extend the term for five-years, at an annual base rent of approximately \$84,199, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index
	J. Finance
2024-0229-22	Staff Report – Selected agenda items – Norma Essary, Director, Risk and Safety Management
2024-0229-23	Approve the purchase of insurance from various carriers effective March 1, 2024, for the Port Authority's annual primary and excess property and casualty insurance coverage needs
2024-0229-24	Authorize to fund the Port Authority's self-insurance loss fund account for workers' compensation and liability claims for insurance year 2024-2025 and authorize its third-party claims administrator to pay claims in

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	accordance with the Amended Insurance Program and Indemnification Policy dated February 2018
2024-0229-25	Approve and reaffirm the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies
2024-0229-26	Authorize termination of the investment management agreement with Stacey Braun Associates, Inc. for the Port of Houston Authority Restated Retirement Plan (Pension Plan)
2024-0229-27	Authorize the Fidelity Large Cap Growth Index Fund (FSPGX) as a new large cap growth investment manager for the Port of Houston Authority Restated Retirement Plan (Pension Plan)
2024-0229-28	Authorize the Fidelity Large Cap Growth Index Fund (FSPGX) as a new large cap growth investment manager for the Port of Houston Authority Other Post-Employment Benefits (OPEB) Plan, an irrevocable trust established for other post-employment benefits
2024-0229-29	Acknowledge receipt and filing of the report regarding the Port of Houston Authority Restated Retirement Plan (Pension Plan) prepared by Champion Capital Research, Inc., an independent investment consultant, as required by Texas Government Code Sec. 802.109
2024-0229-30	Enter into an Interlocal Agreement with Purchasing Cooperative of America to participate in its cooperative purchasing program
2024-0229-31	Approve the hiring of Yolanda Ramirez as a casual employee to provide services relating to the audit cycle and implementation of an enterprise resource planning system
	K. Infrastructure
2024-0229-32	Staff Report – Selected agenda items – Rich Byrnes, Chief Infrastructure Officer
2024-0229-33	Approve staff’s ranking of vendors and award a professional services contract to support the development of Port Houston plans (2025 Strategic Plan and 2050 Plan), to the top ranked proposer City and Sea Group LLC dba CAS Group LLC
2024-0229-34	Approve staff’s ranking of vendors and award a construction contract for the demolition of Crane No. 11 at Barbours Cut Terminal, to the top-ranked proposer Grant Mackay Company, Inc.

<u>Minute No.</u>	<u>Event/Action</u>
2024-0229-35	Approve staff's ranking of vendors and award a construction contract for the annual concrete replacement at Turning Basin Terminal in 2024, to the top-ranked proposer Resicom, Inc.
2024-0229-36	Award a professional services contract to Lloyd Engineering for the design of Wharf 20/21 bulkhead rehabilitation at Turning Basin Terminal
2024-0229-37	Award a professional services contract with Generocity Services, Inc. for hyperchlorination and installed supplemental chlorination systems throughout Barbours Cut Terminal
2024-0229-38	Issue a purchase order to FPS, LP dba Office Furniture Connection for the pre-order, purchase and installation of office furniture for the maintenance and repair building at Barbours Cut Terminal, using Purchasing Cooperative of America, a cooperative purchase program
2024-0229-39	Enter into a construction services agreement with Southwestern Bell Telephone Company (dba AT&T Texas) for proposed fiber optic services and removal of the remote terminal hut in the future Container Yard 8 at Bayport Container Terminal and authorize a payment thereunder
2024-0229-40	Amend the professional services contract with AECOM Technical Services, Inc. to perform additional work associated with the bid and construction phase for reconstruction of Container Yards 6 and 7 at Barbours Cut Terminal
2024-0229-41	Amend the professional services contract with Walter P. Moore & Associates Inc. to perform additional design and construction phase services associated with the rehabilitation of Transit Sheds 18 and 19 at the Turning Basin Terminal
2024-0229-42	Approve a change order with Indi Construction Partners, LLC to perform additional work associated with the construction of the maintenance building addition and canopy enclosure at Bayport Container Terminal
2024-0229-43	Approve a change order with Satterfield & Pontikes Construction, Inc. to perform additional work associated with construction of Container Yard 1 North and Middle at Bayport Container Terminal
	L. Operations
2024-0229-44	Staff Report – Selected agenda items – Candice Armenoff, Execution Planning Manager
2024-0229-45	Approve staff's ranking of vendors and award a two-year contract for railroad repair services at Barbours Cut Terminal, Bayport Container

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Terminal, and Turning Basin Terminal to the top-ranked proposers: staff ranking - first, Railworks Track Systems, Inc., second, Ameritrack Rail; and third, LJA Infrastructure, Inc.

Port Commission adopted the staff-recommended ranking and authorized award

2024-0229-46 Award a two-year contract to Maxim Crane Works, LP for crane rental services for maintenance of equipment and facilities at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal

2024-0229-47 Award a three-year contract to ZPMC North America, Inc. (ZPMC), the sole source provider, for the purchase of captive replacement parts for ZPMC cranes at Barbours Cut Terminal and Bayport Container Terminal

2024-0229-48 Award a two-year job order contract to Structural Concrete Systems, LLC for general facility repairs, using the Omnia Partners, a cooperative purchase program contract, in an amount not to exceed \$1,000,000, and a two-year job order contract with Generocity Services, Inc. for general facility repairs, using Harris County Department of Education's Choice Partners, a cooperative purchase program, in an amount not to exceed \$1,000,000

2024-0229-49 Authorize a fifteen-year lease (with three five-year extension options) with Hansen Metro Elevation LLC, for the 19.1-acre site including Houston Public Grain Elevator No. 1 at the North Side Turning Basin at a monthly base rent beginning at \$63,429.69 and subject to annual increases, with a total rent abatement amount not to exceed \$9,853,132

M. People

2024-0229-50 Staff Report – Selected agenda item – Maria Aguirre, Director, Community Relations

2024-0229-51 Authorize the renewal of the agreement with Unicare Building Maintenance Inc. for cleaning services for the Executive Office Building, Port Coordination Center, Central Maintenance buildings, Sam Houston Pavilion, and ten gatehouses at the Turning Basin Terminal for an additional two-year term

N. Security and Emergency Operations (no items)

O. Technology

2024-0229-52 Staff Report – Selected agenda item – Charles Thompson, Chief Information Officer

<u>Minute No.</u>	<u>Event/Action</u>
2024-0229-53	Amend the Port Authority's purchase order and contract with HP Inc. for the purchase of laptops, desktops, tablets, ruggedized devices, related accessories, and services, using the Interlocal Agreement with the City of Houston and Metropolitan Transit Authority of Harris County, to increase the amount of the purchase order and extend the term for a period of five years
2024-0229-54	Issue a purchase order to CDWG for purchase of VMWare annual software licensing and software support to the Port Authority's existing Information Technology infrastructure, using Texas Department of Information Resources cooperative purchase program
2024-0229-55	Issue a purchase order to Smart-Tecs LLC, the sole source provider, for the purchase of spare parts for the Gate Operating System environment
2024-0229-56	Issue a purchase order to Tanches Global Management, Inc. for purchase of Cisco Duo Premier for Multi-Factor Authentication, using Texas Department of Information Resources cooperative purchase program
2024-0229-57	Issue a purchase order to Freeit Data Solutions for purchase of Cloudflare Web Application Firewall, using Texas Department of Information Resources cooperative purchase program

Recess Open Meeting and Convene Executive Session

Reconvene Open Meeting

2024-0229-58	Authorize the Port Authority to amend the legal services agreements with Andrews Myers, P.C. and Best Best & Krieger LLP on the terms discussed in Executive Session, and authorize the Chief Legal Officer to do all other things reasonable or necessary to give effect to the foregoing
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Channel Infrastructure

2024-0229-59	Staff Report – Selected agenda item – Leia Wilson, Channel Infrastructure Operations
2024-0229-60	Amend the contract with Great Lakes Dredge & Dock Company for dredging the Houston Ship Channel between Station 73+467 and 138+369 in a reductive amount

Closing Remarks by Chairman and Commissioners

Adjourn Meeting

**Port of Houston Authority
Port Commission Public Meeting**

**Houston, Texas
February 29, 2024**

A public meeting of the Port Commission of the Port of Houston Authority of Harris County, Texas was convened on February 29, 2024, at 9:15 a.m., at the Port of Houston Authority Executive Offices, Fourth Floor Boardroom, at 111 East Loop North, Houston, Texas 77029, and via Cisco WebEx. The following commissioners, staff, and counsel were present:

Ric Campo, Chairman
Wendy Cloonan, Commissioner
Dean Corgey, Commissioner
Cheryl Cruzot, Commissioner
Clyde Fitzgerald, Commissioner
Alan Robb, Commissioner, arrived at 9:30 a.m.
Roger Guenther, Executive Director
Erik Eriksson, Chief Legal Officer
Tom Heidt, Chief Operating Officer
J. Kent Friedman, outside counsel

Chairman Campo began his opening remarks by wishing everyone a happy “Leap Day,” before taking a moment to give special thanks to Commissioner Cruzot for her outstanding service on the Port Commission; it was her last meeting as a commissioner. She dedicated a tremendous amount of time and leadership during the previous four years to the betterment of the Port Authority and the region.

Commissioner Cruzot’s contributions during her tenure were many, including providing direction and guidance on the Audit Committee, Community Relations Committee, and Governance Committee. Since her appointment in 2020, the Port Commission had awarded nearly \$1 billion for landside facility assets and improvements and more than \$540 million for the improvements to the Houston Ship Channel as part of the deepening and widening project (Project 11).

Chairman Campo stressed Commissioner Cruzot’s advocacy for continued engagement with the community. In particular, she had shown unwavering support for the Port Authority’s Business Equity Program, for which she promoted continual improvement as a champion of the small business and minority- and woman-owned business enterprise (S/MWBE) program.

Lastly, Commissioner Cruzot had been an advocate for green spaces in ship channel communities. For example, she helped bring to life a maritime-themed playground at Hidalgo Park and recently attended the ribbon-cutting ceremony.

Chairman Campo thanked Commissioner Cruzot for her service and emphasized that it had been a pleasure to work alongside her for the past four years.

Commissioner Corgey observed that Commissioner Creuzot had a unique skillset that she brought to the Port Commission and to the community, and working with her had meant a lot to him.

Commissioner Fitzgerald offered his thanks and stressed it had been enjoyable to work with Commissioner Creuzot.

Commissioner Cloonan added that Commissioner Creuzot had been very tactful and thoughtful during her tenure.

Chairman Campo introduced Thomas Jones Jr. who had been appointed to replace Commissioner Creuzot on the Port Commission. Mr. Jones would take his oath of office in short order and be present at the next meeting as a voting commissioner. Chairman Campo noted that he and Mr. Jones had a relationship dating back almost 25 years.

Mr. Jones stated that he looked forward to meeting and working with everyone at the Port Authority. He added that he had both a personal and professional relationship with Commissioner Creuzot for thirty years.

(2024-0229-01) Chairman Campo called for a motion to approve the minutes of the January 23, 2024 Port Commission meeting. Commissioner Corgey moved for approval, seconded by Commissioner Cloonan. The minutes were approved as written.

(2024-0229-02) Roger Guenther, Executive Director, presented a summary of selected financial and operational matters.

Mr. Guenther observed that the Port Authority was off to a great start in 2024. There was more than \$176 million in awards on the agenda for consideration, including an award for the next segment of Project 11.

Mr. Guenther continued: two individuals recently recognized for work anniversaries would be retiring. Nena Armstrong, Maintenance Support Coordinator, retired after 41 years of service and Yolanda “Nessie” Ramirez, Financial Accountant, would be retiring after 46 years of service. Ms. Ramirez began her career in 1978 as a junior accounting clerk and was currently the number-one tenured employee at the Port Authority.

Additionally, Mr. Guenther announced that Jeff Davis, Chief Port Operations Officer, would be retiring on April 1, 2024. Ryan Mariacher would be the new division chief while a new division – the Port Maintenance Division – was created and would be headed by a new chief officer: Paulo Soares.

Mr. Guenther yielded the floor to Eric Barron, Director, Strategic Asset Management, to provide a brief report on the Port Authority Strategic Asset Management.

Mr. Barron explained that the purpose of the Strategic Asset Management program was to apply industry best practices to monitor for continuous improvement to improve asset performance in order to maximize value and meet long-term goals for Port Authority assets. Strategies included integration of the Port Authority's core business systems, performing condition assessments, building asset management and geographic information system (GIS) programs, and improving project development and delivery.

Risks to the Port Authority's assets had been mitigated by approximately \$10 million, as over 200 risks were currently being monitored. Benchmarks were established against eight other ports and one municipal utility, to align the Port Authority to industry best practices. A five-year roadmap for asset management and a three-year roadmap for GIS were established, and the Port Authority was currently in year two of implementation.

Mr. Guenther commented that the Port Authority had very old assets: most docks at the Turning Basin Terminal were over forty years old.

Commissioner Cloonan appreciated the report and asked that more such reports be given in the future. Mr. Guenther promised there would be.

(2024-0229-03) Appearances

(a) Chairman Campo recognized Captain Keith Donohue, Commanding Officer, U.S. Coast Guard Sector Houston-Galveston, who addressed the Port Commission.

Capt. Donohue remarked that he came from a family of bricklayers, yet he had chosen a different path and had worked at hundreds of ports all over the world during his career. The partnerships he encountered in the Houston-Galveston Sector were unlike any he had seen before, and he thanked Port Authority staff for their contribution to those partnerships.

An executive order had been signed the previous week that reaffirmed the Coast Guards role relating to cybersecurity. Since the Houston region accounted for 20% of the \$5 trillion Marine Transportation System, protecting it was a high priority. The partnerships over the last three years had strengthened the practicality of the cybersecurity network in the region.

Capt. Donohue remarked that there were also great firefighting capabilities along the channel. The Coast Guard would not fail at search and rescue, but its primary mission was the transportation system.

(b) Chairman Campo recognized Andria Balogh, STEM-E Youth Career Development Program, who addressed the Port Commission.

Ms. Balogh remarked that her organization was a beneficiary of the Port Authority's Community Grants Program, and focused on educating youth in critical skills and professional skills. Her goal was to enhance student skills for future success through professional development opportunities, to develop the workforce of tomorrow. Over 500 students had been impacted in the last quarter alone.

Ms. Balogh extended an invitation to attend her organization's upcoming event: the Annual Pickleball Festival + Tournament to be held at Memorial Park on April 13, 2024.

(c) Chairman Campo recognized Erandi Treviño, Public Citizen, who addressed the Port Commission.

Ms. Treviño thanked Commissioner Cruzot for her service on the Port Commission. Her organization had been meeting bimonthly with Port Authority staff for the past ten months to discuss various projects that could be implemented and funded by grant opportunities.

Ms. Treviño reported that the Healthy Port Communities Coalition had sent a letter to the Port Authority recommending community engagement for help on various grant opportunities. Public Citizen recently submitted its support for the Port Authority's application for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant, as it was consistent with Justice 40 priorities. Progress was being made between the community and the Port Authority.

(d) Chairman Campo recognized Leticia Gutierrez, Air Alliance Houston, who addressed the Port Commission.

Ms. Gutierrez commented that her son, who she frequently mentioned during her appearances, had recently enlisted in the military. She stressed that the Port Authority was doing much better recently in engaging the community and referenced the recent support given for the RAISE grant. The community wanted to be brought in for more than just grant discussions – it wanted its concerns about environmental justice addressed.

Ms. Gutierrez congratulated Mr. Jones on his appointment. She stressed that the community concerns raised during his appointment process were not due to opposition to his appointment but rather a concern that the community was not being consulted. There was a strong push to get a community person on the Port Commission who would represent community concerns regarding pollution and other environmental matters.

Ms. Gutierrez stated that there was grant money left on the table, and part of the federal Justice40 Initiative stipulated that 40% must benefit underserved communities – but the Port Authority’s grant application ignored such stipulation, which would end up costing over \$1 billion in infrastructure and jobs.

The community would continue to be a partner to assist the Port Authority while recognizing that families living around the channel should not bear the consequences.

(e) Chairman Campo recognized Dr. Carla Wyatt, Harris County Treasurer, who addressed the Port Commission.

Dr. Wyatt greeted the Port Commission and announced that she had recently begun her second term as Treasurer. She stressed that she was always available to help answer any questions and assist with anything.

(2024-0229-04) Chairman Campo recognized Kerrick Henny, Chief Government and Public Relations Officer and Erik Eriksson, Chief Legal Officer, to provide a report of selected Executive agenda items.

Mr. Henny explained that Items 1 and 2 were amendments to professional services agreements for corporate communications consulting and civic engagement support services.

Mr. Eriksson stated the Items F3 and F4 pertained to the appointment of a records management officer, which the Port Authority was required to have by statute. Item F5 was an amendment to the 2024 Incentive Award Plan and Item F6 was a memorandum of understanding with Galveston Wharves regarding joint development of Pelican Island.

(2024-0229-05) RCA F1 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA F1 PASSED.

(2024-0229-06) RCA F2 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA F2 PASSED.

(2024-0229-07) RCA F3 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA F3 PASSED.

(2024-0229-08) RCA F4 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA F4 PASSED.

(2024-0229-09) RCA F5 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA F5 PASSED.

(2024-0229-10) RCA F6 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA F6 PASSED.

Chairman Campo noted that there were no Business Equity agenda items.

(2024-0229-11) Chairman Campo recognized Leia Wilson, Director, Channel Infrastructure Operations, to provide a report of selected Channel Infrastructure agenda items.

Ms. Wilson gave a brief update on Project 11: Segment 1B had been completed, opening up four to five additional miles for two-way traffic, and daylight restrictions were also reduced by approximately thirty minutes.

Chairman Campo inquired as to how many miles of the channel had been completed to date and how many more miles were still under construction. Ms. Wilson answered that fifteen to sixteen miles were completed and there were still seven to eight miles left to be completed.

Ms. Wilson highlighted agenda Item H1, the award of the final Port Authority-led contract for Project 11. The solicitation was a challenge to review and score, with a local Galveston-based company having the winning bid. The company proposal included use of a new dredge added to its fleet, with a Tier 4 engine.

In response to Chairman Campo's question about minimum attainment and Tier 4 engines, Ms. Wilson explained that Tier 4 was the best, most clean engine available. Only dredges with Tier 3 and Tier 4 engines were working on Port Authority-led contracts for Project 11.

Mr. Guenther added that federal requirements place the threshold at only Tier 1.

Ms. Wilson explained that Item H2 was an amendment for engineering, design, project coordination, and other general services for Project 11. Item H6 was an amendment to a marine construction permit to expand an existing bulkhead and installation of fire boat mooring.

(2024-0229-12) RCA H1 was presented. Commissioner Corgey moved for staff's ranking of vendors - first, Callan Marine, Ltd.; and second, Weeks Marine, Inc.,

seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA H1 PASSED.

(2024-0229-13) RCA H2 was presented, moved by Commissioner Corghey, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA H2 PASSED.

(2024-0229-14) RCA H3 was presented, moved by Commissioner Corghey, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA H3 PASSED.

(2024-0229-15) RCA H4 was presented, moved by Commissioner Corghey, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA H4 PASSED.

(2024-0229-16) RCA H5 was presented, moved by Commissioner Corghey, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA H5 PASSED.

(2024-0229-17) RCA H6 was presented, moved by Commissioner Corghey, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA H6 PASSED.

(2024-0229-18) Chairman Campo recognized John Moseley, Chief Commercial Officer, to provide a report of selected Commercial agenda items.

Mr. Moseley announced that imports were up, driven by strong Chinese demand and imports from East Asia. Import distribution centers in the area were driving regional imports: two large warehouses owned by Target were currently under construction totaling 2.6 million square feet. Export loads were up 9% in January 2024, and the numbers were very strong when compared to pre-pandemic figures.

Steel numbers were down 45%, reflective of a cyclical environment, as Texas rig counts were also down. However, there were 799 new drilling permits in January alone, which could cause a bump in steel.

Mr. Moseley noted that Item I1 was a contract for event planning services for the Houston International Maritime Conference, while Items I2 and I3 were routine real estate extensions of lease terms.

Commissioner Fitzgerald asked about the location of the two distribution centers. Mr. Moseley answered that one was in Generation Park, while the other was located in South Houston.

(2024-0229-19) RCA I1 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA I1 PASSED.

(2024-0229-20) RCA I2 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA I2 PASSED.

(2024-0229-21) RCA I3 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA I3 PASSED.

(2024-0229-22) Chairman Campo recognized Norma Essary, Director, Risk Management, to provide a report of selected Finance agenda items.

Ms. Essary reported that Items J1 and J2 pertained to the annual Risk Management report. The report was especially valuable when the Port Authority solicited with the global market for different carriers to bid on its programs. The report also provided a historical glimpse of claims expenses.

Item J1 was for the purchase of insurance from various carriers for property and casualty coverage in the amount not to exceed \$7.652 million. The renewal represented a 7% increase, the lowest increase seen since Hurricane Harvey. Item J2 was to fund the Port Authority's self-insurance program and included a claims management system.

Ms. Essary explained that the remaining items were general business matters. Items J3 through J7 had already been reviewed and recommended for approval by the Audit, and Pension and Benefits committees the month prior.

Chairman Campo commented that a 7% increase was very good, a very big deal. Most insurance increases were still in the double digits.

(2024-0229-23) RCA J1 was presented, moved by Commissioner Robb, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA J1 PASSED.

(2024-0229-24) RCA J2 was presented, moved by Commissioner Robb, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA J2 PASSED.

(2024-0229-25) RCA J3 was presented, moved by Commissioner Robb, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA J3 PASSED.

(2024-0229-26) RCA J4 was presented, moved by Commissioner Robb, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA J4 PASSED.

(2024-0229-27) RCA J5 was presented, moved by Commissioner Robb, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA J5 PASSED.

(2024-0229-28) RCA J6 was presented, moved by Commissioner Robb, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA J6 PASSED.

(2024-0229-29) RCA J7 was presented, moved by Commissioner Robb, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA J7 PASSED.

(2024-0229-30) RCA J8 was presented, moved by Commissioner Robb, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA J8 PASSED.

(2024-0229-31) RCA J9 was presented, moved by Commissioner Robb, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA J9 PASSED.

(2024-0229-32) Chairman Campo recognized Rich Byrnes, Chief Infrastructure Officer, to provide a report of selected Infrastructure agenda items.

Mr. Byrnes announced that the Port Authority had received approval for recertification of its environmental management ISO 14001 system, which it had held since 2002. The Port Authority was the first public port to achieve said certification. There were no non-conformance findings, which was the equivalent of an A+ grade.

The channel team was changing the face of the entire dredging industry with the introduction of clean dredges. The program started out with the cleanest hybrid-electric mechanical dredge and now expanded to include the cleanest hydraulic dredge. Project 11 was a model project in all aspects for the entire nation.

Mr. Byrnes continued: the Environmental Protection Agency's (EPA) clean ports program recently released its notice of funding opportunity. The Port Authority had worked with communities and industry for the past ten months to identify opportunities and now needed to submit its application, which was a big swing as \$3 billion in grant funding was available for ports across the nation. In addition, the Port Authority had recently submitted its RAISE grant application.

Mr. Byrnes highlighted upcoming events including the CERAWeek event during which he and Mr. Moseley would be speaking. The Port Authority was also a gold sponsor for the Port of the Future Conference.

Mr. Byrnes recognized that ground had recently been broken on the reconstruction of Wharves 4 and 5 at Barbours Cut Container Terminal, and the auto terminal demolition had also commenced.

Mr. Byrnes highlighted Item K1 – consulting assistance in developing the 2025 Strategic Plan and the long-range 2050 Plan: industry and community outreach was needed in order to develop the plans. Item K5 was an award for a contract to develop a portable water system at Barbours Cut Container Terminal.

(2024-0229-33) RCA K1 was presented. Commissioner Cloonan moved for staff's ranking and award a professional services contract to the top-ranked proposer, City and Sea Group LLC dba CAS Group LLC, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K1 PASSED.

(2024-0229-34) RCA K2 was presented. Commissioner Cloonan moved for staff's ranking and award a construction contract to the top-ranked proposer, Grant Mackay Company, Inc., seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K2 PASSED.

(2024-0229-35) RCA K3 was presented. Commissioner Cloonan moved for staff's ranking and award a construction contract to the top-ranked proposer, Resicom, Inc., seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K3 PASSED.

(2024-0229-36) RCA K4 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K4 PASSED.

(2024-0229-37) RCA K5 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K5 PASSED.

(2024-0229-38) RCA K6 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K6 PASSED.

(2024-0229-39) RCA K7 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K7 PASSED.

(2024-0229-40) RCA K8 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K8 PASSED.

(2024-0229-41) RCA K9 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K9 PASSED.

(2024-0229-42) RCA K10 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K10 PASSED.

(2024-0229-43) RCA K11 was presented, moved by Commissioner Cloonan, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA K11 PASSED.

(2024-0229-44) Chairman Campo recognized Candice Armenoff, Execution Planning Manager, to provide a report of selected Port Operations agenda items.

Ms. Armenoff observed that the Port Authority had reached the end of an era, as the lease with Volkswagen at the Turning Basin Terminal was set to expire at the end of March 2024. Volkswagen had been a tenant since 1967 and averaged one vessel call a week during the term of its lease.

Records continued to be set at the container terminals: a recent week saw gate transactions surpass 70,000. CMA/CGM recently had an LNG vessel call on the Port Authority, a first, and a paper reduction initiative was implemented at the container terminals as well, which was expected to reduce the use of paper by 30%.

Ms. Armenoff remarked that a new Latin American-trade service had recently begun – a growing market for the Port Authority.

Ms. Armenoff highlighted the 4% increase in volume at the container terminals: export growth accounted for 9% while 3% was attributed to import growth. However, general cargo was still down.

Items L1 through L4 were general operational items to keep the facilities moving.

Commissioner Fitzgerald asked if the early morning gate hours were still effective, and Ms. Armenoff responded that they were. There was a queue of trucks waiting each morning for the gates to open.

Commissioner Corgey asked for clarification regarding the LNG vessel that called, and Ms. Armenoff responded that it was a vessel powered by LNG, not carrying LNG.

Commissioner Corgey was pleased to hear that vessels were being powered by LNG. He noted that there were barges that had been powered the same way for quite some time, and added that the Port Authority should be looking into its use.

Mr. Guenther noted that as demand increased for LNG vessels, so to would the suppliers.

(2024-0229-45) RCA L1 was presented. Commissioner Corgey moved for staff's ranking of vendors - first, Railworks Track Systems, Inc., second, Ameritrack Rail; and third, LJA Infrastructure, Inc., seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA L1 PASSED.

(2024-0229-46) RCA L2 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA L2 PASSED.

(2024-0229-47) RCA L3 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA L3 PASSED.

(2024-0229-48) RCA L4 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA L4 PASSED.

(2024-0229-49) RCA L5 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA L5 PASSED.

(2024-0229-50) Chairman Campo recognized Maria Aguirre, Director, Community Relations, to provide a report of selected People agenda items.

Ms. Aguirre announced that the Port Authority's Community Grants Program opened for submittal of Letters of Interest on February 1, 2024. The last day to submit the letters would be the day after the Port Commission meeting. The Port Authority had received 75 letters to date, but more were expected before the close of the submittal period.

The budget for 2024 was set at \$400,000 in awards, and to date, a total of \$1.25 million had been awarded.

Item M1 was for approval of an option year on a cleaning contract to extend the contract by two years.

(2024-0229-51) RCA M1 was presented, moved by Commissioner Cloonan, seconded by Commissioner Creuzot. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA M1 PASSED.

Chairman Campo noted that there were no Security and Emergency Operations agenda items.

(2024-0229-52) Chairman Campo recognized Charles Thompson, Chief Information Officer, to provide a report of selected Information Technology (IT) agenda items.

Mr. Thompson explained that all five agenda items were part of the Port Authority's IT master plan. Item O1 was a request to increase the amount of a purchase order for computers, laptops, tablets, and other related devices. The coined term for said purchases was "keep current."

Mr. Thompson continued: Item O2 was an annual renewal for maintenance and support for IT infrastructure; Item O3 was for the purchase of spare parts for gate operations at the container terminals; Item O4 was the purchase of an application for a multi-factor authentication system; and Item O5 was for a web application firewall to add an additional layer of protection to the Port Authority's applications. Item's O4 and O5 would be purchased through a cooperative purchase program.

(2024-0229-53) RCA O1 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA O1 PASSED.

(2024-0229-54) RCA O2 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA O2 PASSED.

(2024-0229-55) RCA O3 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA O3 PASSED.

(2024-0229-56) RCA O4 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA O4 PASSED.

(2024-0229-57) RCA O5 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Robb. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA O5 PASSED.

Chairman Campo yielded the floor to Commissioner Creuzot to provide brief remarks related to her tenure at the Port Authority.

Commissioner Creuzot thanked everyone for their kind words of thanks and support. It was a distinguished privilege and honor to serve as a commissioner, particularly for being the first African American woman commissioner.

Commissioner Creuzot was proud of the work done to make the Houston Ship Channel safer and increase commerce. She was also proud of the advancements made in Business Equity initiatives during her tenure. She wished the Port Authority future success and thanked the Chairman and her fellow commissioners for their support and friendship.

At 10:28 a.m. Chairman Campo called for a brief recess, and at 10:39 a.m. called for an Executive Session and asked Mr. Eriksson to make the following announcement:

The Port Commission of the Port of Houston Authority of Harris County, Texas will now convene in a closed meeting, as permitted by the Texas Open Meetings Act and Government Code (1) to conduct a private Consultation with Attorneys (*Section 551.071, Texas Open Meetings Act*), including consultations regarding (i) claims regarding Great Lakes Dredge & Dock Company, LLC, (ii) 33 U.S.C.A. §§5(b) and 2236, and (iii) proposed amendments to the agreements for legal services with Andrews Myers, P.C. and Best Best & Krieger LLP; deliberate regarding (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 Officers and Employees (*Section 551.074, Texas Open Meetings Act*); and (5) Security-Related Matters (*Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act*). The Port Commission will reconvene in public session after the closed meeting is adjourned.

At 11:27 a.m., Chairman Campo reconvened the open meeting with the following Commissioners, staff, and counsel in attendance:

Ric Campo, Chairman
Wendy Cloonan, Commissioner
Dean Corgey, Commissioner
Cheryl Creuzot, Commissioner
Clyde Fitzgerald, Commissioner
Alan Robb, Commissioner
Roger Guenther, Executive Director
Erik Eriksson, Chief Legal Officer
Tom Heidt, Chief Operating Officer
J. Kent Friedman, outside counsel

(2024-0229-58) Commissioner Cloonan moved to authorize the Port Authority to amend the legal services agreements with Andrews Myers, P.C. and Best Best & Krieger LLP on the terms discussed in Executive Session, and authorize the Chief Legal Officer to do all other things reasonable or necessary to give effect to the foregoing, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. MOTION PASSED.

(2024-0229-59) Chairman Campo recognized Leia Wilson, Director, Channel Infrastructure Operations, to provide a report on the Channel Infrastructure agenda item.

Ms. Wilson explained that Item R1 was a request to amend the contract for dredging in a reduction amount of approximately \$171 million.

(2024-0229-60) RCA R1 was presented, moved by Commissioner Corgey, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, Fitzgerald, and Robb voted Aye. Nays none. RCA R1 PASSED.

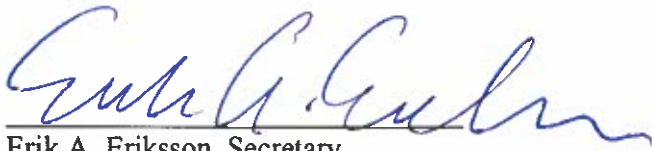
Commissioner Corgey asked for a moment of silence to reflect on the passing of Gilda Ramirez, a former employee of the Port Authority.

At 11:29 a.m., Chairman Campo adjourned the Port Commission meeting.

The above is a correct copy of the Minutes of the February 29, 2024 meeting of the Port Commission of the Port of Houston Authority.



Ric Campo, Chairman



Erik A. Eriksson, Secretary

F. EXECUTIVE

Subject	1. Amend the professional services contract with Pierpont Communications, Inc. for corporate communications consulting and support for a one-year term in an amount not to exceed \$216,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Port Authority to amend the professional services contract with Pierpont Communications for a one-year term in an amount not to exceed \$216,000, effective March 1, 2024, 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:

Public Relations

Staff Contact:

Lisa Ashley-Daniels

Background:

The Port Authority currently contracts with Pierpont Communications, Inc. to consult, recommend, and help activate a multi-faceted campaign with consistent messaging that targets core Port Authority audiences, including industry, community, and legislative stakeholders. Staff seeks to continue these services.

Staff Evaluation/Justification:

Staff recommends that the Port Commission authorize the above-described contract with Pierpont Communications, Inc.

F. EXECUTIVE

Subject	2. Amend the professional services contract with The Daniels Group a/k/a The Daniels Strategy Group, LLC for civic engagement support and consulting for a one-year term in an amount not to exceed \$168,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission at its February 29, 2024 meeting, authorize the Port Authority to amend the professional services contract with The Daniels Group a/k/a The Daniels Strategy Group, LLC for civic engagement support and consulting for a one-year term in an amount not to exceed \$168,000, effective March 1, 2024, 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:

Public Relations

Staff Contact:

Lisa Ashley-Daniels

Background:

The Port Authority currently contracts with The Daniels Group a/k/a The Daniels Strategy Group, LLC to consult, recommend, and execute comprehensive support for community and public engagement and outreach efforts with ship channel communities. Staff seeks to continue these services.

Staff Evaluation/Justification:

Staff recommends that the Port Commission authorize the above-described contract with The Daniels Group a/k/a The Daniels Strategy Group, LLC.

F. EXECUTIVE

Subject	3. Authorize the Chief Legal Officer to Appoint the Port Authority's Records Management Officer.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Chief Legal Officer to designate the Port Authority position of records manager to perform the duties of the Texas State Library and Archives Commission records management officer for the Port Authority, direct the Chief Legal Officer to instruct the newly designated records management officer to properly file with the Texas State Library and Archives Commission the name and position of said records management officer, and further authorize the Executive Director to do any and all things in his opinion reasonable and necessary to give effect to the foregoing.

Category:

General

Department:

Legal

Staff Contact:

Erik Eriksson

Background:

The Texas Local Government Records Act (the Act) requires that the governing body of each local government designate a records management officer, that the name, office or position of the records management officer be entered into the minutes of the governing body, and that the name (if the authority is to an individual) or the name and office or position (if the authority is to the office or position) be filed with the Texas State Library and Archives Commission (TSLAC) within 30 days after the date of the designation. The Act additionally requires: (i) that the designation of a new individual or a new office or position shall be entered on the minutes and reported by the records management officer to TSLAC in the same manner as the original designation; and (ii) that if the order designating a records management officer designates an office or position rather than an individual, a new holder of that office or position must file the holder's name with the director and librarian within 30 days after the date of assuming the office or position.

At its July 26, 1995 meeting, the Port Commission named Eddie Fuller or the current MIS manager as the Port Authority's records retention officer, and such designation was entered into the Port Commission minutes and reported to TSLAC.

At its December 15, 2009 meeting, the Port Commission authorized the General Counsel to appoint an assistant general counsel as the Port Authority's records management officer, and such designation was entered into the Port Commission minutes and reported to TSLAC. At the same meeting, the General Counsel also recommended that the Port Commission delegate to the General Counsel future designations of records management officers from an office or position within the Legal Division.

Staff Evaluation/Justification:

The Chief Legal Officer (formerly titled General Counsel) now desires to designate the Port Authority's records manager, which is a position within the Legal Division, to hold the position of the Port Authority's records management officer, effective as of February 29, 2024, and requests that the Port Commission approve this designation.

F. EXECUTIVE

Subject	4. Amend the records management program regarding the appointment of a records management officer.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize: (1) an amendment to the Port of Houston Authority Active and Continuing Records Management Program Policy by replacing the current Section B.4 with this amended Section B.4: "4. Records Management Officer. The Records Manager (or the highest-level position in the Records and Information Management Department) appointed by the Chief Legal Officer as the Port Authority's records management officer will serve as records management officer for the Port Authority as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act."; (2) direct the Chief Legal Officer to instruct the newly designated records management officer to properly file with the Texas State Library and Archives Commission the amended Records Management Program Policy; and (3) further authorize the Executive Director to do any and all things in his opinion reasonable and necessary to give effect to the foregoing.

Category:

General

Department:

Legal

Staff Contact:

Erik Eriksson

Background:

Title 6, Subtitle C, of the Texas Local Government Code (Local Government Records Act, or the Act) provides that each Texas local government, including the Port Authority, establish an active and continuing records management program. The Port Commission has previously adopted resolutions agreeing to comply with the Act and authorizing appropriate designations of the records management officer for the Port Authority. Additionally, the Port Authority submitted its Declaration of Compliance pursuant to the Act, which was accepted by the Texas State Library and Archives Commission (TSLAC). On an ongoing basis, the Port Authority has complied with TSLAC-required additional records policy statements. The Act additionally requires that a revision or amendment to the records management program must be filed with TSLAC within 30 days after the date of its adoption.

On April 27, 2010, the Port Commission adopted the TSLAC Model Policy as the Port of Houston Authority Active and Continuing Records Management Program Policy for its records management program. In that Port Authority Policy, Section B.4 stated: "4. Records Management Officer. An Assistant General Counsel appointed by the General Counsel as the Port of Houston Authority's Records Management Officer will serve as records management officer for the Port Authority as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act."

There is a concurrent request before the Port Commission to change the position designated as the Port Authority's records management officer from an assistant general counsel to the records manager appointed by the Chief Legal Officer. In the event that concurrent action is approved, staff recommends that an amendment be made to the Port of Houston Authority Active and Continuing Records Management Program Policy by replacing the current Section B.4 with this amended Section

B.4: "4. Records Management Officer. The Records Manager (or the highest-level position in the Records and Information Management Department) appointed by the Chief Legal Officer as the Port Authority's records management officer will serve as records management officer for the Port Authority as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act."

Staff Evaluation/Justification:

The Chief Legal Officer (formerly titled General Counsel) and current records management officer recommend that the Port Commission approve an amendment to the Port Authority's current Records Management program policy to be in compliance with the Act, and that the amended policy should have the effective date of February 29, 2024 in the event the Port Commission authorizes the designation of the new records management officer on that date.

F. EXECUTIVE

Subject	5. Amend the proposed 2024 Incentive Award Plan.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve the amended 2024 Incentive Award 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.

Category:
General

Department:
Corporate Strategy

Staff Contact:
Jessica Shaver

Background:

By Minute No. 2020-0128-50, the Port Commission adopted an Incentive Award Program Policy outlining the roles and responsibilities with respect to the administration and funding of employee incentives. Pursuant to that Policy, staff has prepared a proposed 2024 Incentive Award Plan.

By Minute No. 2023-1113-06, the Port Commission approved the Fiscal Year 2024 Operating and Capital Budget, which includes funds for an employee incentive award program. Incentive awards are cash awards that are intended to motivate employees to produce results that have been pre-defined and communicated to the employees in advance, and to reward them for achieving the stated performance goals.

By Minute No. 2023-1212-05, the Port Commission adopted the proposed 2024 Incentive Award Plan.

The proposed 2024 Incentive Award Plan included four target payout levels for eligible employees based on the Port Authority's net operating cash flow in 2024, its 2024 Strategic Targets and their respective weights, and completion of all mandatory compliance training, among other guidelines.

By Minute No. 2024-0123-34, the Port Commission amended the employment agreement with the Executive Director, which included 2024 Strategic Targets for the Executive Director, and according, staff now proposes to update the 2024 Incentive Award Plan to incorporate revised 2024 Strategic Targets mirroring those, and as set out below.

2024 Strategic Targets:

Strategic Goal Alignment	Target(s)	Target Weight
People	1. Foster organizational culture and prepare future leadership: A. Develop and roll out employee and executive development programs. B. Improve Recruitment and Retention process.	10%

	2. Grow Port capacity through planning and project execution:	
	A. Deliver Project 11 elements, improve program to mitigate draft restrictions.	
	B. Develop plans for Terminal 3, Bayport East-End, Interim Capacity, and Intermodal.	
Infrastructure	C. Execute Turning Basin Improvements.	25%
	D. Update 2025 Strategic Plan and 2050 Comprehensive Long-Range Plan.	
	E. Execute Pillars 1 and 2 of NXGEN Enterprise Resource Planning Project (ERP).	
	F. Rollout Houston Ship Channel User Fee framework.	
	3. Strengthen business equity, customer and community relationships:	
Partnerships	A. Create more opportunities for small, minority- and woman-owned businesses.	20%
	B. Expand outreach on HSC operation, maintenance, and expansion projects.	
	4. Ensure excellence in Environmental, Social, Safety, Governance (ES2G):	
Stewardship	A. Execute 2024 Sustainability Roadmap.	20%
	B. Expand safety initiatives to support all Port Authority stakeholders.	
	4. Continue Fiscal Responsibility:	
Stewardship	A. Achieve the CIP attainment and Net Operating Cash Flow metrics set forth in the 2024 Operating & Capital Budgets approved by the Port Commission.	20%

Staff Evaluation/Justification:

Staff recommends that the Port Commission adopt the amended 2024 Incentive Award Plan to incorporate revised 2024 Strategic Targets.

F. EXECUTIVE

Subject	6. Memorandum of Understanding with the Board of Trustees of the Galveston Wharves regarding joint development and use of certain portions of Pelican Island.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize a Memorandum of Understanding with the Board of Trustees of the Galveston Wharves regarding joint development and use of certain portions of Pelican 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:

General

Department:

Executive

Staff Contact:

Roger Guenther

Background:

The Board of Trustees of the Galveston Wharves (Galveston Wharves) and the Port Authority have negotiated a Memorandum of Understanding (MOU) that outlines a joint process for development and use of certain portions of Pelican Island that each owns.

The MOU provides that a team of representatives appointed by Galveston Wharves and the Port Authority would meet from time to time to explore and discuss opportunities for development on Pelican Island, and develop procedures and a scope of work for the selection and use of consulting firms to assist with the evaluation efforts of the team. That consulting work may include preparation of a conceptual planning or similar study.

The parties would each retain control of expenses.

Staff Evaluation/Justification:

Staff recommends that the Port Commission grant authority for the Port Authority to enter into the above-described MOU with Galveston Wharves.

H. CHANNEL INFRASTRUCTURE

Subject	1. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$136,603,640 for dredging of the Houston Ship Channel between Bayport and Morgan's Point, Houston Ship Channel Station 16+000 to Houston Ship Channel Bayou Station 27+48.18 to the top-ranked proposer: staff ranking - first, Callan Marine, Ltd.; and second, Weeks Marine, Inc.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting: (a) approve staff's ranking of vendors, based on the selection criteria, in the following order – first, Callan Marine, Ltd.; and second, Weeks Marine, Inc.; (b) award a construction contract to Callan Marine, Ltd. for dredging of the Houston Ship Channel between Bayport and Morgan's Point, Houston Ship Channel Station 16+000 to Houston Ship Channel Bayou Station 27+48.18 in an amount not to exceed \$136,603,640; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor, and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) 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/Leia Wilson/Amanda Hamrick/David Jochnau

Background:

This proposed contract would carry out the final Port Authority-led dredging work performed in connection with the Houston Ship Channel Expansion Channel Improvement Project (Project 11), widening the remaining portion of Segment 1C, between Bayport (HSC Station 16+000) and Morgan's Point (HSC Bayou Station 27+48.18).

Port Authority staff initially conducted several informational meetings for companies within the dredging industry to better acquaint them with this final portion of the work. As is customary, the Port Authority also notified 313 registered vendors regarding its request for proposals (RFP) for the contract, using the Port Authority's BuySpeed Eprocurement System, and advertised it on the Port Authority's website and in a local newspaper. Seventeen vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On December 20, 2023, three RFP proposals were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFP. A request for best and final offers was routed to all three companies on January 22, 2024, and received on January 29, 2024.

Staff ranked the following vendors, listed in order of ranking, regarding the best value to be provided to the Port Authority for the required dredging construction services, considering the evaluation factors set forth in the RFP and considered Purchase Price, Benefit to Port Authority (including but not limited to schedule, air quality improvements, and small-, minority-, and women-owned business participation), Vendor Reputation, and Compliance with Port Authority Policies:

- Callan Marine, Ltd.
- Weeks Marine, Inc.
- Greck Lakes Dredge & Dock Company

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Callan Marine, Ltd. for dredging of the Houston Ship Channel between Bayport and Morgan's Point, Houston Ship Channel Station 16+000 to Houston Ship Channel Bayou Station 27+48.18, and act as otherwise described above.

H. CHANNEL INFRASTRUCTURE

Subject	2. Amend a professional services contract with TC&B/GBA, a joint venture of Turner Collie & Braden Inc. and Gahagan & Bryant Associates, Inc. to provide continued engineering, design, project coordination, and other general assistance for the Houston Ship Channel Expansion Channel Improvement Project in an amount not to exceed \$5,660,320.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Port Authority to amend a professional services contract with TC&B/GBA, a joint venture of Turner Collie & Braden Inc. and Gahagan & Bryant Associates, Inc. to provide continued engineering, design, project coordination, and other general assistance for the Houston Ship Channel Expansion Channel Improvement Project in an amount not to exceed \$5,660,320 for a total of \$37,276,930, 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:

The Port Authority is currently carrying out the Houston Ship Channel Expansion Channel Improvement Project (Project 11), the eleventh major Houston Ship Channel (HSC) improvement project and referred to as the Houston Ship Channel Expansion Channel Improvement Project (HSC-ECIP), which includes widening and deepening the HSC, Bayport, and Barbours Cut channels and other general improvements. The work of the HSC-ECIP is divided into segments, and procurement of the pre-construction, engineering, design, construction, and other general services required for each segment is divided into divisible packages.

Five of the HSC-ECIP segments and any associated packages, designed and awarded to date by the Port Authority, are outlined below:

1. Segment 4, Package 2, Beltway 8 site clearing and grubbing;
2. Segments 1B, 1C, abandoned pipeline removal;
3. Segment 1A, Package 3/4A, Bolivar Roads to Redfish (hydraulic dredging);
4. Segment 1B, Package 4B/5, Redfish to Bayport Container Terminal (mechanical dredging); and
5. Segments 1B, 2, Package 4B/5, Redfish to Bayport Container Terminal (hydraulic dredging).

An award for the final Port Authority-led dredging project for HSC-ECIP — Segment 1C, Package 6, Bayport to Morgans Point (Hydraulic Dredging) — is being considered for approval at the February 29, 2024 Port Commission meeting.

By Minute Nos. 2021-1012-07 and 2022-0617-05, the Port Commission awarded TC&B/GBA, a joint venture of Turner Collie & Braden Inc. and Gahagan & Bryant Associates, Inc. (TC&B/GBA), contract amendments to provide additional construction management, surveying, and engineering services for items (2) through (5) of the list above. TC&B/GBA is the Engineer of Record for HSC-ECIP Project 11 Segments 1 and 2.

Staff Evaluation/Justification:

In the judgment of Port Authority staff, TC&B/GBA, as the design Engineer of Record for Segment 1C, is the most highly qualified firm to provide construction phase and related support services to complete Segment 1C.

Staff recommends that the Port Commission authorize an amendment to the professional services contract with TC&B/GBA as described above.

H. CHANNEL INFRASTRUCTURE

Subject	3. Approve renewal of the following expiring Port Authority licenses for new thirty-year terms: Easton Energy Pipelines LLC, KM Liquids Terminals LLC, and Kinder Morgan Tejas Pipeline LLC.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Port Authority to approve renewal of the following expiring Port Authority licenses for new thirty-year terms: Easton Energy Pipelines LLC, KM Liquids Terminals LLC, and Kinder Morgan Tejas Pipeline 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:

Permits/Licenses/Pipeline Easements

Department:

Channel Infrastructure Real Property

Staff Contact:

Garry McMahan

Background:

The pipeline and transmission line licensees listed below have applied to renew their licenses:

30 Year Term

Company	File No.	License Fee*
Easton Energy Pipelines LLC	2013-0335	\$40,101
KM Liquids Terminals LLC	2014-0044	\$54,085
Kinder Morgan Tejas Pipeline LLC	2004-0198	\$40,089
Kinder Morgan Tejas Pipeline LLC	2004-0413	\$5,727
Kinder Morgan Tejas Pipeline LLC	2004-0414	\$7,953
Total		\$147,955

*License fee is calculated for the first 10 years of the agreement for 30-year term licenses.

Staff Evaluation/Justification:

The applications were reviewed and approved by the Port Authority's Channel Infrastructure Real Property department and the Port Terminal Railroad Association when applicable. The licenses are to be renewed subject to the Port Authority's usual terms and conditions.

Staff recommends approval.

H. CHANNEL INFRASTRUCTURE

Subject	4. Issue a pipeline license to Kinder Morgan Texas Pipeline LLC for a surface site and an access road on the west side of the Beltway 8 property adjacent to the Sam Houston Tollway bridge.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Port Authority to issue a pipeline license to Kinder Morgan Texas Pipeline LLC for a surface site and an access road on the west side of the Beltway 8 property adjacent to the Sam Houston Tollway bridge, 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:

Kinder Morgan Texas Pipeline LLC, Port Authority File No. 2024-0019, has applied for a pipeline license for a surface site and an access road on the west side of the Beltway 8 property adjacent to the Sam Houston Tollway bridge, in the Richard and Robert Vince Survey, A-76.

The pipeline was moved into an easement on the western side of the Beltway 8 property in preparation for the deepening and widening of the Houston Ship Channel. A valve site and an access road for the pipeline is required.

Staff Evaluation/Justification:

The application was reviewed and approved by the Port Authority's Channel Infrastructure Real Property department. The license is subject to the Port Authority's usual terms and conditions for 30-year licenses and at an initial fee of \$59,728 for the first ten-year term. The \$1,000 application fee and the \$10,000 as-built deposit have been paid.

Staff recommends approval.

H. CHANNEL INFRASTRUCTURE

Subject	5. Issue a transmission line license to Comcast of Houston, LLC for one fiber optic/communication line over the Port Terminal Railroad Association's Southside Mainline railroad right-of-way near North South Street.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Port Authority to issue a transmission line license to Comcast of Houston, LLC for a ten-year term for one fiber optic/communication line over the Port Terminal Railroad Association's Southside Mainline railroad right-of-way near North South Street, 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:

Comcast of Houston, LLC, Port Authority File No. 2024-0016, has applied for a transmission line license for one fiber optic/communication line over the Port Terminal Railroad Association's Southside Mainline railroad right-of-way near North South Street, in the Thomas Earle Survey, A-18.

Staff Evaluation/Justification:

The application was reviewed and approved by the Port Authority's Channel Infrastructure Real Property department and Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions for a 10-year license and at a fee of \$1,902. The \$1,000 application fee and the \$10,000 as-built deposit have been paid.

Staff recommends approval.

H. CHANNEL INFRASTRUCTURE

Subject	6. Amend a marine construction permit issued to Deer Park Refining, LP to expand an existing bulkhead and to install a pier for mooring a firefighting boat.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Port Authority to amend a marine construction permit issued to Deer Park Refining, LP to expand an existing bulkhead and to install a pier for mooring a firefighting boat, 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:

Deer Park Refining, LP, Port Authority File No. 1999-0227, has applied to amend a marine construction permit to expand and repair an existing bulkhead and to install a pier for mooring a firefighting boat, in the GM Patrick Survey, A-624.

The existing permit authorizes the construction of a firewater intake facility, which intake facility may also be used by the Port Authority fireboat.

Staff Evaluation/Justification:

The application was reviewed and approved by the Port Authority's Channel Infrastructure Real Property department. The permit is subject to the Port Authority's usual terms and conditions. The \$1,000 application fee and the \$10,000 as-built deposit have been paid.

Staff recommends approval.

I. COMMERCIAL

Subject **1. Award a professional services contract to Barbara Spector Yeninas Associates Inc. to coordinate sponsorship sales, tickets sales, advertising, promotion, hospitality, panelists, and entertainment for the Houston International Maritime Conference for a base amount of \$70,350, plus 20% commission on sponsorship, advertising, and ticket sales in an amount not to exceed \$153,000, and reimbursable expenses not to exceed \$8,000, for a total amount not to exceed \$231,350.**

Meeting Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action, Information

Recommended Action The Port Commission, at its February 29, 2024 meeting, award a professional services contract to Barbara Spector Yeninas Associates Inc. (BSYA) to coordinate sponsorship sales, ticket sales, advertising, promotion, hospitality, panelists, and entertainment for the Houston International Maritime Conference for a base amount of \$70,350, plus 20% commission on sponsorship, advertising, and tickets sales in an amount not to exceed \$153,000, and reimbursable expenses not to exceed \$8,000, for a total amount not to exceed \$231,350, 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 Objective 3c. - Engage in proactive two-way communication](#)
[STRATEGIC GOAL #4 - STEWARDSHIP \(Create Greater Value for the Region\)](#)
[Strategic Objective 4c. - Support development of a robust Regional maritime workforce](#)
[Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port](#)

Category:

Awards, Amendments & Change Orders

Department:

Commercial

Staff Contact:

Christine Abbruscato

Background:

The Houston International Maritime Conference is a Port Authority event promoting maritime trade, commerce, import and export container trade, high, wide, and heavy cargo, sustainability, warehousing/distribution, Foreign Trade Zone benefits, and workforce development in the region. This event supports partnerships with customers, trade partners, elected officials, labor, environmental leaders, community representatives, and maritime education partners to advocate for the maritime industry. The Port Authority seeks to continue providing access to this conference to a greater audience, growing the event to enable partners to engage, and to continue to promote the Port Authority as America's distribution hub for the next generation.

For nearly fifty years, BSYA has provided the international maritime industry with marketing communications, public relations, conference and event planning, consulting, design creativity, social media, website development, and crisis management to a full array of shipping and related industries. This includes ocean carriers, ports, terminals, inland carriers, intermodal support, associations, non-profit organizations, among others.

Staff Evaluation/Justification:

Staff recommends the Port Commission award a contract for professional services to BSYA to coordinate sponsorship sales, ticket sales, advertising, promotion, hospitality, panelists, and entertainment for the Houston International Maritime Conference.

I. COMMERCIAL

Subject	2. Amend the lease with TPC Group LLC for approximately 6 acres out of Block 3 at Sims Bayou to extend the term for one year, at an annual base rent of approximately \$288,501.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve an amendment to the lease with TPC Group LLC for approximately 6 acres out of Block 3 at Sims Bayou to extend the term for one year, at an annual base rent of approximately \$288,501, 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	<p>STRATEGIC GOAL #3 - PARTNERSHIPS (Develop and Strengthen External Partnerships)</p> <p>Strategic Objective 3a. - Cultivate key relationships to accomplish common goals</p> <p>STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)</p> <p>Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port</p>

Category:

Leases

Department:

Real Estate

Staff Contact:

William Fehmer

Background:

In 2020, the Port Commission approved a one-year lease with TPC Group LLC for approximately 6 acres out of Block 3, Sims Bayou. The property is used for parking vehicles for TPC Group LLC's contract refinery personnel, as described in the lease. The Port Commission approved a one-year extension of the lease in each of 2021, 2022, and 2023.

TPC Group LLC has requested that the Port Authority extend the lease term for an additional one-year (for a total term of five years) and intends to continue to use the property for the purpose described above.

Staff Evaluation/Justification:

Staff recommends the Port Commission approve the proposed lease amendment under the terms described above.

I. COMMERCIAL

Subject	3. Amend the lease with Enstructure Richardson I LLC for approximately 2.07 acres out of Block 29 at Industrial Park East, to extend the term for five-years, at an annual base rent of approximately \$84,199, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve an amendment to the lease with Enstructure Richardson I LLC for approximately 2.07 acres out of Block 29 at Industrial Park East, to extend the term for five years, at an annual base rent of approximately \$84,199 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	<p>STRATEGIC GOAL #3 - PARTNERSHIPS (Develop and Strengthen External Partnerships)</p> <p>Strategic Objective 3a. - Cultivate key relationships to accomplish common goals</p> <p>STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)</p> <p>Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port</p>

Category:

Leases

Department:

Real Estate

Staff Contact:

William Fehmer

Background:

By Minute No. 2023-0221-08, the Port Commission approved a one-year lease with R Warehousing & Port Services Inc. (R Warehousing) for approximately 2.07 acres out of Block 29 at Industrial Park East.

By Minute No. 2023-0221-30, the Port Commission approved the assignment of the lease from R Warehousing to Enstructure Richardson I LLC (Enstructure) as the new tenant. The property is used for storing and handling of steel products and general cargo.

Enstructure has now requested that the Port Authority extend the lease term for an additional five years and intends to continue to use the property for the purpose described above.

Staff Evaluation/Justification:

Staff recommends the Port Commission approve the proposed lease amendment under the terms described above.

J. FINANCE

Subject	1. Approve the purchase of insurance from various carriers effective March 1, 2024, for the Port Authority's annual primary and excess property and casualty insurance coverage needs, in a total amount not to exceed \$7,652,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	<p>The Port Commission, at its February 29, 2024 meeting, (i) approve the purchase of insurance from various carriers effective March 1, 2024, for the Port Authority's annual primary and excess property and casualty insurance coverage needs as set forth below, in a total amount not to exceed \$7,652,000, (ii) authorize contract renewal negotiations with the insurance carriers prior to contract expiration, to better determine in advance the need to issue a formal request for proposals for the next contract year, and (iii) further authorize the Executive Director to do any and all things reasonable or necessary to give effect to the foregoing.</p> <p>Type of Coverage; Premium; Carrier(s)</p> <p>(1) Property - \$2,661,163 with various parties within a Layered Program, as depicted on the attached participation graph</p> <p>(2) Contractors Equipment (STS Cranes) - \$2,692,013 within a Layered Program, as depicted on the attached participation graph</p> <p>(3) Boiler & Machinery/Equipment Breakdown - \$123,307 with carrier Travelers</p> <p>(4) Terrorism - \$31,708 with carrier Lloyd's of London</p> <p>(5) Excess Workers' Compensation - \$288,156 with carrier Midwest Employers</p> <p>(6) Excess Umbrella - \$996,407 with carrier Lloyd's of London</p> <p>(7) Public Officials - \$308,808 with carriers AIG, ACE, Ironshore, RSUI, and Ascot</p> <p>(8) Crime - \$8,891 with carrier Travelers</p> <p>(9) Cyber - \$84,367 with carrier Crum & Forster</p> <p>(10) Fiduciary Liability - \$58,900 with carriers Great American, and Ironshore</p> <p>(11) Special Events - \$7,994 with carrier Nationwide</p> <p>(12) Fire Truck Auto PD - \$15,481 with carrier Great American</p> <p>(13) Foreign Package - \$2,500 with carrier AIG</p> <p>(14) Mobile Command Center - \$27,999 with carrier Travelers Lloyds</p> <p>(15) Maritime Education - \$1,141 with carrier Federal Insurance</p> <p>(16) UST/AST - \$4,923 with carrier Commerce & Industry</p> <p>(17) Hull/Protection & Indemnity (Marine) - \$119,790 with carrier Travelers</p> <p>(18) Pollution for P/I (Vessels) - \$10,077 with carriers State National, Starr, and Ascot</p> <p>(19) Public Official/Custom Bonds - \$4,237 with carrier Old Republic Surety</p>

Category:

Awards, Amendments & Change Orders

Department:

Risk Management

Staff Contact:

Norma Essary

Background:

McGriff Insurance Services (McGriff) serves as the Port Authority's Broker of Record in procurement of coverage for its property and casualty insurance program.

McGriff's contractual responsibilities include assisting staff in the development of insurance specifications, soliciting domestic and global insurance marketplace carriers, assisting in evaluating proposals and in negotiating policy terms and conditions, with recommendations for placement of coverage.

Staff Evaluation/Justification:

Staff recommends, and McGriff concurs, that the Port Commission authorize entering into contracts with the carriers indicated herein for the type of coverage and maximum annual premiums listed, as providing the best value to the Port Authority to address its property and casualty risk exposures.

The total amount requested by staff of \$7,652,000 takes into account that premiums on several policies are subject to adjustment for asset additions, actual payroll amounts, and revenue, as well as the timing and values of asset additions.

J. FINANCE

Subject	2. Authorize \$1,400,000 to fund the Port Authority's self-insurance loss fund account for workers' compensation and liability claims for insurance year 2024-2025 and authorize its third-party claims administrator to pay claims in accordance with the Amended Insurance Program and Indemnification Policy dated February 2018.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize \$1,400,000 to fund the Port Authority's self-insurance loss fund account for workers' compensation and liability claims for the insurance year 2024-25 and authorize its third-party claim administrator to pay claims from such account in accordance with the Amended Insurance Program and Indemnification Policy dated February 2018, 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:

Risk Management

Staff Contact:

Norma Essary

Background:

By Minute No. 2010-0928-09, the Port Commission authorized establishment of a self-insurance program effective March 1, 2010. Port Authority staff recommended several minor amendments in February 2015 and March 2018, and those were subsequently approved by the Port Commission when it adopted an Amended Insurance Program and Indemnification Policy (Program) by Minute No. 2015-0224-40, as amended by Minute No. 2018-0327-13.

The Program has been a cost-effective risk financing alternative to traditional insurance, and would continue to provide protection for the Port Authority, the Port Commission, and employees for the insurance year from March 1, 2024 to February 28, 2025.

Staff Evaluation/Justification:

Based upon actuarial projections as of October 2023 and analysis of the cumulative funded position of the reserve, staff recommends the Port Commission authorize \$1,400,000 to be added into the dedicated self-insurance loss fund account to pay for all covered claim costs and expenses related to workers' compensation and liability claims expected to be incurred during the 2024-2025 insurance year.

These funds are initially retained by the Port Authority; periodic transfers would be made to the Port Authority's third-party claim administrator on an "as-needed" basis to enable payment of claim costs.

Staff recommends the Port Commission authorize funding the Port Authority's self-insurance loss fund account for workers' compensation and liability claims for insurance year 2024-2025.

J. FINANCE

Subject	3. Approve and reaffirm the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve and reaffirm the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies, 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:
Internal Audit

Staff Contact:
Shannon Williams

Background:

The Audit Committee Charter requires that the Audit Committee conduct an annual review of its charter, the Internal Audit Charter, and the Internal Audit Policies supporting the Audit Committee and the Port Authority Internal Audit function.

The Internal Audit Charter sets forth the purpose, authority, and responsibilities of the Internal Audit Department relating to Port Authority systems and business processes, risk management practices, interaction with the Port Authority's independent auditor, internal control structure, accounting policy, and internal audit matters, compliance, and reporting. The Internal Audit Policies support the Audit Committee and Internal Audit Charters.

By Minute No. 2022-0927-18, the Port Commission last approved the Port Authority's Audit Committee Charter, Internal Audit Charter, and the Internal Audit Policies.

Staff Evaluation/Justification:

The Audit Committee completed its review of the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies prior to the February 29, 2024 meeting of the Port Commission. Proposed changes to the Audit Committee Charter, the Internal Audit Charter, and Policies incorporate changes to the date and Port Houston logo.

The Audit Committee and staff request that the Port Commission approve these modifications to the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies, to document the completion of the annual review and to maintain synchronization of effective dates.

J. FINANCE

Subject	4. Authorize termination of the investment management agreement with Stacey Braun Associates, Inc. for the Port of Houston Authority Restated Retirement Plan (Pension Plan).
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize termination of the investment management agreement with Stacey Braun Associates, Inc. for the Port of Houston Authority Restated Retirement Plan (Pension 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.

Category:

General

Department:

Treasury

Staff Contact:

Roland Gonzalez

Background:

By Minute No. 2008-0325-15, the Port Commission authorized the Port Authority to enter into an investment management services agreement with Stacey Braun Associates, Inc. (Stacey Bruan) to manage Pension Plan assets.

The Port Authority's retirement plans investment consultant, AndCo Consulting, LLC (AndCo), continuously reviews and monitors the Port Authority's investment manager performance, including the performance of Stacey Braun, and provides the Port Authority reports on each investment manager's performance. Staff provides these investment performance reports to the Pension and Benefits Committee for its quarterly review.

Beginning September 2020, Stacey Braun was placed on alert status by AndCo for various reasons, and has continued on alert status to date.

Staff Evaluation/Justification:

As part of the ongoing review of Pension Plan investments and long-term performance, staff and AndCo recently recommended to the Pension and Benefits Committee the termination of the investment management agreement with Stacey Braun. Based on historical performance and risk/reward analysis provided by AndCo's analytics, the recommended action is believed to be in the best interest of the beneficiaries of the Pension Plan. In such event, staff and AndCo would reallocate assets formerly managed by Stacey Braun to the new investment manager, in accordance with the asset allocation and other parameters specified in the applicable investment policy.

Staff, AndCo, and the Pension and Benefits Committee recommend the Port Commission approve and authorize the termination of the referenced investment agreement for the Pension Plan.

J. FINANCE

Subject	5. Authorize the Fidelity Large Cap Growth Index Fund (FSPGX) as a new large cap growth investment manager for the Port of Houston Authority Restated Retirement Plan (Pension Plan).
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Fidelity Large Cap Growth Index Fund (FSPGX) as a new large cap growth investment manager for the Port of Houston Authority Restated Retirement Plan (Pension 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.

Category:

General

Department:

Treasury

Staff Contact:

Roland Gonzalez

Background:

The Port Authority's retirement plans investment consultant, AndCo Consulting, LLC (AndCo), reviews, monitors, and provides the Port Authority reports on the the Port of Houston Authority Restated Retirement Plan (Pension Plan) and each investment manager's performance on a quarterly basis, and staff provides these investment performance reports to the Pension and Benefits Committee for its quarterly review.

Staff and AndCo recently requested the Pension and Benefits Committee recommend Port Commission authorization to terminate the investment management agreement with Stacey Braun Associates, Inc. In connection with this request, AndCo performed a large cap growth manager search and performance comparison of five large cap growth investment managers for the Port Authority's consideration for its Pension Plan, to identify, select, and propose a replacement manager, if warranted.

Staff Evaluation/Justification:

Staff and AndCo additionally recommended to the Pension and Benefits Committee that it recommend that the Port Commission appoint Fidelity Large Cap Growth Index Fund (FSPGX) as a new large cap growth investment manager for the Pension Plan, to replace the incumbent.

Based on historical performance and risk/reward analysis provided through AndCo's large cap growth search, the recommended action is believed to be in the best interest of the beneficiaries of the Pension Plan. Staff and AndCo would reallocate assets formally managed by the incumbent to this new applicable investment manager, in accordance with the asset allocation and other parameters specified in the investment policy.

FSPGX is an index fund (mutual fund) with highly correlated returns, and risk and reward, with its benchmark (Russell 1000), with low management fees.

Staff, AndCo, and the Pension and Benefits Committee recommend that the Port Commission authorize the account for a new investment manager for the Pension Plan as provided above.

J. FINANCE

Subject	6. Authorize the Fidelity Large Cap Growth Index Fund (FSPGX) as a new large cap growth investment manager for the Port of Houston Authority Other Post-Employment Benefits (OPEB) Plan, an irrevocable trust established for other post-employment benefits.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Fidelity Large Cap Growth Index Fund (FSPGX) as a new large cap growth investment manager for the Port of Houston Authority Other Post-Employment Benefits (OPEB) Plan, an irrevocable trust established for other post-employment benefits, 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:

Treasury

Staff Contact:

Roland Gonzalez

Background:

The Port Authority's retirement plans investment consultant, AndCo Consulting, LLC (AndCo), reviews, monitors, and provides the Port Authority reports on the Port of Houston Authority Other Post-Employment Benefits (OPEB) Plan and each investment manager's performance on a quarterly basis, and staff provides these investment performance reports to the Pension and Benefits Committee for its quarterly review.

AndCo recently recommended the Fidelity Large Cap Growth Index Fund (FSPGX) be added as large cap growth investment manager for the Port of Houston Authority OPEB Plan, adding a new sector to the portfolio.

Staff Evaluation/Justification:

Staff and AndCo additionally recommended to the Pension and Benefits Committee that it recommend that the Port Commission appoint Fidelity Large Cap Growth Index Fund (FSPGX) as a new large cap growth investment manager for the OPEB Plan, to further diversify portfolio and its asset allocation.

Based on historical performance and risk/reward analysis provided through AndCo's large cap growth manager search, the recommended action is believed to be in the best interest of the beneficiaries of the OPEB Plan. Staff and AndCo would reallocate assets, in accordance with the asset allocation and other parameters specified in the applicable investment policy.

FSPGX is an index fund (mutual fund) with highly correlated returns, and risk and reward, with its benchmark (Russell 1000), with low management fees.

Staff, AndCo, and the Pension and Benefits Committee recommend that the Port Commission authorize the account as a new investment manager for the OPEB Plan as provided above.

J. FINANCE

Subject	7. Acknowledge receipt and filing of the report regarding the Port of Houston Authority Restated Retirement Plan (Pension Plan) prepared by Champion Capital Research, Inc., an independent investment consultant, as required by Texas Government Code Sec. 802.109.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, acknowledge receipt and filing of the report regarding the Port of Houston Authority Restated Retirement Plan (Pension Plan) prepared by Champion Capital Research, Inc., an independent investment consultant, and authorize the Executive Director to submit such report on its behalf to the State Pension Review Board, all as required by Texas Government Code Sec. 802.109, 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:
Treasury

Staff Contact:
Roland Gonzalez

Background:
Changes to Texas Government Code Chapter 802 were enacted in the 86th Legislative Session in 2019 to expand and update the reporting requirements for public retirement systems. Senate Bill No. 322 requires a retirement system to engage an independent firm to evaluate the appropriateness, adequacy, and effectiveness of investment practices and performance and to make recommendations for improving the investment policies, procedures, and practices.

A public retirement system must conduct the evaluation once every three years if the total assets of the retirement system as of the last day of the preceding fiscal year were at least \$100 million. The Port of Houston Authority Restated Retirement Plan (Pension Plan) market value is currently in excess of \$100 million.

In 2020, AndCo Consulting LLC prepared the required Investment Practices and Performance Evaluation report.

By Minute No. 2020-0428-18 and 2020-1208-15, the Port Commission acknowledged the first-year report, as governing body of the Port Authority, and the final first-year report was subsequently submitted to the State Pension Review Board on December 8, 2020.

Deadline for the second prepared report must be provided to the Port Commission (governing body) no later than May 1, 2024.

Staff Evaluation/Justification:

In 2023, staff contracted with Champion Capital Research, Inc. (Champion), an independent firm with substantial experience in evaluating institutional investment practices and performance, with a contract amount not to exceed \$43,000. Subsequently, on January 1, 2024, Champion merged with Avior Wealth Management, LLC.

Accordingly, staff and the Pension and Benefits Committee recommends that the Port Commission acknowledge receipt and accept the report from Champion for the Pension Plan.

J. FINANCE

Subject	8. Enter into an Interlocal Agreement with Purchasing Cooperative of America to participate in its cooperative purchasing program.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting: (i) authorize the Port Authority to enter into an Interlocal Agreement for Cooperative Purchasing Services with Purchasing Cooperative of America (PCA) for the purpose of participating in PCA cooperative purchasing programs administered by PCA and its affiliates and subsidiaries, to be effective upon the signing of the Interlocal Agreement; (ii) issue a resolution in connection therewith; and (iii) 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:

Procurement Services

Staff Contact:

Yvette Camel-Smith

Background:

The Port Authority follows the Texas Water Code Chapter 60 for the procurement of goods and services with a value above \$100,000. The Texas Government Code 791, the Interlocal Cooperation Act, provides legal authority for the Port Authority to make purchases using cooperative purchasing programs, and states that purchases made pursuant to it satisfy the requirement of the local government to seek competitive bids.

Purchasing Cooperative of America (PCA) is a national purchasing cooperative active in all 50 states, the U.S. Territories, Canada, and Mexico, to facilitate compliance with state bidding requirements, identify qualified vendors, and realize various economies, including administrative cost savings, for its members. There is no cost to join PCA, and membership includes public sector entities including local governments, nonprofits, and other political subdivisions of Texas.

The Port Authority Procurement Services department has proposed a need for participating in and requests approval for the Port Authority to become a member of the PCA by entering into its Interlocal Agreement and by adopting the board resolution attached hereto. Purchases in excess of \$100,000 would continue to require Port Commission approval.

Staff Evaluation/Justification:

Staff recommends the Port Commission authorize an Interlocal Agreement with PCA, to permit the Port Authority to become a member of the cooperative and adopt the board resolution attached. Staff expects that participation in this program would be beneficial to the taxpayers that support the Port Authority through the anticipated savings to be realized.

RESOLUTION AUTHORIZING PARTICIPATION IN
THE PURCHASING COOPERATIVE OF AMERICA

THE STATE OF TEXAS §
COUNTY OF HARRIS §

WHEREAS, the Port Commission, the governing authority of the Port of Houston Authority of Harris County, Texas, desires that the Port of Houston Authority of Harris County, Texas participate in the Purchasing Cooperative of America (PCA), pursuant to the authority granted by TEX. GOV'T Code 791.001, et seq., and

WHEREAS, in the opinion of the Port Commission of the Port of Houston Authority of Harris County, Texas, participating in this program will be highly beneficial through the anticipated savings to be realized.

NOW THEREFORE be it resolved by the Port Commission of the Port of Houston Authority of Harris County, Texas as follows:

The Port of Houston Authority of Harris County, Texas hereby states its need for participation in the Purchasing Cooperative of America (PCA), and

The Executive Director of the Port of Houston Authority of Harris County, Texas, and his authorized delegates, are authorized and directed to sign and deliver any and all necessary requests and documents in connection therewith for and on behalf of the Port of Houston Authority of Harris County.

PASSED AND APPROVED this February 29, 2024.



Ric Campo
Chairman, Port Commission
Port of Houston Authority of
Harris County, Texas

ATTEST:



Erik Eriksson
Secretary, Port Commission
Port of Houston Authority of
Harris County, Texas

J. FINANCE

Subject	9. Approve the hiring of Yolanda Ramirez as a casual employee to provide services relating to the audit cycle and implementation of an enterprise resource planning system.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve the hiring of Yolanda Ramirez as a casual employee to provide services relating to the audit cycle and 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.

Category:

General

Department:

Accounting

Staff Contact:

Tim Finley/Curtis Duncan

Background:

Yolanda Ramirez, Accountant III, plans to retire February 28, 2024, after providing forty-five years of service to the Port Authority. Ms. Ramirez currently has a senior role in the Accounting department and a role in the Finance Division implementation of the new Workday Enterprise Resource Planning (ERP). Based on her knowledge of the JD Edwards financial system, the audit process, and her role in the implementation of the Workday ERP, staff believes she can play a critical role in helping the Port Authority achieve successful results in the audit process and ERP implementation. Ms. Ramirez has expressed a willingness to work as a casual employee for up to 20 hours per week to assist with this audit cycle and ERP 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 Yolanda Ramirez as a casual employee.

Staff Evaluation/Justification:

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

K. INFRASTRUCTURE

Subject	1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$275,860 to support the development of Port Houston plans (2025 Strategic Plan and 2050 Plan), to the top ranked proposer City and Sea Group LLC dba CAS Group LLC.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$275,860 to support the development of Port Houston plans, to the top-ranked proposer City and Sea Group LLC dba CAS Group 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:

Facility Planning

Staff Contact:

Rohit Saxena

Background:

Port Houston's growth has been a virtually continuous positive trend for more than a century. To continue to support the flow of commerce throughout the region as well as bolstering national and international trade, the Port Authority continues to modernize and expand its facilities by strategically investing in capital projects that enhance the Houston Ship Channel, port terminals, and roadways, as well as rail and industrial properties.

With strong commitment towards its stakeholders and communities, the Port Authority strives to proactively prepare for both opportunities and challenges through advanced planning, which is carried out via its Strategic Plan and Comprehensive Long-Range Plan. Both plans are used to ensure a balance between short-term flexibility and long-term stability. The Port Authority is now in the process of updating these plans and is accordingly seeking consultant support for the development of these updates.

The scope of services includes planning and coordination with Port Houston, carrying out stakeholder engagement activities for both 2025 Strategic Plan and 2050 Comprehensive Long-Range Plan, design and development of both documents, and production of draft and final publications.

Staff recommends awarding professional services contract to City and Sea Group LLC dba CAS Group LLC in an amount not to exceed \$275,860 at the February 29, 2024, Port Commission meeting to commence the work, with an option of amending the contract at a later date, as needed, to complete the required work.

The Port Authority notified vendors regarding its request for proposals (RFP) 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-two vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On January 17, 2024, six RFP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFP.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to City and Sea Group LLC dba CAS Group LLC to support the development of Port Houston Plans (2025 Strategic Plan and 2050 Plan), and act as otherwise described above.

K. INFRASTRUCTURE

Subject	2. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$657,057 for the demolition of Crane No. 11 at Barbours Cut Terminal, to the top-ranked proposer Grant Mackay Company, Inc.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$657,057 for the demolition of Crane No. 11 at Barbours Cut Terminal, to the top-ranked proposer Grant Mackay Company, 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:

Awards, Amendments & Change Orders

Department:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

This project would consist of the demolition of ship-to-shore (STS) Crane Number 11 at Barbours Cut Terminal. Crane 11 is a 1989 41.5 LT Paceco STS gantry crane. This crane would be temporarily replaced by cranes 3, 4, 9, and 10 during the construction of Wharves 4 and 5, and 5 and 6, and then ultimately be replaced by new STS cranes in the coming years, when wharf construction is complete.

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. Eight vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On January 10, 2024, 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 Grant Mackay Company, Inc., the proposer providing best value for the demolition of STS Crane No. 11 at Barbours Cut Terminal, and act as otherwise described above.

K. INFRASTRUCTURE

Subject	3. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$800,000 for the annual concrete replacement at Turning Basin Terminal in 2024, to the top-ranked proposer Resicom, Inc.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$800,000 for the annual concrete replacement at Turning Basin Terminal in 2024, to the top-ranked proposer Resicom, 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:

Awards, Amendments & Change Orders

Department:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

This project is the 2024 annual concrete replacement at the Turning Basin Terminal; its purpose is to repair deteriorated sections of concrete pavement on the lower level.

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 January 10, 2024, four 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 Resicom, Inc., the proposer providing best value for the annual concrete replacement at Turning Basin Terminal, and act as otherwise described above.

K. INFRASTRUCTURE

Subject	4. Award a professional services contract to Lloyd Engineering for the design of Wharf 20/21 bulkhead rehabilitation at Turning Basin Terminal in an amount not to exceed \$785,485.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize award of a professional services contract with Lloyd Engineering for the design of Wharf 20/21 bulkhead rehabilitation at Turning Basin Terminal in an amount not to exceed \$785,485, 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 the design, bid services, and construction phase services for the rehabilitation of the bulkhead along Wharf 20, and 93 feet into Wharf 21.

Staff Evaluation/Justification:

Staff has determined that Lloyd Engineering is the most highly qualified provider for these professional services, and accordingly recommends that the Port Commission approve this contract for the design of Wharf 20/21 bulkhead rehabilitation at Turning Basin Terminal.

K. INFRASTRUCTURE

Subject	5. Award a professional services contract with Generocity Services, Inc. for hyperchlorination and installed supplemental chlorination systems throughout Barbours Cut Terminal in an amount not to exceed \$250,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, award a professional services contract with Generocity Services, Inc. for hyperchlorination and installed supplemental chlorination systems throughout Barbours Cut Terminal in an amount not to exceed \$250,000, 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	<p>STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Be the Best Place to Work)</p> <p>STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)</p>

Category:

Awards, Amendments & Change Orders

Department:

Environmental Affairs

Staff Contact:

Trae Camble

Background:

This project consists of the professional engineered design and implementation of hyperchlorination at nine buildings and supplemental chlorination systems at ten buildings at Barbours Cut Terminal to ensure consistent and constant chlorine throughout the terminal.

Staff Evaluation/Justification:

Staff has determined that Generocity Services, Inc. is the most highly qualified consultant for these professional services, and accordingly recommends that the Port Commission approve this contract for the completed hyperchlorination and installed supplemental chlorination systems throughout Barbours Cut Terminal.

K. INFRASTRUCTURE

Subject	6. Issue a purchase order to FPS, LP dba Office Furniture Connection for the pre-order, purchase and installation of office furniture for the maintenance and repair building at Barbours Cut Terminal, using Purchasing Cooperative of America, a cooperative purchase program, in an amount not to exceed \$173,213.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, issue a purchase order to FPS, LP dba Office Furniture Connection for the pre-order, purchase, and installation of office furniture for the new maintenance and repair building at Barbours Cut Terminal, using Purchasing Cooperative of America (PCA), a cooperative purchase program, in an amount not to exceed \$173,213, 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.
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:

The Port Authority is seeking to pre-order, purchase and installation of office furniture for the maintenance and repair building at Barbours Cut Terminal.

Staff Evaluation/Justification:

The Director of Procurement Services has determined that procuring the required office furniture through Purchasing Cooperative of America (PCA) is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Project and Construction Management department has determined that the best availability, price, and contract term for the items needed is provided by FPS, LP dba Office Furniture Connection under the pricing schedule obtained from that vendor's contract with PCA.

Accordingly, staff recommends that the Port Commission approve this best value determination and purchase order.

K. INFRASTRUCTURE

Subject	7. Enter into a construction services agreement with Southwestern Bell Telephone Company (dba AT&T Texas) for proposed fiber optic services and removal of the remote terminal hut in the future Container Yard 8 at Bayport Container Terminal, and authorize a payment thereunder in an amount not to exceed \$250,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, enter into a construction services agreement with Southwestern Bell Telephone Company (dba AT&T Texas) for proposed fiber optic services and removal of the remote terminal hut in the future Container Yard 8 at Bayport Container Terminal, and authorize a payment thereunder in an amount not to exceed \$250,000, 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:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

The Port Authority intends to continue developing the east end of Bayport Container Terminal with new container yards and wharves. An existing AT&T Texas remote terminal hut and telecommunication services are within the boundary of future Container Yard 8 that need to be relocated and removed prior to the yard construction.

Staff Evaluation/Justification:

Port Authority staff has concluded that the construction service agreement and funding are required to proceed with the construction of future Container Yard 8 at Bayport Container Terminal.

Accordingly, staff recommends that the Port Commission authorize the agreement with Southwestern Bell Telephone Company (dba AT&T Texas) and funding as described above.

K. INFRASTRUCTURE

Subject	8. Amend the professional services contract with AECOM Technical Services, Inc. to perform additional work associated with the bid and construction phase for reconstruction of Container Yards 6 and 7 at Barbours Cut Terminal in an amount not to exceed \$932,132.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve an amendment to the professional services contract with AECOM Technical Services, Inc. to perform additional work associated with the bid and construction phase for reconstruction of Container Yards 6 and 7 at Barbours Cut Terminal in an amount not to exceed \$932,132, 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. 2021-0525-16, the Port Commission awarded a professional services contract to AECOM Technical Services, Inc. to perform additional work associated with the planning and design for the reconstruction of 87-acres of container yards at Barbours Cut Terminal.

This proposed amendment would consist of the following activities under that contract:

- Bid and construction phase services for Container Yards 6 and 7 of the 87-acre rehabilitation project, for a period of 1350 calendar days

Staff Evaluation/Justification:

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

K. INFRASTRUCTURE

Subject	9. Amend the professional services contract with Walter P. Moore & Associates Inc. to perform additional design and construction phase services associated with the rehabilitation of Transit Sheds 18 and 19 at the Turning Basin Terminal in an amount not to exceed \$74,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve an amendment to the professional services contract with Walter P. Moore & Associates Inc. to perform additional design and construction phase services associated with the rehabilitation of Transit Sheds 18 and 19 at the Turning Basin Terminal in an amount not to exceed \$74,000, 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:

Channel Infrastructure

Staff Contact:

Roger H. Hoh, P.E.

Background:

In May 2023 Walter P. Moore and Associates was authorized to conduct a structural condition assessment of Transit Sheds 18 and 19. The assessment evaluated the existing structure components of both buildings, and to assess the structural integrity and loading capacity for a potential roof overlay system. The consultant also assessed economic feasibility and made recommendations on cost-effective options needed to replace or repair the existing roofs or substructure. Staff has chosen a design option from the options presented from the consultant.

That contract totaled \$36,000.

For this amendment, the consultant would produce construction documents to among other things assist the Port Authority with preparing competitive sealed proposals (CSP), competitive sealed bids (CSB), or any other solicitation packages for any Port Authority construction projects arising from these services. The consultant would also provide proposal and construction phase services in support of pre-proposal, pre-construction, and other meetings; review submittals and shop drawings; assist with responses to requests for information (RFI); assist with change orders; and document as-built archives.

Staff Evaluation/Justification:

Staff recommends the Port Commission authorize the amendment of the professional services contract with Walter P. Moore & Associates Inc. to perform additional work associated with the rehabilitation of Transit Sheds 18 and 19.

K. INFRASTRUCTURE

Subject	10. Approve a change order with Indi Construction Partners, LLC to perform additional work associated with the construction of the maintenance building addition and canopy enclosure at Bayport Container Terminal in an amount not to exceed \$118,890.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve a change order with Indi Construction Partners, LLC to perform additional work associated with the construction of the maintenance building addition and canopy enclosure at Bayport Container Terminal in an amount not to exceed \$118,890, 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. 2022-0927-40, the Port Commission awarded a contract to Indi Construction Partners, LLC to perform additional work associated with the construction of the maintenance building addition and canopy enclosure at Bayport Container Terminal.

This proposed change order is for:

- Furnishing and installing ¾ inch interior wall cover finish panels;
- Furnishing and installing 3 inch exterior wall panels;
- Furnishing and installing a complete lightning protection system; and
- One year renewal of Projectmate software license.

This is the second change order to this contract, for a total change order value to date of \$163,495.11, which is 4.42% of the total contract value.

Staff Evaluation/Justification:

Port Authority staff has reviewed the proposal submitted by Indi Construction Partners, LLC and found it to be fair and reasonable and recommends that the Port Commission authorize this change order.

K. INFRASTRUCTURE

Subject	11. Approve a change order with Satterfield & Pontikes Construction, Inc. to perform additional work associated with construction of Container Yard 1 North and Middle at Bayport Container Terminal in an amount not to exceed \$209,110.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, approve a change order with Satterfield & Pontikes Construction, Inc. to perform additional work associated with construction of Container Yard 1 North and Middle at Bayport Container Terminal in an amount not to exceed \$209,110, 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. 2022-0927-30, the Port Commission awarded a contract to Satterfield & Pontikes Construction, Inc. to perform additional work associated with construction of Container Yard 1 North and Middle at Bayport Container Terminal.

This proposed change order addresses:

- Additional electrical and communication utility work to provide light and camera coverage to the east end of Bayport Container Terminal; and
- Additional material and labor as a result of modifications to the fiber tie-in locations, due to field conditions not aligning with record drawings.

This is the third change order to this contract, for a total change order value to date of \$180,551, which is 0.27% of the total contract value. The first change order to the contract was a credit, therefore the overall change order total is lower than the second change order amount.

Staff Evaluation/Justification:

Staff has reviewed the proposal submitted by Satterfield & Pontikes Construction, Inc. and found it to be fair and reasonable and recommends that the Port Commission authorize this change order.

L. OPERATIONS

Subject	1. Approve staff's ranking of vendors and award a two-year contract in an amount not to exceed \$2,000,000 for railroad repair services at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal to the top-ranked proposers: staff ranking - first, Railworks Track Systems, Inc., second, Ameritrack Rail; and third, LJA Infrastructure, Inc.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting: (a) approve staff's ranking of most qualified vendors, based on selection criteria, in the following order - first, Railworks Track Systems, Inc., second, Ameritrack Rail; and third, LJA Infrastructure, Inc.; (b) award a two-year contract to Railworks Track Systems, Inc. for railroad repair services at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$2,000,000; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) 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. 2021-0622-29, the Port Commission awarded a two-year contract to Railworks Track Systems, Inc. in an amount not to exceed \$750,000 for railroad repair services at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal; these funds have been depleted. Due to performance issues, age of tracks, increased reports of damage along the rails of City Docks, and rail yards and easements around all Port Authority terminals, staff has advertised for a new two-year contract. Repairs to railroad tracks, switches, ties, and cross-over diamond plates would be covered under this contract.

The Port Authority notified vendors regarding its 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 January 31, 2024, five CSP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the CSP. Staff identified the following vendors, listed in order of ranking, as providing best value for the required services:

- Railworks Track Systems, Inc.
- Ameritrack Rail

- LJA Infrastructure, Inc.

Following staff Executive Committee review, staff recommends that the Port Authority award a two-year contract to Railworks Track Systems, Inc. and act as otherwise described above.

L. OPERATIONS

Subject	2. Award a two-year contract to Maxim Crane Works, LP for crane rental services for maintenance of equipment and facilities at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$500,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, award a two-year contract to Maxim Crane Works, LP for crane rental services for maintenance of equipment and facilities at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$500,000, 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. 2019-0129-28, the Port Commission awarded a two-year contract to Maxim Crane Works, LP for crane rental services for maintenance of equipment and facilities at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$300,000.

The Port Authority currently owns twenty-nine wharf cranes, one-hundred and sixteen rubber-tired gantry (RTG) cranes, several buildings, and hundreds of light poles at these facilities. Additionally, three wharf cranes and thirty-one RTG cranes would be commissioned this year. Regular maintenance of this equipment and facilities often requires rental of mobile cranes to facilitate access to areas with no walkways or ladder access.

Staff Evaluation/Justification:

On January 25, 2024, two CSP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the published selection criteria. One response was deemed non-responsive. Staff identified the following vendor as providing the best value for the required services:

- Maxim Crane Works, LP

Following staff Executive Committee review, staff recommends that the Port Authority award a two-year contract to Maxim Crane Works, LP for crane rental services for maintenance of equipment and facilities at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal.

L. OPERATIONS

Subject	3. Award a three-year contract to ZPMC North America, Inc. (ZPMC), the sole source provider, for the purchase of captive replacement parts for ZPMC cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$1,000,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, award a three-year contract to ZPMC North America, Inc. (ZPMC), the sole source provider, for the purchase of captive replacement parts for ZPMC cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$1,000,000, 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. 2021-0622-33, the Port Commission awarded a two-year contract to ZPMC North America, Inc. (ZPMC) in the amount not to exceed \$500,000 for the purchase of captive replacement parts for ZPMC cranes at Barbours Cut Terminal and Bayport Container Terminal; these funds are nearly depleted.

The Port Authority currently owns a total of twenty-one ZPMC wharf cranes including six units at Barbours Cut Terminal and fifteen at Bayport Container Terminal. Three additional units are scheduled to arrive at Bayport Container Terminal later this year.

These units are leased daily to stevedoring companies for container handling activities. Therefore, the ability to expedite procurement of spare and replacement parts for these cranes is critical for efficient terminal operation.

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 ZPMC is the sole authorized source of captive replacement ZPMC parts in the United States.

Staff recommends that the Port Commission award a three-year contract to ZPMC for the purchase of captive replacement parts for ZPMC cranes. Replacement and spare parts would be purchased through this contract as needed to properly maintain these cranes and minimize operational downtime.

L. OPERATIONS

Subject	4. Award a two-year job order contract to Structural Concrete Systems, LLC for general facility repairs, using the Omnia Partners, a cooperative purchase program contract, in an amount not to exceed \$1,000,000, and a two-year job order contract with Generocity Services, Inc. for general facility repairs, using Harris County Department of Education's Choice Partners, a cooperative purchase program, in an amount not to exceed \$1,000,000, for a total amount not to exceed \$2,000,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action, Information
Recommended Action	The Port Commission, at its February 29, 2024 meeting, award a two-year job order contract to Structural Concrete Systems, LLC for general facility repairs, using the Omnia Partners, a cooperative purchase program contract, in an amount not to exceed \$1,000,000, and a two-year job order contract with Generocity Services, Inc. for general facility repairs, using Harris County Department of Education's Choice Partners, a cooperative purchase program, in an amount not to exceed \$1,000,000, for a total amount not to exceed \$2,000,000, determine that these procurement methods provide 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.
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 Facilities Inspection and Condition Assessment Program (FICAP), implemented in 2017, strives to provide a unifying methodology for inspecting and managing corrosion and structure of marine assets as well as utilities, and communications and electrical systems at the Port Authority. The marine and facility portion of FICAP has particularly resulted in an extensive number of Port Authority-wide repairs since 2020.

By Minute No. 2022-0927-61, the Port Commission awarded divisible two-year contracts to Structural Concrete Systems, LLC, using Omnia Partners, for general marine facility repairs and to Generocity Services, Inc., using Harris County Department of Education's Choice Partners, for general marine facility repairs under this program.

OMNIA Partners, Public Sector (OMNIA) is a corporate purchasing program that the Port Authority is authorized to use. It was formerly known as the National Intergovernmental Purchasing Alliance (IPA). The Port Commission, by action taken at its September 24, 2018 meeting, authorized the Port Authority to enter into a cooperative purchasing agreement with the National IPA.

Harris County Department of Education (HCDE) is a political subdivision of the State of Texas. By action taken by the Port Commission in 2006 and 2012, the Port Authority is authorized to use its purchasing services, including HCDE's Choice Partners program.

Staff Evaluation/Justification:

The Director of Procurement Services has determined that procuring job order contracts for general facility repairs at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal through both Omnia Partners and the HCDE Choice Partners cooperative purchasing programs are the methods that both satisfies competitive purchase requirements and provides the best value to the Port Authority.

The Maintenance department has determined that the best availability, price and contract term for the items needed are provided by Structural Concrete Systems, LLC and Generocity, Services, Inc. under the pricing schedule obtained from those vendors' contract with Omnia Partners and HCDE respectively, each in an amount not to exceed \$1,000,000, for a total amount not to exceed \$2,000,000, for general facility repairs.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

L. OPERATIONS

Subject	5. Authorize a fifteen-year lease (with three five-year extension options) with Hansen Metro Elevation LLC, for the 19.1-acre site including Houston Public Grain Elevator No. 1 at the North Side Turning Basin at a monthly base rent beginning at \$63,429.69 and subject to annual increases, with a total rent abatement amount not to exceed \$9,853,132.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize a fifteen-year lease (with three five-year extension options) with Hansen Metro Elevation LLC, for the 19.1-acre site including Houston Public Grain Elevator No. 1 at the North Side Turning Basin to commence March 1, 2024, at a monthly base rent beginning at \$63,429.69 and subject to annual increases, with a rent abatement amount not to exceed \$9,853,132, 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:
Leases

Department:
Operations

Staff Contact:
Randy Stiefel

Background:
The Port Commission last approved a five-year lease of Houston Public Grain Elevator No. 1 to Hansen-Mueller Company (HM) (a member of Hansen Metro Elevation LLC) in February 2019, which is set to expire later this year. The new lease would be a joint venture of HM and an affiliate of Nautilus International Holding Corporation.

This lease contemplates certain tenant work to improve the leased premises and improvements. The lease provides for rent abatement not to exceed \$9,853,132, as reimbursement for a portion of this work and work, previously performed by HM under its previous lease.

HM has been leasing this property since December 1998.

Staff Evaluation/Justification:
Staff recommends that the Port Commission authorize the action described above.

M. PEOPLE

Subject	1. Authorize the renewal of the agreement with Unicare Building Maintenance Inc. for cleaning services for the Executive Office Building, Port Coordination Center, Central Maintenance buildings, Sam Houston Pavilion, and ten gatehouses at the Turning Basin Terminal for an amount not to exceed \$425,880 for an additional two-year term.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the renewal of the agreement with Unicare Building Maintenance Inc., for cleaning services for the Executive Office Building, Port Coordination Center, Central Maintenance buildings, Sam Houston Pavilion, and ten gatehouses at the Turning Basin Terminal for an amount not to exceed \$425,880 for an additional two-year term, 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:

Office Building & Services

Staff Contact:

Adrian Price

Background:

By Minute No. 2021-0223-42, the Port Commission authorized an agreement with Unicare Building Maintenance Inc. (Unicare) for the cleaning of Turning Basin Terminal facilities for an initial three-year term, with an option to renew the contract for an additional two years. Unicare's prices for the two option years were set forth in the initial agreement.

Approximately 100,000 square feet of Port Authority office building space and facilities at the Turning Basin Terminal require daily professional cleaning services, including the Executive Office Building, Central Maintenance, Port Coordination Center, Sam Houston Pavilion, and ten gatehouses. Port Authority staff has determined that combining services for all buildings and facilities at the Turning Basin Terminal into a single agreement is economically and administratively beneficial to the Port Authority.

Staff Evaluation/Justification:

Staff has been satisfied with the performance of Unicare at the Turning Basin Terminal facilities and believes Unicare's prices for the two additional years are fair and reasonable.

Staff recommends the Port Commission authorize the renewal of the agreement with Unicare for Turning Basin cleaning services for an additional two years.

O. TECHNOLOGY

Subject	1. Amend the Port Authority's purchase order and contract with HP Inc. for the purchase of laptops, desktops, tablets, ruggedized devices, related accessories, and services, using the Interlocal Agreement with the City of Houston and Metropolitan Transit Authority of Harris County, to increase the amount of the purchase order by an amount not to exceed \$3,400,000 and extend the term for a period of five years.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, amend the Port Authority's purchase order and contract with HP Inc. for the purchase of laptops, desktops, tablets, ruggedized devices, related accessories, and services, using the Interlocal Agreement with the City of Houston and Metropolitan Transit Authority of Harris County, to increase the amount of the purchase order by an amount not to exceed \$3,400,000 and extend the term for a period of five years, 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:

Information Technology

Staff Contact:

Charles Thompson

Background:

The Port Authority is seeking to obtain laptops, desktops, tablets, ruggedized devices, related accessories, and related services. The City of Houston contract 4600016154-2021-0499 with HP Inc. provides these and may be used by the Port Authority via the Port Authority's Interlocal Agreement with the City of Houston and Metropolitan Transit Authority of Harris County.

Staff Evaluation/Justification:

The Director of Procurement Services has determined that procuring laptops, desktops, tablets, ruggedized devices, necessary accessories, and related services through the Port Authority's Interlocal Agreement with the City of Houston and Metropolitan Transit Authority of Harris County to leverage the City of Houston contract 4600016154-2021-0499, is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology department has determined that the best availability, price, and contract term for the item needed is provided by HP Inc. under the pricing schedule obtained from that vendor's contract with the City of Houston and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

O. TECHNOLOGY

Subject	2. Issue a purchase order to CDWG for purchase of VMWare annual software licensing and software support to the Port Authority's existing Information Technology infrastructure, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$151,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, issue a purchase order to CDWG for the purchase and renewal of a one-year contract for annual VMWare licensing and support, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$151,000, 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:

Information Technology

Staff Contact:

Ron Farrow

Background:

The Port Authority is seeking to obtain the renewal of licenses and maintenance for VMWare, a software for server and client virtualization. Virtualization allows the Information Technology (IT) department to reduce hardware expenses and benefit from centralized management of servers that the Port Authority relies on to complete daily tasks. This includes Navis (N4), automated gate operating system and optical character recognition (OCR) portal, SharePoint, and many other business critical services.

The IT department has been utilizing VMware software for over ten years in support of the Port Authority's virtual technology environment and considers the technology reliable and proven. It is critical to renew these licenses (and maintenance/support) in order to minimize business disruptions.

The Texas Department of Information Resources (DIR) is a department of the State of Texas, and has cooperative purchasing programs which may be used by the Port Authority.

Staff Evaluation/Justification:

The Director of Procurement Services has determined that procuring VMWare licenses and maintenance through the Texas DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The IT department has determined that the best availability, price, and contract term for the item needed is provided by CDWG under the pricing schedule obtained from that vendor's contract with DIR, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

O. TECHNOLOGY

Subject	3. Issue a purchase order to Smart-Tecs LLC, the sole source provider, for the purchase of spare parts for the Gate Operating System environment in an amount not to exceed \$125,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action, Information
Recommended Action	The Port Commission, at its February 29, 2024 meeting, issue a purchase order to Smart-Tecs LLC, the sole source provider, for the purchase of spare parts for the Gate Operating System (GOS) environment in an amount not to exceed \$125,000, 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:

Information Technology

Staff Contact:

Charles Thompson

Background:

The Port Authority currently utilizes Smart-Tecs LLC as its Gate Operating System (GOS) provider to maintain and support all components with the GOS environment. Purchasing these spare parts directly from Smart-Tecs LLC ensure that all components are supported by Smart-Tecs LLC and would continue to be supported in the event there are any issues with these components. In addition to the support of these devices, any installation assistant or warranty work would be handled directly with Smart-Tecs LLC technical support.

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 Smart-Tecs LLC is the sole authorized source of the Port Authority's GOS replacement parts in the United States.

Staff recommends the Port Commission approve issuing a purchase order to Smart-Tecs LLC for the purchase of spare parts for the GOS environment.

O. TECHNOLOGY

Subject	4. Issue a purchase order to Tanches Global Management, Inc. for purchase of Cisco Duo Premier for Multi-Factor Authentication, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$284,240.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, issue a purchase order to Tanches Global Management, Inc. for purchase of Cisco Duo Premier for Multi-Factor Authentication (MFA), using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$284,240, 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:

Information Technology

Staff Contact:

Charles Thompson

Background:

In 2023 the Port Authority received a Port Security Grant from the Department of Homeland Security to support an initiative that would significantly strengthen its cybersecurity posture, by requiring users to provide two or more forms of authentication to access Port Authority systems.

A multi-factor authentication (MFA) is a security access management solution that verifies a user's identity at login with two or more verification factors. By providing a layer of protection to a user or company's data, MFA helps to prevent malware, phishing, and ransomware attacks. Cisco Duo is scalable and can be integrated with major apps and custom application using multi-factor methods such as biometrics, tokens, passwords, mobile apps, and more.

Accordingly, the Port Authority is seeking to obtain Cisco Duo Advantage as a proactive defense mechanism that protects sensitive data from a wide range of cyber threats, ensuring the integrity, availability, and confidentiality of a users' identity. Duo Advantage would provide the Port Authority with stronger, multi-layered defenses to improve security and keep its data protected.

The Texas Department of Information Resources (DIR) is a department of the State of Texas and has cooperative purchasing programs which may be used by the Port Authority.

Staff Evaluation/Justification:

The Director of Procurement Services has determined that procuring Cisco Duo Premier through the Texas DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology department has determined that the best availability, price, and contract term for the item needed is provided by Tanches Global Management, Inc. and is therefore recommending this purchase. Tanches Global Management, Inc. is both S/MWBE and DIR.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

O. TECHNOLOGY

Subject	5. Issue a purchase order to Freeit Data Solutions for purchase of Cloudflare Web Application Firewall, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$266,000.
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, issue a purchase order to Freeit Data Solutions for purchase of Cloudflare Web Application Firewall, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$266,000, 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:

Information Technology

Staff Contact:

Charles Thompson

Background:

A web application firewall (WAF) is a crucial security layer that protects web applications from various online threats and cyber-attacks. It filters incoming HTTP requests, preventing common attacks like SQL injection and cross-site scripting. WAFs monitor and log web traffic, helping organizations meet compliance standards and prevent data breaches. They scale with web traffic growth and offer customization options to adapt to specific security requirements. By leveraging real-time threat intelligence, WAFs proactively defend against emerging threats, ensuring the integrity and availability of web applications and sensitive data.

Accordingly, the Port Authority is seeking to obtain Cloudflare Web Application Firewall as a proactive defense mechanism that safeguards web applications and sensitive data from a wide range of cyber threats, ensuring the integrity, availability, and confidentiality of online assets.

The Texas Department of Information Resources (DIR) is a department of the State of Texas, and has cooperative purchasing programs which may be used by the Port Authority.

Staff Evaluation/Justification:

The Director of Procurement Services has determined that procuring Cloudflare Web Application Firewall through the Texas DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology department has determined that the best availability, price, and contract term for the item needed is provided by Freeit Data Solutions under the pricing schedule obtained from that vendor's contract with DIR and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

R. CHANNEL INFRASTRUCTURE

Subject	1. Amend the contract with Great Lakes Dredge & Dock Company for dredging the Houston Ship Channel between Station 73+467 and 138+369 in a reductive amount of (\$170,822.70).
Meeting	Feb 29, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its February 29, 2024 meeting, authorize the Port Authority to amend the contract with Great Lakes Dredge & Dock Company in a reductive amount of (\$170,822.70), 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/Leia Wilson

Background:

By Minute No. 2021-1012-05, the Port Commission awarded Great Lakes Dredge & Dock Company (GLDD) a contract to dredge the Houston Ship Channel (HSC) between Station 73+467 and 138+369, which in part was to be completed hydraulically, with the dredged material to be beneficially used to create Long Bird Island (LBI) in Galveston Bay.

Excess material dredged was pumped to the LBI site in addition to material exhibiting a higher-than-estimated liquid retention rate. To achieve proper drainage, shaping, and grading on LBI, its original planned footprint was expanded to accommodate this material. The expanded footprint also allowed for added beneficial use for the oyster reef and bird nesting.

The perimeter dike was relocated towards the center of the island in order to meet the design template and allow for shore protection to be placed. Due to previous expansion of LBI, realignment of the dike does not decrease the island size from the original plans.

These modifications are the most efficient method to complete the LBI construction to design templates, utilize material and maintain beneficial use.

The channel dredging has been completed and accepted, the unused hydraulic and mechanical dredge quantities (273,073 CY) would be zeroed out resulting in a reductive price change, and the proposed amendment would reflect these matters in summary.

Staff Evaluation/Justification:

Staff has concluded that at this time it would be the most effective approach and in the best interest of the Port Authority to approve this amendment with Great Lakes Dredge & Dock Company, and so requests that the Port Commission do so, as described above.