

June 23, 2022

**NOTICE OF MEETING**  
**OF THE**  
**PORT COMMISSION**  
**OF THE**  
**PORT OF HOUSTON AUTHORITY**

In accordance with the official practice of the Port Commission of the Port of Houston Authority, there is attached hereto a copy of the Agenda of the regular meeting to be held on Tuesday, June 28, 2022. A quorum of the Port Commission is intended to meet at 9:15 a.m. at the Port of Houston Authority Executive Office Building, Fourth Floor Boardroom, 111 East Loop North, Houston, Texas 77029. The member of the Port Commission presiding over the meeting is intended to be present at that location, which shall be open to the public during the open portions of the meeting.

In addition, pursuant to Government Code Sec. 551.127 permitting a governmental body to hold a public meeting by videoconference call, the meeting may also be accessed via Webex webinar, as provided on the following page.

PORT OF HOUSTON AUTHORITY  
of  
HARRIS COUNTY, TEXAS

Erik A. Eriksson  
Secretary



### **Additional Public Meeting Notifications.**

1. In accordance with the Port Commission's usual practice:
  - a. Members of the public may speak during the posted public comment section.
    - Please register to speak no later than an hour before the meeting by emailing to Liana Christian [lchristian@porthouston.com](mailto:lchristian@porthouston.com) or Erik Eriksson [eeriksson@porthouston.com](mailto:eeriksson@porthouston.com)
      - Please provide name and the organization the speaker represents, if applicable.
      - Comments are limited to three minutes.
  - b. An audio recording of the meeting is being made, and will be available to the public, as will written minutes after Port Commission approval.
2. To request accommodations under the Americans with Disabilities Act or language access services, please contact the Port Houston– Legal Division at least three days prior to the meeting. The Legal Division may be reached by telephone at (713) 670-2450, by email at [lchristian@porthouston.com](mailto:lchristian@porthouston.com) or Erik Eriksson [eeriksson@porthouston.com](mailto:eeriksson@porthouston.com), and by mail at 111 E. Loop N, Houston, Texas 77029.
3. Due to health and safety concerns related to COVID-19, this meeting will offer the options to participate by videoconference or in-person. The meeting will be open to the public but restrictions regarding allowable room capacity and seating arrangements may be in place.



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**Tuesday, June 28, 2022**  
**PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY**

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

**A. CALL TO ORDER**

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**B. OPENING REMARKS BY CHAIRMAN AND COMMISSIONERS**

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

**C. APPROVAL OF MINUTES**

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1. Port Commission Public Meeting - May 24, 2022

**D. STAFF REPORTS**

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1. Summary of selected financial and operational matters

**E. APPEARANCES**

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1. Ms. Loretta Gurnell, Executive Director of Super Girls Shine Foundation
2. Public Comment

**F. EXECUTIVE**

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**Staff Report** – Selected agenda items – Tom Heidt, Chief Operating Officer

**Awards, Amendments & Change Orders**

1. Award a professional services contract to Pendulum Strategies, LLC for federal governmental policy consulting and support in an amount not to exceed \$120,000.
2. Award a professional services contract to Cassidy and Associates for federal governmental policy consulting and support in an amount not to exceed \$260,000.

**General**

3. Enter into an Interlocal Agreement regarding the City of Houston New Home Development Program to provide city-wide affordable housing.
4. Order Partially Exempting Certain Residential Homesteads from Ad Valorem Taxes.

5. Approve an additional fifteen full-time positions to the 2022 Operating Budget headcount, associated with record container business and development of the Port Authority Business Equity program.

## **G. BUSINESS EQUITY**

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1. No items.

## **H. COMMERCIAL**

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

### ***Awards, Amendments & Change Orders***

1. Approve two one-year contract extensions each not to exceed \$60,000, for professional photography and videography services, with CK Productions and Drew Donovan Photography.

2. Approve two one-year contract extensions, each not to exceed \$83,333, for promotional item ordering services, with STS Brand LLC and World of Promotions, Inc.

### ***Leases***

3. Approve a grazing lease for a three-year term with Calvin Hearne Jr. for approximately 34.35 acres out of Block 4 at Rosa Allen, effective no earlier than July 1, 2022, at an annual base rent of approximately \$687.

4. Ratify the extended term of a month-to-month lease with Hansen-Mueller Co., commencing August 1, 2022 for approximately 1.39 acres out of Block 17B at Turning Basin, at an annual base rent of approximately \$58,263.

5. Approve an amendment to the lease with Texas Stevedoring Services, LLC, for approximately 1,276 square feet of office space in the Barbours Cut Administrative building, to extend the term for two years effective no earlier than August 1, 2022, at an annual base rent of approximately \$26,282, subject to annual base rent escalation of 3%.

6. Approve an amendment to the lease with BWC Terminals LLC for approximately 2.325 acres out of Southside Property, including approximately 602 linear feet of rail at Upper Level Road across from the guardhouse at Avenue P, to extend the term for five years, effective no earlier than August 1, 2022, at an annual base rent of approximately \$73,976, subject to annual rent escalation of the greater of 3% or the increase in the Consumer Price Index.

## **I. FINANCE**

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

### ***Awards, Amendments & Change Orders***

1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$138,000 for development of a formal Enterprise Risk Management program to the top-ranked proposer: staff ranking – first, Deloitte & Touche LLP; second, GHD Inc.; and third, Petrosys Solutions, Inc. (dba psitechnology Inc.).

## **J. INFRASTRUCTURE**

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

### ***Awards, Amendments & Change Orders***

1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$615,475 for the planning and design of water supply and fire protection systems at Barbours Cut Terminal to the top-ranked proposer: staff ranking – first, RPS Group; second, Lockwood, Andrews & Newnam, Inc.; and third, KIT Professionals.
2. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$10,078,950 for the rehabilitation and repair of Wharf No. 8 at Turning Basin Terminal to the top-ranked proposer: staff ranking - first, McCarthy Building Companies, Inc.; and second, Orion Construction, LP.
3. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$60,000 to perform construction material testing for the rehabilitation and repair of Wharf No. 8 at Turning Basin Terminal to the top- ranked proposer: staff ranking - first, HVJ Associates, Inc.; second, Ninyo & Moore; and third, Terracon Consultants, Inc.
4. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$688,000 for the facility inspection and condition assessment program (FICAP) of marine structures for 2022 to the top-ranked proposer: staff ranking – first, Wiss, Janey, Elstner Associates, Inc.; second, Moffatt and Nichol; and third, AECOM Technical Services, Inc. and WSP USA, Inc. (tied ranking).
5. Amend the professional services contract with Moffatt & Nichol to perform additional services for analysis and design for the rehabilitation and repair of Wharf 8 at Turning Basin Terminal in an amount not to exceed \$68,000.
6. Amend the professional services contract with AECOM Technical Services, Inc. to perform services for the planning and design for reconstruction of eighty-seven acres of container yard at Barbours Cut Terminal in an amount not to exceed \$182,650.
7. Approve a change order with Harper Brothers Construction, LLC to perform additional work associated with Port Road expansion and drainage at Bayport Container Terminal in a net amount of \$167,940.
8. Approve a change order with R & T Ellis Excavating, Inc. to perform additional work associated with site preparation at the Beltway 8 property in an amount not to exceed \$120,000.
9. Approve a change order with Jerdon Enterprise, L.P. to perform additional work associated with the annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal 2021-2022 in an amount not to exceed \$618,666.56.

### ***Permits/Licenses/Pipeline Easements***

10. Issue (i) three pipeline licenses for a sanitary sewer line, two potable water lines, and one water line and a valve site, (ii) a distribution/transmission line license for a telephone line, and (iii) a private road crossing, to Sasol Chemicals (USA) LLC under, across, and over the Port Terminal Railroad Association Northside Mainline railroad right-of-way west of Haden Road.

11. Issue a pipeline license to Air Products, LLC for one 10-inch hydrogen pipeline crossing under Cedar Bayou north of Interstate 10.

12. Issue a transmission line license to City of Houston for installation of new traffic signal loops adjacent to Clinton Drive and across from Port Houston Gate 8, leading into the Port Terminal Railroad Association North Rail Yard.

### **Leases**

13. Approve a ten-year private adjacency barge fleeting lease agreement to Campbell Transportation Company, Inc. for approximately 5.03 acres of submerged lands in Old River, at an initial monthly base rent of \$1,509 subject to an annual increase of the greater of 3% or the increase in the Consumer Price Index.

## **K. OPERATIONS**

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

### **Awards, Amendments & Change Orders**

1. Award a two-year contract to EVCO Partners, LP dba Burgoon Company for the purchase of miscellaneous shop supplies for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, using the Texas Comptroller of Public Accounts, Texas Multiple Award Schedule, in an amount not to exceed \$600,000.

2. Award a contract to Kalmar USA Inc. Bromma Americas, the sole source provider, for the purchase of replacement parts for one spreader bar at Bayport Container Terminal in an amount not to exceed \$75,000.

3. Ratify emergency chassis lease with Milestone Equipment Company LLC as lessor for a five-year term for 700 chassis and annual base rent not to exceed \$2,184,525 per year.

## **L. PEOPLE**

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**Staff Report** – Selected agenda items – Jessica Shaver, Chief People Officer

### **Awards, Amendments & Change Orders**

1. Award agreements with Hartford Life and Accident Insurance Company for employee leave management services for the remainder of 2022 and calendar year 2023, and for group insurance coverage for long-term disability (LTD) and short-term disability (STD) for 2023, for a total amount not to exceed \$472,915.

2. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$74,500 for design and implementation of an incentive pay (variable pay) structure and review of the performance management program to the top-ranked proposer: staff ranking - first, Gallagher Benefits Services, Inc.; second, EZ Business Consulting, LLC; and third, Mercer (US) Inc.

### **General**

3. Authorize the Community Relations Committee to review staff recommendations and approve awards under the Port Authority's East Harris County parks and greenspace initiative.

4. Authorize the Community Relations Committee to review staff recommendations and rank and approve awards under the Community Grants Program.

5. Hearing and possible action to amend and restate the Port Authority's 401(a) Defined Contribution Plan in accordance with the IRS's "Cycle 3" restatement requirements.

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**M. SECURITY AND EMERGENCY OPERATIONS**

1. No items.

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**N. TECHNOLOGY**

**Staff Report** – Selected agenda items – Charles Thompson, Chief Information Officer

**Awards, Amendments & Change Orders**

1. Award a three-year contract, invoiced annually, to Insight Public Sector, Inc. for renewal of the Adobe Enterprise Term License Agreement for subscriptions for Adobe Acrobat, Adobe Sign, and Adobe Sign Notarize, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$220,000.

2. Issue a purchase order to SHI Government Solutions, Inc. for purchase of annual software subscription and support services for ManageEngine Service Desk ticketing software, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$60,000.

3. Award a three-year contract, invoiced annually, to Microsoft Corporation for purchase of Microsoft Unified Support Services, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$620,000.

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**O. RECESS OPEN MEETING AND CONVENE EXECUTIVE SESSION**

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act), including consultations regarding (i) Foreign Trade Zone No. 84, (ii) assessment of City of Houston drainage fees for certain Port Authority properties, and (iii) proposed amendment to the agreement for legal services with Andrews Myers, P.C.

2. Real Estate (Section 551.072, Texas Open Meeting Act), including deliberation regarding (i) possible acquisition of Houston Ship Channel property west of Mayo Shell Road, and (ii) leasing of Morgan's Point property

3. Economic Development Negotiations or Incentives (Section 551.087, Texas Open Meetings Act)

4. Employment and Evaluation of Public Officers and Employees (Section 551.074, Texas Open Meetings Act), including deliberations regarding public employees

5. Security-Related Matters (Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act)

6. Adjourn Executive Session

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**P. RECONVENE OPEN MEETING**

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



**Q. CLOSING REMARKS BY CHAIRMAN AND COMMISSIONERS**

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

**R. ADJOURN MEETING**

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1. Next Meeting Requested - August 2, 2022 (July Meeting)
2. Adjourn Port Commission Meeting