

AGENDA

Port Freeport
Port Commission
Regular Meeting
Thursday, April 9, 2020, 1:00 pm - 5:00 pm
Via Teleconference - Administration Building - 1100 Cherry Street - Freeport



Notice is hereby given that in accordance with the order the Office of the Governor issued March 16, 2020, and due to imminent threat to public health and safety and urgent public necessity the Port Freeport Port Commission will conduct a meeting on Thursday, April 9, 2020 at 1:00 p.m. in the Administration Building, 1100 Cherry Street, Freeport, Texas in part by teleconference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

The meeting agenda and agenda packet are posted online at www.portfreeport.com.

Please join my meeting from your computer, tablet or smartphone (For Audio Listening and Document Viewing).

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You can also dial in using your phone (For Audio Listening and Speaking).

United States (Toll Free): [1 877 309 2073](tel:18773092073)

Access Code: 166-294-637

To speak during the public comment period, participants must dial in by telephone.

All participants will be muted until the meeting begins.

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Please remember the Port Commission can only address those items on the agenda. If you have any other questions, please call Port Freeport at 979-233-2667.

1. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:
 2. Invocation.
 3. Roll Call.
 4. Public Comment
(Comments will be limited to 5 minutes per guest)
5. Approval of minutes from the Regular Meeting held March 26, 2020.
6. Receive report from Executive Director/CEO and/or Port staff on activities and matters related to COVID-19 health safety matters, administrative affairs, financial results, facility engineering matters, operations and vessel activity, port safety matters, port security matters, Port tenant updates, USCOE, and other related port affairs.
7. Adoption of a Resolution approving the acceptance of the Port's portion of proceeds received from high bidders on delinquent tax property held in trust by Brazoria County, Texas and authorizing the Chairman to join in conveyance to high bidders.
8. Review and consider setting of bond amount for Treasurer as outlined in Policy 9.10 - Designation of Treasurer.
9. EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government Code Section

551.001, et. seq., to review and consider the following:

- A. Under authority of Section 551.072 (Deliberation of Real Property Matters) for discussion regarding:
 - 1. Discussion regarding the potential exchange, lease, or value of real property located in Freeport, Texas, including but not limited to the area known as the East End of Freeport and bordered by or adjacent to the following streets: FM 1495; East 2nd Street; Terminal Street and East 8th Street in Freeport, Texas.
 - 2. The potential purchase, exchange, lease or value of real property located at Port Freeport, including but not limited to the real property located at and contiguous to Berths 1, 2, 5 and 7.
 - 3. The potential exchange, lease, or value of real property located at Port Freeport, including but not limited to Parcels 6, 7 and 31.
 - B. Under authority of Section 551.076 (Deliberation of Security Matters) for discussion regarding:
 - 1. Discussion regarding issues related to the deployment, or specific occasions for implementation of security personnel or devices or security audit and services.
 - C. Under authority of Section 551.074 (Deliberation of Personnel Matters) for discussion regarding:
 - 1. Deliberation regarding the appointment, employment, evaluation, reassignment, duties of a public officer or employee, including but not limited to: Executive Director/CEO.
- 10. RECONVENE OPEN SESSION to review and consider the following:
 - 11. Approval of a Purchase Contract for property located at 212 E. 6th Street.
 - 12. Approval of a Professional Services Agreement with McDonald Public Relations, Inc. for consulting services.
 - 13. Adjourn.

The Port Commission does not anticipate going into a closed session under Chapter 551 of the Texas Government Code at this meeting for any other items on the agenda, however, if necessary, the Port Commission may go into a closed session as permitted by law regarding any item on the agenda.

With this posted notice, Port Commissioners have been provided certain background information on the above listed agenda items. Copies of this information can be obtained by the public at the Port Administrative offices at 1100 Cherry Street, Freeport, TX.



Phyllis Saathoff, Executive Director/CEO
PORT FREEPORT

In compliance with the Americans with Disabilities Act, the District will provide for reasonable accommodations for persons attending its functions. Requests should be received at least 24 hours in advance.

Minutes of Meeting March 26, 2020

Notice is hereby given that in accordance with the order the Office of the Governor issued March 16, 2020, and due to imminent threat to public health and safety and urgent public necessity the Port Freeport Port Commission will conduct a meeting on Thursday, March 26, 2020 at 1:00 p.m. in the Administration Building, 1100 Cherry Street, Freeport, Texas in part by teleconference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

The meeting agenda and agenda packet are posted online at www.portfreeport.com.

Please join the meeting from your computer, tablet or smartphone (For Audio Listening and Document Viewing).

<https://global.gotomeeting.com/join/341542069>

You can also dial in using your phone (For Audio Listening and Speaking).

United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 341-542-069

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All participants will be muted until the meeting begins.

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Please remember the Port Commission can only address those items on the agenda. If you have any other questions, please call Port Freeport at 979-233-2667.

Commissioners present:

Mr. Shane Pirtle, Chairman
Mr. Paul Kresta, Vice Chairman
Mr. Rudy Santos, Secretary
Mr. John Hoss, Asst. Secretary
Mr. Ravi Singhania, Commissioner
Mr. Dan Croft, Commissioner

Staff Members Present:

Mr. Jason Cordoba, Legal Counsel
Ms. Phyllis Saathoff, Executive Director/CEO
Mr. Rob Lowe, Director of Administration/CFO
Mr. Al Durel, Director of Operations
Mr. Jason Hull, Director of Engineering
Mr. Chris Hogan, Director of Protective Services
Mr. Jason Miura, Director of Business & Economic Development
Ms. Missy Bevers, Executive Assistant
Mr. Brandon Robertson, Network Systems Manager
Mr. Mike Quilty, Safety Coordinator
Ms. Lauren McCormick, Public Affairs Manager
Ms. Mary Campus, Controller

Also, present via teleconference:

Mr. Bobby Fuller, Texas Port Ministry
Mr. Will Wachel, WSP
Mr. Bob Arroyave, BGE, Inc.

Commissioner Pirtle stated the following information...

Today's date is March 26, 2020, and the time is 1:00 p.m. This is the regular meeting of the Commissioners of Port Freeport. We are conducting this meeting by telephone conference pursuant to Governor Abbott's order suspending certain provisions of the Texas Open Meetings Act in order to minimize the impact of the coronavirus outbreak. This meeting is being recorded as required by the Texas Open Meetings Act. Following today's meeting written minutes and this recording will be made available to the public.

With the posting of today's meeting a toll-free call in number was indicated on the agenda, along with the agenda packet. Both may be found on the Port's website www.portfreeport.com. Additionally, as posted on the agenda, the public may join the meeting from a computer, tablet or smartphone for audio listening and document viewing only. For audio listening and speaking, participants must dial in by phone using the toll-free call in number.

In the event any member of the public is having any technical difficulty during the meeting, please call (979) 233-2667, press zero and someone will do the best they can to assist you. Please state you need technical assistance regarding the Port Commission Teleconference Meeting.

Being considerate of all participants on this call today, we respectfully request everyone "mute" their phones unless you are speaking. This will prevent unintended disruptions from background noises.

As required by law and as a commitment to transparency we continue to include a public comment section with our meeting. If you would like to participate in the public comment section of our meeting the general guidelines and rules still apply. Those guidelines being:

- Each individual will be permitted to speak for five (5) minutes.
- Members of the public will only be permitted to speak during the posted public comment section.
- Members of the public will not be permitted to participate during agenda items.
- Commissioners cannot engage in discussion with members of the public during public comment.

If any member of the public desires to speak during the public comment section today, please state your name now, so you can be added to the list and called upon momentarily to provide your comments. Please be reminded to speak during the public comment section today, participants must join the meeting using the toll-free call in number.

An Executive Session was noticed on the published agenda. It will be announced prior to this body going into Executive Session. During Executive Session the public will not be permitted to hear the meeting, as is the case under the Texas Open Meetings Act. Following Executive Session, the board will resume the public meeting and adjourn the public meeting.

A roll call will be taken to record the Commissioners, staff and legal counsel in attendance. The Commissioners, staff and legal counsel will announce their name before they speak each time. After each item on the agenda is introduced, I will call upon each commissioner individually for questions or comments and for their vote on each motion at the appropriate time.

Should a participating commissioner be temporarily disconnected, the meeting will be paused to allow time for the commissioner to rejoin the teleconference meeting.

We will now begin our meeting.

1. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:
2. Invocation – Bobby Fuller, Texas Port Ministry
3. Roll Call –Commissioner Pirtle noted that all Commissioners were present online via teleconference. He also noted those present in the board room (at a safe distance) included himself, Ms. Saathoff, Mr. Lowe, Mr. Robertson, Ms. Bevers, Mr. Hull, Mr. Miura, Mr. Durel, Mr. Hogan and Mr. Quilty. Staff participating online included Ms. McCormick, Ms. Miller, Ms. Campus and Jason Cordoba. Bobby Fuller with Texas Port Ministry is participating online as well as Will Wachel with WSP.
4. Approval of minutes from the Regular Meeting held March 12, 2020.

A motion was made by Commissioner Croft to approve the minutes as presented. The motion was seconded by Commissioner Santos with all Commissioners present voting in favor of the motion.

5. Receive reports from Executive Staff on activities and matters related to COVID-19 health safety matters, administrative affairs, financial results, facility engineering matters, operations and vessel activity, port safety matters, port security matters, Port tenant updates, USCOE, and other related port affairs.

Executive Director/CEO

Ms. Saathoff stated that COVID-19 has been the focus since the last meeting. Staff has been working to ensure the health and well-being of all port employees, workers at the port and those necessary for the movement of the global commerce in our region and community. Staff has implemented various preventative procedures to reduce risk spread of the virus and if there were a situation of a suspected case, it could be contained quickly and addressed. Staff has also been in communication with all tenants, stevedores, ILA, other support groups associated with the movement of commerce as well as other private terminals along the harbor to ensure they have necessary procedures in place as well. Staff also continues to use various platforms to spread the word that Port Freeport is open for terminal operations and vessels are moving in the Freeport Harbor. Working with WGMA, Houston Port Bureau, Port Freeport CAP, customer's tenants, local municipalities and others to get consistent and accurate information out about Port Freeport. Procedures will be adjusted as necessary tonnage the situation as it continues to develop. Brazoria County Judge Sebesta issued a stay safe at home order that takes effect March 26 at 6:00 p.m. The transportation industry and Port are exempt from this order. Staff has been instructed to carry their Port ID as well as their state issued ID. Letters have also been provided that acknowledge the exemption. Ms. Saathoff noted the Administration Building has been working with a reduced staff. Twice-a-

day phone calls are in place with those working from home to establish expectations and deliverables. Attention to all internal controls are still in place so nothing is compromised, and Port business continues in an efficient manner. Ms. Saathoff asked Ms. McCormick to give an update on the 20th Annual Take-A-Child Fishing tournament scheduled for May 9. Ms. McCormick reported that staff continues to monitor the situation and has alternative options in place if needed and plans to make a final decision next week. She also reported the team has exceeded their goal to raise \$40,000 in sponsorships. A Facebook campaign is currently running that recognizes all participating sponsors. Ms. McCormick also introduced the newest member of the public affairs team, Ms. Marilyn Miller, who joined the Port March 23. Ms. Saathoff shared pictures from the first Grimaldi ConRo vessel that called the Port March 22. Regarding the channel project, the Port received the USCOE Galveston District's draft of the Project Partnership Agreement March 20. Staff is reviewing the draft and the goal is to have it returned to Galveston with comments by COB March 27. As mentioned in her written report, the AAPA Spring Conference was cancelled due to COVID-19. Short conference calls were held with the senate and house appropriations staff and we were given the opportunity to thank them for the additional funds they have given the Corps and appropriations the last couple of years regarding the channel project and asked for the support to continue so that projects can be constructed in a timely fashion. Ms. Saathoff noted that no meetings or community events are scheduled for the next two weeks. Beginning March 27, the Port Administration Building will be closed to public access through April 3. Ms. Saathoff also noted that the only steps recently taken regarding the east end acquisition is that initial offer letters were recently sent out and a few transactions have been completed.

Commissioner Singhania complicated the public affairs team for their communication efforts via email and the website. He also complicated Jason Miura for bringing the Grimaldi business to Port Freeport.

Chief Financial Officer

Mr. Lowe gave a presentation regarding February results.

Director of Engineering

Mr. Hull shared photos from current construction projects which include the Berth 8 project where demolition and excavation has started in the area of the old tie back system, the pavement replacement area west of warehouse 51 and the Velasco Terminal Area 3 project that is now complete. He also noted the Parcel 14 20-acre car lot estimated completion is the end of April or May.

Director of Operations

Mr. Durel stated that vessel activity continues to be steady with next month looking to be the same. He noted a line item was added in his written report to show total vessel calls for the entire port. To date, the port has seen a total of 91 vessel calls port wide, 37 of which were handled by Port Freeport. He also shared photos of the ZPMC Crane #1 and updated the Port Commission on a transformer issue which resulted in shutting the entire crane down. Electricians from Saber as well as technicians from ABB came in to assist with the issue. Staff ultimately decided to use a portable generator until a new transformer is located. A possible compatible transformer has been located however ABB has to determine if it will work. If it is compatible, the crane should be back together in a month. A new transformer could take at minimum 3 months to arrive, possibly longer with the COVID-19 situation. Mr. Durel stated that COVID-19 is consuming most if not all each day for Mr. Hogan and Mr.

Quilty who participate on the state and local calls and keep tenants, stevedores, etc. updated. Continuously updating operations inside the port to minimize risk and keep everything running.

Director of Business & Economic Development

Mr. Miura submitted a written report to the Board and had nothing further to report.

6. Public Comment – There were no public comments.
7. Approval of financial reports presented for the period ending February 29, 2020.

A motion was made by Commissioner to approve the reports. The motion was seconded by Commissioner with all Commissioners present voting in favor of the motion.

8. Approval of an agreement with Texas Gulf Bank for Port Freeport depository services for a 3-year term beginning April 1, 2020, and one 2-year option renewal term.

Mr. Lowe stated that staff previously met with the Finance Committee to discuss the bids received and recommends awarding the bank depository to Texas Gulf Bank for a 3-year term with one 2-year renewal. Commissioner Pirtle noted that Commissioner Croft will be abstaining from discussion and vote on this matter.

A motion was made by Commissioner Singhanian to accept Texas Gulf Bank for depository services beginning April 1, 2020 with one 2-year option renewal. The motion was seconded by Commissioner Santos with all Commissioners present voting in favor of the motion Commissioner Croft abstaining.

9. Approval of an electrical easement to CenterPoint Energy for new electrical service on Parcel 14.

Mr. Hull stated that at this time he does not have an easement document from CenterPoint but the agreement will be the same as previously approved easements with CenterPoint, and will include reverter language stating that in the event the electrical easement is no longer needed, the Port will pay CenterPoint to remove the infrastructure and the easement will be abandoned. He also shared a photo of the area where the easement will exist which is 10-foot wide ground easement with a 15-foot aerial easement. Staff recommends approval

A motion was made by Commissioner Santos to accept staff's recommendation and approve the easement. The motion was seconded by Commissioner Hoss with all Commissioners present voting in favor of the motion.

10. EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government Code Section 551.001, et. seq., to review and consider the following:

- A. Under authority of Section 551.072 (Deliberation Concerning Real Property Matters) for discussion regarding:

1. The potential purchase, exchange, lease or value of real property located at Port Freeport, including but not limited to the real property located at and contiguous to Berths 1, 2, 5 and 7.

2. The potential exchange, lease, or value of real property located at Port Freeport, including but not limited to Parcels 6, 7 and 19.

11. RECONVENE OPEN SESSION:

Commissioner Hoss lost connection during latter part of Executive Session and did not reconnect for remainder of meeting.

12. Adjourn.

With no further business before the Commission, the meeting adjourned at 3:09 PM.

Shane Pirtle, Chairman

Paul Kresta, Vice Chairman

Rudy Santos, Secretary

John Hoss, Asst. Secretary

Ravi K. Singhania, Commissioner

Dan Croft, Commissioner

RESOLUTION APPROVING SALE OF PROPERTY HELD IN TRUST

At a regular meeting of the Port Commission of Port Freeport held at the office of Port Freeport at 1100 Cherry Street, Freeport, Texas, on the 9th day of April, 2020, among other business came on to be considered the following resolution, which, upon motion duly made and seconded, was adopted by vote of all Commissioners present:

FINDINGS

1. Due and proper notice of the date, time, place and purpose of this meeting has been duly given in accordance with the provisions of the Texas Open Meetings Act, and such meeting has been conducted in accordance with said Open Meetings Act.

2. The County of Brazoria, State of Texas, has heretofore instituted tax suits and has been awarded tax judgments relative to the hereinafter described tracts and parcels of land, where, in each instance, as a result of delinquent tax sales, the high bid was less than the amount of taxes owing on each respective parcel. Each such parcel was bid off to Brazoria County for the amount of judgment against each respective parcel and each such parcel of property is held in trust due to delinquent tax foreclosure.

3. The Property Resale Committee of Brazoria County has advertised for, received, and opened sealed bids on each said parcel of property held in trust and determined that in each instance, the high bid is less than the amount of taxes owing on each respective parcel. The account number, legal description, entity holding in trust, appraised value, opening bid and amount bid for each respective parcel, are described in Exhibit "A" attached hereto.

4. The Property Resale Committee of Brazoria County has requested that Port Freeport approve the sale amount of each respective item of property as described in Exhibit "A" attached hereto, in accordance with Section 34.05 of the Property Tax Code of the State of Texas, and that Port Freeport join in the conveyances to respective high bidders to evidence Port Freeport's consent to each such sale.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that Port Freeport hereby consents to the acceptance of the high bid as to each respective parcel as described in Exhibit "A" attached hereto and the conveyance of each respective parcel to each respective high bidder; and that Port Freeport accept its pro rata share of the proceeds; and

BE IT FURTHER RESOLVED, that the Chairman of the Port Commission be, and he is hereby authorized to join in the conveyance to each respective high bidder of each respective parcel to evidence Port Freeport's consent to each respective sale for less than the amount of taxes owing.

April 9, 2020 Resolution
Exhibit A - Resale Offers

Account Number	Legal Description	In Trust To	Adjudged Value	Required Opening Bid	Amount Bid
3940-0058-000	ENCHANTED EDGEWATER (LIVERPOOL) BLK 2 LOT 11 (IN TRUST 93T5270) ACRES 0.1118	Brazoria County	\$2,530.00	\$2,530.00	\$400.00
3940-0059-000	ENCHANTED EDGEWATER (LIVERPOOL) BLK 2 LOT 12 (IN TRUST 93T5270) ACRES 0.1178	Brazoria County	\$2,670.00	\$2,668.53	\$400.00
3940-0060-000	ENCHANTED EDGEWATER (LIVERPOOL) BLK 2 LOT 13 (IN TRUST 93T5270) ACRES 0.0967	Brazoria County	\$2,190.00	\$2,190.00	\$400.00
3940-0061-000	ENCHANTED EDGEWATER (LIVERPOOL) BLK 2 LOT 14 (IN TRUST 93T5270) ACRES 0.0841	Brazoria County	\$1,900.00	\$1,900.00	\$400.00
0261-0015-000, 0261-0036-000, 0261-0038-000	WILLETT SD TR 37 OF TR 1 3/4 LT 19 261 H T & B ACRES 0.75	Brazoria County	\$1,080.00	\$1,080.00	\$540.00
1537-0024-000	BAR X RANCH SEC 5 LT 24 BLK 2 38 J B BAILEY 53-97 CARTER-MITCHELL ACRES 0.940	Brazoria County	\$8,650.00	\$7,538.76	\$4,400.00
1539-0219-006	BAR X RANCH SEC 7 (A0053 S CARTER) BLK 6 LOT 219 ACRES 0.8000	COLUMBIA- BRAZORIA ISD	\$6,400.00	\$5,670.79	\$2,850.00
1539-0222-006	BAR X RANCH SEC 7 (A0053 S CARTER) BLK 6 LOT 222 ACRES 0.8000	COLUMBIA- BRAZORIA ISD	\$6,400.00	\$4,451.06	\$2,300.00
1539-0224-006	BAR X RANCH SEC 7 (A0053 S CARTER) BLK 6 LOT 224 ACRES 0.8000	COLUMBIA- BRAZORIA ISD	\$6,400.00	\$4,079.11	\$2,100.00
Totals			\$38,220.00	\$32,108.25	\$13,790.00



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MEMORANDUM

TO: Commissioners
Chief Executive Officer

FROM: Rob Lowe

DATE: April 9, 2020

SUBJECT: Designation of Treasurer and Accompanying Bond Purchase

On February 27, 2020 the Finance Advisory Committee reviewed Policy 9.10, Designation of Treasurer. The committee did not have any recommended changes to the policy thus we will update the records to show that the policy has been reviewed. A copy of the policy is also included for your information.

The policy states that the designated Treasurer shall be the Chief Financial Officer unless otherwise determined by the Port Commission. Further, the policy states that the Port Commission shall determine the amount of a bond to be carried for the Treasurer. During the Finance Advisory Committee, Mary Campus informed the committee that recent history included a \$200k bond for the Treasurer.

For today's Port Commission meeting, the bond purchase recommendation will need to be made.

PORT COMMISSION

SHANE PIRTLE, CHAIRMAN; PAUL KRESTA, VICE CHAIRMAN; RUDY SANTOS, SECRETARY; JOHN HOSS, ASST. SECRETARY;
RAVI K. SINGHANIA, COMMISSIONER; DAN CROFT, COMMISSIONER; PHYLLIS SAATHOFF, EXECUTIVE DIRECTOR/CEO

**PORT FREEPORT
POLICY MANUAL**

**PORT COMMISSION OF PORT FREEPORT
DESIGNATION OF TREASURER**

SECTION 9.10

In concurrence with the election of Port Commission officers, the Port Commission shall designate an executive staff member as the Port Treasurer (Texas Local Government Code §105.001 (8)). The designated Treasurer shall be the Chief Financial Officer unless otherwise determined by the Port Commission. The Port Commission will require the purchase of a bond covering the Treasurer in an amount to be set by the Commission. The Treasurer is directed to establish and then periodically review and update, as necessary, the Port's purchasing and disbursement procedures for the payment of the funds from the Port depository consistent with Texas Water Code 60.271 (f) and Texas Local Government Code §105.074 (g). Further, the Treasurer will present said procedures to Port Commission for review and approval on an annual basis. A detailed financial report including a detailed expenditure report listing the vendor and the affected general ledger accounts shall be presented to the Commission for review and approval.

PURCHASE

212 E 6TH STREET / BLOCK 27 LOT 13

The Record title to the land on the effective date appears to be vested in Second Opportunity of America and others as designated on the title.

This property is a 7000 Square Foot Lot with a 1200 Square Foot house.

The purchase price of this property is \$40K.



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MEMORANDUM

TO: Phyllis Saathoff, Executive Director/CEO

FROM: Lauren McCormick, Public Affairs Manager

DATE: April 6, 2020

SUBJECT: Professional Services Agreement for McDonald Public Relations

Staff recommends approval of a PSA with McDonald Public Relations, Inc. to provide communications and media support as needed at a rate of \$3,750.00 per month beginning April 9, 2020 and continuing for a period of up to twelve months, or until either party opts to terminate this agreement with 30 days written notice.

PORT COMMISSION

SHANE PIRTLE, CHAIRMAN; PAUL KRESTA, VICE CHAIRMAN; RUDY SANTOS, SECRETARY; JOHN HOSS, ASST. SECRETARY;
RAVI K. SINGHANIA, COMMISSIONER; DAN CROFT, COMMISSIONER; PHYLLIS SAATHOFF, EXECUTIVE DIRECTOR/CEO