

Minutes of Port Commission Regular Meeting  
January 30, 2025  
In Person & Videoconference

A Regular Meeting of the Port Commission of Port Freeport was held January 30, 2025, beginning at 1:08 PM at the Administration Building, 1100 Cherry Street, Freeport, Texas.

**This meeting agenda with the agenda packet is posted online at [www.portfreeport.com](http://www.portfreeport.com)**

The meeting will be conducted pursuant to Section 551.127 of the Texas Government Code titled "Videoconference Call." A quorum of the Port Commission, including the presiding officer, will be present at the Commissioner Meeting Room located at 1100 Cherry Street, Freeport, Texas. The public will be permitted to attend the meeting in person or by videoconference.

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Commissioners present in person:

Mr. Ravi Singhania, Chairman  
Mr. Rob Giesecke, Vice Chairman  
Ms. Barbara Fratila, Secretary  
Mr. Kim Kincannon, Asst. Secretary  
Mr. Rudy Santos, Commissioner  
Mr. Dan Croft, Commissioner

Staff Members Present:

Mr. Grady Randle, Randle Law Firm  
Ms. Phyllis Saathoff, Executive Director/CEO  
Mr. Rob Lowe, Director of Administration/CFO  
Mr. Jason Hull, Director of Engineering  
Mr. Chris Hogan, Director of Protective Services  
Mr. Jason Miura, Director of Business & Economic Development  
Mr. Jesse Hibbetts, Director of Operations  
Mr. Brandon Robertson, Director of Information Technology  
Ms. Missy Bevers, Executive Assistant  
Ms. Amy O'Brien, Controller  
Ms. Amanda Veliz, Public Affairs Manager  
Ms. Christine Lewis, Safety Coordinator  
Mr. Cecil Booth, Engineering Manager  
Mr. Chas Gryseels, Project Engineer  
Ms. Vicki Smith, Accounting Manager  
Ms. Mary Campus, Controller  
Ms. Bailee Anderson, Accounting Analyst  
Ms. Emily Henderson, Sales and Marketing Specialist

Also, present:

Mr. Chris Moore, Texas Port Ministry  
Mr. James Nash, WGMA  
Mr. Rick Stephanow, Gulf LNG

1. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:
2. Invocation – Mr. Chris Moore – Texas Port Ministry
3. Pledge of Allegiance – U.S. Flag and Texas Flag
4. Roll Call – Commissioner Singhania noted that all Commissioners were present in the board room.
5. Safety Briefing – Ms. Christine Lewis provided safety tips for driving in the fog.
6. Call to identify and discuss any conflicts of interest that may lead to a Commissioner abstaining from voting on any posted agenda item.

There were no conflicts.

7. Public Comment – There were no public comments.
8. Public Testimony – There was no public testimony.
9. Approval of minutes from the December 19, 2024 Special Meeting (Workshop Continuation) and the December 19, 2024 Regular Meeting.

A motion was made by Commissioner Kincannon to approve the minutes. The motion was seconded by Commissioner Giesecke with all Commissioners voting in favor of the motion.

10. Receive reports from Executive Staff on activities and matters related to 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.

A. Executive Director/CEO

Ms. Saathoff reported the state legislature went into session noting the port has two bills to be considered, House Bill 1729, which is the port's term limits and has been filed by Representative Vasut. House Bill 2027 is a tax abatement clean-up bill that will allow the Port to initiate tax abatements through the City or through the County has also been filed by Representative Vasut. Staff is briefing the County Commissioners as well as the City of Freeport. She reported the Port did not experience any damages to the facilities during the winter storm, complimenting Mr. Hibbetts and his team, Port staff and Protective Services for a great job in preparing the Port for the event. She stated the flow of information at the state, regional and local levels in the meetings have improved allowing for actions to be coordinated and issues addressed as quickly as quickly as possible. The EOC (Emergency Operations Center) building did experience a temporary loss of power before the event

started, but the Port did not lose power and overall, it was a smooth event. Ms. Saathoff also reported that December was a phenomenal month as far as vessel activity, noting the Port is off to a good start through the first quarter of the current fiscal year. Tenaris operations continue to flourish, the automotive sector remains strong, and container volumes continue to improve with Del Monte while overall container volumes are up. With the increased activity, staff is managing the challenges with the increased gate movements and non-TWIC access yard. She also noted that Freeport Warehouse has power to their cross dock facility and will be up and running in a few months. Staff has a lot of travel scheduled in the coming months starting with the RILA Retail Supply Chain Conference where Ms. Saathoff will join Business Development, followed by the TPM (Trans-Pacific Maritime) Conference. Next up will be the AAPA Legislative Summit in March as well as the National Waterways Conference. Ms. Saathoff reported the new Congress went into session and with that came an immediate flurry of executive orders followed by a memorandum issued through the office of management and budget telling all programs that administer grants to freeze all spending and activities. It was rescinded two days later. Staff immediately began addressing how it would impact the Port. Ms. Saathoff noted the Port has three projects that are federally grant funded that would have been impacted. The EPA grant for climate and clean air planning, the USDOT MARAD PIDP (U.S. Department of Transportation Maritime Administration Port Infrastructure Development Program) for a temperature controlled cross dock warehousing facility and the TxDOT application and award from the USDOT Rural Surface Transportation Grant program for the non-TWIC parking lot improvements. Ms. Saathoff explained the EPA grant agreement was dated January 13, but actually mailed on the 16th; however, the grant award and agreement with EPA was executed before the new administration took office. The Port has 21 days to object to any of the language from the date it was mailed, which was February 6 (staff is reconfirming). The Port has not yet entered into an agreement on the MARAD PIDP project. MARAD came back with new language staff needed to understand, so it was sent for legal review first and then sent back. Staff has not received final approval on the language. As soon as it's affirmed, staff can sign the agreement. Ms. Saathoff further stated that no contracts have been signed for the Rural Surface Transportation Grant for the non-TWIC parking lot. Additionally, staff has not entered any contracts to spend federal money and doesn't expect anything to be at risk if there is a longer period of freezing of funds or should it be added to a list to submit to Congress to redirect those funds or not spend them. Ms. Saathoff has laid everything out in a memorandum to the Commission but doesn't anticipate any of the Port's projects to be impacted noting the funds that have already been appropriated, whether they've been obligated or not, Congress has required they be dispersed and will have to act if there's a change in the way the funds are dispersed. She also stated there is no impact to the channel project, noting that it's not a grant and the funds were appropriated through the U.S. Army Corps of Engineers budget directly for the project. Ms. Saathoff further stated there is an item on the agenda to move forward with a request for proposals for grant administrator under the EPA grant noting she wanted to brief the Commission on the port's status adding that if staff moves forward with requesting proposals, a grant agreement for the program is in place. Ms. Saathoff noted there is a summary all of the programs and projects included with the memo that will be uploaded to BoardPaq. Commissioner Giesecke asked for a briefing on the mouth of the San Bernard River. Ms. Saathoff stated they are still waiting on permit approvals noting she periodically calls the County for an update but thus far, there's no movement. She added that staff will be meeting with the General Land Office at Brazoria County Day and Texas Ports Day and could receive an update then. Commissioner Croft inquired about any contracts the Port would be entering into that would be impacted by funds that are questionable, asking what

caveats are included that address how it could impact the approval and conditions in how the funds are administered. Ms. Saathoff discussed with legal counsel that any contracts the Port awards, that there be provisions included that it is dependent upon receiving funds and that the Port has the ability to terminate a contract should there be action that strips the Port of the ability to be reimbursed under the grant program. Ms. Veliz then gave an update on public affairs stating the team has been focused on the Port's strategic communication, community engagement and media coverage and outreach to support Port Freeport's visibility initiatives. She noted highlights from January that included maintaining an active presence on social media by adding bid announcements, law enforcement appreciation, economic impact, historical highlights tied to the Centennial while continuing to monitor media coverage and industry publications related to the port. She also reported the logo contest for the Take-a-Child Fishing Tournament has officially launched with a submission deadline of February 14. The next Community Advisory Panel (CAP) meeting is February 18 at the Clute Event Center with guest speaker Capt. Ross Coviello of the Brazos Pilots. Ms. Saathoff noted the assistant administrator for NOAA, Nicole Leboeuf, will be visiting the Port February 10 to receive a tour and briefing. The pilots will also participate to address some of the needs going forward with the changes in the channel as far as charting and other improvements that could be beneficial to the vessels that call Port Freeport.

#### B. Director of Engineering

In addition to his written report, Mr. Hull shared a current picture of Terminal Street noting that it is now finished. Commissioner Giesecke commented on Mr. Hull's offshore chart with revisions. Mr. Hull explained that NOAA is the National Oceanic and Atmospheric Administration who gets a shape file from the Corps of Engineers. The Corps will issue it once the channel has been completed and surveyed. He noted the simulator model could have enhancements made to it, including the removal of an old Gottwald crane and the addition of the two new ship-to-shore cranes. Mr. Hull explained by showing the area around the Dow Thumb in a picture stating there are seven solar powered lights around the Dow Thumb that are currently shown in the simulator model that the pilots look for when they navigate in addition to other landmarks in the area so it's important the simulation is as accurate as possible. At the next meeting, Mr. Hull will request approval to purchase replacement battery packs and solar panels for the seven lights. In addition to that, he will bring a purchase order for the installation of five more solar lights around the bend easing. He noted that lights once existed around the bend easing but were removed to excavate and dredge the land for the bend easing. All of these enhancements can be included in the updated simulator model. Commissioners Giesecke commented that this wasn't exactly the map revision he had in mind and asked for page 2 of the engineering report to be brought up which reflected a revised map with The Gulf of America.

#### C. Director of Operations

Mr. Hibbetts reported on statistics for the month of December stating the Port handled 60 total vessel calls hitting almost 1.9 million tons for the month. He noted that both Del Monte and Chiquita volumes have increased which contribute to the climb in container tonnage. The Port handled 823 rail cars for the month with new tenant Volkswagen the biggest driver. In addition, there were 20 LNG vessels, 1 bulk rice vessel, 19 RoRo, 3 steel, 8 barges, 34 rail cars, 14 container vessels and 3 lay berths. Year-to-date activity has LNG with 57 vessels, 5 steel, 49 RoRo and 39 container vessels. He noted the Port has already handled 23,398 containers for the year, which is 46,766 TEUs. January anticipates approximately 53 vessels for the month. Mr. Hibbetts also reported that Mr. Hogan hosted

a RoRo tabletop exercise that included MTSA (Marine Transportation Security Act) and local law enforcement and most recently hosted an informative exercise that involved the Port's ship-to-shore cranes under a new directive from the Coast Guard. He also shared a photo of fighter jets that arrived on a Grimaldi vessel from Saudi Arabia as well as photos of the Port from the winter storm. Mr. Hibbetts also gave an update on the new ZPMC cranes stating that in the next month, the commissioning process for all the components of the cranes will begin which will be about a three month process. Paul Bridges and Don Mullett will be making a trip to attend the process sometime in April. He stated the main function items are estimated to be completed in early May followed by the testing of the auxiliary items which is a one-month process putting us in early June when the process will begin to get the cranes ready to load onto the ship to head to the Port. Estimated arrival is mid-August. Prior to their arrival, ZPMC engineers will work with staff and Mr. Hull on calculations to ensure weight restrictions, etc. will meet the dock limits during the offloading process. The gantry functions will be tested on site once here and put on the rails. Staff is also in the process of finding two new crane technicians to onboard before the cranes arrive. Commissioner Singhania previously asked Mr. Hibbetts to figure out how to give an approximate number of people (average for the month) that work at the Port in order to relay the economic impact to the local people for them to see the opportunities created for them. He gave an example of a hotel business owner who mentioned he had a revenue of over \$600,000 last year because of the car carriers staying the night at his hotel. Ms. Saathoff stated that staff gets the ILA wages information in the annual reporting from the ILA which has been requested but not provided yet.

D. Director of Business & Economic Development

In addition to his written report, Mr. Miura noted the forthcoming travel outlined the first half of the year with the department's intentions to participate in many events and make sales calls beyond the greater Houston area to continue raising awareness of Port Freeport's Velasco Container Terminal and capabilities as a global gateway for commerce. He also gave updates on current projects stating the work on the website redevelopment is progressing well and Hot Dog Marketing will present the logo, mission, vision and core value statements work later in the meeting. The market study continues to progress with KPMG wrapping up their baseline forecasting models for some of the other cargo segments which includes market outreach. He explained the market outreach will provide input to the SWOT analysis which will have bearing on the final cargo forecast as well as the recommended business targets. Commissioner Croft inquired about Mr. Woodson's activity and if he's seen any traction. Mr. Miura stated that Mr. Woodson has been very busy meeting with various carriers and shippers and is spearheading an upcoming event involving same and is happy to discuss the meetings in further detail outside of open session.

E. Chief Financial Officer

Mr. Lowe presented the year-to-date financials for the month of December. He also gave an update on the sale of the port-owned lots stating he's been in contact with the individual who was awarded five lots. The individual has requested to purchase only three lots. The buyer has also requested an agreement which has been vetted with legal counsel. Mr. Lowe expects to move forward with the sale and set up closing in the next couple of weeks. There will be six remaining properties that will go back out to market. He noted two of the lots were only useful to the owners on either side, due to their size.

11. Approval of financial reports presented for the periods ending November 30, 2024 and December 31, 2024.

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

12. Receive report from Commissioners on matters related to Port Commission related meetings or conferences, Port presentations and other Port related matters.

January 23 Finance Committee Meeting – Commissioner Giesecke reported the committee discussed energy broker selection, the breakbulk budget and the funding of setting up reserve for the GO bond payments, all of which are on the agenda. The committee also received the quarterly investment report and discussed an assignment of the tax abatement agreement with PRP KDC.

January 27 Personnel Committee Meeting – Commissioner Croft reported the matters that were addressed were all related to review of policies for Section 5 – Attendance/Compensated Absences.

January 27 ESGS Committee Meeting – Commissioner Fratila reported the committee went over the RFP for the EPA grant which is on the agenda for consideration.

Commissioner Croft reported attending the Economic Development Alliance meetings, Angleton Chamber Awards Luncheon and the Brazosport Chamber Membership Luncheon.

Commissioner Kincannon reported attending the BCCA meeting and Port committee meetings.

Commissioner Giesecke reported attending the Freeport City Council meeting, Ad Hoc meeting for the market study as well as the BCCA meeting, Angleton Chamber Luncheon and the Brazosport Chamber Luncheon.

Commissioner Fratila reported attending the Friends of the River (FOR) Breakfast and the AAPA POWERS Summit in Tampa.

Commissioner Singhania reported attending the FOR Breakfast, BCCA meeting, Brazosport Chamber Luncheon, the India Consulate Dinner as well as his continued service on Grand Jury.

At this time, Ms. Saathoff asked Ms. Bevers to give an update on the change with BoardPaq and the transition to the new platform for agendas. Ms. Bevers stated that the new platform for agendas is called Community and has a very different look with a lot of features, some of which will not be utilized right away. Staff has been training with Community to learn the new platform and will begin utilizing for the February meeting. She stated that her goal is to meet with each member individually in the next few weeks to set up accounts and train with the new platform. Commissioner Giesecke inquired about accessing old documents from prior meetings that are currently in BoardPaq. Ms. Bevers explained that a meeting pack (PDF file) was created for each meeting currently in BoardPaq and those packs were migrated to Community. Each PDF file includes a cover page, a table of contents and every attachment pertaining to that meeting and will be numbered. Under the new platform, there is an icon for all meetings and under the icon is a tab for upcoming meetings and a tab for past meetings. The meeting packs will be located under the past meetings tab.

13. Adoption of a Resolution Ordering an Election to be held May 3, 2025 for the purpose of electing two Port Commissioners Positions 3 and 5.

Mr. Lowe stated this resolution is a standard process every two years for ordering an election. Position No. 3 - Precinct 1 and Position No. 5 - Precinct 3 will be on the upcoming May 3rd ballot. Staff requests the Port Commission formally pass the resolution, ordering the election on behalf of Port Freeport.

A motion was made by Commissioner Santos to adopt the resolution as presented. The motion was seconded by Commissioner Fratila with all Commissioners present voting in favor of the motion.

14. Approval of a Joint Contract for Election Services between Brazoria County and Port Freeport for the May 3, 2025 Election.

A motion was made by Commissioner Kincannon to approve the contract. The motion was seconded by Commissioner Giesecke with all Commissioners voting in favor of the motion.

15. Approval of a Professional Services Agreement with WSP for the 2025 Underwater Inspections of Berths 1, 2, 3 and 5 project, for an amount not to exceed \$88,300.00.

Mr. Hull stated that every two years, divers are sent down to inspect the condition of the underwater sheet pile on Berths 1, 2, 3 and 5. WSP was selected as the most qualified engineering firm to inspect the docks. Staff recommends approval.

A motion was made by Commissioner Kincannon to approve the agreement with WSP for the 2025 Underwater Inspections of Berths 1, 2, 3 and 5 project, for an amount not to exceed \$88,300. The motion was seconded by Commissioner Croft with all Commissioners voting in favor of the motion.

16. Approval of First Amendment to the Janitorial Contract between Port Freeport and JH Sanchez Holding Company, LLC dba Superior Cleaning Services.

Mr. Hibbetts stated that recently United States Customs and Border Protection (CBP) changed out their office complex at the RPM (radiation portal monitoring) station. The previous booth had no water so there were no janitorial services. Recently, the booth was swapped out for a larger office complex with bathroom and water facilities. The Port currently has an agreement to clean the CBP offices located at the EOC building and wants to amend the contract to add services for the new booth. Mr. Hibbetts stated the janitorial cleaning contract the Port has in place with JH Sanchez Holding Company LLC, dba Superior Cleaning Services was approved December 14, 2023 and requests an amendment for the additional cleaning of the new booth located at the RPM station. Superior Cleaning provided a quote for cleaning of the new space 3 days per week which will increase the original amount of the contract by \$4,212 annually. Legal counsel drafted the amendment and staff recommends approval. The original contract includes cleaning for the operations building, EOC, administration and various Dock 7 buildings. The new building is 8x12, cleaning three days a week at \$27.00 per cleaning, \$531 per month for an annual cost just over \$4200. The original contract is a three-year contract with two additional one-year extensions at the Port's option. The new contract amount will be \$79,260 and include all port-owned buildings and CBP offices.

A motion was made by Commissioner Giesecke to approve the First Amendment to the Janitorial Contract between Port Freeport and JH Sanchez Holding Company, LLC dba Superior Cleaning Services. The motion was seconded by Commissioner Kincannon with all Commissioners voting in favor of the motion.

17. Discuss and consider proposals received for Energy Broker Services.

Mr. Lowe stated that staff conducted a request for proposals (RFP) for an energy broker service to assist with the process of selecting an electricity provider. Proposals were received from RFC Energy and Prism Energy Solutions and were evaluated against the advertised criteria in the RFP. Based on the evaluation, staff recommends awarding the energy broker service to Prism Energy Solutions. Prism has two team members with 35 years' relevant experience as well as additional staff that will provide the port with a depth and knowledge of resources. Mr. Lowe stated the proposals were vetted thoroughly with the Finance Committee with the committee asking staff to confirm the payment of the brokers was through the retail providers as opposed to the port directly. Mr. Lowe did confirm and noted that Prism also had the more favorable rates on fees as well. He asked multiple questions including if the fee varied from retail provider to retail provider and was told it did not. He called references and feels comfortable from those calls that Prism would present multiple retail providers to the Port and stressed to them it was a key component. Mr. Lowe added that there is a tremendous amount of ancillary type fees associated, and the port needs to have the ability to expand, for example, when we get new cranes or a new tenant, the port needs some flexibility in ways to negotiate. The energy brokers provide us a service that staff would not otherwise be equipped to know all the nuances of, and the fee is reasonable.

A motion was made by Commissioner Croft to approve the energy broker services with Prism Energy Solutions as recommended by staff. The motion was seconded by Commissioner Giesecke with all Commissioners present voting in favor of the motion.

18. Discuss and consider annual general obligation debt payment process.

Mr. Lowe stated that an informational worksheet is required to be submitted to the Brazoria County Tax Assessor-Collector's office each year indicating any funds that have been designated for the upcoming year's GO bond debt payments. The worksheet is then utilized by the tax assessor-collector to create the Port's published tax worksheets. Mr. Lowe noted the tax worksheets the government entities receive back from the County goes into the publishing of the no new revenue tax rate and voter approval tax rate. The current process includes a step where the Port Commission has voted to designate funds from the port's operating account at the time the worksheet is due which is currently in July. Staff met with the Finance Committee to discuss a process of accounting for a portion of the required payment each month such that the full payment would be designated in time for the annual information worksheet to be submitted and would be handled through a regular operating account. Mr. Lowe stated the feedback received from the board is to now move forward covering the entire debt payment, considering the port is in a position to do so. He reminded the board there's an annual process because the port issued those bonds as general obligation bonds which are backed by taxes, so the port can't permanently reduce the tax rate until the bonds are either called and refinanced or paid off. Last year, the board informed Mr. Lowe based on the cash available in the operating account to designate the amount of the upcoming year's debt payment from the operating account, for the full amount of the FY2025 debt payment. It was done, accounting moved the funds over to the debt payment account and the County was told the money was there through the informational worksheet. Staff is asking the

Board if they want this done on a monthly basis so that when July rolls around each year, there would be an operating account specifically for those funds that would be moved to the formal debt account itself where it's actually drawn down. Mr. Lowe stated that if it was done for the beginning of February, it would be \$886,000 a month that would be transferred over to meet the debt payment by the time staff came to the board in August for the FY2026 payment. Mr. Lowe shared a spreadsheet that showed what the monthly amounts would be to cover the debt payments beginning in 2027. Commissioner Giesecke stated that one of the discussion points in the Finance Committee was by taking this action now if it suffices as the notice to the tax assessor or would there still be a separate action in August. Mr. Lowe spoke with bond counsel who recommended the board still annually make the designation noting that up until that point, the funds are still formally and technically unencumbered publicly as the board could choose to do something different. Staff will treat the funds with that purpose in mind but will not encumber the funds until the board makes the designation. Commissioner Giesecke noted that this will alleviate confusion in the media reports and make it more clear to the public what the Port is doing. Commissioner Fratila agreed stating it makes it easier for people to understand that an amount is set aside each month, making it more consistent.

A motion was made by Commissioner Giesecke to establish a separate operating account and then that we fund each month to in the amount that when we get to the tax rate setting season, we have the funds dedicated in that account. The motion was seconded by Commissioner Croft with all Commissioners present voting in favor of the motion.

#### 19. Approval of budget for the 2025 Breakbulk Americas Conference.

Mr. Miura stated that staff is requesting approval to start incurring expenses related to events related to Breakbulk America's 2025, noting the conference will occur in the next fiscal year and the budget has not been adopted for next fiscal year. In December, the Port Commission approved staff to incur up to \$21,000 for the annual customer appreciation reception. Staff is now requesting approval to incur any expenses for Breakbulk Americas 2025, which will occur in our fiscal year 2026 in the amount \$56,000. Commissioner Giesecke noted this was discussed in the Finance Committee adding that it was a slight increase over last year, which is to be expected with the inflationary environment.

A motion was made by Commissioner Giesecke to approve the 2025 Breakbulk Americas Conference budget. The motion was seconded by Commissioner Kincannon with all Commissioners present voting in favor of the motion.

#### 20. Approval of an RFP for Grant Management Services for EPA Climate and Clean Air Grant.

Mr. Miura stated that staff meet with the ESGS Committee to present a draft RFP for the grant management services noting that since that meeting, he has incorporated the comments received and uploaded the most recent draft of the RFP to BoardPaq. He stated staff received support from the committee for the draft RFP, the services that were being sought, the scoring criteria of the RFP and a timeline for awarding a consulting agreement. He noted the grant agreement with the EPA and the consulting agreement being prepared by Randall Law Office are not yet included in the RFP. Staff seeks support of the Port Commission to publish the RFP for grant management services on February 3rd and start the process of seeking a qualified firm to provide services related to Port Freeport's recent award of the EPA Clean Port Program grant for climate and air quality planning. He noted that Ms. Cook has completed a review of the terms of the grant and prepared a summary of items to be cognizant of moving forward. He explained that a grant administrator was budgeted for and will be

reimbursed under the grant program. Ms. Saathoff stated a separate company was retained to prepare the grant application with funds requested in the application to hire a grant administrator to assist the Port through the process because it is a multi-year process. She explained there are certain requirements for the bid packages and other items that have to go out that must comply with EPA requirements. The administrators have experienced with the requirements and will also assist with the annual reporting that's required to keep the Port in compliance with the grant requirements. Mr. Miura added the Port is not putting the administrator on a retainer, the fee associated will be included in their proposal. Commissioner Fratila stated that this was discussed in committee in great detail noting that each member of the committee was assured the Port would not be on the hook for anything unless it gets the funding. She added the committee was happy with the progress made and recommends approval.

A motion was made by Commissioner Fratila to approve the RFP for Grant Management Services for EPA Climate and Clean Air Grant. The motion was seconded by Commissioner Singhanian with all Commissioners present voting in favor of the motion.

21. 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 551.071 (Consultation with Attorney) for discussion regarding:
    1. Consultation with attorney under Government Code Section 551.071(1) (to seek or receive attorney's advice on pending or contemplated litigation).
    2. Consultation with attorney under Government Code Section 551.071(2) (to seek or receive attorney's advice on legal matters that are not related to litigation).
  - 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 551.087 (Economic Development Negotiations or Incentives):
    1. To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
      - i. Business and Economic Development Reports.
    2. To deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).
  - D. Under authority of Section 551.072 (Deliberation Concerning Real Property Matters) for discussion regarding:
    1. The potential lease or value of real property located at Port Freeport, including but not limited to Parcel 1.

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, 7 and 8.
  3. The potential exchange, lease, or value of real property located at Port Freeport, including but not limited to Parcels 14, 19, 27, 34 and property on Quintana Island.
- E. 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.

22. RECONVENE OPEN SESSION to review and consider the following:

23. Approval of Centennial Logo.

Ms. Veliz stated that with the Port celebrating its 100th anniversary of becoming a government entity, it's a special opportunity to have a unique logo that can be represented on different materials and on the website for the year. She explained the different options for the logo in the slide presented noting the first option is more of a modern style with the gold wave going up, that shows the Port's continued growth. The next two options are very similar and more of a badge representative. Option A has all of the Port's different transportations including vessel, rail and truck. Option B only has the vessel for a cleaner look. Ms. Saathoff added that the first logo is fairly generic while Option B represents the Port, and it's intended purpose of facilitating deepwater vessel traffic while Option A represents what the Port has been able to impact using all modes of transportation. After a brief discussion of the logos and what everyone liked, staff recommended going with Option A badge that shows all the modes of transportation.

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

24. Approval of Port Freeport Mission, Vision and Core Values.

Ms. Veliz stated the presentation submitted by Hot Dog was the same presentation previously given with revisions made only to the mission and vision statements. The mission statement was condensed to one sentence and now reads, *"To foster economic growth by providing efficient and world-class port services while promoting sustainable and responsible development and operations."* Ms. Veliz noted that staff felt this statement summed up the Port's mission very well, adding the mission, vision and core values statements will be the only slides published. The other slides in the presentation were for information purposes only to show Hot Dog's research in how they developed each statement. Commissioner Kincannon commented that he felt that when you say sustainable and responsible development and operations, he doesn't think operations needs an S on it. Ms. Saathoff stated that staff was thinking economic development and then the port operations. After a brief discussion and rereading the statement, it was agreed staff would work with the consultant to clarify whether the statement should read operation or operations. Ms. Veliz then moved on to the vision statement noting there was one revision made to the last sentence. Staff previously had, *"connection with our community"* and it was changed to *"communities"* to be plural. The full vision statement would then read, *"To be a globally preferred gateway for*

*commerce, known for our efficiency, innovation and commitment to sustainability, while fostering economic opportunity and building strong connections with our communities and partners.*” Commissioner Singhanian commented that when you say globally, perhaps it should say “*to be a globally preferred gateway for waterborne commerce*” since we’ve always said the port is waterborne. After further discussion, the Commission agreed the statement was fine as is. Ms. Veliz stated there were no changes made to the core values statement and requests Commission’s approval to continue moving the process forward with the changes noted.

A motion was made by Commissioner Giesecke to approve the mission, vision and core values as presented with changes. The motion was seconded by Commissioner Fratila with all Commissioners present voting in favor of the motion.

25. Adjourn.

With no further business before the Commission, the meeting adjourned at 6:31 PM.