

**SPECIAL OPEN MEETING MINUTES OF THE  
ST. JOSEPH REGIONAL PORT AUTHORITY**

Board of Commissioners  
April 15, 2021

CITY CLERK  
2021 OCT -1 AM 8:11

**1. CALL TO ORDER**

Dick DeShon called the meeting to order at 3:00 p.m.

**Members Present:** Ken Beck, Dick DeShon, Joe Houts, R.T. Turner (via Conference Call), Glen Drake, Bob Norton, Mark Woodbury

**Others Present:** Brad Lau

**2. APPROVAL OF MINUTES**

Dick DeShon requested the Board review the minutes in the Board Packet from the various meetings: Minutes: September 30, 2020, Open Meeting, November 23, 2020, Special Open Meeting Minutes, January 28, 2021, Special Open Meeting, January 28, 2021, Closed Meeting Minutes.

A motion was made by Ken Beck and seconded by Joe Houts to approve all minutes. All in favor signified by yes, none opposed. Motion approved.

**3. APPROVAL OF FINANCIALS**

Dick DeShon requested Brad Lau review the Financials in the Board Packet for the period ending, February 28, 2021. Brad Lau pointed out that in the Commerce checking account, the balance of \$75,104 still includes the FEMA funds received for the flooding damage in 2019 of approximately \$35,000. Lau is still working to close out the project and gain approval of the change in the scope of work that was done to protect the deadman anchors. The funds have not been used or Transferred to Transport 360 who actually paid for the deadman anchor repairs associated with the riverbank stabilization and improvements made for the Vestas unloading area. Lau will be drawing down remaining administrative funds by mid-May. Dick DeShon asked if lease expense is related to the Union Pacific (UP). Lau stated this is for the ground lease between the port property and UP rail spur.

A motion was made by Joe Houts and seconded by Ken Beck to approve the financials. All in favor signified by yes, none opposed. Motion approved.

**4. FY21 Capital Project Update and Contract Award to E.L. Crawford Construction Company**

Brad Lau stated the project bids were opened on April 2, 2021, for the Grain Bin project. There were two bids received. The bidders were E.L. Crawford Construction Company and Brooner Construction Company. The project was bid with a base bid and 5 alternates. MoDOT requires that alternates must be accepted in the order in which they are presented in the bid package. The total construction funding available is \$913,501.55. The breakout of total funding is \$797,999.51 from MoDOT, \$199,499.88 in required match from the Port Authority, totaling \$997,499.39. There is a contract in the amount of \$83,997.84 for engineering and construction management services, leaving \$913,501.55 for actual construction and conveyor equipment.

Eng. Est		E.L Crawford	Brooner
\$646,725.00	Base	\$729,373.00	\$822,313.00
Cumulative		Cumulative	Cumulative
\$663,690.00	Alt 1	\$770,373.00	\$858,429.00
\$675,690.00	Alt 2	\$790,173.00	\$882,936.00
\$840,690.00	Alt 3	\$1,323,173.00	\$1,319,732.00
\$875,690.00	Alt 4	\$1,500,173.00	\$1,395,609.00
\$912,690.00	Alt 5	\$1,640,173.00	\$1,528,888.00
<b>Funding</b>			
Balance:		\$913,501.55	
E.L Crawford Base Alt 1 & 2		\$790,173.00	
Balance for Conveyor		\$123,328.55	

There is funding to award the base bid and alternates 1 & 2 to E.L. Crawford Construction Company who was the low bidder at \$790,173.00. This base bid includes: contractor mobilization, preparation for foundations, pilings, foundation, 60,000 ton bushel hopper, various concrete work and electrical for conveyors. Alternates 1 & 2 involve concrete work and the foundation for the bucket conveyor.

The plan would be to go back out for bid for the two conveyor systems, equipment only, and delivery to the site. This is similar to what we did with storage building number 2 and bidding the conveyor separately to stay within budget. Transport 360 has agreed to install the conveyor systems.

Motions had been provided to the Board associated with the award of the contract to E.L. Crawford Construction Company and authorizing the re-bidding and conveyor bid awards.

A motion was made by Ken Beck and seconded Glen Drake as follows:

A motion authorizing the Capital FY21 grain bin project award of base bid and alternates 1 & 2 to E.L. Crawford Construction Company in the amount of \$790,173.00, and that the Chairman is authorized to execute said contract with E.L. Construction Company, and that the Executive Director is authorized to administratively process payments of invoices related to said contract. Further that the FY21 budget is amended hereto to reflect the revenue and expense of said contract. That the Commissioners hereby authorize any such change orders related to said contract to be made by majority vote of the Commissioners via email.

All in favor signified by yes, none opposed. Motion approved.

##### 5. FY21 Capital Project Motion to Re-bid Conveyors

A motion was made by Glen Drake and seconded by Ken Beck as follows:

A motion authorizing the bid of Capital FY21 grain bin project related conveyor equipment according to MoDOT requirements and further that the Commissioners hereby authorize such award of contract to be made by majority vote of the Commissioners via email.

All in favor signified by yes, none opposed. Motion approved.

## **6. Line of Credit**

Brad Lau discussed the need to re-establish the line of credit for cash flow purposes related to FY21 Capital Project and to fund the 20% match requirement. The line of credit would be in the amount of \$

A motion had been provided to the Board prior to the meeting, Mark Woodbury stated the motion should read in the last sentence:

“and pay down the line of credit in accordance with the Capital FY21 grain bin project.”

Glenn Drake so moved to make the proposed motion with Mark’s correction and R.T. Turner seconded as follows:

A motion authorizing the Chairman, Vice Chairman, Secretary to execute the renewal documents for the line of credit with Commerce Bank. Further that the executive director is authorized to administratively process draws on said line of credit necessary to meet match requirements, process invoices, provide cash flow of such invoices while waiting for MoDOT reimbursement, and pay down the line of credit in accordance with the Capital FY21 grain bin project.

All in favor signified by yes, none opposed. Motion approved.

## **7. VOTE TO CLOSE MEETING**

Dick DeShon requested a motion to close the meeting relative to discussion involving real estate.

A motion was made by Ken Beck and seconded by Bob Norton and all in favor signify by roll call vote – Ken Beck – yes, Dick DeShon – yes, Joe Houts – yes, Bob Norton – yes, R.T. Turner – yes, Glen Drake – yes, Mark Woodbury – yes. All in favor. Motion approved.

## **8. VOTE TO OPEN MEETING AND RECONVENE FROM CLOSED MEETING**

Dick DeShon requested a motion to open the meeting and reconvene from the closed meeting.

A motion was made by Ken Beck and seconded by Glen Drake to open the meeting and all in favor signify by roll call vote – Joe Houts – yes, Glen Drake – yes, R.T. Turner – yes, Ken Beck – yes, Dick DeShon – yes. All in favor. Motion approved.

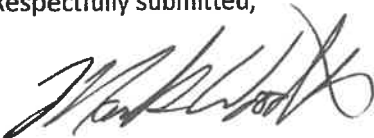
## **9. OTHER BUSINESS**

No other business.

## **10. ADJOURN**

With no other business to be discussed, the meeting was adjourned.

Respectfully submitted,



Mark Woodbury, Secretary