

X 10-1-21

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

CITY CLERK

Board of Commissioners
September 2, 2021

2021 OCT - 1 AM 8: 11

Members Present: Ken Beck, Dick DeShon, Joe Houts, Lee Sawyer, R.T. Turner, Mark Woodbury

Others Present: Brad Lau, Jason Liapple, Jennifer Humbert

1. CALL TO ORDER

The meeting was called to order by Dick DeShon at 3:32 p.m. The meeting was held in the conference room of Transport 360 at the St. Joseph Port.

2. APPROVAL OF MINUTES

Dick DeShon asked the Board to review the Special Open and Closed Meeting Minutes from April 15, 2021 and April 28, 2021.

Brad Lau noted the property sale of 1202 Bluff View Road to BioZyme had closed and the funds were received. The buyer paid all expenses so \$175,000 was the amount the Port Authority received at closing. Mark Woodbury requested this information be reflected in the minutes.

Dick DeShon requested a motion to approve the minutes. A motion was made by R.T. Turner and seconded by Ken Beck and all in favor signify by yes. All in favor. Motion approved.

3. REVIEW OF FINANCIALS

Dick DeShon requested Brad Lau review the financials for the period ending August 31, 2021. Current assets in the Commerce Bank checking account total \$466,374. This account includes a sweep account when over the FDIC insured amount. This total includes the \$175,000 from the land closing, the \$34,000 related to FEMA for the deadman anchor and \$24,000 from the base lease amount with Transport 360 that is paid in June at the lease renewal. After these deductions, that brings the amount to \$227,373, which includes the funds received from MoDOT prior to June 30, 2020. The current balance to be paid on the project as of today is \$391,000. Brad expects the account balance to reach \$20,000 after all commitments are met and projects are completed, including the \$10,000 for insurance due in September. The line of credit is available for any unforeseen expenses in the future. The wind turbine project is expected to continue next year and will create additional tonnage revenue.

Brad noted under capital assets the \$150,000 for the Bluff View Road property has been removed since it had sold. The balance of \$5,000 for the line of credit with Commerce Bank has since been paid off. Total revenue includes operating income and lease income from Transport 360. Under capital improvements, Brad noted the MoDOT funds were received in June with payments on the project then processed in July and August which is the reason for the negative YTD balance.

Dick DeShon requested a motion to approve the financials. A motion was made by Joe Houts and seconded by Ken Beck and all in favor signify by yes. All in favor. Motion approved.

Brad Lau gave an update on the 2020 audit. Due to the delay by Cochran Head Vick & Co., P.C., the audit will not be available for the Commissioners to review and approve until October so a follow-up meeting will be required at that time. Brad believes this service will be up for bid by the Chamber this year.

4. ADOPTION OF RESOLUTION AUTHORIZING FY22 ADMINISTRATIVE SCOPE OF WORK AND BUDGET FOR FY22 MoDOT WATERWAYS ADMINISTRATIVE GRANT FUNDING

Brad Lau requested a motion to approve the 2022 Scope of Work, Budget and the Resolution authorizing Brad to submit and execute the DocuSign for the grant agreement. It was noted the Port Authority will be receiving \$38,052.63 from the 2022 MoDOT Administration Grant, which is up from the \$35,967 received last year.

A motion was made by Mark Woodbury and seconded by Joe Houts and all in favor signify by yes. All in favor. Motion approved.

5. FY21 MoDOT CAPITAL GRANT PROJECT UPDATE

Brad Lau reviewed the progress of the capital project involving the grain bins and conveyor system. Due to a lack of funds, additional bids were needed for the conveyors.

6. FORMAL AUTHORIZATION FOR PURCHASE OF "UNDER DRAG PADDLE CONVEYOR" FROM RANCO FERTISERVICE, INC. IN THE AMOUNT OF \$49,965.00, AND AN "UNDER CONVEYOR" FROM JADE MILLWRIGHT IN THE AMOUNT OF \$21,508.00

A motion was made by Joe Houts and seconded by R.T. Turner and all in favor signify by yes. All in favor. Motion approved.

Brad Lau also informed the Commissioners of the purchased rip rap for around the dock and riverbank stabilization to minimize the amount of MoDOT funds not drawn down by MoDOT. MoDOT approved the purchase. Mark Woodbury stated the Commissioners should ratify the purchase of the rip rap from Urban Construction in the estimated amount of \$40,000.

A motion was made by Mark Woodbury and seconded by R.T. Turner and all in favor signify yes. All in favor. Motion approved.

Brad Lau noted a reduction in cost from Crawford Construction related to the driving of the pilings in the amount of approximately \$3,500. The Port Authority will also receive the approximate \$8,750 not drawn in FY21 Capital funds in FY22. Bill Becker recommended to Brad the savings, reprogrammed funds and match could be utilized for additional wiring for the conveyor system that was not part of the scope of work. Andy Macias with Snyder and Associates will prepare a change order for the Commissioners to approve at a later date.

7. TRANSPORT 360 UPDATE

Jason Liapple gave an update for Transport 360 in Bill Becker's absence. Three grants have been received and are currently being implemented, one through the Port Authority and two through Transport 360. On the Transport 360 grants, Transport 360 has contributed approximately \$500,000 in matching funds and MoDOT will contribute \$750,000. Transport 360 has purchased the following items, a tele-stacker, stainless steel tanks and a new material handler. Jason noted their need for additional storage. Future grant requests may include a fertilizer dome or additional building. For the current period, Transport 360 requests authorization from the Board to install a hoop building to relieve the bagged products and equipment storage from the main fertilizer building.

8. OTHER BUSINESS

Brad Lau requested a motion from the Commissioners to authorize Transport 360 to install a portable hoop barn for additional storage on the property next to the dock. A motion was made by R.T. Turner and seconded by Ken Beck and all in favor signify by yes. All in favor. Motion approved.

Joe Houts stated he had sat in on a presentation on the final alternatives of the I-229 study. Joe said one could impact the port significantly from an access standpoint. Brad Lau will contact Josh Castor with HG Consultants, Inc. to arrange a meeting to update the Port Authority Commissioners on the remaining alternatives regarding I-229.

9. ADJOURN

With no other business to be discussed, the meeting adjourned at 4:20 p.m.

Brad Lau then led the Board of Commissioners on a tour of the recently completed capital improvements by Transport 360 and FY22 MoDOT Capital Funds.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Woodbury". The signature is fluid and cursive, with a prominent loop at the end.

Mark Woodbury, Secretary