

If you would like to speak before the Canaveral Port Authority Board of Commissioners during Public Comments on a topic relevant to the Canaveral Port Authority Commission Agenda for this meeting, please complete a Public Comment Request card and give the card to the recording secretary. Public Comment Request cards are located near the outside entry doors next to the agenda for this meeting. All persons speaking will follow conduct as set forth by Canaveral Port Authority Policy POL-2016-001-EXE-3, Public Participation and Conduct at Board Meetings.

1. Before approaching the podium, please remove hats and sunglasses and turn all cell phones off or to vibrate.
2. Please proceed to the podium when your name is called by the Commission Chairman and state your name, business affiliation, and city of residency for the recording secretary.
3. You will have **THREE MINUTES** to speak before the Board of Commissioners.
4. Do not make threats or rude comments, including the use of profanity, to or about members of the Board or Canaveral Port Authority Employees.
5. All statements are to be directed to the Commission Chairman. You may not address or question Board members or Port Staff individually unless directed by the Chairman.
6. Be respectful of other people's ideas or situations when you talk. Try not to judge them or point fingers.
7. Be patient when listening to others speak and do not interrupt them.

No Board action will be taken on requests during Public Comments unless determined by the Commission Chairman to be an emergency. Any other requests for Board action may be placed on the agenda for a subsequent meeting.

CANAVERAL PORT DISTRICT BOARD OF COMMISSIONERS

December 20, 2016

**Port Commission Room
Port Canaveral, Florida 32920**

AGENDA

This meeting is open to the public

9:00 a.m.

- A. Meeting called to order and Pledge of Allegiance
- B. Approval of Agenda for this Meeting
- C. Personal Appearances and Presentations
 1. Service Awards (John Murray)
- D. Commission Discussion Items
 1. Commission Liaison appointments to Community Organizations (Chairman Weinberg)
 2. Rail Update and Recommendation (Chairman Weinberg / John Murray)
 - a. Public Comments – three minutes per person
 - b. Board Action and Vote
- E. Reports
 1. Accounting and Finance
 - a. Finance Update (Rodger Rees)
 - b. Consideration of approving the Financial Reports for November 2016 (Pat Poston)
 1. Statistical Report
 2. Aging Report
 3. List of Bills
 4. List of Disposals
 5. Attorney Fees
 6. Commissioner Expenses

2. Chief Executive Officer

a. Status of on-going business

1. Environmental Update (Bob Musser)
2. CEO Update (John Murray)

b. Public Comment for Consent Agenda Items

c. Consent Agenda

- (1) Consideration of approving the Minutes of the November 16, 2016 Commission Meeting. (Melanie Bradford)
- (2) Consideration of approving various project contract change orders including:
 - (a) Change Revised Change Order #1 (09/28/16 item E.2.c.2.(9b)) for Cruise Terminal 5 D/B Gangways from a deduction of (\$193,874.00) to a deduction of (\$190,920.00) for unused funds.
 - (b) Change Order 1 to W&J Construction Corp., P18070, for the Dave Nisbet Dr. Stormwater & Sinkhole Project, CN-15-040, for a net decrease of (\$1,955.64) for unused contract and contingency funds.
- (3) Consideration of approving the following items relating to the Canaveral Harbor 44 Foot Channel Project:
 - (a) Change Order #6 to GLF Construction Corp., P14443, for the Canaveral Harbor 44 Foot Channel Project – Package 1, CN-1-8-10-12-014A, for net increase of \$698,014.26, for the request for Equitable Adjustment (“REA”) between CPA and GLF.
 - (b) Settlement Agreement by and between CPA and GLF reflecting terms of equitable adjustment and final payment to GLF in the amount of \$698,014.26 for the Canaveral Harbor 44 Foot Channel Project as reflected in item (a) above.
- (4) Consideration of approving an amendment to purchase order P13010 for Atkins North America in the amount of \$69,350 to provide construction plans, project coordination, and engineer of record services during construction for the State Road 401 (SR 401) erosion control improvement construction project. (Bob Musser / Bill Crowe)
- (5) Consideration of approving a purchase order to Rush Construction under their continuing service Construction Management contract for the State Road 401 Erosion Control Improvement project in an amount not to exceed \$1,989,973. (Patrick Hammond / Bill Crowe)
- (6) Consideration of approving a purchase order to Rush Construction under their continuing service Construction Management contract for the renovation of the 397 Challenger Road building in an amount not to exceed \$1,537,903. (Patrick Hammond / Bill Crowe)

- (7) Consideration of approving a contract for the West Turning Basin Deepening project, PUR-ITB-16-1, to Dutra Dredging Company in an amount not to exceed \$8,400,000.
(Patrick Hammond / Bill Crowe)
- (8) Consideration of authorizing staff to issue a competitive solicitation for the North Side Cruise Terminal Roadway Network project. (Veronica Narváez-Lugo / Bill Crowe)
- (9) Consideration of approving the execution of the Bill of Sale forms to dedicate the waterline and appurtenances to the City of Cocoa for the relocation of the water main and fire hydrant at the Canaveral Port Authority Cruise Terminal 6 Commercial Parking Lot in Charles Rowland Road, Cape Canaveral, Florida. (Veronica Narváez-Lugo / Bill Crowe)
- (10) Consideration of authorizing a purchase order to CH2m under their continuing service GEC contract to perform an engineering study of the current and future potable water and sanitary sewer capacity study on the south side of the port in an amount not to exceed \$119,223. (Bill Crowe)
- (11) Consideration of approving entering into a four (4) year Lease Agreement with Fishlips Waterfront Bar & Grill, Inc. for Jetty Park Parkside Concession Services. The Lease has been reviewed and approved by General Counsel and Port Attorney. (Scott Shepard)
- (12) Consideration of approving an extension of The Lloyd and Agnes DeSouza 1993 Revocable Trust u/a/d 12-3-93 Thirty Year lease dated May 1, 1985, expiring April 30, 2015, as amended, located at 750 Mullet Road. The extension document has been reviewed and approved by General Counsel and Port Attorney. (Diane Denig / Scott Shepard)
- (13) Consideration of approving Purchasing Services to procure 8 fleet vehicles and refurbish 2 pieces of heavy equipment within the FY2017 capital budget through the "Florida Sheriff's Association, Florida Association of Countys & Florida Fire Chief's Association" FSA16-VEL24.0 Vehicle Bid Award and local vendors in accordance with Article XVII of the CPA charter, as amended, in an amount not to exceed \$245,000. (Brian Carroll / AJ Jendroch / Bill Crowe)
- (14) Consideration of authorizing staff to issue new purchase orders or increase the following existing purchase orders in an amount not to exceed \$255,000 (total for all new POs and increases) to complete Phase 1 of the ERP Software implementation:
 - P17961 - Harbour Mastery
 - P17962 - NxTurn
 - P17977 - NetSuite
 - P17864 - e-BuilderNew purchase orders exceeding \$100,000 shall be brought back to the Commission for approval. (Mark Lorusso / Rodger Rees)

- (15) Consideration of approving the following HR Policies:
- (a) Policy POL-2014-010-HRO-3, Rev 1, Dress Code and Appearance Policy
 - (b) Policy POL-2014-015-HRO-4, Rev 1, Promotions, Transfers and Demotion Policy
 - (c) Policy POL-2014-007-HRO-3, Rev 1, Hours Worked Policy
- (16) Consideration of approving the multi-day event for the dates of May 5 & 6, 2017, for the ESPN/K92.3 Saltwater Classic Fishing Tournament to be held at Port Canaveral. These dates have been reviewed and approved by the Events Committee. Per the new Event Policy all multi-day events require final approval by the Commission. The Port has hosted the Event for the past 16 years. (Sarah O'Shea / Scott Shepard)
- (17) Consideration of approving the multi-day event for the dates of May 17-21, 2017, for Thunder on the Beach Super Boat Racing Event to be held at Port Canaveral. These dates have been reviewed and approved by the Events Committee. Per the new Event Policy all multi-day events require final approval by the Commission. The Port has hosted this event for the past 7 years. (Sarah O'Shea / Scott Shepard)
- (18) Consideration of approving the multi-day event for the dates of June 16 & 17, 2017 for the Canaveral Mac Attack Fishing Tournament to be held at Port Canaveral. These dates have been reviewed and approved by the Events Committee. Per the new Event Policy all multi-day events require final approval by the Commission. (Sarah O'Shea / Scott Shepard)
- (19) Consideration of approval of CPA Resolution RES-2016-017-3 for the extension of the line of credit on an annual basis and establishing a borrowing ceiling on the PNC Bank Revolving Line of Credit. (Rodger Rees)
- (20) Consideration of approving the following Finance items related to Klein:
- (a) Consideration of authorizing staff to enter into an additional one (1) year Service Provider agreement with SunGard Public Section LLC for accounting software, hosting of third party products and concurrent cloud services. The extension document has been reviewed and approved by General Counsel and Port Attorney.
 - (b) Consideration of authorizing staff to enter into an additional one (1) year Maintenance and Support Services Agreement with Saab Technologies LTD for operations software utilized for customer billing and accounting reporting. The extension document has been reviewed and approved by General Counsel and Port Attorney.

F. Public Comments – three minutes per person

G. Commissioner Reports

H. Adjournment until next scheduled meeting to be held on **Wednesday, January 18, 2017.**