

**PORT COMMISSION MINUTES**  
**February 19, 2009**

Be it remembered that a regular meeting of the Port Commission of the City of Long Beach, Mississippi, was begun and held at the Long Beach School District Central Office, 19148 Commission Road, in said City at 5:30 pm, it being the third Thursday in February, 2009, and the same being the time, date, and place fixed for holding said meeting. There were present and in attendance on said Commission and at the meeting the following named persons: Commission President Phil Kies, Vice President James Hancock, Secretary Barbara Reed via telephone, Commissioners, Kaye Couvillon, Chuck Ryan, Steve Nicosia, Port Attorney Bryan Vonder Bruegge, Harbor Master Calvin Poupart, and Deputy City Clerk Stacey Dahl.

Absent the meeting were Commissioners Mike Spruill, Vernon Ehlers, and Charles Purchner.

There being a quorum present and sufficient to transact the business of the Port Commission, the following proceedings were had and done.

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The meeting was called to order and there were no amendments to the agenda.

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Commissioner Hancock made motion seconded by Commissioner Ryan and unanimously carried to approve the Port Minutes of January 15, 2009, as submitted.

\*\*\*\*\*

Due to a delay in Mr. David Vicknair's, Project Manager of Broaddus and Associates, arrival, it was the consensus of the commission to discuss Agenda Item V. BUSINESS #1. Harbormaster Structure As Improved Project and #2. Harbor Construction Projects Update later during the course of this meeting.

\*\*\*\*\*

There came on for consideration the proposed location of the Charter Boat Sign at the harbor, said document ordered spread upon the minutes of this meeting in words and figures as follows:

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TO: LONG BEACH PORT COMMISSION

FROM: BARNEY HILL *Barney Hill*

DATE: February 19, 2009

RE: PROPOSED LOCATION FROM HARBOR SIGNAGE

I would like to take this opportunity to thank the port commission for your recent approval of the Long Beach Harbor Charter Boat directory sign. As discussed in that meeting, the exact location was to be determined at a later date.

Please accept this letter as our official request to locate the sign at the original proposed site which is approximately 15' north of the sewer lift station with the perimeters of the sign diagonal to Hwy. 90. We feel this location would help conceal the unsightly lift station as well as being aesthetically valuable to people entering the harbor.

Your consideration in this matter would be appreciated.

After brief discussion, Commissioner Hancock made motion seconded by Commissioner Nicosia and unanimously carried to approve the placement of the sign as requested in the aforesaid letter.

\*\*\*\*\*

There came on again for discussion, vehicle/non-boat trailer parking at the harbor. A drawing was submitted by David Ball, City Engineer, regarding the allocation of all parking spaces available in the harbor parking lot west of South Cleveland Avenue. Said drawing is available for review in the office of the City Clerk.

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After considerable discussion, Commissioner Hancock made motion seconded by Commissioner Kies to approve the aforementioned drawing of parking, specifically designating vehicle/non-boat trailer and boat trailer parking. The question being put to a roll call vote, the result was as follows:

Commissioner Nicosia	voted	Nay
Commissioner Ryan	voted	Aye
Commissioner Purchner	voted	Absent,not voting
Commissioner Reed	voted	Aye
Commissioner Kies	voted	Aye
Commissioner Hancock	voted	Aye
Commissioner Couvillon	voted	Nay
Commissioner Ehlers	voted	Absent,not voting
Commissioner Spruill	voted	Absent,not voting

The question having received the affirmative vote of a majority of the commissioners present and voting, the President declared the motion carried.

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Upon continued discussion of parking at the harbor, Commissioner Nicosia made motion seconded by Commissioner Reed and unanimously carried to request Harrison County confirm, in writing, that boat trailers are allowed to park east of the harbor in the event of over-flow parking.

\*\*\*\*\*

Upon further discussion, Commissioner Kies made motion seconded by Commissioner Hancock and unanimously carried to direct the Harbor Master to solicit quotes for striping the parking lot north of the fuel facility. Said quotes will be presented to the commission for review at the March, 2009, meeting of the Port Commission.

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Mr. David Vicknair, Project Manager of Broaddus and Associates, arrived; whereupon the matter of the Harbor Master structure as an improved project was considered. The following documentation was ordered spread upon the minutes of this meeting in words and figures as follows:

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February 16, 2009

Phil Kies  
Port Commission

**RE: Resolution to approve the Harbor Master's Structure as an "Improved Project" to satisfy FEMA requirements**

Phil Kies and Commission,

Per local FEMA requirements, The City Council is required to approve the Harbor Master's Structure as an "Improved Project". This approval by the Commission recognizes the new Harbor Master's Structure project as an "Improvement" from the Pre-Katrina facility (project worksheet 5852).

As you are aware, Hurricane force winds and tidal surge generated by hurricane Katrina on August 29<sup>th</sup> 2005 totally destroyed the Harbor Master Building, 1,764 SF 42' X 42', and the adjacent Bait Shop, 400 SF 20' X 20', that were located at the Long Beach harbor in the vicinity of the Boat Launch. All that remained of the two buildings were a portion of the pilings. The Harbor Master's Structure housed; Restroom facilities (male and female), two offices, a storage room, and a large open area. Both the Harbor Master's Structure and the Bait Shop were connected and appeared as one Building.

The proposed Improved 1,820 SF facility will be built on the same site as the old Harbor Master Structure. However, the Bait Shop will be replaced with a removable, trailer mounted shop consisting of approximately the same SF. With the exception of the foundation, the Bait Shop will NOT be a part of the construction of the new Harbor master's Facility. The new Harbor Master Building will be turned slightly to face the road and elevated to the new DFIRM elevation, 26'. The new and pre-Katrina facility will house the same functions and similar floor-plan with two offices, restroom facilities (male and female), a storage room and a large open area. The new facility will consist of wood framed construction on a concrete foundation elevated with 30 concrete pilings, a three tab asphalt shingled roof, T-111 exterior plywood and hardy plank siding. The interior partitions will be wood stud with drywall and will consist of typical finishes. The interior flooring will consist of tile throughout. Additionally, the facility will be built above a new Bulkhead surrounding the building and extending beyond the drip line. The

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pilings supporting the building and bulkhead will act independently and not transfer lateral loads to one another. The facility will be built to IBC 2003 standards and the lowest horizontal structural member will be at 26'-0" above MSL. Please refer to submitted construction documents for further details.

**Best Regards,**



**David A Vicknair**  
**Broaddus and Associates**

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February 17, 2009

Mr. Mike Womack  
Governor's Authorized Representative  
MEMA Disaster Recovery Office  
Public Assistance Program  
220 Popp's Ferry Rd.  
Biloxi, MS 39531-2351

RE: FEMA-1604-DRMS, Long Beach Port Commission  
FIPS: 047-UDKVR-00  
Request for an Improved Project, Project Worksheets 5852, Long Beach Port  
Commission Harbor Master's Structure

Dear Mr. Womack:

On behalf of the Long beach Port Commission, we hereby request an "Improved Project" and CEF for Project Worksheets 5852, Harbor Master's Structure.

Hurricane force winds and tidal surge generated by hurricane Katrina on August 29<sup>th</sup> 2005 totally destroyed the Harbor Master Building, 1,764 SF 42'X 42', and the adjacent Bait Shop, 400 SF 20' X 20', that were located at the Long Beach harbor in the vicinity of the Boat Launch. All that remained of the two buildings were a portion of the pilings. The Harbor Master's Structure housed; Restroom facilities (male and female), two offices, a storage room, and a large open area. Both the Harbor Master's Structure and the Bait Shop were connected and appeared as one Building.

The proposed Improved 1,820 SF facility will be built on the same site as the old Harbor Master Structure. However, the Bait Shop will be replaced with a removable, trailer mounted shop consisting of approximately the same SF. With the exception of the foundation, the Bait Shop will NOT be a part of the construction of the new Harbor master's Facility. The new Harbor Master Building will be turned slightly to face the road and elevated to the new DFIRM elevation, 26'. The new and pre-Katrina facility will house the same functions and similar floor-plan with two offices, restroom facilities (male and female), a storage room and a large open area. The new facility will consist of wood framed construction on a concrete foundation elevated with 30 concrete pilings, a three tab asphalt shingled roof, T-111 exterior plywood and hardy plank siding. The interior partitions will be wood stud with drywall and will consist of typical finishes. The interior flooring will consist of tile throughout. Additionally, the facility will be built above a new Bulkhead surrounding the building and extending beyond the drip line. The pilings supporting the building and bulkhead will act independently and not transfer lateral loads to one another. The facility will be built to IBC 2003 standards and the lowest horizontal structural member will be at 26'-0" above MSL. Please refer to submitted construction documents for further details.

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The Long beach Port Commission is also requesting the inclusion of Program Management fees within the CEF for Design and Construction. Additionally, we are requesting the following;

ADA requirements

\$138,118.80 for elevator

\$2,500.00 for required increased SF of bathrooms

Codes and Standards to SBC 1997

\$60,842.00 Concrete pilings (see included engineers statement)

\$162,004.00 Concrete platforms

Various Costs not currently within the Project Worksheet

\$15,196.80 Increased labor costs due to the height of the facility (see attached costs summary and detailed costs).

\$20,337.00 Structural Wood

\$30,880.00 Site Demo

\$78,475.00 Mechanical/Electrical/Plumbing for site and Lift Station

\$198,872.40 Increased RS Means cost from the original PW estimate of \$58.44 PSF to \$167.71

PSF (for structure only)

\$25,000.00 Pile Load Costs

\$732,226.00 Total Version requested (Please reference included Request spreadsheet)

We anticipate public advertisement of the construction documents in March 2009 with a 12 month construction duration.

Should there be any additional information required in regard to our request for an "Improved Project", please do not hesitate to contact me at your convenience.

Sincerely,

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Chief George Bass  
Fire Chief  
City of Long Beach

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February 17, 2009

Mr. Mike Womack  
Governor's Authorized Representative  
MEMA Disaster Recovery Office  
Public Assistance Program  
220 Popp's Ferry Rd.  
Biloxi, MS 39531-2351

RE: FEMA-1604-DRMS, Long Beach Port Commission  
FIPS: 047-UDKVR-00  
**Request for CEF, Project Worksheets 5852, Long Beach Port Commission Harbor  
Master's Structure**

Dear Mr. Womack:

On behalf of the Long beach Port Commission, we hereby request a CEF be completed via a version to the project worksheet 5852, harbor master's Structure. The Long beach Port Commission is requesting the inclusion of Program Management fees within the CEF for Design and Construction. We anticipate public advertisement of the construction documents in March 2009 with 12 month construction duration.

Should there be any additional information required in regard to our request for a CEF, please do not hesitate to contact me at your convenience.

Sincerely,

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Chief George Bass  
Fire Chief  
City of Long Beach

Discussion was held regarding the Harbor Master Structure and based upon information obtained from Mr. Vicknair, Commissioner Nicosia made motion seconded by Commissioner Couvillion and unanimously carried to approve the Harbor Master structure as an improved project and authorize Chief George Bass, Designated Agent, to execute the necessary documents.

\*\*\*\*\*

The commission continued to recognize Mr. David Vicknair, and his submission of harbor project updates as follows:

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February 19<sup>th</sup>, 2009

Long Beach Port Commission  
RE: **Project Updates**

**Projects –**

1. East Bulkhead Repairs
  - Project construction complete.
  
2. North Bulkhead Repairs
  - Bid open date February 3<sup>rd</sup> 2009.
  - Pink marine out of Pass Christian was the low bidder at \$37,800.
  - Award at March 3<sup>rd</sup> Aldermen meeting.
  - Issue NTP March 17<sup>th</sup> 2009.
  - Contract duration 90 days.
  - Construction completion June 15<sup>th</sup> 2009.
  
3. Fuel Dock
  - Target 100% completion and ready for business on February 23<sup>rd</sup> 2009.
  
4. Katrina Pier Repairs/Fishing Piers
  - Received bids December 2<sup>nd</sup>.
  - Award January 20<sup>th</sup> 2009.
  - Bay South LTD out of Saraland AL is claiming additional scope will be required on the structure of the piers. A meeting was held this morning with the contractor, Broaddus, and Garner Russell to review items.
  - Issue NTP March 3<sup>rd</sup> 2009.
  - Contract duration 120.
  - Construction completion July 1<sup>st</sup> 2009.
  
5. Harbor Master Building
  - Design 99% complete.
  - Bulkhead permit submitted to DMR and in process with the Corps of Engineers.
  - The Improved Project Request to FEMA is in process.
  - The below schedule is contingent upon DMR permit approval
  - Advertise March 26<sup>th</sup> 2009 (Tentative).
  - Bid open May 5<sup>th</sup> 2009.
  - Award May 20<sup>th</sup> 2009.
  - Issue NTP June 5<sup>th</sup> 2009.
  - Contract duration 270 days

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- Final Completion date April 1<sup>st</sup> 2010.
6. Dredging
- Design completion March 23<sup>rd</sup> 2009.
  - Permit submitted to DMR February 17<sup>th</sup> 2009.
  - The following schedule is contingent on Permit approval.
  
  - Alderman Approval of Advertising March 17<sup>th</sup> 2009.
  - Bid Advertisement March 25<sup>th</sup> 2009.
  - Bid Opening May 5<sup>th</sup> 2009.
  - Award May 19<sup>th</sup> 2009.
  - Issue NTP June 3<sup>rd</sup> 2009.
  - Construction duration 90 days.
  - Construction completion September 1<sup>st</sup> 2009.
7. Parking Lot and Road Paving
- Advertised December 29<sup>th</sup> and January 5<sup>th</sup> 2009.
  - Bid open date February 3<sup>rd</sup> 2009.
  - Low Bid Bond Paving Co for \$268,857.81 out of Gulfport MS.
  - Award at March 3<sup>rd</sup> Aldermen agenda.
  - Issue NTP March 16<sup>th</sup> 2009.
  - Contract duration 90 days.
  - Construction completion June 14<sup>th</sup> 2009.

Please contact me at your convenience with any questions.

Best Regards,



David A Vicknair  
Broaddus and Associates  
228-343-0221

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Upon discussion of leased properties destroyed by Hurricane Katrina, it was the consensus of the commission to request the firm of Broaddus and Associates pursue the possibility of FEMA funding for the rebuilding of the destroyed buildings.

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There came on for discussion the Fuel Facility nearing completion at the harbor; whereupon the commission recognized the contractor, Mr. Ralph Byars, B & E Equipment Company, who was available to answer questions regarding a dock credit card system. There was no action required or taken at this time.

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There came on for discussion the CIAP Grant; whereupon Commissioner Kies apprised the commission that awards have been denied for harbors at this time. The Department of Marine Resources (DMR) and the Governor's Office are requesting resubmission of applications for consideration. Ms. Leah Bray, Principal/Environmental Scientist, with Natural Capital Development, Inc. (NCD), who had initially been retained for this grant submitted the following proposal:

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Feb 19 09 05:05p

Eco Logic Restoration Svc 2288722798

p.2



February 19, 2009

Mr. Phillip Kies  
Long Beach Port Commission  
P.O. Box 929  
Long Beach, MS 39560

Dear Mr Kies:

Per your request, Natural Capital Development is pleased to submit a proposal to the Long Beach Port Commission for grant-writing services for the Coastal Impact Assistance Program (CIAP) project.

Natural Capital Development, Inc. (NCD) is a majority women-owned environmental consulting and project management firm in South Mississippi. Over the last decade or more, our principals – Leah Bray, Cynthia Ramseur and Pat Patterson – have been the “go-to” people on the coast for ecological and conservation consulting and networking. Together we have over 50 years of community-based conservation planning and practice. We rely on a team approach to bring creative solutions to our clients. Our services include ecological restoration and mitigation banking, nature tourism and green infrastructure development, natural area management and strategic planning/fundraising for conservation organizations.

Our mission is to bring creative solutions to our clients – helping to reduce environmental harm, create economic growth and increase meaningful employment. We appreciate your confidence in Natural Capital Development and look forward to discussing this proposal with you.

NCD is qualified to conduct the grant-writing services and estimates the time and cost as follows:  
25 Hours @ \$90.00/hour.

Thank you for your consideration and please do not hesitate to call with any questions.

Sincerely,  
  
Leah Bray  
Principal/Environmental Scientist

1004 Government Street, Ocean Springs, MS 39564 228.875.1032 phone 228.872.2769 fax  
www.naturalcapitaldevelopment.com

Commissioner Kies made motion seconded by Commissioner Nicosia and unanimously carried to enter into a contract with NCD, as stated in the aforesaid proposal, stipulating that estimate of time will not exceed twenty-five (25) hours.

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Commissioner Reed was no longer present via telephone.

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Commissioner Kies apprised the commission on the status of the Berthing Agreement as they pertain to compliance. After considerable discussion, it was the consensus of the commission for Commissioner Kies to

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draft another letter to those still not in compliance; noting that there was an excellent response after the initial letter.

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Commissioner Hancock made motion seconded by Commissioner Kies and unanimously carried to approve the bills as submitted on Dockets of Claims #HBR012009 and #HBR021709.

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The commission recognized Mr. Bryan Vonder Bruegge for the Port Attorney's report; whereupon it was the consensus of the commission to direct the Port Attorney to forward the document submitted by Les Knighten to the City's insurance company for review.

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The commission recognized Mr. Calvin Poupart for the Harbormaster's report; of which, no action was required or taken.

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There being no further business to come before the Port Commission at this time, Commissioner Hancock made motion seconded by Commissioner Couvillon and unanimously carried to adjourn until the next regular meeting in due course.

\*\*\*\*\*

APPROVE:

\_\_\_\_\_  
PHIL KIES, PRESIDENT

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
STACEY DAHL, DEPUTY CITY CLERK