

**ST. CHARLES COUNTY
PORT AUTHORITY MEETING**

**AUGUST 11, 2022
8:00 AM**

**ST. CHARLES COUNTY ADMINISTRATION BUILDING
ROOM 116
201 NORTH SECOND STREET
SAINT CHARLES, MO 63301**

Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF THE JULY 14, 2022 MEETING MINUTES

Documents:

[07.14.22 PORT AUTHORITY MEETING MINUTES - DRAFT.PDF](#)

PUBLIC COMMENT

OLD BUSINESS

NONE

NEW BUSINESS

ECONOMIC DEVELOPMENT UPDATE - SCOTT DRACHNIK, PRESIDENT & CEO, EDC OF ST. CHARLES COUNTY

MONTHLY TREASURER'S REPORT TO THE BOARD - SALLIE HEMENWAY

Documents:

[220801 - OPERATIONAL EXPENSE REPORT FOR THE PORT AUTHORITY.PDF](#)

STATUS REPORT ON THE FUNDING FROM MODOT FOR THE CITY OF ST. CHARLES DOCK AND THE COUNTY OF ST. CHARLES DOCK - SALLIE HEMENWAY

UPDATE ON THE MISSOURI RIVER NAVIGATION STUDY - MICHAEL HURLBERT

UPDATE REGARDING THE RFP PROCESS FOR THE HIRING OF A QUALIFIED CONSULTANT TO COMPLETE THE ACTIVITIES NECESSARY TO BEGIN THE APPLICATION PROCESS FOR ESTABLISHING FOREIGN TRADE ZONES - SALLIE HEMENWAY

UPDATE REGARDING THE SPENDING POLICY FOR THE PORT AUTHORITY - BRYAN WISE

BOARD ACTIONS

RESOLUTION 22-08 - APPROVING THE APPROPRIATION AND EXPENDITURE OF MODOT 2021-2022 ADMINISTRATIVE EXPENSES GRANT FUNDS FOR REIMBURSEMENT TO ST. CHARLES COUNTY FOR AMOUNTS EXPENDED ON

PLANNING, CONSULTING, AND ADMINISTRATIVE SERVICES PROVIDED BY NEXUS
GROUP AND PGAV PLANNERS, LLC

Documents:

[RESOLUTION 22-08 RE APPROPRIATION AND EXPENDITURE OF 2021-2022
MHTC ADMIN EXPENSES FUNDING.PDF](#)

RESOLUTION 22-09 - APPROVING THE PORT AUTHORITY AGREEMENT FOR 2022-
2023 ADMINISTRATIVE EXPENSES WITH MODOT, AUTHORIZING THE BOARD
CHAIRPERSON TO EXECUTE SUCH AGREEMENT, AND ACCEPTING 2022-2023
ADMINISTRATIVE EXPENSES GRANT FUNDS

Documents:

[RESOLUTION 22-09 APPROVING THE 2022-2023 MHTC ADMIN GRANT
CONTRACT, AUTHORIZING SIGNATURE, AND ACCEPTING FUNDS.PDF](#)

RESOLUTION 22-10 - APPROVING THE APPROPRIATION OF MODOT ADMINISTRATIVE
EXPENSES GRANT FUNDS FOR A MISSOURI RIVER NAVIGATION STUDY TO BE
CONDUCTED IN COORDINATION WITH OTHER MISSOURI PORT AUTHORITIES

Documents:

[RESOLUTION 22-10 RE APPROPRIATION OF 2022-2023 MHTC ADMIN
EXPENSES FUNDING FOR RIVER NAVIGATION STUDY.V2.PDF](#)

ANNOUNCEMENTS/MISCELLANEOUS

AGENDA SUGGESTIONS FOR NEXT MEETING - SEPTEMBER 8, 2022

MEETING ADJOURNMENT

**MINUTES OF REGULAR MEETING
ST. CHARLES COUNTY PORT AUTHORITY BOARD**

DATE: JULY 14, 2022

TIME: 8:00 A.M.

LOCATION: ST. CHARLES COUNTY ADMINISTRATION BUILDING
ROOM 116
201 NORTH SECOND STREET
ST. CHARLES, MO 63301

MEMBERS PRESENT: Ken Dobbins; Don Boehmer; Roger Ellis; Monica Combest; Jeff Rothermich; and Hyatt Bangert

MEMBERS ABSENT: Tammy Holen

SUPPORT STAFF PRESENT: Sallie Hemenway, board consultant with Nexus Group; Michael Hurlbert, Director of Community Development; Bryan Wise, Associate County Counselor; and Sheila Weiss, Recording Secretary

➤ **CALL TO ORDER**

Chairman Roger Ellis called the meeting to order at 8:00 a.m. and roll call was taken.

➤ **APPROVAL OF THE MAY 23, 2022, AND JUNE 9, 2022 MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the May 23, 2022, and June 9, 2022 meetings. Ken Dobbins made such motion, and the motion was seconded by Jeff Rothermich. The minutes were approved by unanimous voice acclamation.

➤ **PUBLIC COMMENTS**

Scott Drachnik stated that on behalf of the City of Weldon Spring, they are interested in the AIM Zone process and are currently educating the board and the Mayor about AIM zones.

Mike Klinghammer, Director of Economic Development for the City of St. Charles, stated that there are three key properties at Highway 364 and Arena Parkway which are located within the Port Authority's Riverfront AIM Zone, and are getting ready to go on the market for sale. These properties are located within the City of St. Charles's Riverpointe Development area and were slated for a mixed use development which recently fell through. Mr. Klinghammer stated that should those properties be purchased and end up having homes built on them, it would block the City's access

plan to extend Katy Trail access from the east of this property towards the Missouri River. Mr. Klinghammer asked the Port Authority to consider the acquisition of these properties if any land acquisition funding becomes available to them.

➤ **OLD BUSINESS**

There was no old business.

NEW BUSINESS

Economic Development Update - Scott Drachnik, President & CEO, EDC of St. Charles County

Scott Drachnik, President & CEO of the Economic Development Council of St. Charles County, did a presentation for the board members which highlighted target business sectors, recent business lead activity, recent outreach meeting and events, promoting sites and buildings, and a regional unemployment comparison as of May 2022.

Monthly Treasurer's Report to the Board - Sallie Hemenway

Sallie Hemenway handed out a summary of expenses and revenues as of June 30, 2022 to the Port Authority board.

Update on Foreign Trade Zones - Sallie Hemenway

Sallie Hemenway provided the Port Authority board with some follow-up Information regarding the establishment of Foreign Trade Zones. The establishment of Foreign Trade Zones would be a source of revenue for the Port Authority board. Next steps would be to put together a flyer for distribution and conduct a survey to identify potentially interested businesses. If the Port Authority is going to pursue this incentive, there will need to be a formal procurement process in order to acquire professional assistance with the application process for this. Since this process will require funding that the Port Authority currently does not have access to, they will need to inform the County Executive if they decide to proceed with the creation of Foreign Trade Zones to make sure that that St. Charles County would be willing to advance the necessary funding to the Port Authority for this endeavor.

Tutorial regarding the MoDOT grant fund process - Sallie Hemenway

Sallie Hemenway discussed the MoDOT grant funding process with the Port Authority board and handed out a checklist for state funded capital projects, and a project flowchart for local state-aided construction projects.

- **Status report on the funding from MoDOT for the City of St. Charles dock and the County of St. Charles dock.**

Sallie Hemenway stated that St. Charles City and St. Charles County will be required to execute agreements with MoDOT for the allotted grant funding for these projects as the "Agents" and the St. Charles County Port Authority will act as the "Grantee". As the Grantee, the Port Authority will need to ensure that all of the requirements for this grant funding are being met.

Update on use of 2023 MoDOT Administrative Funding towards Missouri River Navigation Study - Michael Hurlbert

Michael Hurlbert stated that the Kansas City Port Authority has undertaken a study with the U.S. Army Corps of Engineers in an attempt to make the lower Missouri River more navigable. The study will identify any impediments and recommend remediations for waterborne commerce in this area. The St. Charles County Port Authority, along with other Port Authorities in this area, will be participating in this study and the cost will be \$10,000.00. Board Chair Roger Ellis and Board Treasurer Ken Dobbins have both stated that they would like for the Port Authority to participate in this study, and a resolution approving the use of FY 2023 MoDOT administrative grant funds awarded to pay for this study will be brought before the board for a vote at their August 11, 2022 meeting.

BOARD ACTION ITEMS

Resolution 22-07 approving the purchase of a Missouri Port Authority Association Membership for FY 2023

Chairman Roger Ellis asked for a motion to approve Resolution 22-07, Approving the expenditure of Missouri Highway and Transportation Commission grant funding awarded to the St. Charles County Port Authority for Annual Dues to join the Missouri Port Authority Association. Ken Dobbins made such motion, and the motion was seconded by Don Boehmer. A roll call vote was taken and the vote on the motion was as follows: Don Boehmer - yes, Monica Combest - yes, Ken Dobbins - yes, Tammy Holen - absent, Jeff Rothermich - yes, Hyatt Bangert - yes, Roger Ellis - yes. Resolution 22-07 was approved by a vote of 6 yes and 0 no.

ANNOUNCEMENTS / MISCELLANEOUS

Mike Hurlbert and Sallie Hemenway stated that they will both be attending the MPAA's fall meeting in September, and they will report back to the board afterwards.

Vice-Chair Monica Combest stated that she will be out of town and unable to attend both the August and September Port Authority meetings.

AGENDA SUGGESTIONS FOR NEXT MEETING – AUGUST 11, 2022

There were no suggestions for the next meeting.

MEETING ADJOURNMENT

The meeting was adjourned at 9:39 AM.

St. Charles County Port Authority Expenses Summary - County Support
Aug-22

YEAR	MISCELLANEOUS	CONSULTING	COUNTY STAFF	TOTAL
2020	\$33.80	\$500.00	\$44.16	\$577.96
2021	\$3,431.90	\$126,172.41	\$3,802.26	\$133,406.57
2022, to date	\$3,738.00	\$29,834	\$2,615.03	\$36,187.25
TOTAL	\$7,203.70	\$156,506.63	\$6,461.45	\$170,171.78

St. Charles County Port Authority Revenue Summary
Aug-22

YEAR	SOURCE	AMOUNT	RECEIVED	PENDING
2020				
2021				
2022, to date	MoDOT Admin	\$24,245.76	\$24,245.76	

Date			Spending to Date	Balance Due to County
Aug-22			\$170,171.78	\$145,926.02

RESOLUTION 22-08

A RESOLUTION APPROVING THE APPROPRIATION AND EXPENDITURE OF MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION 2021-2022 ADMINISTRATIVE EXPENSES GRANT FUNDS FOR REIMBURSEMENT TO ST. CHARLES COUNTY, MISSOURI FOR AMOUNTS EXPENDED ON PLANNING, CONSULTING, AND ADMINISTRATIVE SERVICES PROVIDED BY NEXUS GROUP AND PGAV PLANNERS, LLC

WHEREAS, the St. Charles County Port Authority (“Port Authority”) is a port authority authorized under Chapter 68 of Revised Statutes of Missouri (“RSMo.”) and Chapter 170 of the Ordinances of St. Charles County, Missouri (“OSCCMo.”), as amended; and

WHEREAS, the Board of Commissioners (“Board”) is the governing body of the Port Authority; and

WHEREAS, the Missouri Highway and Transportation Commission (“MHTC”) is authorized to make grants for administration and planning expenses to the Port Authority; and

WHEREAS, the MHTC has awarded such a grant to the Port Authority for the period beginning July 1, 2021 and ending June 30, 2022 (the “2021-2022 MHTC Administrative Expenses Grant”) in the amount of Twenty-Four Thousand Two Hundred Forty-Five dollars and Seventy-Six cents (\$24,245.76); and

WHEREAS, pursuant to the Intergovernmental Cooperation Agreement for the Operation of a Port Authority in St. Charles County (the “Cooperation Agreement”), St. Charles County, Missouri (“County”) agreed to provide administrative support to facilitate the Port Authority’s activities, and the Port Authority agreed to reimburse the County for all costs incurred in carrying out the County’s duties; and

WHEREAS, pursuant to the Cooperation Agreement, the County, on behalf of the Port Authority, entered into contracts with Nexus Group and PGAV Planners, LLC for planning, consulting, and administrative services provided within the eligible time periods outlined in the 2021-2022 MHTC Administrative Expenses Grant; and

WHEREAS, the Port Authority wishes to appropriate the amounts provided by the 2021-2022 MHTC Administrative Expenses Grant to reimburse the County for amounts expended on the contracts for services referenced herein; and

WHEREAS, pursuant to Section IV.5 of the Spending Policy for the Port Authority (“Spending Policy”), all funds expended by the Port Authority in support of a project or activity supported by State or Federal funding shall be approved by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ST. CHARLES COUNTY PORT AUTHORITY AS FOLLOWS:

1. The Board approves the appropriation and expenditure of funds received from the 2021-2022 MHTC Administrative Expenses Grant in the amount of Twenty-Four Thousand Two Hundred Forty-Five dollars and Seventy-Six cents (\$24,245.76) to reimburse St. Charles County, Missouri for amounts expended for planning, consulting, and administrative services provided by Nexus Group and PGAV Planners, LLC between July 1, 2021 and June 30, 2022.
2. The Board hereby authorizes the Board Chair and Board Treasurer to execute any documents and take all other actions necessary to effectuate the intent and purpose of this Resolution.
3. This Resolution shall be in full force and effect immediately from and after its adoption as provided by law.

**ADOPTED THIS 11TH DAY OF AUGUST, 2022
ST. CHARLES COUNTY PORT AUTHORITY**

Roger Ellis, Chairperson

ATTEST:

Monica Combest, Vice Chairperson

Vote:

Aye: _____

Nay: _____

Abstain: _____

Absent: _____

Not Present at vote: _____

RESOLUTION 22-09

A RESOLUTION APPROVING THE PORT AID AGREEMENT FOR 2022-2023 ADMINISTRATIVE EXPENSES WITH THE MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION; AUTHORIZING THE BOARD CHAIRPERSON TO EXECUTE SUCH AGREEMENT; AND ACCEPTING 2022-2023 MHTC ADMINISTRATIVE EXPENSES GRANT FUNDS.

WHEREAS, the St. Charles County Port Authority (“Port Authority”) is a port authority authorized under Chapter 68 of Revised Statutes of Missouri (“RSMo.) and Chapter 170 of the Ordinances of St. Charles County, Missouri (“OSCCMo.”), as amended; and

WHEREAS, the Board of Commissioners (“Board”) is the governing body of the Port Authority; and

WHEREAS, the Missouri Highway and Transportation Commission (“MHTC”) is authorized to make grants for administration and planning expenses to the Port Authority; and

WHEREAS, the MHTC has awarded such a grant to the Port Authority for the period beginning July 1, 2022 and ending June 30, 2023 (the “2022-2023 MHTC Administrative Expenses Grant”) in the amount of Thirty Thousand Six Hundred Seventy-Seven dollars and Fourty-Two cents (\$30,677.42); and

WHEREAS, as a condition for receiving the 2022-2023 MHTC Administrative Expenses Grant funding, the Port Authority must enter into a Missouri Highways and Transportation Commission Port Aid Agreement for Administrative Expenses (“Port Aid Agreement”) with the MHTC, attached hereto as Exhibit A; and

WHEREAS, pursuant to Section 68.025.1(11) RSMo., the Port Authority has the power to enter into any agreement with any other states, agencies, authorities, commissions, municipalities, persons, corporations, or the United States, to effect any of the provisions contained in Chapter 68 RSMo.; and

WHEREAS, pursuant to Section IV.4 of the Spending Policy for the Port Authority (“Spending Policy”), any funding agreements issued with the grant of State and Federal Funding must be presented to the Board for approval prior to execution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ST. CHARLES COUNTY PORT AUTHORITY AS FOLLOWS:

1. The Board hereby approves the Missouri Highways and Transportation Commission Port Aid Agreement for Administrative Expenses (“Port Aid Agreement”) attached hereto as EXHIBIT A and authorizes the Board Chairperson to execute the Port Aid Agreement.

2. The Board hereby authorizes the Port Authority to accept the 2022-2023 MHTC Administrative Expenses Grant funds provided by the MHTC through the Port Aid Agreement.
3. This Resolution shall be in full force and effect immediately from and after its adoption as provided by law.

**ADOPTED THIS 11TH DAY OF AUGUST, 2022
ST. CHARLES COUNTY PORT AUTHORITY**

Roger Ellis, Chairperson

ATTEST:

Monica Combest, Vice Chairperson

Vote:

Aye: _____

Nay: _____

Abstain: _____

Absent: _____

Not Present at vote: _____

CCO Form: MO27
Approved: 05/91 (KRR)
Revised: 07/22 (MWH)
Modified:

Project No. _____

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
PORT AID AGREEMENT FOR ADMINISTRATIVE EXPENSES**

THIS AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and St. Charles County Port Authority (hereinafter, "Grantee").

WITNESSETH:

WHEREAS, the purpose of this Agreement is to provide state financial assistance from the state port fund, as appropriated by the General Assembly, to the Grantee under section 68.035 RSMo and to state the conditions upon which such assistance will be provided.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations in this Agreement, the parties agree as follows:

(1) SCOPE OF WORK: The Grantee shall undertake and complete the work described in Grantee's Scope of Work, which is attached as Appendix A and incorporated herein by reference.

(2) AMOUNT OF GRANT: The parties to this Agreement agree that the Commission's financial share for this project shall not exceed ____ percent (____%) of the total cost of this project, or Thirty Thousand Six Hundred Seventy-Seven dollars and Fourty-Two cents (\$30,677.42). Funds made available to the Grantee are subject to appropriations made by the General Assembly, gubernatorial release of such funds appropriated to the Commission, and Commission decisions regarding the allocation of such funds. In the event state funds available to the Commission for port projects are reduced so that the Commission is incapable of completely satisfying its obligations to all the Grantees for the current state fiscal year, the Commission may recompute and reduce this grant. The designation of this grant does not create a lump sum quantity contract, but rather only represents the amount of funding available for qualifying expenses. In no event will the Commission provide the Grantee funding for improvements or work that are not actually performed.

(3) DURATION OF AGREEMENT: This Agreement provides funding to the Grantee for the 2023 Fiscal Year (July 1, 2022_ to June 30, 2023).

(4) COMPLETION OF PROJECT BY GRANTEE:

(A) Permits: The Grantee shall secure all necessary state and federal approvals and permits required to accomplish the construction and maintenance of the project.

(B) Advertisement of Professional or Contractor Services: In accordance with section 68.055.2 RSMo, all advertisement of all professional or contractor services shall be posted on the Missouri Department of Transportation's (**MoDOT**) web page for a minimum of twenty-one (21) days.

(C) Commencement of Work: The Grantee shall commence work on the project upon receipt of written notice to proceed from the Commission.

(D) Project Efficiency: The Grantee will proceed with the project in a sound, economical and efficient manner in order to accomplish the items listed in the Scope of Work Statement within the prescribed time frame.

(E) Compliance With Laws: The Grantee shall proceed with the project in accordance with the provisions contained herein, the Scope of Work, attachments hereto, and all applicable laws and regulations.

(F) Information Furnished by the Grantee: The Grantee shall submit to the Commission such data, reports, contracts, records, documents, and other information relating to the project as the Commission may require at any time.

(G) Project Inspection: The Commission shall have the right to inspect and review the work performed on this project.

(H) Notification of Change of Conditions: The Grantee shall immediately notify Commission, in writing, of any change in conditions or law or of any event which may significantly impair its ability to carry out the project in accordance with the provisions of this Agreement.

(5) PROJECT REQUIREMENTED PROCEDURES: In accordance with section 68.055.2 RSMo, Grantee's costs incurred during the project phases listed below must have prior written concurrence from Commission to be eligible for funding, including local match requirements, through this Agreement.

(A) Advertisement for Professional Services or Equipment Procurement.

(B) Advertisement for Contractor Services.

(C) Notice to Proceed for Professional Services Contract.

(D) Procurement, whether purchased or donated by property owner, of any real property rights, including but not limited to leases, easements, and fee simple title.

- (E) Contractor Award.
- (F) Contractor Notice to Proceed.

(6) EXPENDITURE OF GRANT FUNDS: All funds not expended by the Grantee at the end of the term of this Agreement shall be retained by the Commission. Funds returned to the Commission may be redistributed to the other port authorities within the state at the discretion of the Commission.

(7) INFORMATION FURNISHED AND WORK PERFORMED BY THE GRANTEE: The Grantee shall make available to the Commission such data, reports, analysis, documents, and other pertinent information relating to Grantee's activities and projects under this Agreement as the Commission may require at any time.

(8) AUDIT OF RECORDS: The Grantee must maintain all records relating to this Agreement, including but not limited to invoices, payrolls, etc. These records must be available at all reasonable times at no charge to the Commission and/or its designees or representatives during the period of this Agreement and any extension thereof, and for three (3) years from the end of the term of this Agreement.

(9) THIRD PARTY CONTRACTS:

(A) Prior to execution by either party, the Grantee shall submit to the Commission for review, comment, and approval all contracts for services included in the Scope of Work to be provided to the Grantee by a third party.

(B) The Commission shall not be liable to contractors or subcontractors of the Grantee or any other person not a party to this Agreement in connection with the performance of the projects in the Scope of Work funded under this Agreement without specific written consent of the Commission.

(10) PROGRESS REPORTS AND PAYMENTS:

(A) At intervals, not exceeding twice monthly, Grantee shall furnish to the Commission statements or vouchers indicating the items completed on the project and the cost thereof for the preceding period. The Grantee shall clearly indicate on this statement or voucher the amount of the Grantee's obligation and the amount of the Commission's obligation. Grantee's reimbursement request shall include supporting documentation for each expense to verify the following:

1. The goods or services purchased is within the **Scope of Work**, Appendix A;
2. The vendor who incurred the expenses; and
3. The amount charged for the goods or services.

(B) Grantee shall submit proof of payment to the Commission within thirty (30) days for each expense reimbursed in Paragraph (10)(A). Additional invoices will not be processed by the Commission until the Grantee's documentation is received by and acceptable to the Commission.

(C) The Commission will promptly reimburse the Grantee for eligible expenses on a timely basis subject to Paragraphs (10)(A) and (10)(B).

(D) Progress reports outlining the work completed during the preceding period shall be attached to the statement or voucher requesting payment by the Commission. This report will identify any problems or issues which might prevent the Grantee from the successful accomplishment of the Project Description Statement by the end of the project period.

(E) Within forty-five (45) days of final inspection of the project funded under this grant, the Grantee shall provide to the Commission a final payment request and all financial performance and other reports as required by the conditions of this grant.

(F) The Commission may, in its sole discretion, perform a final audit of project costs. The Commission shall reimburse the Grantee any moneys due. The Grantee shall refund any overpayments as determined by the final audit.

(11) ASSIGNMENT: The Grantee shall not assign, transfer or delegate any interest in this Agreement without the prior written consent of the Commission.

(12) CANCELLATION: The Commission may cancel this Agreement at any time for a material breach of contractual obligations or for convenience by providing the Grantee with written notice of cancellation. Should the Commission exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Grantee.

(13) COMMISSION REPRESENTATIVE: The MoDOT Multimodal Operations Director is designated as the Commission's representative for the purpose of administering the provisions of this Agreement. The Commission's representative may designate by written notice other persons having the authority to act on behalf of the Commission in furtherance of the performance of this Agreement.

(14) GRANTEE'S REPRESENTATIVE: The Grantee, as designated in paragraph (15)(B), will designate by written notice to the Commission all other persons having the authority to act on behalf of the Grantee in furtherance of the performance of this Agreement.

(15) NOTICES: Any notice or other communication required or permitted to be given hereunder shall be in writing and shall be deemed given three (3) days after delivery by United States mail, regular mail postage prepaid, or upon receipt by personal or

facsimile delivery, addressed as follows:

- (A) To the Commission:
Multimodal Operations Director, MoDOT
105 W. Capitol
Jefferson City, MO 65102
Facsimile No: (573) 526-4709

- (B) To the Grantee:
St. Charles County Port Authority
201 N. Second Street, Suite 410
St. Charles, MO 63301
Facsimile No: (636) 949-1815

or to such other place as the parties may designate in accordance with this Agreement. To be valid, facsimile delivery shall be followed by delivery of the original document, or a clear and legible copy thereof, within three (3) business days of the date of facsimile transmission of that document.

(16) INDEMNIFICATION:

(A) To the extent allowed or imposed by law, the Grantee shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Grantee's wrongful or negligent performance of its obligations under this Agreement.

(B) In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

(17) NONDISCRIMINATION CLAUSE: The Grantee shall comply with all state and federal statutes applicable to the Grantee relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).

(18) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the State of Missouri. The Grantee shall comply with all local, state and federal laws and regulations relating to the performance of the Agreement.

(19) VENUE: It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

(20) NONSOLICITATION: The Grantee warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Grantee, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Commission shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

(21) DISPUTES: Any disputes that arise under this Agreement shall be decided by the Commission or its representative.

(22) AMENDMENTS: Any change in this Agreement, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by the duly authorized representatives of the Grantee and the Commission.

(23) SECTION HEADINGS: All section headings contained in this Agreement are for the convenience of reference only and are not intended to define or limit the scope of any provision in this Agreement.

(24) NON-EMPLOYMENT OF UNAUTHORIZED ALIENS: Pursuant to section 285.530, RSMo, no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of any contract or grant in excess of five thousand dollars by the State or by any political subdivision of the State to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall:

(A) By sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. E-Verify is an example of a federal work authorization program. The business entity must affirm its enrollment and participation in the E-Verify federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by providing acceptable enrollment and participation documentation consisting of **completed** copy of the E-Verify Memorandum of Understanding (MOU). For business entities that are not already enrolled and participating in a federal work authorization program, E-Verify is available at <https://www.e-verify.gov/>.

(B) By sworn affidavit, the Grantee affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A copy of the affidavit referenced herein is provided within this document, attached as Appendix B.

(25) WARRANTY: The construction contract documents and specifications shall

not require contractor to warranty work after acceptance by Grantee unless based in latent defects, fraud or gross mistakes as may amount to fraud. Manufacturer's warranties for capital equipment acquired through this project are permitted.

(26) CONTRACTOR QUALIFICATIONS. Grantee may require all contract bidders be prequalified prior to submitting bids on the project. Contract awards where qualifications are considered after the bid opening will not be eligible for reimbursement through the Agreement.

[The Remainder of This Page Is Intentionally Left Blank.]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the last date written below.

Executed by the Grantee this _____(DATE).

Executed by the Commission this _____(DATE).

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

GRANTEE

Title _____

By _____
Title _____

Attest:

Attest:

Secretary to the Commission

By _____
Title _____

Approved as to Form:

Commission Counsel

SCOPE OF WORK
(APPENDIX A)

RESOLUTION 22-10

A RESOLUTION APPROVING THE APPROPRIATION OF MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION 2022-2023 ADMINISTRATIVE EXPENSES GRANT FUNDS FOR A MISSOURI RIVER NAVIGATION STUDY TO BE CONDUCTED BY PORT KC

WHEREAS, the St. Charles County Port Authority (“Port Authority”) is a port authority authorized under Chapter 68 of Revised Statutes of Missouri (“RSMo.”) and Chapter 170 of the Ordinances of St. Charles County, Missouri (“OSCCMo.”), as amended; and

WHEREAS, the Board of Commissioners (“Board”) is the governing body of the Port Authority; and

WHEREAS, the Missouri Highway and Transportation Commission (“MHTC”) is authorized to make grants for administration and planning expenses to the Port Authority; and

WHEREAS, the MHTC has awarded such a grant to the Port Authority for the period beginning July 1, 2022 and ending June 30, 2023 (the “2022-2023 MHTC Administrative Expenses Grant”) in the amount of Thirty Thousand Six Hundred Seventy-Seven dollars and Fourty-Two cents (\$30,677.42); and

WHEREAS, a portion of the funding from the 2022-2023 MHTC Administrative Expenses Grant was provided in contemplation of Missouri port authorities contributing to a Missouri River navigation study to aid the port authorities in their planning efforts and to be conducted by Port KC, the port authority of Kansas City;

WHEREAS, the Board wishes to appropriate funds from 2022-2023 MHTC Administrative Expenses Grant in the amount of Ten Thousand dollars and Zero cents (\$10,000.00) to the cost of a Missouri River navigation study to be conducted by Port KC;

WHEREAS, the Board wishes to approve the expenditure of such funds only upon the Board’s approval by resolution of an intergovernmental agreement between the Port Authority and Port KC and upon full execution of such agreement by the parties thereto; and

WHEREAS, pursuant to Section IV.5 of the Spending Policy for the Port Authority (“Spending Policy”), all funds expended by the Port Authority in support of a project or activity supported by State or Federal funding shall be approved by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ST. CHARLES COUNTY PORT AUTHORITY AS FOLLOWS:

1. The Board approves the appropriation of funds received from the 2022-2023 MHTC Administrative Expenses Grant in the amount of Ten Thousand dollars and Zero cents (\$10,000.00) to the cost of a Missouri River navigation study conducted by Port KC.
2. The Board approves the expenditure of the funds appropriated herein only upon the Board's approval by resolution of an intergovernmental agreement between the Port Authority and Port KC and upon full execution of such agreement by the parties thereto.
3. This Resolution shall be in full force and effect immediately from and after its adoption as provided by law.

**ADOPTED THIS 11TH DAY OF AUGUST, 2022
ST. CHARLES COUNTY PORT AUTHORITY**

Roger Ellis, Chairperson

ATTEST:

Monica Combest, Vice Chairperson

Vote:

Aye: _____

Nay: _____

Abstain: _____

Absent: _____

Not Present at vote: _____