



2121 Rev. Abraham Woods Jr. Blvd. Suite 1220 Birmingham, Al 35203

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## Regular Schedule Meeting Minutes for September 8, 2023

1. Quorum present at 9:14 AM on September 8, 2023
  - a. Members Present: Mahari McTier, Chad Pilcher, and Charles Williams II
  - b. Members Absent: Jonathan Porter and Mike Swinson
  - c. Other Present: David Russell, Birmingham Business Alliance
    - i. No one was present from the City of Birmingham Mayor's Office, Birmingham City Council or Jefferson County Commission.
2. The Birmingham Jefferson County Port Authority accepts meeting minutes (**Attachment A**) from June 9, 2023, as read.
  - a. Motion By: Chad Pilcher
  - b. Second By: Charles Williams
  - c. Approved
    - i. Unanimously
3. The Birmingham Jefferson County Port Authority (BJCPA) approves up to \$350 to add the addendum requested by Watco to satisfy exhibit B in the 40-year sublease.
  - a. Motion By: Chad Pilcher
  - b. Second By: Charles Williams
  - c. Approved
    - i. Unanimously
4. The Birmingham Jefferson County Port Authority (BJCPA) will pay Synergy Consulting Group, LLC (SCG) \$5,416.67 for the services performed in May of 2022 in regard to the contract executed on June 8 2020 between the BJCPA and SCG.
  - a. Motion By: Chad Pilcher
  - b. Second By: Charles Williams
  - c. Approved
    - i. Unanimously
5. Meeting Adjourn at 10:08 AM. The next meeting regular scheduled meeting is Friday, 9 AM, August 11, 2023, at the Jefferson County Courthouse Room 200.



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## Notes for inclusion in the 9.8.23 BJCPA Board Meeting Draft Minutes

- **Insurance Addendum** – Watco highlighted that exhibit B in the 40-year sub-lease was not satisfied due to a missing blanket waiver to subrogation which the board approved to add to the insurance policy and the cost will not exceed \$350.00.
- **Marketing Committee Update** – David ask Daryl Perkins to lead the next tour; coordinate with Jonathan Porter and Charles Williams to further discuss the layout and agenda for ADECA’s tour of the port on Wednesday, October 4, 2023 at 9 am.
- **Synergy ‘s Earned Revenue** – The board agreed to pay Synergy Consulting Group, LLC \$5,416.67 for services performed in of May 2022. Additional information on the Tom Robinson’s transaction was requested such as more details to justify the invoices. The item was pushed to the next board meeting for further discussion.
- **Potential Projects** – David will work with the terminal operators to catalog a list of potential projects and the first draft is due at the October board meeting.
- **Operations** – David will work with Chad to outline the Standard Operating Procedures (SOP) for the procurement process.