

**MINUTES OF REGULAR MEETING
WAUKEGAN PORT DISTRICT BOARD**

February 21, 2018

**Waukegan Harbor and Marina
Harbor Control Building – Conference Room
55 South Harbor Place, Waukegan, IL**

The following Board members were present:

Gene Bach, Historian
Joe Legat, Secretary
Randy Podolsky, Real Estate Committee Chairman
Jorge Torres, Assistant Treasurer
Grant Farrell, Board Chairman

The following Board members were absent:

Tom Evers, Member
Mike Melius, Member

The following Board officer was present:

Bob Hamilton, Treasurer

District Counsel:

Peter Friedman

Members of the Port District Staff present:

John Matheson, Founders|3 RES, President
Phil Cook, Founders|3 RES, Mgr. Marina Accounting
Joe Seidelmann, F/3 Marine, General Manager, Harbor
Ali Gibbs, F/3 Marine, Marketing/Events Coordinator
Mary McCarthy, F/3 Marine, Staff Accountant
Cathy Smith, F/3 Aviation, Administrative Assistant
Mary Louise Schram, Recording Secretary

Call to Order

Chairman Farrell called the meeting to order at 4:00 PM.

Pledge of Allegiance – led by Mr. Torres

Approval of Remote Participation/Voting

Motion by Mr. Torres, second by Mr. Bach:

To approve Mr. Podolsky, who is away for business travel, remote meeting participation via phone.

On a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Chairman Remarks

Chairman Farrell stated that the month had been very busy. He reported that he spent considerable time on WPD business by attending meetings, project reviews, and events in support of the District. Chairman Farrell noted that Bay Marine anticipates a mid-April opening and that the next Board meeting may be held at Bay Marine.

F/3 Remarks – none

Public Comments - none

Approval of the Consent Agenda

Motion by Mr. Bach, second by Mr. Torres:

To remove from the Consent Agenda the resolution for the investment policy and the January 2018 check approval.

All members present voted aye and the Chairman declared the motion carried.

Motion by Mr. Torres, second by Mr. Podolsky:

To approve all remaining items on the consent agenda.

On the following roll call vote, the Chairman declared the motion carried.

Aye: Mr. Bach, Mr. Podolsky, Mr. Torres, Mr. Farrell

Abstain: Mr. Legat

January 2018 Check Approval

Motion by Mr. Torres, second by Mr. Bach:

To approve the January 2018 Checks.

Mr. Torres led the discussion about the variances in various accounts when compared to the actual budget. Ms. McCarthy will review. Mr. Seidelmann stated that the variances were due to the timing of recognizing revenue and that the numbers will resolve next month. Ms. Smith acknowledged the Airport fuel variance and expects the numbers will align with the budget as the year progresses.

Mr. Torres also asked about reconciliation of petty cash and requested a quarterly report for Board review. Mr. Bach asked for and received clarification of specific vendor names and services from Mr. Seidelmann.

On a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Resolution approving the investment policy memorandum of the Port District

At the request of several Board members who requested additional time to comment, Mr. Hamilton withdrew the item and Chairman Farrell stated that it would be moved to next month's agenda.

Closed Session – 4:17 pm

Motion by Mr. Torres, second by Mr. Bach:

To move to closed session to discuss probably or imminent litigation under Section 2 (c)(11) of the Open Meetings Act .

On a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Reconvene to Open Session – 4:44 pm

Mr. Bach, Mr. Legat, Mr. Podolsky, Mr. Torres, and Chairman Farrell returned to open session.

Harbor General Manager Remarks (Operations Status) – deferred to later in the meeting

Approval of Capital Budget Items

Trash and Recycling Stations – Harbor

Motion by Mr. Torres, second by Mr. Bach:

To approve the purchase of thirty (30) new trash and recycling stations for the docks and the building at the Harbor, not to exceed \$9,500.

On a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Tree/shrub Maintenance – Harbor

Motion by Mr. Torres, second by Mr. Bach:

To approve the pruning of trees in park, entrance road, and around tenant spaces, including removal of remaining ash trees, not to exceed \$30,000.

On a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Dedicated Marina Webcam

Motion by Mr. Bach, second by Mr. Torres:

To approve the purchase of a dedicated webcam for the Marina, not to exceed \$5,000.

The Board discussed the ability of the webcam to live-stream the weather/water conditions at the mouth of the Marina so that boaters can view lake conditions from remote locations. Staff confirmed that the addition of the webcam would provide this service to boaters.

On a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Grant Application – Harbor

Motion by Mr. Torres, second by Mr. Legat

To engage the services of Deigan Environmental to create a grant application, that can also be used as a template for future grant applications, not to exceed \$4,500.

On a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Harbor Control Building Upgrades

Motion by Mr. Torres, second by Mr. Legat:

To approve the upgrades to the Harbor Control Building, including new coffee service station, water fountain, men's room partitions, painting, lounge, and patio furnishings not to exceed \$7,500.

On a roll call vote, all members present voted aye and the Chairman declared the motion carried.

Airport General Manager Remarks (Operations Status) – deferred to later in the meeting

Approve Airport Hangar Lease

Tabled for future action.

RFQ – Engineering Consultant

An RFQ will be posted for the upcoming Airport project. Chairman Farrell requested Mr. Torres, Mr. Hamilton, and Mr. Goss to be members of the Committee to review the responses to the RFQ, and they accepted the Committee assignment. The RFQ will be posted by IDOT, in the News-Sun, and on the WPD website.

Harbor General Manager Remarks (Operations Status)

Mr. Seidelmann updated the Board on the ongoing maintenance and projects underway to prepare for the April 1, 2018 season opening. Personnel have been hired to fill vacancies. The security firm was confirmed and their services will begin April 1. The piers have been renamed to improve directions for boaters and emergency response teams: C Pier (was North Harbor), N Pier (was North Pier), and S Pier (was South Pier). Cooperation and collaboration with the City has been a benefit. Mr. Seidelmann stated that he and Chairman Farrell are meeting with WYC regarding their recent lease communications. Mr. Seidelmann noted to the Board that their packet contained a five-year occupancy analysis of the Harbor properties.

Note: at 5:10 pm Randy Podolsky left the meeting.

Mr. Torres and Mr. Seidelmann discussed boater revenue (deposits-to-date).

Chairman Farrell wanted to share that he completed a recent analysis of the communities represented at the Harbor. He found that only 4% of the slip rentals are residents of Waukegan. In descending order, the following communities represented at the Harbor are: Lake Forest, Lake Bluff, Chicago, Libertyville, and Waukegan.

Airport General Manager Remarks (Operations Status)

Mr. Goss was absent, no report.

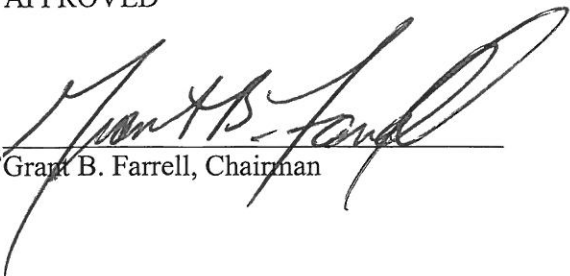
Board Comments – none

Adjournment – 5:15 PM

Meeting adjourned at 5:15 PM

The next meeting is scheduled on Wednesday, March 21 at 4:00 pm. The location will be announced.

APPROVED


Grant B. Farrell, Chairman