

MINUTES OF THE REGULAR MEETING  
WAUKEGAN PORT DISTRICT BOARD

November 18, 2020  
4:00 PM.

Virtual Meeting via Zoom – Open to Public  
Join Zoom Meeting by phone

Call: 1 (312) 626-6799  
Enter Meeting ID & Password when prompted  
Meeting ID: 825 5524 4370 Password: 052518

Members of the public who join the meeting will hear the full meeting while on the call.  
Callers will be muted until the Public Comment section of the Agenda where each will be given an opportunity to speak to the Board

The following Board members were present:

Gene Bach, Member and Historian  
Tom Evers, Member and Secretary  
Joe Legat, Member (arrived 4:05 PM)  
Billy McCaffrey, Member  
Greg Petry, Member  
Ben Veal, Member  
Grant Farrell, Board Chairman

The following Officer was present:

Bob Hamilton, Treasurer

District Counsel

Peter Friedman

Members of the Port District Staff present:

John Matheson, Founders 3, President  
Alain Giudice, Founders 3, Senior VP Marina Division  
Phil Cook, Founders 3, Manager of Finance & Operations, Marina Division  
Skip Goss, F3 Airport, General Manager/Director, Airport  
Patrick Lutker, F3 Deputy Director, Airport  
Joe Seidelmann, F3 Marina, General Manager, Harbor  
Mary McCarthy, F3 Marina, Staff Accountant  
Cathy Smith, F3 Airport, Administrative Director  
Mary Louise Schram, F3 Airport, Governmental Affairs & WPD Board Liaison

Call to Order

Chairman Farrell called the meeting to order at 4:01 PM.

Roll Call

Pledge of Allegiance

General Counsel's Comments on OMA and the Governor's Executive Orders

### Chairman Remarks – Grant Farrell

Chairman Farrell welcomed everyone to the meeting and reviewed his participation in WPD related meetings and activities since the October Board meeting. Chairman Farrell noted that Mr. Veal had attended recent Management Meetings with the General Managers. Chairman Farrell participated at the two WPD Special Board meetings. The Chairman participated in the Waukegan Yacht Club's Zoom Town Hall meeting on November 17, noting and thanking the other Board members who attended to represent the District.

### F3 Remarks

Mr. Cook requested comments or discussion regarding the proposed 2021 budgets; there were no questions. Mr. Cook stated that F3 would prepare a procurement policy for review at the December Board meeting. Mr. Cook reported that an RFP would be issued by the end of the month to solicit Auditor Services for the 2020 financial audit, with extensions possible for 2021 and 2022. He stated that the proposals will be due in December and that the recommendation will be brought to the Board in January for approval. Mr. Cook noted that the RFP would be sent to the current auditor and to other municipal/government CPA firms. Mr. Cook confirmed that WPD would hire a financial firm to provide the service and not a new employee.

### Public Comment

Colin Classen, Program Director WYCYF Junior Sail, presented his annual report on the Waukegan Youth Junior Sail program. This year's presentation focused on the successful management of the program during the coronavirus pandemic.

### Treasurer's Report – Mr. Hamilton

Mr. Hamilton reported that the Committee recommends Board approval of the October 2020 check register.

### Ad Hoc Committee Reports

- Management Contract Review Committee

Mr. Hamilton referred Board members to the changes made to Report #4 after the November 10 Special Meeting. He stated that the Management Review Committee is pleased to present the contract for Board approval.

- Mr. Hamilton reported that the Finance Committee would issue an RFP for financial audit services. The selection process will conclude in time for the new auditor to begin on February 1, 2021. The Board will receive a copy of the RFP. The Finance Committee members polled local municipalities to solicit referrals. Board members were asked to share references to include in the distribution of the RFP.

- Mr. Petry reported that the Finance Committee met with Shelly Scinto of Ice Miller and Mr. Miceli of Speer Financial to evaluate if there are options available to capture funding for WPD. Mr. Petry noted that Mr. Cook had been involved in the discussions. Mr. Petry stated that the Committee would put together a financial analysis to bring to the Board and that a Special Board meeting may be required

- 2020-R-36 Resolution to Approve the Founder's 3 Management Agreement

Motion by Mr. Petry, second by Mr. Evers:

To approve 2020-R-36, a Resolution to Approve the Founder's 3 Management Agreement

Discussion – none

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

Aye:..... Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal

No:..... none

Absent:..... none

Abstain:.....none

Consent Agenda

The Chairman asked if anyone wanted to remove any items from the Consent Agenda.

- October 21, 2020, Regular Board Meeting Minutes
- October 21, 2020, Closed Session Board Meeting Minutes
- November 10, 2020, Special Meeting Minutes
- November 12, 2020, Special Meeting Minutes
- October 2020, Check Approval
- October 2020, Financials
- 2020-R-37, Resolution to Approve the 2021 Airport Budget and Capital Expense Plan
- 2020-R-38, Resolution to Approve the 2021 Customs Budget and Capital Expense Plan
- 2020-R-39, Resolution to Approve the 2021 Harbor Budget and Capital Expense Plan

Motion by Mr. Evers, second by Mr. Bach:  
To establish the Consent Agenda

Discussion - none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal  
No: .....none  
Absent:.....none  
Abstain:.....none

Motion by Mr. Evers, second by Mr. Bach:  
To approve the items on the Consent Agenda

Discussion - none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal  
No: .....none  
Absent:.....none  
Abstain:.....none

Agenda

- 2020-R-40, Resolution Setting the 2021 Schedule of Regular Meetings of the Waukegan Port District

Motion by Mr. Veal, second by Mr. Bach:  
To approve 2020-R-40, a Resolution Setting the 2021 Schedule of Regular Meetings of the Waukegan Port District

Discussion - none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal  
No:.....none  
Absent:.....none  
Abstain:.....none

Airport General Manager Remarks (operations/status)

Mr. Goss reported that he will schedule a meeting with Senator Bush, whose District includes the Airport, and that he and Mr. Seidelmann will meet with newly appointed Senator Johnson. The District of the latter includes the Harbor and Marina. Mr. Goss stated that he would present a CMT agreement for a \$4 million project to rehabilitate the runway lighting at the December Board meeting. He added that the project is grant-funded, and WPD's share will be 5% of the total cost. Mr. Goss will participate in a Zoom event organized by Ms. Tara Thomas from Zion School District #6. The program will feature Lt. Governor Julianna Stratton and other notable participants, and the audience will include approximately 400 students. Mr. Goss stated that the event is a wonderful opportunity for both the Airport and the students. Mr. Goss described the Stick and Rudder lease presented for approval. Mr. Goss stated his sincere regret that the CMT project proceeded without the Board's consent, stating that it will not happen again. Mr. Goss committed to including a monthly project status report in the Board packet for the Board to be kept apprised of project progress and status. Mr. Goss added that he would work closely with CMT to be mindful of the Board's requirements and that CMT committed to the same. Members of the Board thanked Mr. Goss for his statement and recognized the outstanding progress achieved over the last two years.

- 2020-R-41, Resolution Approving Amendment for Consultant Services Agreement with Crawford, Murphy & Tilly, Inc.

Motion by Mr. Evers, second by Mr. McCaffrey:

To approve 2020-R-41, a Resolution Approving Amendment for Consultant Services Agreement with Crawford, Murphy & Tilly, Inc.

Discussion - none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal  
No:.....none  
Absent:.....none  
Abstain:.....none

- 2020-R-42, Resolution Approving Stick and Rudder Lease

Motion by Mr. McCaffrey, second by Mr. Bach

To approve 2020-R-42, a Resolution Approving Stick and Rudder Lease

Discussion – none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal  
No:.....none  
Absent:.....none  
Abstain:.....none

Harbor General Manager Remarks (operations/status)

Mr. Seidelmann informed the Board that Mr. Jim Helquist, Waukegan Yacht Club Commodore, passed away recently and expressed his condolences to Commodore Helquist's family and Mr. Brian O'Dell's family. Mr.

Seidemann provided a brief overview of the Waukegan Yacht Club meeting and stated that WPD remains committed to working with the organization. Mr. Seidemann reported that an environmental assessment of the WYC building is needed and requests their approval of the Deigan Consultant Service Agreement. Mr. Seidemann noted that extended the season has helped operations and revenues. He added that boaters gave very positive feedback in support of the extended season. Mr. Seidemann reported that the Chicago Boat Show and other events have canceled, resulting in savings to the 2021 budget. Mr. Seidemann stated that the Waukegan Fire Department donated a safety life ring mounted on the Government Pier. The Lake County Sheriff's Department donated a boat to the Waukegan Fire Department; WPD will provide a slip in the north basin of the Harbor for the boat. Mr. Seidemann confirmed that WPD verifies that the insurance certificates are current for boats in the Harbor.

- 2020-R-44, Resolution Approving Consultant Services Agreement with Deigan & Associates for Environmental Phase I and Limited Phase II ESAs Waukegan Yacht Club Property.

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

To approve 2020-R-44, a Resolution Approving Consultant Services Agreement with Deigan & Associates for Environmental Phase I and Limited Phase II ESAs Waukegan Yacht Club Property

Discussion – Chairman Farrell requested that Mr. Seidemann direct the Deigan company to defer their activity at the building until after January 1, 2021. Mr. Seidemann will verify if the quote covers mold and/or asbestos before work begins. Mr. Seidemann stated that a structural engineer is needed to evaluate the integrity of the building.

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal  
No: .....none  
Absent:.....none  
Abstain:.....none

Closed Session – none

Board Comments

Board members discussed the meeting schedule and the importance of getting materials to Board members sooner

Adjournment – 5:01 PM

Motion by Mr. Veal, second by Mr. Evers:

To adjourn

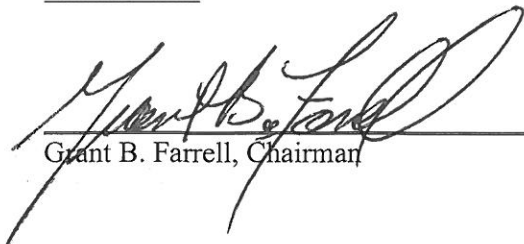
Discussion - none

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

Aye:.....Mr. Bach, Mr. Evers, Mr. Legat, Mr. McCaffrey, Mr. Petry, Mr. Veal  
No: .....none  
Absent:.....none  
Abstain:.....none

Meeting Adjourned at 5:01 PM

APPROVED

  
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Grant B. Farrell, Chairman