

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

March 15, 2017

**Waukegan National Airport
SRE Bldg. / Admin Bldg. – Conference Room
2601 Plane Rest Drive, Waukegan, IL**

The following Board members were present:

Gene Bach
Grant Farrell
Joe Legat
Mike Melius
Randy Podolsky
Jorge Torres

The following Board member was voted in via conference call:

Tom Evers

District Counsel:

Thomas Morris

Members of the Port District Staff present:

Phil Cook, Siegel-Gallagher, Mgr. Marina Accounting
Skip Goss, General Manager, Airport
Tom Ceparski, General Manager, Harbor
Joe Seidelmann, Harbor Maintenance Supervisor
Mary McCarthy, Staff Accountant
Cathy Smith, Administrative Assistant
Mary Louise Schram, Administrative Assistant

Other Public Attendees:

Eric Hellquist, Waukegan Yacht Club
Jim Hellquist, Waukegan Yacht Club
Kathy Larsen-Sivia, Waukegan Yacht Club
Arthur Atkinson, Atkinson Fishery
Dorothy McCaffrey, Waukegan Yacht Club
Barbara Klupiec, Waukegan Yacht Club

Call to Order

Chairman Farrell called the meeting to order at 2:00 PM.

Roll Call

Pledge of Allegiance

Approval of Remote Participation/Voting

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

To approve remote participation for Mr. Evers

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

Chairman Remarks / SG Management

Chairman Remarks

Chairman Farrell welcomed everyone to the meeting and introduced the new General Manager for the Harbor, Tom Ceparski, who has been with WPD for 2.5 weeks.

Chairman Farrell noted that the last month has been very busy and very productive with:

- Four management meetings of 2-hours each to review and update project status for both the Harbor and Airport
- a meeting with Mr. Morris and Kathy Larsen-Sivia related to food and beverage service at the Waukegan Yacht Club
- A meeting with the charter boat Captains in anticipation of the 2017 Season
- Attending a meeting with the Lake County Forest Preserve District (LCFPD) representatives related to ongoing discussions regarding the Airport

SG Management Remarks - none

Public Comments - none

Approval

1. February 2017 Regular Board Meeting Minutes

Motion by Mr. Podolsky, second by Mr. Bach:
To approve the February 2017 regular board minutes.

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

2. February 2017 Closed Meeting Minutes

Motion by Mr. Podolsky, second by Mr. Melius:
To approve the February 2017 closed meeting minutes.

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

3. February 2017 Check Approval

Mr. Torres reviewed the report and had no questions regarding the expenses for the month. He thanked Ms. McCarthy for sending the reports earlier than in recent months, noting that the additional time to schedule the review before the Board meeting as very helpful.

Motion by Mr. Torres, second by Mr. Legat:
To approve the February 2017 check approval as presented to the Board.

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

4. February 2017 Financial Report

Mr. Torres had no questions regarding the financial report.

Motion by Mr. Torres, second by Mr. Melius:
To approve the February 2017 financial report.

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

5. January 2017 Financial Report

Mr. Torres confirmed with Mr. Bach that the questions he had at the February meeting were answered to his satisfaction. Mr. Torres had no questions regarding the financial report.

Motion by Mr. Podolsky, second by Mr. Torres:
To approve the February 2017 financial report.

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

Airport General Manager Remarks

Operations/Status Report

Mr. Goss reported that the airport continues to operate status quo, noting that the WPD has been fortunate that there has been no snow over the last two months. The 18" of snow on March 13 and 14 disproportionately affected the Waukegan Airport due to its location and the lake effect snow. The Airport crews worked diligently to maintain access for flights with only minor delays reported. The Airport was operational by 2:30 PM on March 14.

New Business - none

Board Comments - none

Harbor General Manager Remarks

Operations/Status Report

Mr. Ceparski, the newly hired Harbor General Manager, stated that it is exciting to join the WPD at a time of such strong vision and direction. He noted that he met with three of the Board members and extended an invitation to each of the members to meet with him at their convenience for a more thorough introduction.

Mr. Ceparski reported that he has been actively engaged and has met with many of the stakeholders at the Harbor, including: Bay Marine, Larsen Marine, Waukegan Yacht Club, National Gypsum, AzkoNobel, a citizen's action group, as well as key vendors and boaters. He noted that he is trying to acquire a lot of information quickly.

Mr. Ceparski stated that he will be attending a kick-off construction meeting with representatives of Bay Marine this afternoon (3/15) and that the WPD is excited to see that project moving forward.

Mr. Ceparski added that the inclement weather of the last two days has not affected the plans for the opening of the season in April.

Mr. Ceparski stated that he is working with the many stakeholders at the Harbor regarding events and to ensure that all events are compliant with WPD regulations and to generate even greater enthusiasm and participation. It should be an exciting and productive year.

Mr. Torres asked about the plan to use social media to expand awareness and participation and asked specifically if social media was used to promote the event later in the afternoon with Bay Marine.

Mr. Podolsky responded that the afternoon Bay Marine event was an internal meeting, only, and that there will be a kick-off meeting planned to provide media exposure.

Mr. Torres requested that all WPD related events and activities maximize the use of social media for community outreach.

Mr. Goss responded that the WPD staff are working to develop a more robust presence and approach to social media. The plan includes Twitter, Facebook, the website, and a clipping service. The clipping service will identify, clip, and post reviews and articles relevant to the Port District. In addition, relevant WPD news articles and information can be quickly and comprehensively disseminated to the Board in an organized method. Ms. Smith added that the clipping service provides an efficient means of accessing information and disseminating it through social media.

Mr. Torres clarified that his comments for improved communication were not specifically Board directed but more concerning the outreach to the public.

Chairman Farrell asked if there were other Board comments.

Mr. Podolsky commented that it is exciting time for the WPD, and Mr. Morris agreed, noting that after two and a half years of working with Bay Marine, the project is poised to begin construction. It is the first Harbor construction project on Port District property in decades that will not receive public funding.

New Business

a. Approval: Harbor Building Remodel Cost

Mr. Ceparski reported that there is \$250K in the capital budget designated for building improvements at the Harbor. He is requesting the Board release and approve \$35K of those funds for the remodeling of the first floor of the Harbor Building. The service counter is being reimaged to open the area, to make the space more customer-centric and to make the partnership between staff and customer less transactional. Internet speed is increased by 300% and is at the maximum speed available from the service provider at this time. Some of the lighting and flooring will be updated. This is a first phase of the capital improvement plan.

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

To approve \$35K of the \$250K capital improvement budget for the remodeling of the first floor of the Harbor Administration Building and internet improvements.

Discussion:

Mr. Torres noted that the funds are from the capital improvement funds.

Mr. Podolsky asked for clarification of the \$35K. Is the cost a combination of outside and internal labor costs? Are salaries included in the \$35K request?

Mr. Ceparski responded that the expense is a combination of outside and internal work.

Mr. Podolsky stated that if some of the expense is internal cost, and an employee is working on the project and WPD already pays the employee's salary, then is the request including the employee's salary or is the request in addition to the employee's salary?

Mr. Torres noted that that the funds are budgeted.

Mr. Podolsky noted that the capital budget is for 'things' and no salaries and Mr. Morris added the term 'fresh money'. Mr. Podolsky noted that the \$35K is not necessarily the total cost of the project because the salaries are not represented, as they are an internal allocation. Mr. Morris stated that this is correct. Mr. Podolsky stated that he just wanted everyone to be clear on the expense for this project. He also noted that some of this work was initiated by the former Harbor General Manager and will be completed under the guidance of the current General Manager.

Mr. Morris asked about the locked door with the combination and whether or not it will stay.

Mr. Ceparski stated that it would be staying.

Mr. Podolsky described how the rolling gate drops down from the ceiling all the way to the floor and the door secures the area when no staff is present. Though the door could be dry walled to provide the same benefit, there is probably a need for a second emergency exit if the gate doesn't work or visa-versa with the door.

Chairman Farrell asked Mr. Ceparski when he expects the work to be completed.

Mr. Ceparski stated that the work would be completed by the beginning of the season, April 1.

Chairman Farrell called for the question.

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

b. Design Services for Lake Michigan Research and Development Center

Chairman Farrell stated that this item is specific to the Teece Building at the Harbor. An RFP was sent out for response and that Mr. Ceparski compared and analyzed the responses. Chairman Farrell directed the Board to the packet to review Mr. Ceparski's recommendations, further commenting that Mr. Ceparski's review was thorough and well done.

Mr. Ceparski stated the bid summary for planning and design services is in the Board packet for the proposed Lake Michigan Research and Education Center, now known as the Teece Building. The Illinois Department of Natural Resources (IDNR) has agreed to provide up to \$15K for these services. Mr. Ceparski's recommendation is to accept the bid from Ridgeland and Associates, Inc., whose bid was thorough and well within the budget provided by IDNR. The detail contained in the summary included a comprehensive look at their character, their finances, and how well they aligned with the scope in the bid documents.

Mr. Podolsky clarified that this is a zero-sum expenditure by the WPD. The funding is from a grant to advance the architectural services intended for the IDNR Aquatic Education and Research Center for Lake Michigan that has already been received by the IDNR. It is a formality to approve the expenditure, as WPD will receive all the monies back.

Mr. Torres verified that the WPD would be reimbursed.

Motion by Mr. Podolsky, second by Mr. Bach:
To award the contract for the planning and design services for the proposed Lake Michigan Research and Education Center to Ridgeland and Associates, Inc.

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

Board Comments

Mr. Melius asked if anyone knew if the water elevation in the harbor had gone up with all the snow.

Mr. Hellquist, WYC, stated to the Board that Lake Michigan elevation is down 13" overall from last year.

Chairman Farrell would like Mr. Ceparski to evaluate opportunities for ice fishing and/or an ice-fishing tournament for next year, perhaps at the south harbor area where he recently noted that there are many Northern Pike. He saw an opportunity of this type in recent travels and thought it may be a good addition for the WPD to extend the opportunity to enjoy the harbor beyond summer and the boating season. It could be a one-day event and worth evaluating as an opportunity for Waukegan Harbor.

Chairman Farrell noted to Ms. Smith that he was ahead of the posted closed session timing and asked her to call one of the closed-session presenters to see if they could arrange to arrive sooner.

Closed Session at 2:25 PM

- **Personnel Matters To 5 ILC 120/2(c)(1) of the Open Meetings Act**
- **Property Matters To 5 ILCS 120/2(c)(1)(5) of the Open Meetings Act**

Motion by Mr. Podolsky, second by Mr. Bach:
To move to closed session for the purpose of discussion related to
Personnel Matters To 5 ILC 120/2(c) (1) and Property Matters To 5 ILCS 120/2(c) (1) (5).

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

The public participants were excused from the conference room and only designated WPD staff remained in the room.

Open Session at 3:20 PM

Reconvened into Open Session at 3:20 PM.

Roll Call: Present: Chairman Farrell, Mr. Bach, Mr. Evers, Mr. Legat, Mr. Melius,
Mr. Torres, Mr. Podolsky

Coming out of closed session, the WPD Board noted that they are contemplating the following agreements:

- An agreement with the Lake County Forest Preserve District related to the Airport
- A food and beverage service agreement with the Waukegan Yacht Club
- The acquisition of some land near the Airport

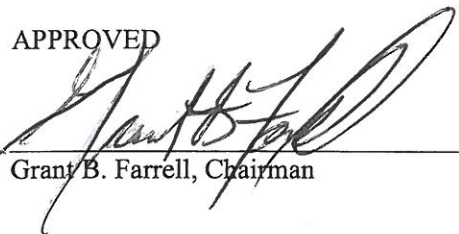
Adjournment

Motion by Mr. Podolsky, second by Mr. Melius:
To adjourn.


All members present voted aye and the Chairman declared the meeting ended.

Meeting adjourned at 3:25 PM

APPROVED



Grant B. Farrell, Chairman



~~Joseph Legat, Secretary~~

ASST
Grant D. Podolsky