

Upper Mississippi River International Port District

BOARD MEETING MINUTES

Date: June 28, 2023

Time: 15:00 CDT

Location: Board Room
18901 B St
Savanna, IL 61074

I. Call to Order

A roll call was held and it was noted that Lance Larsen, Steve Keeffer, Jeff Doran, and Ken Sandy were present in person. A quorum was noted with four Commissioners in attendance (Jim Francis absent). Meeting was called to order at 3pm.

The members provided a brief summary of their backgrounds.

II. Approval of the Agenda

A vote was taken to approve the agenda distributed in advance of the meeting and was unanimously approved by roll call vote of the members.

III. Nomination and Election

- A. **Chairman.** Steve Keeffer motioned to nominate Lance Larsen, which was seconded by Jeff Doran. It was motioned and seconded to close nominations for Chairman, which was approved by voice vote. A roll call vote was taken and Lance Larsen was unanimously elected as Chairman until such time as the Board elects a successor.
- B. **Treasurer.** Steve Keeffer motioned to nominate Ken Sandy, which was seconded by Jeff Doran. It was motioned and seconded to close nominations for Treasurer, which was approved by voice vote. A roll call vote was taken and Ken Sandy was unanimously elected as Treasurer until such time as the Board elects a successor.
- C. **Secretary.** No action taken.
- D. **Ethics Officer.** No action taken. Commissioners to revisit this appointment at the next board meeting.

- E. **FOIA Officer.** Ken Sandy motioned to nominate Mara Roche as FOIA Officer, which was seconded by Jeff Doran. A voice vote was taken and Mara Roche was unanimously approved as FOIA Officer until such time as the Board elects a successor.

IV. Discussion of New Service Providers

- A. **Legal Counsel.** No action taken. Commissioners to revisit this selection at the next board meeting.
- B. **Accountant / Auditor.** It was agreed that Mara Roche would manage the books through Quickbooks pursuant to the intergovernmental agreement, and that the board would revisit this arrangement prior to the requirement to publish annual financial statements.
- C. **Banker(s).** Steve Keeffer motioned, seconded by Jeff Doran, that Bill Jahnke and Kevin Stier be removed as signatories and authorized persons on the bank accounts at First State Bank and Apple River State Bank and be replaced by Lance Larsen and Ken Sandy. A roll call vote was taken and this motion was unanimously agreed.

V. On-going Business

- A. **Update on WSP consulting work.** A summary of work to date with WSP was discussed. The board agreed to accept WSP's invitation to present on Master Plan work to date at the next board meeting.
- B. **Illinois Attorney General inquiry.** Discussion of outstanding FOIAs to former Commissioners. The board acknowledged further work needs to be done in consultation with counsel to determine proper response to those requests.
- C. **Restatement of financials.** Discussion of charter requirement of annual financial statements. The board acknowledged further work needs to be done to assess the process for restating prior years.
- D. **Asset repatriation.** Steve Keeffer motioned, seconded by Jeff Doran, to remove access authorizations to surplus property programs of former Commissioners (Bill Jahnke, Kevin Stier, Kurt Brunner), to be replaced by new Commissioners (Ken Sandy, Jeff Doran, Steve Keeffer, Lance Larsen). The board discussed the need to assemble a list of assets of UMRIPD and assert rights to ownership of those assets, including real property, cash, personal property, and equipment.

VI. New Business

- A. **Change of business and notice addresses / website.** Steve Keeffer motioned, seconded by Jeff Doran, that the contact and mailing address of UMRIPD be changed to 18901 B Street, Savanna, Illinois 61074. A voice vote was taken and this motion was unanimously agreed and any necessary

actions by any board members contemplated thereby were approved. The board agreed to revisit the status of the website at the next board meeting.

- B. **Security breaches at Savanna Industrial Park.** Mara Roche discussed some of the security concerns arising from continuing theft at the Park, and the failure of the Army to enforce property rights. Grant program with MARAD for port security was discussed and it was agreed to further research application requirements for that grant. Jeff Doran recounted some of the history of security at the Park and suggested setting up a meeting of the sheriffs of adjoining municipalities to discuss solutions. Limiting access to the Park without prior authorization was suggested.
- C. **Line(s) of credit.** The board acknowledged that a funding line would be necessary to support current and future operations. Ken Sandy to discuss UMRIPD banking relationship whether they would like to discuss a credit line.
- D. **Potential grant funding opportunities.** The board agreed to postpone discussion until next meeting of various grant opportunities UMRIPD might be eligible for (including C-PACE / PACE, PIDP, REAP, others).

VII. Meeting Schedule

- A. **Schedule and publish monthly meetings for remainder of 2023.** The next meeting date and time was set for Thursday, July 27, 13:00 CDT at 18901 B Street, Savanna, IL 61074. The board agreed to set and publish meeting dates for the remainder of 2023 at the next board meeting.

VIII. Reminders

- A. **Open Meetings Act Training.** The board reviewed the requirement of members to complete this training.

IX. Public Comment

Port administrator training was raised by Rob Davies. Obtained through International Association of Maritime and Port Executives (IAMPE). It was agreed that the board would look into arrangements for setting up port administrator training.

Amiee Martelle asked whether the zoom meeting option would be open for future meetings. The board agreed to make zoom option available in future meetings.

X. Executive Session

A roll call vote was taken and it was agreed to move into Executive Session. Attendees of the Session were Lance Larsen, Mara Roche, Steve Keeffer, Jeff Doran, Rob Davies, and Ken Sandy.

- A. 5 ILCS 120/2(5) - The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
- B. 5 ILCS 120/2(11) - Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

A voice vote was taken to end Executive Session.

There were no actions to be taken as a result of Executive Session.

XI. Adjournment

Lance Larsen made a motion to adjourn at approximately 16:40 CDT, which was seconded and unanimously approved by voice vote.