

Upper Mississippi River International Port District

BOARD MEETING MINUTES

Date: November 16th, 2023

Time: 13:00 CDT

Location: Board Room
18901 B St
Savanna, IL 61074

I. Call to Order

A roll call was held and it was noted that Steve Keeffer (via Zoom), Lance Larsen, Jeff Doran and Jim Francis (via Zoom) were present. A quorum was met with three Commissioners in attendance. The meeting was called to order at 1:00 pm. Commissioner Ken Sandy was not in attendance.

Guests in attendance were Aimee Martelle (Riverport Railroad) and Linda Balcom (Balcom Environmental).

II. Approval of the Agenda

Commissioner Doran motioned to approve the meeting agenda, seconded by Commissioner Francis, approved by voice vote unanimously.

III. Approval of Meeting Minutes

Commissioner Keeffer motioned to approve the October 26th, 2023 meeting minutes, seconded by Commissioner Doran, approved by voice vote unanimously.

IV. On-Going Business

- A. **Port Master Plan Update.** Commissioner Larsen noted that master planning meetings were being held regularly with WSP and Balcom Environmental.

An analysis of all the different revenue approaches and strategies was being undertaken.

Commissioner Larsen noted that an ordinance and governance framework needed to be created to ensure sustainable development of the site.

WSP has been tasked with providing an analysis of the resources that the

Port requires to create a governance structure for the site. The structure will, among other things, build out a financial model for the management of infrastructure such roads, water, and the existing sewer system.

WSP does not have all of the required resources available in-house, so outside resources would need to be considered.

Commissioner Larsen noted that an RFQ would need to be developed to allow response from qualified candidates/firms.

Commissioner Keeffer wanted to know who would be responsible for creating the RFQ. Commissioner Larsen noted that WSP/Balcom Environmental, LRA staff and himself would prepare the RFQ.

Commissioner Doran made a motion that an RFQ be prepared for review at the next UMRIPD meeting. Commissioner Keeffer seconded. The motion passed unanimously by roll-call vote.

- B. Capital Improvement Program.** Commissioner Larsen noted that a number of responses had been received following the publication of the Capital Improvement RFQ.

Commissioner Larsen noted that discussions with the two groups that had responded to the Project Management function in the RFQ should commence to understand how best they might suit the role.

Aside from the two responses for Project Management, two responses for engineering services were received. There were also responses for local site work, property appraisals and environmental work.

Commissioner Larsen noted that the property management function would be important to put in place before making decisions about the selection of other service providers.

Commissioners would be given the opportunity to review the responses from the potential project management service providers. A meeting date for the selection of the project management service provider would be decided upon the review of the qualifications/proposals.

- C. Asset Recovery.** Commissioner Larsen noted that Commissioner Francis was present and asked if he had any updates on the asset recovery process. Commissioner Francis noted that he had no update. Commissioner Keeffer noted that he had received calls from former Commissioner Stier, who was willing to return some assets to the port. Commissioner Larsen noted that a formal proposal from Commissioner Stier about the items in his possession and how he intends to relocate those

assets to the port would be useful.

- D. **Ethics Officer.** Commissioner Sandy was not present, so could not provide an update.
- E. **Restatement of UMRIPD historical financial statements.** Ms. Roche would meet with Commissioner Sandy to gain access to the UMRIPD's full statements to begin rebuilding the financial history.
- F. **UMRIPD domain and website.** Mr. Davies noted that branding for the UMRIPD was being created. The designs would be used for the UMRIPD website.
- G. **Site Security.** Mr. Davies noted that a meeting was held at Riverport Railroad's building where property owners/tenants discussed the security situation. Ms. Martelle noted that she had a document prepared by Brian Potempa. The document stated that small security additions such as LED lights and access control would be a good start, later being expanded to cameras and the like. Ms. Roche noted that this had been discussed for a number of years with Mr. Potempa and that a cost estimate had always been requested, but none had been forthcoming. Ms. Martelle noted that Mr. Potempa would hopefully have a cost estimate ready for the LRA board meeting.

V. New Business

- A. **Review responses to RFQ.** See discussion above.
- B. **Review of UMRIPD Policies & Procedures:**

Commissioner Larsen noted that in August 2022 the former UMRIPD board held a meeting where that board approved Policies & Procedures that purport to allow transactions between Commissioner and the Port District, in violation of the UMRIPD's charter.

Commissioner Larsen suggested that those Policies & Procedures should be terminated and new Policies & Procedures for the UMRIPD be created to ensure proper corporate governance structures are in place.

Commissioner Doran made a motion to terminate the Policies & Procedures approved by the former UMRIPD commissioners in August 2022. Commissioner Keeffer seconded. A roll-call vote was taken. Commissioners Doran, Larsen and Keeffer voted in favor. Commissioner Francis voted against.

- C. **FTZ Training:** Commissioners were reminded of the FTZ training to be held November 30th in the LRA board room.

VI. Reports

- A. **Secretary.** Nothing to report.
- B. **Treasurer.** Commissioner Larsen provided an overview of the current bank account details at First State Bank, in the absence of Commissioner Sandy. Two checks were issued: one to Amazon webservices and another to the value of \$266.29 to Gary Frederick.
- C. **Jo-Carroll Local Redevelopment Authority.** None.

VII. Public Comment

None.

VIII. Executive Session

None.

IX. Adjournment

Commissioner Francis moved, seconded by Commissioner Doran, to adjourn at 13:32 CDT, unanimously approved by voice vote.