

**ANNUAL MEETING
BOARD OF COMMISSIONERS
DULUTH SEAWAY PORT AUTHORITY
MARCH 28, 2018
10 A.M.**

THE FOLLOWING IS AN ABBREVIATED CAPSULE OF THE MINUTES OF THE MEETING. IT IS NOT INTENDED TO BE COMPLETE OR TO QUOTE VERBATIM. THE FULL MINUTES ARE ON RECORD AT THE PORT AUTHORITY AND ARE AVAILABLE FOR TRANSCRIPTION.

Pursuant to due notice, the Annual Meeting of the Duluth Seaway Port Authority was held on Wednesday, March 28, 2018, at 10:00 a.m. in the Administration Building at 1200 Port Terminal Drive.

I. ROLL CALL

Present: Vice President Rick Revoir, Secretary Tony Sertich, Assistant Treasurer Norm Voorhees, Commissioners Patrick Boyle and Pete Stauber. Absent: President Ray Klosowski and Treasurer Yvonne Solon.

Also present: Interim Executive Director & CFO Kevin Beardsley, Legal Counsel Steve Overom, Manager of Administration & HR Becky McMillan, Government & Environmental Affairs Director Deb DeLuca, Director of Business Development Kate Ferguson, Director of Port Planning and Resiliency Jim Sharrow, Facilities Manager Jason Paulson, Public Relations Director Adele Yorde, Staff Accountant Shellie Golden, Accounting Analyst Sheryl Toland, Administrative Assistant Anne Mann, Chelsea Helmer of Maki & Overom, Jonathan Lamb of Lake Superior Warehousing, Renee Pasal and Carl Sauer of WDIO-TV, Ron Brochu of Business North and Glen Barker and Robert Krajnik of the U.S. Coast Guard.

II. APPROVAL OF MINUTES

Regular Meeting, February 28, 2018

Voorhees/Stauber moved approval, motion unanimously carried.

III. REPORT OF TREASURER

Financial Statement ending, February 28, 2018

RESOLUTION NO. 22-18

Boyle/Sertich moved approval of the Financial Statement ending February 28, 2018 and the 2018-19 budget, motion carried and Res. 22-18 unanimously adopted.

IV. COMMITTEE REPORTS

1. Budget & Finance
2. Nominating Committee (Deferred to Item X)

V. DEPARTMENT REPORTS

1. Port Planning & Resiliency (Sharrow)
2. Facilities Management (Paulson)
3. Business Development (Ferguson)
4. Government/Environmental Affairs (DeLuca)
5. Public Relations (Yorde)

VI. ACTION ITEMS (Resolutions)

1. Revised Purchasing Policy

RESOLUTION NO. 23-18

Voorhees/Stauber moved approval, motion carried and Res. 23-18 unanimously adopted. (See attached Resolution).

2. Amendment to Bylaws

RESOLUTION NO. 24-18

Sertich/Voorhees moved approval, motion carried and Res. 24-18 unanimously adopted. (See attached Resolution).

3. Industrial Building Expansion – General Contractor

RESOLUTION NO. 25-18

Stauber/Boyle moved approval, motion carried and Res. 25-18 unanimously adopted. (See attached Resolution).

4. Industrial Building Expansion – Construction Observation Services

RESOLUTION NO. 26-18

Sertich/Voorhees moved approval, motion carried and Res. 26-18 unanimously adopted. (See attached Resolution).

5. Master Services Agreement - AMI

RESOLUTION NO. 27-18

Boyle/Stauber moved approval, motion carried and Res. 27-18 unanimously adopted. (See attached Resolution).

6. Master Services Agreement – Northland Consulting Engineers

RESOLUTION NO. 28-18

Voorhees/Boyle moved approval, motion carried and Res. 28-18 unanimously adopted. (See attached Resolution).

7. Great Lakes Towing Berth 5 Lease – First Amendment

RESOLUTION NO. 29-18

Sertich/Stauber moved approval, motion carried and Res. 29-18 unanimously adopted. (See attached Resolution).

8. Purchase Agreement Second Addendum-Weeres Family/Spee Dee Delivery

RESOLUTION NO. 30-18

Voorhees/Stauber moved approval, motion carried and Res. 30-18 unanimously adopted. (See attached Resolution).

VII. BUDGETED ITEMS UNDER \$15,000 – See Purchase Order Report

VIII. GENERAL DISCUSSION

1. Other

IX. OTHER MATTERS

1. Future Board Meetings: April 25, June 27

X. ELECTION OF OFFICERS

1. Nominating Committee Report

RESOLUTION NO. 31-18

Boyle/Stauber moved acceptance of the Nominating Committee's recommendations for officers for the term April 1, 2018 to March 31, 2019:

President – Ray Klosowski
Vice President – Rick Revoir
Secretary – Tony Sertich
Treasurer – Yvonne Solon
Assistant Treasurer – Norm Voorhees

Motion carried and Res. 31-18 adopted.

Meeting Adjourned: Voorhees/Boyle



Tony Sertich, Secretary

Closed Session followed Regular Meeting. The Board of Commissioners met in closed session pursuant to Minnesota Statutes Section 13D.05, Subd. 3(c) to develop and consider an offer for the purchase of real property located at 802 Garfield Avenue, Duluth, Minnesota.