

**Lorain Port and Finance Authority
Board of Directors
Regular Meeting
Port Office**

Tuesday, May 9, 2023, at 7:00 p.m.

Board of Directors: Ms. Bonilla and Kiraly; Mrs. Silva Arredondo; Messrs.
Mullins, Nielsen, Scott, Veard, Zellers and Zgonc (9)

Staff: Tom Brown, Executive Director
Tiffany McClelland, Assistant Director
Kelsey Leyva-Smith, Office Manager
Mike Brosky, Esq., Port Attorney

Guests: None

I. Roll Call

A. The meeting was called to order at 7:11 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Pledge of Allegiance

III. Disposition of Meeting Minutes

A. April 11, 2023, Regular Board Meeting: Mrs. Leyva-Smith said there were no corrections. Mrs. Silva Arredondo moved to approve the meeting minutes. Second by Mr. Zellers. Motion carried.

IV. Report of Officers

A. Chairman

1. Correspondence received:
a. Mr. Brown said he handled everything.

B. Executive Director

1. Construction Manager at Risk Agreement: Mr. Brown said it's been a blessing to have Mr. Zellers on the subcommittee because of his industry experience and turned the floor over to him. Mr. Zellers said the contract committee met prior to this meeting and wants to recommend to the full board the approval of this \$30,000 agreement to start preconstruction. It will get us the preliminary budget and schedule. They've already started to work on this and have

worked with our architects in the past. We've Looked at the fees, and the subcontractor work down the road is 3 percent, which is standard within the industry. He thinks we're getting a good deal for a quality company. Mr. Zellers said he Mr. Brown and Ms. McClelland are enjoying working with the team from Whiting-Turner so far. The cost will be much more in the future, but the \$30,000 will get us started. He said he will feel better once we have a CMR coming up with the pricing versus the architects. Mr. Scott asked about the timeframe for the closer to reality price? Mr. Zellers said the \$30,000 covers four months. They're already working with the architects and surveys, but after the contract is signed, we have four months. Mr. Zellers said he thinks the budget will be within 10-15 percent of what the project is. Mr. Brown said he gets the impression they've done a lot of work already. He hopes they come in under four months with the budget. Mr. Zgonc asked if this is the quote for phase one? Mr. Brown said the cost analysis is on all three phases, but we've asked them to break it up. Mr. Brown said if we have a goal of \$8 million and fundraise only \$5 million, we have to be able to dial it back and do something for that price. It depends on how the fundraising goes.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE WHITING-TURNER CONTRACTING COMPANY FOR CONSTRUCTION MANAGER SERVICES RELATIVE TO THE BLACK RIVER LANDING AMPHITHEATER AND FESTIVAL VENUE PROJECT, PENDING FINAL LEGAL APPROVAL.

Motion by Ms. Kiraly to approve Resolution No. 2023-10. Second by Mr. Zellers. Roll call vote as follows:

Ayes: 8 Nays: 1 Abstain: 0 Resolution Passed

2. Rockin on the River: Mr. Brown said the first show is Friday, May 26. We'll have the port tent again this year and do some community engagement. Our pour date is July 28 for Queen Nation. We'll need all hands on deck. Bring your friends and family to volunteer. Mrs. Silva Arredondo asked about what

we do at the tent? Mr. Brown said the tent is near the north entrance and we engage the public, collect emails, provide giveaways, and answer stage questions. At intermission we throw about 20 shirts from the stage. It's usually 5:30-8:30 p.m. Mr. Mullins said on July 28 we pour or serve drinks and collect tokens. That's when we need all hands on deck. It's a fundraiser for levy campaign, but we won't have the port tent that night. Mr. Mullins asked about a volunteer list and suggested maybe splitting it into shifts.

V. Report of Committees

A. Contract Management Committee

1. Leadership Lorain County Intern: Mr. Zellers said we have one other topic to discuss. Every summer we have an intern through Leadership Lorain County. Mrs. Leyva-Smith said we always try to get an intern through LLC and This year we had one candidate who seems to be a great fit and is eager to start. His name is Jeremy Gornall. He lives in Amherst and attends Kent State through the LCCC partnership program studying business management. The agreement with LLC is split in half, so we are responsible for half of the intern's salary, which is about \$1,875. We'll be paying slightly more than that because we intend to have our intern work 32 hours a week so he can assist with the tent on Friday evenings. He will be starting at the end of the month. Mrs. Silva Arredondo asked what the intern will be doing? Mrs. Leyva-Smith said he will work at the front desk, greet the public, answer calls, sell tickets, etc. He has some retail experience, so he is familiar with customer service. He will also help with creating marketing materials/promotional items. Mr. Mullins asked about the website? Mrs. Leyva-Smith said Mr. Chris Haynes has updated most if not all of the website. Mr. Brown said we come up with different projects as we go along, too. It gives them a good basis of the functions of a government office. Mrs. Leyva-Smith said she also wants the intern to help her manage the various sites the port owns to ensure maintenance and other projects are being completed as scheduled. Mr. Scott asked how old he is? Mrs. Leyva-Smith said early 20s. Mr. Zellers asked about the hourly rate? Mrs. Leyva-Smith said it's about \$12/hour.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH LEADERSHIP LORAIN COUNTY IN REGARD TO SUMMER INTERN STAFFING.

Ms. Bonilla moved to approve Resolution 2023-11. Second by Mr. Veard. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

B. Strategic Development Plan Committee

1. Mr. Zgonc said he had no report.

C. Marketing and Public Affairs Committee

1. Mr. Nielsen encouraged everyone to come out to Rockin on the River.
2. Mr. Brown said he and Ms. McClelland interviewed a fundraising group and want to introduce them to the board. Some options are Monday, May 15 at 3pm, Tuesday May 16 at 11am or Thursday May 18 anytime. He definitely wants a committee meeting so they can present their process on fundraising. We've talked to two different companies so far. Mr. Brown suggested 5p.m. on Monday, May 15? He will send out a calendar invite.

D. Financial Planning and Audit Committee

1. March 2023 Financial Statement: Hold until next meeting.
2. April 2023 Financial Statement: Ms. Bonilla said she didn't get a chance to meet with Mrs. Smith due to an illness in Mrs. Smith's family. Hold until next month.
3. Money Market Account: Mr. Scott said he has been working with Mrs. Smith for a few weeks and talking about earning interest on our accounts. She has been doing a lot of due diligence. Huntington is charging us fees and offered a money market account of 1% on available monies. We understand there are opportunities to earn more elsewhere. Huntington is collateralizing our funds, so they cover beyond FDIC if there is an issue. They're trying to better understand if the bank goes under, what good is the collateralization. Mr. Mullins said the number of depositors might make a difference. Mr. Scott said

Mrs. Smith is also looking at First Federal of Lakewood. She's working hard on gathering information. He hopes to have more information next month.

E. Bylaws and Personnel Committee

1. Mrs. Silva Arredondo said she had no report. She will be calling a meeting soon.

VI. Other Business


- A. None.

VII. Public Comment


- A. None.

VIII. Adjournment

- A. There being no further business to come before the board, Mr. Veard moved to adjourn. Mr. Scott. seconded. The meeting adjourned at 7:38 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director