

**Lorain Port and Finance Authority**  
**Board of Directors**  
**Regular Meeting**  
**Port Office**  
**Tuesday, September 10, 2024, at 6:00 p.m.**

**Board of Directors:** Mrs. Kiraly & Silva Arredondo; Messrs. Mullins, Scott, Veard  
and Zgonc (6)

**Staff:** Tom Brown, Executive Director  
Tiffany McClelland, Assistant Director  
Yvonne Smith, Accountant  
Kelsey Leyva Smith, Office Manager

**Guests:** Mary Springowski, Lorain Councilwoman at Large  
Jack Bradley, Lorain Mayor

**I. Roll Call**

A. The meeting was called to order at 6:00 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

**II. Pledge of Allegiance**

**III. Disposition of Meeting Minutes**

A. August 13, 2024, Bylaws & Personnel Committee Meeting Minutes: Mrs. Leyva Smith explained she fixed a grammatical issue. Mrs. Kiraly moved to approve the corrected minutes. Second by Mrs. Silva Arredondo. Motion carried.

B. September 3, 2024, Special Board Meeting Minutes: Mrs. Leyva Smith said she fixed two spelling errors in these minutes, too. Mr. Veard moved to approve the meeting minutes as corrected. Second by Mr. Zgonc. Motion carried.

**IV. Report of Officers**

**A. Chairman**

1. Correspondence received:

a. El Centro Sponsorship Request: Mr. Brown said we received a sponsorship request from El Centro. He included it in the board packet because he wanted to gauge interest in attending the event. Different

sponsorship levels include different ticket amounts. It's their 50<sup>th</sup> anniversary celebration. He wants to know how many want to attend so he can pick a sponsorship level or buy additional tickets as needed. We have until October 11 to reply. Please let Mr. Brown know as soon as possible. Mr. Zgonc is interested in two tickets, and so is Mrs. Silva Arredondo and Mr. Mullins. The event is November 2 at the LCCC Spitzer Conference Center.

## **B. Executive Director**

1. Request revision to spending threshold: Mr. Brown said a document with proposed language was passed around. He said this would be from Michele's bylaws committee, but he wanted to present it as soon as possible. He has been talking with Mr. Mullins about the spending thresholds recommended in our 2018 Strategic Plan. This is in reaction to acquisition of Rockin' on the River. We want to be able to get bands under contract in silence with 60-mile radius non-compete clauses. This is up for discussion and can go to committee. Mrs. Silva Arredondo asked how soon we need to make commitments? Mr. Brown said it's begun. Mr. & Mrs. Earley know there are bands we need to move on today, so they are starting to make those moves. That will be transferred with everything on October 1, so sooner than later. Mr. Scott said raising the threshold is mandatory. Mr. Mullins said we have to be nimble and able to make decision quickly. Mr. Brown said he knows it's a big number but, the board will still be involved in every decision. This is the industry standard. Mr. Scott said he wants to move on this tonight so we can hit the ground running. Mr. Mullins agreed. Mr. Scott moved to raise the spending threshold to \$75,000. Second by Mr. Zgonc. Motion carried.
2. MOU with City of Lorain for ARPA disbursement: Mr. Brown said Mr. Zellers and Mr. Mullins met with city administration concerning the ARPA expenditures. He is proud to say it went through Board of Control last week and the city passed a version of the MOU. Mr. Brown asked Mr. Jack Bradley if there were any revision on the MOU? Mr. Bradley said yes, the Board of Control approved the appropriation. The MOU needs to be signed by Mr.

Brown and Mr. Rey Carrion. Mr. Brown said the Board of Control was our final threshold for approval of the \$995,000. The MOU lays out the disbursement schedule starting September 2024 and goes through March of 2026. He said in talking to our construction manager and Mr. Zellers working it out with the city, we think it's a fair way of looking at it. Mr. Veard asked what the \$300,000 is for groundbreaking? Mr. Brown said mobilization and preordering. We're going to preorder as much as possible. Mr. Zgonc asked if the deep foundation included the additional amount mentioned at a previous meeting. Mr. Brown said yes. That was a last minute addition. Deep foundations require large augers down to bedrock to support the structure. It cost us more, but it's better to know now and build correctly. Mr. Brown is looking for a motion of approval. Mrs. Kiraly said she will abstain due to the appearance of a conflict of interest. Mr. Zgonc moved to approve the MOU. Second by Mr. Veard. Motion carried.

3. Check presentation: Mr. Brown said in conjunction with the MOU and the ARPA distribution, both parties thought it would be a good idea to do a large check presentation. He plans to put the city seal on the check. The mayor wants to do a proclamation for Bob and Sandy. Representatives from the city administration will be on stage Friday, Sept. 13. We will also do the official contract signing with Mr. & Mrs. Earley. It will be a nice photo op and we'll have a press release. Mr. Mullins thinks it's a great idea.

## **V. Report of Committees**

### **A. Contract Management Committee**

1. Phone and Internet services: Mr. Zgonc said there was a committee meeting before the board meeting this evening. They reviewed the phone and internet service proposal, as well as gas and electric rates. The committee is recommending going with Brightspeed as they are the only provider available to us. Mrs. Kiraly moved to approve the Brightspeed proposal. Second by Mr. Veard. Motion approved.
2. Gas and electric rates: Mr. Zgonc said the recommendation of the committee is to go with NOPEC for both gas and electric for a 24-month period. Mr.

Veard moved to accept NOPEC for electric. Second by Mrs. Silva Arredondo. Motion carried. Mrs. Silva Arredondo moved to accept NOPEC for gas. Mr. Veard seconded. Motion carried.

**B. Strategic Development Plan Committee**

1. Mr. Zgonc said he had no report.

**C. Marketing and Public Affairs Committee**

1. Mr. Scott said he had no report.

**D. Financial Planning and Audit Committee**

1. Budget Amendment: Mrs. Smith asked if the board like the way she presented the information? Mr. Mullins said yes.

Mr. Mullins presented:

**A RESOLUTION RATIFYING EXPENDITURES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REVISE THE 2024 OPERATING BUDGET, TRANSFER AND APPROPRIATE FUNDS AND REQUEST AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES FROM THE COUNTY AUDITOR.**

Mr. Zgonc moved to approve Resolution No. 2024-21. Second by Mr. Veard. Roll call vote as follows:

**Ayes: 6                      Nays: 0                      Abstain: 0                      Resolution Passed**

2. July 2024 Financial Statement: Mrs. Silva Arredondo said she reviewed the financials and conducted a mini audit with Mrs. Smith and Ms. Bonilla for July and August. She said everything checked out.
3. August 2024 Financial Statement: Mr. Scott moved to approve both the July and August financial statements. Second by Mrs. Silva Arredondo. Motion carried.
4. Signers on bank account update: Mrs. Smith said we need to have a motion to remove Carl Nielsen and add Jeff Zellers as a signer on the port authority bank accounts. She will provide a copy of the minutes to our bank for them to begin the process. Mr. Veard moved to remove Mr. Nielsen and add Mr. Zellers as a signer on the bank accounts. Second by Mr. Scott. Motion carried.

**E. Bylaws and Personnel Committee**

1. Mrs. Silva Arredondo said she had no report. Mr. Brown said he would be working with Mrs. Silva Arredondo on additional changes as they come. There may be an October committee meeting if needed.

**VI. Other Business**

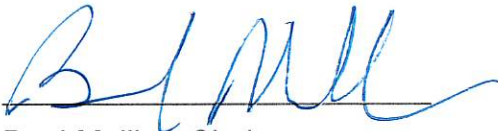
- A. Mr. Zgonc asked about what time board members should arrive on Friday? Mr. Brown said the check signing will be around 6p and the contract signing with Mr. & Mrs. Earley will be at intermission around 8:15-8:30p. Please wear our 60<sup>th</sup> anniversary t-shirt. Mrs. Silva Arredondo will be out of town.

**VII. Public Comment**

- A. Mr. Bradley said he's glad we got the contract done with Bob Earley. It's great for the city and the port. He's excited ROTR will continue in the City of Lorain. Mr. Mullins thanked Mr. Bradley for his support. Mr. Brown said Mr. Earley has been very gracious. The transfer will take place October 1.

**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 6:23 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director