

Jackson/Union Regional Port District Meeting
Monday, February 5, 2024 6:00 PM
Jackson County Courthouse, County Board Office

Call to Order

(6:00 p.m.)

Present: Pitts, Basden, Beckman, Cissell, Ikner, Smithey

Also Present: Nel Battrell, Julie Gumbart-Buck, Joel Murray

Approval of Minutes

I. 2024-86 Approval of December 4, 2023 Minutes

Cissell commented that the following change should be made to the December 4, 2023 minutes under item I. 2023-626 Port Bank Account: "Basden made a suggestion to request funding in the amount of \$5K from the Jackson County Finance Meeting."

A motion was made by Basden, seconded by Ikner, to approve the December 4th, 2023 minutes with the changes mentioned above. The motion carried by the following roll call vote: YES (6) Pitts, Basden, Beckman, Cissell, Ikner, Smithey

Communication

II. 2024-87 Historic Port Documents

The Jackson County Administrator commented that the Port Documents that were formerly in the condemned building were now located in the Jackson County Board Office. She also mentioned that her staff was scanning documents in their spare time and loading the digital versions on a USB drive which could then be given to a Port District member. The board discussed who the keeper of the documents should be, both paper and digital. The board agreed that the Jackson County Board office should be the keeper of the paper documents. Since the Board does not have a current secretary who could be the keeper of the documents, Chairman Pitts asked to have the selection of a Port secretary on the next meeting agenda. The board discussed and agreed to have the ethics officer, Basden, keep the first digital USB drive. Vice-Chairman Cissell requested to have a copy of the current USB drive mailed to her home.

III. 2024-88 April Meeting

The Jackson County Administrator commented that she had been contacted by the director of the Southern Illinois (SI) Airport, Gary Schafer. She noted that he would like to host the Port at their April 1st meeting at the airport. The board discussed the invitation briefly and came to the consensus to have the April 1st meeting at the SI Airport. The Jackson County Administrator commented that she would get the itinerary and directions to the members before the meeting.

Treasurer's Report

The Port Board was informed of a bank account that was current with funding available to them. Smithey asked that the amount in the account be noted in the minutes. Beckman commented that there was approximately \$5,800 in the bank account and \$5,000 in a CD. He also noted that he had papers for the Chair and Vice-Chair to sign after the meeting. Pitts questioned where the money in the accounts came from originally, commenting that he had spoken to former Port members who did not have an answer. The Jackson County Administrator commented that she was unable to give an answer, noting that once the historical documents had been ciphered through, there may be an answer.

Old Business

IV. 2024-89 Director's & Officer's Insurance Quotes

Cissell commented that she had some leads as well as Basden, but neither had specifics to discuss at the meeting. Pitts asked about the status of obtaining the SAMS number for the Port. The Jackson County Administrator commented that she had reached out to the State and was still waiting on a response.

V. 2024-90 Attorney

Pitts began a discussion regarding hiring an attorney. Pitts commented that he felt getting insurance was the top priority and would most likely take most of the available funding. The consensus of the board was to focus on getting insurance and then see what funding was left to hire an attorney. The Jackson County Administrator commented that she had spoken with Gene Turk and that he was willing to work with the board on an on-call basis. Pitts agreed to have a phone conversation with him.

New Business

VI. 2024-91 Historic By-Laws

The Jackson County Administrator commented that while going through the historical documents, the original resolution establishing by-laws had been found. She asked the Port Board to read through and offer any suggestions which could be emailed to the Jackson County Board office. She noted that a new revised DRAFT version, with all the suggestions, would be included on next month's meeting agenda for review.

The Jackson County Administrator commented on the copy of the Illinois Open Meetings Act she had handed out, noting that it was a yearly reminder for the Port to review. She reminded the board to be aware of potential violations of the Open Meetings Act such as more than two members at a time discussing Port items outside of a meeting, including emails. She also reminded the board about the various reasons that they could enter an executive session during a meeting, noting that those were listed in the handout she provided.

Basden commented that he had visited last month's Jackson County Finance Committee Meeting to ask for funding. He noted that he had been asked to bring back either the Chair or the Vice-Chair to answer questions from the committee regarding funding requests. Pitts commented that Union County would not be able to offer funding until possibly 2025. Cissell asked if the Port members wanted to wait until the price of insurance had been confirmed before asking Jackson County again. The Port members agreed to wait until the cost of

insurance had been determined.

Cissell commented on some upcoming IDOT grants and noted that she had a copy of one to share with the group. Ikner asked if there were restrictions on who wrote grants for the Port Board, commenting that he knew someone who might be able to help. Cissell mentioned that the Port may need to complete a feasibility study before some grants requests could be completed. The Jackson County Administrator shared some information on a potential grant that would be available for 2025.

Executive Session

Adjourn

(7:02pm)

A motion was made by Basden, seconded by Smithey, to adjourn the meeting. The motion carried by the following roll call vote: YES (6): Pitts, Basden, Beckman, Cissell, Ikner, Smithey