

## MINUTES OF REGULAR MEETING

### ST. CHARLES COUNTY PORT AUTHORITY BOARD

**DATE:** July 8, 2021

**TIME:** 8:00 A.M.

**PLACE:** ST. CHARLES COUNTY ADMINISTRATION BUILDING  
ROOM 116  
201 NORTH SECOND STREET  
ST. CHARLES, MO 63301

**MEMBERS PRESENT:** Ken Dobbins; Jeff Rothermich; Monica Combest; Roger Ellis; Tammy Holen

**MEMBERS ABSENT:** Don Boehmer; and Hyatt Bangert

**SUPPORT STAFF PRESENT:** Jennifer George, Assistant Director of Administration; John Greifzu, Assistant Director of Administration; Rory O'Sullivan, Acting County Counselor; and Sheila Weiss, Recording Secretary

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#### CALL TO ORDER

Vice-Chair Monica Combest called the meeting to order at 8:00 a.m. and roll call was taken.

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#### PUBLIC COMMENTS

There were no public comments.

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#### OLD BUSINESS

➤ **Recap of items discussed during the previous meeting**

Sallie Hemenway, board consultant with Nexus Group, stated that the focus groups have been completed and public input has been generated on what the Port Authority Board should focus on in their development activities. The most recent focus group was dedicated to education and consisted of members of the education community and the workforce community. During this focus group there was discussion on obtaining qualified workforce to meet the demands of the current companies who are looking for skilled workers.

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#### NEW BUSINESS

➤ **Strategic Planning Process Update**

Andy Struckhoff, board Consultant with PGAV Planners, introduced Frank Weatherford with TranSystems. Mr. Weatherford did a financial briefing presentation for the board regarding Revenue Generation from MO Chapter 68/St. Charles County Chapter 170, State & Federal funding opportunities, and presented case studies of other Port Authorities and methods of funding being utilized by them. The presentation was followed by questions from the board members.

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➤ **Preliminary Discussion - Criteria for Use of Port Funds**

Sallie Hemenway, board consultant with Nexus Group, led a discussion with the board members regarding standards and protocols for the use of Port Authority incentives and financing tools, and considerations for establishing minimum criteria.

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➤ **Preliminary Discussion - By-laws for the Port Authority**

Sallie Hemenway, board consultant with Nexus Group, led a discussion with the board members comparing existing by-laws for other various agencies, and discussed amendment topics for future by-law amendments and written policies that the board may wish to consider adopting.

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➤ **Preliminary Discussion - Written Administrative Policies**

Sallie Hemenway, board consultant with Nexus Group, led a discussion with the board members regarding possible written administrative policies related to board practices that the board may wish to consider adopting in the near future.

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**ANNOUNCEMENTS/MISCELLANEOUS**

- Vice-Chair Monica Combest stated that the Board of Directors and Officers Policy was received and signed off on by herself and Chairperson Don Boehmer.
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**AGENDA SUGGESTIONS FOR NEXT MEETING – AUGUST 12, 2021**

Vice-Chair Monica Combest stated that if anyone has any suggestions for additional items that they would like to see on the next meeting agenda, they should send them to herself and Don Boehmer.

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**MEETING ADJOURNMENT**

Vice-Chair Monica Combest asked for a motion to adjourn the regular meeting. The motion was made by Ken Dobbins and was seconded by Jeff Beckering. The meeting was adjourned at 10:59 AM.

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Respectfully submitted by:

  

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Don Boehmer, Chairperson

Date

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