



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6h

ACTION ITEM

Date of Meeting July 9, 2019

DATE: June 28, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Paul J. White, Commission Clerk

SUBJECT: Amendment to the approved minutes of the commission meetings of May 14 and June 4, 2019 (Short Form)

ACTION REQUESTED

Request Commission adoption of amendments to the approved minutes of the regular meeting of May 14 and the special meeting of June 4, 2019, to add inadvertently omitted written public comment and a meeting adjournment, respectively.

SUMMARY

The minutes of the regular meeting of May 14, 2019, were approved unanimously by the Port Commission on June 11, 2019. It was subsequently discovered that written public comment from one individual was accidentally omitted from this set of minutes. Similarly, the minutes of the special meeting of June 4, 2019, were approved unanimously by the Port Commission on June 25, 2019, before it was discovered that an adjournment of the meeting from 1:30 p.m. to 2:30 p.m. was not included in the record of that meeting. These omissions reflect the haste with which the minutes of both dates were prepared for approval, and staff are reviewing quality controls to ensure confidence in the record provided for commission approval.

Amendment of the May 14 minutes would insert on page 1, the last line, immediately after “composition of local government leadership” the following text:

In lieu of spoken comment, Anne Kroeker, Des Moines resident, submitted written remarks, which are attached as minutes Exhibit E.

Amendment of the June 4 minutes would delete on page 1, line 5, “The meeting convened at 2:35 p.m.” and would insert instead the following:

At 1:30 p.m., Deputy Commission Clerk Amy Dressler called the meeting to order and immediately adjourned it to 2:30 p.m. in the same location. Commission President Stephanie Bowman called the adjourned meeting to order at 2:35 p.m.

ATTACHMENTS TO THIS REQUEST

- (1) Redline of the amended minutes of May 14, 2019.
- (2) Redline of the amended minutes of June 4, 2019.
- (3) Copy of May 14 written comment and June 4 order of adjournment.