



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6c

ACTION ITEM

Date of Meeting November 27, 2018

DATE: November 19, 2018

TO: Stephen P. Metruck, Executive Director

FROM: Paul J. White, Commission Clerk

SUBJECT: Amendment to the Approved Minutes of the September 11, 2018, Regular Meeting (Short Form)

ACTION REQUESTED

Request Commission adoption of an amendment to the approved minutes of the regular meeting of September 11, 2018, to add an inadvertently omitted vote.

SUMMARY

The minutes of the regular meeting of September 11, 2018, were approved unanimously by the Port Commission on October 9, 2018. It was subsequently discovered that the vote for agenda item 7a was accidentally omitted from the September 11 minutes approved and signed that day.

Amendment of the September 11 minutes would insert on page 3, immediately above item 7b, the unanimous vote of all five Commissioners. This is the vote recorded by the Clerk and published immediately following the September 11 meeting in the annotated agenda for that meeting. Video and audio recordings of the meeting also show an affirmative, unanimous vote.

ATTACHMENTS TO THIS REQUEST

- (1) Redline of the amended minutes of September 11, 2018.
- (2) Copy of the September 11, 2018, Votes document (annotated agenda).