

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit #1, Toledo, OR 97391**  
**January 16, 2018 – Tuesday, 7:00 pm**

- 1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 7:03 pm by Commission President Rick Graff.
- 2) **In Attendance:** Commissioners Rick Graff, Zack Dahl, Mike Kriz and Chuck Gerttula. Commissioner Penny Ryerson joined the meeting at 7:12 pm. Port Staff: Manager Bud Shoemake, Assistant Port Manager Debbie Scacco, and Boatyard Operations Manager Aja Burke.
- 3) **Introduction of Visitors/Visitor Comments:** The Port's Attorney, Adam Springer and Dennis Anstine of the News Times were in attendance.
- 4) **Approval of Minutes:** It was moved and seconded (Gerttula/Kriz) to approve the minutes of the regular Commission Meeting of December 19, 2017. Motion passed 4/0.
- 5) **Financial Report:** Assistant Port Manager Scacco reviewed office activities for the previous month. She reported that she worked with the Port Manager to provide information to bidders for the Pre-Engineered Building project. Office Specialist, Cuttaliya Robinson, is making good progress on development of a new website. An extension was requested for the Audit per Signe Grimstad's advice; Grimstad is planning on presenting at the February meeting. Scacco asked the Commission to authorize Port Manager Shoemake to submit a grant application to the Oregon State Marine Board for a Boating Facilities Grant to replace five deteriorated boarding floats at the launch ramp.

Scacco reviewed the financial reports and answered questions posed by the Commissioners. It was moved and seconded (Gerttula/Kriz) to pay the bills and accept the financial report. Motion passed 5/0.
- 6) **Boatyard Report:** Boatyard Operations Manager Aja Burke reported that the boatyard was busier than the number of haul outs indicated. There were 2 haul outs on the 85 ton lift and 1 on the 660 ton lift. She reported that the Charter boats were starting to schedule haul outs, and reported on ongoing projects. Commissioner Graff asked about the old sailboat at the entrance to the yard. Burke responded that it was the last vessel at Criteser's who donated it to the Port. She expects that someone in the future will make the Port an offer for it.
- 7) **Manager's Report:** Boatyard Build-Out/Boatyard Environmental Building: Manager Shoemake reported that two bids were received at bid opening on January 10 for the Pre-Engineered Metal Building. The bids are being reviewed by the Port's attorney and engineers to determine responsiveness. The bids were from JH Kelly, LLC for \$1,903,359.00 and Saybr Contractors for \$1,755,850.00. Manager Shoemake reported that the original engineers estimate was for 1.6 million plus \$300,000 for the MegaDoor. A gen-set and industrial blower are being purchased through the Oregon Surplus program to be used in the building.

Manager Shoemake requested approval for the Oregon Business, IFA loan for the new building. He advised that Attorney Springer will confirm details of the contract later in the meeting. The loan is for the Port's match for the Connect Oregon VI project. The Ports match share is \$866,100, with an additional \$500,000 added to the loan in case it is needed.

Commissioner Kriz asked if the project includes sewer to the boatyard. Manager Shoemake responded that the current project does not include sewer connections, but the Strategic Business Plan is examining how to get sewer to the boatyard and its costs.

**Industrial Complex:** Manager Shoemake reported that the interior of the building is close to being completed and the next step is to organize the shops and tool room. He will hold a tour of the shops at the next Commission Meeting. A waste oil heater will be installed, which helps with environmental compliance, and new siding will be put on the front and North sides of the building.

**Strategic Business Plan:** Makers and Brian of BST Associates were on site for another round of Stakeholder interviews this past week. They were given a tour of the boatyard and Industrial Complex.

Manager Shoemake presented a slide show of recent activities including photos of:

- Juan Galicia painting OSU buoys
- RV Olympic with FV Taasinge
- Pegasus with tugs including a video of the haul out.

8) **Discussion Items:** There were no discussion items.

9) **Decision Items:** It was moved and seconded (Gerttula/Kriz) to authorize the Port Manager to apply for a Boating Facility Grant. Motion passed 5/0.

Attorney Springer reviewed the terms of the Special Public Works Fund loan from Oregon Business IFA and answered questions from the Commission. The loan is for up to 1.36 million, with \$60,000 to be received as grant funds based on the creation of 12 new jobs. It is a 25 year loan with 100 payment dates. It was moved and seconded (Gerttula/Ryerson) to pass Resolution 2018-1 to authorize a loan from the Special Public Works Fund by entering into a financing contract with the Oregon Infrastructure Finance Authority. Motion passed 5/0.

Assistant Port manager proposed a Surplus property policy explaining, that if no policy was adopted the default rules would be that all surplus would have to go to bid, by adopting rules the Commission can specify, according to the policy, the way the property can be disposed. It was moved and seconded (Gerttula/Kriz) to adopt the Surplus Property Policy. Motion passed 5/0.

10) **Commissioner Comments:** Commissioner Ryerson apologized for being late.

Commissioner Kriz said he was sorry for missing the last meeting due to a trip to Arizona. He reported that he drove through the boatyard and thinks everything looks good.

Commissioner Gerttula appreciated the written report provided by Office Manager Kathy Petty.

Commissioner Dahl said to keep the forward momentum rolling and also thanked Office Manager Petty for the report.

11) **Upcoming Meetings:** Upcoming meetings are as noted on the agenda.

12) **Recess:** President Graff called a recess at 8:10 pm.

13) **Executive Session ORS 192.660(2)(e):** Port of Toledo Board of Commissioners entered into Executive Session to discuss real estate matters at 8:15 p.m.. Session closed at 8:30 p.m. No decisions were made.

14) **Adjournment:** It was moved and seconded (Gerttula/Ryerson) to adjourn the meeting at 8:30 p.m. Motion passed 5/0.

  
Zack Dahl, Commission Secretary/Treasurer