

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit 1, Toledo, OR 97391
Tuesday, September 21, 2021, 6:00 pm

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:05 pm by Commission President Chuck Gerttula.

2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, and Mike Kriz attended in person with Commissioner Penny Ryerson joining by GoToMeeting. Port Staff: Manager Lorna Davis, Assistant Port Manager Debbie Scacco, and Maintenance Manager Les Hall.

3) **Introduction of Visitors/Visitor Comments:** There were no visitors in attendance.

4) **Approval of Minutes:** It was moved and seconded (Graff/Kriz) to approve the minutes of the Regular Meeting of August 17, 2021. Motion passed 5/0.

5) **Financial Report:** Scacco reported on administrative activities for the past month. The Stormwater Pollution Control Plan for the Shipyard was updated and submitted to Oregon Department of Environmental Quality for the Shipyard's 1200Z Stormwater permit renewal. The SWPCP included training commitments for all shipyard staff to be trained on the SWPC Plan, Best Management Practices, and Pollution Control Plan annually. Scacco conducted staff trainings for these plans and included trainings for Emergency Response, Forklift Safety, Fall Protection, Confined Space and Respirator training. Additional trainings will be scheduled for all staff once the new Employee Handbook/Personnel Policy has been adopted.

Scacco reminded Commissioners of the Special Districts Association of Oregon Board Assessment on September 28, 2021.

Scacco reviewed the financial reports and answered questions posed by Commissioners. Commissioner Graff inquired about Shoemake's invoice for consulting. Manager Davis responded that Shoemake has been assisting with the Tokyo Slough Environmental Study, which is nearly completed, Industrial Park Expansion, and Dredging. Scacco explained the payments to the Internal Revenue Service were reimbursements for payroll credits taken through ADP payroll processing for the Covid19 Family First Payment program, that the Port, as a Special District, was not eligible for. She reported that an additional deposit of \$46,000 was received by wire transfer since the financial reports were ran for the F/V Svetlana.

It was moved and seconded (Graff/Kriz) to pay the bills and accept the financial reports. Motion passed 5/0.

6) **Maintenance Report:** Maintenance Manager Les Hall reviewed his written report and responded to the Commissioner's questions. Crews installed the charcoal filter stormwater vault at the Shipyard and have been cleaning the outside storage area at the Industrial Park. Hall reported that the Large Vessel Building has been inspected and obtained permanent Occupancy Permit from the building official. This month the septic tank was installed and inspected, restrooms were completed, T-bar ceiling in office installed, cabinet and counter tops installed, window trim installed, interior doors hung, fire sprinklers installed and inspected, and HVAC installation completed.

7) **Managers' Report:** Manager Lorna Davis reported on Port Operations. At the Shipyard there has been a lot of activity with the 85-ton lift. The fabrication crew is working on a

wheelhouse for the Pacific, and there was an emergency haul-out for the 95' FV Svetlana. Davis reported that due to a suggestion from BST a 50% off Haul Out Special of was offered for 9/1/21 – 10/4/21. Also, a new position is open for an Inventory Specialist. This position will be in charge of inventory and tools when the shipyard administration office moves to the new building.

Large Vessel Building – The full Occupancy permit was received prior to the September 30th Connect Oregon grant deadline.

USDA Grant for fabrication building – Davis reported that the cost of steel has increased significantly and is expected to continue to increase over the 5-month lead time for building fabrication. She is working on finding additional funding for the Project. Staff has also been in discussion regarding final site placement of the building. The building's currently permitted location is within the flood plain and USDA is requiring flood insurance be placed on the property. The cost of flood insurance is \$1,600 per year.

Strategic Business Plan – Staff reviewed the draft plan and submitted final edits to BST.

Sewer Extension Project – Business Oregon will be the administrators of the American Rescue Plan Act funding. A project information form has been completed and staff is waiting for further instructions.

Oregon State Marine Board Small Grant – The grant funding of \$10,000 is to seal, stripe a put in new dock and parking bumpers. The dock bumpers have been received and ready for installation. This project is to be completed by mid-October.

Tokyo Slough Environmental Study – Stantec was on site conducting core sampling this past month. Port crew ran the Rex and Boston Whaler and OSU provided equipment and staff to pull the samples to be analyzed by Stantec.

Dredging – Right of Entry letters requesting permission for the Army Corps of Engineers to examine feasibility of specific properties for upland disposal have been sent to Georgia-Pacific, the Siletz Tribe, and the City of Toledo.

Vocational Programs – The Oregon Coast Community College welding program has a new instructor that started last week. The high school intern program is getting started with students interviews this week. There are 2 students that are returning from last year.

Personnel Policy Revisions - A draft Employee Handbook/Personnel Policy was provided to the Commission for adoption. Davis advised that the Handbook was drafted from a SDAO template and policies from other ports were reviewed.

8) Discussion Items: Scacco reminded Commissioners of the SDAO Board Assessment on September 28. Commissioner Kriz said he would not be able to attend.

9) Decision Items: Manager Davis presented the draft Employee Handbook/Personnel Policy and reviewed the recommended changes. Commissioners discussed the following changes and made recommendations:

Commissioners agreed to recommended changes to vacation accruals and to limiting accruals to 240 hours. Employees currently exceeding the limit can be offered a one-time payout in order to maintain the accrual below the limit without losing vacation time.

Sick Time accruals will remain the same but will be limited to 240 hours. Employees currently over this limit will not lose sick hours but will not accrue additional hours until below the limit.

Comp Time – limit accrual balance to 100 hours.

Holiday Pay – an additional floating holiday, to be scheduled with supervisor's approval has been added to the current 10 paid holidays.

Probation Period, currently 6 months, can be shortened to 90 days with Supervisors recommendation and Manager's approval.

Bereavement Pay – currently there is no benefit but recommend changing to 3 days paid. Commissioner Ryerson felt strongly this should be 5 days paid. Commissioner discussed and since sick time can also be used for bereavement purposes decided on 3 days.

Jury Duty – currently 3 days are paid, new policy provides for all days while serving on a trial.

Leave Without Pay- currently there is no policy but recommend policy that paid time off must be used first, and benefit accruals may be affected after accumulated 30 days unpaid.

President Gerttula asked for a vote to accept all changes and adopt the Employee Handbook/Personnel Policy. All Commissioners voted to approve, 5/0.

10) Commissioner Comments: Commissioner Kriz commented that it sounds like the Port had a busy month. He said it would be nice to have the Shipyard completely full but it looks like everyone stayed busy.

Commissioner Ryerson was impressed by the Employee Handbook. She confirmed she would attend the Joint Meeting with the City of Toledo in person.

Commissioner Graff complimented Maintenance Manager Hall on doing a great job on the Large Vessel Building.

Commissioner Dahl was happy to hear that we have Occupancy on the Large Vessel Building and thanked Hall and his team for their dedication. He said he liked the discount idea for the shipyard to maintain steady cash flow.

Commissioner Gerttula was also happy about obtaining the Occupancy permit. He appreciated Davis timely purchase of steel from the surplus yard. He recommended establishing a reserve fund should be included in the Strategic Business Plan

11) Upcoming Meetings: Upcoming meetings are as noted on the agenda. Manager Davis advised that the Joint Meeting with the City Council is at 6:00 pm at the Fire Station and can be either in-person or electronically accessed.

12) Adjournment: It was moved and seconded (Dahl/Graff) to adjourn the meeting at 7:40 p.m. Motion passed 5/0.

Zack Dahl, Commission Secretary/Treasurer