

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit #1, Toledo, OR 97391**  
**July 17, 2018 – Tuesday, 6:00 pm**

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:00 pm by Commission President Rick Graff.

2) **In Attendance:** Commissioners Rick Graff, Zack Dahl, Chuck Gerttula, Mike Kriz and Penny Ryerson. Port Staff: Manager Bud Shoemake and Assistant Port Manager Debbie Scacco.

3) **Introduction of Visitors/Visitor Comments:** No visitors were present.

4) **Nomination/Election of Officers:** President Graff asked for nomination for the 2018/2019 Commission Officers. Commissioner Ryerson nominated Rick Graff for President. There were no other nominations. Commissioner Graff was elected President 4/0; Commissioner Graff abstained from the vote.

Commissioner Ryerson nominated Mike Kriz for Vice President. There were no other nominations. Commissioner Kriz was elected Vice President 4/0; Commissioner Kriz abstained from the vote.

Commissioner Ryerson nominated Zack Dahl for Secretary/Treasurer. There were no other nominations. Commissioner Dahl was elected Secretary/Treasurer 4/0; Commissioner Dahl abstained from the vote.

5) **Approval of Minutes:** It was moved and seconded (Dahl/Kriz) to approve the minutes of the Regular Commission Meeting of June 19, 2018. Motion passed 5/0.

It was moved and seconded (Ryerson/Kriz) to approve the minutes of the Special Commission Meeting of June 28, 2018. Motion passed 5/0.

6) **Financial Report:** Assistant Port Manager Scacco reviewed office activities for the previous month. She reported that she and Accounting Specialist Polly Chavarria met with Mark Harris of the Port of Newport to observe how Port of Newport separates their funds and provides reports to the Port's Auditor, Signe Grimstad. She reported on year end accounting tasks: The new budget is setup in quickbooks. The Boatyard Procurement Specialist, Peter Hales, is completing the boatyard inventory. She has met with GenXSystems regarding upgrading the computers at the boatyard. He will be providing a quote for two workstations and a third work station to act as a server. Using a separate computer as a server will increase the reliability of the Quickbooks network. She reported that Carson Ross has been hired as a new boatyard worker and is being trained on environmental and safety compliance. Staff is starting to spend more time each day on planning for the Wooden Boat Show.

The Maritime Administration Director of the Pacific North West and Alaska, Bob Loken, met with Manager Shoemake, Aaron Bretz of the Port of Newport, and Scacco. Director Loken gave a presentation on available grant funding and provided resource materials. He did not have any news regarding the Port's Small Shipyard Grant application.

Commissioner Dahl suggested that Quickbooks access be limited by User Permissions, and questioned the need to have all administrative staff making Quickbooks data entries. He requested the Profit and Loss report be revised to show the amount reserved for future expenditure.

Scacco reviewed two of the proposed resolutions: Resolution 2018-8 addresses the Port's auditor's concerns with the Fiscal Year 16-17 audit. The resolution will be provided, along with a letter to the Secretary of State, addressing Grimstad's concerns and stating a plan of action regarding combined budgetary funds in Quickbooks. Secretary Scacco advised that Resolution 2018-9 is being proposed to acknowledge receipt of prior year grant income, and to approve a transfer of funds for

payment of an interfund loan that crossed fiscal years, due to the timing of the receipt of the reimbursing grant funds.

She reviewed the financial reports and answered questions posed by the Commissioners. Scacco advised that payment of \$50,000 still needs to be made to JH Kelly out of the Boatyard Expansion, Bank of the West Account. It was moved and seconded (Gerttula/Kriz) to pay the bills and accept the financial report. Motion passed 5/0.

7) **Manager's Report:** Manager Shoemake provided a report on activity at the Boatyard. There have been 24 haul outs with the 85 ton lift, ranging in length from 32' – 57'. A number of these are still in the yard and are ongoing projects. There were 3 haul outs with the 660 ton lift. Currently in the large boatyard are the F/V Vanguard and the F/V Pacific. He reviewed the ongoing projects for work on fishing vessels Vanguard and the Pacific Roamer, and reported that the Oregon State University Buoys are in for water blasting and paint. The slowdown in the big boat yard has resulted with 2-3 layoffs.

Boatyard Maintenance - The slowdown has allowed the crew to complete maintenance projects. The roof of the boatyard residence was replaced. Crews replaced the downriver gangway that connects the service piers to the floats and have cleaned up and reorganized the upland area downriver from the office. Also the bulkhead between the service dock and the 85 ton pier was rebuilt replacing the old pressure treated beam with a recycled I-beam from the drydock pier.

Manager Shoemake reported that the Boatyard Mechanic, Daniel McCune has resigned in order to move back to his home state of Colorado. The mechanic's position is posted, as well as the Boatyard Manager position.

Boatyard Building – The building permits have been filed for both the building and the foundation. The foundation is an extensive project requiring piling. Commissioner Gerttula suggested a press release prior to the start of pile driving in order to apologize for the noise and provide justification of the project by explaining its long term benefits.

Industrial Park – The awning has been completed. Crew also completed repairs to the Security Residence and pressure washed and repainted its exterior to match the Industrial Park main building.

New Tenant Celestial Seafood – Scott Lager of Celestial Seafood has signed a lease for the Port Complex, Unit 2. Celestial Seafood will be installing cold storage for its own use, as well as use by other commercial fishing vessels. Failure at a cold storage facility in Albany has created a need for the fishing community.

Wooden Boat Show – The sponsors have been secured, with all of the same sponsors as last year. There will be 21 steamboats as well as steam cars. A crew of 14 from the Angell Job Corps will assist with set up, work at the show, and tear down. They will also be participating in the boat building as well as the Georgia Pacific Containerboard Boat Contest.

Manager Shoemake showed the promotional video for Toledo Free Boating at the Boathouse and followed with a slide show of current port activities:

- Possible abandoned boat on trailer at launch ramp
- Rebuilt retaining wall between service pier and 85-ton lift pier
- 2 new picnic tables donated for the Launch Ramp by Todd Olsen. Port staff is painting and will secure the tables at the launch ramp.
- The gangway replacement at boatyard docks
- Roof replacement project at the boatyard residence

8) **Discussion Items:** Manager Shoemake advised the Commission that due to the terms of the Oregon State Marine Board's MAP Grant, the Port can charge up to \$5 per night at the Transient Dock. He said that MAP Grant funding for the transient dock is at risk if the Port continued to charge the posted transient rate, and the \$5 per night rate was implemented June 1, 2018. Manager Shoemake will continue to work with the Marine Board to resolve conflicts with the Transient Dock, and will provide the Commission with a cost analysis for future Transient Dock use. It was moved and seconded

(Gerttula/Dahl) to charge \$5 night at the Transient Dock to comply with the provisions of the OSMB Map grant. The motion passed 5/0.

Assistant Port Manager Scacco requested the Commission consider rescheduling the August Regular Commission meeting to August 28th, allowing port staff time to prepare the meeting packets after the Wooden Boat Show. It was moved and seconded (Gerttula/Ryerson) to reschedule the August Regular Commission meeting to August 28<sup>th</sup>. Motion passed 5/0.

Manager Shoemake reported that Port of Newport has selected Teri Dresler as Interim Manager and that Dennis Anstine of the Newport News Times has not been attending Commission meetings lately because he has been ill.

**9) Decision Items:** It was moved and seconded (Gerttula/Dahl) to adopt Resolution 2018-8, adopting a Plan of Action for efficient accounting practices. Motion passed 5/0.

It was moved and seconded (Gerttula/Dahl) to adopt Resolution 2018-9, acknowledging receipt of prior year grant income and payment of prior year's interfund loans. Motion passed 5/0.

Manager Shoemake requested the Commission declare the Tammy Lift that was obtained with the boatyard purchase as surplus property. He said the lift was originally purchased for interim use by the Pankey's and widened to fit the piers, it is about 50 years old, and the cost of rehabilitating it exceeds what it is worth. The lift is currently being stored at the site for the new building. It was moved and seconded (Gerttula/Kriz) to Adopt Resolution 2018-10, Declaring Tammy Lift as surplus property. Motion passed 5/0.

**10) Commissioner Comments:** Commissioner Ryerson and Kriz had no comments.

Commissioner Dahl said to keep up the good work.

Commissioner Gerttula complimented the office staff at both offices for being busy, friendly, and professional. He also complimented the Port Manager for his surplus procurement skills.

He inquired about the new aluminum pilothouse at the Boatyard. Manager Shoemake responded that it is for one of Reino Randall's projects.


Commissioner Graff commented that the Industrial Park and house looks very nice. He commented on the amount of dust created by people driving into the boatyard and is concerned about issues for painting. Manager Shoemake replied that he is going to look into a dust control application.

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

**12) Recess:** Commissioner Graff called for a recess at 7:32 pm.

**13) Executive Session ORS 192.660(2) (a & e):** Port of Toledo Board of Commissioners entered into Executive Session to discuss Personnel and real estate matters at 7:40 p.m. Session closed at 8:04 p.m. No decisions were made.

**14) Adjournment:** It was moved and seconded (Gerttula/Ryerson) to adjourn the meeting at 8:04 p.m. Motion passed 5/0.

  
Zack Dahl, Commission Secretary/Treasurer