

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit 1, Toledo, OR 97391**  
**Tuesday, November 16, 6:00 pm**

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:04 pm by Commission President Chuck Gerttula.

2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, and Mike Kriz were present. Commissioner Penny Ryerson was absent. Port Staff: Manager Lorna Davis, Assistant Port Manager Debbie Scacco, and Maintenance Manager Les Hall were in attendance.

3) **Introduction of Visitors/Visitor Comments:** Paul Sorensen and Brian Winningham of BST Associates joined the meeting electronically. They presented the update to the Port's Strategic Business Plan and answered the Commissioner's questions. They were excused from the meeting at 6:32 pm.

4) **Approval of Minutes:** It was moved and seconded (Graff/Kriz) to approve the minutes of the Regular Meeting of October 19, 2021. Motion passed 4/0.

5) **Financial Report:** Scacco reported on administrative activities for the past month. The audit is in progress by Signe Grimstad. Scacco asked the Commission to advise on amount to donate to the Toledo Flower Basket Program. By Consensus the Commission advised to donate in the same amount as previous years, the amount for two large flower baskets. Scacco advised that she and Melodie Schones from the Shipyard will be representing the Shipyard in a booth at the Pacific Marine Expo. She will give a report on the Expo at next month's meeting.

Scacco reviewed the financial reports and answered questions posed by Commissioners.

It was moved and seconded (Kriz/Graff) to pay the bills and accept the financial reports. Motion passed 4/0.

6) **Maintenance Report:** Maintenance Manager Les Hall reviewed his written report and responded to the Commissioner's questions. In addition to equipment repair the maintenance crew has been working on the Port Complex roof, replacing failed washers on the screws that are causing roof leak and have repaired a dock pin after the recent storm. Crew has also been reorganizing and cleaning up at the Industrial Park.

7) **Managers' Report:** Manager Lorna Davis reported on Shipyard Operations and presented a list of current projects. The yard has been full but the weather has been a hinderance for painting and work in general. She has contacted the county about grading the yard, which will be scheduled during a dry weather period. There have been challenges with obtaining paint due to supply chain issues. A capability statement is being submitted to NOAA in order to be considered for a contract for NOAA boat work.

Grant Project/Updates: The Large Vessel Building and Office is complete with the security gate remaining to be completed. Staff are planning to move in the office the week after Thanksgiving. The final disbursement request for Business Oregon has been submitted and is being processed.

Davis advised that staff has continued to pursue additional funding for the match for the USDA Grant for the Vocational Fabrication Building and are considering relocating the proposed building site.

Strategic Business Plan: The plan was reviewed at this meeting.

Sewer Extension Project: The project is pending the funding contract. Davis reported there may be additional funding provided through Congressional Direct Spending funding sponsored by Senator Wyden and Merkley.

Dredging: Samples for the Brownfield study are still being analyzed and it will take some time for Stantec to assemble the final report. Staff has had several meetings with USACE and discussed Marina dredging permits and upland disposal sites.

**8) Discussion Items:** Manager Davis advised the Commission that she had been approached regarding the Sale of Olalla Golf Club. Commissioners discussed potential uses of the property.

Commissioners were invited to the Port's Holiday party on December 17 at the new Shipyard Office. Davis reviewed current COVID 19 standards and advised that masks will be required.

**9) Decision Items:** It was moved/seconded (Dahl/Kriz) to accept the 11/9/2021 Strategic Business Plan Update. Motion passed 4/0.

It was moved/seconded (Dahl/Kriz) to authorize the Port Manager to renew the Oregon Cost Bank Line of Credit that is expiring on December 31, 2021. Motion passed 4/0.

It was moved/seconded (Dahl/Kriz) to authorize the Port Manager to enter into a 6-month Consulting Contract for Shipyard Special Project Management. Motion passed 4/0.

**10) Commissioner Comments:** Commissioner Kriz is very happy the Shipyard has been busy. He commented that he enjoyed the Board Assessment process and appreciated Mark Knudson's comments.

Commissioner Dahl also appreciated Knudson's comments regarding the Board Assessment and would like to keep this current board together. He was happy with the current business in the Shipyard.

Commissioner Graff was very happy with the Business Plan Update. He is happy the yard is very busy. He said the Industrial Park looks great. He inquired of Jennifer Kent's plan for the brewery and Lorna replied that Jennifer has not been in contact, but believes she has funding challenges.

Commissioner Gerttula asked about the status of the Hurricane Vacuum and Manager Hall advised that it has been torn down with the motor sent to Portland for repairs. He commented that he is appreciative that this board gets along well.

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

**12) Adjournment:** It was moved and seconded (Graff/Dahl) to adjourn the meeting at 8:10 p.m. Motion passed 4/0.

  
Zack Dahl, Commission Secretary/Treasurer