

WORK SESSION
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit 1, Toledo, OR 97391
Tuesday, May 10, 2022, 12:00 pm

- 1) **Call to Order:** The Work Session of the Port of Toledo Board of Commissioners was called to order at 12:14 pm by Commission President Chuck Gerttula.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, Mike Kriz, and Penny Ryerson. Commissioner Dahl joined the meeting electronically. Port Staff: Manager Lorna Davis and Assistant Port Manager Debbie Scacco.
- 3) **Introduction of Visitors/Visitor Comments:** No visitors were present.
- 4) **Discussion Items:**

Land Use:

- Port Complex roof is in need of replacement or major repairs
- Consider building improvements at Port Complex to better separate fish plant from other units to control seepage and odor.
- Analyze costs of maintaining building verses income production and economic development benefits
- Get professional opinion for roof with estimate for cost or repair

Shipyards Rates:

- Immediate need for rate revisions
- Port Manager is working with Supervisors to reduce unbillable hours
- Educate/train all staff on what equipment is rentable, and how to record it to be billed
- Tighten up Position Descriptions
- Include consumable costs into paint and welding labor costs, decreases labor time for tracking inventory
- Enforce “cash before you splash” policy and implement a credit card deposit procedure
- Create a form for Supervisors to request approval for customer discounts
- Revise rates to exclude labor from haul out costs
- Add minimum times to specific rates – (1 Hour minimum for sandblasting)
- Commissioner to support Port Manager as rate and policy changes area implemented
- Joint meeting of Commission with Shipyards supervisors

- 5) **Adjournment:** President Gerttula adjourned the meeting at 1:40 pm.


Zack Dahl, Commission Secretary/Treasurer