

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
May 15, 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, and Penny Ryerson. Commissioner Mike Kriz was excused. Port Staff: Manager Bud Shoemake, Assistant Port Manager Debbie Scacco and Accounting Specialist Cuttaliya Robinson.
- 3) **Introduction of Visitors/Visitor Comments:** Dennis Anstine of the Newport News Times was in attendance.
- 4) **Approval of Minutes:** It was moved and seconded (Dahl/Gerttula) to approve the minutes of the regular Commission Meeting of April 24, 2018. Motion passed 4/0. It was moved and seconded (Gerttula/Dahl) to approve the minutes of the Budget Committee Meeting of May 9, 2018. Motion passed 4/0.

5) **Financial Report:** Assistant Port Manager Scacco reviewed office activities for the previous month. The Commissioners requested a meeting with the Auditor on Wednesday, May 30th at noon. She thanked everyone for the thoughtful review at the budget meeting. Scacco reported that she has been working part time from the boatyard office to assist with compliance duties, and advised that the new procurement specialist will be starting next month. She reviewed two proposed resolutions (noting the resolution numbers were incorrectly stated on the meeting's agenda): Resolution 2018-4 authorizes a policy for electronic check signing; Resolution 2018-5 would close out the State Parks Grant Fund and transfer the remaining funds to the General Fund. She advised that Oregon Coast Bank will be creating new signature cards; she will notify the Commissioners when they are ready to sign.

Scacco reviewed the financial reports and answered questions posed by the Commissioners. Commissioner Dahl asked that the new budget be set up to include the beginning balance. It was moved and seconded (Dahl/Gerttula) to pay the bills and accept the financial report. Motion passed 4/0.

Accounting Specialist Robinson presented the new Port website to the Commission.

6) **Manager's Report:** Manager Shoemake provided a report on activity at the Boatyard. There have been 14 haul outs with the 85 ton lift and 9 haul outs with the 660 ton lift. There are an additional 4 large boats on the schedule for the month. He reviewed the ongoing projects for work on fishing vessels Golden Pisces, Saint Paul, Emerald Sea, Last Straw, Pacific Roamer, My Lee, Granville, and Alcor. He said he is proud of the crew; they have been working overtime to get the work completed.

Boatyard Work Building – The foundation engineering is expected by June 18th, and the project for building the foundation will go out to bid right away. The building is expected to be delivered by July 31. The building materials will be stored at the site until the foundation is completed.

Industrial Complex – Les and Crew have been at work with crane and JLG repairs, and grounds maintenance. They will be back to work on the building awning at the Industrial Complex next month.

Strategic Business Plan – The first draft of the plan has been reviewed, and returned with comments. Manager Shoemake and Scacco had a follow up meeting with BST regarding the financials. Manager Shoemake said the plan is coming along well.

Wooden Boat Show – Stephanie Hylton from the Northwest Steam Society attended the last Wooden Boat Show planning committee meeting. There will be 18 steam boats and 5 steam cars at the show. Georgia Pacific presented their \$5,000 sponsorship for the show.

Teak Ladies: David West and crew will be sailing all three teak ladies from the Port of Newport to Toledo on May 19th. The event is to draw attention to the Port's Teak Ladies. Shoemake reported that David West donated his Teak Lady, Luan Mun to the Port.

Other: Manager Shoemake reported that at a recent Yaquina Bay Economic Foundation meeting Don Davis gave a presentation where he read minutes from September 9, 1992 that referred to the Port of Toledo's Manager Penny Mendenhall receiving an Oregon Economic Development Department planning grant to study the need for a full service boatyard.

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

8) **Decision Items:** Assistant Port Manager Scacco read proposed Resolution 2018-4, explaining that it would adopt a policy providing guidelines for the use of Electronic Check Signatures. It was moved and seconded (Gerttula/Ryerson) to adopt Resolution 2018-4 adopting a policy for electronic check signatures. After further discussion it was determined that employee reimbursements checks should be excluded from the checks that were allowed to be electronically signed. The motion was amended (Gerttula/Ryerson) to adopt the Resolution with the policy revised as stated. Motion passed 4/0.

Assistant Port Manager Scacco read proposed Resolution 2018-5 to close out the Special Grant Fund for the State Parks Grant. Scacco explained that the project has been completed, accepted by the State Parks program, and final payment received. The fund balance is due to the final reimbursement including reimbursement of prior years' expenses. It was moved and seconded (Dahl/Ryerson) to adopt Resolution 2018-5, to close out the Special Fund for State Parks Grant and transfer the fund balance to the General Fund. Motion passed 4/0.

9) **Commissioner Comments:** Commissioner Ryerson was impressed by Accounting Specialist Robinson's professional presentation of the website, and said she appreciated the work that she has put into developing the new website.

Commissioner Gerttula agreed with Commissioner Ryerson's comment. He said that he was happy to have been at the Wooden Boat Show planning committee, and was happy to see the foundation preliminary drawings for the Boatyard building.

Commissioner Dahl appreciated Robinson's creativity with the website. He commented on the Budget committee meeting saying it was a pleasure and honor to be a part of the group. He encouraged staff to keep up the good work.

Commissioner Graff was also impressed by the website. He said that he appreciated the long hours the crew had been putting in. He also commented on the how productive the budget committee meeting was saying it was great to have Polly Chavarria on the committee.

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

11) **Recess:** Commissioner Graff called for a recess at 7:25 pm.

12) **Executive Session ORS 192.660(2)(a)&(i):** Port of Toledo Board of Commissioners entered into Executive Session to discuss personnel and evaluate the Port Manager at 7:33 p.m. Session closed at 8:05 p.m. No decisions were made.

The regular session was resumed at 8:05 pm.

It was moved and seconded (Gerttula/Ryerson) to increase the Port Manager's salary by \$5,000 annually. Motion passed 4/0.

13) Adjournment: It was moved and seconded (Gerttula/Ryerson) to adjourn the meeting at 8:06 p.m. Motion passed 4/0.



Zack Dahl, Commission Secretary/Treasurer