

REGULAR MEETING
Port of Toledo Board of Commissioners
Meeting via GoToMeeting
Tuesday, April 20, 2021, 6:00 pm

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:09 pm by Commission President Chuck Gerttula. The meeting was conducted electronically by GoToMeeting.

2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, Mike Kriz, and Penny Ryerson; Port Staff: General Manager Lorna Davis, Assistant Port Manager Debbie Scacco, Maintenance Manager Les Hall and Shipyard Manager Jim Pinckney.

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

4) **Approval of Minutes:** It was moved and seconded (Graff/Kriz) to approve the minutes of the Regular Meeting of March 16, 2021. Motion passed 5/0.

5) **Financial Report:** Scacco reported on administrative activities for the past month. She participated along with Bud Shoemake and Manager Davis in presenting the Environmental Work Building project to Business Oregon IFA in order to secure addition funding to complete the project. The request was approved, and staff has submitted a disbursement request for \$438,000.

A temporary occupancy permit was obtained for the work bay of the Environmental Work Building. Scacco assisted with developing a preliminary Building Operations Plan and worked with Maintenance Manager Hall to develop a Basic Building Operations Training. Staff has met to discuss policies for the new building and is revising the Shipyard's Best Management Practices.

A USDA Rural Business Enterprise grant was submitted for funding to be used for construction of the 40'x80' pre-engineered metal fabrication shop.

Scacco advised that the employee health plan renews on June 1 and staff is currently reviewing options. Staff is currently working on the proposed budget. Commissioner Graff has recommended Kevin Lindsted to fill the remaining Budget Committee position.

Scacco reviewed the financial reports and answered questions posed by Commissioners. It was moved and seconded (Kriz/Ryerson) to pay the bills and accept the financial reports. Motion passed 5/0.

Maintenance Report: Maintenance Manager Les Hall reviewed his written report and responded to the Commissioner's questions regarding the surplus property items.

6) **Shipyard Report:** Shipyard Manager Jim Pinckney reported on vessels in the yard. Commissioner Ryerson expressed concern about the gravel driveway in the shipyard, that potholes could cause hazards for equipment and operators. Pinckney advised that the yard is graded on a regular basis.

7) **Managers' Report:** Manager Davis reported on the Port Planning and Marketing update to the Port's Strategic Business Plan. Staff met with BST & Associates to review competitive shipyard rates. Initial planning to build a new building at the Industrial Park has determined the original building site on the first plateau is not suitable and the second plateau is being cleared to complete preliminary planning. Consultant Shoemake is coordinating with engineers and potential building tenant.

Sewer Extension Project: County permitting for a holding tank for the new Environmental Work Building has been submitted along with an IGA with the City of Toledo for pumping services. Davis has identified a potential funding source through the state and will testify at the Joint Ways and Means Committee meeting on April 24th. Representative Gomberg is supportive of the project. She has also contacted Congressman Schrader's office regarding possible federal funding sources.

Travel Oregon Grant for Wayfinding: An application was made for a Travel Oregon Grant Cycle Funding for Wayfinding/Improvement of public space. The grant would be used for dog-disposal stations for the Paddle Park, Boat Launch, Marina, and Waterfront Park. The request also included signage for Waterfront Park. The grant does not require matching funding.

Oregon Coast Visitors Association Grant for Kayak Launch: Davis has been in contact with Jesse Dolan from OCVA. An initial request has been submitted and OCVA will likely fund the Kayak Launch and new life vests for the Family Boating Program and Boathouse. This is a non-matching fund request.

Tokyo Slough Brownfields Study is now in Phase II with plans for core sampling of Tokyo Slough to occur in the next 2 months. Permits are in process and staff is working with Stantec to conclude the study.

Dredging: Consultant Shoemake has met with property owners to discuss potential upland dredging disposal sites.

Electric Car Stations: Funding from the City to purchase and install a dual port electric vehicle charging station at the Marina has been received. The Port will coordinate ordering the equipment with the City. There will be a charge to use the station, usage fees will be sent to the Port minus an administrative fee by the monitoring company. The City is also installing two units.

Wooden Boat Show: the planning committee met the previous week and will make the final determination if the show can be held at its June 9th planning meeting. Potential Vendors and Sponsors have been notified to save the date.

8) Discussion Items: Manager Davis advised that the Toledo Chamber of Commerce has requested use of Waterfront Park for its summer market. By consensus the Commissioners agreed not to make any changes to the current COVID19 usage policies for the Park of Marina.

9) Decision Items: It was moved and seconded (Ryerson/Kriz) to adopt Resolution 2021-2 to declare surplus property and authorize the Port Manager to dispose of it. Motion passed 5/0.

It was moved and seconded (Dahl/Ryerson) to adopt Resolution 2021-3 to appropriate Georgia Pacific/City of Toledo Specific Use Funds to install an Electric Vehicle Charging Station. Motion passed 5/0.

It was moved and seconded (Kriz/Dahl) to appoint Kevin Lindsted to a 3-year term to the Budget Committee. Motion passed 5/0.

10) Commissioner Comments: Commissioner Gerttula was pleased at the possibility of locating upland disposal sites for dredging. He thanked staff for monitoring budgetary spending.

Commissioner Kriz commented that health benefits are important to hire and keep good employees. He said the Shipyard was looking good and was happy that the yard was busy.

Commissioner Ryerson commended everyone for the good work done this past year.

Commissioner Dahl said the Port has a good crew, with good people in the right places. He thanked everyone.

Commissioner Graff said to tell everyone that they are doing a wonderful job.

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

Recess at 7:16 pm. Shipyard Manager Pinckney and Maintenance Manager Hall were excused.

12) Executive Session ORS 192.660 (2a): Port of Toledo Board of Commissioners entered Executive Session to discuss Personnel matters at 7:20 p.m. Session closed at 7:32 p.m. No decisions were made.

7:32 Regular Session Resumed: It was moved and seconded (Dahl/Ryerson) to change Lorna Davis' employment status to Permanent and to adjust annual salary to \$95,000 effective May 1, 2021. Motion passed 5/0.

13) Adjournment: It was moved and seconded (Ryerson/Dahl) to adjourn the meeting at 7:35 p.m. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer