

**REGULAR MEETING AND BUDGET HEARING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit 1, Toledo, OR 97391**  
**Tuesday, July 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 6:00 pm by Commission President Chuck Gerttula.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, and Mike Kriz. Commissioner Penny Ryerson was excused. Port Staff: Port Manager Lorna Davis, Assistant Port Manager Debbie Scacco, and Maintenance Manager Les Hall.
- 3) **Introduction of Visitors/Visitor Comments:** There were no visitors present.
- 4) **Nomination/Election of Officers:** It was moved and seconded (Graff/Dahl) to nominate Chuck Gerttula as Board President for Fiscal Year 2021/2022. Motion passed unanimously 4/0. It was moved and seconded (Kriz/Dahl) to nominate Rick Graff as Vice President for fiscal year 2021/2022. Motion passed unanimously 4/0. It was moved and seconded (Graff/Kriz) to nominate Zack Dahl as Secretary/Treasurer. Motion passed unanimously 4/0.
- 5) **Approval of Minutes:** It was moved and seconded (Graff/Kriz) to approve the minutes of the Regular Meeting of June 15, 2021. Motion passed 4/0.
- 6) **Financial Report:** Scacco reported on administrative activities and updates on grant projects. The USDA Rural Business Development Grant for the 40'x80' fabrication building has been received. The project is permitted for the location adjacent to the existing shop and will require removal of the small tent. A down payment of \$11,000 has been made on the building. However, the final price of the building will fluctuate according to the current metal prices when the building is manufactured. As of June 26, the building total cost increased \$16,167 to \$74,261. There is a 5-month lead time from the time the next payment is made for fabricating the building. Commissioner Dahl recommended applying for Lincoln County Economic Development Funds this fall to assist with matching funds for the building. Commissioner Gerttula questioned if the project was still affordable. Manager Davis advised that the permitted building site overlaps the current location of the small boatyard tent and the Fire Marshall has issued a violation for both tents. A building permit has been applied to establish the small tent as a permanent building. The large tent is being disassembled. A resolution declaring the tent as surplus property is being presented at this meeting. Removal of the tent results with an additional workspace in the yard.

Permitting for Sewer Extension Plan - The DEQ Land Use Compatibility Statement, Toledo Floodplain Development Permit, and Railroad Crossing permits have been obtained. There is a year to pay the railroad permit fee of \$5,000. City of Toledo applications for sewer connection and to work in the Right of Way have been submitted along with the County Operations application to work in their right of way, crossing and along Bay Road. Manager Davis reviewed funding requests and advised that the State of Oregon has authorized American Rescue Plan Act funds for the project.

Inventory – A thorough inventory was taken, with Quickbooks inventory adjustments are still to be made for audit. Staff is finalizing last year's financials for audit.

Compliance - Manager Davis and Scacco are monitoring operations at the shipyard for compliance but look forward filling a full-time Compliance position to monitor safety and environmental issues. Staff at the shipyard had annual hearing tests.

Scacco reviewed the financial reports and answered questions posed by Commissioners. There was a short discussion regarding the cost of maintaining old equipment versus leasing or buying new. It was moved and seconded (Graff/Kriz) to pay the bills and accept the financial reports. Motion passed 4/0.

**7) Maintenance Report:** Maintenance Manager Les Hall reviewed his written report and responded to the Commissioner's questions. Work in the office in the new Large Vessel Work Building includes sheetrock, tape and texture to be completed this week. Crews are taking down the big tent. The Electrical Vehicle Charging station was installed at the Marina which included removing pavers, trenching, installing conduit, and reinstalling pavers. Crews have cleaned up the abandoned trailer to be declared surplus. This work was done in addition to many equipment repairs.

**8) Managers' Report:** Manager Lorna Davis reported on Port Operations. At the Shipyard the F/V Kiska Sea was hauled out, at 125 feet long it is the largest vessel to date at the Shipyard. She is being worked on in the building, it was a tight fit due to the height of the mast. There has been a steady flow of smaller vessels. Staff is preparing bids for a couple of projects that would start in August.

Strategic Business Plan: BST is concluding work on the Industrial Park and Strategic Business Plan, but additional financial consultation may be beneficial.

Sewer Extension Project: Representative David Gomberg identified the project as a priority project for the regional coast district, along with several others. He was able to get over 60M in funding for the district. The Port's project approval from the ARPA funding is \$2,425,798. (HB 5006-1 Section 196, item 12). At this time Davis does not have information about how or when the funds will be distributed.

Dredging: Staff is working with the US Army Corps of Engineers to obtain Right of Entry for the Corps to investigate feasibility of proposed disposal sites. Depot Slough is likely to be dredged in 2022 fall/winter. The Corps is trying to have perform advanced maintenance of the channel, dredging to -14'.

The Electric Vehicle Charging Station is completed. The Port received a rebate of \$500, \$250 for each charger from Central Lincoln PUD.

Oregon State Marine Board Small Grant for the Launch Ramp is \$10,000 to patch, seal and stripe the boat launch parking lot. The grant also includes new dock bumpers and parking lot curb repair.

Manager Davis had the paving company re-stripe parking spaces at the Marina and due to the contractor's error, the parking lot at Port Station One was also restriped.

An Intergovernmental Agreement with the Port of Newport is being proposed to formalize terms for derelict boat destruction. Toledo will provide services at the request of Port of Newport and will notify them before proceeding with work if it is in excess of 20% over the estimate.

Volunteers at the Toledo Community Boathouse have the Yaquina Queen running as well as the Family Boating Program. They are using a new digital waiver form that makes check-in easier and eliminates paperwork. A third kayak launch has been ordered through funding from OCVA, which will allow us to have one at the boat launch, the Marina and Paddle Park.

Photos of the kayak launch, Yaquina Queen, tent removal and surplus trailer were displayed.

**9) Discussion Items:** Manager Davis updated the Commission on the City of Toledo's Urban Renewal Plan. She explained that property values for properties within the Urban Growth Boundary are frozen at the current rates for the affected taxing districts. Tax income from increases in property value will be directed to the City's Urban Growth program for the next 32 years. The City's plan predicts the total affect to the Port over the 32-year period will be about \$600,000. Commissioners reviewed the City's plan. Davis reported that the City Manager provided an email notice of plan revisions, which include removal of the proposed Splash Park at Waterfront Park, and correction of the tax income estimate due to the Port's Shipyard development being tax exempt. Commissioners were concerned that the Port was not approached during development of the plan. The only opportunity to provide input to the City Council is to provide comments in writing to the Council or Urban Growth Agency at the City's August 25 meeting. The City Council will also be considering the plan for adoption at that meeting. Manager Davis will draft a letter for Commissioner review.

Manager Davis advised that the City has offered to transfer ownership of Catherine Street jointly to the Port and Georgia Pacific. The road is heavily used by Georgia Pacific and provides access to Yaquina Boat Equipment. The Commissioners were not interested in pursuing ownership.

Manager Davis reported that a Joint meeting with the City of Toledo has been scheduled for September 22 at 6:00 pm.

**10) Decision Items:** It was moved and seconded (Graff/Kriz) to adopt Resolution 2021-7 declaring the 36'x80' Big Top tent and 1993 Road Ranger travel trailer as Surplus property. Motion passed 4/0.

It was moved and seconded (Dahl/Graff) to adopt new Shipyard Rates to be effective 9/1/2021. Motion passed 4/0.

It was moved and seconded (Graff/Kriz) to Authorize the Port Manager to request Business Oregon Port Planning and Marketing grant for Financial Consulting in the amount of \$25,000 with a 25% match. Motion passed 4/0.

**11) Commissioner Comments:** Commissioner Graff thanked Scacco and accounting Specialist Robinson for doing a fantastic job.

Commissioner Kriz appreciates that everything is moving along and recognized staff's efforts.

Commissioner Dahl is impressed by the staff working together and doing a tremendous job.

Commissioner Gerttula said it was nice to have versatility within the staff and be able to cover absences.

**12) Upcoming Meetings:** Upcoming meetings are as noted on the agenda, with the exception that the SDAO Board Practices session on September 28<sup>th</sup> has been changed to be in person.

**13) Adjournment:** It was moved and seconded (Graff/Kriz) to adjourn the meeting at 8:00 p.m. Motion passed 4/0.

  
Zack Dahl, Commission Secretary/Treasurer