

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit 1, Toledo, OR 97391
Tuesday, March 15, 2022, 6:00 pm

- 1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:07 pm by Commission President Chuck Gerttula.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, Mike Kriz, and Penny Ryerson. Port Staff: Manager Lorna Davis and Assistant Port Manager Debbie Scacco.
- 3) **Introduction of Visitors/Visitor Comments:** Rob Duprau, Toledo City Councilor was present.
- 4) **Approval of Minutes:** It was moved and seconded (Ryerson/Kriz) to approve the minutes of the Regular Meeting of February 15, 2022. Motion passed 5/0.
- 5) **Financial Report:** Scacco reported on administrative activities for the past month. She has been working at the new Shipyard office and is developing purchasing policies and procedures for electronic purchase orders and receiving. Keith Garrett has been hired as the Shipyard's Inventory Specialist and will start March 28. An inventory of heavy equipment has been developed with equipment identifications assigned and there are plans to set up separate general ledger expense lines for each. Scacco has provided required notifications to Visa and Mastercard to impose a surcharge on credit card payments. The surcharge of 3.5% on invoice amounts over \$5000 will go into effect on April 11, 2022. Commissioner Dahl advised that the surcharge notices included on invoices and User Agreements should make it clear that transactions may not be split to avoid the surcharge. The Port upgraded their computer network to a server. The Shipyard was awarded a 5-year contract to service NOAA's small boats. Scacco reminded Commissioners that their Statement of Economic Interest is due to be filed online by April 15.
Scacco reviewed the financial reports and answered questions posed by Commissioners. It was moved and seconded (Graff/Kriz) to pay the bills and accept the financial reports. Motion passed 5/0.
- 6) **Maintenance Report:** Manager Davis reviewed maintenance activities for the month and answered commissioner questions. In addition to regular repairs on lifts and vehicles, the crew relocated a container from the Industrial Park to the Shipyard to be used for paint storage. The electrician is working directly with Ingersoll Rand on startup of the big compressor for the large vessel building. An abandoned car at the Marina has been posted with a 72-hour tow notice. Port Station 1 gutters were cleaned, and crew are cleaning docks at the Marina and Paddle Park.
- 7) **Managers' Report:** Manager Lorna Davis reported on Shipyard Operations and presented a list of current projects. Remote access to the Shipyard security gate has been added allowing staff the ability to respond to after hour requests. The overhead crane in the Large Vessel Building is still under repair with parts on order. The small air compressor has had repairs and is running. The large compressor still requires the electrician and manufacturer for initial startup and troubleshooting any additional issues. Aging equipment is an ongoing issue that Davis is working with staff to assess. Davis reported that labor is short but making sure the work is sustainable is key in determining labor need. The Port is partnering with Worksource Oregon for recruiting new positions.

Grant Projects: Sewer Extension project – is still pending the funding contract to be issued by Business Oregon. Davis was notified that additional \$1.95 million was approved for the project in the Federal Omnibus bill.

MARAD Grant: Oregon Coast Community College welding instructor has identified a metal shear to be purchased for the welding program. Davis will have the electrician confirm adequate electrical capacity at the building prior to ordering. If additional electrical capacity is required Commissioner Dahl

suggested Oregon Coast Community College could contact Central Lincoln PUD to request assistance with costs.

Vocational Training Building – Additional funding will be needed to complete this project, but no new sources have been identified.

Boardwalk Damage: The contractors estimate for repairs to the boardwalk were submitted to the vehicle owner's insurance company. Davis plans to have repairs completed prior to May 15th.

Dredging: Survey work is underway for preparation of Transient Dock permit applications. Davis is working with the local Army Corps of Engineers representative to determine level of funding that has been appropriated for the authorized channel projects.

Davis gave a year in review report highlighting projects completed: The Strategic Business Plan Update, the Sewer Extension Plan, and the Large Vessel Building. She thanked the Commissioners for their support of the projects.

Employee of The Month is Melodie Schones.

8) Discussion Items: Commissioners discussed ways to educate shipyard users and the general public of the total cost of the Large Vessel Building and the Port's share of the costs verses grant funding. Discussed a dedication plaque acknowledging Bud Shoemake's contributions and listing funding sources.

At 7:40 pm Commissioner Dahl was excused.

9) Decision Items: It was moved and seconded (Ryerson/Graff) to Approve the Budget Calendar, with the primary Budget Committee Meeting scheduled for 5/19/22. Motion passed 4/0.

It was moved and seconded (Ryerson/Graff) to appoint Debbie Scacco as Budget Officer. Motion passed 4/0.

10) Commissioner Comments: Commissioner Kriz was happy to see everyone. He is happy with activity at the Shipyard.

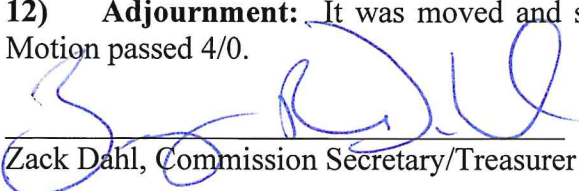
Commissioner Ryerson said she liked the idea of putting up a plaque at the Large Vessel Building to educate everyone that the building was not funded strictly by grants. She asked for an update on filling Tokyo Slough. Manager Davis reported that the Brownfields study is about to be completed and is expected to recommend filling Tokyo Slough. Penny thanked management staff for their work.

Commissioner Graff thanked Manager Davis for the report of accomplishments. He said he is grateful for staff's contributions to complete those projects.

Commissioner Gerttula also recognized staff's contributions and ability to obtain grants for the projects. He is happy that the Port has been able to find a position for Levi Yerkes after a nonwork accident, and to make good use of his skills.

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

12) Adjournment: It was moved and seconded (Ryerson/Kriz) to adjourn the meeting at 7:50 p.m. Motion passed 4/0.


Zack Dahl, Commission Secretary/Treasurer