

REGULAR MEETING
Port of Toledo Board of Commissioners
Meeting via GoToMeeting
Tuesday, March 16, 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. The meeting was conducted electronically by GoToMeeting.

2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, and Mike Kriz. Penny Ryerson was absent: Port Manager Lorna Davis, Assistant Port Manager Debbie Scacco, 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/Dahl) to approve the minutes of the Regular Meeting of February 16, 2021. Motion passed 4/0.

5) **Financial Report:** Scacco reported on administrative activities for the past month: Grant disbursement requests have been submitted to Business Oregon and MARAD. Scacco has been supporting BST Associates as they review shipyard financials for the Strategic Business Plan and to develop proforma budget for the Business Oregon IFA Application for additional funding for the Environmental Work Building. Annual compliance reporting for the State Fire Marshal's Community Right to Know and DEQ Hazardous Materials were completed. Scacco reported that she has received the renewal rates for the employee's health insurance benefits, and rates are rising significantly. Staff will review and presents options to the Commission at the next meeting. Special Districts Association of Oregon is offering a new Volunteer Life and Accidental Death and Dismemberment policy. This is an employee paid policy, for those employees that want to purchase life insurance in addition to the Port's provided \$10,000 Standard Life policy. Scacco reminded Commissioners that they should submit their Oregon Government Ethics Commission Statement of Economic Interest report, which is due by April 15.

Commissioner Dahl commented on cash flow and asked if there were any Covid Relief funds available. Manager Davis responded that she is tracking legislation and maintaining contact with legislators. Special districts are eligible for funding but the federal funding will be passed through to the states, and it is dependent on how the state allocates the funds.

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 4/0.

6) **Shipyard Report:** Shipyard Manager Jim Pinckney reported on vessels in the yard and said the yard will be at capacity the following week. He is looking at projects for the summer. Best Practices policies are being reviewed in order to manage vendors work in the yard.

Commissioner Dahl asked about implementing policies to collect deposits for work to be completed in yard. Pinckney supported implementing policies for deposits and progress payments.

7) **Managers' Report:** Manager Davis reported on the Port Planning and Marketing project to update the Strategic Business Plan. BST Associates are comparing the shipyard's rate structure and policies to other regional yards and will be making recommendations as part of their report.

BST has provided the proforma and an executive summary for the Port's presentation to the Business Oregon IFA Board.

Sewer Extension Project - the permit for the holding tank for the Environmental Work Building is in process. The complete sewer extension project is estimated at \$2.3 million. There is a possibility of funding the projects through loans from Business Oregon or USDA. USDA could possibly refinance our current loan for the Environmental Work Building with a 50% additional lend to cover the sewer extension project. The USDA's terms are for 40 years and a lower interest rate than the Business Oregon 25-year loan. There may also be infrastructure financing coming through the federal Covid relief funding.

Travel Oregon Grant Cycle Wayfinding – Manager Davis is considering a grant application for signs directing visitors to Port facilities including Waterfront Park, Transient Dock, Launch Ramp and Paddle Park. Applications are due March 31 and can be for up to \$100,000 without a match.

Oregon Coast Visitors Association Grant for Kayak Launch – Davis reported that she met with the OCVA representative working on the Toledo ARTS program. There is a possibility of a non-matching grant to install an ADA kayak launch at the Marina.

Dredging- we are beginning the permitting process for dredging. Consultant Bud Shoemake is in discussion with property owners regarding possible upland dredge sediment sites.

Tokyo Slough Brownfields Study: Stantec has completed a Level 1 study of Tokyo Slough and will be applying for permits to conduct a Level II this summer. They are developing a plan to take core samples from the slough for analysis.

Wooden Boat Show – The WBS planning committee will make the decision on June 9th if the show can be held due to COVID19 restrictions. Exhibitors, vendors and sponsors will be contacted and notified of the decision date. The committee is considering possible modified show scenarios ranging from a private Coots event to the full festival.

8) Discussion Items: Commissioners discussed lifting COVID19 restrictions at the Marina and Park. Manager Davis proposed opening the Pavilion up for rentals to private parties with a COVID waiver added to the Pavilion User Agreement that stated any use would follow current state guidelines. No additional clearance for Marina activities was discussed.

It was moved and seconded (Dahl/Kriz) to authorize Port Manager to update Pavilion User agreements to allow use of Pavilion by small private groups within Current COVID restrictions. Motion passed 4/0.

9) Decision Items: It was moved and seconded (Dahl/Graff) to approve the Budget Calendar and appoint Debbie Scacco as Budget Officer. Motion passed 4/0.

It was moved and seconded (Kriz/Graff) to re-appoint Jim Chambers to the Budget Committee. Motion passed 4/0. One additional budget committee member will be needed. By consensus, Commissioners tabled appointment to the April meeting.

It was moved and seconded (Dahl/Kriz) to authorize the Port Manager to apply a Travel Oregon Grant. Motion passed 4/0.

10) Commissioner Comments: Commissioner Graff said he was impressed by the cleanup at the Shipyard.

Commissioner Kriz commented that he has visited the shipyard a couple of times. The new building contains more complicated systems than a simple shop. The shipyard looks good with boats there.

Commissioner Dahl commented that everyone is doing a good job. He thanked the Commissioners for their good work and offered his assistance to staff if needed.

Commissioner Gerttula asked if the Port could act as its own contractor for the sewer project. Manager Davis responded that the Port will provide as much assistance as possible, but a DEQ licensed installer will be required.

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

At 7:04 pm Shipyard Manager Pinckney was excused from the meeting

12) Executive Session ORS 192.660 (2a): Port of Toledo Board of Commissioners entered Executive Session to discuss Personnel matters at 7:11 p.m. Session closed at 7:16 p.m. No decisions were made.

13) Adjournment: It was moved and seconded (Kriz/Dahl) to adjourn the meeting at 7:16 p.m. Motion passed 4/0.



Zack Dahl, Commission Secretary/Treasurer