

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit 1, Toledo, OR 97391
Tuesday, May 17, 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, Assistant Port Manager Debbie Scacco, and Maintenance Manager Les Hall.

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

4) **Approval of Minutes:** It was moved and seconded (Dahl/Kriz) to approve the minutes of the Regular Meeting of April 19, 2022 and Work Session of May 10, 2022. Motion passed 5/0.

5) **Financial Report:** Scacco reported on administrative activities for the past month. She reported that staff was busy preparing for the budget committee meeting to be held later in the week. She reported that she represented the Port at the Lincoln County School District community outreach dinner and at Columbia Bank's Women in Business seminar. Scacco advised that there were two inactive checking accounts at Bank of the West. Commissioner Graff assisted in reactivating the checking account for the reserve fund and closing the unneeded account for the Special Grant Fund. New signature cards are needed for this checking account, and she requested the Commission complete the signer information forms.

Cash flow has continued to be a concern. Management has been working with shipyard staff to invoice customers promptly, establish procedures and to take credit card payments in advance. Commissioner Dahl requested that staff close financials and give financial reports on a monthly, end of month, basis effective with the new fiscal year. Shipyard billing will be completed monthly on the fifth and 20th.

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

6) **Maintenance Report:** Maintenance Manager Les Hall verbally reported on maintenance activities for the month. Hall is back to work half time. He requested the Commission consider declaring the Caterpillar V120 forklift as surplus. It came with the boatyard when the Port purchased it. He said it is hard to find parts for and the hydraulics drop the forks too fast. Commissioner Dahl asked if it could be sold at the State Surplus yard.

7) **Managers' Report:** Manager Lorna Davis reported on Shipyard Operations. She presented a list of current projects and reported on the status of repairs for the compressors, overhead crane, and hurricane vac. The Ascom lift was out of service for a few days, but the manufacturer was able to repair through remote login. The geotechnical engineer for the Large Vessel Building inspected the building for settling and will provide a report of his findings. The shipyard has been graded and the 10-mph speed limit is being enforced. Davis reported the recent OSHA inspection found the Port deficient in Forklift/JLG operator training. Two staff members will become certified trainers and provide training to all employees and any customer or vendors that operate the Port's aerial lifts.

Grants – The MARAD grant will expire next month and final purchases are being made. The USDA Grant for the Vocational Fabrication building will be modified to reflect that the MARAD grant is no longer available for \$52,000 of matching funds. This grant will be extended for the Port to secure additional matching funds. ARPA funds for the Sewer Extension project are being administered through Business

Oregon. The grant contract has been signed by the Port and returned. There are questions about coordination between ARPA funds and the Congressional Direct Spending funds that are still pending.

Business Oregon has awarded the Port a Port Planning and Marketing Grant to complete a Shipyard Financial Analysis. The Port will be working with BST Associates to complete this project.

Business Oregon is revising the payment terms for the loan on the Environmental Work Building giving the Port 18 months of operations before the first payment in October 2023.

Dredging – The Office of Counsel for the Army Corps of Engineers is still reviewing documents from 1912 that state the Port will fund 60% of dredging costs of the federal channel of the Yaquina River. The Army Corp of Engineers is stating that it would be an unfair and impossible burden for the Port to be held to for future dredging projects, but no determination has been made.

Permitting – The Boathouse/Marina permitting is underway. This project is to relocate the boathouse and construct a new ADA gangway to the Marina.

Other –The City contacted Davis regarding transferring ownership of Catherine Street and Davis declined. Jen Kent is still working on her business plan for a brewery.

Employee of The Month is Cuttaliya Robinson, the Port's Accounting Specialist.

8) Discussion Items: 1) The Commission discussed the possibility of moving all staff to the Shipyard office. 2) Davis reported that a survey completed by Oregon Public Ports Association shows other ports provided cost of living increases that of 5% or more. She recommended as an incentive to staff to successfully implement rate changes and billing changes, that Commission consider making cpi adjustments in August and possibly making a series of smaller increases on a quarterly basis.

9) Decision Items: It was moved and seconded (Graff/Ryerson) to Adopt Resolution 2022-2 declaring surplus equipment and authorize the Port Manager to dispose. Motion passed 5/0.

It was moved and seconded (Ryerson/Graff) to approve the proposed Shipyard Rate Schedule and authorize the Port Manager to make rate adjustments as needed. Motion passed 5/0.

10) Commissioner Comments: Commissioner Dahl said he worked with Davis and Scacco in developing the new rates. He asked Les to help Davis and Scacco in communicating with the crew to work as a team. He appreciated the Commissioners advice their ability to work as a team.

Commissioner Kriz appreciates teamwork from the crew. He appreciates that change is hard but expects everyone to work together. He inquired about the welding school and Davis replied that it is doing fine.

Commissioner Ryerson appreciated the discussions at this meeting and hopes everyone at the shipyard knows what they do matters. She said she supports the idea of moving the Port Office.

Commissioner Graff is happy that Hall is back to work. He thanked Dahl for his efforts. He sees the Port growing and is glad to be a part of it.

Commissioner Gerttula wants to instill with workers that they are an important part of team. He is confident in the Port leadership. He recommended staff find a way to secure keys to all equipment so there is no after-hours unauthorized use and suggested having a time clock at the new building. Scacco advised that the timeclock has been purchased but appropriate placement has not been determined.

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

12) Adjournment: It was moved and seconded (Graff/Dahl) to adjourn the meeting at 8:30 p.m. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer