

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
August 28, 2018 – Tuesday, 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 Rick Graff.

2) **In Attendance:** Commissioners Rick Graff, Zack Dahl, Chuck Gerttula, Mike Kriz and Penny Ryerson. Port Staff: Manager Bud Shoemake and Assistant Port Manager Debbie Scacco.

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

4) **Approval of Minutes:** It was moved and seconded (Gerttula/Kriz) to approve the minutes of the Regular Commission Meeting of July 17, 2018. Motion passed 5/0.

5) **Financial Report:** Assistant Port Manager Scacco reviewed office activities for the previous month. She reported that Accounting Specialist Polly Chavarria has been preparing financial statements by fund in preparation of audit. Scacco reported on her discussion with Signe Grimstad regarding the increased cost of the audit presented in Grimstad's engagement letter. A copy of the letter was provided to the Commissioners for their review. Commissioners asked Scacco to follow up with Signe Grimstad regarding the audit schedule. Scacco advised that the boatyard accounts receivables have been coming in, and that \$30,000 was transferred into the Boatyard's money market account and \$100,000 had been transferred to the Local Government Investment Pool. The new computers for the boatyard will be installed the day following the Commission Meeting. Scacco reported on the Wooden Boat Show, revenue including sponsorships, exhibitor/vendor fees, and poster/t-shirt sales were \$17,725. Expenses recorded to date were \$17,562.00. She said the office received many compliments on the show. Everyone enjoyed having the Northwest Steam Society and they were also appreciative of our efforts and enjoyed being part of the show. She thanked everyone that volunteered and contributed.

Scacco reviewed Kathy Petty's written report, saying it was a slower month at the boatyard. Carson Ross the boatyard worker that has been focused on safety and compliance has been assisting in the office with ordering and receiving of inventory.

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

6) **Manager's Report:** Manager Shoemake provided a report on activity at the Boatyard. He reported that a Boatyard Manager has been hired. Joe Johnson will start work on September 10th. He will be attending the Commission meeting and providing the Commission with boatyard reports in the future. There were 13 haul outs with the 85 ton lift and other boats still in the yard for ongoing projects. There were 4 haul outs with the 660-ton lift. The Research Vessel Coral Sea was a quick turnaround.

Boatyard Maintenance – Crews replaced the upriver gangway to the floating docks between the service pier and the 85 ton haul out pier. Also, the floatation of that dock was replaced. A shear boom was installed at the upriver end of the boatyard facility to protect from river debris. The exterior of the residence was repainted. The large vessel laydown area was graded, rocked and compacted. The Tammy Lift previously declared surplus property has been scrapped.

Boatyard Work Building – Manager Shoemake reported that he has been working with engineer Walt Cook for the relocation of the city's water line and fire suppression for the building. The building plans are still under review for building permits. The bridge crane is scheduled to be delivered late January and has to be installed with the walls. The building is scheduled to be delivered in September.

Strategic Business Plan – The 2nd draft of the updated plan was provided to the Commissioners for review. Manager Shoemake suggested planning a Special Meeting in October for presentation of the final plan.

Wooden Boat Show – Manager Shoemake reported that it was a great show. He said the Wooden Boat Show planning committee will be meeting the next day to make notes for next year’s show. The Coast Guard’s containerboard boat “3 Surfman” made it about 20 feet before it sank. It won the award for best sinking. Angell Job Corps volunteers were greatly appreciated.

Manager Shoemake showed a slide show including the video of the steamboat parade at the Wooden Boat Show, the RV Coral Sea at the Boatyard, the Mount Mischif sign staff put on the mudflat where the Mischif ran aground on its way to the show.

7) **Discussion Items:** There were no discussion items.

8) **Decision Items:** It was moved and seconded (Gerttula/Kriz) to approve signing the Letter of Engagement with Auditor Signe Grimstad. Motion passed 5/0.

9) **Commissioner Comments:** Commissioner Ryerson had no comment.

Commissioner Gerttula is happy to hear about the computer upgrades and is looking forward to staff implementing a software upgrade. He was happy to hear about a new Boatyard Manager. He was glad to hear that the building is being delivered and is looking forward to construction of the foundation being started. He suggested the Port obtain a water truck to use to water down the driveway to keep the dust down. Manager Shoemake responded that he plans on inquiring on the mill byproduct used to keep down the dust. He said he appreciated the Port staff for the work that went into the Port Booth at the Wooden Boat Show.

Commissioner Dahl thanked Bud and staff for the Wooden Boat Show saying it showcases the community in a positive manner. He looks forward to having a new Boatyard Manager to free Manager Shoemake up for projects.

Commissioner Kriz was happy with the Boat show and appreciative of the effort made by staff and volunteers. He is also happy with the growth at the boatyard, saying he has talk to may commercial fishermen and they are happy to have a place to have their work done.

Commissioner Graff complemented Commissioner Gerttula on his talent at being Master of Ceremonies at the Wooden Boat Show. He complimented Port staff and the Planning Committee for a fantastic job, saying the show was full of people having a great time. He said the boatyard looks great after the rock work, but would like to see it watered down. He requested that the need for signage of the Port properties be included in the Strategic Business Plan.

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

11) **Recess:** Commissioner Graff called for a recess at 7:45 pm.

12) **Executive Session ORS 192.660(2) (e)& (h):** Port of Toledo Board of Commissioners entered into Executive Session to discuss real estate and legal matters at 7:50 p.m. Session closed at 8:13 p.m. No decisions were made.

Regular Session resumed at 8:13 pm. It was moved and seconded (Dahl/Ryerson) to authorize Manager Shoemake to negotiate leases for Port Complex Unit 3A and B. Motion passed 5/0.

13) **Adjournment:** It was moved and seconded (Gerttula/Ryerson) to adjourn the meeting at 8:15 p.m. Motion passed 5/0.


Mike Kriz, Commission Vice President