

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

- 1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:00 pm by Commission President Chuck Gerttula.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, Mike Kriz, and Penny Ryerson. Port Staff: Manager Debbie Scacco and Shipyard Manager Ben Victorine.
- 3) **Introduction of Visitors/Visitor Comments:** There were no visitors.
- 4) **Approval of Minutes:** It was moved and seconded (Graff/Kriz) to approve the minutes of the Regular Meeting of August 16, 2022. Motion passed 5/0.
- 5) **Approval of Financials:** Scacco answered Commissioners questions regarding the financial reports. It was moved and seconded (Ryerson/Kriz) to accept the financial reports and pay the bills. Motion passed 5/0.

6) **Managers' Report:** Scacco reported on administrative activities for the past month: Recruitment for an Administrative Assistant is in process. The position will provide clerical support, record minutes, maintain Commission records, assist with grant writing and management, customer relations, marketing, and special projects. A job description for a Bookkeeper/HR specialist is under development and will be posted later in October. There are also openings at the Shipyard for skilled welders and an outside machinist. Admin staff were aided by volunteers at the Wooden Boat Show. They coordinated with exhibitors, vendors, and musicians, sold t-shirts, and ran the silent auction. Staff has started the process of pulling documents for audit. Scacco reported that she attended the SDAO Summer Conference on 9/14/22 and attended sessions on recruiting and retaining employees, liability issues, and Board/Director roles and relationships.

Shipyard Report – Four staff in addition to Manager Scacco completed Shipyard Competent Person Training to recognize hazardous environments in confined spaces. SYM Victorine has been managing the ASCOM Haul Outs to accommodate emergency haul outs and equipment break downs. The Ascom lift required repair of the hydraulic system prior to the FV Kiska Sea haul out and The Acme lift was broken down for a day while a water pump was located and replaced. Victorine advised that Kevin Hill donated a milling machine and drill press to the shipyard. They are currently being stored in the Large Vessel Building. Victorine described difficulties with the HVAC system in the Large Vessel Building and advised that a bagging system will be required if the ventilation output is increased. Scacco reported that unbillable time during the month was used to repair and maintain equipment and complete training before the busy season. Lincoln County School District Intern Program: High School administration has been working with Port Staff to accommodate up to six students this term. The students will work with their school counselors to apply for the program. Victorine answered Commissioner's questions regarding shipyard operations.

Maintenance Report - The maintenance crew were assisted by Angell Job Corps' honor guard at the Wooden Boat Show. Crews set up for the show, worked the weekend assisting visitors, making sure garbage was picked up and bathrooms were clean, then tore down and put everything away. Crews have cleaned gutters and repainted the west end of Port Station One; repaired the roof at the Port Complex, replacing screws and sealing roof seams; cleared unit 4 at the Industrial Complex and relocated Reino Randall into that unit to accommodate the Oregon Coast Community College welding lab expansion. Staff met with Oregon State Marine Board for renewal of the Port's Clean Marina designation.

Grant/Project Updates - Sewer Extension Project: Scacco and Victorine met with the engineer to review plan revisions to add cement washdown pads. The engineer is working on details for the bid package so that the project can be put out to bid and confirm appropriate funding. Commissioners discussed need for geotechnical analysis for the washdown pad.

USDA – Vocational Fabrication Building Project –nothing new to report.

MARAD – Vocational Welding Lab project. Grant funds have been expended and the grant is ready to close out. Oregon Coast Community College is expanding its program and will be adding 6 additional welding booths to the Toledo program and expanding into Industrial Complex Unit 3. Shipyard crew will build the welding booths. OCCC has hired a new instructor and classes will start this month.

Business Oregon, Port Planning and Marketing, Shipyard Financial Analysis – BST Associates are working on the financial analysis, cross referencing payroll records with Quickbooks time and revenue data. They will present their report to Commissioners next month.

Shipyard Wi-Fi – NEDES is installing wiring to extend the Port’s WAVE fiber internet service via Wi-Fi through the Shipyard, to the Pavilion, and Maintenance Shop.

Permitting/Dredging – Federal dredging of the authorized channel of Depot Slough and Yaquina River is on the Army Corps of Engineer’s workplan depending on funding. Funding is dependent on clarification language being added to the WRDA to release the Port from commitments made in 1912 to fund 60% of work and provide a work barge. The proposed change in language has been submitted to the legislative committees and a letter requesting support of the change sent to the Port’s legislators.

Transient Dock Dredging Permit: The permit application was put on hold pending resolution of the WRDA language. After consulting with the Port’s consultant and Army Corps of Engineers contact, both recommend proceeding with the application. This permit will need to be in place for the Port to coordinate dredging with the Corps contractor when the Corps dredge Depot Slough.

Gangway/Piling for Boathouse Relocation: The Corps permit for this project has been received. The Oregon Division of State Lands permit is contingent upon the City’s approval. The City’s requirement of having an engineer’s hydrologic and hydraulic analysis will cost \$13,500. Scacco has contacted the City to request an appeal as the cost of the analysis is prohibitive and a poor use of public funds for a project that has no impact to the floodway. Scacco will also request an exemption of this requirement for maintenance dredging of the Transient Dock.

Wooden Boat Show – Scacco reported that this year’s show was a success. There was good attendance, vendors were happy, and visitors and exhibitors were appreciative. Scacco thanked the volunteers that made the show possible, Angell Job Corps, Anthony Buccas, Paul Boggard, Terry Dillman and company, and Four-Square Church.

Upcoming Conferences: The Port will be co-hosting the Oregon Public Ports Association’s Annual Conference this year with the Ports of Alsea and Newport. The conference is in Newport on September 30. Commissioner Gerttula will attend to represent the Port.

Pacific Coast Congress of Harbormasters and Port Managers semi-annual fall conference is October 11-14 in Skagit Valley. Manager Scacco will attend.

Pacific Northwest Waterways Association’s annual conference is in Vancouver WA, October 12-14. Dave Harlan will represent the Port. Prior to the conference, Commissioner Gerttula will meet with Anthony Pena the new Government Relations Manager of PNWA.

7) **Discussion Items:** Cost of Living Increase Consideration – tabled for later date

8) **Decision Items:** It was moved and seconded (Ryerson/Dahl) to Adopt Resolution 2022-8 designating Manager Debbie Scacco as registered agent and designating the registered office. Motion passed 5/0.

It was moved and seconded (Dahl/Graff) to remove move Lorna Davis’s signature authority from the Port’s bank accounts at Oregon Coast Bank, Bank of the West, and the Local Government Investment Pool, effective immediately. Decision to omit authorization of Manager Scacco as a signatory was discussed and determined appropriate until separation of financial duties is obtained through addition of financial personnel. Motion passed 5/0.

It was moved and seconded (Dahl/Graff) to authorize Oregon Coast Bank to issue credit card to Debbie Scacco for work use and cancel credit card issued to Lorna Davis effective immediately. Motion passed 5/0.

9) Commissioner Comments: Commissioner Kriz commented that it was a good meeting. He said ventilation issues at the new building should be a priority.

Commissioner Dahl is looking forward to Scacco assembling a full staff. He said he was happy to have SYM Victorine at the meeting. He stressed that 30% unbillable hours equate to 3 out of 10 staff not being billable.

Commissioner Ryerson thanked staff and expressed appreciation for having SYM Victorine in attendance

Commissioner Graff also appreciated having SYM Victorine at the meeting.

Commissioner Gerttula was supportive of Scacco finding adequate administrative assistance and encourage follow up on the HVAC system. He was appreciative of staff's hard work at the Wooden Boat Show.

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

11) Adjournment: It was moved and seconded (Ryerson/Dahl) to adjourn the meeting at 8:24 p.m. Motion passed 5/0.


Rick Graff, Commission Vice President