

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit 1, Toledo, OR 97391
Tuesday, October 19, 6:00 pm

- 1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:02 pm by Commission President Chuck Gerttula.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, Penny Ryerson. Port Staff: Manager Lorna Davis, Assistant Port Manager Debbie Scacco, and Maintenance Manager Les Hall.
- 3) **Introduction of Visitors/Visitor Comments:** Michele Zwartjes, US Fish & Wildlife attended electronically.
- 4) Presentation by Michele Zwartjes, US Fish & Wildlife Service, regarding re-introduction of sea otters to Oregon. Ms. Zwartjes advised the Port Commission of a current study being conducted on the feasibility of reintroducing sea otters to Oregon. Ms. Zwartjes answered questions regarding habitat, food sources, and natural predators. She explained there are no current plans in place for reintroduction, but that feasibility is being considered.

At 6:10 pm Ms. Zwartjes was excused from the meeting.

- 5) **Approval of Minutes:** It was moved and seconded (Ryerson/Graff/) to approve the minutes of the Regular Meeting of September 21. Motion passed 4/0.
- 6) **Financial Report:** Scacco reported on administrative activities for the past month. She reported that she has been reviewing the financials in preparation of turning over for audit. She provided the Commission a copy of the Special Districts Association of Oregon's annual Best Practices Survey. This year's survey focused on computer security. The completed survey will provide the Port with a 10% discount its Property and Liability Insurance. She reported that the Connect Oregon grant has been closed out, an Oregon Department of Transportation representative toured the building and accepted the project. Eighty percent of the retained amount will be released. There is still \$64,600 to draw from the Business Oregon Loan for the project. She reported that furniture from OSU used and file cabinets from Oregon State Surplus are being moved into the office of the new building. Relocating office operations will be scheduled with the hiring of an Inventory Specialist to run the existing office at the warehouse.
Scacco reviewed the financial reports and answered questions posed by Commissioners.
Commissioner Dahl would like to have the Inventory Specialist position funded through inventory sales.
It was moved and seconded (Ryerson/Graff) to pay the bills and accept the financial reports. Motion passed 4/0.
- 7) **Maintenance Report:** Maintenance Manager Les Hall reviewed his written report and responded to the Commissioner's questions. In addition to equipment repair, crews installed the kayak lifts at the launch ramp and paddle park, installed rub rail and parking bumpers at the launch ramp and cleaned up in the yard at the Industrial Park. Finish work at the Large Vessel Work Building included terminating ethernet wires and installing parking bumpers.
- 8) **Managers' Report:** Manager Lorna Davis reported on Shipyard Operations. Crew is working on the Pacific Whaleback project and preparing for a busy season with the ASCOM lift. An estimate is in progress to demolish an abandoned steel sailboat for Oregon State Marine Board.

Connect Oregon/Large Vessel Building and Office – the office is complete pending installation of the phone system, security gate and internet/wi-fi hook ups. There is a possibility a new server will be needed to accommodate additional network users.

Grant/Project updates: USDA Grant for fabrication building – Davis reported that she is trying to secure gap funding due to the increase in steel costs.

Strategic Business Plan – Final revisions have been submitted to the consultants and the final plan will be presented at the November Commission meeting.

Sewer Extension Project – Business Oregon will be the administrators of the American Rescue Plan Act funding, staff is waiting on information regarding administration of funding.

Oregon State Marine Board Small Grant – The work at the Launch Ramp is completed with the installation of the bumper rails and parking bumpers. The disbursement request has been submitted.

Tokyo Slough Environmental Study – Stantec is processing sediment sampling from Tokyo Slough and will provide a written report when analysis is completed.

Vocational Programs – The high school intern program is underway. There are 6 Lincoln County School District students working in the shipyard this semester. The program is being supervised by Adam Peterson.

Manager Davis announced the first employee of the month is Tony Johnson.

9) Discussion Items: Manager Davis asked Commission to presented dates to reschedule the SDAO Board Practices Assessment. It was decided by consensus to have the meeting Friday, October 29 at 2:00pm.

10) Decision Items: Manager Davis presented Resolution 2021-8 to declare the 1992 International dump truck surplus. The vehicle was used to complete the build out and is no longer needed. President Gerttula called for a vote to approve Resolution 2021-8. All Commissioners voted to approve, 4/0.

11) Commissioner Comments: Commissioner Gerttula asked the Commission about hosting a breakfast or lunch for the crew. Several ideas were discussed but there was no consensus. He commented that he would like to see the “No Wake” buoys replaced. Commissioner Graff replied that the Oregon State Marine Board removed the buoys.

Commissioner Dahl would like to see the Port keep metal and zincs for recycling. He likes Commissioner Gerttula’s idea for employee appreciation and is looking forward to a Christmas party.

Commissioner Ryerson is looking forward to having a Christmas Party. She appreciates the crew and the work they are doing. She told Maintenance Manager Hall that she appreciated his crew that she met when she drove through the Industrial Park yard.

Commissioner Graff said he is happy the commissioners had this vision and happy with the momentum in the yard. He said he does not support re-establishing sea otters because they devastate the seafood and crab supply. Commissioner Ryerson agreed.

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

13) Adjournment: It was moved and seconded (Ryerson/Graff) to adjourn the meeting at 7:40 p.m. Motion passed 4/0.


Zack Dahl, Commission Secretary/Treasurer