

REGULAR MEETING
Port of Toledo Board of Commissioners
Meeting via GoToMeeting
496 NE Hwy 20, Unit #1, Toledo, OR 97391
Tuesday, July 21, 2020, 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. The meeting was conducted electronically by GoToMeeting.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, and Penny Ryerson. Commissioner Mike Kriz was excused. Port Staff: Port Manager Bud Shoemake and Assistant Port Manager Debbie Scacco
- 3) **Introduction of Visitors/Visitor Comments:** No visitors were in attendance.
- 4) **Nomination/Election of Officers:** It was moved and seconded (Ryerson/Dahl) to retain the current slate of officers for Fiscal Year 2020/2021: Chuck Gerttula as President, Rick Graff as Vice-President and Zack Dahl as Secretary Treasurer. Motion passed 4/0..
- 5) **Approval of Minutes:** It was moved and seconded (Graff/Ryerson) to approve the minutes of the Regular Commission Meeting of June 16, 2020. Motion passed 4/0.
- 6) **Financial Report:** Scacco reported on administrative activities for the past month. In preparation for audit, Scacco worked with shipyard staff to count physical inventory at the shipyard. She will be working on procedures to implement barcode readers to make inventory tracking easier. A business account was set up with Amazon which provides payment terms and tracking/approval capabilities. Scacco advised of a software changes she will be making in the next month, purchasing an annual license for Quickbooks, changing to direct hosting, and upgrading to Office 365. This will allow Quickbooks users to access key programs in hosting, without additional costs. The cost savings from upfront purchase of the Quickbooks license offsets the costs of Office 365, but she projected a cost of an additional \$410 a year for the increased productivity.

Scacco received a proposal from WAVE to provide internet and phones for the new building as well as for the Port Office. The monthly charge is comparable to current costs for telephones, telephone services, and internet. There will be construction costs of \$1,400 for each location. Charter can provide services to the new building with the same rate schedule as at the Shipyard office, with no construction costs. Scacco advised the increased speed and reliability of fiber over cable would be worth the construction costs. Commissioners asked Scacco to check on references for Wave and thought construction costs were high.

Personnel Policy –Scacco will email the draft policy for preliminary review as soon as it is completed.

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 report. Motion passed 4/0.
- 7) **Manager’s Report:** Shipyard Report - There were four vessels hauled out on the 660-ton lift, twenty-four hauled on the 85-ton lift and seven small boats this past month. Shoemake reported that the yard was fairly busy for the time of year. The F/V Kylie Lynn is in the yard for a sponson. The job opening for Shipyard Manager has been posted.

Planning in response to Covid19: Covid19 safety practices continue to be a part of everyday operations. Staff continues to monitor state and county guidance in order to implement the best practices to protect staff and customers. The Port Office has remained closed to the public.

Shipyard Work Building: JH Kelly has sided the west side (driveway) and currently are working on the south side. The Megadoor has been installed. JH Kelly estimates it will take 2 more months to complete the siding, roofing, and insulation. The purchase of electrical components and lighting was awarded to North Coast Electric. Piping for the air supply system has been purchased. Proposals for the fire suppression system are being received. The shipyard welding crew have been building the air and electrical pedestals for inside the building.

Fabrication Building: The 40' x 80' steel building has been ordered from Web Steel Buildings Northwest. The final cost is \$58,093.59. The plan fee of 20% - \$11,618.72 has been made. After the plans are approved, the fabrication fee of 40% will be due, with the remaining \$20% due when the building is completed.

Slides were shown of the New building, fabrication crew at work, progress of the F/V Kylie Lynn, and the F/V Azalea.

8) **Discussion Items:** There were no additional discussion items.

9) **Decision Items:** There were no additional decision items.

10) **Commissioner Comments:** Commissioner Ryerson congratulated Manager Shoemake on the story in the newspaper. She said she missed meeting in person. She is very proud of the Shipyard, that it was a dream of hers that has come true.

Commissioner Graff said he spoke to Mike Wilson, who has heard good reports about the shipyard and is impressed by its expansion.

Commissioner Dahl congratulated Manager Shoemake for the newspaper story. Said good job to all. He appreciates the staff's work in getting ready for the audit. He looks forward to having big projects continuously in the shipyard.

Commissioner Gerttula congratulated Shoemake for the story in the paper. He thanks Shoemake for providing photos with his report. He asked for an update regarding the potential brewery tenant. Shoemake responded that the potential tenant has signed a pre-lease agreement and made a monthly payment.

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

11) **Adjournment:** It was moved and seconded (Graff/Ryerson) to adjourn the meeting at 7:10 p.m. Motion passed 4/0.



Zack Dahl, Commission Secretary/Treasurer