

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit 1, Toledo, OR 97391**  
**Tuesday, February 15, 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, with Zack Dahl joining electronically. Port Staff: Manager Lorna Davis 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 (Ryerson/Graff) to approve the minutes of the Regular Meeting of January 18, 2022. Motion passed 5/0.

5) **Financial Report:** Scacco reported on administrative activities for the past month. She has been working at the new Shipyard office. The new security gate for the Shipyard was placed in service on January 27, procedures for using and distributing gate key cards were put in place. Manager Davis and Scacco conducted staff trainings on the updated Employee Handbook. Compliance records are being relocated to the new office and Scacco will be working on compliance reports due March 1. Scacco reported that the Oregon Coast Bank Line of Credit was renewed for \$500,000. It will allow the Port to outlay expenses on a reimbursement basis for the Sewer Extension Project. Scacco asked the Commission to consider establishing a service charge for credit card payments, explaining there are very large payments being made regularly by credit card at the Shipyard.

Commissioner Dahl commented on tracking total hours worked verses billable time so that it can be used to understand monthly cash flow.

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

6) **Maintenance Report:** Manager Davis reviewed Manager Les Hall's maintenance activities for the month and answered commissioner questions. Lonnie Van Gelder has transitioned from paint crew to groundskeeping and fabricator Les Villa has been assisting with mechanic work as his work load allows. There was maintenance on over 25 pieces of equipment including scissor lifts forklifts, carts/minitrucks and crane. A repair company has been called to make repairs on the overhead crane in the large vessel building. The doors on the restroom at Waterfront Park need the hinges replaced, due to wear. Hall has also been working with the provider of the fire monitoring system in the Large Vessel Building to adjust settings for system.

7) **Managers' Report:** Manager Lorna Davis reported on Shipyard Operations and presented a list of current projects. Grading of the roadbed was completed in the Shipyard as well as repair to the broken pipe that caused a sinkhole. An emergency repair is being made to the driveway wall to the residence which also affects the travel path for the ASCOM lift. Shipyard Foremen, Ben Victorine diagnosed a sensor malfunction in the ASCOM lift, was able to make a temporary repair and order a replacement sensor and backup from Italy.

**Grant Projects:** Sewer Extension project – is still pending the funding contract to be issued by Business Oregon. Davis has been notified that additional funding was included in the Congressional Direct Spending request by Senators Wyden and Merkley.

**MARAD Grant:** There are still funds available in this grant. Davis is working with Oregon Coast Community College to identify additional equipment for the welding program.

Vocational Training Building – Additional funding will be needed to complete this project. The project's USDA representative has suggested seeking additional funding from the Ford Family Foundation.

**Boardwalk Damage:** The boardwalk has been evaluated by a local construction company and a written estimate for repairs will be provided.

**Dredging:** Staff is working with the Army Corps of Engineers to see if the Corps' testing of the authorized channel may be used to support the Port's dredging of the Transient Dock. Dredging of Depot Slough is currently planned for FY 2023 with the river in FY 2024. Permitting for the Port's Transient Dock will be started this month.

Employee of The Month is Chris Youngman. Davis said Youngman has been going above and beyond his regular duties on the fabrication team.

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

**9) Decision Items:** It was moved and seconded (Graff/Ryerson) to adopt Resolution 2022-1 to declare gangways as surplus property and authorize the Port manager to dispose of them. Manager Davis explained the gangways were purchased through Oregon Department of Administrative Services and have been used for gangway replacement, some are being held for use or are currently used in the new building, the remainder are in excess of what we need to have on hand or stored. Commissioner Dahl offered to assist with determining a value. Motion passed 5/0.

Manager Davis asked the Commission to adopt a Health Insurance Benefit Opt-Out Policy to be incorporated into the Employee Handbook. Davis explains the policy provides a stipend to employees that opt out of Port benefits and stipulates that the stipend will be discontinued if, at a later date, the employee decides to go onto the Port's insurance plan. President Gerttula called for a vote which passed 5/0.

It was moved and seconded (Ryerson/Graff) to approve a 3.5% service charge to cover merchant processing fees for credit card payments over \$5,000. Motion passed 5/0.

**10) Commissioner Comments:** Commissioner Dahl is happy to see the gate installed at the Shipyard. He is hopeful that since the commercial fleet has been doing well, that there will be more projects for the Shipyard. He thanked Davis and Scacco for managing a complex business and the Commissioners for working well together.

Commissioner Ryerson said she appreciates that everyone on the Commission works well together. She is happy with business at the Shipyard.

Commissioner Kriz suggested combining the Port and Shipyard Office to make better use of the office space in the new building and result with an additional commercial unit available for lease.

Commissioner Graff expressed appreciation for management.

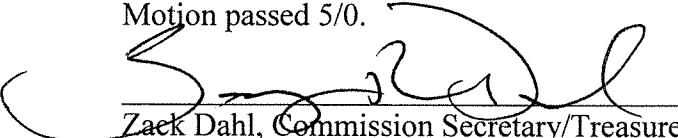
Commissioner Gerttula also appreciates management staff and their ability to adjust to respond to issues as they come up.

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

**Recess:** At 7:40 pm. Debbie Scacco was excused.

**12) Executive Session ORS 192.660 (2i):** Port of Toledo Board of Commissioners entered Executive Session for Annual Review of Executive Officer at 7:50 p.m. Session closed at 8:30 p.m. No decisions were made.

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

  
Zack Dahl, Commission Secretary/Treasurer