

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit #1, Toledo, OR 97391**  
**February 20, 2018 – Tuesday, 6:00 pm**

At 6:00 pm Port Manager, Bud Shoemake met Port Commissioners Rick Graff, Mike Kriz, Zack Dahl, Chuck Gerttula, and Penny Ryerson at the Industrial Complex building at 625 N Bay Blvd for a tour of the building renovations. The tour was also attended by Debbie Scacco, Assistant Port Manager.

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 7:00 pm by Commission President Rick Graff.

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

3) **Introduction of Visitors/Visitor Comments:** Kathy Crane, Director of Toledo Chamber of Commerce, George Crane, Stu Strom, Past Port Commissioner and representing Toledo Downtown Association, Tammy Boyson, Toledo Chamber of Commerce Board Member, Vince Pappalardo, a Newport resident, and Dennis Anstine of the News Times were in attendance.

President Graff asked if visitors had comments at this time, or would prefer to hold their comments until the discussion of the item they were in attendance for. They all agreed to hold their comments.

By Consensus the Commission agreed to adjust the agenda to discuss decision items first.

4) **Decision Items:** Consider approval of Thursday Waterfront Market's use of Waterfront Park: Kathy Crane explained to the Commission that moving the Market to Waterfront Park would be a good move for the vendors, attract more visitors, bring tourists to town, and provide kids access to boating. She also asked if anyone was available to help at the Chamber's booth at the Newport Wine and Seafood Festival during that weekend. Tammy Boyson added that the move would benefit the community, and allow the market to expand, and provide better parking. She acknowledged that the Park would not be available the week of the Wooden Boat Show. The Chamber will do the marketing for the event, and has applied for three grants to help with expenses. She said the market is weekly, every Thursday from June through September, and hopefully it will bring people into the Community.

Manager Shoemake explained that parking would be at the Marina and vendors would set up along the path and maybe in the field. There will be some additional pavers added to cross the rock borders for accessibility to the grass.

Commissioner Gerttula asked about the Park User fee. Manager Shoemake replied that he had negotiated a reduced fee to \$125 a day to cover the Port's labor cost. He explained that the Market has very little budget, and that it would require the Chamber securing grant funds.

Stu Strom supported moving the market, saying it was a good choice compared to closing Main Street.

It was moved and seconded (Dahl/Ryerson) to approve the Thursday's Market use of Waterfront Park as negotiated by the Port Manager. Motion passed 4/0 with Commissioner Graff abstaining due to a conflict of interest.

Consider Resolution 2018-2: Manager Shoemake advised that the resolution was drafted to oppose offshore oil and gas drilling and exploration activities off of the Oregon coast.

Vince Pappalardo explained that he was a home owner at Agate Beach, and as a concerned citizen, encouraged the Port to oppose offshore oil and gas drilling. He expressed concern about the practice of using air cannon for exploration, and the risks to the environment, tourism, recreation and fishing.

Manager Shoemake reported that the federal comment period for the program is open until March 9<sup>th</sup> and most of our federal and state legislators have already stated their opposition. He added that the Cascadia Subduction Zone runs along the coast which presents additional risk.

It was moved and seconded (Ryerson/Kriz) to Adopt Resolution 2018-2, Opposition to Offshore Oil and Gas Drilling and Exploration Activities off of the Oregon Coast. Motion passed 5/0.

Stu Strom commented that he was also concerned about wave energy devices along the coastline because they take away from fishing areas, the cost to put them into service, and the visual pollution they would cause along the coastline.

Manager Shoemake replied that the Port supported research of wave energy after the FINE (Fishermen Involved in Natural Energy) group supported testing only.

At 7:25 Vince Pappalardo, Tammy Boyson and Stu Strom excused themselves from the meeting.

Appoint Representatives to Cascades West Area Commission on Transportation: Asst. Port Manager Debbie Scacco reported that it was time to reappoint the Primary and Alternate delegates to the CWACT. There is a monthly meeting that can be attended by teleconference from the Cascades West office on Main Street. Commissioner Kriz asked not to be reappointed. Commissioner Dahl said he was interested in the position, but could not confirm at this time. Manager Shoemake will continue as the alternate. The decision was tabled until the next meeting.

Amendment to Personnel Policy: Asst. Port Manager explained that the proposed amendment would correct the work week to correspond with the pay period making overtime calculations easier. There are no financial impacts; it only corrects a portion of the policy that became inconsistent when the pay period was changed a few years ago. It was moved and seconded (Gerttula/Dahl). Motion passed 5/0.

**5) Approval of Minutes:** It was moved and seconded (Kriz/Ryerson) to approve the minutes of the regular Commission Meeting of January 16, 2018. Motion passed 5/0.

**6) Financial Report:** Assistant Port Manager Scacco reviewed office activities for the previous month. She reported that she worked with the Port Manager to submit the Oregon State Marine Board Boating Facilities Grant. The new website is being developed and is close to being released. She reported that she attended the Special Districts Association of Oregon's annual conference in Seaside, and attended trainings on pay equity, how to write a FEMA Emergency Plan, recognizing sexual harassment, and avoiding whistleblower claims.

Audit – Per Signe Grimstad an extension of time is needed due to staff turnover at her office.

The Boatyard Office Manager, Kathy Petty reported that January had been a slow month at the boatyard. She is working on tracking the revenue and expenses for the NOAA boats, and will provide a report when the work is complete. She does not think she can get the information from Quickbooks to provide profitability reports and is researching software options.

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

7) **Boatyard Report:** Boatyard Operations Manager Aja Burke reported that during the slow month, crew has been busy preparing for the busy season. There were 12 haul outs on the 85 ton lift and none on the 660 ton lift. She said the middle of next month the boatyard will start its busy season and she reported the status of on ongoing projects. Commissioner Ryerson asked if there were any problems with theft at the boatyard. Burke responded that staff is constantly reminded to keep tools put away and there is a security camera system. Manager Shoemake added that an SDAO Safety and Security grant was awarded this year to install a gate and camera at the front of the yard.

8) **Manager's Report:** Boatyard Build-Out/Boatyard Environmental Building: Manager Shoemake reported that the project engineers, the Harris Group, have been reviewing the two bids for compliance with the bid specifications. He advised that there may be a need to have a special meeting to award the bid. Commissioner Graff asked about the ventilation system. Manager Shoemake replied that once the building is selected, the foundation will be engineered. Port staff may provide some of the labor to build the foundation, and may also do some of the finishing work on the building including installation of the HVAC system and Megadoor.

**Industrial Complex:** The Commissioners and Debbie Scacco toured the building with Port Manager Shoemake this evening. He advised that the improvements are about complete. The remaining work to be done is new siding on the side of the building that faces the road, as well as the north side. Manager Shoemake said he is proud of the crew that put it together, including crews from the boatyard. Commissioner Ryerson commented that she is impressed by the talent of the crew and their willingness to take on the projects.

**Strategic Business Plan:** Manager Shoemake said that the most recent report from Gerald of Makers is that the plan is coming along well. We expect a draft by the middle of next month.

**Oregon State Marine Board – Boating Facilities Grant:** Manager Shoemake informed the Commission that the project that was submitted in the grant application has a higher cost and match than previously anticipated. The project as estimated by the Oregon State Marine Board will cost \$125,000 with a \$31,250 match, but the match can be provided through labor and use of Port equipment. He explained that the OSMB design is for aluminum docks because pressure treated wood can no longer be used.

9) **Discussion Items:** Manager Shoemake asked if the date of the next meeting could be changed to April 24 in order that he can attend the Pacific Coast Congress of Harbormasters and Port Manager's annual conference in Coos Bay. He said that he was asked to be a presenter for a new session that focuses on one port. It was moved and seconded (Gerttula/Kriz) to move the April meeting to April 24<sup>th</sup>. Motion passed 5/0.

10) **Commissioner Comments:** Commissioner Ryerson pondered the possibility of dredging Tokyo Slough to make it more useable. She said she had a study completed on it years ago and it is poor habitat. She also said she is very proud of Port Staff.

Manager Shoemake replied that uses for Tokyo Slough are being examined in the Strategic Business Plan.

Commissioner Kriz commented that the Port crew is really good, and a nice job has been done on the (Industrial Complex) building. He said that the fishing community has been watching the development and is appreciative of the boatyard. He thinks the Toledo Thursday Market will be a good fit at Waterfront Park.

Commissioner Gerttula expressed concerns about people not picking up after their dogs at the park. He is happy with how the (Industrial Complex) building has turned out, and that it is within budget. He appreciated the additions of Cuttaliya Robinson and Kathy Petty to the admin staff.

Commissioner Dahl appreciated staff's vision, and happy to see the Industrial Complex in good shape.

Commissioner Graff complimented Manager Shoemake and the entire staff.

Manager Shoemake presented a slide show of recent activities including photos of:

- Ben Victorine, Yard Foreman with Mat Lee, welder
- 30' Long Large Container that will be used outside of the new building
- Dana Castle, lead painter, with Ethan Carson Painter.
- Series of before and after photos of recently completed sponson job on the FV Deacon.
- State Police forensics van in front of the Port Office, working on an investigation at a neighboring property.

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

12) **Recess:** President Graff called a recess at 8:25 pm.  
Guests Kathy and George Crane excused themselves.

13) **Executive Session ORS 192.660(2)(e):** Port of Toledo Board of Commissioners entered into Executive Session to discuss real estate matters at 8:30 p.m. Session closed at 8:55 p.m. No decisions were made.

14) **Adjournment:** It was moved and seconded (Gerttula/Ryerson) to adjourn the meeting at 8:55 p.m. Motion passed 5/0.

  
Zack Dahl, Commission Secretary/Treasurer