

REGULAR MEETING
Port of Toledo Board of Commissioners
Meeting via GoToMeeting
Tuesday, August 18, 2020, 6:00 pm

- 1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 5:57 pm by Commission President Chuck Gerttula. The meeting was conducted electronically by GoToMeeting.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, and Penny Ryerson. Commissioner Zack Dahl 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) **Approval of Minutes:** It was moved and seconded (Graff/Ryerson) to approve the minutes of the Regular Commission Meeting of July 21. Motion passed 4/0.
- 5) **Financial Report:** Scacco reported on administrative activities for the past month. A virtual Wooden Boat Show was hosted on the Port's Wooden Boat Show Facebook page, which featured photos from previous years shows, videos, and invited kids to build model boats.
Grimstad's had an auditor make the first site visit for audit to test shipyard inventory.
Scacco recommended installing fiber internet access at the new building and switching internet service over to Wave for the shipyard and Port offices. The Wave proposal for fiber internet and phones will cost less than our current services, and there will be no installation fees. It will also be possible to install WIFI service to provide internet to the Shop and possibly the Pavilion. It was moved and seconded (Graff/Ryerson) to authorize the Port Manager to accept the proposal from Wave for fiber internet and phone services at the Port and Shipyard. Motion passed 4/0.
Software upgrades were made during the month which included the purchase of an annual subscription for QuickBooks, switching to direct hosting of QuickBooks on Right Networks, and updating to Microsoft 365 for software and email. Scacco said it is major upgrade to productivity and email security.
The draft personnel policy was provided to the Commission for review. Scacco asked Commissioners how they would like to proceed. Commissioner Graff volunteered himself and Commissioner Dahl to review the draft.
Scacco asked Commissioners if they were interested in participating in the SDAO Board Leadership Academy. All commissioners were interested, and Scacco will follow up on registration.
Scacco reviewed the financial reports and answered questions posed by Commissioners. Scacco advised of additional deposits and payables received since financial reports were created. It was moved and seconded (Graff/Kriz) to pay the bills and accept the financial report including adjustments. Motion passed 4/0.
- 6) **Manager's Report:** At the shipyard, vessels worked on the past month include 2 vessels hauled out on the 660-ton lift, 14 hauled on the 85-ton lift and 10 small boats. Shoemake said work in the shipyard has slowed as boat owners tighten their belts due to long term concerns of the economic impacts of Covid19. Crews are working on a sponson of the F/V Kylie Lynn, F/V Channa Sea at Yaquina Boat Equipment, and are painting containers for OSU. Shoemake reported hiring Adam Peterson as project manager and he will also assist supervision of the fabrication crew.

The job application for Shipyard Manager has been posted with Oregon Employment Department, on Indeed, and with SDAO. Only 1 application had been received. Staff will work on expanding the recruitment.

Staff has been downsized due to COVID19 and economic slowdown. We have 5 employees furloughed, 1 out on workers comp, and 1 out on new- parent leave.

Planning in response to Covid19: Expenses to respond to COVID19 are being tracked and the Port will apply for reimbursement through the CARES Act funding for Special Districts. The Port is not taking reservations for the pavilion at Waterfront Park and the restrooms at Waterfront Park, the launch ramp, and the Paddle Park have remained closed.

Shipyard Work Building: Contractor JH Kelly estimates they are a month away from completion of their work on the building. They are currently installing insulation and putting the roof up. Port crews will install the interior wall liner, which goes as high as the clear light panels.

Fabrication Building: The plans for the building have been received from Northwest Web Steel and we have been submitted for building permits. Once permits are approved the Port will finalize the order, putting the building in the que for fabrication, and the next 40% payment will be due.

Oregon Coast Community College resumed classes on August 4.

Slides were shown of the sponson of the F/V Kylie Lynn, the OSU Containers, F/V Sundad, Engine for the Yaquina Queen (a boat that will be operated through the Toledo Community Boathouse program), and David West on Teak Lady Yuan Mun.

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

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

9) **Commissioner Comments:** Commissioner Graff asked where the new fab shop will be located. Manager Shoemake explained it will be next to the current fab shop and the tent will be taken down. Graff said he visted the shipyard today and can see where the new building is needed. He said the yard looks wonderful but not many boats.

Commissioner Ryerson said she drove through the Shipyard for the first time in 3 months. She said the building is beautiful. She was very pleased by the crew and said they make her proud.

Commissioner Kriz said when things are slow it is a great time to work on the new building and the fab shop.

Commissioner Gerttula reported that Michelle Longo-Eder had made a nice comment on social media about work done at the shipyard and at Kevin Hill Marine.

Manager Shoemake announced that he will retire at the end of January. The Commission will meet at a later date to discuss options for filling the Port Manager position.

Manager Shoemake recommended applying for Port Planning and Marketing grant to complete additional planning for shipyard operations and final engineering for the Industrial Park.

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

11) **Adjournment:** It was moved and seconded (Ryerson/Graff) to adjourn the meeting at 7:03 p.m. Motion passed 4/0.


Zack Dahl, Commission Secretary/Treasurer