

MINUTES

Port of Toledo Board of Commissioners

October 17, 2023, Tuesday, 6:00 PM | 496 NE Hwy 20, unit 1, Toledo, OR 97391

*The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:01 PM by
Commission President, Chuck Gerttula*

Roll Call:

Commissioners: Chuck Gerttula, Rick Graff, Zack Dahl, and Michal Kriz. Lorna Davis was excused. Staff Present: Port Manager Debbie Scacco, Bookkeeper Kaitlin Heart, and Administrative Assistant Jessica Warfield. Paint Supervisor Dana Castle joined the meeting at 6:10 pm.

Introduction of Visitors and Public Comment:

Attending Visitors: Doug Wiggins introduced himself as the new City Manager for the City of Toledo. Stu Strom introduced himself as a City Commissioner and voiced interest in jobs at the Shipyard and completion of dredging in Depot Slough

Port Goals & Responsibilities:

Commission reviewed ORS Sections 777.155 - .190 which covered Division of ports into subdistricts, representation of subdistrict, vacancies, Powers of ports created by special laws and ordinances for policing or regulating of port property

Consent Agenda:

It was moved and seconded (Graff/Kriz) to approve the regular meeting minutes of September 14, 2023. Motion passed 4-0.

Staff Reports:

Maintenance Report – Scacco reported that Supervisor Les Hall took a vacation this past month, but the Maintenance crew worked on re-installation of Port docks. Maintenance crew have also been assisting at the Shipyard with billable hours as necessary.

Shipyard Report – Scacco provided Commissioners with list of current projects in the shipyard and a billable hour report and reported that Supervisor Ted Mandell and his crew moved Port moorage customers back to the docks. Dana Castle discussed the projects at the shipyard and answered commissioner's questions. Zack Dahl questioned billable hours and productivity in the shipyard. Port Manager Debbie Scacco and Paint Supervisor Dana Castle reported that shipyard is busy with mostly billable hours. Golden Pisces is currently in the Large Vessel Building with extensive work being done. The building will be occupied with a monthly rotation of jobs through December. Micheal Kriz also commented on going back to a "No Cash, No Splash" for finished vessels. Re-implementation of this policy was supported by Zack Dahl and Rick Graff.

Manager's Report- Scacco reported on administrative tasks completed during the month. The disbursement request for Oregon State Marine Board Maintenance Assistant Grant has been submitted for \$20,000. A job posting is being advertised for the position of Shipyard Scheduler/Accounts Receivable Specialist to fill the position left by Melodie Schones retirement. There were three new hires on the Shipyard crew. Jessica Warfield has been assisting Shipyard Supervisor Adam Peterson in organizing the safety office at the Shipyard. Scacco is developing position handbook to assist in training each administrative position.

Grant Updates - The IFA marketing grant is being used to purchase marketing materials and promotional items in preparation for the Pacific Marine Expo in Seattle. Due to the current workload at the Shipyard, Scacco and Warfield will represent the Shipyard at the Expo. Scacco reported that a draft RFP for Project Management services for the Sewer Extension project has been submitted to Business Oregon for approval. Once approved the RFP will be published with a 10-day response time. When the Project Manager contract is awarded, the Invitation to Bid package can be reviewed and published. Scacco reported that the Port has received notice of award of ODOT Carbon Reduction Program. Commissioner Dahl stated the Port should not consider moving forward with this grant as the 11% match is not feasible for the Port. Scacco advised that a meeting is being scheduled with Oregon Department of Transportation where she will receive more information regarding the grant and its expected timeline.

Permitting -The Army Corps of Engineer's contractor completed work on the Authorized Channel and were able to move out prior to arrival of inclement weather . Maintenance Manager Hall will survey depths on the inside docks to determine which vessels can move to the inside.

Conference Updates-Scacco reported on her trip to Alaska for the PCC Conference in Valdez, as well as the OPPA Conference in Astoria, Oregon, and the IFA Infrastructure Summit in Corvallis Oregon.

New Business:

Scacco requested Commissioner's availability for an Executive Session. By consensus November 2nd at 1:00 was set as a tentative date.

Decision Items:

It was moved and seconded (Dahl/Graff) to accept the financials and pay the bills. Motion Passed 4/0.

Commissioners Comments

Commissioner Graff said he was happy with ongoing work at the shipyard.

Commissioner Dahl thanked everyone at the shipyard for doing the work. He wants to see the shipyard able to stay busy with mostly billable hours for staff.

Micheal Kriz commented on being happy that shipyard has been able to bring in billable projects during the slow/off season for the shipyard.

Chuck Gerttula complimented how busy the shipyard has been. Commented that he appreciated staff considering discounts/or off seasons specials to promote the shipyard during slow/off season periods.

Upcoming Meetings:

Upcoming meetings are as noted on the agenda.

Adjournment

It was moved and seconded (Graff/Dahl) to adjourn the meeting at 7:10 pm. Motion passed 4/0.


Zack Dahl, Commission Secretary/Treasurer