

MINUTES

Port of Toledo Board of Commissioners

November 21, 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 6:03 PM by
Commission President, Chuck Gerttula

Roll Call:

Commissioners: Chuck Gerttula, Rick Graff, Zack Dahl, Michal Kriz, and Lorna Davis. Staff Present: Port Manager Debbie Scacco and Bookkeeper Kaitlin Heart.

Introduction of Visitors and Public Comment:

Attending Visitors: No visitors were present.

Executive Session: ORS 192.660 (2) (e & f)

Port of Toledo Board of Commissioners entered Executive Session to discuss Real Estate and Exempt Information at 6:04 p.m. Session closed at 6:39 p.m. No decisions were made.

Consent Agenda:

It was moved and seconded (Davis/Kriz) to approve the regular meeting minutes of October 17, 2023. Motion passed 5-0.

Staff Reports:

Shipyard Report – A list of current projects in the shipyard and a billable hour report was provided to the Commissioners. Scacco reported that the Ascom lift required new monitor which is ordered and being shipped from Italy. Commissioner Dahl expressed concern regarding the amount of operational non-billable hours.

Maintenance Report – Scacco reviewed the written report if equipment and facility maintenance submitted by Maintenance Manager Les Hall.

Financial Report – Kaitlin Heart answered questions regarding the financial reports posed by Commissioners. Commissioner Dahl said he is concerned about the use of the line of credit. The Shipyard will need to pay it down by 100k per month so that balance will be available for use when the grant project for the sewer is started. He is also concerned about the first loan payment for the IFA loan for the building that will be due in April. Commissioners discussed contacting Business Oregon to discuss options.

It was moved and seconded (Graff/Kriz) to pay the bills and accept the financial reports. Motion passed 5/0.

Manager's Report- Scacco reported on administrative tasks completed during the month. Jessica Warfield will be transitioning to the Shipyard Scheduling/Accounts Receivable position and is in the process of enrolling in the On-The-Job Training Program offered by the EQUUS through the employment department. The administrative staff is still running short of one position. Scacco is working on job handbooks and would like to hold off on filling the new position until job duties have been redistributed.

Grant Updates: The IFA Marketing grant was used to attend Pacific Marine Expo and purchase promotional items. Scacco and Warfield represented the Shipyard at the Expo to promote the Shipyard. Sewer Extension Project – The project manager solicitation is being reviewed. After the Project Manager has been contracted, they will review the Invitation to Bid that has been drafted by the project Engineer. Once reviewed for thoroughness and compliance to grant requirements the project can be put out to bid. ODOT Carbon Reduction Program – Scacco advised that ODOT is working on the Intergovernmental Agreement that will determine how the grant will be managed. It is expected to be completed in mid-December. She is looking into a provision provided through the Bipartisan Infrastructure bill that allows government entities to use tax credits as cash match.

New Business:

Scacco invited Commissioners to the Port's Holiday party on December 16.

Decision Items:

It was moved and seconded (Davis/Dahl) to authorize lease renewal for Yaquina Boat Equipment for an initial term of 5 years, with the option for 2 additional 5 year extensions, increasing the lease amount by CPI and directing the Port Manger to send tenant a letter stating Port's concerns regarding exceedance of Pier capacity and reserving the right for an engineer's analysis. Motion Passed 5/0.

It was moved and seconded (Davis/Graff) to authorize the Port Manager to enter negotiation with Civil West engineering for a cost estimate to provide Construction Administration/Construction Engineering and Inspection Services for the Sewer Extension Project. Motion Passed 5/0.

Commissioners Comments

Commissioner Dahl asked Commissioners to consider the Port's focus. He would like to work on business development at the Shipyard to make sure appropriate policies are in place. Focus should be directed to continue to be an economic driver for Lincoln County.

Commissioner Kriz said the Boatyard looks very quiet. He wants to see it run like a business and stressed the No Cash/No Splash rule needs to be reinstated.

Commissioner Graff agreed with Commissioners Dahl and Kriz. He wants to see the Shipyard run more efficiently. He said he appreciates that the crew are working hard.

Commissioner Davis proposed the Commission have a focus/vision meeting early in the new year and focus on one priority a quarter. She said she is available to help.

Commissioner Gerttula said he agreed with what was said, that it takes everyone from Commissioners, Port Manager, Supervisors and crew to make necessary changes.

Upcoming Meetings:

Upcoming meetings are as noted on the agenda.

Adjournment

It was moved and seconded (Graff/Davis) to adjourn the meeting at 7:53 pm. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer