

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
April 24, 2018 – Tuesday, 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 Rick Graff.
- 2) **In Attendance:** Commissioners Rick Graff, Zack Dahl, Chuck Gerttula, and Mike Kriz. Commissioner Penny Ryerson was excused. Port Staff: Manager Bud Shoemake, 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 (Kriz/Dahl) to approve the minutes of the regular Commission Meeting of March 20, 2018. Motion passed 4/0.

Financial Report: Assistant Port Manager Scacco reviewed office activities for the previous month. She reported that staff has been working on the draft budget. She reviewed the need for an interfund loan between the Boatyard Enterprise and Boatyard Expansion accounts and the proposed resolution 2018-3. She reviewed information provided to the Commission in order to consider a rate increase for the outside storage at the Industrial Complex. She advised that staff would be at the Depoe Bay Wooden Boat Show on April 21 and 22 promoting our Wooden Boat Show.

She reviewed health insurance renewal rates for next year and reported that in order to keep rates affordable and not have to change to a higher deductible, the plan will be changed to a Synergy plan that requires insured employees to use doctors that belong to the Synergy network, since Samaritan facilities are on the Synergy plan this should not be a hardship. There was discussion regarding the increasing costs of insurance and that additional costs may not be able to be absorbed in future years. It was discussed that communication should be started with staff about the possibility that benefits may not be sustained at the current levels. Commissioner Dahl suggested monitoring expenses this year and in the future consider setting a cap on benefits, and if necessary, allow staff to have the option to cover the difference for a more comprehensive plan.

Scacco followed up on a previous discussion regarding developing a policy for electronic check signing. She asked the Commission for guidance. The Commission requested her to draft a policy to use electronic check signing only for checks approved at the regular commission meeting under the amount of \$2,000. They also instructed that there should be a separation of duties so that the person who reconciles the bank accounts does not sign checks electronically.

Oregon Coast Bank has requested that signers on the Oregon Coast Bank accounts be reauthorized so that new signature cards can be made up. The Commission directed that all Commissioners (President Rick Graff, Vice President Mike Kriz, Secretary Treasurer Zack Dahl, Chuck Gerttula, and Penny Reyerson) and Port Manager Bud Shoemake be the signers on the General Fund Checking Account, the Boatyard Enterprise Checking Account and the Money Market Account. The Commissioners also directed that only Assistant Port Manager Debbie Scacco have online account access for all three accounts.

Commissioner Dahl asked if banking proposals have been requested from the local banks. Scacco replied that proposals have not been requested but there are only two options in Toledo, and we have accounts at both.

Scacco reviewed Boatyard Office Manager Kathy Petty's written report. Petty advised that new accounting software is still being analyzed. Under consideration is Pier Vantage and

QuickBooks Enterprise. Scacco advised that Pier Vantage is boatyard specific and works really well taking the project from estimate, through work order, invoicing and to the general ledger. QuickBooks Enterprise can do estimates, work orders, invoicing, costs less monthly, and it would be easier and less expensive for conversion.

Scacco reviewed the financial reports and answered questions posed by the Commissioners. It was moved and seconded (Kriz/Gerttula) to pay the bills and accept the financial report. Motion passed 4/0.

5) Boatyard Report: Manager Shoemake reviewed the Boatyard report submitted by Boatyard Operations Manager Aja Burke. It was reported that there were 17 haul outs on the 85-ton lift with 6 scheduled for the next month, and there were 8 haul outs on the 660-ton lift with 6 scheduled for next month. He reviewed the current and upcoming projects, stating it is very busy in the yard. Five new crew have been hired, and the selection for the Purchaser/Inventory Control position will be made this week.

6) Manager's Report: Boatyard Work Building – The contract with JH Kelly was signed and the building is to be delivered by July 31. A contract with Sargent Engineers was signed for engineering of the foundation. Once the foundation design is completed the building permits will be applied for and solicitation will begin for bids to construct the foundation and erect the building. Manager Shoemake is currently working on the utilities and HVAC system.

Industrial Complex – The building permit for the awning has been obtained. Materials have been delivered. The maintenance crew has poured the concrete support pads and hopefully this project will be completed by the end of May.

Strategic Business Plan – Manager Shoemake advised that he has received a draft report to review. He will review the draft and submit requests for edits.

Wooden Boat Show – The port will have a booth at the Depoe Bay Wooden Boat Show. The maintenance crew will take up boats for display, including a Teak Lady, and office staff has put together marketing materials for the Boathouse programs and our Wooden Boat Show. Georgia Pacific has decided not to do Family Day at this year's Wooden Boat Show but is sponsoring the show at the \$5,000 level.

Manager Shoemake advised that the Port's grant request for the Oregon State Marine Board to replace the three dock sections at the launch ramp was deferred which means the maintenance staff will be repairing the existing docks.

Manager Shoemake reported that he attended the Pacific Coast Congress of Harbormasters and Port Managers' conference in Coos Bay. At the conference, as the first presenter for a new "Focus on the Port" session, he gave a 20-minute presentation about the Port of Toledo that emphasized how the port has benefitted from planning.

7) Discussion Items: There were no discussion items.

8) Decision Items: Manager Shoemake explained that there is a new grant program through Business Oregon, Regional Solutions Team for a Regional Infrastructure Fund. He requested approval to submit a grant application for technical assistance for \$60,000 to complete final engineering to connect the Boatyard to City sewer services. It was moved and seconded (Gerttula/Kriz) to authorize the application for a Regional Infrastructure Fund Grant. Motion passed 4/0.

It was moved and seconded (Gerttula/Kriz) to authorize an application for a Department of Transportation, Maritime Administration Small Shipyard Grant to purchase a vessel transporter and two portable structures. Motion passed 4/0.

It was moved and seconded (Kriz/Gerttula) to approve the new rate of \$0.20 per square foot for the outside storage rate at the Industrial Complex, with existing customers receiving a one-year

preferred customer rate of \$0.18 effective 7/1/18. Motion passed 3/0 with Commissioner Dahl abstaining due to a possible conflict of interest.

It was moved and seconded (Dahl/Gerttula) to adopt Resolution 2018-3 authorizing an interfund loan from the Boatyard Enterprise Fund to the ConnectOregon VI Grant Fund. Motion passed 4/0.

9) Commissioner Comments: Commissioner Kriz said he visited the boatyard earlier in the day and was impressed by the activity. He said the big boat owners are happy to be here.

Commissioner Dahl said that he really enjoyed working with this group of Commissioners and was appreciative of the good discussions at the meeting. He is looking forward to next year.


Commissioner Gerttula agreed with Commissioner Dahl and reminded everyone that eight years ago there were only three staff.

Commissioner Graff reported that he had three separate couples that were visitors from out of town come by his store. They all were impressed by the interpretive signs at the park and he explained to them what the Port has been doing. He asked for some brochures or cards about the Port to have at his store.

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

11) Executive Session ORS 192.660(2)(a): Port of Toledo Board of Commissioners entered into Executive Session to discuss personnel and evaluate the Port Manager at 7:25 p.m. Session closed at 7:54 p.m. No decisions were made and the Port Manager's Evaluation was deferred to the next meeting.

12) Adjournment: It was moved and seconded (Gerttula/Kriz) to adjourn the meeting at 7:54 p.m. Motion passed 4/0.



Zack Dahl, Commission Secretary/Treasurer