

MINUTES

Port of Toledo Board of Commissioners

August 15, 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, Lorna Davis, Mike Kriz, Zack Dahl, Shipyard Supervisor, Adam Peterson, Port Manager, Debbie Scacco, Administrator, Brooke Goulet.

Introduction of Visitors and Public Comment:

There were no visitors present.

Port Goals & Responsibilities:

ORS 777 Part 3 – Scacco reviewed ORS 777.130 through ORS 777.150, discussing ports authorities to distribute water, and to construct and maintain marina and recreational facilities and Board qualifications terms, elections, vacancies.

Consent Agenda:

It was moved and seconded (Graff/Kriz) to approve the Minutes of July 18th, 2023.
Passed 5/0.

Staff Reports:

Shipyard Report by Adam Peterson, Shipyard Supervisor. Peterson updated Commissioners on work in the yard and said that the Shipyard is having more return clients. Commissioner Gerttula inquired on the status of the 85-ton lift and Commissioner Dahl asked if a partial rebuild would be practical. Peterson says a rebuild could be considered but would be costly. Dahl asked about work scheduled for the upcoming month. Peterson reported on upcoming jobs. Crew will be working on yard projects including installation of 5,000-gallon vertical receiving tank and making repairs to the service pier.

Maintenance by Port Manager, Debbie Scacco: The yard at the Industrial Park is more organized after the yard sale. The crew for the dredging contractor were not able to secure other lodging and have several travel trailers at the Industrial Park for the duration of the project. Crew is making plans to disconnect and move the docks in preparation of for dredging as soon as the Wooden Boat Show has been torn down.

Admin/Financial by Port Manager Debbie Scacco: Bookkeeper, Kaitlin Heart, is on medical leave. Scacco prepared a bill pay list for approval, but not all checks were printed due to a shortage of check stock and Scacco asked for approval to pay as soon as checks are received. Commissioner Dahl asked Scacco to investigate a better way to record grant income and expense so operational profit and loss could be better monitored. Dahl asked about upcoming large first payment for the building and recommended making monthly payments to help cash flow. Davis has a question regarding a large petty cash payout, Scacco explained that it was for cash payments to the bands for the Wooden Boat Show. The bands will complete W9's and payments will be processed through as vendor payments with petty cash being

reconciled after the Show. Commissioner Gerttula suggested accepting sponsorship donations at the Port Booth during the Wooden Boat Show. Commissioner Davis made several recommendations for increasing sponsorship and partnerships for future shows.

It was moved and seconded (Graff/Kriz) to accept the financials and pay the bills. Pass 5/0.

Peterson was excused at 6:42.

Manager's Report by Port Manager, Debbie Scacco: Oregon Coast Bank has contacted all account signors and updated signature cards. Bank of the West updated signature cards are still pending. The surplus yard sale did well, with \$22,000 worth of materials and equipment being sold. The two cranes, Clark forklift, platform lift and tent are remaining to be sold. Staff will need to market these items to the appropriate audience to find a buyer.

Scacco reported that she has registered to attend the PCC Conference in Valdez AK, per Commission encouragement at the last meeting. Commissioners discussed rescheduling the September meeting and by consensus rescheduled the meeting to September 14th, 2023.

Scacco reported on a meeting with Courtney Flathers of the Governor's Regional Solutions Team, who will try to schedule a group tour of the Port's facilities and give the Port the opportunity to discuss dredging needs, FEMA concerns, and the Tokyo Slough fill project.

An OMSI film documentary camp was on site at the Shipyard August 10, the camp's students were creating films regarding Lincoln County fisheries and focused one of the films on the Shipyard's role in supporting the fleet. The films were screened at OMSI in Portland on August 18.

The HVAC system for the Large Vessel Building was tested and balanced. The system is now operating at 98% of what was originally designed and has positive pressure in the office. An additional round of environmental health testing will be done during the next scheduled paint job in the building.

Commissioner Kriz asked about the status of the Sewer project. Scacco responded that the bid documents can go out in October. The main objective is to insure the project can be completed in budget. Scacco stressed the need for a project manager for the project but stated an RFP must be developed to select a project manager.

Waterfront Park events: Holy Toledo, a meet up for vanlifers, was at the park July 21-24. There were about 120 vans. Scacco reported the event was low impact to the Port and brought many visitors into Toledo. Cycle Oregon event will be using the Park and Marina August 13-15. Scacco requested a Commissioner to provide a welcome to address to the group. Scacco reported that there was an issue with Summer Festival not requesting formal permission to use the Park for fireworks, which resulted in not being listed as an additional insured for the event. She attended the Summerfest wrap up meeting and addressed the issue to the Committee. Commissioner Gerttula expressed his concerns and Commissioner Dahl asked if a formal letter should be sent. Commissioner Davis recommended that the Port's insurance, SDAO, be contacted to determine if there is a recommended minimal for the insurance requirement.

Business Oregon is working with U of O for an updated Ports Impact Statement. Scacco reported that she had to revise the Port's lists because the high priority projects reported to Business Oregon in the spring were completed. Commissioner Gerttula recommended adding Tokyo Slough Fill project as a priority.

Dredging of the Authorized Channel is in process. The Corps contractor, HME, are currently suspended from work due to ocean conditions. They will resume after the Wooden Boat

Show. Scacco advised that dredging permits for the Transient Dock have been obtained and HME will be able to complete the Port's dredging.

Scacco advised that she received notice that the Port is being awarded a Port Planning and Marketing grant to be used for Shipyard marketing. She is making plans to have a booth at Pacific Marine Expo in Seattle in November and will be working on a print promotion. Commissioner Dahl recommended sending the Shipyard Project Manager to Expo, as the best person to represent the Shipyard and communicate with potential customers.

Decision Items:

It was moved/seconded (Kriz/Graff) to send a letter to the Toledo Summerfest Committee to commend them for their success and to document the Port requirements for use of Port properties. Passed. 5/0.

Commissioners Comments

Commissioner Davis: Excited to see the momentum of the Wooden Boat Show and recognized the work it takes from staff. She is sorry she will miss it this year. She was excited that the Port received the Business Oregon Economic Opportunity Fund grant and for the equipment that was purchased. She was also very pleased about the HVAC system being tested and working appropriately.

Commissioner Kriz: Enjoyed this meeting. He said he was curious to see how Summerfest would do this year, and a lot of people said it was great. He looks forward to this year's Wooden Boat Show. He visited the boatyard and crew expressed that it was nice to have work this time of year as most boats are out fishing.

Commissioner Graff: Commends the staff and didn't realize Kaitlin was on leave. He is very impressed with Debbie getting the financials out. Very happy to see how the sales went at the yard sale and was shocked to see some of the equipment go. The industrial park looks good and the shipyard looks busy. He hopes the Wooden Boat Show is as good as the Summerfest.

Commissioner Dahl: Recommended Scacco require a doctor's note from Heart prior to returning to work and resuming her duties. He is excited for the Wooden Boat Show and appreciates seeing all the commissioners.

Commissioner Gerttula: Amazed at the yard sale and what some people thought would be there. He was glad that it went well. He agreed with the other commissioners that it was impressive of Debbie to pick up the slack with Kaitlin being gone. Happy to hear that the HVAC is fixed.

Upcoming Meetings:

Upcoming meetings are as noted on the agenda.

Adjournment

It was moved and seconded (Graff/Davis) to adjourn the meeting at 7:40PM. Motion passed 5/0.


Zack Dahl, Commission Secretary/Treasurer