

# MINUTES

## Port of Toledo Board of Commissioners

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*February 21, 2023 Tuesday, 6:00 PM | 496 NE Hwy 20, unit 1, Toledo, OR 9739*  
*The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:01 PM by*  
Commission President, Chuck Gerttula

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### Roll Call

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Commissioners: Chuck Gerttula, Rick Graff, Zack Dahl, Penny and Mike Kriz. Staff: Port Manager, Debbie Scacco, Administrative Assistant, Brooke Goulet, Bookkeeper Kaitlin Heart, Shipyard Manager, Ben Victorine, Shipyard Project Manager, Adam Peterson.

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### Introduction of Visitors/Public Comments:

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Kim Bush, City Counselor

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### Staff Reports:

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#### Manager's Report:

Shipyard Report – Scacco provided a list of on-going projects in the Shipyard for the month, that included the upcoming haul-out schedule. It was noted that there were two emergency haul-outs within the past week. Scacco presented photos of the Deliverance, which has been in the Large Vessel Building since September of 2022. Shipyard Supervisor, Adam Peterson described, in detail, the work done on the Deliverance and Shipyard Manager, Ben Victorine explained the timeline of the haul-out for this vessel. A marketing proposal was presented to begin advertising Shipyard Services in regional fishing publications, strategically timed to try and fill the schedule during the Shipyard's traditionally slower periods. A budgetary estimate for a full-on marketing strategy is estimated at \$30,000. Scacco requested permission from the Port Commission to apply for a Port Planning and Marketing grant. The grant requires a 25% match. Staff have replaced a wooden gangway at the floating docks with an aluminum gangway, previously purchased from the State surplus. Staff is seeking a course of action to repair a bad planking on the service pier, which could be replaced with concrete in lieu of planks to be more cost efficient. Feasibility of a covered structure for sandblast/painting is being sought after and Scacco is submitting a proposal to the City Planner to determine what is possible in the floodplain. During waterline repair of February 8, the Shipyard had a fire suppression system malfunction that cause a minor discharge of the monitors in the Large Vessel Building work bay. Due to the quick action of Shipyard staff, the valves were shut down promptly and there was only a weak discharge of water from one monitor. This resulted in approximately ten hours of warranty work to repaint affected areas of the vessel that is in the building. Les Hall is working with Harvey and Price to determine appropriate check valve functionality to prevent future incidents. Staff continue to monitor air quality in the Shipyard office. Current work in the Large Vessel Building has not caused any issues. Scacco will request environmental testing for the next full paint job that is on schedule. Scacco outlined the follow up from engineering regarding the Large Vessel Building foundation. Scacco will consult with Special Districts Association on the best avenue forward. Surplus items have been sold, which include the electric trucks, boom lift, and forklift. Port of Toledo is currently working with the Port of Warrenton in preparation for them to take four aluminum gangways.

Admin/Financial Report - Scacco introduced Kaitlin Heart, the newly hired Bookkeeper/HR Generalist. The opened Inventory Specialist position has been filled with a current Shipyard employee. Scacco reported on her time at the SDAO Annual Conference which she attended in Sunriver, OR on February 9 to the 11. Scacco attended workshops on early earthquake warning systems, communication during construction projects, new board member recruitment and onboarding, financial reporting, SDAO's services, and the Port Caucus meeting with a presentation from Business Oregon and Office of Emergency Management which reported on legislative issues and the SDAO/SDIS Business Meeting. SDIS will be transitioning the Port's workers comp insurance to SAIF, effective July 1, 2023. SDAO distributed information on the year's Best Practices Program which focuses on Emergency Management. There are three board positions up for re-election this May. The deadline for candidates to file with Lincoln County Clerk is March 16, 2023. The Port's website has the openings posted for the public and the filing forms are available at the Port Office. Scacco discussed revisions to Shipyard Labor Report to report hours by department. Scacco reported STIP funds for the GP Juno project were received in the amount of \$10,877. This is the first receipt for the fifteen-year program.

Grant updates: Project pipeline was issued for current grants. A disbursement request has been submitted for the Business Oregon Sewer Extension project. However, it is pending for additional language to be added to the Port's engineering contract.

#### Port facilities:

- ❖ Port Complex - The roof was compromised during strong wind and rain events and has continued to have water intrusions. Maintenance Manager, Les Hall has met with a roofing contractor and received an estimate for coating the roof. The estimate for roof repair is approximately \$60,000. At this amount, the project will be a prevailing wage Public Works contract and must go out for intermediate procurement process.
- ❖ Welding Lab - Oregon Coast Community College has hired Bud Shoemake as a consultant to assist in coordinating the expansion of the Welding Program into Bay 3 at the Industrial Park. Bud has met with Central Lincoln PUD and the electrician to determine if additional electrical feed is accessible from the current transformer. Oregon Coast Community College has grant funds for the improvements and is also considering additional building modifications, that we may enhance and be reimbursed for.
- ❖ Depot Slough Path - The City's outfall is undercutting the bank where it expels into the slough, close to the Transient Dock gangway. The City of Toledo will make repairs by cutting into the drainage pipe from the upland in the park and will reline the pipe, extending the outfall so it is not eroding the bank. The city will, after permitting (which requires and H&H analysis), place rip rap to stabilize the bank.

#### Permitting/Dredging:

- ❖ Depot Slough Dredging - The Port of Toledo's project was not included in the President's FY23 budget request. Member of the Oregon Congressional delegation, Governor Kotex and Oregon Public Ports Association have requested the Army Corps of Engineers include the project in their FY23 work plan.
- ❖ Transient Dock Dredging - The JPA is in process and the Port is currently working through the Department of Environmental Quality online process. Scacco has submitted the floodplain development permit to the City Planner. The City of Toledo has proposed sharing the expense of the H&H Analysis that would include the Port's projects, Georgia Pacific's project and their project for the outfall.
- ❖ Boathouse Relocation - Relocation will take place in early March. The Port will move the WREC boathouse to be adjacent to the Andrew Linn Boathouse near the old gangways. Scacco recommended that the Port

still pursue an ADA gangway when/if the H&H Analysis is granted. Gerttula expressed concern about the cost and asked if moving two fingers from the north dock would be more affective.

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### Consent Agenda:

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It was moved and seconded (Graff/Dahl) to approve Bill Pay.  
Motion passed 5/0.

It was moved and seconded (Dahl/Graff) to approve the consent agenda was approved as published.  
Motion passed 5/0.

It was moved and seconded (Dahl/Ryerson) to have Port Manager pursue the Marketing Budget Proposal for the Port Planning and Marketing Grant.  
Motion passed 5/0.

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### Old Business:

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Board Duties and Responsibilities Policy was passed to Commissioners to sign Acknowledgement From.

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### New Business:

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A Work Session Meeting was scheduled for Monday, March 6, 2023 at 1PM to discuss tenant lease renewal.

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### Commissioners Comments

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Commissioner Ryerson – Announces she will not be running for re-election. Praised the current Commissioners with the work they've done and how well they work together as a team. Micromanagement is a concern and the Port Commissioners should be proud of all the Port Staff. She thanks the Commissioners for the friendship and workmanship.

Commissioner Graff – The Shipyard looks cleaned up. The concrete pad is needed and would be a big asset to the Port. The Shipyard is running smoothly and likes the suggestion Shipyard Manager, Ben Victorine made to put four small boats in the building during the slow season.

Commissioner Dahl – Excited to see everything get tied together. Also, excited that Scacco now has a team to work around her. Believes the Shipyard has the rates needed to sustain. Thanks Commissioner Ryerson for all the hard work and all she has done for the Port of Toledo.

Commissioner Kriz – Appreciates having Shipyard employees at the meeting to answer all looming questions. Thanks Commissioner Ryerson for her great work. Mentions that the Shipyard pricing is competitive.

Commissioner Gerttula – Thanked the new staff that has been hired. Urges the Commission to reach out to perspective candidates to fill commissioner position. He hopes it will be someone who will work for the Port rather than be confrontational.

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### Upcoming Meetings:

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Upcoming meetings are as noted on the agenda.

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## Executive Session

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Time: 8:06PM

Executive Session ORS 192.660 (2) (e)&(i)

Discussed real estate matters. Review performance if Interim Port Manager.

Adjourned at: 8:54 PM. It was moved and seconded (Dahl/Ryerson) to adjourn Executive Session.

Return to regular session at 8:54PM.

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## Adjournment

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It was moved and seconded (Dahl/Kriz) to adjourn the meeting at 8:55PM. Motion passed 5/0.

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Zack Dahl, Commission Secretary/Treasurer