

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit #1, Toledo, OR 97391**  
**May 17, 2016 – Tuesday, 7:00 pm**

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 7:00 pm by Commission President Mike Kriz.

2) **In Attendance:** Commissioners Mike Kriz, Rick Graff, Gregg Harrison, Chuck Gerttula and Penny Ryerson. Port Staff: Manager Bud Shoemake, Operations Manager Aja Vickers, and Office Manager Debbie Scacco.

3) **Introduction of Visitors/Visitor Comments:** Tom Runions was in attendance. He expressed interest in the RFP for Geogrid saying he had some experience using geogrid and was curious about the size of rock to be used and the installation process. Manager Shoemake advised that he would be reviewing the project in his Manager's report later in the meeting.

4) **Approval of Minutes:** It was moved and seconded (Gerttula/Ryerson) to approve the minutes of the Regular Meeting of April 19, 2016 and the Budget Committee minutes of May 10, 2016. Motion passed 5/0.

5) **Financial Report:** Office Manager Scacco reported on office operations for the month which included going to the Olalla Lake Fishing Derby to promote the Wooden Boat Show and the dedication of Briseño Park. The TIGER grant application was revised and submitted and the draft budget was developed for the Budget committee. Ongoing work includes preparation of the Nationwide dredging permit for the Transient Dock and renewal of the Waterway lease for the boatyard.

Office Manager Scacco reviewed slides from the accounting software showing financial snapshots, explaining that the grant funds skew comparisons to previous years. She answered Commissioners questions regarding the printed financials reports. It was moved and seconded (Graff/Ryerson) to pay the bills and accept the financial report. Motion passed 5/0.

6) **Manager's Report:** Manager Shoemake reviewed the written Maintenance Report submitted by Maintenance Manager Les Hall. Hall has been focused on repairing the 65 ton crane. Normal grounds maintenance have been assisted by the boatyard Community Services Consortium's interns, allowing Hall to focus on the crane. In response to Commissioner's Gerttula inquiry regarding the Port's responsibility for the interns, Operations Manager Aja Vickers explained the CSC program. The interns are available to the Port for 200 hours each. They can do light, supervised labor including moving blocks and cleaning work pads. CSC pays the interns, all payroll taxes, and workers compensation. The interns have the opportunity to gain valuable work experience while they are completing credits for their High School Diploma. Vickers said the interns have been of value to the boatyard and they have been very happy to have the experience of working at the Boatyard.

Boatyard Report: As this was the first time new Operations Manager Aja Vickers has attended a Commission meeting Manager Shoemake asked the Commissioners to introduce themselves. The Commissioners each introduced themselves giving a brief background of their experience. Vickers introduced herself and described her resume. She said the boatyard has been preparing for the change of policy on June 1, when the Boatyard will take control of all preparation and painting of bottom paint. She said it has been a controversial policy with both staff and customers, but it was determined necessary after going through Technical Assistance with Oregon Department of Environmental Quality. Commissioner Gerttula asked about the increased costs to small boat owners. Vickers said that Boatyard crew are trained and have the correct tools to efficiently prep and paint boats. The new policy provides the Port control of the process as the average customer has nothing to lose by the release of contaminants on the boatyard property. DEQ requires the Port to have complete control over all waste

streams, and painting and paint preparation are toxic tasks. Vickers reported that the Boatyard is really clean with the interns helping out. In preparation of the new lift coming Vickers will be working on new safety guidelines. She reviewed upcoming haul outs, and reported that a new mechanic that formerly worked at Riverbend has been hired.

Manager Shoemake showed slides of work that has been done on Boatyard equipment in preparation of arrival of the new lift. The Ranger and Ford Utility truck have been painted, the Acme lift was painted and has new lettering, a roof was built on the paint container, the crew room is being relocated upstairs in the shop to provide the mechanic space, and the crane is being worked on.

Boatyard Build-Out: Manager Shoemake reported that Charter still needs to move their lines underground, which should be completed this week. Central Lincoln PUD will be ready to take their poles down as soon as Charter is done. ASCOM has provided shipping information for the lift. The first 6 containers are due to ship on May 30 with the remaining 8 or 9 containers shipping on June 6. It will take about 35 days for transport port to port. Manager Shoemake reviewed the terms of ASCOM's contract, saying they had 31 weeks from time to order to delivery, or to June 28, then two weeks grace period before incurring penalties. The lift should be arriving within that time period.

A Request for Proposal was made for the geogrid material for upland improvements. The scope of work was based on a geotechnical study completed by Engineer Mel McCracken. Three proposals were received and reviewed by Manager Shoemake, Jon Holbrook, and Mel McCracken. It was determined that Tensar's proposal was the best option. Tensar will provide onsite consultation during installation. Manager Shoemake described the process of how the layers of fill and rock would be layered and compacted. Visitor Tom Runions inquired about inspections of the installation and compaction. Manager Shoemake advised Runions that if he had questions regarding the geotechnical report, he should have contacted him prior to the meeting, but in response to his question there will be inspections and oversight by both the Port's Geotechnical Engineer, Mel McCracken, as well as a geotechnical engineer from Tensar, the geogrid manufacturer. Commissioner Ryerson asked Runions to make an appointment with Manager Shoemake if he had any additional questions about the project. Runions said he was concerned that all of the suggestions in the Geotechnical report may not be followed. He said that he will come to the next meeting, and left the meeting at 8:30 pm.

The conduit for the new electrical service to the uplands has been placed, and Manager Shoemake has met with the City Planner to finalize vacation of the City's easement.

Grant Reports: Regarding the ConnectOregon VI project application, the Region 2 Joint ACT meeting will be on May 25, where they will rank Region 2 projects. Manager Shoemake said he has asked several key people to testify. The Final Review Committee will be meeting June 14 and 15 to rank the projects for recommendation for funding.

Dredging: The Corps of Engineers is putting the Depot Slough project out for bid. The Port will apply for grants to fund dredging of the transient dock.

Wooden Boat Show: Manager Shoemake reported that he will have drafts of the poster by the next meeting

**7) Discussion Items:** There were no discussion items

**8) Decision Items:** It was moved and seconded (Gerttula/Ryerson) to authorize the Port Manager to award and sign the contract for the Geogrid Material for upland improvements for the Boatyard Build-Out Project. Motion passed 5/0.

It was moved and seconded (Gerttula/Ryerson) to authorize the Port Manager to award and sign the contract for rock purchase for the upland improvements for the Boatyard Build-Out Project. Motion passed 5/0.

**9) Commissioners Comments:** Commissioner Gerttula said he understands that policy at the boatyard will need to change due to regulation, but is concerned about costs to small boat owners.

Commissioner Harrison said he was disappointed that the lift was delayed three weeks. He expressed support for Manager Shoemake and thanked Aja Vickers for coming to the meeting.

Commissioner Ryerson is happy to see how things are progressing, and thanked the Commissioners for their support of Manager Shoemake.

Commissioner Graff thanked Aja Vickers for attending the meeting, Manager Shoemake for doing a good job, and Debbie Scacco for the budget presentation.

Commissioner Kriz thanked Manager Shoemake, saying he expected there would be delays with the project.

**10) Upcoming Meetings:** Upcoming meetings are as noted with the exception of the corrected date for the next Port Commission Meeting is June 21.

**11) Adjournment:** It was moved and seconded (Graff/Ryerson) to adjourn the meeting at 9:05 p.m. Motion passed 5/0.



Gregg Harrison, Commission Secretary/Treasurer