

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
July 19, 2016 – Tuesday, 7:00 pm

Commissioners toured the Boatyard Improvements at 6:00 pm. The tour was attended by Port Manager Shoemake, Commissioners Ryerson, Gerttula, and Harrison. No Decisions were made.

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, Office Manager Debbie Scacco, and Operations Manager Aja Vickers.

3) **Nomination/Election of 2016/2017 Commission Officers:** Commissioner Harrison nominated Commissioner Kriz to the position of President for 2016/2017. The nomination was seconded by Commissioner Gerttula. Commissioner Kriz was elected president 5/0.

Commissioner Ryerson nominated Commissioner Graff to the position of Vice-President for 2016/2017. The nomination was seconded by Commissioner Kriz. Commissioner Graff was elected vice-president 5/0.

Commissioner Ryerson nominated Commissioner Harrison to the position of Secretary/Treasurer for 2016/2017. The nomination was seconded by Commissioner Graff. Commissioner Harrison was elected secretary/treasurer 5/0.

4) **Introduction of Visitors/Visitor Comments:** Toledo resident Nevin Williams was in attendance.

5) **Approval of Minutes:** It was moved and seconded (Gerttula/Graff) to approve the minutes of the Regular Meeting of June 21, 2016. Motion passed 5/0.

6) **Financial Report:** Office Manager Scacco reported on office operations for the month. She advised the Commission that recruitment for the open Boatyard Office Supervisor position is underway and that it is critical to find the right person to help the boatyard grow. She apologized for providing the financial reports late and reported on the current administrative workload which includes a list of year end reports, as well as audit, and the Wooden Boat Show. Scacco reviewed this year's Best Practices Program for Special Districts Association of Oregon which is offering facilitated self-assessment session for the board.

Office Manager Scacco reviewed the financial reports and answered questions posed by the Commissioners. It was moved and seconded (Ryerson/Graff) to pay the bills and accept the financial report. Motion passed 5/0.

7) **Manager's Report:** Manager Shoemake reported on progress of the Boatyard expansion project. The ASCOM technician will be on site the day following the meeting to direct assembly of the lift. He has been advised that it may take up to two months for assembly. He reported that the costs to move the utilities, originally estimated at \$300,000 came in at \$400,000. Central Lincoln PUD's explanation is the final engineering was not completed at the time the estimate was given, and there were additional unanticipated costs associated with getting a permit from the railroad to complete the work. Still to be completed for the project is the upland ground work and

the new wash down pad which will be a 150'x75' concrete pad with sandblast poles and curtains. He reported that the project is progressing well. Unloading the lift components from the shipping containers was labor intensive. There were a couple of containers with damaged items, the damage was documented and ASCOM will take care of it. Manager Shoemake said the challenge will be running the Boatyard with four to five crew working full time on assembly of the lift. Manager Shoemake answered Commissioners questions regarding the cranes needed for assembly, and said that a 150 ton crane will have to be rented. He also reported on the status of repairs of the Port's 65 ton crane, saying Kevin Hill donated gear and fabrication services to make the repairs.

Boatyard Report: Operations Manager Aja Vickers reported on Boatyard Operations. She reported that she has been learning a lot about administering the office since the resignation of the former Office Manager. She reported that everyone is excited for the new lift, and have been working well together, unloading the containers using four to five different pieces of equipment at one time. She has been focused on safety and has provided staff with new Port of Toledo safety vests. Vickers advised that Occupational Safety and Health Administration rules regarding crane training will allow in house training by a competent person as long as crane work is done within the Port's yard. Vickers reported that she obtained the Oregon Department of Agriculture's pesticide application license, and four crew have apprentice licenses. She reported that the early tuna season brought several boats into the yards needing repairs.

Commissioner Gerttula commented on the need for training to be documented. Operations Manager Vickers responded that all trainings are recorded for each employee.

Manager Shoemake reviewed the written Maintenance Report submitted by Maintenance Manager Les Hall saying the maintenance crew has been focused on the crane.

Grant Reports:

- The second boathouse funded through a Siletz Tribal Charitable Contribution Fund grant is being built. The boatyard crew has assembled the floats and will be putting the floor on. Joe Novello has a group of volunteers that will be building the structure.
- Depot slough Path – Angell Job Corps will be coming in and doing some work to connect the driveway apron to the path, but the path will not be completed before the Wooden Boat Show. One of the benches for the path was completed by Neven Williams, while he was a port employee, and features Criteser Moorage. A second bench is being built to honor Jim Hitchman, the donor of the first Teak Lady, Ma Zu, and who authored the History of the Port of Toledo for its centennial. The Hitchman bench will be dedicated by the Hitchman family on August 10.
- SDAO Safety Grant - the roofing materials have been purchased for the Industrial Complex roof. The roofing project is scheduled after assembly of the lift is completed due to availability of lifting equipment.
- There have been no decisions announced regarding the TIGER grant application. Manager Shoemake advised that equipping the boatyard will continue to be a challenge, and that the Port should continue to pursue future grant opportunities including the Maritime Administrations small shipyard grant program.
- ConnectOregon VI - The ports project for the Boatyard Environmental Work Building has been recommended for funding. A public hearing will be held in Salem regarding the Connect Oregon projects on Thursday of this week. Manager

Shoemake reported that he asked County Commissioners Terry Thompson and Doug Hunt to testify for the Port's project.

Dredging: The Army Corps of Engineers will open bids for the Depot Slough dredging project on July 25. Manager Shoemake said that originally there was discussion of the Port having additional dredging completed under the transient dock. However, after sounding the area it will not be needed. The Port will still remove the transient dock fingers to allow the Corps contractor full access to the authorized channel. The Corps has \$3.75 million for dredging Depot Slough. If the project costs less any savings will be used to start the permitting/biological opinion process to dredge the river. Manager Shoemake commented that Dredging of the river is the reason that the Port was founded over 100 years ago.

Meetings:

- Oregon Coast Economic Summit – Manager Shoemake reported that he will be attending the Oregon Coast Economic Summit on August 8-9, which is being held in Coos Bay. He was invited by Senator Roblan to introduce a discussion panel and was asked to talk about the successes of the Port of Toledo and the collaboration between the Port and State agencies. Manager Shoemake said that Senator Roblan has been a strong supporter of the Port's projects.
- Oregon Transportation Commission will make the decision to award ConnectOregon VI projects at their meeting in Klamath Falls on August 18-19.

Wooden Boat Show: Planning is going smoothly and sponsorships are coming in well. Georgia Pacific is sponsoring printing of the posters and print ads.

8) Discussion Items: There were no discussion items.

9) Decision Items: There were no decision items.

10) Commissioners Comments: Commissioner Ryerson is very happy with what she saw on the Boatyard tour. She said she worked on developing the Tokyo Slough property before Fred Wahl owned the property but it wasn't the right time then. She appreciated the efforts of the administration staff, saying they should get someone into help.

Commissioner Graff also said he appreciated the reports, and hopes they find help soon. He complimented Manager Shoemake on the impressive project.

Manager Shoemake responded that the project was developed through planning completed by the Commission with the State of Oregon's assistance with funding.

Commissioner Gerttula gave kudos to Maintenance Manager Hall and his crew for their work to get the crane ready to go.

Commissioner Harrison said he appreciated the tour of the boatyard and said the lift is beautiful.

Manager Shoemake said there should be a ceremony when the first haul out is made with the new lift.


Commissioner Kriz remembered when the boatyard site was a cedar mill and said everyone wants the yard to succeed. He said the Boatyard will be impressive and complimented Manager Shoemake.

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

12) **Recess:** At 8:20 pm Commissioner Kriz called a 5 minute recess

13) **Executive Session ORS 192.660(2)(a):** Port of Toledo Board of Commissioners entered into Executive Session regarding personnel at 8:25 p.m., session closed at 8:45 p.m. No decisions were made.

14) **Adjournment:** It was moved and seconded (Gerttula/Ryerson) to adjourn the meeting at 8:45 p.m. Motion passed 5/0.



Gregg Harrison, Commission Secretary/Treasurer