

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit #1, Toledo, OR 97391**  
**September 20, 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. Commissioner Penny Ryerson excused for being late due to work. Port Staff: Manager Bud Shoemake, Office Manager Debbie Scacco, and Operations Manager Aja Vickers.
- 3) **Introduction of Visitors/Visitor Comments:** Sharon Kelly, Toledo resident and temporary office staff was in attendance.
- 4) **Approval of Minutes:** It was moved and seconded (Harrison/Graff) to approve the minutes of the Regular Meeting of August 16, 2016. Motion passed 4/0.

5) **Financial Report:** Office Manager Scacco reported on office operations for the month saying that new staff is being trained and staff has been working on coordination between the offices. She reported that there were computer network issues that she hopes has been resolved. Scacco reported on the Wooden Boat Show, saying it went smoothly and everyone seemed happy, however attendance seemed lower, especially of youth which is contributed to the fair being on the same weekend. She advised that she included thank you notes from the Robison family in the Commissioner's packets.

Scacco reviewed special Districts Association of Oregon's Best Practices program for 2016. The program can provide the Port up to a 10% discount on its property and liability insurance. The two outstanding items to earn the full discount are adoption of an Oregon Ethics Law Policy, and Commission approval of the Best Practices Checklist. She advised that the proposed policy and checklist have been provided to be considered for approval later in the meeting.

Scacco advised that proposed Resolution 2016-7 is being presented for consideration in decision items. It approves a modification to the Business Oregon, IFA Grant/Bridge Loan for the Boatyard Expansion project.

Scacco asked the commission to approve the Park Reservation donation request received from Doug Ryder for the Toledo Food Share 10k fundraiser on April 8, 2017. By consensus the Commission approved the request.

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

6) **Manager's Report:** Boatyard Build Out: Manager Shoemake advised that the Ascom technician will be returning to complete the operators and maintenance training. The test lift of the ASCOM lift was completed using a 80' x 36' barge, which was flooded, using only three sets of straps which limited the lifting capacity to 450 metric tons. The lift was successful with no issues.

The upland upgrades are being finalized. Boatyard fabricators built stainless steel boxes for the shore power pedestals. A concrete grade beam will be poured along the narrow edge of the property. The crew will start forming the 150'x75' wash down pad the day after the meeting. A contractor will be used to pour and finish the concrete.

Boatyard Report by Operations Manager Aja Vickers: Her focus has shifted to getting ready for the new boatyard. The yard has been busy with about 15 haul outs scheduled for the new lift. Currently, a paint project on the P/C Adventure is ongoing, and crew is working on two wood boats. Crew has helped with moving boats for the Port's dredging project. Vickers reported that Sherwin Williams brought in a vendor to demonstrate a new sand blast media.

Maintenance Report: Manager Shoemake reviewed the written report submitted by Maintenance Manager Les Hall. Hall and crew oversaw set up and tear down of the Wooden Boat Show assisted by the Angell Job Corps, as well as providing services at the show. All of the docks were disconnected and moved for dredging, they still have to move the docks back and reassemble them. Hall will also provide support to the Angell Job Corps when they return to lay the pavers on the Depot Slough Path.

Grant Reports:

- Toledo Community boathouse additional boathouse: Joe Novello's crew has been working on the boathouse
- Depot Slough Path: We still need to complete installation on benches, interpretive signs and fence.
- ConnectOregon VI: We were awarded a grant of \$2,013,900 for building an Environmental Work Building at the boatyard with a total project cost of \$2,877,000.
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Dredging: The dredging was completed without any issues.

7) **Discussion Items:** Review SDAO Best Practices checklist and draft Oregon Ethics Law Policy, presented by Debbie Scacco, Office Manager. Scacco advised the draft policy was provided by Special Districts Association of Oregon. She requested feedback regarding answers on the checklist. By consensus the commissioners directed Scacco to provide the Oregon Government Ethic Commission's Guide for Public Officials and 2015 supplement by email link, and to all employees by having a copy accessible in both offices.

Future Agenda Items, presented by Debbie Scacco, Office Manager. Scacco provided proposed scheduling from Rob Mills of Special Districts for a Board Members Self Assessment. Scacco was directed by the Commissioners to hold off scheduling until after the first quarter of next year.

Scacco advised the Commission that it has been a year since the last joint meeting with the City of Toledo and it is the Port's turn to host. She asked the Commission for direction on scheduling a meeting. By consensus the Commission advised Scacco to invite the City to a joint meeting in December, and to ask the City to provide possible dates.

Manager Shoemake invited the Commissioners to attend the Wooden Boat Show party the following weekend.

8) **Decision Items:** Approve Special District Association of Oregon's Ethics Law Best Practices checklist for submission, presented by Debbie Scacco, Office Manager: It was moved and seconded (Gerttula/Harrison) to approve the answers for SDAO's Best Practices Checklist. Motion passed 4/0.

Revise Boatyard Rates presented Aja Vickers, Operations Manager: Vickers advised that staff researched pricing for the new lift, but there is no comparable market. She explained the requested changes. It was moved and seconded (Gerttula/Graff) to adopt the proposed rates for the Straddle Lift Haul Outs, On or Off Trailer, and Re-blocking fees. Motion passed 4/0. Commission asked for revision of remaining rates to be presented at the next meeting.

Commissioner Ryerson joined the meeting at 8:35 pm.

Declare Surplus Property presented by Bud Shoemake, Port Manager: Manager Shoemake asked the Commission to declare the D7 Caterpillar as surplus, saying the work on the boatyard expansion requiring the dozer has been completed, and suggested a minimum bid of \$32,000. Commissioner Gerttula suggested an increased minimum bid if the Port's crew were able to paint it. It was moved and seconded (Gerttula/Harrison) to declare the D7 Caterpillar as surplus and allow the Port manager to sell at auction. Motion passed 5/0.

Adopt Oregon's Ethics Law Policy, presented by Debbie Scacco, Office Manager: It was moved and seconded (Gerttula/Ryerson) to adopt the Oregon Ethics Law Policy. Motion passed 5/0.

Adopt Resolution 2016-7, Authorizing a loan from the Oregon port revolving loan fund by entering into a financing contract with the Oregon infrastructure finance authority, presented by Bud Shoemake, Port Manager: Manager Shoemake advised the resolution modifies the original Boatyard Expansion Bridge Loan and Job Creation Agreement (Project #525201), and formalizes the decision made by motion at the previous meeting. It was moved and seconded (Ryerson/Harrison) to Adopt Resolution 2016-7. Motion passed 5/0.

**9) Commissioners Comments:** Commissioner Gerttula was happy that the dredging went painlessly. He said he was happy to see the Boatyard progressing. He said he was happy to see the Angell Job Corps are back to work on the path. He said he would like to see the computer network between the two offices be more reliable.

Commissioner Harrison said that he thought the Wooden Boat Show went well. He noticed there were a lot of new visitors. He said he has been enjoying showing off the new lift to visitors and impressing them that it will lift 1.3 million pounds.

Commissioner Ryerson apologized for being late to the meeting due to work.

Commissioner Graff thanked the Port for having the Siletz Boosters be a food vendor at the Wooden Boat Show, saying he enjoyed the view of the new lift. He asked about the status of water at the launch ramp.

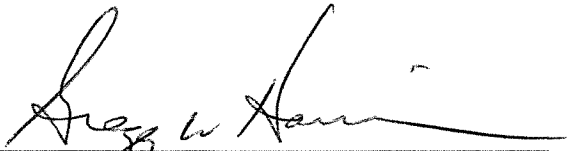
Manager Shoemake responded that there is water at the launch ramp, but the Port would need to make upgrades to something that will automatically shut off.

Commissioner Kriz had no comments.

Manager Shoemake presented a slide show of current activities including the haul out of the Excalibur, the docks tied up at the boatyard, and crew moving the docks.

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

**11) Adjournment:** It was moved and seconded (Gerttula/Graff) to adjourn the meeting at 9:10 p.m. Motion passed 5/0.

  
Gregg Harrison, Commission Secretary/Treasurer