

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
Tuesday, April 21, 2020, 6:00 pm

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:05 pm by Commission President Chuck Gerttula. The meeting was conducted by conference call.

2) **In Attendance:** Commissioners Chuck Gerttula was on site. Rick Graff, Mike Kriz, and Penny Ryerson attended by conference call, with Commissioner Zack Dahl joining the call at 6:20 pm. Port Staff: Port Manager Bud Shoemake and Assistant Port Manager Debbie Scacco were on site.

3) **Introduction of Visitors/Visitor Comments:** No visitors present.

4) **Approval of Minutes:** It was moved and seconded (Ryerson/Kriz) to approve the minutes of the Rescheduled Commission Meeting of March 24, 2020. Motion passed 4/0. (Commissioner Dahl not in attendance yet.)

5) **Financial Report:** Scacco reported on administrative activities from the past month. She reported that shipyard receivables of \$168,000 are expected to be received within the week. She has provided plans and documents to potential electrical engineers to solicit proposals for engineering on the shipyard's building. Admin staff has set up technology for remote work and meetings, following GenXsys recommendation for a secure software to remotely access work computers from home, and learning Zoom for video meetings, as well as checking on other options which allow simultaneous teleconference and video conference.

Grant/Loan disbursement requests for the Shipyard Work Building project have been made for \$348,395. The disbursement is split between the Connect Oregon grant and the Business Oregon loan.

The proposed budget will be sent out on Friday the 24th and at this time the meeting is planned to be conducted by teleconference. There has been some additional guidance from the Governor regarding the acceptable means of receiving public input on the budget.

Scacco reviewed the financial reports and answered questions posed by the Commissioners.

There was discussion regarding the preparedness for any financial impact of COVID19. Commissioner Dahl suggested that a 7 to 10-month reserve should be built up.

It was moved and seconded (Ryerson/Graff) to pay the bills and accept the financial report. Motion passed 5/0.

6) **Manager's Report:** Manager Shoemake reported that operating during the current COVID19 outbreak is challenging. He reported that the shipyard has been affected by 6 employees out to COVID19 issues, and that a \$125,000 job was turned down because of lack of workforce. Best management practices for managing the COVID 19 have been implemented, including social distancing, and staff are wearing masks when working nearby others. The launch ramp is closed, and the Port Office is closed to public with staff working from home as feasible.

Shoemake is on the State's South Valley/Mid Coast Regional Economic Recovery Team, which represents Lincoln, Benton and Lane counties. The team has twice weekly conference calls to coordinate and share information. He also been working with OPPA and Business Oregon as they are developing a payment relief program for Ports. Business Oregon has asked the Port to document the economic effects on a weekly basis, and they are looking for ways to provide assistance as needed.

Shipyard Report: There were 9 vessels hauled out on the 660-ton lift and 16 on the 85-ton lift that were worked on this past month. The shipyard has been extremely busy with billable hours. Several

recreation boats have been turned away, but the commercial fishing and charter vessels have kept the shipyard at maximum capacity.

Shipyard Work Building: The final concrete pour of the foundation was completed last week. Next week the PUD vault and transformer will be installed. The ironworkers are scheduled to start erection of the building on April 27. Maintenance Supervisor, Les Hall, is coordinating staging of the steel building components at the building site. The shipyard's paint crew will power wash and touch up paint the metal. It will take about 3 weeks for the building skeleton to be put up and a month to clad the building, install doors, insulation and vapor barriers. Manager Shoemake said he has been impressed by the JH Kelly concrete crew and how they handled a last-minute change to install vault drains.

Manager Shoemake has requested electrical engineering proposals from two additional qualified companies. They will provide the electrical finish design and specifications to be used for the mechanical RFP. They will also provide an equipment procurement list, in order that the equipment may be ordered directly by the Port.

Wooden Boat Show: Manager Shoemake wants to wait until May to make the determination if hosting the Wooden Boat Show is feasible this year. He will monitor guidance provided by the state.

Dredging Update: The Corps of Engineer's permits are in place for spot dredging of the authorized channel between Newport and Toledo. The Corps has a budget of about \$150,000 to identify upland dredge spoils sites for both Depot Slough and the Yaquina River. The dredging project is in the Corps' recommended 2021 budget, upon final approval of federal funding.

Tokyo Slough: Environmental studies for the Tokyo Slough project have been funded through a Cascades West Council of Governments EPA brownfields grant. Cascades West has contracted with Stantec to do a Level I and Level II Environmental Assessment of Tokyo Slough. With the historical uses of the adjoining properties it is likely that there may be contamination. The need to cap the property may help streamline the permitting process to fill Tokyo Slough. .

7) **Discussion Items:** No discussion Items.

8) **Decision Items:** It was moved and seconded (Ryerson/Graff) to adopt the revised Resolution 2020-02 authorizing Declarations of a State of Emergency. Commissioner Graff requested the revision to designate the chain of officers as the Commission President's designated successor. Motion passed 5/0.

It was moved and seconded (Ryerson/Graff) to adopt Resolution 2020-03 to Declare a State of Emergency. Motion passed 5/0.

It was moved and seconded (Kriz/Ryerson) to adopt Resolution 2020-4 Authorizing a loan from the Special Public Works Fund by entering into an amended financing contract with the Oregon Infrastructure Finance Authority. Motion passed 5/0.

9) **Commissioner Comments:** Commissioner Gerttula thanked the Commission for their patience in conducting the meeting by conference call.

Commissioner Ryerson said she missed meeting with everyone in person.

Commissioner Dahl said he was looking forward to meeting in person again. He said it is important to be fiscally responsible right now, help as we can, and keep up the good work.

Commissioner Graff reported that he went to the shipyard to see the concrete slab, and thinks it is pretty. He thanked Shoemake, Scacco, and Accounting Specialist Robinson for their good work.

Commissioner Gerttula said he appreciated the admin staff and Maintenance Supervisor Hall. Hall has been repositioning the building pieces and is a valuable asset to the Port. He asked about establishing a sick time pool, mentioning two employees that are out due to long term medical issues. The Commissioners were in consensus to support establishing a sick time pool.

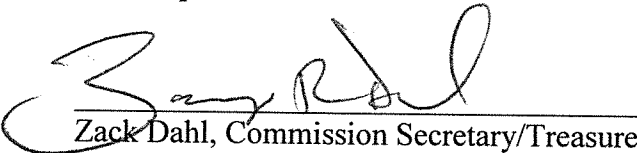
Commissioner Kriz said hopefully everyone stays healthy.

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

Regular Meeting was recessed at 7:22.

11) Executive Session ORS 192.660(2) (h): Port of Toledo Board of Commissioners entered into Executive Session to discuss legal matters at 7:22 p.m. Session closed at 7:25 p.m. No decisions were made.

12) Adjournment: It was moved and seconded (Graff/Ryerson) to adjourn the meeting at 7:25 p.m. Motion passed 5/0.


Zack Dahl, Commission Secretary/Treasurer