

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
July 17, 2019 – Wednesday, 6:00 pm

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:00 pm by Commission President Rick Graff.

2) **In Attendance:** Commissioners Rick Graff, Mike Kriz, Zack Dahl, Chuck Gerttula, and Penny Ryerson; Port Staff: Manager Bud Shoemake and Assistant Port Manager Debbie Scacco.

3) **Introduction of Visitors/Visitor Comments:** There were no visitors.

4) **Swear in Elected Commissioners:** Assistant Port Manager Scacco swore in re-elected Commissioners Mike Kriz, Chuck Gerttula, and Penny Ryerson for the term of July 2019 – June 2023.

5) **Nomination/Election of 2019-2020 Commission Officers:** President Graff asked for nominations for the 2019/2020 Commission Officers. It was moved and seconded (Ryerson/Kriz) to nominate Chuck Gerttula for the Office of President. Motion passed 4/0 with Commissioner Gerttula abstaining.

It was moved and seconded (Kriz/Ryerson) to nominate Rick Graff as Vice President. Motion passed 4/0 with Commissioner Graff abstaining.

It was moved and seconded (Ryerson/Graff) to nominate Zack Dahl as Secretary/Treasurer. Motion passed 4/0 with Commissioner Dahl abstaining.

The gavel was passed to Commissioner Gerttula to preside over the remainder of the meeting.

6) **Approval of Minutes:** It was moved and seconded (Ryerson/Kriz) to approve the minutes of the Regular Commission Meeting of June 18, 2019. Motion passed 5/0.

7) **Financial Report:** Assistant Port Manager Scacco reported on the administrative staff's activities for the month. The year-end inventory was completed at the Shipyard before the 4th of July. And the new year's budgets are set up in Quickbooks. Profit and loss reports for the current year and last year are both being provided in this month's financials. Work on the audit has already started with Grimstad sending staff to observe inventory procedures.

Scacco provided follow up on the Commission's request to analyze the cost of accepting credit card payments. She reported that she had to open a new merchant services account with Intuit to start receiving the discounted rates promised with the Quickbooks Enterprise upgrade. Fees average \$473 a month at about 2.27% of the amount paid by credit card. It is legal to impose a surcharge to accept credit cards, but it must be clearly posted and Visa/Discover/Mastercard must be notified. The Commissioners requested staff make a recommendation on implementing a surcharge.

Scacco advised that a disbursement request was submitted for Connect Oregon for \$342,776. The Port will receive \$325,637 after retainage and need to pay \$232,000 for the amount taken from the line of credit.

The Wooden Boat Show is on August 17 & 18 and admin staff will start working almost full time to prepare for the show.

Scacco reported that she participated in the Oregon DEQ Hazardous Waste Training on July 11, which was held at the Port Office and also attended by employees of Yaquina Boat Equipment, Kevin Hill Marine, and the Port of Newport. She reported that Bart Collinsworth of DEQ will be providing technical assistance and walked through the Shipyard and Industrial Park. Manager

Shoemake added that environmental compliance is difficult, and after the walk through with Collinworth it may be determined that the Shipyard is a small generator and can no longer remain in exempt status for hazardous waste reporting.

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

8) Manager's Report: Shipyard Report –Manager Shoemake reported that the Shipyard has remained busy. He provided a written report of vessels hauled at the shipyard this past month. There were 4 vessels with the 660-ton lift and 18 vessels on the 85-ton lift in addition to the two long term projects in the yard, F/V Predator and F/V Pegasus. The F/V Predator is planning to launch on Friday. It will be tugged to the Newport terminals for its pilot house, then it will be tugged back to Kevin Hill's to be repowered. The F/V Michelle Ann will launch on Saturday, then the F/V Pegasus will be moved to the sandblast pad.

Shipyard Work Building: Billeter Marine have about 75% of the piles for the building driven. The geotechnical engineer will be onsite next week to determine how much deeper the pile will need to be driven. There is the possibility that some of the pile may need additional length spliced on at a cost of \$450 for each 10' section with splice. In response to Commissioner Gerttula's question regarding the project budget, Manager Shoemake said the base pile driving is on budget, but he does not know how many 10' splices will be required.

Manager Shoemake reported that he would like Port staff to complete as much of the foundation work as possible in order to save money for other projects costs. He plans to work with Paul Sorenson of BST Associates to determine the new rates that will be charged for the use of the building, and will have that information available for Business Oregon to consider when the Port requests additional funding for the project if necessary.

MARAD Grant/Vocational Training Lab: Manager Shoemake reported that he and Shipyard Foreman, Ben Victorine, visited the Swan Island welding lab operated by Portland Community College. Mike Rasmussen the instructor there, has been hired by Oregon Coast Community College to be a consultant for our project. Representative from Airgas and Miller have visited the site. They could supply the consumables for education at a reduced price. Staff from Oregon Coast Community College report that there is overwhelming response for the program. Students from Siletz, Eddyville and Newport will be eligible to attend the High School program. Manager Shoemake would like to put the lab in Unit 1 at the Industrial Park. This means relocating Kevin Hill into unit 3. The benefit of Unit 1 is that there is a side entrance under the overhang.

Family Boating/Community Boathouse: Joe Novello, the Boathouse volunteer coordinator, had a prior commitment and could not make the meeting, but he reported there were 112 visitors to the boathouse this past Sunday. Manager Shoemake added that Joe Novello has been amazing at attracting quality volunteers that are committed to operating the boathouse. Manager Shoemake reported that Oregon Boating Foundation held a kayak camp at the boathouse last week, with another one this week.

Wooden Boat Show: Planning for the show is coming together, the Greater Toledo Pool District is looking into adding a Slough Swim event.

A slide show was presented featuring:

- Portland Community College Welding Lab at Swan Island
- Angell Job Corps field trip to the Shipyard
- Pile driving for the new building
- Police Boat Guardian in Acme lift
- Replacing bulwarks on the F/V Never Again IX
- Tokyo Slough
- Kayak Camp at the Boathouse

9) **Discussion Items:** Assistant Port Manager Scacco asked the Commission to consider rescheduling the August Commission meeting in order to provide staff time to prepare the meeting packets after the Wooden Boat Show. She suggested rescheduling the meeting for the Tuesday one week after the regular meeting date.

10) **Decision Items:** It was moved and seconded (Graff/Ryerson) to reschedule the August Commission meeting from August 20 to August 27. Motion passed 5/0.

Manager Shoemake asked for permission to award the contract for Technical Assistance for the Sewer Extension project. He explained there are 2 engineering companies interested, and he is working with the companies to get their final proposals. It was moved and seconded (Kriz/Ryerson) to authorize Manager Shoemake to award the contract for Technical Assistance for the sewer extension. Motion passed 5/0. Manager Shoemake thanked the Commission for trusting him to make the contract award.

11) **Commissioner Comments:** Commissioner Ryerson appreciated Manager's Shoemake comment about trust. She complemented port staff and said it was a great pleasure to serve on this commission.

Commissioner Kriz reported on a recent visit to the shipyard, saying it is amazing. He is looking forward to the building being put up.

Commissioner Graff also reported that he visited the shipyard to see the pile driving, but the contractor had a break down at the time, and instead he watched crew install a shaft. He reported that the employees were all being thoughtful and safe as they were working. He said it was amazing how far the Port has come in such a short time. He complimented Manger Shoemake on putting together a good crew that can work together. He thanked Commissioners Kriz, Ryerson, and Gerttula for running for an additional term on the Port Commission.

Commissioner Dahl seconded Graff's comment about an amazing team, and said it shows good leadership and said "keep up the good work."

Commissioner Gerttula appreciated Manager Shoemake's ability to find good people and build this team. He thanked Commissioner Graff for his service as as Commission President.

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

13) **Executive Session ORS 192.660(2) (e & h):** Port of Toledo Board of Commissioners entered into Executive Session to discuss property, and legal matters at 7:45 p.m. Session closed at 8:10 p.m. No decisions were made.

14) **Adjournment:** It was moved and seconded (Ryerson/Graff) to adjourn the meeting at 8:10 p.m. Motion passed 5/0.


Zack Dahl, Commission Secretary/Treasurer