

MINUTES

Port of Toledo Board of Commissioners

December 20, 2022 Tuesday, 6:00PM | 496 NE Hwy 20, unit 1, Toledo, OR 9739
*The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:02 PM by
Commission President, Chuck Gerttula*

In Attendance

Commissioners Chuck Gerttula, Rick Graff and Mike Kriz. Port Staff: Port Manager - Debbie Scacco, and Administrative Assistant - Brooke Goulet

Introduction of Visitors/Visitor Comments:

Ben Victorine - Shipyard Manager

Approval of Minutes

It was moved and seconded (Kriz/Graff) to approve the minutes of the Regular Meeting of November 15, 2022. Motion passed 3/0.

Approval of Financials:

Scacco presented Financial Reports and answered commissioner's questions.

It was moved and seconded (Kriz/Graff) to accept the financial reports and pay the bills.

Motion passed 3/0.

Maintenance' Report

Scacco presented Maintenance Manager, Les Hall's written report of maintenance activities for the month.

Managers' Report

Shipyard:

Scacco presented a written report that reflects boats currently being worked on and upcoming schedule for Shipyard projects. Victorine answered commissioner's questions regarding yard operations and commissioner Graff's questions about estimate and Shipyard's responsibility to vendors for owner contracted work. Marketing will be targeting to fill in January & February schedule. Supervisors are meeting weekly to discuss upcoming scheduling, staffing and equipment needs. New procedures put in place for checking and maintaining equipment after each job and end of day procedures. Management has received a formal request from a customer to review rates in comparison to other Oregon shipyards. Complaint expressed concerns regarding feasibility of completing large jobs at Port of Toledo Shipyard. By consensus, Commissioners support current rate structure. Discussed implementing exit interview of customers. Oregon Department of Environmental Quality's 1200Z Permit requires a Tier II report due to benchmark exceedances in last year's stormwater testing. The Tier II report provides DEQ with an engineered solution to control these exceedances.

The washdown pads incorporated in the sewer extension project will control and add stormwater processing. The Tier II report has been drafted by Walt Cook of WER Inc. and will be submitted by 12/31/22.

Admin/Financials:

Opening for employment positions, Bookkeeper/HR Generalist and Inventory Specialist, have been posted at the Oregon Employment Department. OED On the Job Training Program will be accessed if applicable for new hires. Signe Grimstad of Grimstad Associates has advised Audit will be completed by 12/30/22. Scacco consulted commissioners regarding presentation of audit. By consensus, submission by 12/30/22 upon Port Manger review is acceptable with present at January meeting. The loan amendment for Business Oregon loan for Environmental Building has been received. It defers the payment commencement date to 4/1/2024. Scacco advis SDIS best practices survey requires two commissioners to enroll in Board Leadership Academy and all commissioners to complete a board training to receive full 10% discount. The proposed board duties and responsibility manual is not a requirement as the Board has an existing adopted policy.

Grants/Projects:

Sewer Extension Project - EPA grant application for \$1.9 million is in process. Engineer is devising CATEX proposal for environmental waiver. Staff is preparing cost share waiver and bid documents are being drawn up to go out in January.

Federal Dredging and Permitting – Federal dredging in the authorized channel of Depot Slough and Yaquina River: Language to revoke 1912 cost share commitment has been incorporated in the WRDA which is included in the National Defense Authorization Act and is expected to be passed by the end of the year.

Transient Dock Maintenance Dredging Permit – Joint Permit Application is being developed by consultant. The City Attorney has advised that maintenance dredging will require Hydrologic and Hydraulic (H&H) analysis. A Letter of Intent has been submitted to the Army Corps of Engineers to be considered as an emerging harbor for the use of Harbor Maintenance Trust Funds to complete the dredging.

Gangway Piling and Relocation – Scacco advised of options for this project 1) withdraw the application for the appeal and pay the \$13,500 for an engineer’s H&H analysis that could also be used for the maintenance dredging, or to move the boathouse without piling or the addition of an ADA gangway and continue to contest the requirement of the H&H Analysis for maintenance dredging at the state and federal level. By Consensus, commissioners agreed to relocate boathouse without piling and contest H&H requirements for maintenance dredging.

Discussion Items:

Discussed revisions of the draft Board Duties and Responsibilities Policy Manual. Reviewed commissioner per diem rate and possibility that increasing the amount could create taxable income for commissioners.

Bay Area Enterprises janitorial services bid was presented and discussed. Commissioners asked if the contract is a year-long commitment or can be a trial basis for 6 months.

Decision Items:

It was moved and seconded (Graff/Kriz) to adopt Resolution 2022-9 declaring surplus equipment and authorize the port manager to dispose. Motion passed 3/0.

It was moved and seconded (Graff/Kriz) to adopt Board Duties and Responsibility Policy Manual as amended. Motion passed 3/0.

Upcoming Meetings:

Upcoming meetings are as noted on the agenda

Executive Session:

Time: 8:06PM

Real estate matters were discussed.

Time: 8:24. no decisions made.

Adjournment

It was moved and seconded (Graff/Kriz) to adjourn the meeting at 8:25PM. Motion passed 3/0.



Zack Dahl, Commission Secretary/Treasurer

