

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit #1, Toledo, OR 97391**  
**Tuesday, December 17, 2019, 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 Chuck Gerttula.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, Mike Kriz and Penny Ryerson. Port Staff: Manager Bud Shoemake and Assistant Port Manager Debbie Scacco.
- 3) **Introduction of Visitors/Visitor Comments:** Joe Novello, Toledo Community Boathouse Manager
- 4) **Toledo Community Boathouse Presentation:** Joe Novello gave a slide show presentation to update Commissioners on activities at the Boathouses. Volunteers have been working in the Andrew Linn Boathouse to maintain the fleet of 35 boats that belong to the boathouse program. The Water Recreation Education Center (WREC), built by the Retired Old Guys, is the base for the summer's free family boating program and used as a classroom for Oregon Boating Foundation's Boater Safety Classes and kayak and sailing camps. The free boating program is run by trained volunteers and operates between Memorial Day and Labor Day, Thursdays from 3pm to 6 pm and Sundays from 12pm to 4 pm. This year there were 23 community volunteers between the ages of 12 and 95 years old, with at total of 541 volunteer hours.

The Retired Old Guy's Sailing Club are consistent volunteers that are maintaining boats and the boathouses, running free family boating, maintaining the Teak Ladies and assisting with Family Boat Building at the Wooden Boat Show. They have also volunteered for other projects in the community.

Novello listed the Boathouse Program's goals for 2020: have one boat under construction and one boat being maintained at any given time, build boat kits and model boats for the Wooden Boat Show, and more efficiently organize volunteers.

Activities at the boathouse can be followed through the Toledo Community Boathouse Facebook page. Novello said he believes the program works because of the support of Port of Toledo, the community and businesses, the great volunteers, and the logistics of the facilities.

Commissioner Ryerson thanked Novello for the report and was appreciative of the volunteers. Novello responded that the Retired Old Guys were grateful for the facilities. Commissioner Gerttula asked for an update on the status of the Oregon State Marine Board's objection to the location of the WREC boathouse. Manager Shoemake reported that the Port has been out of compliance of the federal BIG grant, and that he and Novello had made a presentation to the OSMB arguing the need for ADA accessibility. OSMB has given the Port three years to work on a new location, and will contribute engineering to assist with the project.

Novello was excused from the meeting at 6:55 pm.
- 5) **Approval of Minutes:** It was moved and seconded (Ryerson/Graff) to approve the minutes of the Regular Commission Meeting of November, 2019. Motion passed 5/0.
- 6) **Financial Report:** Scacco advised that acceptance for the audit is a decision item for the meeting. A letter from the auditor was also provided to the Commission for review which included recommendations regarding payroll processing. Scacco stated that updating personnel policies are a high priority, and should take several months to complete. She will present a preliminary draft to review at the February Commission meeting.

Two policies have also been included as decision items for the meeting: Special District Association of Oregon provided a draft Prevention of Workplace Discrimination, Harassment, and

Retaliation Policy to replace the Port's current Discriminatory Harassment Policy in order to meet the requirements of new state legislation, SB479. Also, staff has requested a change to the current pay period, requiring an amendment to the Personnel Policy. This amendment should eliminate confusion regarding calculating overtime by standardizing the regular work week from Monday through Sunday, and does not have any financial impact.

After completion of an updated Personnel Policy Scacco plans to work on a new Financial Procedure Manual. It will be a document to provide specific operating permissions and limits for all accounting tasks. She noted that there may be a need in the future to make payment to specific vendors by ACH.

Due to the amendment of the loan with Oregon Business for the Shipyard Work Building a supplemental budget will need to be adopted for the Special Grant Fund. A Supplemental Budget Hearing will be scheduled for the January meeting

Scacco advised that the final payment on the SDAO flex loan, the bond to purchase the TIP property, is being made at this meeting.

Scacco reviewed the financial reports and answered questions posed by the Commissioners. Commissioner Dahl compared receivables to payables and asked if there were upcoming big jobs. Manager Shoemake said there were. It was moved and seconded (Ryerson/Dahl) to pay the bills and accept the financial report. Motion passed 5/0.

7) **Manager's Report:** Manager Shoemake reported that there were 85 people at the Port's Holiday party, including all of the volunteer Retired Old Guys. The party was at the Lincoln County Historical Society's Pacific Maritime Heritage Museum.

Vocational Training Lab: Electricians have been wiring equipment and Mike Rasmussen, the course instructor, visited today and provided a final hit list. The ribbon-cutting is being scheduled for the last week of January, and the Governor will be invited. The Port will assist Lincoln County School District with building its welding lab at Taft.

Shipyard Report: Manager Shoemake reviewed the list of vessels hauled out over the previous month. Crew worked on 7 vessels hauled out on the 660-ton lift and 8 on the 85-ton lift over the past month. The distant water fleet is getting ready to leave in January which will be the slower season for the small boatyard. Crew will work on maintenance and yard projects. As we have been going through technical assistance with Oregon DEQ, the State Fire Marshall, OSHA, and revising our Storm Water Pollution Control Plan we will be making improvements to the yard and doing staff trainings.

Scott Hatfield spent a week in Anacortes for the American Boat and Yacht Council (ABYC) training which certifies him and the shipyard to install electronics and make repairs.

Two full size pickups were purchased through the surplus yard. The first was subsidized through the Return to Work program. The second will be used as a fuel truck.

The P/V Tiara was donated to the Boathouse Program. It is a 36.5' trawler yacht. It will be put up for auction and several people are already interested.

Shipyard Work Building: The notice of intent to award has been issued to JH Kelly for the concrete foundation and building erection and the contracts are ready to be signed.

Oregon Business is considering the amendment to our current loan/grant agreement and has assured us that the award letter will be issued by December 20. Per the Commission's instructions we increased the contingency amount of our request to 23% and initially requested \$1,950,000, but were advised that would increase the total agreement amount above \$3 million and would require approval by the full IFA Board at their next meeting in late January. The requested amount was adjusted to \$1,576,400.

J.H. Kelly is set to start mid-January on the concrete and will move into building erection.

Final engineering for electrical and mechanical systems for the building are being developed. Gary Baker was recommended for the electrical engineer by Scott Evans from Aboveboard, with an

estimate of \$27,000 to take the project through permitting. A quote was also received from a Portland Company.

Park Policy regarding dogs: A letter of concern was provided to the Commission requesting the Port to implement a dog policy. The City's policy is to have dogs under control of their owner. The Commissioners agreed by consensus that dogs should be on a leash in the park. Shoemake advised that under ordinance 92-1 he has permission to implement that policy.

8) **Discussion Items:** Manager Shoemake reported that he has contacted both the Port of Newport and City of Toledo regarding possible meeting dates, and will present dates at the next meeting.

9) **Decision Items:** It was moved and seconded (Ryerson/Kriz) to accept the Fiscal Year 2018/2019 Audit. Motion passed 5/0.

It was moved and seconded (Kriz/Ryerson) to adopt the Prevention of Workplace Discrimination, Harassment and Retaliation Policy. Motion passed 5/0.

It was moved and seconded (Ryerson/Graff) to amend the Personal Manual stated work week to Monday through Sunday. Motion passed 5/0.

10) **Commissioner Comments:** Commissioner Ryerson wished everyone a Merry Christmas.

Commissioner Graff thanked staff for the Christmas Party.

Commissioner Kriz said he and his wife enjoyed the Christmas Party.

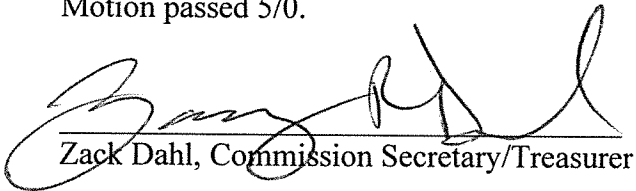
Commissioner Dahl apologized for missing the Holiday Party and wished everyone a Merry Christmas and Happy New Year.

Commissioner Gerttula was pleased with the Christmas Party.

Manager Shoemake announced that the Brewer's tour of Port Station One, Unit 2 has been moved to January 18<sup>th</sup>.

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

12) **Adjournment:** It was moved and seconded (Kriz/Graff) to adjourn the meeting at 8:06 p.m. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer