

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

- 1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:03 pm by Commission President Chuck Gerttula.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, and Penny Ryerson were present. Commissioners Zack Dahl and Mike Kriz were excused. Port Staff: Manager Lorna Davis and Assistant Port Manager Debbie Scacco were in attendance.
- 3) **Introduction of Visitors/Visitor Comments:** Signe Grimstad of Grimstad Associates was in attendance to present the audit. Dave Morgan of News Lincoln County joined the meeting electronically at 6:10pm.
- 4) **Presentation of Fiscal Year 2021 Audit by Signe Grimstad:** Signe Grimstad advised the Commission that she was presenting a draft audit. She met with Davis and Scacco prior to the meeting and during review of the draft found several adjustments to be made. Adjustments will be made to: 1) adjust shipyard receivables to recognize income in the correct fiscal year and 2) to recognize the transfer from the Special Grant Fund to the Shipyard as a labor reimbursement which will affect the work in progress asset amount. Grimstad reported the financials were straight forward and reflect that cash was tight. She encouraged additional inventory controls such as implementing a barcode system which she has discussed with Scacco. She advised the Commission that it was their option if they want to hold an additional meeting to review the final audit document or accept the audit upon Management's review of the final adjustments. Commissioner Gerttula thanked Grimstad for meeting with staff and the Commission.

It was moved and seconded (Ryerson/Graff) to approve the audit based on the revisions discussed and approved by management staff. Staff will distribute the final audit to the Commission and allow opportunity for comments. Motion passed 3/0.

At 6:30 pm Signe Grimstad was excused.

- 5) **Approval of Minutes:** It was moved and seconded (Ryerson/Graff) to approve the minutes of the Regular Meeting of November 16, 2021. Motion passed 3/0.
- 6) **Financial Report:** Scacco reported on administrative activities for the past month. The auditors made two site visits during the month to complete the audit. She reported that the Shipyard Inventory Specialist position remains open and recruitment continues for painters and welders. Scacco reported that she and Melodie Schones, Shipyard Administrative Assistant, represented the Shipyard at Pacific Marine Expo in Seattle November 18 – 20.  
Commissioners Gerttula and Ryerson asked if there were employees currently on staff that would be able to fill the Inventory Specialist Position.  
Scacco reviewed the financial reports and answered questions posed by Commissioners.  
It was moved and seconded (Ryerson/Graff) to pay the bills and accept the financial reports. Motion passed 3/0.
- 7) **Maintenance Report:** Manager Davis reviewed the written report provided by Maintenance Manager Les Hall. She advised that the maintenance staff was limited with one person out on non-work related medical leave. There were many repairs to vehicles, forklifts and boom/scissor lifts. The paddle park restrooms were pressured washed. The new Shipyard office was re-keyed, the Hurricane sand removal system had bearings sent out for repairs, and work continues on the compressors for the new

building. The security gate has been installed but trenching is required for the exit opening mechanism. Davis reported that the fuel truck broke down in Newport, required a tow, and needs new tie rods. Davis advised that the County has been contacted and will schedule grading of the shipyard driveway as soon as the weather allows.

**8) Managers' Report:** Manager Lorna Davis reported on Shipyard Operations and presented a list of current projects. The yard has been full for the past several weeks with some boats leaving in the past 10 days. The weather has been a hindrance to painting and work in general. Davis appreciates the crews' efforts and wants to make sure they have what they need to work safely. She is working with supervisory staff to develop best management practices for the building and policies for reservations, deposits and cancellations. The security gate is installed but operation is delayed due to the need to trench to install the automatic opening mechanism to exit the yard. Relocating staff to the new office has been delayed due to turn over of the Shipyard Inventory Specialist position

Grant Project/Updates: More information is expected in January from Business Oregon regarding the funding for the Sewer Extension Project.

Industrial Park Expansion: This project was incorporated in Lincoln County's Blue economy's grant proposal for the Build Back Better Phase 1 which was not selected for funding. The OSU/O2HI team will reconvene after the first of the year to look at other opportunities.

Dredging: The Port will be starting the permit application process right away for dredging the Transient Dock, anticipating the possibility of coordinating Transient Dock dredging with the Corps dredging of the Authorized Channel.

**9) Discussion Items:** Manager Davis advised the Commission that a Port employee was injured in an off-work accident and will be out on extended medical leave. Since the Port does not offer long term or short term insurance she asked the Commission to provide two weeks paid sick time. The Commission agreed by consensus.

**10) Decision Items:** Manager Davis advised the Commission that the first payment to Business Oregon for the loan on the new building is due in April. The initial payment for interest only is \$263,936. She asked Business Oregon for an optional payment agreement. Business Oregon proposed splitting the amount into the first 3 quarterly payments resulting in 3 at \$109,000, then resuming regular quarterly payments of \$58,101.14. By consensus the Commission directed Davis to make the decision in the best interest of the Port.

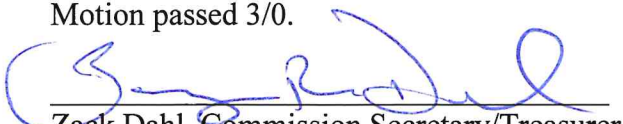
**11) Commissioner Comments:** Commissioner Ryerson thanked Davis for the Holiday party, she was pleased with seeing crew with their families in attendance. She wished everyone a Merry Christmas and Happy New Year.

Commissioner Graff also thanked Davis for the Holiday Party, he appreciated the good food and conversation. He was appreciative of the opportunity to interact with the crew. He wished everyone Merry Christmas and Happy New Year.

Commissioner Gerttula said Merry Christmas and Happy New Year and agreed with his colleagues about the party saying it was exactly what was needed. He commented on parking issues at the Shipyard. Manager Davis responded that she plans on making laminated no parking signs to tag individual vehicles.

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

**13) Adjournment:** It was moved and seconded (Graff/Ryerson) to adjourn the meeting at 7:32 p.m. Motion passed 3/0.

  
Zack Dahl, Commission Secretary/Treasurer