

MINUTES

Port of Toledo Board of Commissioners

May 23, 2023, Tuesday, 6:00 PM | 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 6:00 PM by
Commission President, Chuck Gerttula*

Roll Call

Commissioners: Chuck Gerttula, Rick Graff, and Mike Kriz, Zack Dahl and Penny Ryerson. Staff: Port Manager, Debbie Scacco, Maintenance Manager, Les Hall, Administrative Assistant, Brooke Goulet, Bookkeeper Kaitlin Heart, Shipyard Manager, Ben Victorine, Shipyard Supervisor, Adam Peterson.

Introduction of Visitors and Public Comment:

Kim Bush, City Councilor

Bush commented on upcoming community events for the Summer and suggested the Port have a float in the Summerfest Parade.

Port Goals and Responsibilities:

ORS 777 – Part 2:

Scacco explained that the Goals and Responsibilities are broken up into different fragments to save time. Reviewed section 777.105 to 777.125 regarding contracts, need for appraisals when purchasing real property Ports authority over harbors and pilotage services.

Consent Agenda:

It was moved and seconded (Graff/Ryerson) to approve the minutes.
Passed 5/0.

Commissioner Graff requested Bill Pay to be taken out of the Consent Agenda for proceeding meetings.

Staff Reports:

Shipyard by Ben Victorine, Shipyard Manager: A list of boats currently in the boatyard was presented. The yard was full and there was a fair amount of work to go around. Victorine reviewed the jobs scheduled for the upcoming month. With confirmation of Economic Opportunity Funds of \$400,00 for shipyard equipment, staff have been searching for a good conditioned, used and new equipment: crane, boom lifts, scissor lifts, forklifts, compressors, and a

receiving tank and dryer for the building compressor. The Oregon Department of Agriculture conducted an inspection at the Shipyard on May 16th for site and records inspection. Staff will be making changes to the record-keeping procedures to meet the State requirements. Peterson reassured the Commission that business is ramping up. New pitches for price packages to charter boats was shared. Final drawings for the new washdown concrete pads were received. Once the bid package is published and we receive responses, the next steps and final cost will be determined. The time frame for going out to bid was discussed to improve the chances of receiving lower cost bids.

Maintenance by Maintenance Manager, Les Hall: Discussed current maintenance work done throughout the month. Duct work repair from storm damage on the Large Vessel Building is to be completed this month. Scacco and Hall have communicated with HVAC supplier and engineer to determine system was installed according to approved specifications. Once repaired, the engineer has requested a balance test be completed to confirm that the equipment is operating as designed. Ryerson complemented the staff in attendance, saying she was proud of the work they had accomplished.

Admin/Financial by Bookkeeper, Kaitlin Heart: Scacco reviewed the Bill Pay list. Dahl questioned a balance in aging and inquired about procedures for retaining customer credit card information for collecting payment. Peterson said that deposits are being made with new clients. Commissioner Dahl requested financials be included in the Meeting Packet presented the Friday prior to the meeting to allow Commissioners time to review.

It was moved and seconded (Ryerson/Graff) to accept the financials and pay the bills.
Passed 5/0.

Managers Report by Port Manager, Debbie Scacco: Scacco reported that the Oregon Coast Bank line of credit is pending finalization of the reconveyance of 385 NW 1st St. as collateral. Appraisal, and flood insurance were incurred as requirements for using this property as collateral. Dahl advised in future, equipment should be considered for collateral. The proposed Budget was sent out and the Budget Committee, and Commissioners were reminded that the Budget meeting is the 25th. Scacco and Heart met with a new vendor for merchant processing and are reviewing the proposal. They provide an online portal for credit card processing and direct all fees to the customer. The commissioners advised to complete reference checks.

Permitting & Dredging: Status of dredging Authorized Channel: Depot Slough/Army Corps of Engineers is soliciting bids for dredging for coastal projects. Depot Slough is included in the solicitation as an option due to concerns about exceptional costs for an anticipated six-week project with ocean disposal and limited equipment availability on the coast. The Corps will advise the probability after bid closing. Status of Transient Dock permitting: Scacco reported it was difficult to find an engineer for the required H&H Analysis. She requested quotes from four engineers that have all questioned the need for this study. An estimate from Civil West has been received contingent on providing the bathymetric survey from permitting consultant. The goal is to have permitting completed so that the Port can piggyback on the Corps contract to have the Transient Dock dredged. Piggyback provides cost savings and ocean disposal. If not using the Corps

contractor, the State dredge is an option, but mobilization is costly, and an upland disposal site will need to be permitted. Dahl asked how often we need to be dredged and the cost and Scacco advised the last Federal dredge was in 2016, which there is no costs, but we must move our docks.

Port Facilities: Large Vessel Building storm damage - Costs have been submitted to the insurance company for storm damage. Repairs have been scheduled. Interior office ventilation will be tested during active painting. Port Complex - Roof repair will be done with leftover metal and will be put on the contractor's schedule as soon as possible. MARAD Gateway Director, Kathrine Simons visited on April 25th and toured the Port sites, including Oregon Coast Community College Welding Lab.

Grants/Projects: Marketing - A grant application will be submitted to Business Oregon for a Port Planning and Marketing Grant to implement our Marketing Plan. Business Oregon Emerging Opportunity Fund has been awarded. The Grant is for \$400,000 for Shipyard equipment, there is no match, but funds are required to be spent by June 30th, 2023. Sewer Extension Project – Port still has to apply for the EPA Stag Grant, but the cost share waiver has been approved, meaning there will be not match requirement.

New Business:

City Manager, Judy Richter is retiring. Scacco asked for permission to sign a farewell card on behalf of the Commission.

Scacco proposed hosting a reception for Penny's retirement from Port Commission at 5PM before the June Commission meeting.

Scacco reports employee health insurance plan renews June 1st. The renewal rate for the current plan will have a 10% increase. Options are being evaluated to decrease Port costs but include higher deductibles and out of pocket costs for employees. The Port can offer multiple plans and allow employees to pay the difference and buy up to the currently offered plan. Dahl was supportive of managing the Ports personnel costs including employee cost share. Stipends are provided to employees that waive Port insurance if they are covered elsewhere.

Scacco requested consideration to authorize exceedance of vacation time accrual as she will exceed the maximum accrual per Port's Employee Handbook and has already written off hours. The current workload does not allow for to take significant time off until fall. Requested either a payout accrual of 60 hours or authorization to exceed established limits.

Decision Items:

It was moved and seconded (Ryerson/Graff) to adopt Resolution 2023-2, Fiscal Year 22-23 Supplemental Budget to appropriate grant funds for Business Oregon, IFA Emerging Opportunity Funds.

Motion passed 5/0.

It was moved and seconded (Ryerson/Dahl) to adopt Resolution 2023-3 – Declaring two Shipyard cranes as Surplus Property.

Motion Passed 5/0.

It was moved and seconded (Dahl/Graff) to authorize and vacation accrual payout to Debbie Scacco of 60 hours.

Motion passed 5/0.

Commissioners Comments

Commissioner Dahl: Everyone is doing a great job and it's nice to see the Shipyard is getting the equipment that is needed.

Commissioner Ryerson: Agreed with Commissioner Dahl that it is good to see the shipyard is getting the equipment they need. She is pleased with the business getting bigger and better. Also pleased with the Commissioners.

Commissioner Kriz: It's nice that the boatyard is moving along, and everything looked nice, and it was good to see the welding school in operation.

Commissioner Graff: Glad to see everyone here and there is nothing to complain about.

Commissioner Gerttula: Thanked Scacco for submitting the letter to FEMA regarding the Ports flood plain issues and concerns. He isn't sure what the status of the washdown pads is and is concerned that it needs to happen as soon as possible. He understands it will influence Shipyard operations. Recommends a signed work order for special request jobs, specifically the exterior door for tenant Reino Randall's shop.

Upcoming Meetings:

Upcoming meetings are as noted on the agenda.

Adjournment

It was moved and seconded (Graff/Ryerson) to adjourn the meeting at 7:30PM. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer