

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**Meeting via GoToMeeting**  
**Tuesday, September 22, 2020, 6:00 pm**

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:08 pm by Commission President Chuck Gerttula. The meeting was conducted electronically by GoToMeeting.

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

3) **Introduction of Visitors/Visitor Comments:** No visitors were in attendance.

4) **Approval of Minutes:** It was moved and seconded (Ryerson/Graff) to approve the minutes of the Regular Commission Meeting of August 18, 2020. Motion passed 5/0.

5) **Financial Report:** Scacco reported on administrative activities for the past month: Audit documents are being prepared for Grimstad and for the GASB75 analysis by Milliman. The Port has a grant contract for up to \$250,000 in grant funds through the Coronavirus Relief Fund. The Port has received an initial reimbursement of \$104,761. Scacco is working with the Shipyard Paint Supervisor, Dana Castle, to set up monthly inventory procedures to track paint and sand inventory. Plans for internet to the new building are being coordinated with Wave. Special District Association of Oregon's Best Practices program is focused on implementation of the Harassment policy that the Commission adopted last December. Port staff will complete the remaining tasks to receive the 10% discount on the Port's property and liability insurance.

Scacco reviewed the financial reports and answered questions posed by Commissioners. Manager Shoemake reported that he and Scacco had met with Commission Secretary Zack Dahl to review the financials. Commissioner Dahl recommended utilizing resources from the Coronavirus Relief Fund to reimburse for COVID19 related expenses and to follow up on options to recover labor expenses invested into construction of the Shipyard Work Building. Manager Shoemake reported that the fishing fleet has seen lower prices for their catch due to COVID19 economic effects and the shipyard has been slower than usual. It was moved and seconded (Ryerson/Kriz) to pay the bills and accept the financial report including adjustments. Motion passed 5/0.

6) **Manager's Report:** At the shipyard, vessels worked on the past month include 1 vessel hauled out on the 660-ton lift, 17 hauled on the 85-ton lift and 9 small boats. Shoemake said the fall haul out schedule is starting to fill up.

The job posting for the Shipyard Manager position was revised and the position advertised with Indeed, LinkedIn, ZipRecruiter, the Employment Department, SDAO and PCC. Manager Shoemake said the Shipyard Office has also been without an Office Manager. Commissioner Dahl warned to be careful in designating positions as Managers.

Shoemake stated that COVID19 remains a concern and he is directing staff to remain diligent with safety practices. Currently, 8 employees have been laid off due to COVID19.

Shipyard Work Building-JH Kelly crews will be completing their work in October and the overhead doors are scheduled to be installed. There were two bids received for the fire suppression and one bid for the alarm system. Manager Shoemake requested authorization to award the contracts to Harvey and Price which provided a bid for both components of the system. Manager Shoemake explained that Engineer Walt Cook designed the alternate system and assisted in having it approved

by the building officials. The system monitors will trigger a deluge system in the case of a fire, which should be more effective than the standard sprinkler system at roof level. Commissioner Gerttula asked if the system will be acceptable to our insurance company. Manager Shoemake replied that it was up to the building official and fire marshal to determine that it was acceptable.

The plans for the ventilation system are in permit review. Requests for proposals will be issued as soon as the plans are approved.

**Fabrication Building** - The building plans have been submitted for permit review. A lot line adjustment or a restrictive lot line covenant will be needed. Shoemake recommended requesting the covenant. The Commissioners agreed by consensus. The building site is also in the newly designated 100-year flood plain. Nyhus has surveyed the property and the elevation is at 14.5 feet. The building will need to be raised to be out of the flood plain.

**Dredging Update** – Dave Harlan has been representing the Port at PNWA meetings advocating for dredge funding. Manager Shoemake reported that he met with Greg Speer, the Port’s Army Corps of Engineers dredging coordinator. The Port will assist in identifying disposal sites for both the Depot Slough dredging and the spot dredging of the Yaquina river. The corps has funding available for disposal site development. Commissioner Ryerson asked if Tokyo Slough would be a possibility. Shoemake responded that the Level 1 and II Environmental reports are still in process, and it may take some time to permit that project.

**Port Planning and Marketing** – The final application for the Port Planning and Marketing Grant was submitted. It will be used to finalize build-out plans for the Industrial Park and update shipyard rates and policies. The project also includes funds for marketing of the shipyard and the transient dock.

Slides were shown of the sponson of the F/V Kylie Lynn, F/V Albatross, F/V Royal Mariner, the Yaquina Queen, the Rex, a vacuum trailer and a boom lift and photos from the paddle park.

**7) Discussion Items:** General Manager Recruitment - Commissioner Gerttula reviewed Special District Association of Oregon’s proposal to support the General Manager recruitment process. The proposed contract is for \$4,500. The Commissioners discussed the salary range for the position. By consensus, the Commissioners accepted the draft job description with a salary range of \$80,000 to \$105,000, and authorized Commissioner Gerttula to coordinate with SDAO and accept the contract.

**8) Decision Items:** It was moved and seconded (Ryerson/Kriz) to authorize the Port Manager to award the fire suppression and monitoring systems. Motion passed 5/0.

**9) Commissioner Comments:** Commissioner Ryerson said that it is hard to believe Manager Shoemake will leave the Port. She is very proud of him and what he has done for the Port. She complimented him on the staff he has assembled and for setting up the welding school.

Commissioner Dahl said it has been a pleasure working with Manager Shoemake, and his pending retirement is well deserved. He suggested Shoemake should consider being a Port Commissioner in the future.

Commissioner Graff said he agrees with Commissioners Ryerson and Dahl and is impressed by Manager Shoemake’s accomplishments at the Port.

Commissioner Kriz agreed with the previous Commissioners saying Manager Shoemake has done a super job and hopes his retirement is just as fun.

Commissioner Gerttula thanked Scacco for her help with getting the recruitment set up. Manager has been a tremendous asset to the Port.

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

11) **Adjournment:** It was moved and seconded (Ryerson/Dahl) to adjourn the meeting at 7:33 p.m. Motion passed 5/0.

  
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Zack Dahl, Commission Secretary/Treasurer