

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit #1, Toledo, OR 97391**  
**June 19, 2018 – Tuesday, 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 Rick Graff.

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

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

4) **Budget Hearing:** President Graff opened the Budget Hearing. It was moved and seconded (Gerttula/Kriz) to hold the hearing open for 15 minutes while proceeding with business. Motion passed 5/0.

5) **Approval of Minutes:** It was moved and seconded (Gerttula/Kriz) to approve the minutes of the regular Commission Meeting of May 15, 2018. Motion passed 5/0.

6) **Financial Report:** Assistant Port Manager Scacco reviewed office activities for the previous month. She reported on a meeting with the Port's Auditor on June 11 that was also attended by Manager Shoemake, Commissioners Graff and Dahl, and Polly Chavarria. The auditor provided an update on the status of the audit and outlined additional steps staff should be taking. Chavarria is joining Port staff on a part time basis to help with accounting and financial reporting. Other office activities include promoting and organizing the Wooden Boat show, preparing grant disbursement requests, and coordinating respirator fit testing at the boatyard.

Scacco reminded the Commission that the next meeting would be the first meeting of the new fiscal year, and there will be election of officers. She asked the Commission to advise on the annual increase to moorage rates to be presented later in the meeting. There was discussion regarding best use of the moorage facility. Manager Shoemake reported on the limits of use of the Transient Dock and offered to prepare a cost analysis for expanded use of the Transient Dock through "buying out" the Oregon State Marine Board's interest

Scacco asked the Commission to consider Resolution 2018 -7 to approve an interfund loan from the Boatyard Enterprise Fund to the Boatyard Expansion Bank of the West account, to be repaid from grant/loan proceeds as soon as they are available. It was moved and Seconded (Dahl/Gerttula) to adopt Resolution 2018 – 7, authorizing and Interfund loan. Motion passed 5/0.

Scacco reviewed Boatyard Office Manager Kathy Petty's written report. She reviewed the financial reports and answered questions posed by the Commissioners. It was moved and seconded (Gerttula/Ryerson) to pay the bills and accept the financial report. Motion passed 5/0.

Budget Hearing Continued: At 7:40 pm, president Graff closed the Budget Hearing. No comments were received.

7) **Manager's Report:** Manager Shoemake provided a report on activity at the Boatyard. There have been 21 haul outs with the 85 ton lift and 5 haul outs with the 660 ton lift. He reviewed the ongoing projects for work on fishing vessels Vanguard, Norma M, Morning star, and the Pacific Roamer.

Boatyard Work Building- The bid documents will be prepared and should go out next week. The plan will be to award at the August meeting. Manager Shoemake explained it is complex project.

Shoemake reported that an Ingersoll Rand compressor is available through federal surplus. The acquisition cost was \$255,000; the port's cost would be \$12,000. The compressor would not need to be relocated until the Port is ready for delivery. It will meet the needs of the building and the new yard.

Industrial Park – The maintenance crew has been framing the new awning, and everything is being painted. The roof will be put on this week.

Strategic Business Plan – Should be revised and presented at the July meeting.

Wooden Boat Show – The poster is in the final draft stage, and Manager Shoemake will be confirming sponsorships.

Toledo Community Boathouse: The summer schedule is in full swing with free boating on Thursday and Sunday afternoons. Kayaks and sailing camps through Oregon Boating Foundation are scheduled for this summer. The program received a \$1,000 grant from the Pacific Coast Congress Barbara Schwantes Memorial Fund to purchase more training boats.

Manager Shoemake presented a slide show of the new awning at the Industrial Park, staff at work at the boatyard, and the surplus compressor being considered for purchase.

**8) Discussion Items:** There were no discussion items.

**9) Decision Items:** It was moved and seconded (Gerttula/Ryerson) to adopt Resolution 2018-6, Adopting the Budget, Making Appropriations, Imposing the Tax and Categorizing the Tax. Motion passed 5/0.

It was moved and seconded (Gerttula/Ryerson) to approve the annual moorage rate increase at the Consumer Price Index of 3.9%. Motion passed 5.0.

**10) Commissioner Comments:** Commissioner Ryerson is impressed by the addition of the awning at the Industrial Park. She said 26 years ago she worked with consultants that predicted growth of Toledo would be a result of establishing a boatyard. She is proud of what staff has done.

Commissioner Kriz apologized for missing the last meeting. He commented on the caliber of boats that have come through the yard, saying there will not be any problems if they keep coming back. He commended staff.

Commissioner Dahl is happy to see business at full steam. He was happy the boatyard made it through the busy season well.

Commissioner Gerttula appreciated seeing the boatyard attracting out of the area boats. He commented on the need to be able to attract quality staff.

Commissioner Graff complimented Boatyard staff, saying the boats look amazing when they leave the yard. He reported that he watched the trusses at the Industrial Park building being installed, and suggested a larger sign for the building.

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

**12) Recess:** Commissioner Graff called for a recess at 7:22 pm.

**13) Executive Session ORS 192.660(2) (a):** Port of Toledo Board of Commissioners entered into Executive Session to discuss real estate matters at 7:30 p.m. Session closed at 7:55 p.m. No decisions were made.

**14) Adjournment:** It was moved and seconded (Gerttula/Ryerson) to adjourn the meeting at 7:55 p.m. Motion passed 5/0.

  
Zack Dahl, Commission Secretary/Treasurer