

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
November 20, 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 6:10 pm by Commission President Rick Graff.

2) **In Attendance:** Commissioners Rick Graff, Zack Dahl, and Chuck Gerttula. Commissioner Mike Kriz was excused. Port Staff: Manager Bud Shoemake and Assistant Port Manager Debbie Scacco. Commissioner Penny Ryerson joined the meeting at 6:15 pm.

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

4) **Approval of Minutes:** It was moved and seconded (Gerttula/Dahl) to approve the minutes of the Regular Commission Meeting of October 16, 2018. Motion passed 3/0.

5) **Financial Report:** Assistant Port Manager Scacco reviewed office activities for the previous month. She reported that Grimstad's had made a site visit for the audit on October 31. The audit is scheduled to be presented at the December meeting. Accounting Specialist Robinson and Scacco prepared presentation materials for the Shipyard's booth at Fish Expo in Seattle. Shipyard Foremen Ben Victorine and Tristan Wilson represented the Port at Fish Expo. Scacco reported that she has been working at the boatyard office focusing on environmental and safety compliance. Admin staff has also provided support to set up the small boat repair operations in the shop. Scacco announced the Port's Holiday party will be December 14th at the Union Hall.

Scacco reviewed the Boatyard Office Manager's report submitted by Kathy Petty. Revenues picked up in October with the big boats starting to come in. Petty reported that the process of reviewing new accounting software is underway.

Scacco reviewed the financial reports and answered questions posed by the Commissioners. Commissioner Dahl noted the differences in the cash balances between September and November's balance sheets. He would like to see the boatyard increase its cash reserves. It was moved and seconded (Gerttula/Ryerson) to pay the bills and accept the financial report. Motion passed 4/0.

6) **Manager Report:** Boatyard Report – Manager Shoemake reported that there were 21 haul outs on the 85-ton lift and 6 with the 660-ton lift since the last meeting. Three large, ongoing, projects are in the yard. The F/V Widgeon is in the tent, the F/V Pegasus is being sponsored, and the F/V Predator is being repaired. The Pegasus and Predator projects are the largest projects in the boatyard to date.

There was a boat fire on the F/V Husker. The cause of the fire was investigated by the State Fire Marshall and determined to be a short between the shore power cord and extension cord. The boatyard will work with the insurance and boat owner to determine the disposition of the vessel. Manager Shoemake thanked the Toledo Fire Department for their excellent response as well as the Newport Fire Department that provided assistance.

Boatyard Work Building – Manager Shoemake advised that an Intergovernmental Agreement between the City and the Port to transfer ownership of Atree Lane to the Port and provide for relocation of the City's 6" waterline was approved by the City and is presented for the Commission's approval. Oregon Department of Transportation will have thirty days to review the transfer agreement before it goes into effect. The Port's attorney has reviewed the agreement. Manager Shoemake advised that it has been determined that the 6" waterline is sufficient to meet the boatyard's water and fire suppression needs.

A slide show was presented showing Ben and Tristan at Fish Expo and current boatyard projects.

7) **Discussion Items:** In response to Commissioner Ryerson's questions regarding sewer services, Manager Shoemake advised that the sewer line is a different issue than water. A grant from Business Oregon is being requested to fund final engineering to bring the sewer service across the bridge to the Industrial Park and Shipyard. He reported that most of the shipyard was plumbed with high pressure pipe in preparation of a new system.

8) **Decision Items:** It was moved and seconded (Gerttula/Ryerson) to authorize the Intergovernmental Agreement with the City of Toledo. Motion passed 4/0.

9) **Commissioner Comments:** Commissioner Ryerson apologized for being late. She thanked Manager Shoemake for the phone calls to keep the Commissioners updated on current events. She also thanked Manager Shoemake for being a good representative of the Port and making good connections as he participates in other community organizations.

Commissioner Gerttula reminded the Commission that a Joint Meeting with the City should be on the schedule after the new City Council gets settled.

Manager Shoemake added that Willie Worman was elected Mayor of Siletz, and a joint meeting with Siletz should be considered also.

Gerttula also commented that he stopped by the Boathouse when the Retired Old Guys were working and is impressed by what they have accomplished.

Commissioner Dahl said he liked seeing the big projects in Toledo. He would like to see additional levels of staffing.

Commissioner Graff complimented office staff, and said he appreciated Manager's Shoemake's community involvement. He also complimented the Retired Old Guys saying they represent the Port well.

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

11) **Recess:** President Graff called a five - minute recess at 7:30 pm.

12) **Executive Session ORS 192.660(2) (a & h):** Port of Toledo Board of Commissioners entered into Executive Session to discuss personnel and legal matters at 7:32 p.m. Session closed at 7:55 p.m. No decisions were made.

13) **Adjournment:** It was moved and seconded (Gerttula/Ryerson) to adjourn the meeting at 7:55 p.m. Motion passed 4/0.


Zack Dahl, Commission Secretary/Treasurer