

REGULAR MEETING
Port of Toledo Board of Commissioners
Meeting via GoToMeeting
Tuesday, November 17, 2020, 6:00 pm

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:09 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:** Jim Knight, Special Districts Association of Oregon, Senior Consultant.

4) **Jim Knight – General Manager Recruitment:** Knight reviewed the next steps of the recruitment process. The Commissioners should authorize a two-week extension of the application period at tonight’s meeting. Knight was excused from the meeting at 6:20 pm.

5) **Approval of Minutes:** It was moved and seconded (Ryerson/Kriz) to approve the minutes of the Regular Commission Meeting of October 20, 2020. Motion passed 5/0.

6) **Financial Report:** Scacco reported on administrative activities for the past month: Oregon OSHA has issued new temporary rules and workplace requirements for COVID19. Scacco and members of the safety committee are working on Exposure Risk Assessments and Infection Control Plans and are required to train staff by December 21.

Scacco plans to provide the Commission with a copy of the draft policy with mark ups to identify changes from our current policy and specific policies that need the Commissioner’s input.

Grimstad conducted a site visit for audit. The Milliman GASB75 Oregon Public Employers Benefit Report has not been received yet. Signe Grimstad reported that the audit is on schedule and she will present it at the December Commission meeting.

Scacco will be submitting disbursement requests after the meeting to Business Oregon, for the Work Building project and Sewer Extension project as well as to MARAD for the vocational training project.

Scacco reviewed the financial reports and answered questions posed by Commissioners. Scacco noted that the City’s flower basket program was included in this month’s payables. Commissioner Dahl said he was concerned about the cash flow and understands that the Port’s tax income starts to be received in November. It was moved and seconded (Kriz/Graff) to pay the bills and accept the financial report including adjustments. Motion passed 5/0.

7) **Manager’s Report:** Manager Shoemake reported that Business Oregon will be issuing an award letter for our Port Planning and Marketing Grant application. The project is to have BST & Associates review the Shipyard’s policy, procedures, and rate structure and analyze the shipyard economic impact. There will also be a focus on development at the Industrial Park.

At the shipyard, vessels worked on during the past month include 4 vessels hauled out on the 660-ton lift and 17 hauled on the 85-ton lift. Shoemake reported that the hake season was extended and vessels have remained out fishing.

Shipyard Manager Recruitment – This position remains open and is advertised on Indeed. Previously, two applicants were interviewed, once was qualified and offered the position, but the salary did not meet his requirements.

Shipyard Work Building-Concrete was poured for a pad on the river side of the building and the second story office floor. The electrical for the building is being installed. Port crews are installing the building liner and have built the ceiling and walls in the electrical room. Port crews have also built the electrical housings for twist lock and air supply to be placed in the building. The goal is to have F/V Miss Birdie in the building by the 1st of January.

Fabrication Building – the plans for the 40'x80' fabrication shop have been reviewed by the City and have gone through a public notice period without comment. The Restrictive Covenant has been approved by the City and will need to be recorded. The permit should be issued soon.

Shoemake reported that a new employee, Stefan Vanderhoff, was in the first class through the Oregon Coast Community College welding program.

Slides were shown of Waterfront Park during the recent King Tide, the electrical room in the new work building, and of the F/V Patriot, F/V Seeker, and F/V Coast Pride.

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

9) **Decision Items:** No decisions were made at this time.

10) **Commissioner Comments:** Commissioner Ryerson is happy with how the Port is looking. She is glad the Port has hired a student from the welding program.

Commissioner Dahl is glad the Port is being complimented for providing professional service. He appreciates the pressure staff is under to meet the new COVID Rules.

Commissioner Graff said Happy Thanksgiving.

Commissioner Kriz also wished everyone Happy Thanksgiving.

Commissioner Gerttula asked if anyone had heard about Russian harassment in Alaska. No one had heard anything.

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

Debbie Scacco was excused at 7:01 pm.

12) **Executive Session ORS 192.660(2) (a & h):** Port of Toledo Board of Commissioners entered Executive Session to discuss personnel and legal matters at 7:01 p.m. Session closed at 7:45 p.m. No decisions were made.

It was moved and seconded (Dahl/Graff) to re-open the application period for the Port General Manager position through December 1, 2020, with interviews scheduled on December 3, 2020. Motion passed 5/0.

13) **Adjournment:** It was moved and seconded (Ryerson/Graff) to adjourn the meeting at 7:45 p.m. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer