

**RESCHEDULED REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
Tuesday, March 23, 2020, 6:00 pm**

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:00 pm by Commission President Chuck Gerttula.

2) **In Attendance:** Commissioners Chuck Gerttula was on site. Rick Graff, Zack Dahl, and Penny Ryerson attended by conference call. Commissioner Mike Kriz was excused. Port Staff: Manager Bud Shoemake and Assistant Port Manager Debbie Scacco were on site.

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

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

It was moved and seconded (Graff/Ryerson) to approve the minutes of the Special Joint Meeting of February 12, 2020. Motion passed 4/0.

5) **Financial Report:** Scacco reported on administrative activities from the past month. She reported that the first Maritime Small Shipyard grant reimbursement request was submitted for \$109,176.95 and payment was received.

Compliance - Annual compliance reporting for Community Right to Know and Oregon DEQ were completed. The Fire Marshall made a follow-up visit to the Shipyard. The Storm Water Pollution Control Plan, a component of the Oregon DEQ 1200Z permit is in the process of being revised.

Budget – A proposed calendar is submitted for Commission approval. Scacco is working with the Port’s insurance agent to review options for this year’s health insurance renewal. Commissioner Dahl suggested offering several options, allowing employees to pay difference for a more inclusive plan

Scacco reminded the Commissioners that the Oregon Government Ethics, Statement of Economic Interest is due on April 15. She also reported that the project to revise the Personnel Policy has been delayed.

Scacco reviewed the financial reports and answered questions posed by the Commissioners. It was moved and seconded (Ryerson/Graff) to pay the bills and accept the financial report. Motion passed 4/0.

6) **Manager’s Report:** Manager Shoemake reported on measures taken in response to the current Coronavirus outbreak. The Port is following guidelines provided by the state and CDC and is following recommended actions for social distancing, limiting customer contact, sanitizing common workplaces, and is working with the crews to use best practices. Staff has set up a conference phone to conduct meetings electronically following guidance from Special Districts Association of Oregon and the State regarding public meeting rules.

Shipyard Report: Manager Shoemake reported that the Shipyard is considered an essential business and remains open for the commercial fleet. Recreational vessels are being postponed in an attempt to limit expose to crew and visitors to the shipyard. There were 6 vessels hauled out on the 660-ton lift and 17 on the 85-ton lift this past month. Shoemake reported that the Shipyard has been extremely busy, with the paint crews working weekends and overtime to get complete painting during the good weather windows.

Shipyard Work Building: JH Kelly is unsure if they will be shut down by the Washington Governor, but construction is considered an essential industry. Due to health concerns of our

Equipment Operator, Leo's Excavating was brought in to complete excavation work for the foundation. There have also been health issues with the Port's Electrical Engineer, requiring a new engineer to be secured, and Rich Rau of Rau plumbing.

Manager Shoemake reported the project is going well. Conduit is being placed below the concrete slab. JH Kelly has had two days of pouring concrete. The first pour was on March 11 and was 185 yards of concrete. The second pour was on March 19, and was 95 yards. There was one small change order of \$3,773 with JH Kelly to adjust for piling that were out of alignment.

Wooden Boat Show: Manager Shoemake updated the Commission on the status of Toledo's Summer Festival's plan to have their event on the same weekend as the Wooden Boat Show. He reported that there was a meeting with the City, Chamber of Commerce, Summer Festival, and All-Class Reunion. He advised everyone that the Wooden Boat Show Committee did not think that the two events could work on the same weekend, and the Port would consider cancelling the Wooden Boat Show. Since the meeting, Kevin Lindsted of the Summer Festival committee has found a carnival that is available the weekend after the Wooden Boat Show. Manager Shoemake said effects of the coronavirus outbreak should be monitored and may result in the decision to cancel this year's show.

A report regarding the current status of federal funding for dredging projects was provided by Special Projects Coordinator Dave Harlan.

- 7) **Discussion Items:** No discussion Items.
- 8) **Decision Items:** It was moved and seconded to approve the budget calendar (Ryerson/Graff) Motion passed 4/0.
- 9) **Commissioner Comments:** Commissioner Gerttula thanked staff for setting up the new conference phone.
Commissioner Dahl was sorry to hear about Accounting Specialist Yvette Farris' health. He advised Manager Shoemake to be diligent and not become complacent regarding the virus and how it can affect the workplace.
Commissioner Ryerson agreed with Commissioner Dahl. She said the Shipyard looks good and likes the new signs that have been installed on buildings and containers. She appreciated the Commission and its ability to work well together, and stated that she 100% supports Manager Shoemake.
Commissioner Graff agreed with Commissioners Dahl and Ryerson and said he appreciated the port's crew and does not want to see anyone get sick.
- 10) **Upcoming Meetings:** Upcoming meetings are as noted on the agenda.
- 11) **Executive Session ORS 192.660(2) (e):** Port of Toledo Board of Commissioners entered into Executive Session to discuss real estate matters at 6:55 p.m. Session closed at 7:00 p.m. No decisions were made.
- 12) **Adjournment:** It was moved and seconded (Ryerson/Graff) to adjourn the meeting at 7:00 p.m. Motion passed 4/0.



Zack Dahl, Commission Secretary/Treasurer