

REGULAR MEETING
Port of Toledo Board of Commissioners
Meeting via GoToMeeting
Tuesday, October 20, 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. Commissioner Penny Ryerson had technical difficulties and joined the meeting at 6:28pm. 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 introduced himself as a Senior Consultant for SDAO and former executive Director of the Port of Astoria. He reviewed the schedule for the General Manager recruitment and listed where the position is advertised and posted. Commissioner Dahl asked about posting the position on Indeed & LinkedIn to attract a wider selection of applicants. The possibility of extending the application period was discussed but by consensus, it was decided to wait until after the November 10 Executive Session to determine if the application period should be extended.
Knight was excused from the meeting at 6:20 pm.
- 5) **Approval of Minutes:** It was moved and seconded (Graff/Kriz) to approve the minutes of the Rescheduled Commission Meeting of September 22, 2020. Motion passed 4/0. (Commissioner Ryerson absent)
- 6) **Financial Report:** Scacco reported on administrative activities for the past month: Audit documents were submitted to Grimstad after a full inventory review and final review by Scacco and Accounting Specialist Polly Chavarria. Milliman has notified the Port that the GASB75 analysis is in process and should be completed by the following week.
Scacco reviewed the financial reports and answered questions posed by Commissioners. She made note of the payment to Special Districts Insurance Services, explaining it was payment for prior year's Worker's Compensation audit. It was moved and seconded (Graff/Dahl) to pay the bills and accept the financial report including adjustments. Motion passed 4/0. (Commissioner Ryerson absent)
- 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 5 vessels hauled out on the 660-ton lift and 18 hauled on the 85-ton lift. Shoemake reported that the sponson on the F/V Kylie Lynn was complete and the R/V Pacific Surveyor is in the yard to be repowered.
Several applications were received for the Shipyard Manager position and two applicants were interviewed. The interview team was Shoemake, Scacco, Ted Mandell, Reino Randall and Commissioners Kriz. Commissioner Kriz reported that one of the applicants was qualified but since he would have to relocate there may be housing issues.
Work on the Shipyard Work Building is progressing nicely. JH Kelly has completed the bulk of their work and are scheduled to be back on October 27 to pour the concrete for the upstairs

conference/crew rooms and the outdoor pad for the compressor system. Port crews are installing the metal liner inside of the building and preparing the electrical room for installation of the transformers and switch gear. Manager Shoemake is reviewing proposals for the HVAC system and will discuss with staff if the Port's crew can install the system. Shoemake also obtained new bids to complete the electrical installation for the building.

The permit for the 40'x 80' Fabrication Building is still under review. A restrictive lot line covenant has been requested from the City and are waiting to receive City planning approval on the permit. Once it is received, the building will be placed in the que for manufacture

Volunteers at the Toledo Community Boathouse, led by Joe Novello, are back to work in the boathouses with strict COVID safety measures in place. They are preparing boats for the upcoming season. There is another project they want to build, a floating nautical library. Novello plans to make a presentation to the Commission at the next Port meeting.

Electric Car Charging Station – Manager Shoemake reported that he was approached by CJ Drake of Georgia Pacific regarding the possibility of placing an electric car charging station at the marina parking lot. Georgia Pacific has received an air quality fine from Oregon DEQ and can complete a Supplemental Environmental Project to partially offset the fine. They included Mayor Rod Cross in the discussion to split the \$50,000 project with a charging station at City Hall and one at the Port's Marina. The mayor will be presenting the concept to the city council.

Slides were shown of the flag raising at the shipyard work building as well as the interior siding, the FV Coast Pride coming up river and the F/V My Lee being launched.

8) Discussion Items: Debbie Scacco asked the Commission how to proceed with review of the drafted personnel policy. By consensus the Commissioners requested Manager Shoemake and Scacco to propose a final draft and present for adoption.

9) Decision Items: It was moved and seconded (Ryerson/Kriz) to authorize the Port Manager to award the Contract for HVAC system for the work building. Motion passed 5/0.

It was moved and seconded to authorize the Port Manager to partner with Georgia Pacific for an electric car charging system.

10) Commissioner Comments: Commissioner Ryerson congratulated Commissioner Dahl on being an expectant father.

Commissioner Graff said he was proud to watch the flag go up on the work building

Commissioner Kriz agreed with Commissioner Graff. He said Manager Shoemake did a good job today conducting the two interviews for the Shipyard Manager via Zoom.

Commissioner Dahl was also proud of the work on the new building. He thanked Scacco for her assistance with the job recruitments. He said he looks forward to having the building completed and having the Shipyard Manager position filled.

Commissioner Gerttula asked about opening services at the Park, since the Boathouse volunteers were back. Manager Shoemake reported that the volunteers were practicing COVID safety, but there are no other changes.

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

12) Adjournment: It was moved and seconded (Ryerson/Kriz) to adjourn the meeting at 7:26 p.m. Motion passed 5/0.


Zack Dahl, Commission Secretary/Treasurer