

MINUTES

Port of Toledo Board of Commissioners

November 15, 2022 Tuesday, 6:00 PM | 496 NE Hwy 20, unit 1, Toledo, OR 9739
*The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:00 PM by
Commission President, Chuck Gerttula*

In Attendance

Commissioners Chuck Gerttula, Rick Graff, Mike Kriz, Penny Ryerson and Zack Dahl. Port Staff: Port Manager - Debbie Scacco, Maintenance Manager - Les Hall, and Administrative Assistant - Brooke Goulet

Introduction of Visitors/Visitor Comments:

Shipyard Financial Analysis by BST Associates, Paul Sorenson and Brian Winningham. In depth look into finances to increase shipyard revenue.

Approval of Minutes

It was moved and seconded (Kriz/Ryerson) to approve the minutes of the Regular Meeting of October 18, 2022. Motion passed 5/0.

Approval of Financials:

Scacco answered commissioners' questions regarding the financial reports. It was moved and seconded (Ryerson/Graff) to accept the financial reports and pay the bills. Motion passed 5/0.

Maintenance Report

Hall presented Maintenance Report of current services being done on Port equipment. Scissor lift motor full of sand, spent a day to fix. Proper maintenance needs to be done and billed to the boats. Proper policy and procedures need to be put in place to avoid non-billable hours and equipment wear and tear. Possible checklist to support the policies.

Manager's Report

Scacco Reported on administrative activities for the past month: The office was shorthanded with Cuttaliya being out and no bookkeeper. Description for bookkeeper position has been drafted but not yet posted. Auditor will be on site next week. Marketing plan for Facebook and mailers. Will consider 50% haul-out special to get more boats into the shipyard if needed. Grant disbursement requests need to be sent out. Scacco reported on Special Districts Insurance Services Best Management practices new requirements of full Commission training to receive the full discount for insurance. Sewer line bids are next in priority for the maintenance yard. It was moved and seconded (Ryerson/Graff) to accept the financial reports and pay the bills. Motion passed 5/0.

Shipyard Report:

The yard is staying busy with big boats, but has a shortage of skilled welders and also still needs a skilled outside machinists. No response for job opening. Jag workers have been brought in to assist on current projects. Compressors are in better working shape. A discussion with the city on the Surplus compressor has been initiated. Training has been happening as crews are available. Staff attended a kick off meeting for NOAA HSL project and an additional 5 liferafts have been scheduled.

Grant Project Updates:

The Port's engineer is investigating environmental requirements for the EPA grant for the Sewer Extension project and will be able to put together a better timeline.

An Input form has been submitted to Business Oregon for a Economic Opportunity grant. The Port has requested \$400k for equipment. Scacco has been advised that the request is still under consideration.

Shipyards WIFI has been installed although Wave internet service needs to be upgraded. The upgrade is being scheduled.

Permitting/Dredging

Federal Dredging is still pending updated WRDA language. The City's Planning Commission approved the Port's request to appeal the requirement of an engineers hydrologic and hydraulic analysis for a floodplain permit which should be finalized and issued in December. Business Oregon has notified Ports of an opportunity to request Harbor Maintenance Trust funds, the Port will need to respond with a Letter of Intent as this is a competitive source of funding.

Discussion Items:

Best Practices Survey, a draft Board Duties and Responsibilities Policy was presented for consideration. The Port has an adopted policy, but Special Districts Insurance Services has provided an updated template to be used. The deadline for the Best Practices program is December 30th. Commissioners agreed to defer discussion and consideration of review the policy to the December meeting.

Decision Items:

It moved and seconded (Ryerson/Graff) accepted the financial analysis from BST. Motion passed 5/0.

It was moved and seconded (Ryerson/Graff) to authorize application for EPA Community Grant Program, STAG-Clean Water SRF Funds of \$1,958,000 as appropriated by Congress under the Consolidated Appropriations Act, 2022 and designate Port Manager Debbie Scacco as authorized representative. Motion Passed 5/0.

Commissioner Comments

Kriz appreciated the financial analysis.

Dahl recognized the good work being putting forth. Requested Scacco provide information regarding the Environmental Building loan at the next meeting: first payment due date and the amount. He looks forward to staff and supervisor bringing ideas and solutions to the Commission regarding findings of BST Financial Analysis.

Ryerson appreciated BST's report to help her understand the Shipyard financial status and is in agreement with commissioner Dahl. All staff are great workers. She has a positive outlook on the future.

Graff thanks Les Hall for discussing maintenance issues. He also hopes to see positive changes to impact the financials.

Gerttula is happy to see movement being made on bookkeeper position. Suggested investigating a cell phone app to record employees time and billable hours more accurately. Workforce App was suggested by Dahl.

Upcoming Meetings:

Upcoming meetings are as noted on the agenda

Executive Session:

Executive Session ORS 192.660 (2e): Port of Toledo Board of Commissioners entered Executive Session to consider real estate matters at 8:10 p.m. Session closed at 8:21 p.m. No decisions were made.

Adjournment

It was moved and seconded (Ryerson/Graff) to adjourn the meeting at 8:22PM. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer

