

**REGULAR MEETING Corrected Minutes**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit #1, Toledo, OR 97391**  
**September 17, 2019 – Wednesday, 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, Rick Graff, and Mike Kriz; Penny Ryerson and Zack Dahl were excused; Port Staff: Manager Bud Shoemake and Assistant Port Manager Debbie Scacco.
- 3) **Introduction of Visitors/Visitor Comments:** Doug Alldridge of Yaquina Boat Equipment was in attendance.
- 4) **Approval of Minutes:** It was moved and seconded (Kriz/Graff) to approve the minutes of the Rescheduled Commission Meeting of August 27. Motion passed 3/0.
- 5) **Financial Report:** Assistant Port Manager Scacco reported on the administrative staff's activities for the month. She reported that Fiscal Year 2018-2019 audit is underway. She is working with the Shipyard Compliance Specialist to respond to Oregon DEQ and Oregon OSHA consultations. She also reported that a preliminary consultation with the Toledo Fire Department was conducted. Compliance Specialist Sasso is working with the Toledo Fire Department to complete the annual respirator fit testing for the crew. Annual hearing tests have been scheduled.

Commissioner Kriz asked about handling of asbestos at the shipyard. Manager Shoemake replied that Compliance Specialist Sasso has been trained to survey for asbestos. He can make the appropriate determinations prior to any work beginning.

Per the Commission's request for a staff recommendation regarding implementing a fee for customers that pay by credit card, Scacco advised that staff recommends not to implement a fee, that merchant services fees should be considered a cost of doing business.

Scacco reviewed the financial reports and answered questions posed by the Commissioners. She advised that \$100,000 was moved from the Shipyard Oregon Coast Bank checking account to the Local Government Investment Pool. It was moved and seconded (Kriz/Graff) to pay the bills and accept the financial report. Motion passed 3/0.

- 6) **Manager's Report:** Manager Shoemake reviewed boats hauled out this past month. There were 3 vessels hauled out on the 660-ton lift and 9 on the 85-ton lift.

The High School Vocational Training program will continue this year. Interview for prospective new students are being scheduled, with several students from last year returning. One of the students that graduated last year is now enrolled in Linn Benton Community College's welding program. Manager Shoemake reported that he will be attending a joint meeting with the High School and Oregon Coast Community College to discuss the program. He asked Doug Alldridge if he would participate in a stakeholder group to advise on the program.

**Shipyard Work Building:** Port staff has completed installation and fabrication of the piling rebar rings, piling caps, and rebar clusters. Construction of the concrete foundation and erection of the building is out to bid, with a mandatory site visit scheduled for October 2, bid questions are due on October 10, and the bid opening will be on October 23, 2019. The bid documents for the electrical installation and fire suppression will be posted this month.

Manager Shoemake reported that staff is working with BST Associates to develop rates for the new building. BST will analyze profitability at the shipyard and take into consideration the financial requirements of the goals of the Strategic Business Plan. They may also work with Shannon Davis who is updating the County's plan for economic development of the maritime sector.

Vocational Training Lab: Port staff has been constructing the welding bays, cutting tables, and quench tanks. Quotes are being obtained for the electrical improvements to the building and for the welding equipment. The project is on schedule and a ribbon cutting will be planned in November. Manager Shoemake reported that the Community College may want to rent the bay adjacent to the welding lab

Technical Assistance for Sewer Extension: Manager Shoemake will be meeting with the engineer, Walt Cook, on September 23, with completion scheduled for April 2020. The contract is for design, final engineering, and construction oversight.

Family Boating/Community Boathouse: Free Family Boating season ran from Memorial Day through Labor Day and was a success. Over 1,500 boating trips. The program was run by volunteers from the Retired Old Guys Sailing Club which continues to meet weekly at the boathouse to maintain the boats.

Wooden Boat Show: The Wooden Boat Show Planning Committee had a recap meeting on September 11. The theme for the poster has been chosen and new ideas were discussed.

Doug Aldridge was asked to give a report on the vessel under construction at Yaquina Boat Equipment

A slide show was presented with photos of the progress of the welding lab, and fabrication work at the Shipyard.

- 7) **Discussion Items:** There were no discussion items.
- 8) **Decision Items:** There were no decision items.
- 9) **Commissioner Comments:** Commissioner Graff had no comment.  
Commissioner Kriz complimented staff.  
Commissioner Gerttula was happy to see the rebar is in for the Shipyard building's foundation.
- 10) **Upcoming Meetings:** Upcoming meetings are as noted on the agenda.
- 11) **Recess:** A five-minute recess was called at 7:05 pm.
- 12) **Executive Session ORS 192.660(2) (e & h):** Port of Toledo Board of Commissioners entered into Executive Session to discuss property and legal matters at 7:10 p.m. Session closed at 7:23 p.m. No decisions were made.
- 13) **Adjournment:** It was moved and seconded (Graff/Kriz) to adjourn the meeting at 7:23 p.m. Motion passed 3/0.

  
Zack Dahl, Commission Secretary/Treasurer