

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
September 18, 2018 – Tuesday, 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 Rick Graff.

2) **In Attendance:** Commissioners Rick Graff, Chuck Gerttula, Mike Kriz and Penny Ryerson. Commissioner Zack Dahl was excused. Port Staff: Manager Bud Shoemake, Assistant Port Manager Debbie Scacco and Boatyard Manager Joe Johnson.

3) **Introduction of Visitors/Visitor Comments:** Gerald Hansmire of Makers Architecture and Brian Winningham of BST Associates.

4) **Presentation of Strategic Business Plan:** Gerald Hansmire of Makers Architecture presented the 2018 Strategic Business Plan. Hansmire stated that the plan builds on the momentum of the boatyard expansion. The plan emphasizes taking care of the Port's infrastructure and using the boatyard's momentum to support growth at the other facilities, which supports growth in the community.

Key points in the plan: Grow year-round employment
Look for and support opportunities for marine trades training
Build more shop & Storage area
Continue looking at Tokyo Slough

Hansmire advised the Commission that the engineers estimates included in the plan are accurate now, but he expects costs could increase 30% or more over the next few years.

Brian Winningham reported on the economic health of the commercial fishing industry, the significant source of business for the boatyard. He said that commercial fishing accounts for 15-16% of the Lincoln County economy and supports about 4,000 jobs directly and indirectly.

Recess: At 6:45 pm a five-minute recess was called, Gerald Hansmire and Brian Winningham were excused.

5) **Approval of Minutes:** It was moved and seconded (Gerttula/Ryerson) to approve the minutes of the Regular Commission Meeting of August 28, 2018. Motion passed 4/0.

6) **Financial Report:** Assistant Port Manager Scacco reviewed office activities for the previous month. Financial reports for the prior fiscal year are ready to be turned over to the auditor. Signe Grimstad expects to have the audit completed by November 30th. Two new computer work stations were installed, and a third has been ordered for the Port Office. She reviewed the proposed resolution for an interfund loan, reporting that it is to pay reimbursable grant expenses for the Connect Oregon through the Special Grant Fund.

Scacco reviewed Kathy Petty's written report, reporting there were a few emergency small boat haul outs through the month, with four scheduled lifts on the big lift September through December.

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

7) **Boatyard Report:** Joe Johnson, the new Boatyard Manager introduced himself to the Commission. He said he has been getting acquainted with the yard over the previous seven days. He

reported that nine boats were hauled on the 85-ton lift and 2 vessels on the 660-ton lift since the last meeting. Johnson looks forward to putting his experience and contacts to use at the yard.

8) Manager Report: Boatyard Work Building – Manager Shoemake reported that the metal building is being received. The final load is due to be delivered by October 2nd. There was an incident with one load, that fell from the truck in Portland last Friday. Staff is documenting the damage and a report will be submitted to JH Kelly to request replacement of any damaged materials. The waterline relocation and fire suppression work are being completed by engineer Walt Cook of Water Environment Resources Inc. He reported that there is enough water to run sprinklers in the building if they are required. Shoemake reported that he has been negotiating with the City regarding vacating the public right away. The permits for the building and foundation have cleared code review and are at the City, waiting for the Intergovernmental Governmental Agreement to be finalized. The building permits for electrical, plumbing, fire suppression have been deferred.

Wooden Boat Show: The Wooden Boat Show Planning committee had a great recap meeting and started to plan next year's show. The poster will feature a containerboard boat.

Oregon State Marine Board – A copy of the Port's letter to the State Marine Board regarding the status of the boathouse at the transient dock was provided to the Commissioners. There has been no response from the Marine Board.

Manager Shoemake showed slides of maintenance tasks. A scissor lift platform lift was purchased from the surplus yard, serviced by the maintenance crew and put into service at the Boatyard. The Old Guys Sailing Club have been installing lights and heaters in the Andrew Linn Boathouse. Foliage along the Paddle Park driveway has been pruned. Boatyard crew installed a gangway on the northside of the service pier and the welding crew fabricated and installed the transition plates.

Manager Shoemake reported that the launch ramp is being used by many fishermen. He also reported that he noticed a transient tent in the Port's wetland downriver from the paddle park. It will be served a trespass notice.

9) Discussion Items: Boatyard Manger Joe Johnson asked if concrete had been considered for hard paving the boatyard instead of the asphalt that was called out in the Strategic Business Plan. Commissioner Ryerson commented that items in the Strategic Business Plan can be adjusted as needed.

10) Decision Items: It was moved and seconded (Gerttula/Kriz) to adopt the 2018 Strategic Business Plan. Motion passed 4/0.

It was moved and seconded (Gerttula/Kriz) to adopt Resolution 2018-11 approving and Interfund Loan from the boatyard Enterprise Fund to the Special Grant Fund. Motion passed 4/0.

11) Commissioner Comments: Commissioner Ryerson welcomed Boatyard Manager Johnson. She said the Strategic Business plan is one of the best she has ever read.

Commissioner Kriz also welcomed Johnson, and acknowledged that the Boatyard Manager is a tough position. He was pleased with the Strategic Business Plan.

Commissioner Gerttula was happy with the Strategic Business Plan and acknowledged Manager's Shoemake's leadership in maintaining an updated plan. He asked if the Maintenance crew could check on the Boardwalk, he noticed some screws were coming up. He hopes that a partnership can be developed with Oregon Coast Community College and Lane Community College to develop vocational programs and possibly apprenticeships.

Commissioner Graff appreciated Manager Shoemake's leadership in developing the Strategic Business Plan and its role in keeping the Port moving ahead faster. He believes the Port can meet the goals in the next in the plan can be met in the next three years. He welcomed Boatyard Manager Johnson. He said that the boatyard needs to be hard surfaced.

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

13) **Executive Session ORS 192.660(2) (e):** Port of Toledo Board of Commissioners entered into Executive Session to discuss real estate matters at 7:55 p.m. Session closed at 8:05 p.m. No decisions were made.

14) **Adjournment:** It was moved and seconded (Gerttula/Kriz) to adjourn the meeting at 8:05 p.m. Motion passed 4/0.



Zack Dahl, Commission Secretary/Treasurer