

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit #1, Toledo, OR 97391**  
**Tuesday, February 18, 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, Rick Graff, Zack Dahl, Mike Kriz and Penny Ryerson. Port Staff: Manager Bud Shoemake and Assistant Port Manager Debbie Scacco.

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

4) **Approval of Minutes:** It was moved and seconded (Kriz/Ryerson) to approve the minutes of the Regular Commission Meeting of January 21, 2020. Motion passed 5/0.

Approval of the minutes for the Special Joint Meeting of February 12, 2020 was deferred to the March meeting.

5) **Financial Report:** Scacco gave a report of administrative activities from the past month. She has assisted with coordination between engineers and contractors for the new building project. Scacco and Manager Shoemake met with Bruce Lambert, Director of Inland Waterways Gateway of the Maritime Administration. She also met with Ted Werth from Business Oregon for project monitoring and administrative close out of completed projects. A draft Transient Dock Marketing Plan was developed for the Oregon State Marine Board, which was customized from the marketing plan adopted in the Port's Strategic Business Plan. The Port Commission is being asked to authorize an application for Business Oregon Port Planning and Marketing grant to be used, in part, for marketing the Transient Dock. The Wooden Boat Show Planning Committee held their first meeting. Paul Bogaard will be featured on the poster, and is making plans to bring great music to the show.

Manager Shoemake reported that Kevin Lindsted of the Toledo Summer Festival had contacted him regarding the possibility of moving the Summer Festival to the same weekend as the Wooden Boat Show. The move is being considered because it is the only weekend Summer Fest can secure a carnival. There was some discussion of the concerns of having both events on the same weekend.

Scacco proposed a schedule to draft the new personnel manual. She will have a first draft to review at the March Commission meeting, will ask two commissioners to review and make recommendations prior to the April Commission meeting, have a final draft to review at the May meeting, and adopt at the June meeting.

Scacco, Compliance Specialist Varon Larsen, and Manager Shoemake have reviewed the status of all compliance tasks from consultations with Oregon OSHA, Oregon Department of Environmental Quality and the State Fire Marshal. Scacco and Larsen attended a DEQ Hazardous waste training earlier that day.

Scacco reviewed the financial reports and answered questions posed by the Commissioners. Commissioner Dahl asked about big projects on the schedule and commented that it should be a goal to have at least one big project in the yard at all times. He expressed concerns with the current rate of receivables compared to expenses. It was moved and seconded (Ryerson/Kriz) to pay the bills and accept the financial report. Motion passed 5/0.

6) **Manager's Report:** Manager Shoemake reported on the ribbon cutting held on January 29<sup>th</sup> for the new Oregon Coast Community College welding lab at the Port of Toledo. The training

program will be run by Oregon Coast Community College and has received a lot of community support. He said he also attended the ribbon cutting for the welding lab in Taft. There are over 100 students on the waiting list to attend the OCCC welding program. Bruce Lambert, the Maritime Administration's Director of the Inland Waterways Gateway for the Pacific Northwest and Alaska visited the Port and attended the ribbon cutting. Director Lambert spent the morning prior to the ribbon cutting with Shoemake and Scacco to brainstorm funding opportunities and then took a tour of the Port and the Port of Newport.

**Oregon State Marine Board – Transient Dock:** The Marine Board has provided its proposal to help the Port relocate the boathouses. The terms of the federal grant used to construct the Transient Dock does not allow for the current placement of the WREC boathouse. Manager Shoemake reviewed OSMB's conceptual drawings of how the boathouses would be arranged with a new ADA accessible dock.

**Shipyard Report:** Manager Shoemake reviewed vessels worked on during the month. There were two haul-outs on the 660-ton lift and seven on the 85-ton lift this past month. He also reviewed the list of upcoming projects which includes fourteen vessels through March 15.

**Shipyard Work Building:** JH Kelly was on site last week to survey the piling in order to determine adjustments to the foundation forms. The forms are being built in Washington, and will be brought to the building site for installation on February 24. Port crews have been doing site prep for the installation of the forms.

**Dredging Update:** David Harlan was hired as the Port's part time Special Projects Coordinator; he is currently the president of PNWA. Harlan will be advocating for the Port for dredging and other projects as needed. Harlan's report regarding the current status of dredge funding was provided to the Commissioners.

**Port Station One – Unit 2:** Jen Kent held an open house in the unit on January 25. Approximately 75 people attended. Manager Shoemake said Kent is not ready to sign a lease yet and is still working on funding, but he has introduced her to Melissa Murphy of Business Oregon and Sarah Means of the Governor's Office to see what resources may be available.

7) **Discussion Items:** Manager Shoemake advised that the previously discussed date for a joint meeting with the Port of Newport will not work. A Doodle calendar poll will be emailed to the Commissioners and the Port of Newport to determine the best date.

8) **Decision Items:** It was moved and seconded (Ryerson/Kriz) to authorize the Port Manager to apply for a Port Planning and Marketing Grant. Manager Shoemake explained that the funding would be used for final engineering to expand the Industrial Park as well as marketing for the Transient Dock, Wooden Boat Show, and road signs. The project would be for \$66,700, with \$50,000 grant and \$16,700 match. Aaron Bretz from the Port of Newport would like to work on joint marketing for the marine trades. Melissa Murphy from Business Oregon is supportive of a partnership between the two Ports to participate in the Oregon Industrial Site Readiness Program. Commissioner Dahl asked when this project would be started, Manager Shoemake replied that it would be for next fiscal year. Motion passed 5/0.

9) **Commissioner Comments:** Commissioner Ryerson had no comments. Commissioner Kriz commented on how quiet the boatyard is, and said he enjoyed the ribbon cutting for the welding lab.

Commissioner Dahl said the welding lab ribbon cutting was well attended and it was exciting to see the support. He would like to see OCCC expand its vocational options.

Commissioner Graff said he had jury duty during the ribbon cutting and was not able to attend. He said the boatyard is very quiet, but is looking nicely cleaned up.

Commissioner Gerttula said he was impressed by the number of people at the welding lab ribbon cutting including Patrick O’Conner. He suggested as part of the marketing for the Transient Dock a chart could be included in printed materials. He thanked Zack for his review and comments regarding the financials.

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

**11) Recess:** President Gerttula called for a five-minute recess at 7:40 p.m.

**12) Executive Session ORS 192.660(2) (h):** Port of Toledo Board of Commissioners entered into Executive Session to discuss legal matters at 7:45 p.m. Session closed at 7:55 p.m. No decisions were made.

**13) Adjournment:** It was moved and seconded (Ryerson/Kriz) to adjourn the meeting at 7:55 p.m. Motion passed 5/0.

  
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Zack Dahl, Commission Secretary/Treasurer