

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit 1, Toledo, OR 97391
Tuesday, August 16, 2022, 6:00 pm

1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:15 pm by Commission President Chuck Gerttula.

2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, Mike Kriz, and Penny Ryerson. Port Staff: Manager Debbie Scacco

3) **Introduction of Visitors/Visitor Comments:** There were no visitors.

4) **Approval of Minutes:** It was moved and seconded (Graff/Kriz) to approve the minutes of the Regular Meeting on July 19, 2022. Motion passed 5/0.

5) **Financial Report:** Scacco reported on administrative activities for the past month. The Quickbooks license was renewed and upgraded to 7 users. Staff have been preparing for the Wooden Boat Show. Commissioner Dahl commented that this month's financial reports were still being reported year to date and requested reporting be through the end of the month. Scacco offered reporting options – a bill pay list for current transactions to be paid, with the checking account detail through the end of the previous month. She will work on a monthly profit and loss that includes the budget and will provide an aging through the end of the previous month. Commissioner Dahl advised that the annual Workers Comp invoice should be broken into monthly payments; expressed concern about use of the line of credit; said the Shipyard needs to be billing consistently at its new rates; and said he wants to see nonbillable hours consistently below 25%. Scacco answered Commissioners questions regarding the financial reports.

It was moved and seconded (Dahl/Ryerson) to accept the financial reports and pay the bills. Motion passed 5/0.

6) **Managers' Report:** Scacco reported on Maintenance Activities: Staff have been preparing facilities for the Wooden Boat Show and have been checking and cleaning stored items as needed. Crews have been making repairs at the Marina. The Ford 250 was repaired and had tires replaced after a loss of traction accident, and repairs were made to the shear boom at the launch ramp.

Shipyard Operations: Scacco presented a list of current projects and reported on upcoming schedule. The Port's Teak Ladies were hauled out and maintained as nonbillable hours were available. There was discussion that if the Port is not able to maintain the Teak Ladies through the Boathouse program that they could be declared surplus and either sold or donated. Staff is considering developing a proposal to service the Police Vessel Guardian. The Port's attorney is advising a seizure process for the abandoned vessel that was hauled out. Engineers for the Large Vessel Building are working on possible solutions for the foundation settling issue. The Port's attorney has been notified of these ongoing discussions and will assist as needed. Scacco is working with the Port's Insurance agent to confirm Marine Liability coverage for tug services. The insurance company will have the tug's Betsy Ellen and Rex surveyed. There was discussion regarding the need for both tugs. Scacco responded that they are both used for different tasks. An insurance claim was submitted to assist in determining coverage for a previously painted vessel. Commissioner Dahl asked about metal recycling when vessels are demolished. He offered to work with the Project Manager on future jobs to assist the Port with recycling the metal directly.

Grant/Project Updates: Scacco and former Manager Davis joined a webinar regarding the Congressional Direct spending funds for the Sewer Extension Project. The CDS funds will supplement the ARPA funding managed by Business Oregon. The Environmental Protection Agency is managing the CDS

funds and provide a STAG grant application in the fall. At this time, the additional environmental or other federal grant requirements have not been determined. Scacco suggested hiring a project manager to manage the requirements for this project.

USDA – Vocational Fabrication Building Project –nothing new to report.

MARAD – Vocational Welding Lab project. The grant has been extended for 1 year. The shear has been ordered and there are about \$6,000 remaining in grant funds.

Permitting: Gangway/Boathouse Relocation project- the Corps permit has been received but the Oregon Division of State Lands permit is contingent on completing the City’s floodplain requirement of an Engineer’s hydraulic and hydrological analysis. Oregon State Marine Board has contacted an engineer to provide a proposal for the services.

Dredging – Federal Relations has drafted language to be included in the WRDA bill that will authorize the federal channel of the Yaquina River to be dredged at 100% federal cost. This language will release the Port from any commitments of the previous 1912 authorization. Federal Relations is working with our federal legislators to support the language and a letter of support on the Commission’s behalf has been drafted to be sent to Congressman Schrader and Senators Wyden and Merkley.

Wooden Boat Show – Scacco reported that over 40 boats are registered, there will be music both days with maritime, art and food vendors.

7) **Discussion Items:** Options for changing the August meeting date to allow staff to better prepare for the meeting while also preparing the Wooden Boat Show was discussed. Scacco advised that in the past the meeting has been rescheduled to after the Wooden Boat Show and it is still difficult. Moving the meeting to the 2nd Tuesday will be considered for next year.

Cost of Living Increase – Scacco provided emails from former Manager Davis regarding the Oregon Public Port’s survey of COLA’s. There was discussion regarding staff merit and pay equity increases. Scacco will provide a report of pay ranges by work group for review at the next meeting.

8) **Decision Items:** There were no Decision Items.

9) **Commissioner Comments:** Commissioner Dahl said he wants the Port and Manager Scacco to succeed and wants to see Scacco find the right support.

Commissioner Kriz thanked Commissioner Dahl for his contributions.

Commissioner Ryerson said she supports Scacco, recognizes she is doing double duty, and agreed with Commissioner Dahl that she needs to have assistance. She is happy to be on a Commission that can discuss issues. She thanked Commissioner Dahl for keeping an eye on the financials.

Commissioner Graff also wants Scacco to find help. Would like to have the Shipyard Manager focus on profitability. He said the Port is lucky to have good people and appreciates the work they do.

Commissioner Gerttula thanked Commissioner Ryerson for the reminder to not micromanage. He commented that Supervisors need to set the example and be safety/compliance conscience. He thought the staff was appreciative of the lunch for Manager Davis’s last day. He said the F/V Ocean Leader left the yard very happy with the services they received.

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

11) **Adjournment:** It was moved and seconded (Ryerson/Dahl) to adjourn the meeting at 8:53 p.m. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer