

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit 1, Toledo, OR 97391
Tuesday, August 17, 2021, 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, and Mike Kriz, attended in person with Commissioner Penny Ryerson joining by telephone. Port Staff: Port Manager Lorna Davis, Assistant Port Manager Debbie Scacco, and Maintenance Manager Les Hall.

3) **Introduction of Visitors/Visitor Comments:** Drew Farmer, Director of Bay Area Enterprises joined the meeting electronically. Mr. Farmer updated the Commission on Bay Area Enterprises activities in Lincoln County reporting that they have created 13 jobs. He thanked the Commission for supporting their growth.

Judy Richter, Toledo City Manager was in attendance. She announced that the City will have a Public Hearing on the Proposed Urban Grown District on August 25, at 6:00 pm.

Drew Farmer was excused at 7:10 pm.

4) **Approval of Minutes:** It was moved and seconded (Kriz/Graff) to approve the minutes of the Regular Meeting of July 19, 2021. Motion passed 5/0.

5) **Financial Report:** Scacco reported on administrative activities and updates on grant projects. Disbursement requests have been submitted to Business Oregon for Port Planning and Marketing for the Strategic Business Plan and Special Public Works for the Sewer Extension and the Large Vessel Work Building and to MARAD for the Vocational Training Program.

Permitting: A building application has been submitted to have the 40'x 60' tent at the shipyard approved as a permanent building, the building permit requires a Flood Plain Development Permit which has also been submitted. Permit applications for the Sewer Extension Project have been submitted to the County for an Operations Permit and to the City for Work in the Right of Way. The new security gate for the Shipyard has been permitted.

Compliance: Manager Davis provided the new OSHA required Heat Safety Training to crew. Scacco will schedule additional staff safety trainings as work load allows.

Scacco and Davis represented the Port with a table at Toledo's National Night Out.

Scacco reviewed the financial reports and answered questions posed by Commissioners. It was moved and seconded (Graff/Kriz) to pay the bills and accept the financial reports. Motion passed 5/0.

6) **Maintenance Report:** Maintenance Manager Les Hall reviewed his written report and responded to the Commissioner's questions. Maintenance Crew have worked on the office in the Large Vessel Work Building: Paint, installed fiberboard in restrooms, working on flooring and cabinet installation. The electrician has installed lights and A/C. The crew finished taking down the big tent, trimmed brush and blackberries at the Shipyard, and made equipment repairs. Hall replaced locks on the restrooms at Waterfront Park.

Manager Davis advised that there is an individual in Alaska that may be interested in purchasing the Tent.

7) Managers' Report: Manager Lorna Davis reported on Port Operations. At the Shipyard the F/V Kiska Sea was launched on July 29, there have been several emergency haul outs, and an agreement has been signed for a wheelhouse project.

Large Vessel Work Building: Sheetrock, mud, tape, texture and paint have been completed in the office, doors are stained and ready to hang, and the floor and cabinets are being installed. Plumbing, the upstairs suspended ceiling, HVAC and fire suppression are still to be completed. Staff is working toward occupancy by September 30.

USDA Grant for 40'x80' Fabrication Building: The Port will be required to show proof of flood insurance since this project is located in the flood plain. The estimate for flood insurance for the entire yard is \$1,600 a year. Staff is evaluating an alternate building site on the property, outside of the flood plain.

Strategic Business Plan: BST Associates have received the engineering required to complete the plan and will send a draft plan for staff to review this month.

Sewer Extension Planning Project: The plan has been submitted to the County for approval. Timing of ARPA funding is still uncertain but may take until spring of next year.

Dredging: Staff is working with the US Army Corps of Engineers to obtain Right of Entry for the Corps to investigate feasibility of proposed disposal sites. Depot Slough is likely to be dredged in 2022 fall/winter and the Yaquina River dredged in 2023.

Oregon State Marine Board Small Grant for the Launch Ramp: New dock bumpers have been ordered. Maintenance staff will install the new kayak launch after the new bumpers are installed.

Human Resources: The Port has been advertising open positions for welder/fabricators and painters, with little response. Davis is working on an updated Personnel Policy utilizing Special District Association of Oregon's 2021 template. There are several updates that will be proposed to the Commission next month for consideration.

8) Discussion Items: Manager Davis provided the Commission a copy of the Port's letter to the City regarding the City of Toledo's Urban Renewal Plan. The letter requests that the Port and other taxing districts be given the opportunity to participate in decision making and prioritization of Urban Growth projects. The City will review the letter at their August 25th hearing. By consensus the Commission approved the letter.

Manager Davis advised that the Port Commission and City of Toledo will have a joint meeting on September 22 at 6:00 pm.

9) Decision Items: There were no decision items.

10) Commissioner Comments: Commissioner Kriz reported that he toured the shipyard and was not surprised that it was empty due to it being the slow time of the year and commented that it would be a good time to pave the yard. He said he attended a class reunion at the Pavilion and everyone appreciated the facility.

Commissioner Dahl is appreciative of the team and improvements being made. He is happy the building project is near completion and suggested a gathering to celebrate the good work.

Commissioner Ryerson said Bay Area Enterprises is doing a fantastic job and is good for the Community. She is very proud of Port staff.

Commissioner Graff said the new building looks great and he will be happy when it is done. He agreed that it would be nice to have the yard paved.

Commissioner Gerttula asked about the new security gate, and Les responded that there is a sensor to open the gate to exit the yard. He also asked about the number of personnel that are

vaccinated. Manager Davis responded that there a few that are not vaccinated. Staff is encouraging vaccinations, and she is monitoring COVID19 guidance.

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

Recess: A recess was called at 6:52 pm.

Les Hall and Judy Richter were excused.

12) Executive Session ORS 192.660 (2)(e & h): Port of Toledo Board of Commissioners entered Executive Session to discuss Real Estate and Legal Matters at matters at 7:07 p.m. Session closed at 7:25 p.m. No decisions were made.

13) Adjournment: It was moved and seconded (Graff/Kriz) to adjourn the meeting at 7:26 p.m. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer