

# Port of Toledo Board of Commissioners

496 NE Hwy 20, Unit 1, Toledo, OR 97391

## REGULAR MEETING MINUTES

Tuesday, September 17, 2024, 6:00 pm

A regular meeting of the Port of Toledo Board of Commissioners (The Board) was held at the Port of Toledo Main Office at 496 NE Hwy 20, Unit 1, in Toledo, Oregon.

### 1) **Call to Order**

The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:03 pm by Commission President Lorna Davis.

### 2) **In attendance**

Commissioners present were Lorna Davis (via zoom), Mike Kriz, Chuck Gerttula, Zack Dahl and Rick Graff, constituting a quorum for the commission. Additional staff present were Debbie Scacco, Port Manager, Kaitlyn JT Heart, Bookkeeper, and DeeAnn Ramos, Administrative Assistant.

### 3) **Introduction of Visitor/Visitor Comments**

No visitors were in attendance.

### 4) **Approval of Minutes**

It was moved and seconded (Graff/Gerttula) to approve the minutes for the Rescheduled Meeting Minutes of August 13, 2024. Motion passed (5-0).

### 5) **Staff Reports**

- **Shipyard Report by Debbie Scacco:**
  - Current projects and their timelines were discussed in accordance with the summary attached to the meeting packet. Scacco reported that the shipyard is full until December.
  - The shipyard is down a few employee positions: 2 painters (1 new hire) and an inventory specialist. The inventory specialist position will be posted later this week. A part-time painter may be required for the upcoming season.
  - The underwriters for the shipyard marine liability insurance have visited the site and are preparing a site inspection report. Scacco has responded on all follow-up questions.
  - Commissioner Dahl asked if there was a way to strategically schedule vessels to maximize personnel with focus of accommodating as many large vessels during the busy season.
  
- **Maintenance Report by Debbie Scacco:**

The Port Manager delivered the maintenance report as provided with the packet. The handicap spaces have been freshly painted at launch and boat ramp. The supervisor diagnosed issues with the shipyard gate arm and has been repaired after being down for a night.
  
- **Financial Report by Kaitlyn JT Heart:**

Heart presented the pay bill pay list, reviewed the financial reports, and answered questions posed by the commissioners. The annual audit is in process. Heart reported that there was an error with the special grant fund – inadvertently checks were written on the BMO account. Payments have been reissued from the correct account. The commissioner per diem checks were presented for signature.

- **Manager’s Report by Debbie Scacco:**

The Port Manager shared her written report included with the meeting packet where additional discussion on the following topics ensued:

- Project Updates
  - Sewer Extension Project – The bid closing date has been extended to September 27, 2024. A second contractor pre-bid walk through was done on Sept 16, 2024. Civil West is still handling the SHPO information requests along with including an Inadvertent Discovery Plan (IDE). The funding timeline is the ARPA fund needs to be dedicated by Dec 2024 and project completion by Sept 2026.
  - Shipyard marketing – Staff will be attending the Pacific Marine Expo in Seattle Nov 20-23, 2024. This will close the Port Planning and Marketing grant for Shipyard Outreach.
  - Carbon Reduction EV Grant – there are unanswered questions regarding how the Port can manage our match commitment. Scacco is meeting with ODOT staff and will present information at next meeting.
- Special Events at Waterfront Park
  - The Wooden Boat Show was very successful even though it rained.
  - RIP City – The Trailblazers are doing a community event in Toledo held at the cul-de-sac NW A street on Sept 18, 2024. City of Toledo will be using the pavilion.
  - The ARC of Lincoln County will have an event the 3<sup>rd</sup> weekend of September. The boathouse will be open supported by the Boathouse volunteers.
  - Halloween pet parade on Oct 2, 2024, sponsored by the City of Toledo.

6) **Old Business**

- Employee Handbook Revisions – tabled.
  - A red-lined revised copy was provided to Commissioners for review.
- Scacco reported that she has followed up with the Business Oregon request for loan deferral. Business Oregon finance staff are still processing the request.

7) **New Business**

- No new business.

8) **Decision Items**

- A motion to accept the presented financial reports was made and seconded (Dahl/Kriz). An amended motion to accept the presented financial reports and make payments on the presented bill pay list was seconded (Dahl/Kriz). Motion passed (5-0).

9) **Commissioners Comments**

- Commissioner Davis inquired about the negative budget total on the FY 24-25 Profit & Loss Budget report page 15 of packet. This will be reviewed by Port staff.
- Commissioner Gerttula commented on the Eddyville Little League charging for parking during the Summerfest event and proposed the Port taking advantage of this revenue opportunity.
- Commissioner Kriz recognized Commissioner Dahl for the idea of job analysis within the boatyard to maximize the billable hours.

10) **Upcoming Meetings**

- Upcoming meetings are as noted on the agenda.

11) **Adjournment**

It was moved and seconded (Graff/Gerttula) to adjourn the meeting at 7:15 pm. Motion carried (5-0)

  
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Zack Dahl, Commission Secretary/Treasurer