

Port of Toledo Board of Commissioners

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

REGULAR MEETING MINUTES

Tuesday, June 18, 2024, 6:00 pm

Pursuant to notice made by press release to the newspaper of general and local circulation throughout the district, 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 6:12 pm by Commission President Chuck Gerttula.

2) In attendance

Commissioners present were Chuck Gerttula, and Rick Graff and Lorna Davis, constituting a quorum for the commission. Commissioners Zack Dahl and Mike Kriz were excused. Additional staff present were Debbie Scacco, Port Manager, Kaitlin JT Heart, Port Bookkeeper and Lara Wilburn, Port Administration.

3) Introduction of Visitor/Visitor Comments

No visitors were in attendance.

4) Budget Hearing

Gerttula opened the Budget Hearing for public comment at 6:13 pm.

5) Approval of Minutes

It was moved and seconded (Graff/Davis) to approve the minutes as written, and the motion passed (3-0) for the following meetings:

- a) Regular Meeting Minutes, May 21, 2024
- b) Budget Committee Meeting Minutes, May 23, 2024
- c) Work Session Minutes, June 13, 2024.

6) Staff Reports

a) **Shipyard Report by Debbie Scacco:**

Current projects and their timelines were discussed in accordance with the summary attached to the meeting packet. Scacco added that the small yard is busy, but the large building is currently empty. She is working on contacting past customers and suggested offering them a discount on haul-out services to promote new work. She noted that this is the time of year we have increased non-billable hours, and that staff are using these hours for general shipyard upkeep. Scacco also relayed several items of interest: i) the Judy has another potential buyer with her moorage fees being billed at a daily rate, ii) the owners of the Western Breeze are looking into the cost of demolition, and iii) the Port sold the surplus 65-ton crane.

b) **Maintenance Report by Debbie Scacco:**

The Port Manager delivered the maintenance report provided with the meeting packet.

c) **Financial Report by Kaitlin JT Heart:**

The Board heard the financial report from Kaitlin JT Heart. Conversation about the financial report included questions concerning vendor invoice amounts and the increasing cost of services

and the costs of goods sold. Scacco and Heart provided details for the invoices in question and satisfied all queries.

d) **Manager's Report by Debbie Scacco:**

The Port Manager shared her written report included with the meeting packet. Gerttula expressed concern that we may find it difficult to publish statutory notices in the future since printed newspaper circulations are in decline. Scacco stated we would speak with state officials about our options if the need arose.

7) **Old Business**

a) Port Rate Reviews:

- The proposed moorage rates were accepted as presented in the Managers Report at \$1.08 per foot with rental term discounts of 20%, 50%, 70% and 80% for weekly, monthly, semi-annual, and annual respectively.

b) Shipyard Rates presented in the Manager's Report were discussed, and accepted through consensus, as follows:

- Labor rates will increase by 8.6% which is the cumulative CPI since the last increase in 2022.
- Sand Blasting will be \$170, Crane will be \$175, and Sand Disposal will be \$114.
- Consumables will now be billed as a 3 to 3.5% charge based on the total invoice amount rather than each one being itemized.
- New rates will become effective July 1, 2024.

c) Employee Handbook Update: The commission asked that staff prepare a draft version for review.

8) **Decision Items**

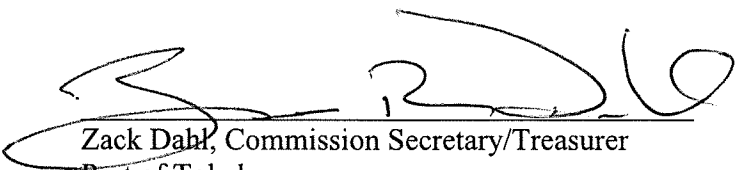
- a) A motion to approve the financials was made and seconded (Graff/Davis). Motion passed 3-0.
- b) The budget hearing was adjourned at 7:30 pm, with no public comments entered. Commissioner Davis motioned to approve Resolution 2024-4, Resolution Adopting the FY 24-25 Budget, Make Appropriations, Imposing the Tax and Categorizing the Tax Adopt Rate Schedules and set effective dates. Commissioner Graff seconded the motion, and it passed by unanimous vote, 3-0.

9) **Commissioner Comments**

Commissioner Davis was pleased to see the shipyard financials were moving in the right direction. Commissioner Gerttula reiterated that he would still like to see yellow safety vests in staff during operating hours at the shipyard.

10) **Adjournment**

It was moved and seconded (Graff/Davis) to adjourn the regular meeting at 7:35 pm. Motion carried (3-0)


Zack Dahl, Commission Secretary/Treasurer
Port of Toledo