

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit 1, Toledo, OR 97391**  
**Tuesday, February 20, 2024, 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 Lorna Davis. Staff: Port Manager Debbie Scacco and Bookkeeper Kaitlin Heart.
- 3) **Introduction of Visitors/Visitor Comments:** No visitors were in attendance.
- 4) **Approval of Minutes:** It was moved and seconded (Graff/Kriz) to approve the minutes of the Rescheduled Meeting of January 24, 2024. Motion passed 5/0.
- 5) **Staff Reports:** Shipyard Report – A list of current projects in the shipyard, the upcoming schedule and a billable hour report was provided to the Commission. A discussion on Shipyard policies followed: Commissioner Dahl said the policy to have payment before launch has to be enforced to maintain cash flow. He recommended that estimated progress invoices be provided at the end of every 2 weeks, and if a final invoice is not completed prior to launch, that the best estimate is provided and collected, with a final to be provided once completed. There was discussion regarding the implementation of the rate sheet and if all equipment is being charged. Scacco advised that equipment rented and used by vessels is being charged to the customer, but that lifts, or equipment used by staff to complete their job have not been, according to long-standing billing practices and industry standards.

**Maintenance Report:** Scacco presented the written report submitted by Maintenance Manager Les Hall.

**Financial Report:** Bookkeeper Kaitlin Heart presented the bill pay lists and answered questions from Commissioners. The status of financials was discussed. Commissioner Dahl advised that General Fund and Shipyard Accounts had negative balances and Scacco advised that checks will be released as funds are available. Commissioner Dahl said careful planning will be needed for the summer.

**Manager's Report:** Scacco reviewed a written report provided to the Commissioners. The FY 22/23 audit is in progress and is expected to be presented at the March Commission meeting. Accounting staff will be attending budget training in March. The open position for Port Administrative Assistant has been posted. **Safety and Compliance:** The paint crew has completed Stormwater Pollution Control Plan and Spill Prevention Training. Special District Association of Oregon, Risk Manager, Troy DeYoung attended a Safety Committee Meeting and provided Safety Committee training. Scacco reported on the SDAO annual conference and advised that this year's Best Practices Program has a task for each Commissioner to complete an online training. **Grant Updates:** Disbursement requests have been made for the Marketing Grant of \$9,900 and for the ARPA Grant of \$17,444. **Project Updates:** Business Oregon requested a formal letter requesting payment deferral for the Large Vessel Building. This has been added as an agenda item to the Commission Work Session scheduled for February 22. Scacco advised that the Wooden Boat Show Planning Committee meets monthly and is developing sponsorship and exhibitor materials. Scacco advised that the Pacific Coast Congress of Harbormaster and Port Manager's conference is in April in Newport, if anyone is interested in attending any sessions.

6) **Discussion Items:** Goals for Work Session of February 22, 2024, were discussed. Commissioners want to review Shipyard policies including the Best Management Practices and User Agreement. Commissioners request that all supervisors attend the meeting.

7) **Decision Items:** It was moved and seconded (Dahl/Davis) to pay the bills and accept the financials. Motion passed 5/0.

It was moved and seconded (Davis/Dahl) to adopt Resolution 2024-1 declaring Surplus Property of a CUB 8500 Deisel Generator and John Deere Gator. Motion passed 5/0.

It was moved and seconded (Dahl/Kriz) that Toledo Boatyard adheres to all established policy and rates. Discussion followed with Scacco expressing concern that staff will not be willing to implement policies outside of their experience of normal industry practices. Dahl expressed that the rates were developed to improve the Shipyard finances based on his experience in business, and they have to be implemented as intended. Motion passed 5/0.

8) **Commissioner Comments:** Commissioner Graff had no comment.

Commissioner Davis in full agreement with Commissioner Dahl.

Commissioner Kriz said he was in agreement with Commissioner Dahl, that the Shipyard needs to run like a business.

Commissioner Dahl appreciated everyone and said he likes to work as a team, but sometimes wonders what he is doing on this Commission, since the Shipyard has historically not had a team mentality. Staff has to be onboard, and his goal is to make everyone aware of what is going on.

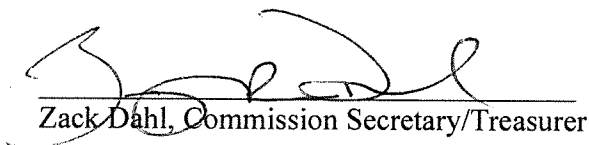
Commissioner Gerttula was supportive of Scacco posting for the open position of Administrative Assistant.

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

At 7:50 pm Kaitlin Heart was excused.

10) **Executive Session ORS 192.660 (2i):** Port of Toledo Board of Commissioners entered Executive Session to complete Port Manager's annual performance review at 7:50 p.m. Session closed at 8:42 p.m. No decisions were made.

11) **Adjournment:** It was moved and seconded (Graff/Dahl) to adjourn the meeting at 8:42 p.m. Motion passed 5/0.



Zack Dahl, Commission Secretary/Treasurer