

# MINUTES

## Port of Toledo Board of Commissioners

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*January 17, 2023 Tuesday, 6:00 PM | 496 NE Hwy 20, unit 1, Toledo, OR 9739*  
*The regular meeting of the Port of Toledo Board of Commissioners was called to order at 5:55 PM by*  
Commission President, Chuck Gerttula

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### Roll Call

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Commissioners: Chuck Gerttula, Rick Graff, Zack Dahl and Mike Kriz. Commissioner Penny Ryerson was excused. Port Staff: Port Manager, Debbie Scacco, Maintenance Manager, Les Hall and Administrative Assistant, Brooke Goulet

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### Introduction of Visitors/Public Comments:

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Signe Grimstad – Grimstad and Associates

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### Presentations:

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Signe Grimstad – Grimstad and Associates, presentation of FY 2022 Audit.

Grimstad presented the Independent Auditor's Report with a conclusion that Port of Toledo has a clean opinion. She reviewed changes to GASB and their effects to the Port's financial reports, including the reporting of operating leases resulting with restated assets and depreciation. She advised of single audit requirement if federal funding exceeds \$750,000, that will most likely be required for the 2023 audit.

Commissioner questions and recommendations from Grimstad were presented and answered.

Grimstad was excused at 6:35PM.

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### Staff Reports:

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Maintenance Report – Maintenance Manager Hall reviewed a list of equipment repaired throughout the month. At the Shipyard, staff is currently pulling up felt work pads. Contractor is on sight for grading and ripping of work pad and main driveway areas to eliminate existing potholes and attempt to even out grade transition between driving lane and work areas. Commissioner Dahl recommended a surveyor be hired for the new concrete pads to make sure the slab height will be acceptable to avoid storm damage. Commissioner Gerttula recommended hours be tracked for maintenance jobs to help the Commission understand the extent of each job.

### Manager's Report:

Shipyard Report – A list of projects that have been in the Shipyard the past month was presented along with the upcoming haul-out schedule. A marketing promotion of 50% off ASCOM haul outs for bookings prior to 2/15 is being offered. The South Yard is busy with charter boats. The steps of creating job estimates for clients were explained. Sales tactics and possible training were considered. A tracking and follow up system for quotes was recommended by Commissioners. Scacco reported on the Shipyard walk through with Real Oregon, a resource education & agricultural leadership program.

Admin/Financial Report- Currently in the selection process to fill the Bookkeeper/HR Generalist position. The Inventory Specialist position is still open, but need is being reevaluated. The Oregon Coast Bank line of credit is due to be renewed. Oregon Coast Bank is waiting for the final audit to process renewal. The balance of the Line of Credit will be paid down as current Shipyard receivables come in. Commissioner questions were answered. Commissioner Dahl asked about account receivables procedures. Scacco advised all accounting procedures will be supervised by the new Bookkeeper, which is a Port wide admin position. Scacco estimates the first payment of STIP funds from the Georgia Pacific Juno Project will be \$6,500.

Grant updates: Project pipeline was presented for current grants and their milestones were discussed. SAM – online Grant Management renewal has been submitted. Disbursement requests have been submitted for the Business Oregon Sewer Extension Project and a project manager is being sought after.

Port facilities: Storm events caused damage to dock section at the Launch Ramp. Crew secured the dock and were able to replace dock pins. Docks at the paddle park are in poor shape due to age and repair is being planned but timing of repair is dependent on weather. During strong wind and rain events, Port Complex's roof is still having water intrusions. A contractor has been scheduled to look at the job for repair, a possible coating may be the resolution instead of a new roof. A meeting with Oregon Coast Community College regarding status of Welding Program, plans for a vocational building in Newport and commitment to Toledo's programs. Oregon Coast Community College is committed to their Toledo investment and currently rent two units for the program, and as of 2/1/2023, will be expanding into a third unit. Oregon Coast Community College is having Port staff build six additional welding booths. Commissioner Gerttula, Port Manager Scacco, Oregon Coast Community College President Birgitte Ryslinge, Program Director, Dan Lara and Consultant, Bud Shoemake were present during meeting.

Permitting/Dredging: Federal Dredging of the Authorized Channel of Depot Slough and Yaquina River - Water Resources Development Act was passed in the National Defense Authorization Act. It includes provisions for Yaquina River and Depot Slough to receive 100% Federal funding for dredging of authorized channels. Federal Relations is lobbying for the Port of Toledo to be dredged in September of 2023. The Port of Toledo's Joint Permit Application for the Transient Dock Dredging permit has been submitted to the City Planner for review and approval before the application can be submitted to the Army Corps of Engineers, Department of State Lands and Department of Environmental Quality. Scacco has requested a meeting with Federal Emergency Management Agency Floodway Specialist to discuss requirements for maintenance dredging. Scacco also contacted Anthony Pena at Pacific Northwest Waterways Association, Ray Bucheger at Federal Relations, Fritz Graham at Senator Wyden's office and Courtney Flathers at Business Oregon. Scacco is requesting approval to apply two separate Federal Emergency Management Agency grant applications for permitting and dredging of the Transient Dock. It is questionable if our project fits the criteria for these grants, however, The Port of Toledo is still investigating these possibilities. The City Council has a hearing scheduled at their January 18<sup>th</sup> meeting to rescind the appeal granted by the City's Planning Commission. Scacco recommended relocating the boathouse without completing the project of addition piling and ADA gangway.

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### Consent Agenda:

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It was moved and seconded (Kriz/Dahl) to approve the consent agenda was approved as published. Motion passed 4/0.

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## Commissioners Comments

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Commissioner Dahl – Scacco is praised for shipyard breakdown and financials were looking up. Crucial to get everyone to work as a team to be a successful Port.

Commissioner Kriz – Kriz said the meeting is always reassuring. All around everything is looking good.

Commissioner Graff – Scacco was praised again for making progress in overall Port operations. Also appreciates the pipeline.

Commissioner Gerttula – Appreciated receiving the status report. Thanked Commissioner Dahl for understanding the financials. He is concerned about rumors hurting the integrity of the Boatyard and staff needs to be cautioned.

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## Upcoming Meetings:

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Upcoming meetings are as noted on the agenda.

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## Executive Session

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Time: 8:44PM

Executive Session ORS 192.660 (2) (e)&(i)

Discussed real estate matters. Review performance if Interim Port Manager.

Adjourned at: 8:53 PM. No Decisions were made.

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## Adjournment

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It was moved and seconded (Graff/Kriz) to adjourn the meeting at 8:54PM. Motion passed 4/0.

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Zack Dahl, Commission Secretary/Treasurer

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## Old Business:

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A motion was moved and seconded (Kriz/Dahl) to approve new Board duties and Responsibilities Policy. Motion passed 4/0.

A motion was moved and seconded (Dahl/Graff) to delegate Port Manager or designee the responsibility associated with the meeting minutes and finances to the board, under the supervision and responsibility of the Board Secretary/Treasurer . Motion passed 4/0.

Scacco presented a Shipyard Business Strategy outline. It included objectives to provide regional economic development through retaining the Yaquina commercial, scientific and recreational fleets, while maintaining financial stability at the shipyard and providing high quality maintenance services. Strategies to monitor, schedule and market to fill slower work period and increase customer base. Increase market outreach to Alaska ports and processors with multiple vessels. Adjust staffing levels as needed for prolonged slow work periods and improve time keeping, and billing procedure to make sure all billable activities are captured. Scacco shared a 5-year proforma budget to analyze revenues required to meet future debt service.

It was moved and seconded (Graff/Kriz) to relocate the boathouse and abandon relocation plans as adopted in 2021 Strategic Business Plan update due to permitting costs.

Motion passed 4/0.

Bay Area Enterprises Janitorial Services Proposal. By consensus the Commission advised it was the Port Manager's decision to procure services.

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## New Business:

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Motion to authorize renew the Oregon Coast Bank line of Credit for \$500,000 (Dahl/Kriz). Motion passed 4/0.

Motion to adopt resolution 2023-1 declaring surplus property and authorizing Port manager to dispose (Dahl/Kriz). Motion passed 4/0.

Motion to authorize application for Department of Homeland Security/FEMA Fiscal year 2022 Building Resilient Infrastructure and communities (BRIC) Grant, Funding opportunity. (Kriz/Graff) Motion passed 4/0.

Motion to authorize application for Transient Dock Dredging, Department of Homeland Security/FEMA Fiscal Year 2022 Flood Mitigation Assistance (FMA) Grant and appoint authorized representative. (Kriz/Graff)

Motion passed 4/0.