

# MINUTES

## Port of Toledo Board of Commissioners

*September 14, 2023, Tuesday, 6:00 PM | 496 NE Hwy 20, unit 1, Toledo, OR 97391*

*The rescheduled, regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:01*

*PM by*

*Commission President, Chuck Gerttula*

---

### Roll Call:

Commissioners: Chuck Gerttula, Rick Graff, Zack Dahl, with Lorna Davis joining via Zoom, and Commissioner Kriz excused. Staff Present: Port Manager Debbie Scacco and Shipyard Manager Ben Victorine.

---

### Introduction of Visitors and Public Comment:

There were no visitors present.

---

### Consent Agenda:

Scacco confirmed who made a motion at the previous meeting and determined that the minutes should be corrected. It was moved and seconded (Graff/Dahl) to approve, as corrected, the Minutes of August 15, 2023. Motion Passed 4/0.

---

### Staff Reports:

Shipyard Report by Ben Victorine, Shipyard Manager. Victorine reported that the Large Vessel Work building is booked through March. The sponson job will be in the yard within the next four weeks. Staff are preparing to install the new compressor and have repaired hurricane vacuum; both will contribute to more efficient work in the building. Discussed the need for Shipyard Supervisors to manage vessel schedule, being aware that there will be unforeseen jobs and added work.

Victorine was excused at 6:20 pm.

Maintenance Report was reviewed by Port Manager, Debbie Scacco: The maintenance crew cleaned up after the Wooden Boat Show and immediately removed docks in preparation of dredging. The docks have been disconnected and tied up at the observation deck in Depot Slough. A waterline leak was located at the docks and repaired, and Shipyard welders are helping with welding repairs on the docks.

Admin/Financial by Port Manager Debbie Scacco: Scacco reported that Bookkeeper, Kaitlin Heart, has started to return to the office on a part time basis during the past week. Heart will need some time for review of the financials after she returns to full duty and will be going through all financials in preparation of audit. Dahl asked about the need to draw funds from the line of credit and Scacco advised that she expected that \$80,000 may be needed from the line of credit in the next month.

It was moved and seconded (Dahl/Graff) to accept the financials and pay the bills. Motion Passed 4/0.

Manager's Report by Port Manager, Debbie Scacco: Scacco reported that there was good attendance at the Wooden Boat Show. The Planning Committee has met for a wrap up meeting and have notes on improvements and additions for next year. Admin Staffing - Jessica Warfield

has been hired as Administrative Assistant for a limited duration. Scacco will be working on restructuring administrative duties at the Shipyard and revising job descriptions in preparation of replacing Melodie Schone when she retires at the end of October.

Scacco reported that she receives notifications for the FEMA National Flood Insurance Program Impact Statement Process, the latest update is that a draft plan will be presented in Spring of 2024.

Transient Dock dredging was permitted for August 15 – September 15 and Scacco reported that the contractor completed the dredging on August 12, dredging 2,000 Cubic yards. The dredge contractor is still at work on the authorized channel of Depot Slough.

Immediately following this meeting Commission President Gerttula will give a welcome address to Cycle Oregon Classic riders that are camping at Waterfront Park. They have a well-organized event and appreciate being here in Toledo.

---

#### New Business:

Scacco presented a notice that 3 acres of TIP property at Industrial Park Way is for sale. The Commissioners were in consensus that the property is not identified in the Port's Strategic Plan and not something that should be pursued.

A proposal for permission to operate a VRBO moorage was discussed. The Commission was in consensus that it would be acceptable but requested that a new user agreement be developed.

---

#### Commissioners Comments

Commissioner Dahl said to keep up the good work, he is excited to see changes in job duties at the Shipyard.

Commissioner Davis offered assistance and said to reach out.

Commissioner Graff said he was happy with Victorine's work at the shipyard.

---

#### Upcoming Meetings:

Upcoming meetings are as noted on the agenda.

---

#### Adjournment

It was moved and seconded (Graff/Dahl) to adjourn the meeting at 7:00 pm. Motion passed 4/0.



---

Zack Dahl, Commission Secretary/Treasurer