

Port of Toledo Board of Commissioners

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

REGULAR MEETING

Tuesday, March 19, 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 6:00 pm by Commission President Chuck Gerttula.

2) In attendance

Commissioners present were Chuck Gerttula, Rick Graff, Zack Dahl, Mike Kriz and Lorna Davis, constituting the entire membership of the commission. Additional staff present were Debbie Scacco, Port Manager; Ben Victorine, Shipyard Manager; and Kaitlin J T Heart, Port Bookkeeper.

3) Introduction of Visitor/Visitor Comments

City Councilor Stu Strom was the sole visitor present.

4) Approval of Minutes

It was moved and seconded (Davis/Kriz) to approve the minutes as written, and the motion passed (5-0) for the following meetings:

- a) Regular Meeting Minutes, February 20, 2024
- b) Executive Meeting Minutes, February 20, 2024
- c) Work Session Minutes, February 22, 2024

5) Staff Reports

a) **Shipyard Report by Ben Victorine:**

Current projects and their timelines were discussed in accordance with the summary attached to the meeting packet. The Board reviewed the billable hours report and observed the decrease in non-billable work, attributing it to adherence to procedures discussed at an earlier date. Mr. Victorine shared that billable hours have slowed as the Kalliste FV work concluded. The Board inquired about upcoming work and discussed with Mr. Victorine other billable projects on the horizon. Mr. Victorine communicated that his team is seeking out ways to repair aging equipment in the yard. Additionally, he shared that the Air Dryer had been received, and it was reflected that May would be the best time for installation.

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

The Port Manager delivered the maintenance report provided with the meeting packet. Conversation ensued regarding how, when, and where to “scrap” materials.

Forklift use by the Oregon Coast Community College Welding class was discussed. Expense, safety, and liability were The Board's immediate concerns about the outside entity and the port's equipment. Debbie Scacco advised that there was a User Agreement in place regarding forklift use by OCCC. Commissioners asked her to research and follow up with recommendations at a future meeting.

c) **Financial Report by Kaitlin J T Heart:**

The Board heard the financial report from Kaitlin J T Heart. Ms. Heart pointed out that checks are distributed only when there is a positive cash flow. The Board and staff discussed current and future methods for reporting short-term liabilities such as annual insurance billings. The Board commended accounts receivable for its improvement compared to the previous month. The Board inquired about staff and how they handled instruction following the work session last month. The Port Manager affirmed staff are responding accordingly in consideration of budgetary constraints.

Motion to approve the Financial Report was made and seconded (Kriz/Graff) then approved by vote (5-0).

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

The Port Manager began her report by introducing the newly hired Administrative Assistant, Lara Wilburn. Additionally, she shared her written report included with the meeting packet which resulted in the following discussions:

- i) Audit – The 2022-23 audit has not yet been received. The auditor successfully extended the deadline to March 31, 2024. Due to time constraints for another commission meeting prior to the deadline, Commissioners Dahl and Davis volunteered to electronically review the audit once it became available. Pressing conversation ensued regarding the audit status, and resulted in a consensus that the audit should be presented to the commission at a public meeting albeit after the due date. They agreed to postpone the April meeting by one week so that the auditor would be able to attend. Suggestions to implement a more fluid and timely audit process were discussed including hard due dates that might decrease end-of-year pressure. With current staff in place, supporting documents could be delivered to the auditor as early as August to prevent future delays.
- ii) Safety Gear – The Board reiterated its firm stance on safety gear, it's continued use and The Port's liability if not adhered to.
- iii) Line of Credit –Concerns exist regarding how to source funding for the payment. Options on how to relieve, pay or otherwise proceed will be researched by Debbie Scacco and results timely shared.

6) **Decision Items**


- a) Debbie Scacco was nominated as Budget Officer by motion and second (Davis/Dahl) then approved by vote (5-0).
- b) The Budget Committee and Budget Calendar were presented for Fiscal Year 2024-2025. Commissioners motioned and seconded (Dahl/Kriz) to approve and the items were passed by vote (5-0).

7) Commissioner Comments

- a) Commissioner Lorna Davis appreciated the conversations and felt they are necessary to improve procedures. She stated she appreciates the staff.
- b) Commissioner Mike Kriz thanked Debbie Scacco for the reminder about the annual Public Official SEI filings due.
- c) Commissioner Zack Dahl shared he is hopeful for the budget committee work session and would like to include 3 years of “actuals” when putting together the new budget. He also recommended that shipyard principles participate to create a vested interest in future budget monitoring and adherence.
- d) Chairman Gerttula agreed with Commissioner Dahl and added that Oregon State Budget Law does vary from budgeting in private business. He also reiterated his hope that staff will make the changes needed as briefed from the February work session.
- e) Commissioner Rick Graff again welcomed new staff member, Lara Wilburn.

8) Adjournment

It was moved and seconded (Graff/Dahl) to adjourn the meeting. Motion carried (5-0)



Zack Dahl, Commission Secretary/Treasurer
Port of Toledo