

Port of Toledo Board of Commissioners

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

RESCHEDULED MEETING

Tuesday, April 23, 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, Mike Kriz, Rick Graff, Zack Dahl, and Lorna Davis, constituting the entire membership of the commission. Additional staff present were Debbie Scacco, Port Manager, Kaitlin J T Heart, Port Bookkeeper and Lara Wilburn, Port Administration.

3) **Introduction of Visitor/Visitor Comments**

Signe Grimstad of Grimstad & Associate was in attendance to present the audit for fiscal year 2022-2023. Grimstad presented the Independent Auditor's Report with a conclusion that Port of Toledo is moving in the right direction with a favorable net position. She reviewed the process she uses to prepare the audit. Additionally, she spoke about the line items of the budget and how they related to the actual values, as well as the accuracy of the cash flow report. Commissioner Dahl noted the inventory asset seemed high. Commissioner questions and recommendations from Grimstad were presented and answered.

4) **Approval of Minutes**

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

- a) Regular Meeting Minutes, March 19, 2024

5) **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. Conversation ensued about Best Management Policy regarding tenant agreements and use of port property.

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

The Port Manager delivered the maintenance report provided with the meeting packet. Post-report discussion regarding the relocation of some maintenance staff closer to the shipyard so they can be utilized to support other departments more readily.

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

The Port Manager shared her written report included with the meeting packet and addressed the following topics:

- i) Vacation overages were discussed, and a consensus followed that employees must take their earned vacations to maintain a good work-life balance. Scacco's vacation accrual exceedance was acknowledged and authorized not to exceed the current balance.
- ii) The Port Manager has delegated marketing of surplus equipment including the 65-ton crane, platform lift and tent to staff, but the generator John Deere gator will be retained until September Wooden Boat Show.
- iii) Discussion about whether to post political signage for the upcoming OCCC Bond issue resulted in an agreement that the Port should remain neutral.

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

The Board heard the financial report from Kaitlin J T Heart.

6) **Old Business**

The Equipment Sharing Agreement from 2023 with Oregon Coast Community College was reviewed. The original intent was for incidental use and current use is daily. The current agreement is tied to the lease term which renews January 1, 2025. New usage fee(s) will be discussed at renewal.

7) **New Business**

- a) Electronic Check Signing Policy – Tabled for one month.
- b) Insurance Renewal quotes are in process and expected soon.
- c) The ideas of Commissioner Subcommittees were supported by the commission

8) **Decision Items**

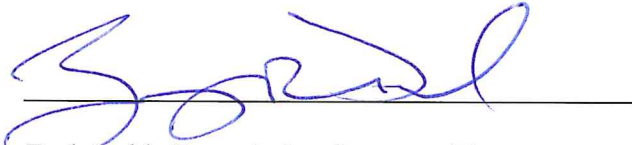
- a) A motion to approve the financials was made and seconded (Dahl/Davis). Motion passed 5-0.
- b) A motion to approve Resolution 2024-02, declaring a Ford F250 pickup as surplus property was made and seconded (Dahl/Davis). Motion passed 5-0.

9) **Commissioner Comments**

Commissioner Kriz commented that the Port will get through these difficult times, even if we must make tough changes. Commissioner Davis stated that her questions are not meant to be personal, and they may be difficult but necessary. Commissioner Dahl gave kudos to the Port Manager for the positive changes he's seeing but it's no time for slacking. Commissioner Graff noted the staff is getting better. He would like to see high-visibility vests on shipyard crew for easier identification. Commissioner Gerttula expressed appreciation for the Auditor's presentation. He also suggested we may need to consider the overall benefits of the Wooden Boat Show for the future.

10) **Adjournment**

It was moved and seconded (Graff/Kriz) to adjourn the meeting at 8:48 pm. Motion carried
(5-0)



Zack Dahl, Commission Secretary/Treasurer
Port of Toledo