

Port of Toledo Board of Commissioners

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

REGULAR MEETING

Tuesday, May 21, 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 6:08 pm by Commission President Chuck Gerttula.

2) **In attendance**

Commissioners present were Chuck Gerttula, and Rick Graff. Commissioners Zack Dahl and Lorna Davis appeared electronically, constituting a quorum for the commission. Additional staff present were Debbie Scacco, Port Manager, Kaitlin JT Heart, Port Bookkeeper and Lara Wilburn, Port Administration. Commissioner Mike Kriz was excused.

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

No visitors were in attendance.

4) **Approval of Minutes**

It was moved and seconded (Graff/Davis) to approve the minutes as written, and the motion passed (4-0) for the following meeting:

- a) Rescheduled Meeting Minutes, April 23, 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. Scacco added that a written complaint regarding port operations was received from a residential neighbor. In an abundance of caution, Scacco phoned Air Quality Technical Assistance. Staff will continue to perform due diligence to verify compliance status with DEQ, permitting requirements, and Best Management Practices for Shipyards.

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

The Port Manager delivered the maintenance report provided with the meeting packet. She added that staff responded to a clog at the transient dock pump out and are continuing to grade the shipyard driveway in preparation for dust control next month.

c) **Financial Report by Kaitlin JT Heart:**

The Board heard the financial report from Kaitlin JT Heart. Heart shared the proposed Electronic Check Signing Policy. Conversation around the financial report included clarification that three years of historical data were used to prepare the upcoming budget proposal. Commissioner Dahl questioned the checks and balances in place regarding legal expenses. Scacco will converse with the attorney regarding their billing

policy. Additional questions about shipyard purchase orders, inventory and special-order items were posed by the commission, and Scacco provided clarifications about current procedures in place. Commissioner Davis inquired about the status of the conversations with Business Oregon. Scacco responded that per her recent discussion with the Port's Regional Project Manager the request is moving forward.

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

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

- i) Health Insurance Renewal – Commissioner Dahl would like to see quotes during renewal season and requested information be provided to the commission.
- ii) Marine Liability Insurance – Next year's premium will be based on the FY 2024/2025 budget. The cost savings of a plan with a higher deductible is negligible.
- iii) Safety & Compliance – Commissioner Gerttula expressed continuing concerns about shipyard customers using the Ports equipment without authorization. Commissioner Dahl believes we need parameters as to when boat owners can be on the property. He questioned what our liability might be if an outside party were to become injured during a time when no staff were present. Port Manager Scacco will follow up on that query with SDAO. Commissioner Gerttula added that boat owners being able to work on their boats during off hours has been an attraction to the business.
- iv) Project Updates – Port Manager Scacco and Maintenance Supervisor Les Hall met with the City Works Manager and provided a site tour to help increase the City's understanding of the project. Commissioner Davis speculated whether a private sewer line across multiple properties might impact a future business loan if we choose to sell a property. Davis also expressed concern about the current budgeted costs in comparison to the original estimate of 2021. Scacco confirmed the engineer has provided an updated estimate which indicates a possible shortfall, but until the project goes out to bid, the estimate is only the engineer's best guess. The washdown portion of the project may need to be scaled down in order to keep the project within budget.

6) **Old Business**

- a) Appoint Budget Committee Position – A motion to appoint George Crane to the budget committee was made and seconded (Davis/Graff). The motion passed by vote 4-0.
- b) Commissioner Committees – Priority was established to be the Port Rates for the first committee. Commissioners Davis, Graff, and Dahl, along with key port staff will sit on the committee. The Port Manager will send proposed meeting dates to the group.

7) **New Business**

- a) Electronic Check Signing Policy – A draft policy was reviewed with the following stipulations added:
 - i) Bill-pay list to be initialed by Commission Treasurer or Commission President.
 - ii) Initials by any signatory required on items greater than \$20,000.

8) **Decision Items**

- a) A motion to approve the financials was made and seconded (Graff/Davis). Motion passed 4-0.
- b) A motion to approve Resolution 2024-3, Obligation to Maintain Private Sewer System was made and seconded (Dahl/Graff). Motion passed 4-0.

1) **Commissioner Comments**

Commissioner Davis remarked on the trajectory of the progress made over last month and thanked the Port Manager and staff. Commissioner Dahl praised the staff for being open to new ideas and change and he hopes they can see the overall effects. Commissioner Graff expressed appreciation and optimism for the future. Commissioner Gerttula reiterated his opinion that staff would be more visible throughout the yard with something like yellow vests for the purpose of anyone being able to identify who is employed and who is visiting. Commissioner Gerttula also praised Port Manager Scacco for her productive realignment of staff in the past and expressed his support for her ability to do so in the future. Commissioner Gerttula speculated that we may need to consider a future talent search, and that a pamphlet spotlighting the beneficial impact the Port has on the greater Toledo area could be helpful. Port Manager Scacco added that the City Works Manager was impressed on his walk-through of the port.

2) **Adjournment**

It was moved and seconded (Graff/Dahl) to adjourn the meeting at 7:30 pm. Motion carried (4-0)

Zack Dahl, Commission Secretary/Treasurer
Port of Toledo