

# MINUTES

## Port of Toledo Board of Commissioners

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*July 18, 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 6:01 PM by*  
Commission President, Chuck Gerttula

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### Roll Call

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Commissioners: Chuck Gerttula, Rick Graff, Mike Kriz, and Zack Dahl. Commissioner Elect: Lorna Davis. Staff: Port Manager, Debbie Scacco, Administrative Assistant, Brooke Goulet, Shipyard Manager, Ben Victorine.

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### Introduction of Visitors and Public Comment:

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Brett Estes, North Coast Regional Representative, Department of Land Conservation and Development(DLCD)

Kim Bush, City of Toledo Council

Bob Davis

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### Oath of Office:

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Debbie Scacco, Port Manager swore in the elected Commissioners:

Chuck Gerttula, Position 2, Mike Kriz, Position 4 and Lorna Davis, Position 5.

At 6:08 Bob Davis was excused from the meeting.

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### Presentations:

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Yaquina Bay Estuary Management Plan Presentation: Brett Estes DLCD presented the commission with an overview of the Yaquina Bay Estuary Management Plan update. The draft plan will be reviewed for adoption by the City of Toledo, City of Newport and Lincoln County by December 2024. Estes also responded to comments and questions regarding FEMA's response and proposed implementation approach for the 2016 Biological Opinion on the Nation Flood Insurance Program in Oregon.

At 6:15 Bookkeeper, Kaitlin Heart joined the meeting.

At 6:33 Brett Estes was excused from the meeting.

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### Nomination/Election of Officers:

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President Chuck Gerttula asked for nominations for the 2023/2024 Commission Officers.

Commissioner Graff nominated Chuck Gerttula for President; Lorna Davis seconded the nomination. There were no other nominations. Commissioner Gerttula was elected President 4/0. Commissioner Gerttula abstained from the vote.

Commissioner Dahl nominated Mike Kriz for Vice President; Commissioner Davis seconded. There were no other nominations. Commissioner Kriz was elected Vice President 4/0. Commissioner Kriz abstained from the vote.

Commissioner Kriz nominated Zack Dahl for Secretary/Treasurer; It was unanimously seconded. Commissioner Dahl was elected Secretary/Treasurer 4/0. Commissioner Dahl abstained from the vote.

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### Consent Agenda:

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It was moved and seconded (Graff/Kriz) to approve the Minutes of June 20<sup>th</sup>, 2023.  
Passed 5/0.

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### Staff Reports:

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Shipyard Report by Ben Victorine, Shipyard Manager: Victorine reported on the projects being done at the Shipyard this month. A job to sponson F/V Kalliste has been secured and fabrication on modules will begin as soon as architect's drawings are received. The vessel will arrive in October. This job is projected to be completed by February 2024. October, November, and December the Large Vessel Building is booked for painting and blasting jobs. Dahl inquired on credit checks procedures and recommended setting up a process for making liens against vessels. Victorine will complete train the trainer programs for the new crane, overhead crane, and telehandler. The Port's crane operation falls under OSHA's General Industry Standards 1910. Dahl asked if Shipyard management sees non-billable hours increasing any time soon. Victorine reported on the current schedule, there are both paint work and fabrication jobs in the yard. Scacco responded that there were a few layoffs during the summer, but the skilled labor positions should be filled prior to the busy season.

At 7:00PM Ben Victorine was excused from the meeting.

Maintenance by Port Manager, Debbie Scacco: Scacco reviewed Les Hall's report and said the recent challenge has been buggies breaking down and keeping crews mobile while buggies are being repaired. Davis suggested golf carts from the old golf course may be a good alternative to the buggies. Crew have been pulling excess inventory for the yard sale happening on Saturday. The Equipment Trader has been used for advertising the larger surplus equipment for a two-week duration. Gerttula asked if the invoice has been sent to the Community College for Reino's shop door. Scacco assured that the door has been installed and the invoice had been sent. Kriz asked what other equipment is needed at the shipyard. Victorine is happy with recently acquired equipment and is waiting for the new forklift to be delivered. Delivery of the air dryer is still 20 weeks out. All storm damage repair has been completed at the Large Vessel Building. Additional

metal was needed for the roof repair at the Port complex which has been ordered and received and currently pending the contractors schedule to complete the work.

Admin/Financial by Bookkeeper, Kaitlin Heart: Heart reported on the financials and advised details of additional checks to be included in the bill pay list that were added after the financial packet was printed. Dahl was pleased with the billing periods being met as the receivables are showing proof. Dahl asked why the aging report didn't match the Accounts Receivable on the balance sheet. Heart responded that the reports were for different time periods with the aging completed through July 14<sup>th</sup>. Dahl expressed concern for errors in the financials as they are public documents. Davis suggests that an aging that matches the balance sheet and an aging that's to-date for the meeting be added to the financial packet.

It was moved and seconded (Graff/Kriz) to accept the financials and pay the bills.

Managers Report by Port Manager, Debbie Scacco: Scacco explained the reissue check to the Oregon Department of Administrative Services was due to a price decrease for the Hyster forklift. Scacco explained that the decrease of \$5000 helps cover the unanticipated costs of having to contract for shipping, but was offered due to steering pump failure when the forklift was being loaded. Scacco will be meeting with WorkSource Oregon regarding their On-The-Job Training program. The State is assisting with placement for entry level welders that have completed the Oregon Coast Community College Welding program. Scacco reported that at the Pacific Northwest Waterway Association's Conference, there was a session regarding the shortage of workers. More workers are retiring than entering the workforce. Management needs to implement a program to provide workers with the needed experience to become skilled workers.

Permitting & Dredging: Scacco reported on the dredge schedule and her concerns with receiving the Transient Dock permits on time. The Transient Dock permit is still holding for the H&H Analysis which is underway. Scacco has been in discussion with Doug Alldridge at Yaquina Boat Equipment regarding the dredge schedule. Alldridge is interested in the Port's surplus crane. Yaquina Boat Equipment's lease renews January 1<sup>st</sup>, 2024. Scacco is pursuing a engineers survey to determine the condition of the docks & pier. Commissioner Dahl recommended consulting with BST Associates for lease comparisons. Scacco reported that she is still considering the practicality of attending the PCC Conference in Valdez, AK, as it conflicts with September's Commission meeting and the probability of dredging during that time. Davis assures Scacco that it is a great opportunity for creating professional connections that may be beneficial in the future. Scacco reported that she discussed with an engineer the possibility of filling Tokyo Slough. Cost could be between \$20K-\$100K with the development of a clear plan that would not include possible costs for mitigation. The project is estimated to acquire 50,000 cubic yards of fill. Scacco is discussing options with PND Engineers and Water Resource Engineers for project management and bid creation for the Sewer Extension project. Commissioner Dahl suggested contacting the Pool District who is also looking for a project manager.

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### Decision Items:

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It was moved and seconded (Kriz/Graff) to add Port Manager, Debbie Scacco and Commissioner, Lorna Davis as authorized signers to the Port's bank accounts and Oregon Coast Bank, Bank of the West, and for the Local Government Investment Pool, removing former commissioner's Penny Ryerson's signature authority, effective July 18,2023.

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### Commissioners Comments

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Commissioner Davis: Thankful to be here and it's fun to be back in the fold and conversation. Davis is hopeful for the future. There is a lot of work and it's a new perspective.

Commissioner Kriz: It was nice to have Victorine join the meeting. Kriz likes that Victorine is straight to the point. Kriz was pleased with the Shipyard schedule. It's nice to have Davis as part of the Commission, she is a good fit.

Commissioner Graff: No comment.

Commissioner Dahl: Lease to be reviewed in a legal standpoint would be nice. He said everyone is clicking as a team and keep up the good work. He sees a lot of good changes happening and increased professionalism. Go ladies. It's nice to have Lorna volunteer for the role as commissioner.

Commissioner Gerttula: Welcomes Davis to the commission. Impressed with the equipment that we are getting. And is happy that Victorine is training employees. He suggested staff look into purchasing blinds for the windows in the meeting room.

Scacco welcomes Davis.

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### Upcoming Meetings:

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Upcoming meetings are as noted on the agenda.

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### Adjournment

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It was moved and seconded (Graff/Kriz) to adjourn the meeting at 8:03PM. Motion passed 5/0.



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Zack Dahl, Commission Secretary/Treasurer