

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.

- **Call to Order**

The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:02 PM by Commission President Lorna Davis.

- **Roll Call**

Commissioners present were Lorna Davis, Mike Kriz, Zack Dahl, Chuck Gerttula, and Charlie Cyphert (Commissioner Elect) constituting a quorum for the commission. Additional staff present were Debbie Scacco, Port Manager, Kaitlin JT Heart, Bookkeeper and DeeAnn Ramos, Administrative Specialist.

- **Visitors/Public Comment:** Introduction of Emilee and Carter Cyphert.

- **Oath of Office:** Elected Commissioners Zack Dahl and Charles Cyphert took their oath of office.

- **Nomination/Election of Officers:**

Gerttula made nomination/motion of the following officer positions: L Davis-President, M Kriz – V President and Z Dahl – Treasurer/Secretary. Nominations/motion seconded by Dahl. Passed 5/0.

- **Approval of Minutes**

It was moved and seconded (Gerttula/Dahl) to approve the minutes for the Regular Meeting June 17, 2025. Motion passed (5/0).

- **Staff Reports**

- **Shipyard Report by Debbie Scacco:**

- Port Manager reviewed written report on current and upcoming jobs in the Shipyard.
  - The construction of the sewer project is now in shipyard, allowing only one large vessel.
  - F/V Northern Endurance: blast/paint with third party paint vendors.
  - Shipyard Operations pulled up old work pads in preparation of the washdown pad construction.
  - Demolition of Orca and Renaissance. Commissioner Dahl asked if Port crew could do the demolition or if a third-party contractor is required. Scacco answered a third party is not required, but the Port would have to rent the equipment.
  - Lost Title request submitted to Oregon State Marine Board for the David West sailboat that was a donation to the Boathouse program without a title. The boat is stored in the boathouse at the boatyard.
  - L Davis asked for an update on Western Breeze. The insurance company has reported liens are all cleared. The insurance is billed monthly for moorage and any custodial work.
- Shipyard labor report for June 2025, attached.

- **Maintenance Report by Debbie Scacco:**

- The Port Manager delivered the maintenance report as provided with the packet.

- **Manager's Report by Debbie Scacco:**

The Port Manager reported on the following topics:

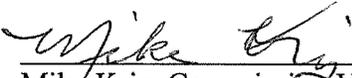
- Summer staffing needs are being determined, working with Supervisors. The shipyard office will see a reduction to 1.5 FTE.
- Shipyard end of year inventory counting.
- Beginning audit prep and closing year end.
- Enforcement of Ordinance 92-1: kids are causing damage to boats, docks, and swimming off docks. D Scacco sent information to Toledo police.
- Sewer Extension Project:
  - Scacco provided a weekly report from Civil West for work completed July 7- July 10, 2025.

- A transformer was purchased for a pump station in Industrial Park, discovered that a 3-phase pump is not needed. Looking at options of buying appropriate pump, return transformer and 3 phase pump and negotiating with contractor for return.
- Laskey-Clifton requested the option of value engineering, D Scacco declined request.
- Dahl asked if all labor associated with sewer projects are being recorded and if it will be applied toward grants. The EPA grant has some personnel allowed. D Scacco will ask if personnel expenses may be reimbursed through the Business Oregon ARPA grant.
- **Meetings, Conferences & Special Events:**
  - D Scacco and C Hunter promoted the Wooden Boat Show, Containerboard Races and Free Family Boating at the Toledo Chamber Car Show.
  - Wooden Boat Show: D Scacco asked Commissioners to postpone next Board meeting by a week to August 26.
    - Gerttula advised double-checking with Angell Job Corp on availability for Wooden Boat Show.
- **Financial Report by Kaitlin JT Heart:**

K Heart presented the bill pay list, reviewed the financial reports, and answered questions posed by the commissioners. The commissioner per diem checks were presented for signature.

  - Pages 5 & 7: Disregard the notations “DO NOT USE”
  - Commissioner Dahl brought up questions/concern on the number and amounts of Passthrough Accounts transactions. Discussion followed with Dahl stating the Shipyard Enterprise Fund is supporting the General Fund, and Scacco confirming that it is per the adopted budget. Commissioner Gerttula requested the discussion be tabled to proceed with the meeting.
  - Commissioner Davis page 11 – interest income correct value
- **Old Business:**
  - Commissioner Gerttula asked for an update on Large Building lawsuit. D Scacco reported there is no update. Commission Board requests an update on the Business Oregon invoice deferral request in December 2023. There was a balloon payment due April 2024. D Scacco will follow up with Business Oregon and per Commissioner’s Davis’s request will provide documentation of status of request.
  - Shipyard Residence: Current rent is \$700. At the June Commission meeting some ideas were discussed about what to do with the house. The current renter plans to be out by mid-August.
    - Ideas: rent to an employee (on-sight security, emergency response), Airbnb, boat crew housing, office space
    - Commissioner Cyphert- have boat crew go through a rental reservation platform i.e. VRBO, Airbnb etc....
    - Commissioner Dahl asked for a proposal from staff on options for use.
- **New Business:**
  - August Commission meeting moved to August 26, 2025.
- **Decision Items**
  - A motion was made to approve the financials and bill pay list and seconded (Gerttula/Kriz) Motion passed. (5/0)
  - A motion was made by L Davis to add Commissioner Charles Cyphert as an authorized signer to the Port’s bank accounts at Oregon Coast Bank and BMO, removing Rick Graff effective July 15, 2025. Motion seconded by M Kriz. Motion carried 5-0.
- **Commissioner Comments:**
  - Commissioner Gerttula would like to welcome Charlie and commend him for taking on this new role and responsibility. Also, I would like to thank Rick Graff for all his years of service to the Port. Perhaps do something at the next meeting for Rick.

- Commissioner Cyphert: Thank you – I have been around boats all my life. My Dad owned a charter boat, and I worked on one. Boats are in my blood. I would still like a tour of the Port properties.
  - Commissioner Dahl: My intentions are not to come across as judgmental and if that is how it appears, apologies. But I feel my duty is to pose questions, especially as Treasurer. Welcome to Charlie.
  - Commissioner Kriz to welcome to Charlie and you will figure it out.
  - Commissioner Davis concurs with Commissioner Dahl concerning questions on the financials. Good job to staff.
- **Upcoming Meetings**
    - Upcoming meetings are as noted on the agenda.
  - **Adjourned Regular Meeting**
    - A motion and seconded to adjourn at 7:49 pm. (Dahl/Kriz) Motion Passed. (5/0)

  
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Mike Kriz, Commission Vice President