

A special 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 special meeting of the Port of Toledo Board of Commissioners was called to order at 9:07 am by Commissioner Lorna Davis, President.

- **Roll Call**

Commissioners present were President L Davis, Treasurer Z Dahl, C Gerttula and C Cyphert constituting a quorum for the commission. Additional staff present were Port Manager Debbie Scacco, Administrative Specialist DeeAnn Ramos, Shipyard Manager Ben Victorine and Maintenance Manager Les Hall.

- **Introduction of Visitors/Public Comment:**

The following guests were present: Adam Springer attended the meeting as legal counsel. Additional visitors Becky Bryant, Business Oregon; Darin Nicholson, Civil West; Don Mann, Rod Cross and Bud Shoemake.

- **Executive Session**

- The Board went into executive session at 9:09 am pursuant to ORS 192.660(2) (f) to consider information or records that are exempt by law from public inspection. People attending Lorna Davis, Zack Dahl, Chuck Gerttula, Charles Cyphert, Don Mann and Adam Springer.

- **Special Meeting**

- The executive session concluded at 10:17 am with no decisions made and reconvened into special meeting. Commissioner Z Dahl left meeting.

- **Discussion and Possible Action**

- Charlie Cyphert moved to adopt the summary findings (detailed in the attachment) of the July 2026 HR Answers report as the basis for board action. The motion was seconded by Chuck Gerttula and passed unanimously (3-0).
- Adam Springer presented a proposal to contract with Don Mann as Interim Port Manager at a rate of \$100 per hour, with a monthly compensation limit of \$15,000. Chuck Gerttula moved to approve the contract. The motion was seconded by Charlie Cyphert and passed unanimously (3-0).
- A proposal to authorize Port Commissioners: Lorna Davis, Zack Dahl, Chuck Gerttula and Charles G Cyphert; Don Mann as authorized signers, and granted online access to Oregon Coast Bank, Oregon Coast Bank credit cards and BMO, BMO credit cards accounts, and to remove Debbie Scacco from all accounts and online access. Samantha Caskey, Central Coast Legers authorized as view only online access to all accounts and credit cards for Oregon Coast Bank and BMO. Chuck Gerttula moved to approve the authorization changes. The motion was seconded by Charlie Cyphert and passed unanimously (3-0).
- Sewer Exp Washdown Pad:
 - D Nicholson presented revised scope of work with a reduction of approx. 15%; this has been discussed with RL Reimers.
 - Charlie Cyphert made a motion to authorize Chuck Gerttula as signatory for contract with RL Reimers with the reduced scope of work. The motion was seconded by Lorna Davis and passed unanimously. (3/0)

- Discussion on process of appointing a Commissioner to fill current vacancy.
 - Application emailed to Commissioners.
 - Candidates invited to next regular meeting.
- **Adjourned Special Meeting**
 - Commission President Lorna Davis adjourned meeting at 10:35 am. Moved by Charlie Cyphert and seconded by Chuck Gerttula. Motion carried 4/0.



Signature

Zack Dahl, Treasurer

Print Name, Title

Minutes prepared by DeeAnn Ramos

The Board adopts the following summary findings:

1. The investigation substantiated that the Port Manager engaged in hostile and intimidating workplace conduct inconsistent with the Port's harassment and workplace-conduct policies.
2. The investigation substantiated that the Port Manager's handling of employee complaints and "fact-finding" activities created a risk of retaliation or perceived retaliation and did not comply with Port policy.
3. The investigation substantiated that employee retirement contributions were mishandled over multiple pay periods and that the Port Manager's response and oversight of those issues did not meet the Port's expectations or obligations.
4. The investigation substantiated that the Port Manager did not appropriately handle an employee's leave and return-to-work situation, including layoff decisions made in proximity to protected leave.