

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 6:03 PM by Commission President Lorna Davis.

- **In attendance**

Commissioners present were Lorna Davis, Chuck Gerttula, Rick Graff, and Zack Dahl constituting a quorum for the commission. Additional staff present were Debbie Scacco, Port Manager, and DeeAnn Ramos, Administrative Assistant. Commissioner Kriz was absent.

- **Approval of Minutes**

It was moved and seconded (Graff/Gerttula) to approve the minutes for the Regular Meeting minutes of February 18, 2025. Motion passed (4-0).

- **Staff Reports**

- **Shipyards Report by Debbie Scacco:**

- Port Manager reviewed written report on current and upcoming jobs in the Shipyards.
 - Shipyards labor report for January.

- **Maintenance Report by Debbie Scacco:**

- The Port Manager delivered the maintenance report as provided with the packet.
 - Commissioner Dahl proposed a flat equipment usage fee to boat owners (this is not part of the rental by boat owners of Port equipment); to cover repairs and provide a fund for replacement of equipment. Discussion led to having staff asking other shipyards what their policy is.

- **Financial Report by Debbie Scacco:**

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.

- Presented Bill Pay additions: Special Grant fund payment Union Pacific RR for permit. Boatyard Enterprise fund the transaction to Saw Service of WA Inc. was deleted from the bill pay list as it was a credit card transaction.
 - Board asks for research into P&L page 13 G109400 Transfer from Special Grant Fund: - \$4,959.86.
 - Question of P&L page 14 Payroll Taxes -\$2,008.63: overpayment to ADP.
 - Board asks for research in P&L pages 13 & 38: Transfer from Boatyard Ent fund \$101,625.18 (page 13) compared to Transfer to General fund \$117,324.05 (page 38).
 - Note: Future reports and budget should reflect actual expenses not liability.

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

The Port Manager reported on the following topics:

- Inventory Specialist position has been filled.
 - Personnel: currently understaffed for the amount of work in shipyard; bringing in previous employees for paint crew, with one new hire. The welding crew does not have a pool of previous employees to pull from.
 - Service contracts: reviewing contracts and decreasing certain services i.e. office cleaning, water coolers and IT support.
 - Weather: With storm on February 24th safety concerns were brought to the attention of Port regarding work during lightning storms. The safety committee has provided recommendations for alerting staff to emergencies. Additionally, using What's App or Outlook email to text.
 - Storm damage: boathouse broke loose in the high winds, see Managers report.
 - Budget: Proposed Committee and Budget Calendar submitted for approval.

- Sewer Extension project update.: Pre-construction meeting Feb 26. There is a change order-decision item. The contractor’s material specifications are being reviewed by engineers. Permits have to be updated.

- **Manager’s Report by Debbie Scacco:**
 - Meetings, Conferences & Special Events:
 - Lincoln Co Economics Summit March 13 – attended.
 - Industry Panel for Leadership Lincoln March 19
 - Oregon Public Ports Legislative Day April 10
 - PCC Conference in Port Townsend April 14-16

- **Old Business**
 - Board Member Recruitment – two candidates have filed.
 - Zach Dahl
 - Charlie Cyphert

- **New Business**
 - Discuss April meeting date: Change to April 17, 2025.

- **Decision Items**
 - A motion to accept the presented financial reports contingent on:
 - Two P&L questions noted in the financial section of minutes.
 - A transfer amount between Boatyard Ent fund and General fund; noted in the financial section of minutes.
 - Motion was made and seconded (Davis/Dahl). Motion passed (4-0).
 - Sewer Connection Change Order CO-1 included in packet.
 - CO-1 removes the portion of project that connects shipyard warehouse to sewer line. This will increase the contingency to \$300,00.
 - A motion and second was made to authorize Change Order -1 with no more than 15% contractor overhead for change order; if not accepted the Port will go out to re-bid (Davis/Dahl). Motion passed (4-0).
 - A motion to approve the proposed 2025/2026 Budget Calendar and Committee was seconded. (Gerttula/Graff). Motion passed (4/0).

- **Upcoming Meetings**
 - Upcoming meetings are as noted on the agenda.

- **Adjourned Regular Meeting**
 - A motion and seconded (Gerttula/Dahl) to adjourn at 8:27 PM.

Zack Dahl, Commission Secretary/Treasurer