

# Port of Toledo Board of Commissioners

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

## REGULAR MEETING MINUTES

Tuesday, July 16, 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 6:00 pm by Commission President Chuck Gerttula.

### 2) **In attendance**

Commissioners present were Chuck Gerttula, Mike Kriz, Rick Graff, Zack Dahl and Lorna Davis, constituting a quorum for the commission. Additional staff present were Debbie Scacco, Port Manager, and Lara Wilburn, Port Administration.

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

No visitors were in attendance.

### 4) **Nomination/Election of Officers**

Commissioner Gerttula nominated Lorna Davis for the position of Commission President. Davis accepted the nomination. The motion to elect Commissioner Davis as Commission President was moved and seconded (Gerttula/Graff). Motion passed (5-0).

Commissioner Graff motioned to keep Mike Kriz as Commission Vice President and Zach Dahl as Commission Treasurer. No other nominations were made, and motion carried (5-0).

### 5) **Approval of Minutes**

It was moved and seconded (Graff/Kriz) to approve the minutes for the Regular Meeting Minutes from June 18, 2024, and the motion passed (5-0)

### 6) **Staff Reports**

#### a) **Shipyards Report by Debbie Scacco:**

Current projects and their timelines were discussed in accordance with the summary attached to the meeting packet. Scacco added that staff were using paid and unpaid time off during this slow season. She shared that Confined Space Training and Confined Space Rescue Training were scheduled and that the Fire Department would be providing First Aid training soon. Conversation ensued regarding the status of shipyard invoicing and Scacco pointed out that the consumables rate of 3-3.5% being imposed on the invoices is proving to be more variable than previously thought. Staff will continue to monitor the data and report accordingly.

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

The Port Manager delivered the maintenance report provided with the meeting packet. She added there had been a broken water main at the shipyard and that she would be following up with the City of Toledo for leak relief. Discussion of events at the Waterfront Park led to concerns about our liability during the Summer Festival. Scacco

pointed out that the Port of Toledo is a named additional insured on the festival's insurance policy.

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

The Port Manager shared her written report included with the meeting packet where additional discussion on the following topics ensued:

- i) **Safety & Compliance:** Dahl suggested adding a windsock to assist with air quality mitigation. Commissioner Gerttula also thought it was a good idea.
- ii) Due to the timing of the Wooden Boat Show, The Board agreed by consensus that the August Commission meeting should be moved forward one week to Tuesday, August 13, 2024.

**d) Financial Report by Debbie Scacco:**

Scacco reviewed the financial reports and answered questions posed by the commissioners.

- i) Commissioner Dahl requested that the next cycle of our shipyard liability insurance policy be quoted from alternative sources in addition to our current carrier.
- ii) Shipyard accounts receivable and invoicing practices were scrutinized regarding client collection accounts, project materials special order process, and the need for additional staff training.
- iii) It was moved and seconded (Graff/Gerttula) to pay the bills and accept the financial report. Motion carried (5-0).

**1) Commissioner Comments**

Commissioner Graff noted Scacco's diligent work, and that the shipyard is doing good with what it has but may work better as we find the key to bringing all training into play.

Commissioner Gerttula thanked the commission for allowing him to serve as president and he acknowledged the passing of the torch.

Commissioner Dahl thanked Commissioner Gerttula for his leadership and commended Scacco for her hard work towards fine-tuning the shipyards policies and procedures.

Commissioner Kriz praised Commissioner Dahl for all he has done to help keep the financials on the forefront of discussion.

Commissioner Davis offered gratitude to the commission members for stepping up in their respective roles and she is glad they can be supportive of each other. Davis offered praise to Manager Scacco and stated that her passion for the Port is evident.

**2) Adjournment**

It was moved and seconded (Graff/Dahl) to adjourn the meeting at 7:32 pm. Motion carried (5-0)



Zack Dahl, Commission Secretary/Treasurer  
Port of Toledo