

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 6:10 PM by Commission President Lorna Davis.

- **In attendance**

Commissioners present were Lorna Davis (via phone), Mike Kriz, Chuck Gerttula, and Rick Graff, constituting a quorum for the commission. Additional staff present were Debbie Scacco, Port Manager, Kaitlin JT Heart, Bookkeeper and DeeAnn Ramos, Administrative Assistant.

- **Introduction of Visitor/Visitor Comments**

Signe Grimstad of Grimstad & Associates.

- **Presentations:** Presentation of Fiscal Year ending 2024 audit – Signe Grimstad; S. Grimstad advised that work on the audit is still in process. By consensus, Commissioners Davis and Dahl were appointed to review the audit with Grimstad and staff, and if acceptable authorize its submission to the state.

- **Approval of Minutes**

It was moved and seconded (Gerttula/Graff) to approve the minutes for the Regular Meeting minutes of November 19, 2024. Motion passed (4-0).

- **Staff Reports**

- **Shipyard Report by Debbie Scacco:**

- The shipyard schedule attached. Time by job summary attached to the meeting packet. There was an emergency haul out of the My Lee that ran aground. The Port’s proposal to do work on OSU buoys and equipment was awarded; the contract is pending signatures. ASCOM Lift needed repairs: an exhaust gas sensor was replaced and regular maintenance completed.

- **Maintenance Report by Debbie Scacco:**

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

- **Financial Report by Kaitlin JT Heart:**

Heart presented the bill pay list, reviewed the financial reports, and answered questions posed by the commissioners. Additions to bill pay list: Business Oregon, Kohnen, Nationwide Retirement and Hammond. The commissioner per diem checks were presented for signature.

- The AR aging report notes have been included.
- Commission President Davis: On AR aging the ORCA is that a \$5000 deposit?
- Commission President Davis: Is invoicing being done on a regular schedule? Scacco replied that invoicing is being done on schedule, but staff are training on new invoicing procedures and invoices through November 30th were dated in December.

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

The Port Manager reported on the following topics:

- The revised invoicing is working and regular work on AR aging.
- Health insurance will be renewed in January changing the Port’s annual renewal to January 1, lining up the Port’s plan year with the insurance deductible year. This change is providing the Port with 2% savings on premiums.
- Project Updates: Sewer Extension Project – The contract with the construction contractor has been signed. The EPA grant application is still in process. ODOT Carbon Reduction EV grant: ODOT is in process of developing the Intergovernmental Agreement for EV purchases.

- **Old Business**
 - Status of Business Oregon loan – A meeting with Business Oregon will be rescheduled after the holidays.
- **New Business**

No new business.
- **Decision Items**
 - A motion to accept the presented financial reports was made and seconded (Gerttula/Kriz). Motion passed (4-0).
- **Commissioner's Comments**
 - Commissioner Gerttula: Plan on ways to keep the ASCOM lift functional.
- **Upcoming Meetings**
 - Upcoming meetings are as noted on the agenda.
- **Adjournment**

It was moved and seconded (Kriz/Gerttula) to adjourn into executive session at 7:00 PM.
Motion carried (4-0).



Zack Dahl, Commission Secretary/Treasurer