

A rescheduled 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 6:01 PM by Commission President Lorna Davis.

- **Roll Call**

Commissioners present were Lorna Davis, Mike Kriz, Chuck Gerttula, and Charlie Cyphert constituting a quorum for the commission. Additional staff present were Debbie Scacco, Port Manager, Kaitlin JT Heart, Bookkeeper, Ben Victorine, Shipyard Manager and DeeAnn Ramos, Administrative Specialist. Commissioner Zach Dahl was excused.

- **Visitors/Public Comment:**

- **Approval of Minutes**

It was moved and seconded (Gerttula/Kriz) to approve the minutes for the Regular Meeting July 15, 2025. Motion passed (4/0). Commissioner Gerttula asked if full names could be used in minutes for clarity.

- **Staff Reports**

- **Shipyard Report by Ben Victorine:**

- Reviewed written report on current and upcoming jobs in the Shipyard.
      - There are vessels scheduled to July 2026.
    - Crane work was done for the Contractor (Sewer Project) i.e. placing pumps.
    - With upcoming schedule there is a need to hire three additional painters. Current crew size is three.
    - Commissioner Cyphert comment: Off-season revenue generator of vessel demo services, could this be an option.
    - Shipyard labor report for July 2025, attached.

- **Maintenance Report by Debbie Scacco:**

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

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

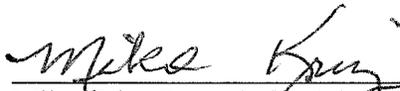
- Kaitlin JT Heart presented the bill pay list, reviewed the financial reports, and answered questions posed by the commissioners. The commissioner per diem checks were presented for signature.
      - Kaitlin JT Heart is working on financial documents for the audit.
      - Commissioner Davis commented: page 26 financials if the transfers can be explained in more detail. Staff will provide a detailed ledger report to review and discuss at a September 8 meeting with Commissioners Davis and Dahl.
      - The Board did not approve the financial reports.

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

- The Port Manager reported on the following topics:

- Signe Grimstad sent an Audit Engagement letter.
    - Personnel issue with a terminated employee going directly to a commissioner and bypassing the Port Manager. Concerns need to be brought to Port Manager first.
      - Commissioner Davis commented that the employee felt stated they were not comfortable approaching the Port Manager to resolve a concern pertaining to final documents/pay.
    - Financial reports are being modified monthly from direction provided by Commissioner Dahl.
    - Sewer Extension Project:
      - Emergency meeting resulting in a stop work order to Laskey Clifton.
      - Two change orders were presented:
        - Change order 3: Connecting to City sewer change of location increase contract price.

- Commissioner Davis stated that even though not everything concerning financials had a resolution that at the September 8, 2025, meeting that the intent is that more clarity will be provided and is appreciative to staff's efforts. It was great to have Ben Victorine attend. The Commissioners critical evaluation of financials is a means of requesting clarification by staff.
- **Upcoming Meetings**
  - Upcoming meetings are as noted on the agenda.
- **Adjourned Regular Meeting**
  - A motion and seconded to adjourn at 8:23 pm. (Gerttula/Kriz) Motion Passed. (4/0)



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Mike Kriz, Commission Vice President