**REGULAR MEETING MINUTES** Tuesday May 19, 2026, 6:00 pm

A regular meeting of the Port of Toledo Board of Commissioners 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 6:04 PM by Commissioner Chuck Gerttula.

- **Roll Call**
  Commissioners present were Zack Dahl, Chuck Gerttula, and Charlie Cyphert constituting a quorum for the commission. Commissioner Mike Kriz and Lorna Davis were absent. Additional staff present were Port Manager Debbie Scacco and Administrative Specialist DeeAnn Ramos.

- **Executive Session**
  - "First order of business is the Board will now go into executive session pursuant to ORS 192.660(2)(h) to consult with legal counsel regarding litigation or litigation likely to be filed. No decisions will be made during the executive sessions. People attending Zack Dahl, Charles Cyphert, Chuck Gerttula, Debbie Scacco, DeeAnn Ramos, and Casey Nokes. We will now recess the regular meeting and convene the executive session at 6:05 pm." – Commissioner Chuck Gerttula.

- **Regular Session**
  - The Board recessed the Executive Session at 6:16 pm and reconvened the Regular Session. The Executive Session will reconvene following completion of the remaining Regular Session agenda items. No decisions were made.

- **Introduction of Visitors/Public Comment:**
  - Edward & Roxanna Biggar
    - Requesting a reimbursement of $800 on remaining annual moorage paid but boat removed at 8 months. The Commissioners will take under advisement and will direct staff of decision.
  - Cory Gottschalk
    - Offered his insight into the shipyard. He currently is a vendor on the Sea Chase.
    - Points made:
      - Vendor hourly charge – he reduces his rate to compensate for the difference to the boat owner.
      - There is a lack of clarity in the process for handling mistakes or changes, particularly in how communication and responsibilities are shared between the shipyard crew, shipyard managers, and the boat owner.
      - Has not noticed any safety concerns.
      - Observed that welders do their own fitting – recommends teams of two: a fitter and a welder.

- **Approval of Minutes**
  - It was moved and seconded (Dahl/Cyphert) to approve the regular meeting minutes of April 21, 2026. The motion passed (3/0).

- **Staff Reports** (written reports included in meeting packet)
    - **Shipyard Report by Debbie Scacco**:
        - The Port Manager presented report on upcoming jobs and labor.
    - **Maintenance Report by Debbie Scacco:**
        - The Port Manager presented a report on maintenance activities.
    - **Port Report by DeeAnn Ramos.**
        - The Port Operations and Strategic Report was presented.
        - Reported a decline in rented moorages-requests for larger slips from public; Commission recommended during the winter, remove fingers to allow larger vessels to tie up long ways on dock.
    - **Manager's Report by Debbie Scacco:**
        - The Port Manager report was presented.
        - Bookkeeper is back at work and is working on assigned reconciliation tasks. Bookkeeping service is continuing with assigned tasks.
        - The Commission requested a pdf of the current month of the Annual Continuity Checklist be included in each future meeting packet.
        - Commission directed to include OSHA letters, other documents in next meeting packet.
        - Recommendation from Commission to contact Georgia Pacific on respirator testing.
        - The part time Admin position at the Shipyard should be returned back to full time with a revised job description, for shipyard operational specialist, a job encompassing scheduling, customer contact and compliance. Currently the only staff with skills to manage safety programs is Scacco and Ramos. Recommendation from Commission to allow them to review job description of new shipyard position.
    - **Financial Report by Debbie Scacco**.
        - Financial report was reviewed. (It was previously submitted to the Commission with the meeting packet)
            - Commissioner Dahl requested the electronic packet to be transmitted as individual pdf files as with previous packets.
            - Commissioner Dahl commented that it looks like the month April saw a profit of $93,519.58. He asked if all bills were paid to date. D Scacco replied affirmatively. (Commissioner Cyphert requested this be reflected in minutes)
- **Old Business:**

- **New Business:**
    - Zoning for Marina Parking Lot (narrative included in Manager's report)
        - Commission discussion to continue working through the process with planning department and also have a discussion with the City Manager.
    - Sewer Connection Expansion Project bid opening results. Bid result report/letter from Civil West is included in this meeting packet.
        - Debbie Scacco was directed to consult with the attorney regarding the late submission, explore rebidding, and then schedule a special meeting to award the contract.

- **Decision Items**
    - A motion was made to approve financial reports and approve bill pay list for April 2026, motion seconded (Dahl/Cyphert). Motion passed. (3/0).

- **Commissioner Comments**
  - Commission response to Edward Biggar's request.
    - The Commission supports staff's decision, the interpretation of Ordinance 92-01 and letter to Biggar. Directed Debbie Scacco to respond to Edward Biggar of the Commissions review.
  - Commission response to Cory Gottschalk observations.
    - Commissioner Zack Dahl directed to implement a procedure that all work will be reviewed by manager and boat owner; includes additional work added. This procedure will include a change order/work order change form with signatures from both parties and potential photographic documentation.

- **Adjourned Regular Meeting**
  - Meeting was adjourned at 8:10 pm by motion and second. (Gettula/Dahl). Motion passed. (3/0)

Lorna Davis

Signature

LORNA DAVIS

Print Name, Title

Minutes prepared by DeeAnn Ramos