

A rescheduled 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 6:02 pm by Commission President Lorna Davis.

2) **In attendance**

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

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

No visitors were in attendance.

4) **Approval of Minutes**

It was moved and seconded (Graff/Kriz) to approve the minutes for the Regular Meeting minutes of September 17, 2024. Motion passed (5-0).

5) **Staff Reports**

• **Shipyard Report by Ben Victorine:**

- Current projects and their timelines were discussed in accordance with the summary attached to the meeting packet. Victorine reported that the shipyard is full for October.
- The shipyard has hired an inventory specialist.
- The Alaska pollock season has been cancelled; there have been some shipyard cancellations and some pushes to spring.
- The Humboldt State Coral Sea is scheduled by end of the year.

• **Maintenance Report by Debbie Scacco:**

The Port Manager delivered the maintenance report as provided with the packet. Additionally, repair to the heater at the Shipyard residence was completed by Schneidecker Heating with a cost of \$250.

• **Financial Report by Kaitlyn JT Heart:**

Heart presented the bill pay list, reviewed the financial reports, and answered questions posed by the commissioners. The annual audit is in process. The adjustments to the Budget vs Actual report presented last meeting have been made. The commissioner per diem checks were presented for signature.

- Commissioner Dahl: Asked about timing of billable hours. Scacco responded that it is determined by the invoice date when the job is billed. Commissioner Dahl asked if invoices could be billed weekly, is this reasonable? Heart suggested staggering invoicing with payroll.
- Commissioner Davis: Would like interfund transfer to be looked at on page 29 (P & L Budget vs Actual).

• **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:

- Project Updates
 - Sewer Connection Expansion Project
 - Scacco presented a budget breakdown including the bid tabulation Clifton.

- Scacco reported that the engineer recommended to use ARPA funds for section 1-A in bid, EPA approval still pending, but plan to award contract at the Nov 19 commission meeting.
- Carbon Reduction EV Grant – Commissioner Davis requested to pose the 10.27% matching as in-kind instead of cash.
- The Corp of Engineers visited and provided a map of the Depot Slough after dredging.
- The FBB, Federal Relations, the Port federal lobbyist is scheduled to visit.
- The PCC Conference is the last week of October.
- Special Events at Waterfront Park – nothing scheduled.

6) **Old Business**

- Employee Handbook Revisions
 - A red-lined revised copy was provided to Commissioners for review.
 - A motion (Graff) was made and seconded (Kriz) to approve the Employee Handbook with noted revisions and implement by November 1, 2024. Motion passed (5-0).

7) **New Business**

- No new business.

8) **Decision Items**

- A motion to accept the presented financial reports was made and seconded (Dahl/Kriz). An amended motion to accept the presented financial upon correction of the interfund transfer in the P&L reports and make payments on the presented bill pay list was seconded (Dahl/Kriz). Motion passed (5-0).

9) **Commissioners Comments**

- Commissioner Davis: glad audit is on schedule; recognized the extra effort on financials; acknowledged job well done at shipyard.
- Commissioner Gerttula: recognized Scacco on a job well done in presenting projects and work on the handbook.
- Commissioner Dahl: acknowledged job well done at shipyard; and good progress with the sewer project.

10) **Upcoming Meetings**

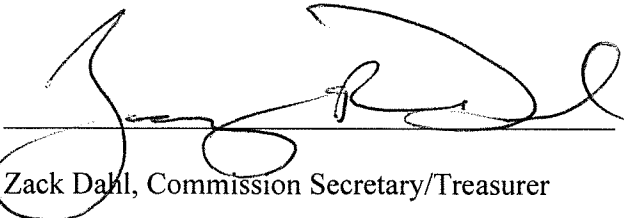
- Upcoming meetings are as noted on the agenda.
- The November 19, 2024 meeting will be available via zoom for Commissioner Davis and Port Manager Scacco.

11) **Adjournment**

It was moved and seconded (Graff/Gerttula) to adjourn the meeting at 7:54pm. Motion carried (5-0).

12) **Board Training**

Commissioners participated in an online training ‘Public Meeting’.



Zack Dahl, Commission Secretary/Treasurer