

# MINUTES

## Port of Toledo Board of Commissioners

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*June 20, 2023, Tuesday, 6:02 PM | 496 NE Hwy 20, unit 1, Toledo, OR 9739*  
*The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:00 PM by*  
*Commission President, Chuck Gerttula*

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### Roll Call

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Commissioners: Chuck Gerttula, Rick Graff, and Mike Kriz, and Penny Ryerson. Commissioner Dahl was excused. Staff: Port Manager, Debbie Scacco, Maintenance Manager, Les Hall, Administrative Assistant, Brooke Goulet, Bookkeeper Kaitlin Heart, Shipyard Supervisor, Adam Peterson, Paint Supervisor, Dana Castle

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### Introduction of Visitors and Public Comment:

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Lorna Davis, Commissioner Elect and Bud Shoemake.

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### Port Goals and Responsibilities:

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ORS 777 – Part 3: Deferred until next meeting.

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### Budget Hearing:

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Scacco stated that errors were found in the Budget Committee's approved version of the Budget. In the General Fund – Electricity/Port Dock was omitted. Scacco proposed adjusting \$10,500 from contingency to this line, with Fund Total remaining unchanged. In the Special Grant Fund, an adding error was discovered. Debt Service expense is increased \$170 to correct the balance and fund totals remain the same.

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### Consent Agenda:

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It was moved and seconded (Graff/Kriz) to approve Consent Agenda.  
Passed 4/0.

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### Staff Reports:

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Shipyard by Adam Peterson, Shipyard Supervisor: Peterson reported on the projects being done at the Shipyard this month. Traditionally, June is slow for boat repair and haul outs due to the fishing season, although jobs are being scheduled for the upcoming months. The Shipyard crew has been keeping busy, repair have been ordered to repair the Service Pier and crews are making safety inspections and repairs to equipment. Scacco relayed that the Emerging Opportunity Fund Grant was granted to the Port for \$400,000.00 with no match. This allowed the Shipyard to acquire new

equipment and surplus old equipment that needs to be retired. Castle added that although the Port obtained much needed new equipment, the paint crew is still in need of additional blast pot and paint pump. A plan to use the funds made from the sale of equipment sales will go towards purchasing additional equipment. Excessive dust at the Shipyard was a complaint from a boat owner, which is a hindrance to operations this time of year. Dust Control is scheduled to be applied to the driveway on June 22<sup>nd</sup> and will be scheduled every May from here on out.

Maintenance by Port Manager, Debbie Scacco: Scacco reviewed Les Hall's report and said that the roof repairs on the Port Complex building and for the Large Vessel Building storm damage are to be done next week.

Admin/Financial by Bookkeeper, Kaitlin Heart: Heart has been working on the A/R, thence, when work begins on a vessel, the invoicing will begin and will show on our A/R. The goal is to have invoices out on the 5<sup>th</sup> and the 20<sup>th</sup> of each month. Reconciliation has been the focus as the fiscal year is coming to an end. Gerttula questioned billing items and whether we are invoicing customers or if we are paying for the items up front. It was clarified that some items are being invoiced and others are being paid by the Port prior to reimbursement. Concern was expressed about the cost of IT.

It was moved and seconded (Ryerson/Graff) to accept the financials and pay the bills.  
Passed 4/0.

Managers Report by Port Manager, Debbie Scacco: Line of Credit Renewal – Has been approved and in effect. The Deed of Trust needs to be recorded but the Commission needs to approve and designate signatory. Planning & Marketing – Scacco mentioned that the Wooden Boat Show is being ramped up. A Renaissance Faire is happening at the Waterfront this weekend and public access to the pathway will be shut down. Scacco confirmed with event organizers that Port staff will not be needed to work the weekend for the event. If any issues with the toilet occur, they have been advised to lock the bathrooms and use the porta-potties.

Permitting & Dredging: Status of dredging Authorized Channel: There has been no word from Army Corps of Engineers regarding dredging the Authorized Channel. Hopefully a response will be sent this week. Transient Dock Permit is pending on the H&H Analysis which is in the works. Gerttula asked what the depth is at the transient dock, and Scacco advised that it's 10ft.

Port Facilities: HVAC has been repaired from storm damage although a balance check still needs to be done. An additional environmental test will be done once painting is going on the building.

Grants/Projects: Disbursement has been requested for the Emerging Opportunity Grant. A grant application has been submitted to ODOT Carbon Reduction Program for four electric trucks, two chargers for port shop and shipyard along with a quick charger for the marina. The match is 10.27% but after ODOT's engineering and contingency added the total project cost has increased to over \$800,000. Oregon Coast Visitors Association has committed to \$15,405 of match funds for the public facing charger. Sewer Project – A template for a project manager was requested from Aaron

from the Port of Newport. Scacco is trying to get it drafted this week and sent to Business Oregon for their review.

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### Decision Items:

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It was moved and seconded (Kriz/Ryerson) to authorize Commission President, Chuck Gerttula, as signatory for Oregon Coast Bank line of credit, deed of trust.

Motion passed 4/0/.

It was moved and seconded (Kriz/Ryerson) to adopt Resolution 2023-4, in appreciation of Penny Ryerson's service as Port Commissioner.

Motion passed 4/0.

It was moved and seconded (Ryerson/Graff) to adopt Resolution 2023-5, declaring Surplus Property as listed on the June Surplus Item List.

Motion passed 4/0.

It was moved and seconded (Ryerson/Graff) to adopt Resolution 2023-6 adopting fiscal year 2023-2024 Budget as corrected, Imposing and Categorizing the Tax.

Motion passed 4/0.

It was moved and seconded (Ryerson/Graff) to adopt Resolution 2023-7, authorizing revisions to Health Reimbursement Agreement for Fiscal Year 2023-2024.

Motion passed 4/0.

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### Commissioners Comments

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Commissioner Ryerson: Working with such a great group, been one of the easiest jobs she has had working with a commission. It has been a pleasant 12 years and she is thrilled with the progress of the Port and the Shipyard. She is thrilled to have Commissioner elect, Lorna Davis, take her spot. She wishes everyone the best.

Commissioner Kriz: Reflects on the work accomplished with Commissioner Ryerson. He appreciates when Shipyard employees join the meetings. He has never resented going to a Commission Meeting and appreciates the friendship being made.

Commissioner Graff: Hates to see Commissioner Ryerson leave and is happy to have Davis join. It has been a pleasure working with Commissioner Ryerson. He appreciates Port Supervisor Castle's input and commends Peterson for the job he does down at the Shipyard. He sees the shipyard growing into where we are supposed to be.

Commissioner Gerttula: Wants to thank Commissioner Ryerson for her leadership services. Commends the work being done on the surplus items. Thanks everyone for their attendance and their participation.

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Upcoming Meetings:

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Upcoming meetings are as noted on the agenda.

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Adjournment

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It was moved and seconded (Graff/Gerttula) to adjourn the meeting at 7:34PM. Motion passed 4/0.



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Zack Dahl, Commission Secretary/Treasurer