

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit 1, Toledo, OR 97391
Tuesday, December 19, 2023, 6:00 pm

- 1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:00 pm by Commission President Chuck Gerttula.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Mike Kriz, Zack Dahl, Rick Graff with Lorna Davis via Zoom. Port Staff: Manager Debbie Scacco, Bookkeeper Kaitlin Heart, and Shipyard Manager Ben Victorine.
- 3) **Executive Session:** Port of Toledo Board of Commissioners entered Executive Session to discuss Real Estate and Legal Matters per ORS 192.660 (2) (E & H) at 6:03 p.m. Session closed at 6:35 p.m. No decisions were made.
- 4) **Introduction of Visitors/Visitor Comments:** City Councilor Stu Strom introduced himself. He asked why the American Flag was no longer flying at the Large Vessel Building. Manager Scacco explained that the flag was flown between Memorial Day and Labor Day but was taken down after Labor Day to avoid wind damage during the fall and winter. This also allowed the crew to use the high access lift to take the flag down during good weather.
- 5) **Approval of Minutes:** It was moved and seconded (Dahl/Kriz) to approve the minutes of the Regular Meeting of November 21, 2023. Motion passed 5/0.
- 6) **Staff Reports:** Shipyard Report by Shipyard Manager Ben Victorine-A list of current projects in the shipyard and a billable hour report was provided to the Commission. Victorine reported that business at the Shipyard has been at its slowest this winter. He reported that when FV Lisa Melinda moves out of the Large Vessel Building FV Kalliste sponson will move in, then RV Pacific Storm is scheduled for March and FV Raven for April. This has the Large Vessel Building scheduled through mid-May. Victorine reported that the Megadoor for the Large Vessel Building requires service, the door hangs up when closing then falls. He gave an update on the FV Kalliste sponson. Commissioner Dahl expressed his concern that proper processes, procedures and oversight are not in place to capture all billable materials and time, that unbillable hours are equivalent to 3 full-time employees, that billing rates do not cover costs to repair and replacement equipment. He said he is concerned about the overall fiscal stability of the Port. Dahl recommended the Shipyard Supervisors bring in ideas and make recommendations for improvements to processes that will result in efficiency and make changes as a team with the Commission.

Councilor Strom Left the meeting at 7:10 pm

Shipyard Manager Victorine was excused at 7:15 pm

Maintenance Report – Scacco reviewed written report submitted by Maintenance Manager Les Hall which included a list of facilities, vehicles, and equipment repaired during the month.

Financial Report – Bookkeeper Kaitlin Heart presented the bill pay lists and answered questions from Commissioners. Commissioner Dahl reported that he had discussed with Scacco a significant change in the financials from the previous meeting. Scacco explained that the change was in the suspense account, due to a previous fiscal year-end journal entry being made in preparation for the audit which cleared a carryover between passthrough and suspense accounts, and that Commissioner Dahl had been provided the reports supporting the transaction. Commissioner Dahl acknowledged that previously the Port has been able to receive income through personnel's billable time to grant projects, he recommended the Port applying for reimbursement of grant admin costs when it is within the grant terms, and that future grant requests include admin costs in its budget. Dahl expressed concern regarding the use of Journal Entries. Scacco and Heart explained that the use of journal entries is common and acceptable and necessary for recording certain transactions. Scacco said she could write up a policy for using Journal Entries which includes a requirement for a 2nd signature. Commissioner Graff shared the non-billable time detail report by department that he had requested from Scacco. Commissioners appreciated

the information, requested explanation of certain entries, and Dahl requested this report be provided monthly with the meeting packet. Scacco explained the report was not readily available through quickbooks, that she had customized data to configure it at Graff's request, but current time entry process for non-billable time could be revised to be recorded in this format.

It was moved and seconded (Graff/Kriz) to pay the bills and accept the financial reports. Motion passed 5/0.

Port Manager – Scacco reported that training continues with Shipyard administrative positions. Scacco said there are practices, policies, procedures in place to enter and review time daily, review invoices for completeness, confirm inventory, and collect payment from customers. Scacco is working on projections for shipyard income & expenses over the next 6 months. Shipyard staff are testing for their Pesticide Applicator's License. Paint Supervisor Dana Castle is renewing his license, Ethan Carson, Juan Galicia-Lopez, and Scacco will test to obtain their licenses. Commissioners advised Scacco that it was not necessary for her to have this license, she should trust the employees to keep the shipyard in compliance. Scacco reported that the Shipyard will have an Environmental Protection Agency inspection of the 1200Z permit on December 20, 2023.

7) **New Business:** A presentation for Steamline, a website platform that works with Special Districts Association of Oregon was provided to the Commission. Scacco advised that the platform will be easier to maintain, guarantee compliance and provide functionality not available in the Port's current website. Making the transition would require limited Port staff oversight, which there is no capacity for now. Scacco would like to consider switching website platforms for the new fiscal year.

8) **Commissioner Comments:** Commissioner Kriz said it was a good meeting and that the employees need to buy-in to make the needed adjustments to operations.

Commissioner Dahl advised Scacco that she should ask herself "Why am I going to do this?" He said this is a good commission and good staff that need to charge forward and "do it." He also said all Supervisors should go through the financials.

Commissioner Davis concurs with Commissioner Dahl, saying this was a productive meeting and hopes ideas come to fruition. She wants to be sure that staff are on track to asking for an extension of the April balloon payment.

Commissioner Graff appreciates that everyone is working together. He thanked Scacco for the unbillable time detail by team report and said the yard supervisors should review it.

Commissioner Gerttula recognizes the Port is up against some big problems and recommended Scacco make best use of her team and the Port Commission.

9) **Upcoming Meetings:** Upcoming meetings are as noted on the agenda.

10) **Adjournment:** It was moved and seconded (Graff/Dahl) to adjourn the meeting at 8:30 p.m. Motion passed 5/0.


Zack Dahl, Commission Secretary/Treasurer