

# Port of Toledo Board of Commissioners

## REGULAR MEETING MINUTES

Tuesday November 19, 2024, 6:00 pm

A 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.

### • In attendance

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

### • Introduction of Visitor/Visitor Comments

No visitors were in attendance.

### • Approval of Minutes

It was moved and seconded (Davis/Dahl) to approve the minutes for the Rescheduled Meeting minutes of October 14, 2024. Motion passed (5-0).

### • Staff Reports

#### • **Shipyards Report by Debbie Scacco:**

- The shipyard calendar is down – so no schedule provided. Time by job summary attached to the meeting packet. Shipyards are full for November.
- Commissioner Davis asked for a status update from the Attorney regarding the Large Vessel Building lawsuit, and said a written report would be sufficient.

#### • **Maintenance Report by Debbie Scacco:**

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

#### • **Financial Report by Kaitlin JT Heart:**

Heart presented the bill pay list, reviewed the financial reports, and answered questions posed by the commissioners. Additions to bill pay list: Advertisers, Do It Best Hardware, PNWA, Harbor Island and several replacement checks for uncleared checks that were never cashed. The annual audit is in process. The commissioner per diem checks were presented for signature.

- Follow up from Oct meeting financial reports: Commissioners requested interfund transfer to be looked at on page 29 (P & L Budget vs Actual). Response this meeting: The interfund transfer amount has resulted from journal entries to clear out the passthrough account balances and adjust the difference to the line for the budgeted transfer to General Fund. At the end of the last month the transfer should have been shown as income from a transfer from the general fund. Staff will monitor the effects of this journal entry in the future to make sure the transaction is recorded correctly.
- Commissioner Dahl: Confirmed that tax income is being received, all payables are recorded in financials, and asked Scacco if there will be sufficient cash flow to cover expenses. Scacco replied with tax income and current jobs the expenses will be covered, but as work slows down in the Shipyards expenses will need to be monitored carefully.

#### • **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:

- Staff training on the new personnel policy occurred in November. The new Inventory Specialist has been with the Port for about 3 weeks. The invoicing procedure is being revised which includes a change to our time-entry procedure.
- Project Updates: Sewer project has recommendation from engineers to award the contract in full. The EPA grant is still in process. The audit should be completed and a report by the next commission meeting. A group are attending the Pacific Marine Expo in Seattle as part of shipyard marketing, this will also close out the Planning & Marketing grant. The Carbon Reduction EV grant: the EV charging station portion has been declined and the portion for the EV vehicles is in process of the Intergovernmental Agreement.
- Special Events: D Scacco attended the PCC Conference in Canada. Port employees have been

busy with community outreach engagements: Main Street Trick or Treat and the Chamber's Jingle & Mingle.

- D Scacco attended the City of Toledo's Council meeting which the new FEMA rules were on the agenda. D Scacco expressed the Port's concerns on the changes.

• **Old Business**

- No Old Business

• **New Business**

- Request for proposal for Broker services and Group Health renewal options. Three proposals were presented. Scacco advised that each agent should be able to obtain the same insurance rates based on the Port's census. Scacco asked if the Commission wishes to make a change in agent representation, and if renewal at January 1, incurring a 4% increase, is approved. January renewal will align the plan year with the benefit year. In previous years when a plan change was made at the Port's June renewal it has been a hardship for employees as additional deductible and out of pocket expenses have resulted. Note: Currently an employee that waives the Port's insurance is provide a stipend of about \$4/hour wage increase. Insurance can only be declined in the employee is otherwise insured.

• **Decision Items**

- A motion to accept the presented financial reports was made and seconded (Dahl/Graff). Motion passed (5-0).
- A motion was made and seconded to renew with Condos Employees Benefits with a new renewal date of Jan 1 anticipating a 4% premium increase (Gerttula/Dahl). Motion carried (5-0).
- A motion was made and seconded to award the Sewer Connection Project to Laskey-Clifton, the award is for the entire bid Schedule 1 Part A & B and Schedule 2 (Gerttula/Kriz). Motion carried (5-0).

• **Commissioners Comments**

- Commissioner Davis: She appreciates the transparency and her fellow Commissioners due diligence.
- Commissioner Gerttula: He felt that the PCC conference was well worth D Scacco attending. Accolades to a good working team.
- Commissioner Dahl: He has noticed changes occurring and appreciates the good working team.
- Commissioner Kriz: Commends Commissioner Dahl on his keen eye on the financials.

• **Upcoming Meetings**

- Upcoming meetings are as noted on the agenda.

• **Adjournment**

It was moved and seconded (Graff/Dahl) to adjourn the meeting at 7:26 pm. Motion carried (5-0).



Zack Dahl, Commission Secretary/Treasurer