

**REGULAR MEETING**  
**Port of Toledo Board of Commissioners**  
**496 NE Hwy 20, Unit 1, Toledo, OR 97391**  
**Tuesday, January 24, 2024, 6:00 pm**

- 1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 6:03 pm by Commission President Chuck Gerttula.
- 2) **In Attendance:** Commissioners Chuck Gerttula, Rick Graff, Zack Dahl, Mike Kriz in person, and Lorna Davis via Zoom. Staff: Port Manager Debbie Scacco, Bookkeeper Kaitlin Heart, Paint Supervisor Dana Castle, Shipyard Manager Ben Victorine joined at 6:18 pm.
- 3) **Introduction of Visitors/Visitor Comments:** City Councilor Stu Strom attended in person and Bud Shoemake attended via Zoom.
- 4) **Approval of Minutes:** It was moved and seconded (Graff/Kriz) to approve the minutes of the Regular Meeting of December 19, 2023. Motion passed 5/0.

5) **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. Paint Supervisor Dana Castle reported to the Commission that a dedicated blast shed located at the Industrial Complex, containing a steel shot recycling blast system could increase the Port's business offerings, allow staff to work more efficiently, complete jobs more cost effectively, and have less environmental impacts than current processes. Staff will look at Industrial Complex property to propose placement of blast shed. He requested that the Commission consider this project which could be grant funded. Victorine discussed current jobs in the yard. He reported that a technician from Megadoor was making adjustments to the door at the Large Vessel building, the technician is completing routine maintenance and making the best adjustment he can to counteract the building settling. There was discussion regarding the importance of keeping the crew busy, Castle reported that four paint crew were on layoff status, and he was concerned that they may find other jobs and not be available to bring back.

Maintenance Report: Scacco reviewed the written report provided by Maintenance Manager Les Hall. She reported that there was some tree and limb cleanup from the previous week's ice storm, but no damage to any of the Port's facilities.

Financial Report: Bookkeeper Kaitlin Heart presented the bill pay lists and answered questions from Commissioners. The status of financials was discussed. Staff are aware of the need to manage cashflow carefully and limit unnecessary purchases. It was moved and seconded (Graff/Kriz) to accept the financial and pay the bills. Motion passed 5/0.

Manager's Report: Scacco reviewed a written report provided to the Commissioners. There was minimal impact from the previous week's ice storm. Port operations were closed for Martin Luther King Day on January 15, and a small number of crew made it to work on the 16<sup>th</sup>, mainly the fabrication crew that could work in the Large Vessel Building. Crew member Tony Johnson responded to the Shipyard over the weekend to allow Central Lincoln Access to repair a downed line. There is an old Spectrum line that came down in front of Port Station One, and Spectrum has been called to remedy. Grimstad's is working on the audit and has an office visit scheduled. The Governor's Regional Solutions Team visited the Port on January 9<sup>th</sup>. Scacco said there was both support and opposition for the Tokyo Slough project, but a possibility there could be USDA RBEG funds available for a feasibility study, to see if Division of State Lands and Department of Fish and

Wildlife concerns can be resolved. A meeting with Business Oregon has been scheduled for January 31 to discuss the Port's financial challenges.

6) **Discussion Items:** Scacco provided a template draft to start a discussion regarding goals and priorities for Calendar Year 2024. It was determined the proforma budget that was provided as a meeting handout was not accurate and should not be included in the financial reports. By consensus this discussion will be tabled pending a work session.

The Port Manager's annual review was scheduled for an Executive Session at the February Commission meeting.

At 7:34 pm Commissioner Davis, Victorine and Castle were excused.

7) **Decision Items:** There were no decision items.

8) **Commissioner Comments:** Commissioner Graff reported that he had visited the Shipyard and things were running smoother. He asked about having the Shipyard driveway graded. He was glad everyone made it through the ice storm.

Commissioner Kriz appreciated Castles idea for a sandblast shed. He is happy with the upcoming shipyard schedule and reiterated the policy "No cash/No Splash."

Commissioner Dahl said if an invoice is not completed before the vessel is ready to launch staff should collect an estimate with a final invoice to be provided later. He recognized and thanked staff for their work on timely invoicing and hopes to see this continue. He was sorry to hear that crew were laid off. But encouraged Supervisors to monitor unbillable hours and determine what the acceptable level is.

Commissioner Gerttula said he appreciates everyone's willingness to discuss creative options.

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

10) **Adjournment:** It was moved and seconded (Graff/Kriz) to adjourn the meeting at 7:48 p.m. Motion passed 4/0.

  
Zack Dahl, Commission Secretary/Treasurer