



**COMMISSION MEETING MINUTES  
 FEBRUARY 12, 2025  
 100 E. STREET  
 COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, February 12, 2025 at the Port office via Zoom (\*) video conferencing with the following people present:

**Commissioners**

Brian Fawcett	President
Chip Bubl	Vice President
Nancy Ward	2nd Vice President
Nick Sorber	Treasurer
Robert Keyser	Secretary

**Staff**

Sean P. Clark	Executive Director
Amy Bynum*	Deputy Executive Director
Bob Salisbury	Port General Counsel
Guy Glenn, Jr.	Executive Finance Manager
Miriam House*	Operations Manager
Elliot Levin	North County Ops. & Terminal Mgr.
Gina Sisco	Comm. & External Affairs Mgr.
Elizabeth Millager	Property Manager
Lacey Tolles	Airport Manager
Noelle Linden	Administrative Assistant
Christa Burns*	Administrative Assistant II
Sydell Cotton*	Assistant Finance Manager

**Guests**

Natasha Parvey	NXT Clean Fuels
Neil Maunu	PNWA
Patrick Harbison	PNWA
Jan Schollenberger	Columbia City Resident
Kim Karber	Columbia City Administrator
KJ Lewis*	
Bob Gadotti*	Scappoose
Alta Lynch*	Scappoose
Annon*	

President Brian Fawcett called the Port of Columbia County Commission Meeting to order at 8:30 a.m. All Commissioners were present.

**Additions To Agenda**

Brian Fawcett asked the Commission if there were any additions to the agenda. There were no additions.

**Consent Agenda**

Nancy Ward moved; Chib Bubl seconded a motion to adopt consent agenda items A, B, and C: January 15, 2025 Minutes, February 2025 Finance Report, and January 2025 Check Register and electronic payments in the total amount of \$1,380,955.52. Robert Keyser abstained due to a conflict of interest. Motion carried, 4-0.

**Comments From the Public**

Neil Maunu and Patrick Harbison from the Pacific Northwest Waterways Association (PNWA) gave a brief overview of the Inland Ports Navigation Group (IPNG). The IPNG consists of thirty-one public and private organizations across Idaho, Oregon, and Washington. Mr. Harbison stated that the mission of the INPG is to protect inland navigation, hydropower and irrigation on the Columbia Snake River system while maintaining a healthy environment and robust fish runs throughout the Northwest. Mr. Maunu highlighted the PNWA’s history of success in litigation and advocacy, particularly in the lower Snake River dam challenges. They emphasized the importance of maintaining the four lower Snake River dams, and the need to support river navigation and advocate for healthy river systems. A brief conversation was held on the Columbia River Treaty, Snake River dredging, and the potential impact of tariffs on Canada. The Commission discussed membership fees for INPG and approved payment of the \$10,000 annual fee, which is within Mr. Clark’s signing authority. The Commission thanked Mr. Maunu and Mr. Harbison for the work they do with PNWA and IPNG.



## **Old Business**

### **Marina Update**

Property Manager Elizabeth Millager provided information on the Bayport RV Park dump station and pointed out that the Port has incurred higher expenses due to misuse of the facility. There has been an increase in non-recreational vehicles using the facility at the Port's expense. Ms. Millager explained the following changes as suggested by Port staff and the Marina Advisory Committee: 1) Reduce dump station access hours from 24-hour accessibility to 9am – 6pm; 2) Allow only recreational vehicles to dump at the station; and 3) Increase the dump station user fee from \$15 to \$25. Ms. Millager noted that the dump station fee has not changed since 2021. Port staff recommend these changes be made effective March 1, 2025. The Commission held a brief discussion on the proposed changes and decided that March 1 is too soon to raise fees. Ms. Ward expressed her concern about giving fair notice to the public before increasing fees and making changes to the hours of availability. Commissioners agreed that these changes are necessary and would like staff to do more research before implementing them. They would like staff to consider the dump station operating hours, staff monitoring, automation of power to the facility, and seasonal timer options. Ms. Millager said staff will investigate these options and further information will be provided during a future Marina Update.

### **Airport Update**

Airport Manager Lacey Tolles stated that there was no Airport Update and there are no pending through the fence applications.

### **Lignetics/Neighbors Update**

Port Executive Director Sean P. Clark provided an update on the cyclone scrubber project at the Lignetics pellet plant. Mr. Clark reported that on January 31, 2025, he received an email from Lignetics VP of Operations, Mike Sale, which stated that their Permit to Construct was approved last week by Oregon DEQ. The equipment has been designed and fabricated and is ready to be installed once the new foundations are in place. The plant will be down for three weeks starting March 17, and the project is expected to be completed by Summer 2025. Deputy Director Amy Bynum announced that the Columbia River PUD has awarded a \$10,000 economic development grant to go toward the transformer upgrade on site. Columbia City resident Jan Schollenberger said she is pleased with the progress and looking forward to this summer.

## **New Business**

### **Resolution 2025-02**

#### **EXECUTIVE SESSION NEWS MEDIA ATTENDANCE POLICY**

Port General Counsel Bob Salisbury introduced a new policy regarding news media attendance in executive sessions. Mr. Salisbury explained that anyone can attend open session public meetings. However, executive sessions where legal strategy and other confidential matters are discussed are closed to the public, but news media representatives can attend if certain requirements are met. This Resolution establishes a fair process for determining whether someone is a representative of the news media. The policy is not made to limit access to executive sessions for news media, but to ensure that actual news media attend. Based on guidance from the Oregon Public Meetings Law and the Oregon Attorney General, Mr. Salisbury gave a definition of a representative of the news media as, "an entity formally organized for the purpose of regularly and continuously gathering and disseminating news to the public." An application process for determining whether someone qualifies as a representative of the news media will also be included in the policy. The Commission held a brief discussion and noted that more news media attended before the pandemic. Ms. Ward inquired about local radio news station KOHI, specifically Marty Rowe, being added to the Resolution. Mr. Salisbury confirmed that the Columbia County Spotlight and Marty Rowe with KOHI are listed in the Resolution as eligible to attend. Any other entities would need to go through the application process to determine whether they are recognized as a news media organization.



Nancy Ward moved; Nick Sorber seconded a motion to adopt Resolution 2025-02. Motion carried unanimously, 5-0.

### **Resolution 2025-03**

#### **U.S. DEPARTMENT OF TRANSPORTATION PROTECT GRANT APPROVAL**

North County Operations & Terminal Manager Elliot Levin presented Resolution 2025-03 authorizing the Port to apply for and set aside matching funds for a U.S. Department of Transportation PROTECT (Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation) discretionary grant program. PROTECT grants are used to improve the resilience of existing surface transportation assets to withstand natural disasters including earthquakes. Mr. Levin displayed an updated depiction of the Beaver Dock seismic resilience project in a preliminary high-level design which showed the upstream approach connecting Berth 1 to the shore. He stated that many of the key elements of Berth 1 have already been improved. The depiction also showed the new pipe bridge, parallel to the downstream approach, which connects Berth 2 to the shore. Mr. Levin said the purpose of this plan is to: 1) extend the pipe bridge to Berth 1, thereby removing the product lines from the dock; 2) replace the unimproved areas of Berth 1; and 3) demolish and replace Berth 2. Over the last few weeks, the Port has been working with KPFF Consulting Engineers to develop a rough estimate of the project's cost to quantify the grant request. The estimate revealed that the cost of the project had outgrown the potential grant award and the Port's ability to meet its 20% match obligation. Therefore, the Port split the cost of the project between the two berths. Next, Mr. Levin displayed the estimates of the various components of the project, indicating how they were split between the berths. The Port is applying for funds to extend the new pipe bridge to Berth 1 and to replace the unimproved areas of Berth 1. The summary of cost is based on the Pipe bridge extension and Berth 1 improvements. Mr. Levin pointed out that the estimates are not interchangeable and have varied over time as implementation options were being considered. The Resolution will be included in the grant application, so it is important that it includes enough for the 20% match obligation of the ultimate grant request. Lastly, Mr. Levin displayed a slide showing the source of the funds that can be used to meet the Port's 20% match obligation. He noted that these figures have been adjusted to reflect the cost of the pipe bridge extension and Berth 1. Mr. Levin and Port staff recommend the approval of Resolution 2025-03 authorizing staff to proceed with the PROTECT grant application and setting aside up to \$8.5 million for the Port's match.

Nick Sorber moved; Robert Keyser seconded a Motion to adopt Resolution 2025-03. Motion carried unanimously, 5-0.

### **Resolution 2025-04**

#### **PUBLIC RECORDS POLICY**

Mr. Salisbury stated that the Port's current Public Records Policy was drafted in 2008, and many aspects of the Oregon Public Records Law have changed. This new policy establishes three levels of requests to be transparent and help provide accurate records to the public in a reasonable amount of time. The levels of requests are as follows:

- Level 1 requests are not considered public records requests, so they are not subject to any fees. Records that can be found on the Port website, for example, do not require a public records request.
- Level 2 requests can be fulfilled in less than thirty minutes and no charge for staff time will be assessed.
- Level 3 requests take more than thirty minutes to fulfill and are subject to charges. They may require extensive research, compilation of records or legal review.



This policy ensures that all requests for public records are responded to in a lawful and timely manner that honors the rights and obligations of both the public and the Port. Commissioner Ward asked how many public records requests the Port receives per month. Mr. Salisbury responded that the Port does not receive very many, less than one per month. Mr. Fawcett said the Resolution was well written and he appreciates it being in the public interest.

Robert Keyser moved; Nick Sorber seconded a motion to adopt Resolution 2025-04. The motion carried unanimously, 5-0.

### **Executive Director's Report**

Executive Director Sean P. Clark reported that the Port has been working with a local Human Resources Consultant on a scope of work and a potential Professional Services Agreement. Mr. Clark said there have been a lot of meetings around the Beaver Dock Seismic Resilience Project and commended the Port Grant team - Gina Sisco, Lacey Tolles and Elliot Levin - for their work on the PROTECT grant application. Mr. Clark, along with Commissioners Ward and Fawcett, attended the Special Districts Association of Oregon (SDAO) Annual Conference in Bend last weekend. Mr. Clark and Commissioner Fawcett also met with Paul Vogel from the Columbia Economic Team (CET) on Monday February 10. Mr. Clark, Commissioner Fawcett and Commissioner Bubl participated in a discussion with the consultants from BST Associates regarding the Marina study. Mr. Clark stated that he will attend the Columbia Pacific Economic Development District (COL-PAC) and NW Oregon Economic Alliance (NOEA) meetings virtually due to weather conditions. The Oregon Public Ports Association (OPPA) Legislative Committee meeting is on February 14. Mr. Clark mentioned the local upcoming Town Hall Meetings with Ron Wyden at the Scappoose Middle School on February 15 and Senator Bonamici on February 19 and Jeff Merkley on February 22 in Clatskanie. He will be attending the Mission to Washington D.C. from March 9-13 and encouraged Commissioners to let him know if they would like to join. Department Reports will be sent out on Fridays before each regular Commission Meeting. The March 12 Commission meeting has been rescheduled for March 5 and there will be a Commission Work Session on March 26 to discuss the budget. The Port office will be closed on Monday, February 17 in observance of President's Day.

### **Commissioner Reports**

Nancy Ward stated that she was impressed with the SDAO presentations and the many heroes in our county. Ms. Ward said she has been having discussions about grants and that she enjoyed the marina meeting with the BST consultants and looks forward to that report.

Chip Bubl reported that he also attended the BST Marina Study meeting yesterday with Commissioner Fawcett and Mr. Clark.

Nick Sorber said he was part of the BST Marina Study as well, and that he was out of town for the meeting last Monday. Mr. Sorber, Ms. Bynum, and Mr. Clark are looking for a suitor for some Port property. He also expressed his appreciation to Port staff for their grant work.

Robert Keyser reported that the Clatskanie Rural Fire District will make a decision shortly regarding the Clatskanie School building. He will have an update soon.

Brian Fawcett echoed the previous comments on the BST Marina Study interviews and stated that he is looking forward to seeing more data. He noted the cost struggles with dredging. Mr. Fawcett also said the SDAO conference was excellent, and he enjoyed networking and hearing about the legislative updates. Mr. Fawcett recommends the Port move forward with the IPNG membership if it is within Mr. Clark's signing authority. Mr. Clark confirmed that the buy-in is \$10,000 per year for membership. Mr. Fawcett will attend the Rainier Annual Chamber of Commerce meeting tomorrow morning at 8:30am pending weather conditions.



**Executive Session**

The Board held an Executive Session to consider exempt public records, including written legal advice from Port General Counsel, which is privileged under ORS 40.225 and exempt from disclosure under ORS 192.355(9)(a) and ORS 192.660(2)(f).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING  
ADJOURNED AT 10:34 A.M.**

*Chip Be*

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Commissioner

March 26, 2025

Date Adopted

*Nick Swain*

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Commissioner