



PORT COMMISSION MEETING

100 E STREET, COLUMBIA CITY, OR 97018

FEBRUARY 12, 2025

8:30 A.M.

The Port of Columbia County Commission Meeting will be in person. In accordance with state law, the meeting will be accessible via telephone or Zoom. Members of the public may attend the meeting electronically by: <https://us02web.zoom.us/j/83782961064>

Call-In: (253) 205-0468

Meeting ID: 837 8296 1064

Passcode: 668364

I. CALL MEETING TO ORDER (President, Brian Fawcett)

- A. Flag Salute
- B. Roll Call

II. ADDITIONS TO AGENDA

III. CONSENT AGENDA (Items marked with an asterisk (*) are adopted by a single motion unless a Commissioner requests otherwise.)

- A. * Approval of Minutes: January 15, 2025
- B. * Finance Report: February 2025
- C. * Approval of January Check Register and electronic payments in the total amount of \$ 1,380,955.52.

IV. COMMENTS FROM THE PUBLIC

(Limited to 2 min. per person unless prior authorization is obtained)

V. OLD BUSINESS

- A. Marina Update Miriam House
- B. Airport Update Lacey Tolles
NO PENDING THROUGH-THE-FENCE (TTF) APPLICATIONS
- C. Lignetics/Neighbors Update Sean P. Clark

VI. NEW BUSINESS

- A. **Resolution 2025-02** Bob Salisbury
EXECUTIVE SESSION NEWS MEDIA ATTENDANCE POLICY
Staff Report, Resolution and News Media Application
- B. **Resolution 2025-03** Elliot Levin
U.S. Dept of Transportation PROTECT Grant Approval
Staff Report and Resolution



C. Resolution 2025-04

Bob Salisbury

PUBLIC RECORDS POLICY

Staff Report, Resolution, Public Records Policy and

Request (Form A), Fee Schedule (Form B) and Cost Estimate (Form C)

VII. EXECUTIVE DIRECTOR'S REPORT

VIII. COMMISSIONER REPORTS

IX. EXECUTIVE SESSION

The Board will hold 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).

X. ADJOURNMENT

Upcoming Meetings & Events

Feb. 17	All Day	Port Office Closed in observance of President's Day
March 4	5:30 p.m.	Marina Advisory Committee Meeting
March 5	8:30 a.m.	Commission Meeting
March 26	TBD	Commission Work Session
March 31	5:00 p.m.	Airport Advisory Meeting

Agenda times and order of items listed are estimated and are subject to change without notice. This facility is ADA-accessible. If you need special accommodation, please contact the Port office at (503) 397-2888 or TTY (800) 735-1232, at least 48 hours before the meeting.

Pursuant to ORS 192.640 (1) the Port of Columbia County Commission reserves the right to consider and discuss, in either Open Session or Executive Session, additional subjects which may arise after the agenda is published.



**COMMISSION MEETING MINUTES
JANUARY 15, 2025
100 E. STREET
COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, January 15, 2025, at the Port office and via Zoom (*) video conferencing with the following present:

Commissioners

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

Guests

Kim Karber	Columbia City
*Alta Lynch	
*Natasha Parvey	
Bob Gadotti	
*Dan Serres	

Staff

Sean P. Clark	Executive Director
Amy Bynum	Deputy Executive Director
Bob Salisbury	Port General Counsel
Guy Glenn, Jr.	Executive Finance Manager
Elliot Levin	N. County Ops. & Terminal
Gina Sisco	Comm. & Ext. Affairs Mgr.
*Elizabeth Millager	Property Manager
*Sydell Cotton	Assistant Finance
*Brittany Scott	Finance Assistant
Noelle Linden	Administrative Assistant

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

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

Consent Agenda

Chip Bubl moved, Nancy Ward seconded a motion to adopt Items A, and B; December 2024 Minutes, and January 2025 Finance Report. Motion carried unanimously, 5-0. Nancy Ward moved, Chip Bubl seconded a motion to adopt Item C; Approval of December Check Register and electronic payments in the total amount of \$799,211.36. Robert Keyser abstained from the vote on Item C due to a potential conflict of interest. Motion carried, 4-0.

Comments From the Public

There were no comments from the public.

Old Business

Marina Update

Executive Director Sean P. Clark said there was no update.

Airport Update

Airport Manager Lacey Tolles provided an update on the Runway Rehabilitation Project. The Federal Aviation Administration (FAA) has identified the construction phase of the airport project as a tier three grant which focuses on smaller scale but less essential infrastructure improvements. Due to the tier three status of the project, construction may be pushed back to Summer 2026. The FAA typically awards grants in July through September. The Port is planning to submit an application and then go to

bid in April 2025 for the design and scope. The project will trigger a runway closure lasting approximately 75 days to complete the project. The Port has met with Century West & other area airports to explore strategies to minimize the impact of the runway closure. The Port fully understands the temporary inconvenience the project may cause; however, the long-term improvements will significantly outweigh the disruption. The Airport Advisory Committee & Airport tenants have been kept informed, and the Port will continue to provide them with regular updates.

Lignetics/Neighbors Update

Mr. Clark stated that the work (which could be observed from the Commission room) is related to the scrubber installation. Kim Karber, City Administrator for Columbia City, added some positive information that Lignetics is now going through the local permitting process.

New Business

Committee & Organization Assignments

Commission President Fawcett opened the discussion regarding Committee and Organization meetings as displayed on a chart. Nancy Ward volunteered for the Clatskanie Drainage Improvement Company (CDIC), Robert Keyser for Columbia City Council, and Brian Fawcett and Robert Keyser both volunteered for Rainier City Council meetings. Nick Sorber would like to attend the Columbia River Public Utilities District (CRPUD) meetings. Finally, Mr. Clark asked Commissioners to let him know if they were interested in attending any of the other listed meetings.

2024 Strategic Business Plan Implementation

Communications & External Affairs Manager Gina Sisco and Deputy Executive Director Amy Bynum presented a PowerPoint on the 2024 Strategic Business Plan (SBP) Implementation. Ms. Sisco reviewed the three strategic priorities identified in the SBP: (1) Invest in development and modernization of existing properties; (2) development of projects at Port Westward; and (3) Purchase additional industrial property throughout the Port district. The five elements of the SBP are a Capital Improvement Plan (CIP), Management Plan, Financial Plan, Environmental Plan, and Marketing Plan.

Ms. Bynum discussed Goal 3 of the CIP, which is to “maintain Scappoose Airport and Scappoose Bay Marina as key assets to meet market demand and improve revenue streams.” Ms. Bynum reviewed the Scappoose Airport projects that are ongoing and reminded the Commission that the marina projects are on hold until we receive the results of the marina feasibility study.

Ms. Sisco and Ms. Bynum discussed Goal 4 of the CIP, which is to “modernize and continue to develop existing Port assets that lead to economic resiliency and the Port’s capacity to carry out its mission of economic development.” Current priority projects for Goal 4 are:

- Port Westward Beaver Dock Modernization Project to bring the dock into full compliance with the Oregon seismic resiliency requirements. The Port was recently awarded a \$2.7 million grant from Connect Oregon to begin this work and is applying for additional federal funding.
- Former Pope & Talbot Wood Treating Site Cleanup - Port has applied for an EPA Brownfield Cleanup Grant to fund the cleanup of upland area 1 and will learn in May if project is selected for funding.
- Columbia City Dock Operational Improvements - 8-11 piles need replaced along with repaving of the pier surface.
- Scappoose Airport Generator Project
- Scappoose Airport Runway Rehabilitation
- McNulty Industrial Park

Ms. Bynum reviewed Environmental Plan Goal 1, “maintain compliance with all applicable environmental laws and regulations,” and Goal 2, “uphold environmental stewardship as the Port develops and manages its land and marine facilities,” along with the strategies under each. The PowerPoint is on file at the Port office.

Resolution 2025-01: Community Giving Policy

Communications & External Affairs Manager Gina Sisco introduced and explained the various aspects of Resolution 2025-01 and Attachments A, B, C and D. This Resolution creates a new policy which will allow the Port to annually budget funds for community giving in the form of events and donations which support the Port's mission. The Port would also create a Community Giving Committee comprised of 2 Port Commissioners and Port staff to review and evaluate donation requests and recommend donation recipients for the Commission's approval in a public meeting. Robert Keyser moved; Nick Sorber seconded. Motion carried, 5-0.

Executive Director Report

Mr. Clark stated that on January 10, 2025, the City of St. Helens Municipal Court held a jury trial related to criminal trespassing charges at Railroad Avenue against Bryan Ehrenfeld. The charges were dismissed and instead the parties settled with Mr. Ehrenfeld signing an Exclusion Agreement excluding him from the Railroad Avenue property forever. Mr. Clark also advised that the Rezone proceedings were postponed until a later date. NXXTClean Fuels got their 401 Water Quality Certificate from the Oregon Department of Environmental Quality (DEQ), which is a big step for the project. All major state permits are now complete for NXXT Clean Fuels. On the federal permitting side for NXXTClean Fuels, an Environmental Impact Study (EIS) draft is expected from the US Army Corps of Engineers by spring 2025. Mr. Clark further advised the Commission that the Port office will be closed in observance of Martin Luther King Jr. Day on January 20, 2025. The Commission all agreed to reschedule the first March Commission meeting to March 5, 2025.

Commissioner Reports

Nick Sorber expressed appreciation for Port staff and the informative updates given at the meeting.

Robert Keyser opined that he appreciates receiving the manager's reports. He also expressed appreciation for Ms. Tolles' knowledge of Scappoose Airport.

Chip Bubl remarked that the Port staff updates and presentations are very thorough and well done.

Nancy Ward shared information she found interesting from the Pacific Northwest Waterways Association (PNWA) around disaster preparedness. She is glad the Port is already starting to work on it as it is vital to be ready for any kind of natural disaster.

Brian Fawcett thanked Port staff for all the information, and he especially appreciates the manager's reports and all the hard work by Port staff in the last month.

Executive Session

The Board held an Executive Session to deliberate with persons designated to negotiate real property transactions under ORS 192.660(2)(e) and also 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).

Return to Open Session

Robert Keyser made a motion that the Commission amend Resolution 2024-04 (*A Resolution Declaring the Dock Incident an Emergency for Public Contracting Purposes and Approving \$1 million for Dock Repairs*) to increase the authorization from \$1 million to \$1.1 million, Nancy Ward seconded. Motion carried unanimously, 5-0.

THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING ADJOURNED AT 9:38 AM.

President

Date Adopted

Secretary



Finance Report - Jan. 31, 2025

STAFF REPORT

DATE: February 12, 2025
TO: Port Commission Board
FROM: Guy Glenn
Executive Finance Manager
RE: January 2025 Financial Update

Discussion:

Income Statement and Check Register: The January Preliminary Income Statement, January 31st Balance Sheet and January check register are attached for your reference.

Please review the notes on the preliminary income statement.

Cash and Investments as of January 31, 2025: \$ 15,041,078.81

- BMO - \$ 275,579.18
- LGIP - \$ 10,034,814.89
- LGIP - \$ 2,519,205.57
- LGIP - \$ 2,211,479.17

Checks and electronic payments issued in January of 2025 total: \$1,380,955.52

January Highlights:

- Online Payment Portal Progress
- Annual Insurance Billing
- FY26 Finance and Budget Prep
- Marina Study

Port of Columbia County

Income Statement for the period ending January 31, 2025

	Current	Yr To Date	Annual	%	Prior YTD	Increase
	Actual	Actual	Budget	Remaining	Actual	(Decrease)
Resources						
Property Taxes	29	133	-	0.0%	8,191	(8,058)
Licenses and Permits	45,742	328,839	559,057	41.2%	324,646	4,193
Rents and Reimbursements	547,785	5,357,437	4,528,546	-18.3%	4,226,560	1,130,876
Terminal Services	3,000	328,745	730,000	55.0%	302,602	26,142
Bayport RVPark	11,983	81,911	147,860	44.6%	72,815	9,096
Parking Fees	1,581	69,853	-	0.0%	20,224	49,629
Launch Fees	-	-	91,000	100.0%	22,393	(22,393)
Other Marina Fees	165	2,081	5,400	61.5%	1,475	606
Grants	-	161,500	1,305,000	87.6%	299,959	(138,459)
Loan Proceeds	-	-	-	0.0%	0	-
Interest Earnings	60,469	423,897	376,757	-12.5%	275,418	148,479
InterGovernmental Income	-	-	-	0.0%	0	-
Contributions	-	-	-	0.0%	0	-
Miscellaneous Income	32,191	168,092	50,000	-236.2%	47,603	120,489
				0.0%		
Total Resources	702,944	6,922,487	7,793,620	11.2%	5,601,887	1,320,600
Requirements						
Personnel Services	200,129	1,502,341	2,906,505	48.3%	1,451,502	50,839
Materials and Services	133,196	1,137,875	3,771,568	69.8%	1,469,735	(331,860)
Capital Outlay	966,849	1,799,336	4,152,000	56.7%	535,198	1,264,138
Debt Service	-	247,663	386,742	36.0%	396,292	(148,629)
Contingency	-	-	6,439,958	100.0%	0	-
Total Requirements	1,300,174	4,687,216	17,656,773	73.5%	3,852,727	834,488
Change in Net Position	(597,230)	2,235,272				

Note: Rents & Reimbursements - includes 1.) \$1.75 million in non-recurring insurance recovery, and 2.) approximately \$1.67 million in Accts Receivable and late fees, assuming full recovery, not adjusted for any uncollectible portion. Net Position reported does not adjust for these two factors, totaling roughly \$3.42 million.

Port of Columbia County
Balance Sheet – January 31, 2025

	Jan 2025	Jan 2024
ASSETS		
Current assets		
Cash and Investment	14,623,168	10,152,432
Cash restricted for debt payments	-	1,281,007
Receivables, net of allowances	945,110	114,007
Prepaid Expenses	-	27,796
Total current assets	15,568,278	11,575,242
Noncurrent assets		
Capital Assets	-	-
Depreciable capital assets	64,116,527	63,899,876
Non depreciable capital assets	12,573,851	12,090,960
Accumulated depreciation	(36,265,424)	(34,062,558)
Capital assets, net	40,424,954	41,928,278
Receivables from other organizations	1,455,969	1,593,711
Total noncurrent assets	41,880,923	43,521,989
Deferred outflows of resources	285,578	285,578
Total Assets and deferred outflows	57,734,779	55,382,809
LIABILITIES AND NET POSITION		
Current liabilities		
Accounts payable	9,605	450,781
Accrued interest payable	90,738	77,291
Retainage Payable	-	-
Accrued payroll costs	507	(128,413)
Compensated balances	199,969	169,742
Deferred revenue	(26,998)	(108)
Deposits	421,087	681,298
Notes payable and assessment debt - current	372,072	268,196
Total current liabilities	1,066,980	1,518,787
Noncurrent liabilities		
Notes Payable	4,431,351	4,702,099
Special assessment debt with government commitment	1,310,253	1,455,970
Environmental Clean-up Liab. RR Ave	22,100,000	19,600,000
Net pension liability	865,616	865,616
Total noncurrent liabilities	28,707,220	26,623,685
Deferred inflows of resources	-	-
Net position		
Investment in capital assets, net of related debt	29,519,113	29,519,113
Unrestricted	(3,807,180)	(5,319,732)
Restricted for debt payments	-	1,281,007
Current Year Income (loss)	2,248,647	1,759,950
Total net position	28,195,224	26,110,965
Total liabilities, deferred inflows and net position	57,734,779	55,382,809

**Port of Columbia County
Vendor Register Report - January 2025**

Check No	Vendor ID	Vendor Name	Date	Check Amount	Voided
46052	BYNU001	Amy Bynum	1/2/2025	\$239.23	No
46053	CABL001	Cable Huston	1/2/2025	\$2,054.18	No
46054	CENT002	Century West Engineering	1/2/2025	\$49,289.36	No
46055	CENT003	CenturyLink	1/2/2025	\$109.44	No
46056	CINT002	Cintas Corporation No 3	1/2/2025	\$58.93	No
46057	COMC001	Comcast	1/2/2025	\$2,360.93	No
46058	CONN001	Connecta Satellite Solutions LLC	1/2/2025	\$89.56	No
46059	DAHL001	VASA Hldgs LLC dba	1/2/2025	\$94.41	No
46060	DELT001	Delta Fire, Inc	1/2/2025	\$1,160.00	No
46061	MCMU002	McMullen Water System	1/2/2025	\$103.00	No
46062	PACI006	Pacific Energy Group LLC	1/2/2025	\$1,571.54	No
46063	PITN001	Pitney Bowes- Purchase Power	1/2/2025	\$599.17	No
46064	SHRE001	Shred Northwest, Inc	1/2/2025	\$60.00	No
46065	SONI001	Sonitrol Pacific	1/2/2025	\$592.40	No
46066	ZIPL001	ZiPLY Fiber	1/2/2025	\$138.40	No
46067	ACEH001	Ace Hardware - St Helens	1/9/2025	\$260.49	No
46068	AMBI001	Ambient IT Solutions	1/9/2025	\$1,352.00	No
46069	ASHC001	Ash Creek Forest Management, LLC	1/9/2025	\$2,600.00	No
46070	ATTM001	AT&T Mobility	1/9/2025	\$1,043.29	No
46071	BANK001	BMO Financial Group	1/9/2025	\$4,439.50	No
46072	CHRI002	Chris O Janitorial LLC	1/9/2025	\$1,711.66	No
46073	CINT001	Cintas First Aid & Safety	1/9/2025	\$108.00	No
46074	CINT002	Cintas Corporation No 3	1/9/2025	\$333.86	No
46075	CITY001	City of Columbia City	1/9/2025	\$258.49	No
46076	CITY005	City of Clatskanie	1/9/2025	\$158.51	No
46077	CLAR002	Sean Clark	1/9/2025	\$323.94	No
46078	CLAT003	Clatskanie Builders Supply*	1/9/2025	\$23.99	No
46079	COLU026	Columbia County Transfer Station	1/9/2025	\$76.88	No
46080	COMC001	Comcast	1/9/2025	\$102.51	No
46081	COMC003	Comcast Business-Ethernet	1/9/2025	\$4,289.80	No
46082	CSAP001	CSA Planning Ltd.	1/9/2025	\$436.00	No
46083	GBMA001	GB Manchester	1/9/2025	\$540.00	No
46084	GLOB001	Global Security	1/9/2025	\$194.85	No
46085	GLOB004	Global Electric - Master Mechanical Works	1/9/2025	\$1,300.00	No
46086	HUDS001	Hudson Garbage Service	1/9/2025	\$679.89	No
46087	HUDS002	Hudson Portable Toilet Service	1/9/2025	\$607.00	No
46088	LCRH001	Lower Columbia Region HSC	1/9/2025	\$500.00	No
46089	LOOPN001	LoopNet	1/9/2025	\$660.00	No
46090	MERC001	Merchants Exchange of Portland	1/9/2025	\$980.00	No
46091	MILN001	Adam Milner	1/9/2025	\$89.99	No
46092	MYSY001	My System Shield LLC	1/9/2025	\$3,106.00	No
46093	NACM001	NACM NW Service Co. dba	1/9/2025	\$150.00	No
46094	OREG017	Oregon Government Finance Officers Association	1/9/2025	\$455.00	No
46095	PACI006	Pacific Energy Group LLC	1/9/2025	\$275.10	No
46096	PACI007	Pacific Office Automation-Problem Solved	1/9/2025	\$416.03	No
46097	SCAP006	Scappoose Outfitters Inc.	1/9/2025	\$145.00	No
46098	SDIS001	SDIS	1/9/2025	\$2,177.40	No
46099	SHRE001	Shred Northwest, Inc	1/9/2025	\$60.00	No
46100	SUNS001	Sunset Auto Parts	1/9/2025	\$191.01	No
46101	VENT001	Caracal Enterprises	1/9/2025	\$805.29	No
46102	VOYA001	Voya - State of Oregon	1/9/2025	\$9,668.00	No

**Port of Columbia County
Vendor Register Report - January 2025**

Check No	Vendor ID	Vendor Name	Date	Check Amount	Voided
46103	WILC001	Wilson Oil Inc dba	1/9/2025	\$502.77	No
46104	BUBL001	Chip Bubl	1/16/2025	\$150.00	No
46105	CENT001	CenturyLink	1/16/2025	\$245.95	No
46106	CHAR001	Charter Communications	1/16/2025	\$86.82	No
46107	CLAT003	Clatskanie Builders Supply*	1/16/2025	\$23.99	No
46108	COBR001	Cobra Management Services-Accrue	1/16/2025	\$95.00	No
46109	COLU021	Columbia County Fair & Rodeo	1/16/2025	\$1,500.00	No
46110	DEQF001	DEQ Financial Services - LBX3615	1/16/2025	\$1,082.64	No
46111	FAWC001	Brian Fawcett	1/16/2025	\$150.00	No
46112	FINE001	Encore Business Solutions	1/16/2025	\$3,135.19	No
46113	JOSE001	Joseph Britton, LLC	1/16/2025	\$330.00	No
46114	KEYS001	Robert Keyser	1/16/2025	\$150.00	No
46115	KOLD001	Culligan	1/16/2025	\$62.25	No
46116	MARI004	Marine Floats Corporation	1/16/2025	\$250.00	No
46117	MYSY001	My System Shield LLC	1/16/2025	\$4,180.00	No
46118	NORT008	Northwest Hazmat, Inc	1/16/2025	\$15,964.92	No
46119	OREG001	Oregon Bureau of Labor & Industries	1/16/2025	\$347.89	No
46120	PACI005	Pacific Office Automation	1/16/2025	\$357.00	No
46121	PITN002	Pitney Bowes - Ink	1/16/2025	\$91.29	No
46122	PORT002	Portland General Electric	1/16/2025	\$16,533.20	No
46123	QUIL001	Staples Inc dba	1/16/2025	\$362.13	No
46124	SISC001	Gina Sisco	1/16/2025	\$767.16	No
46125	SORB001	Nick Sorber	1/16/2025	\$150.00	No
46126	WARD001	Nancy Ward	1/16/2025	\$150.00	No
46127	BLUE001	Blue Heron Septic and Drain Service	1/23/2025	\$4,800.00	No
46128	CED0001	CED	1/23/2025	\$128.68	No
46129	CENT001	CenturyLink	1/23/2025	\$105.39	No
46130	CENT002	Century West Engineering	1/23/2025	\$30,225.00	No
46131	CLAT003	Clatskanie Builders Supply	1/23/2025	\$23.99	No
46132	COMC001	Comcast	1/23/2025	\$2,978.56	No
46133	COMC002	Comcast Business-Office Phones	1/23/2025	\$1,104.51	No
46134	CORN003	Cornice Construction LLC	1/23/2025	\$309,584.88	No
46135	COTT001	Sydell Cotton	1/23/2025	\$50.00	No
46136	FELT001	Felton's Heating and Cooling	1/23/2025	\$7,500.00	No
46137	GADO001	Robert Gadotti	1/23/2025	\$472.50	No
46138	GREAO01	Greater Portland Inc	1/23/2025	\$6,000.00	No
46139	KPFF001	KPFF, Inc	1/23/2025	\$8,067.60	No
46140	LOWT001	Dayle Shulda dba	1/23/2025	\$875.00	No
46141	MACK001	Mackenzie	1/23/2025	\$3,860.00	No
46142	MARI001	Maritime Commerce Club	1/23/2025	\$55.00	No
46143	MATS001	Matsuda & Associates LLC	1/23/2025	\$21,000.00	No
46144	NORT006	Northeast Electric, LLC	1/23/2025	\$106,590.00	No
46145	SCOT001	Brittany Scott	1/23/2025	\$60.22	No
46146	SHRE001	Shred Northwest, Inc	1/23/2025	\$60.00	No
46147	VOYA001	Voya - State of Oregon	1/23/2025	\$3,584.00	No
46148	WAST002	Waste Management of OR, Inc.	1/23/2025	\$34.64	No
46149	WILC001	Wilson Oil Inc dba	1/23/2025	\$480.18	No
46150	AMER003	American Metal Corp	1/30/2025	\$1,663.02	No
46151	CHRI002	Chris O Janitorial LLC	1/30/2025	\$1,711.66	No
46152	CRCO001	C.R. Contracting, LLC	1/30/2025	\$340,919.80	No
46153	FINE001	Encore Business Solutions	1/30/2025	\$450.00	No

**Port of Columbia County
Vendor Register Report - January 2025**

Check No	Vendor ID	Vendor Name	Date	Check Amount	Voided
46154	KPFF001	KPFF, Inc	1/30/2025	\$13,632.50	No
46155	MARI004	Marine Floats Corporation	1/30/2025	\$250.00	No
46156	METR001	Metro Overhead Door	1/30/2025	\$60.00	No
46157	OREG012	Oregon Dept. of Aviation	1/30/2025	\$100.00	No
46158	SONI001	Sonitrol Pacific	1/30/2025	\$592.40	No
46159	SUPP002	SupplyWorks	1/30/2025	\$249.09	No
46160	TOLL001	Lacey Tolles	1/30/2025	\$125.60	No

109

Sub Total Check Payments \$1,013,102.45

Electronic Payments - January, 2025

1-2-25 MO Merch Fee 8904	1/2/2025	\$216.93	No
1-2-25 MO Merch Fee 3111	1/2/2025	\$381.82	No
1-2-25 MO Merch Fee 8888	1/2/2025	\$621.54	No
1-3-25 HRA Claim Reimbursement	1/3/2025	\$426.42	No
1-7-25 InstaMed Regence HI	1/7/2025	\$2,340.60	Yes
1-7-25 The Standard Dental Ins	1/7/2025	\$2,340.60	No
1-7-25 InstaMed/Regence HI	1/7/2025	\$27,990.53	No
1-10-25 City SH 2305703000	1/10/2025	\$82.46	No
1-10-25 City SH 2005670000	1/10/2025	\$145.71	No
1-10-25 City SH 2305551000	1/10/2025	\$426.86	No
1-10-25 City SH 2005705000	1/10/2025	\$15,214.42	No
1-13-25 HRA Claim Reimbursement	1/13/2025	\$107.97	No
1-15-25 City Scap 003061001	1/15/2025	\$41.77	No
1-15-25 City Scap 001700001	1/15/2025	\$115.34	No
1-15-25 NW Natural 5102298	1/15/2025	\$199.16	No
1-15-25 City Scap 003061000	1/15/2025	\$1,864.74	No
1-17-25 Cintas	1/17/2025	\$451.72	No
1-17-25 CPBR - Dock	1/17/2025	\$153,121.39	No
ADP PPE 01 18 25 PPD 01 23 25	1/23/2025	\$66,855.80	No
1-22-25 Monthly Bank Fee	1/22/2025	\$372.68	No
1-24-25 Cintas	1/24/2025	\$68.54	No
1-29-25 ADP Payroll Fees	1/29/2025	\$268.65	No
1-31-25 HRA Reimbursement	1/31/2025	\$96.97	No
1-31-25 NW Natural	1/31/2025	\$135.84	No
1-31-25 ADP Payroll Fees	1/31/2025	\$366.92	No
1-3-25 ADP Payroll Fees	1/3/2025	\$375.20	No
ADP PPE 01 04 2025 PPD 01 19 2025	1/9/2025	\$65,006.23	No
PERS PPE 12 07 24 PPD 1 10 25	1/10/2025	\$15,502.63	No
1-10-25 Payroll Cardinal Srvs	1/10/2025	\$1,724.80	No
1-15-25 Qtr 3 2024 Lodging Tax	1/15/2025	\$164.38	No
1-15-25 Otr 4 Lodging Tax	1/15/2025	\$685.91	No
1-17-25 ADP Payroll Fees	1/17/2025	\$366.92	No
PERS PPE 12 27 24 PPD 01 27 25	1/27/2025	\$9,771.62	No

Sub-Total - Electronic Payments \$367,853.07

Total Check and Electronic Payments \$1,380,955.52

**Port of Columbia County
Budget Process Calendar
Fiscal Year 2026**

Internal Capital and Operating Budget Meetings	Jan.15th Feb 5th, Feb 25th
Solicit Input from Commission	Mar 26th After 2nd Mtg
Staff Prepare Proposed Budget	March / April
Notice to Brittany for Budget committee Meeting	Wk. of April 7th
Publish 1st Notice of Budget Committee Meeting (5 to 30 days before the meeting) Prepare Proposed Budget packets	Wk. of April 14th
Budget Committee Meeting #1	April 29th 10:00AM
Budget Committee Meeting #2 (if necessary)	May 13th
Publish Notice of Budget Hearing/Adoption (5 to 30 days before hearing)	Wk. of May 19th
Hold Budget Hearing Enact Resolution to: A. Adopt Budget B. Make Appropriations C. Impose and Categorize Taxes	June 11th
Submit Tax Certification Documents by:	June 26, 2025
Send Copy of All Budget Documents to County Clerk	June 26, 2025



Executive Session News Media Attendance

Res. 2025-02 STAFF REPORT

DATE: February 12, 2025
TO: Port Commission
FROM: Bob Salisbury, Port General Counsel
RE: **Executive Session News Media Attendance Policy**

Discussion

The Oregon Public Meetings Law provides that representatives of the news media are allowed to attend Executive Sessions, so long as certain requirements are met. The Law does not allow the Oregon Government Ethics Commission to define what entities are considered “representatives of the news media,” but the Attorney General has provided guidance on what factors the Port should weigh in deciding who is permitted to attend Executive Session.

This Resolution creates a new Executive Session News Media Attendance Policy, one which implements the intent of the Oregon Public Meetings Law relating to Executive Session and follows the guidance provided by the Attorney General.

The attached policy outlines a uniform and fair process for considering news media requests to attend Executive Session. The requestor fills out the Application attached as **Exhibit A** and provides information to Port staff. When Port staff deems the Application complete, it will be brought to the Port Commission for review.

The policy also allows the Port to make an expedited determination in situations where the Port can immediately recognize that a requestor qualifies as a representative of the news media.

Recommendation

Adopt Resolution No. 2025-02, which includes the Executive Session News Media Attendance Application attached as **Exhibit A**.

RESOLUTION NO. 2025-02

A RESOLUTION APPROVING AN EXECUTIVE SESSION NEWS MEDIA ATTENDANCE POLICY

WHEREAS, the Oregon Public Meetings Law provides that representatives of the news media shall be allowed to attend certain Executive Sessions of the Port, provided that each entity qualifies as an institutional news entity formally organized for the purpose of regularly and continuously gathering and disseminating news to the public; and

WHEREAS, as the Oregon Public Meetings Law does not allow the Oregon Government Ethics Commission to define what type of entity qualifies, it is necessary to also rely on sources such as the Oregon Attorney General's Public Meetings Manual and published Opinions by the Oregon Attorney General to define what type of entity qualifies; and

WHEREAS, this policy is not intended to limit access to meetings by any person but to implement the intent of the public meetings law and available Attorney General guidance relating to Executive Session attendance; the Port hereby adopts the following policy:

1. Currently Recognized News Media Organizations. The following entity is hereby recognized as an institutional news entity formally organized for the purpose of regularly and continuously gathering and disseminating news to the public, whether by publication, broadcast, or transmission via the internet or otherwise ("news media organization") eligible to attend Executive Sessions because they have an established history of meeting the requirements of this policy:
Columbia County Spotlight

No other entity shall be permitted to attend an Executive Session unless it is recognized through the process described below.

2. Recognition of Other News Media Organizations. Subject to the other requirements of this policy, the following entities are examples of news media organizations which may be eligible to attend Executive Sessions:
 - A. A general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters or a member of the Associated Press; or
 - B. Daily newspapers, non-daily, and small-market newspapers/publications, as well as those publications that are released as digital and multiplatform products; or
 - C. A newspaper that the Port uses for publication of public notices and that meets the requirements of ORS 193.020; or

- D. Formal Affiliation. An individual (“requestor”) who has a formal affiliation with a news media organization through employment, by contract, or some other authorization. In making this determination, the Port may consider and weigh any factors that it deems to be relevant, including, without limitation, the existence of any of the following:
1. Proof of employment to perform the job of news gathering, reporting, and disseminating for the news media organization;
 2. A contract between the requestor and a news media organization to cover news stories or report on matters specified in the contract on the news media organization’s behalf;
 3. Other authorization such as proof that the requestor is an agent for a news media organization.
 4. The requestor regularly posts for websites maintained by traditional media companies, such as nytimes.com, cnn.com, or the Oregonlive.com.
 5. The news media organization has multiple personnel with defined roles within its organizational structure, including:
 - a. The names of news-reporting personnel, and responsible entity management personnel, together with addresses and contact telephone numbers, are readily available;
 - b. An available process for correcting errors, including violations of Executive Session statutes, by a person with authority to take corrective measures; or
- E. No Formal Affiliation. A requestor who does not have a formal affiliation with a news media organization. In making this determination, the Port may consider and weigh any factors that it deems to be relevant, including, without limitation, the existence of any of the following:
1. A formally organized business structure, which is organized for the purpose of gathering and disseminating news;
 2. The existence of staff (rather than a single individual);
 3. Regular and continuous publications, broadcasts, or articles via any variety of mediums including the Internet;
 4. A commitment and demonstrated structure to support the terms of ORS 192.660(4); and
 5. A process in place for reporting conflicts of interest and correcting errors, including violations of executive session statutes, by a person with authority to take corrective measures.

3. Process for Approval. It shall be the burden of the requestor to persuade the Port by substantial evidence that the requestor meets the criteria in section 2 of this policy. Such evidence must be submitted to the Port with the Executive Session News Media Application attached as **Exhibit A** (“the Application”), pursuant to the following process:

A. **Written Form**. The Port requires that a request to attend an Executive Session be made in writing on the Application. The Application shall require disclosure of the person’s name and contact information, the news media organization, and all other evidence as described herein. The requestor must complete Page 1 and submit Page 1 along with all other information requested in the Application. The request will first be reviewed and approved by Port staff before final review by the Port Commission. The Application must be deemed “complete” by Port staff prior to being placed on any Port Commission Agenda for formal review by the entire Port Commission.

B. **Formal Affiliation**. If a requestor has a formal affiliation with a news media organization, the requestor may be required to provide the following:

1. A press badge or identification issued by the news media organization, plus proof of identity (such as a driver’s license);
2. Proof that the news media organization is formally organized for the purpose of gathering and disseminating news. Examples of proof could include that the news media organization is a general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters, or a member of the Associated Press;
3. A recently published news article or broadcast with the person’s byline, or a masthead showing the person’s name as a member of the news gathering staff of the news media organization, plus proof of identity; OR a letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity.

C. **No Formal Affiliation**. If a requestor does not have a formal affiliation with a news media organization, the requestor will be required to provide the following:

1. Written documentation showing that the requestor regularly and continuously disseminates news to the public, whether by newspaper, publication, broadcast, internet or other, plus proof of the requestor’s identity (e.g., copy of driver’s license); and
2. Written documentation showing a formally organized business structure, which is organized for the purpose of gathering and disseminating news; the existence of staff (rather than a single individual); regular and continuous publications, broadcasts, or articles via any variety of

mediums including the Internet; a commitment and demonstrated structure to support the terms of ORS 192.660(4); and a process in place for reporting conflicts of interest and correcting errors, including violations of Executive Session statutes, by a person with authority to take corrective measures.

D. Written Certifications: All Requests. All requestors will be required to submit two written certifications on a separate written statement, signed by the requestor, certifying that the requestor will comply with any request by the Port to:

1. Not tape or video record Executive Sessions, to decrease the likelihood that information discussed in the Executive Session will be redisclosed; and
2. Not re-disclose specific information disclosed in any Executive Session of the Port Commission (“Confidential Information”).

E. Status changes. If the status of an approved requestor changes such that the requestor would no longer be eligible to qualify pursuant to this policy, the requestor must immediately notify the Port of the change in status and discontinue attending Executive Sessions. If the Port has reason to believe that the requestor’s status has changed and no longer qualifies, the Port will require the requestor to submit additional documentation demonstrating that the requestor meets the required criteria. The Port may deny the requestor the ability to attend Executive Sessions until such time as the evidence is submitted, reviewed and approved as outlined herein.

F. Relevant Evidence. The Port may consider any relevant evidence provided or gathered in making its decision as to whether a person shall be allowed to attend Executive Session. The Port may elect to forgo this procedure in cases where the Port, in its sole discretion, determines that it can immediately recognize that a requestor or entity qualifies under this policy, or in cases where the Port, in its sole discretion, determines that other good cause exists for making an expedited determination.

4. **Attendance at Executive Sessions.** News media recognized pursuant to this policy shall be allowed to attend Executive Sessions, except as described in ORS 192.660(4) and 192.660(5), pursuant to the following process:

- A. News media attendance must be in person only.
- B. News media are not permitted to attend Executive Sessions involving deliberations with persons designated to carry on labor negotiations. If the Executive Session is being held for the purpose of conferring with counsel about current litigation or litigation likely to be filed, the Port shall exclude any news media from attending if the news media is a party to the litigation to be discussed or is an employee, agent or contractor of a news media organization that is a party to the litigation.

- C. Cameras, tape recorders and other recording devices shall not be used in Executive Sessions.
- D. News media with a direct personal interest in the subject of the Executive Session (such that their attendance would frustrate the purpose of the Executive Session) will be barred from attending.
- E. This policy shall apply to the Port Commission as well as any Port Advisory Board.

BE IT RESOLVED by the Board of Commissioners of the Port of Columbia County as follows:

The Board approves the Executive Session News Media Attendance Policy, and the Application attached as **Exhibit A**.

PASSED AND ADOPTED this 12th day of February 2025, by the following vote:

AYES: _____ **NAYS:** _____

Port of Columbia County

ABSTAINED: _____

By: _____
President

Attested By:

Secretary



PORT OF COLUMBIA COUNTY
EXECUTIVE SESSION NEWS MEDIA ATTENDANCE
APPLICATION

Pursuant to the Port of Columbia County Executive Session News Media Attendance Policy, please complete this form and attach this page 1 and all required documents listed below.

After your submission is reviewed and deemed complete by Port staff, your request will then be considered by the Port Commission in a public meeting.

Please submit this completed form and all the requested attachments to:

Port of Columbia County
ATTN: News Media Request
100 E Street, PO Box 190**
Columbia City, OR 97018
inquiries@portofcolumbiacounty.org
**for US Mail please use PO Box 190

Governing bodies are not required to accept a mere assertion that a person qualifies as a news representative, so please indicate the type of media you represent by checking the corresponding box under Step 1 and provide all information requested below. Once your application is deemed complete by Port staff, the Port will contact you.

Name (Print)

Name of News Media Organization

Name (Sign)

Business Address

Phone Number

Email

Step 1: I hereby certify that I represent the following:

An institutional news entity formally organized for the purpose of regularly and continuously gathering and disseminating news to the public ("news media organization"), whether by newspaper, publication, broadcast, internet or other. (complete Steps 2 & 4)

An entity formally organized for the purpose of regularly and continuously gathering and disseminating news to the public, whether by newspaper, publication, broadcast, internet or other, but which has no formal affiliation with any news media organization. (complete Steps 3 & 4)

Step 2: Formal Affiliation:

- Please attach written proof that:
 - (a) you have a formal affiliation with a news media organization, such as a press badge or identification issued by the news media organization, along with proof of your identity (e.g., copy of your driver's license);
 - (b) the news media organization is formally organized for the purpose of gathering and disseminating news.

Examples of proof: the news media organization is a general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters, or a member of the Associated Press.

- Please attach a copy of a recently published news article or broadcast with your byline, or a masthead showing your name as a member of the news gathering staff of the news media organization, plus proof of your identity (e.g., copy of your driver's license), **OR** please attach a letter on letterhead from an editor of the news media organization that states that identifies yourself as a member of the news gathering staff of the news media organization who is covering the Port for the news media organization.

Step 3: No Formal Affiliation:

- Please attach written proof of regular and continuous dissemination of news to the public, whether by newspaper, publication, broadcast, internet or other, plus proof of your identity (e.g., copy of your driver's license); and
- Please attach written proof which shows that your entity is formally organized for the purpose of regularly and continuously gathering and disseminating news to the public. This should include proof of (a) a formally organized business structure, which is organized for the purpose of gathering and disseminating news; (b) the existence of staff (rather than a single individual); (c) regular and continuous publications, broadcasts, or articles via any variety of mediums including the Internet; (d) a commitment and demonstrated structure to support the terms of ORS 192.660(4); and (e) a process in place for reporting conflicts of interest and correcting errors.

Step 4: For All Requests: 2 Certifications

- Please attach a separate written statement certifying that
 - (1) You will comply with any request by the Port to not tape or video record executive sessions to decrease the likelihood that information discussed in the Executive Session will be redisclosed, and
 - (2) If the Port Commission specifies that you will not re-disclose specific information disclosed in any Executive Session (“Confidential Information”), you will comply with this directive and not report any such Confidential Information.

Step 5: Additional Information Upon Request:

- The following information is only required when specifically requested by the Port:
 - (a) Additional written proof or other examples which show that you are a news gatherer and you regularly disseminate news to the public;
 - (b) Information showing that any news media organization has multiple personnel with defined roles within its organizational structure;
 - (c) Information regarding the names of news-reporting personnel, and responsible entity management personnel of the news media organization, together with addresses and contact telephone numbers;
 - (d) Information showing that the news media organization has an available process for correcting errors, including violations of Executive Session statutes, by a person with authority to take corrective measures.

The Port may consider any relevant evidence provided or gathered in making its decision as to whether a person shall be allowed to attend Executive Session.

The Port may elect to forgo this procedure in cases where the Port, in its sole discretion, determines that it can immediately recognize that an entity qualifies, or in cases where the Port, in its sole discretion, determines that other good cause exists for making an expedited determination.



U.S. Dept of Transportation Grant Approval

Res. 2025-03 STAFF REPORT

DATE: February 12, 2025
TO: Port Commission Board
FROM: Elliot Levin, North County Operations & Terminal Manager
RE: **Commission approval of PROTECT Grant Match of up to \$8.5 million**

Discussion

The Oregon Legislature passed Senate Bill 1567 in 2022 authorizing the Oregon Dept. of Environmental Quality (DEQ) to develop a program to improve the seismic resiliency of large capacity fuel storage and distribution facilities in the event of a Cascadia Subduction Zone Magnitude 9.0 earthquake. The Port's goal is to bring Beaver Dock into compliance with the law. After modernization, Beaver Dock will be a seismically resilient marine terminal capable of bulk fuel distribution on the Columbia River, available to support the state's response and recovery effort after a Cascadia event.

Given the age of Beaver Dock and its timber structure, the dock will need significant upgrades to meet these new seismic resiliency standards. Total project cost is estimated at \$42.3 million, which includes an estimated \$33.8 million in grant funds and up to \$8.5 million as the Port match.

The U.S. Department of Transportation (DOT) Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program is currently open. The purpose of the PROTECT is to improve the ability of an existing surface transportation asset to withstand one or more elements of a weather event or natural disaster.

The Port received a Connect Oregon grant award of \$2.7 million for the Dock. These funds can be leveraged toward the Port's 20% PROTECT match requirement. The Port already has \$2.2 million set aside in the Beaver Dock Maintenance Fund (generated from dockage, wharfage, fees, and rent) and will be receiving an additional \$650,000 in insurance proceeds for a total of \$5,550,000 available to allocate towards the match of \$8.5 million.

This Resolution approves setting aside up to \$8.5 million to meet the total match requirement.

Recommendation

Adopt Resolution No. 2025-03, authorizing the Port of Columbia County to apply to the U.S. DOT PROTECT Discretionary Grant Program and set aside \$8.5 million to serve as the Port's matching funds if awarded.

RESOLUTION NO. 2025-03

A RESOLUTION AUTHORIZING A \$8.5 MILLION PROTECT GRANT MATCH FOR THE BEAVER DOCK

WHEREAS, the Port is the owner of the Port Westward Industrial Park, which is one of only five deep water ports in Oregon, and the self-scouring Beaver Dock consists of two berths and multi-modal freight transportation capacity is a unique resource in the state; and

WHEREAS, current Port industrial tenants benefiting from the Beaver Dock include Portland General Electric, Columbia Pacific Bio-Refinery (transloading over 3 million barrels of Renewable Diesel per year), and NXTClean Fuels (in permitting to construct a 50,000 barrel-per-day renewable diesel and sustainable aviation fuel refinery); and

WHEREAS, the Oregon State legislature passed Senate Bill 1567 to improve the seismic resiliency of large capacity fuel storage and distribution facilities to endure a design level earthquake (defined as a Cascadia Subduction Zone Magnitude 9.0); and

WHEREAS, the significant structural modernization of Beaver Dock's timber structure necessary to meet seismic resiliency requirements and ensure continuity of operations is estimated to cost \$42.3 million; and

WHEREAS, after modernization, Beaver Dock will be a seismically resilient marine terminal capable of bulk fuel distribution on the Columbia River available to support the state's response and recovery effort after a Cascadia event; and

WHEREAS, the U.S. Department of Transportation (DOT) Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program Notice of Funding Opportunity is currently open; and

WHEREAS, the Port:

- (1) received a Connect Oregon grant award of \$2.7 million for the Dock, which can be leveraged toward the Port's 20% PROTECT match requirement;
- (2) has \$2.2 million set aside in the Beaver Dock Maintenance Fund (generated from dockage, wharfage, fees, and rent); and
- (3) will be receiving an additional \$650,000 in insurance proceeds, for a total of \$5.5 million; and

WHEREAS, Commission authorization for \$8.5 million is necessary for grant purposes and includes the above-referenced \$5.5 million; Now, therefore

BE IT RESOLVED that the Board of Commissioners of the Port of Columbia County authorizes a Port application to the U.S. DOT PROTECT Discretionary Grant Program for an estimated \$33.8 million grant to fund the Port Westward Energy Security and Seismic Resilience Project and set aside up to \$8.5 million in Port funds as the Port match.

PASSED AND ADOPTED this 12th day of February 2025, by the following vote:

AYES: _____ **NAYS:** _____

Port of Columbia County

ABSTAINED: _____

By: _____
President

Attested By:

Secretary



Public Records Policy

Res. 2025-04 STAFF REPORT

DATE: February 12, 2025
TO: Port Commission
FROM: Bob Salisbury, Port General Counsel
RE: **Public Records Policy**

Discussion

It has been 17 years since the last Port Public Records Policy was drafted in 2008 and many aspects of the Oregon Public Records Law have changed. This policy repeals the previous policy and provides important updates to ensure that all requests for public records are responded to in a lawful, timely, thorough and consistent manner that honors the rights and obligations of both the public and the Port.

In order to help provide accurate records to the public in a reasonable time, three levels of requests have been established.

Level 1 Request: No Charge

These requests are not considered public records requests, so they are not subject to any fees. They include any records available to the public on the Port's website, information such as clarifications requested by bidders responding to RFPs, requests by contract partners for information, and information requested in the course of litigation.

Level 2 Request: Less than 30 minutes to fulfill, No Charge

These are requests that can be fulfilled within 30 minutes. No charge for staff time will be assessed. [The previous Port policy was 15 minutes.]

Level 3 Request: More than 30 minutes to fulfill, subject to Charges

These types of requests require more than 30 minutes of staff time. They may require extensive research, compilation of records or legal review.

Recommendation

Adopt Resolution No. 2025-04, which includes the attached Forms A, B and C.

RESOLUTION NO. 2025-04

A RESOLUTION APPROVING A PUBLIC RECORDS POLICY

WHEREAS, the Port recognizes the right of the public to access certain public records maintained by the Port in accordance with the Oregon Public Records Law; and

WHEREAS, since the previous Public Records Policy was written in 2008, many changes in the law have taken place and it is necessary to update the Port Public Records Policy; and

WHEREAS, the attached Public Records Policy is written in order to set a standard of governmental transparency and accountability and ensure that all requests for public records are responded to in a lawful, timely, thorough and consistent manner that honors the rights and obligations of both the public and the Port; Now, therefore

BE IT RESOLVED by the Board of Commissioners of the Port of Columbia County as follows:

The Board approves and adopts the Public Records Policy and Forms A, B and C attached hereto and authorizes the repeal of Resolution 2008-15.

PASSED AND ADOPTED this 15th day of January 2025, by the following vote:

AYES: _____ **NAYS:** _____

Port of Columbia County

ABSTAINED: _____

By: _____
President

Attested By:

Secretary



PORT OF COLUMBIA COUNTY PUBLIC RECORDS POLICY

I. Purpose

The Port recognizes the right of the public to access certain public records maintained by the Port in accordance with the Oregon Public Records Law. This Public Records Policy is written in order to set a standard of governmental transparency and accountability and ensure that all requests for public records are responded to in a lawful, timely, thorough and consistent manner that honors the rights and obligations of both the public and the Port.

A public record is defined as “any writing containing information relating to the conduct of the public’s business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.” ORS 192.311(5)(a). The Port is not obligated to create new public records where none exists, or to disclose the reasoning behind the Port’s actions.

The Oregon Public Records Law allows (and in some cases requires) the Port to exempt certain records from public disclosure. A few examples of categories identified by Oregon law (ORS 192.345 and 192.355) that may qualify a record for exemption are:

- privileged attorney-client communications
- trade secrets
- proprietary information
- confidential information.

The goal of the Port is to respond to requests in an orderly, consistent and reasonable manner that complies with the Oregon Public Records Law.

II. Guidelines

In order to help provide accurate records to the public in a reasonable time, three levels of requests have been established.

A. Level 1 Request: No charge

These requests are not considered public records requests, so they are not subject to any fees; they include:

- Any records or documents available to the public on the Port’s website
- Information requested in the normal course of business, such as clarifications requested by bidders responding to RFPs
- Requests by contract partners for information within the scope of their engagement
- Information requested in the course of litigation or discovery process.

B. Level 2 Request: Less than 30 minutes to fulfill, no charge

These are requests that can be fulfilled within 30 minutes. No charge for staff time will be assessed.

- C. Level 3 Request: More than 30 minutes to fulfill, subject to charges
These types of requests require more than 30 minutes of staff time. They may require extensive research, compilation of records or legal review. Level 3 requests are subject to fees; however, these fees could be waived if the requestor specifically requests a waiver in writing and can show that the request is in the public interest.

III. Timeline

The Oregon Public Records Law establishes a baseline expectation that public bodies will complete their responses no later than 15 business days after receiving the request. However, the 15 business-day deadline is suspended when the Port provides the requestor with a cost estimate to fulfill the request, the estimate has been paid or waived, or when the Port requests clarification from the requestor and the requestor provides that clarification. Subject to the 15 business-day rule, the following Timeline is established:

- A. Acknowledge the Request: Five (5) business days after Request
Within five (5) business days of the date the request is received by the Port, the Port will notify the requestor whether the Port is or is not the custodian of the records being sought.
- B. Provide Cost Estimate: Ten (10) business days after Acknowledgement
An estimate of the cost based upon the Fee Schedule (**Form B**) to produce the records will be provided to the requestor as soon as practicable but no later than an additional ten (10) business days after the five-day acknowledgement. The requestor must pay the cost estimate before the Port will produce any records.
- C. Payment of Cost Estimate
After the requestor pays the estimated costs, the Port will work to provide the records as soon as practicable and without unreasonable delay.
- D. Closure after 60 Days
If the requestor does not pay the estimated costs within 60 days of the Cost Estimate being provided, the request will be dismissed. Upon dismissal of a request, the requestor will have to submit a new Public Records Request.

IV. General Procedures

The following procedures shall be followed in responding to requests to inspect or receive copies of public records maintained by the Port:

- A. Custodian of Records. Port Administrative Assistant II is designated the Custodian of Records (“the Custodian”) for all public records in the custody of the Port. In her or his absence, a designated staff member shall serve as Alternate Custodian.
- B. Request in Writing: Email Encouraged. A request to inspect or obtain copies of a public record in the custody of the Port must be made in writing and must specifically identify the requested records. Persons must use the Public Records Request Form found on the Port website, www.portofcolumbiacounty.org (**Form A**). The written

request shall be delivered directly to the Custodian by the requestor. Delivery by email is encouraged, but Form A may be delivered in person, by mail, or by facsimile, and shall be directed to: Port of Columbia County, ATTN: Custodian of Records, PO Box 190, 100 E Street, Columbia City, OR 97018; 503.397.6924 (fax); inquiries@portofcolumbiacounty.org

V. Duties of Custodian

- A. Date stamp receipt of the written Request;
- B. Contact the requestor within five (5) business days (excluding weekends and holidays) to acknowledge receipt of the request and advise whether the Port is or is not the custodian of the records being sought (“the Acknowledgement”).
- C. Contact the requestor within ten (10) business days after the Acknowledgement to:
 - 1) advise that all costs are being waived in the discretion of the Port; or
 - 2) provide an estimate of costs involved in fulfilling the request; or
 - 3) advise that additional time is needed to locate the records and/or prepare the estimate; or
 - 4) advise that the request to inspect the public record(s) is being denied as the record(s) is/are exempt from disclosure, and that a letter explaining the basis of the denial will be sent; or
 - 5) provide the records and complete the request.
- D. In order to estimate costs involved in fulfilling a request, the Custodian will work with Port staff to estimate their time. The Custodian will then advise the requestor of the final cost which must be paid before Port staff proceeds any further in search of the records. If the requestor does not pay the estimated costs within 60 days of the Port estimate being provided, the request will be dismissed. Upon dismissal of a request, the requestor will have to re-submit an additional request.
- E. The Custodian will then contact the Requestor and arrange for inspection or delivery of the public records.
- F. If an inspection of original public record(s) occurs, the Custodian shall be present at all times to supervise the inspection and to ensure that no documents are removed, destroyed or otherwise tampered with.
- G. The Port shall provide a reasonable opportunity for the inspection of requested public records which are not exempt from disclosure. Any inspection of requested records shall take place in the Port office during regular Port business hours. Any inspection of requested records is by appointment only and will be arranged in the discretion of the Custodian.

VI. Duties Of Port Staff

- A. All Port staff shall keep a record of their time spent responding to the request and any applicable costs.
- B. Upon request from the Custodian, other Port staff shall make it a priority to conduct a review to determine what public records, if any, exist which are responsive to the request and to determine if any responsive records may be exempt from disclosure.
- C. Once it is determined what responsive public records, if any, exist, Port staff shall work with the Custodian to review the request and fill out the Cost Estimate (**Form C**).
- D. When the Custodian advises Port staff that the estimated costs have been paid, Port staff should proceed to prepare the public records for inspection or copying.

VII. Denial of Public Records Request

- A. Review by Counsel. Should the Custodian suspect there are public records involved which are, or may be, exempt from public disclosure, Port General Counsel should be advised and given an opportunity to review the records and make any redactions needed before the records are released for inspection or copying.
- B. Denial. If the Custodian denies a public record request, a written Denial of Request for Access to Public Record form should be completed and forwarded to the requestor citing the statute which exempts the record(s) from disclosure and providing a brief explanation as to how the exemption applies to the particular record(s).
- C. Appeal. If a public record request is denied, the requestor may appeal the decision to the District Attorney with a copy to Port General Counsel. If the District Attorney determines that disclosure is appropriate, the Port can disclose the records or the Port appeal the District Attorney's decision in court.



PORT OF COLUMBIA COUNTY
PUBLIC RECORDS REQUEST
FORM A

REQUESTOR INFORMATION:

DATE: _____

Request is for: [] inspection of public records [] copies of public records

Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____ Daytime Phone: _____

Preferred Method of Contact: [] Mail [] Phone [] Email _____

If available, do you wish to get a certified copy of the records requested? [] Yes [] No

PUBLIC RECORD INFORMATION:

What type of record(s) are you requesting? (e.g., annual report, aerial photos, meeting minutes, correspondence, staff reports, etc.) Be as specific as possible. If you need more room, please attach additional sheets of paper.

For what time frame? (July 1994 to present; most current; last two years, etc.) _____

There is no charge to you for making a public records request and receiving an estimate of the cost to fulfill your request. The Port will acknowledge receipt of your request within five (5) business days (excluding weekends and legal holidays). The acknowledgement will state whether the Port is the custodian of the requested records. Within ten (10) business days after the Port issues an acknowledgement, the Port will advise you of the estimated costs to fulfill your request. All costs must be prepaid before any further work is performed. Costs of fulfilling this Public Records request may include the staff hourly rate plus costs to locate records, review records, delete exempt material, supervise the inspection of records, copy records, certify records, and mail records, including time spent searching for records regardless of whether staff is able to locate the requested records. If payment is not received after 60 days, this request will be marked closed. After payment, the response is complete when the Port does any of the following: (a) provides access to the requested documents; (b) asserts any applicable exemptions to disclosure; (c) separates out any material that is exempt from disclosure; (d) cites any applicable law that prevents it from responding to the request and states that the requester can seek legal review of the decision. Most records are available for public inspection but are Port of Columbia County property. Nothing can be altered, added, or removed from these records. Photographing documents is not permitted. Allowing the inspection and/or copying of Public Records in the custody of Port of Columbia County is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents. This Public Records Request is subject to all other Port of Columbia County rules and policies, including the Fee Schedule (Form B), Cost Estimate (Form C), Port Resolution 2025-04 and any amendments or revisions thereto.

Signature

Date



Port of Columbia County Public Records Request Fee Schedule Form B

In order to help provide accurate records to the public in a reasonable time, three levels of requests have been established.

Level 1 Request: no charge

These requests are not considered public records requests, so they are not subject to any fees; they include:

- Any records or documents available to the public on the Port’s website
- Information requested in the normal course of business, such as clarifications requested by bidders responding to RFPs
- Requests by contract partners for information within the scope of their engagement
- Information requested in the course of a litigation or discovery process.

Level 2 Request: Less than 30 minutes to fulfill, no charge

These are requests that can be fulfilled within 30 minutes. No charge for staff time will be assessed.

Level 3 Request: More than 30 minutes to fulfill, subject to charges

These types of requests require more than 30 minutes of staff time. They may require extensive research, compilation of records or legal review. Level 3 requests are subject to fees; however, these fees could be waived if the requestor specifically requests a waiver in writing and can show that the request is in the public interest.

Photocopying \$0.25 per page

Research Fees/Staff Time Any time required of a Port employee to research, duplicate, format or produce documentation responsive to a public records request shall be charged as follows:

Up To Thirty (30) Minutes		Free of charge
More than Thirty (30) Minutes		Staff hourly rate plus costs
Annual Budget/Audit/Master Plan	Actual Cost	Pre-bound
All Other Documents	Time & Materials	Staff hourly rate plus costs

USB Flash Drive

Electronic Documents	\$15.00
Multimedia	\$25.00

Fax Sent \$5.00 + \$0.25 per page
(billed on fax cover page, nonpayment results in no further fax privileges w/o advance payment)

Shipping & Handling Actual Cost
Certified Copies Are An Additional \$12.00 per document plus .25¢ per page



PORT OF COLUMBIA COUNTY
PUBLIC RECORDS COST ESTIMATE
Form C

A. STAFF TIME: MORE THAN 30 MINUTES. Estimated cost to locate records, separate non-disclosable records, delete confidential information, make copies, certify copies or compile records.
[Note: If request is expected to take less than 30 minutes, there is no charge.]

Estimated staff time: ___ hours X \$ ___ per hour = \$ ___
Estimated staff time: ___ hours X \$ ___ per hour = \$ ___
Estimated staff time: ___ hours X \$ ___ per hour = \$ ___
Estimated staff time: ___ hours X \$ ___ per hour = \$ ___
Estimated staff time: ___ hours X \$ ___ per hour = \$ ___

STAFF TIME TOTAL: \$ ___

B. *Estimated copies: ___ pages X 25 cents per page = \$ ___
*If only inspection of the public record(s) has been requested, an estimate of photocopy costs need not be made.

C. Estimated certified copies: ___ documents X ___ per document = \$ ___

D. Additional fees:
USB flash drive, certain finance/assessment/taxation/election documents, special request fees such as mailing public records to requestor (add actual cost of mailing plus staff time).

Total Cost Estimate \$ ___

THE TOTAL COST ESTIMATE MUST BE PAID PRIOR TO ANY SEARCH BY PORT STAFF FOR PUBLIC RECORDS.

IF PAYMENT IS NOT RECEIVED WITHIN 60 DAYS OF THE DATE OF THIS ESTIMATE, THE PUBLIC RECORDS REQUEST WILL BE CLOSED AND A NEW REQUEST WILL NEED TO BE SUBMITTED.

Custodian of Records

Date