

**PORT OF COLUMBIA COUNTY
JUNE 14, 2023
COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, June 14, 2023, at the Port office, 100 E Street, Columbia City, Oregon, and via Zoom video conferencing, with the following present:

Commissioners

Robert Keyser	President
Chip Bubl	Vice President
Chris Iverson	2 nd Vice President
Brian Fawcett	Treasurer
Nancy Ward	Secretary

Guests

Alta Lynch	Zoom
Nick Sorber	Port Comm. Elect
Keith Forsythe	SIA Committee Member
Natasha Parvey	NEXT
Dennis Olsen	Stella-Jones
Crystalyn Bush	Columbia S&WCD
Jeromy Hasenkamp	Zoom
Jasmine Lillich	Zoom
Doug Bean	Zoom
Henry	Zoom
Spending too much	Zoom

Staff

Sean P Clark	Executive Director
Robert Salisbury	Port General Counsel
Bob Gadotti	Executive Finance Mgr. (Ret).
Elliot Levin	N. County Ops. & Terminal Mgr.
Brittany Scott	Exec. Assistant/Office Coord.
Elizabeth Millager	Operations Coordinator
Guy Glenn, Jr.	Executive Finance Manager
Sydell Cotton – Zoom	Acct. & Payroll Specialist
Amy Bynum	Real Est. & Bus. Dev. Mgr.
Lacey Tolles	Data Res. & Projects Spec.
Susie Tolleshaug – Zoom	Administrative Assistant

The Port of Columbia County Budget Hearing was called to order at 8:30 a.m. by President Robert Keyser.

Budget Hearing

Commission President Robert Keyser opened the Budget Hearing to take public comments. There were no comments from the public about the proposed budget and the Budget Hearing closed at 8:31 a.m.

The Port of Columbia County's regular Board meeting was then called to order at 8:31 a.m. by Mr. Keyser.

Additions To The Agenda

Robert Keyser mentioned that there were a few additions to add to the Agenda. The first was to add to New Business a presentation from the Columbia Soil and Water Conservation District for a potential grant proposal. Second, the approval by the Port Commission of the Official Abstract and Voting Process for the May 16, 2023, Special Election. Lastly, Keith Forsythe of the Scappoose Airport Advisory Committee was added to the Agenda to give an update.

Consent Agenda

Chris Iverson moved, Brian Fawcett seconded a motion to adopt the consent agenda items A, B & C; May 10th Commission meeting and May 24th Budget Committee meeting minutes, Financial Reports, and approval of May Check Register (A) in the amount of \$215,028.51. The motion carried unanimously.

Nancy Ward moved, Chip Bubl seconded a motion to adopt consent agenda item D; approval of May Check Register (B) in the amount of \$875.52. Chris Iverson and Robert Keyser abstained from voting, declaring a potential conflict of interest. The motion carried.

Old Business

Dredging Project Update

Sean Clark stated that the Port is in the third round with the Sediment Analysis Team and waiting to hear back with the results.

Marina Improvement Project Update

Sean Clark said that the Port has made final comments to the engineer (KPFF) on the upland design work. The plans are currently at 90% and with our final comments addressed. KPFF will have the drawings to 100% by August, as planned.

Airport Use Permit Update

Amy Bynum mentioned that there was no update for the Commission.

Old Business

Scappoose Airport Advisory Committee Meeting

Keith Forsythe updated the Commission on their last meeting. Mr. Forsythe mentioned that there was an electrical update on the west side hangars. The committee is in the middle of discussing the rate changes at the airport and hasn't come to a consensus yet.

New Business

RESOLUTION 2023-15

ADOPTING THE FY 2023-2024 BUDGET, MAKING APPROPRIATIONS

Chip Bubl moved, Brian Fawcett seconded a motion to adopt Resolution 2023-15, adopting the Budget for the fiscal year 2023-2024 in the total amount of \$16,263,413. The motion carried unanimously.

RESOLUTION 2023-16

IMPOSING THE TAX

Robert F Gadotti, Executive Finance Manager of the Port ("Bob Gadotti") presented the Resolution. Chris Iverson asked if this was the fourth year that we have not levied a tax and Mr. Gadotti confirmed. Robert Keyser mentioned that because of this, the Port District has saved the taxpayers of Columbia County just over \$1,000,000. Nancy Ward moved, Chris Iverson seconded a motion to adopt Resolution 2023-16, to impose ad valorem property taxes upon the assessed value of all taxable property within the Port District for tax year 2023-24 at the rate of \$0.00000 per \$1,000 of assessed value. The motion carried unanimously.

RESOLUTION 2023-17

A RESOLUTION ESTABLISHING MOORAGE RATES AT THE SCAPPOOSE BAY MARINE PARK, AND REPEALING RESOLUTION 2021-14

Elizabeth Millager, Operations Coordinator, and Bob Gadotti from the Port presented the Resolution. Nancy Ward asked whether we considered setting rates for the marina at the same time as the airport. Mr. Gadotti said we did not consider that option. The earliest we can implement the rate increase would be October 1, 2023, and this would have a \$22K impact on the budget. Ms. Ward mentioned that she is concerned about treating tenants differently, which is a huge red flag, and a potential problem that could be avoided. Brian Fawcett understands the thought process, that it could look as if tenants of a similar type were not being treated the same, but the airport and marina are different properties. Mr. Fawcett would prefer to approve this marina resolution today. Chip Bubl mentioned that he would like to keep the marina and airport resolutions together. Ms. Ward said the problem is that we have previously set rates for both the marina and the airport at the same time, and we should provide notice in advance if we are going to change the process.

Chip Bubl moved, Nancy Ward seconded a motion to table Resolution 2023-17. Nancy Ward, Chip Bubl, Chris Iverson and Robert Keyser voted aye. Brian Fawcett voted nay. The motion carried, 4-1.

Mr. Bubl said that he didn't know coming into this meeting whether the Port had been treating the resolutions the same or differently until the discussion today, and the Commission better have a good reason to now treat them differently. Mr. Fawcett stated that one reason is that one advisory committee can meet more often than the other. Ms. Ward mentioned that unfortunately the Commission is tied to waiting for the Airport Advisory Committee. The Marina Advisory Committee acted appropriately and did it on the first go-round, so to penalize the Marina Advisory Committee for being efficient and doing the job at the time it was presented seems wrong. Mr. Iverson stated that if we raise the base rate at the marina by almost 12%, and then negotiate to raise the airport by only 5%, that's going to be a huge issue. Robert Keyser suggested that he liked and understood every two-year cycle, but he would like to add a caveat when the CPI runs at 3% or more, the Port will apply the increase annually, because it is really hard to ask our tenants for a 10%, 12%, or 15% increase. Mr. Fawcett said that is a great idea, especially if the Port can avoid a double-digit increase, even though it's over two years. If the Port had done them annually, it would have been a 5.5% increase each year. Sean Clark

mentioned that maybe the Commission needs to think about a cap.

RESOLUTION 2023-18

A RESOLUTION ESTABLISHING NEW DAILY AND ANNUAL USE FEES AT THE SCAPPOOSE BAY MARINE PARK, AND REPEALING RESOLUTION 2021-15

Elizabeth Millager and Bob Gadotti from the Port presented the Resolution. Nancy Ward asked where this places our prices with other marinas. Mr. Gadotti answered that we are about halfway on the rates spectrum. Chris Iverson asked what the senior discounted parking passes went from. Mr. Gadotti said that the launch remains the same at \$51.00. Mr. Iverson asked what the parking was. Mr. Gadotti answered that the parking was \$35.00. Ms. Millager mentioned that the parking passes were \$23.00 for seniors. Mr. Iverson said that the price isn't going to change. Ms. Ward asked what the deficit is at the marina. Mr. Gadotti answered about \$600,000 to \$700,000. Brian Fawcett mentioned the deficit was the reasoning the advisory board used in making this recommendation. Robert Keyser stated that he appreciates the work on the rates and simplifying the agreements. Mr. Keyser really likes the in-county and out-of-county passes but would prefer calling them resident and non-resident passes. When Chris Iverson moved, Brian Fawcett seconded a motion to adopt Resolution 2023-18, authorizing the Executive Director or his designee to establish new daily and annual use fees at the Scappoose Bay Marine Park. The motion carried unanimously.

RESOLUTION 2023-19

A RESOLUTION APPROVING A LEASE AND RAIL AGREEMENT WITH STELLA-JONES CORPORATION AT THE MULTNOMAH INDUSTRIAL PARK

Amy Bynum introduced Dennis Olson of Stella Jones and gave a brief history of the company. Brian Fawcett moved, Nancy Ward seconded a motion to adopt Resolution 2023-19, authorizing the Board President to execute a rail agreement and lease with Stella-Jones Corporation. The motion carried unanimously.

ORDINANCE 2023-01 (First Reading)

Robert Salisbury, Port General Counsel, introduced Ordinance 2023-01 for a first reading. This is an amendment to an existing ordinance dealing with surplus property but at the low end of the scale, the disposition of personal property. The Port's rules talk about public auctions and fixed-price sales, but this will give staff the ability to decide if the cost of selling the item exceeds the proceeds, and then they can just dispose of it. Chris Iverson mentioned his only concern is if someone says that an item is worth less than \$1,000.00 and then a staff person takes it home and utilizes it. That needs to be spelled out in these agreements. Bob Gadotti said that a record would be made for the property being declared surplus and approved by the managing director. Mr. Salisbury stated that the Ordinance is written so that staff is required to make a record of the value of the item and the manner of the disposal so that the Port has a record of what was disposed of. Nancy Ward asked who determines what the value is. Mr. Iverson said especially if the person declaring the value is the person taking the item. Mr. Salisbury asked the Commission if it would be more comfortable if the amount allowed was \$50.00 not \$1,000.00 for the disposal of personal property. Robert Keyser mentioned that he is okay with Sean Clark making these decisions on what is disposable. The consensus was the Executive Director will approve of the disposal of any surplus and the Ordinance will be redrafted and presented at a later Commission meeting.

Mr. Salisbury also asked the Commission if they had a preference for raising Mr. Clark's spending authority to \$100,000.00. Mr. Keyser stated that he has no problem with the amount being higher. Mr. Fawcett is also on board. Mr. Salisbury said that the amounts being spent will be included in Mr. Clark's Executive Director's report. Chip Bubl said that having some communication with the board is important. The Commission consensus was to raise personal services contracting informal process minimum pursuant to Ordinance 2006-01 up to \$100,000 and Executive Director spending authority also up to \$100,000. For transparency and accountability related to public contracting, the Executive Director will notify Commissioners of all decisions regarding either personal services contracting or spending authority over \$50,000.

Columbia Soil & Water District

Crystalyn Bush from Columbia Soil & Water District presented to the Commission an opportunity to partner with the Port to remove invasive plant species. She is interested in a forested area at Scappoose Airport. There are opportunities for grants to support this. Ms. Bush will bring back more information on grant programs and processes to a future Commission meeting.

Approval of Abstract Votes

Commission President Robert Keyser presented a letter dated June 12, 2023, from the Columbia County Clerk's Office regarding the May 16, 2023 Special Election for three Port Commission positions. Chris Iverson moved, Brian Fawcett seconded a motion to officially approve the Official Abstract and Post-Election Process for the May 16, 2023, Special Election. The motion carried unanimously.

Executive Director's Report

Provided and read by Sean Clark. The Report is on file in the Port Office.

Commissioner Reports

Robert Keyser thanked Chris Iverson for his time on the Commission. Mr. Keyser said that it has been a pleasure to work with Mr. Iverson. Mr. Keyser also mentioned that Mr. Iverson has always had the public's best interest in mind.

Nancy Ward also mentioned that it was a pleasure to have Chris Iverson sit next to her on the board. Ms. Ward stated how remarkable Mr. Iverson was to be willing to return as a Port Commissioner when we needed assistance. Ms. Ward was also impressed with Mr. Iverson's deep and broad knowledge of the County and the Port.

Chris Iverson thanked everyone for everything and for getting to know everyone on the Board. Mr. Iverson also mentioned that the Commission hasn't always agreed on things, but that's why you have a Commission of 5 people rather than just one or two. Mr. Iverson respects and appreciates getting to know everyone better.

Brian Fawcett thanked Commissioner Iverson. Mr. Fawcett mentioned that he was happy to work with Mr. Iverson after he vacated the seat on board that he ran for. Mr. Fawcett mentioned that Mr. Iverson has been a great mentor and a good person to bounce ideas off. Mr. Fawcett also said how nice it was to work with Miriam House, Elizabeth Millager, and Bob Gadotti on marina rates. It was a good process. Mr. Fawcett also attended the grand opening of the Food Hub in Clatskanie. It has really good food and space.

Chip Bubl mentioned how we are going to miss Chris Iverson and his skills in contracting and his detailed assessment of matters. Mr. Bubl met with Amy Bynum about the airport the other day. Mr. Bubl stated that he is trying to understand the functions of a Commission related to the airport. Mr. Bubl got a lot of answers from Ms. Bynum and has more questions. Mr. Bubl is learning and trying to build his skills in that area.

Executive Session

The Board held an executive session to review and evaluate the job performance of the Port Executive Director pursuant to ORS 192.660(2)(i).

THE COMMISSION RETURNED TO REGULAR SESSION.

No decisions were made as a result of the executive session held.

THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION THE MEETING ADJOURNED AT 11:22 A.M.



President

July 12, 2023

Date Adopted by Commission



Secretary