



COMMISSION MEETING MINUTES

MAY 8, 2024

100 E. STREET

COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, May 8, 2024, at the Port office and via Zoom (*) video conferencing with the following present:

Commissioners

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

Guests

Chris Iverson	Hagan Hamilton Insurance
Jan Schollenberger	Columbia City
Kim Karber	Interim Columbia City Mgr.
Ralph Culpepper	Scappoose
Natasha Parvey	NXTClean Fuels
Alta Lynch *	Scappoose
Scott Keillor *	WSP
Dan Serres *	Columbia Riverkeeper

Staff

Sean P. Clark	Executive Director
Robert Salisbury	Port General Counsel
Guy Glenn, Jr.	Executive Finance Manager
Miriam House	Operations Manager
Elizabeth Millager	Operations Coordinator
Elliot Levin	North County Ops. & Terminal Mgr.
Gina Sisco	Comm. & External Affairs Mgr.
Christa Burns	Administrative Assistant II
Lacey Tolles	Data Res. & Projects Spec./ Interim Airport Manager
Susan Tolleshaug *	Administrative Assistant
Brittany Scott *	Finance Assistant
Sydell Cotton *	Assistant Finance Manager

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

Additions To Agenda

Robert Keyser asked the Commission if there were any additions to the agenda. There were no additions.

Consent Agenda

Mr. Keyser asked for a motion to approve the consent agenda. Nancy Ward moved; Chip Bubl seconded a motion to adopt consent agenda items A and B: March 13, 2024, Minutes, March 27, 2024, Minutes, and April 2024 Finance Report. Motion carried unanimously.

Nancy Ward moved; Brian Fawcett seconded a motion to adopt consent agenda item C: Approval of Check Register (A) and electronic payments in the total amount of \$863,147.11. Motion carried unanimously.

Comments From the Public

There were no public comments.

Old Business

Marina Update

Port Operations Manager Miriam House provided an update on the Scappoose Bay Marina with a PowerPoint presentation on the upland improvements. Ms. House reported that the marina is a major river hub and tourist attraction with a population growth of recreational users. It draws people



from Portland and all over the region including large organizations like REI who use the facility for outdoor education and paddle sports. The marina sees over 2,000 visitors each weekend and can no longer meet the needs of all users. The severity of overcrowding and the change in usage has resulted in a significant need to rehabilitate the facility. Ms. House stated that motorized boaters are no longer the majority of users. A public survey by the Port found that users of the marina are nearly split 50/50 between motorized and non-motorized. The Marina Improvement Project will address facility function, capacity issues, safety, and ADA (American with Disabilities Act) concerns. Ms. House presented a slide showing plans for the entire project and said that the upland phase is part of a 2-phased project that includes major in-water work such as a new boat ramp, main dock, a kayak get-ready platform, beach launch, low profile launch fingers, and an ADA platform. Ms. House stated that these renovations will provide two pay stations, a new kayak offloading area with a compressor, additional general parking, ADA parking spaces closer to the water, wider sidewalks, two designated pedestrian crosswalks, new landscaping, and updated fire and emergency equipment. The improvements will alleviate congestion and improve pedestrian safety. The Port has received all required permits except for the county building permit. The plan review from the City has been received with minor comments, which the engineers are addressing. It is ready to go out to bid and the project is planned to be completed by the end of September 2024. Ms. House added that OSMB (Oregon State Marine Board) is in favor of the project and has awarded the Port a grant for \$407,912 for Phase 1 of the upland work.

Port Westward Dock Update

Elliot Levin, North County Operations & Terminal Manager, stated that most of the work restoring the dock to service had been completed. Two of the remaining jobs are to install permanent support for PGE's water discharge line and to insulate PGE's water discharge and the Port's fire water line. At the end of April 2024, JH Kelly started installing the insulation on the two water lines. Since the dock returned to service, four ships have loaded renewable diesel at Port Westward. CPBR has loaded 353,000 bbl. of renewable diesel on those ships, and the Port has earned \$75,000 of dockage and wharfage. Last week, Mr. Levin met with engineers to start the scope of work for the fire system improvements. The Port is also working on an agreement to produce high level conceptual designs that will be used to develop a future Request For Proposals for the planning, engineering, and permitting of the seismic upgrades to the dock. Mr. Levin announced that Dan Luckett with CPBR has retired, and Doug Lentz has taken over the position.

PGE Delay with Legal Agreements

Elliot Levin, North County Operations & Terminal Manager, reported that PGE did not meet the deadline to respond to the draft legal agreements by the end of April. The Port received four of the agreements last Friday and expects the remaining drafts by the end of this week.

Airport Update

Lacey Tolles, Interim Airport Manager, presented a PowerPoint displaying photos of an airplane crash that occurred on April 29, 2024, causing closure of the Scappoose Airport that evening. The only occupant of the plane was the pilot who was uninjured and there was minimum damage to the runway. The Federal Aviation Administration (FAA) was notified, and the runway reopened later that night around 9:40pm. Ms. Tolles thanked the Scappoose Police Department, the Scappoose Fire District, and Transwestern Aviation for their quick and efficient response to the incident.



Lignetics/Neighbors Update

Sean P. Clark, Port Executive Director reported that the Port is currently working with Lignetics Plant Manager, Steve Nelson, on some deferred maintenance items. These discussions are meant to find out if the Port can help with their capital improvements.

New Business

Resolution 2024-06

APPROVING STRATEGIC BUSINESS PLAN, REVISED MISSION STATEMENT, VISION, AND GUIDING PRINCIPLES

Gina Sisco, Communications and External Affairs Manager presented Resolution 2024-06 for Commission approval of the 2024 Strategic Business Plan (SBP) update. The SBP is used to guide Port policies and projects for the next 10 years and help with obtaining grant funds. The Mission and Vision Statements were also updated as part of this process. The SBP will be filed with Business Oregon.

President Keyser called for a motion to approve Resolution 2024-06. Brian Fawcett moved; Nick Sorber seconded a motion to adopt Resolution 2024-06. Motion carried unanimously, 5-0.

Resolution 2024-07

APPROVING INSURANCE SETTLEMENT OF \$2.5M FOR RAILROAD AVENUE

Elliot Levin presented Resolution 2024-07 which would approve a proposed insurance settlement of approximately \$2.5 million for the site cleanup of Railroad Avenue. The Port has owned the Railroad Avenue property for 60 years and is considered a responsible party for the site cleanup by the Oregon Department of Environmental Quality (DEQ). The Port finished the Remedial Investigation and Feasibility Study required under a 1995 Consent Order and DEQ issued a Record of Decision (ROD) on September 1, 2023. The ROD selects a cleanup action for the site. DEQ representatives will appear at a Port Commission meeting in the coming months to discuss DEQ's request for a new Consent Order to outline the terms and conditions of the cleanup at Railroad Avenue. The Commission held a discussion and decided it is in the best interest of the Port to adopt Resolution 2024-07.

President Keyser called for a motion to approve Resolution 2024-07. Nancy Ward moved; Brian Fawcett seconded a motion to adopt Resolution 2024-07. Motion carried unanimously, 5-0.

Executive Director's Report

Sean P. Clark reported that he attended the City-County dinner in Vernonia on April 30. Mr. Clark and Guy Glenn attended the Rainier Historical Society Groundbreaking event on May 6. Mr. Clark stated that he will be giving a "State of the Ports" update at the Maritime Commerce Club annual breakfast on May 16. At Port Westward, one inbound unit train of renewable diesel is estimated to arrive on May 9 and one vessel departed on May 5. Mr. Clark also reported that the Port is working with the Moore Road contractors to get electrical conduit and a gas line stubbed down Airport Road for future use. The Port is also working with ORPET on the action plan outlined in the Preliminary Enforcement Notice they received from DEQ in February 2024. Mr. Clark will be attending the Pacific Northwest Waterways Association (PNWA) Summer Conference June 4 – 6 in Clarkston, WA. He also announced the Port will have a booth at Citizens Day in the Park in St. Helens on June 22, Columbia County Fair and Rodeo on July 18, and the Columbia City Celebration on August 10. The Executive Director's Report is on file at the Port Office.



Commissioner Reports

Brian Fawcett stated that the Turning Point Food Bank in Clatskanie will be hosting a Picnic in the Park on August 3, 2024. Mr. Fawcett would like to have a discussion on the Port's donation policy and a possible sponsorship for this event.

Nick Sorber reported that he had lunch with Sean Clark and Guy Glenn, and he appreciates the budget report and presentations with slides.

Chip Bubl said he also appreciates the work on the budget.

Nancy Ward echoed that and stated that she better understands the budget this year. Ms. Ward stated there needs to be better communication about how much the Port supports the airport and marina because neither of those organizations are self-sustaining, and if it were not for the Port, they would go away.

Robert Keyser stated he also got a lot out of the budget meeting. Mr. Keyser said the initial reason to forgo levying the Port tax was to give some benefit back to the community when the Port was doing well financially, and he looks forward to the budget discussion. He also mentioned that Dan Luckett has done a lot for the Port and will be missed.

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 10:10 A.M.**

A handwritten signature in black ink, appearing to read "Robert Keyser", written over a horizontal line.

President

July 10, 2024

Date Adopted by Commission

A handwritten signature in black ink, appearing to read "Robert Keyser", written over a horizontal line.

Secretary