



# COMMISSION MEETING MINUTES

SEPTEMBER 11, 2024

100 E. STREET

COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, September 11, 2024 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

### Staff

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

### Guests

Bob Gadotti *	Scappoose
Susan Tolleshaug *	St. Helens
Scott Jorgensen	Rainier City Administrator
Natasha Parvey	NXT Clean Fuels
Kim Karber	Interim Columbia City Administrator

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

### Additions To Agenda

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

### Consent Agenda

Nancy Ward moved; Chip Bubl seconded a motion to adopt consent agenda items A and B: July 24, 2024 Minutes and September 2024 Finance Report. Motion carried unanimously, 5-0.

Nick Sorber moved; Chip Bubl seconded a motion to adopt consent agenda item C: August 2024 Check Register and electronic payments in the total amount of \$553,666.92. Robert Keyser abstained from voting, declaring a potential conflict of interest. Motion carried, 4-0.

### Comments From the Public

Scott Jorgensen introduced himself as City Administrator for Rainier and stated that the Rainier City Council had a discussion at their last meeting about the city of Rainier’s relationship with the Port of Columbia County. Mr. Jorgensen invited Port Executive Director Sean Clark to their November Council meeting on November 4, 2024

Columbia City Interim Administrator Kim Karber read a statement on behalf of Columbia City resident Jan Schollenberger regarding the Lignetics/Neighbors update.

### Old Business

#### Marina Update

Property Manager Elizabeth Millager provided an update on the Scappoose Bay Marine Park Advisory Committee which met on September 3, 2024 with Commissioner Bubl sitting in for Commissioner Fawcett. Ms. Millager said the Advisory Committee reviewed the construction traffic plan, parking rules, and signage options for the new EV chargers. The Committee recommended signs be created to reflect the following: parking for the fast chargers is free while charging; parking for the level 2 slow charger requires



a day use pass or an annual permit to be displayed while charging; and any violations to these rules are subject to the twenty-five-dollar parking citation. Ms. Millager said the Committee also discussed the rules and signage options for the two short-term parking spaces in front of the public restrooms. They recommended signs be created to state a twenty-minute maximum and that fines will be doubled for parking violations in these short-term spots. In response to the Committee's recommendations, a resolution for a new fifty-dollar parking violation fee will be presented at the next Commission meeting. New signage for the EV charging spaces and short-term parking will be drafted and sent to the Advisory Committee for a final review. Ms. Millager also informed Commissioners that two new member applications were discussed, and she will be presenting a resolution today recommending the appointment of both applicants. The Commission held a brief discussion on parking fines and Nancy Ward asked how many citations are issued each year. Ms. Millager responded that the number of citations has been significant lately due to higher marina traffic this time of year and that she would report back with that data.

Port Operations Manager Miriam House announced that construction for the Upland phase of the Marina Improvement Project is scheduled to begin on September 16 and should take 45-50 days. The Port has communicated the construction timeline to marina tenants, the local community, and the general public through website and social media posts, letters, and physical signage at the marina. A traffic control plan was displayed showing the temporary alternate routes for vehicles and pedestrians that will allow the boat ramp to remain open during construction. The marina will also remain ADA accessible. Ms. House informed Commissioners that the Advisory Committee reviewed the control plan prior to tenants being notified. Staff will be on site to assist with traffic control and the construction area will be fenced off for safety.

### **Airport Update**

Airport Manager Lacey Tolles provided an update on Scappoose Airport and stated that there are no pending Thru-The-Fence applications. Ms. Tolles gave a PowerPoint presentation on the West Side Pavement Maintenance project that will begin on September 23 and last approximately three-and-a-half days. The Port's Airport Engineer of Record, Century West, is contracted to manage construction and will be onsite for the duration of the project. Ms. Tolles stated that all hangar and commercial airport tenants have been notified by email and letter, and that runway and taxiway closures will be posted on social media and the Port website. Notice to Air Missions will also be posted through the Federal Aviation Administration.

Deputy Executive Director Amy Bynum updated the Commission on the status of the new hangar building. Ms. Bynum stated that the Port hired aviation realtor Brendan Clarke to lease or sell the building. Several parties have shown interest in the purchase of the building. Ms. Bynum will keep the Commission informed with any updates. Nancy Ward mentioned a lack of Port signage at the airport and would like staff to look into some options including grant availability. There was a brief discussion about making sure utilities and internet service are forward-thinking. The ongoing development of Moore Rd was also mentioned and is currently on hold per the CRPUD.

### **Lignetics/Neighbors Update**

Port Executive Director Sean Clark and Columbia City resident Jan Schollenberger came forward to discuss the progress of the Lignetics upgrades since the recent Community Meeting on August 27. Mr. Clark stated that there were 20-25 people in attendance including himself, Commissioner Ward, Lignetics Vice President of Operations Mike Sale, and Plant Manager Steve Nelson. The Oregon Department of Environmental Quality (DEQ) was invited but did not attend. Mr. Clark indicated that Mr. Sale gave an update on the project schedule and indicated that Lignetics' consultant had completed the work to be sent to DEQ. The DEQ timeline for assessing the air modeling was estimated in the three-to-six-month range. Mr. Clark said the Port will work with the Regional Solutions Team to help move that



timeline forward. Mr. Clark also stated that the rerouting of the truck access road has been tabled for now so that Lignetics can focus on the air quality issues. Lignetics may also add another process line for smoke pellets and smoke shavings which would bring additional business with a minimal effect on truck traffic. Nancy Ward noted that it was nice to see fewer people coming to the meeting specifically to make complaints, and that there was an appreciation for Lignetics communicating their plans and for the work that has been done.

### **New Business**

#### **Resolution 2024-21**

##### **DESIGNATING CHECK SIGNERS**

Port Executive Finance Manager Guy Glenn, Jr. presented Resolution 2024-21 to authorize the Commissioners, Executive Director, Deputy Executive Director, Operations Manager, & North County Terminal & Operations Manager to be check signers on the Bank of Montreal (BMO) account. The Resolution further authorizes the Executive Director and Executive Finance Manager to maintain the account as authorized officers; however, the Executive Finance Manager has no signing authority.

Robert Keyser moved; Chip Bubl seconded a motion to adopt Resolution 2024-21.

Motion carried unanimously 5-0.

#### **Resolution 2024-22**

##### **APPOINTING TWO NEW MEMBERS TO THE MARINA ADVISORY COMMITTEE**

Property Manager Elizabeth Millager presented Resolution 2024-22 to appoint Greg Wittman and Wela Negelspach to the Scappoose Bay Marine Park Advisory Committee for a three-year term ending June 2027.

Robert Keyser moved; Chip Bubl seconded a motion to adopt Resolution 2024-22.

Motion carried unanimously, 5-0.

#### **Resolution 2024-23**

##### **APPROVING A DOG PARK LEASE WITH THE CITY OF COLUMBIA CITY**

Deputy Executive Director Amy Bynum presented Resolution 2024-23 to authorize the Executive Director to execute a no-fee lease with the City of Columbia City for the dog park adjacent to the Port office building. Columbia City and the Port have partnered for many years to provide a fenced 1-acre off-leash dog park as a recreational opportunity for the public through month-to-month license agreements renewed annually. Entering into a lease represents the Port's long-term commitment to the public and our government partners to continue supporting recreational opportunities.

Robert Keyser moved; Nick Sorber seconded a motion to adopt Resolution 2024-23.

Motion carried unanimously, 5-0.

### **Oregon NFIP Biological Opinion (BiOp)**

Port General Counsel Bob Salisbury gave a PowerPoint presentation on the Oregon National Flood Insurance Program (NFIP) biological opinion (BiOp). The Federal Emergency Management Agency (FEMA) oversees the NFIP and requires communities to develop and adopt flood maps. Property owners are required to purchase flood insurance to receive a federally backed mortgage in order to be eligible for disaster relief. Mr. Salisbury stated that the Port as a property owner is a stakeholder, and that the mandatory purchase requirement is enforced by the lenders, not by FEMA. Without flood insurance, property owners are not eligible for disaster relief. Mr. Salisbury explained that Special Flood Hazard Areas (SFHAs) are areas with a 1 in 100 chance of a flood occurring in a given year, also known as a 1% flood. FEMA must consult with the National Marine Fisheries Service (NMFS) as required by the Endangered Species Act (ESA). In 2016, the NMFS conducted a Biological Opinion (BiOp) which concluded that FEMA had allegedly violated federal ESA law. In order to comply with the ESA, FEMA proposed three options referred to as Pre-Implementation Compliance Measures (PICMs) which must be selected by December 1, 2024. Mr. Salisbury further explained that a letter to FEMA



from the Oregon Congressional Delegation requests a 90-day extension of the December 1, 2024 deadline out to March 1, 2025 to give communities time to consider the PICMs. Mr. Salisbury provided this information to advise the Commission on the importance of supporting the Oregonians for Floodplain Protection group.

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

Executive Director Sean P. Clark stated that Manager's Reports were sent out to Commissioners on Monday, September 9. Mr. Clark will be executing a Professional Service Agreement (PSA) with KPFF Consulting Engineers for \$57,300 to develop alternative dock designs for the Port Westward Beaver Dock seismic vulnerability assessment. The Port is looking into funding options for the Railroad Avenue site cleanup including an Environmental Protection Agency (EPA) grant. Port General Counsel Bob Salisbury is rewriting the Port personnel manual. Mr. Clark will attend a meeting in Portland on 'Best Practices for Best Employers' on September 12. Lastly, Mr. Clark has been appointed President-elect for the Oregon Public Ports Association (OPPA) and he will attend their annual meeting on September 26 and 27 in The Dalles. The Executive Director's Report is on file at the Port Office.

#### **Commissioner Reports**

Brian Fawcett said he appreciates the Manager Reports and stated that they show all the value staff is bringing to the Port. He thanked all involved in writing and supporting those reports.

Nancy Ward echoed Commissioner Fawcett's comments on the Manager Reports and stated that she appreciates this level and detail of information.

Chip Bubl agreed with the previous comments and stated that he sat in for Brian Fawcett at the Marina Advisory Committee meeting. He acknowledged Miriam House and Elizabeth Millager for doing a fantastic job working through that meeting and handling all of the questions.


Nick Sorber announced that he attended the SDAO Board of Directors and Management Staff Training with Amy Bynum in Astoria last month which was very informative. He also expressed his appreciation for the Manager Reports.

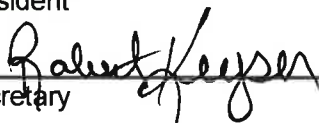
Robert Keyser commented that the Manager Reports shorten the meeting and give the Commission more information. Mr. Keyser stated he had a meeting with Elliot Levin to discuss the fire system improvements and engineering firm KPFF.

#### **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 10:09 A.M.**

  
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President

  
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Secretary

November 13, 2024  
Date Adopted by Commission