



COMMISSION MEETING MINUTES
NOVEMBER 13, 2024
100 E. STREET
COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, November 13, 2024 at the Port office and via Zoom (*) video conferencing with the following people present:

Commissioners

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

Staff

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

Guests

Natasha Parvey	NXT Clean Fuels
Ralph Culpepper	Scappoose
Kyle Melton	Land & Home
Dan Serres *	Columbia Riverkeeper
Susan Tolleshaug *	St. Helens
Bob Gadotti *	Scappoose

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

Robert Keyser moved; Chip Bubl seconded a motion to adopt consent agenda items A, B, and C: September 11, 2024 Minutes and October 9, 2024 Minutes, November 2024 Finance Report, and October 2024 Check Register and electronic payments in the total amount of \$581,578.20. Motion carried unanimously, 5-0.

Comments From the Public

Mr. Fawcett asked for public comment. There were no public comments.

Old Business

Marina Update

Port Operations Manager Miriam House updated the Commission on current projects at Scappoose Bay Marine Park. Ms. House stated that the Port finance and operations departments are continuing to collect data for BST Associates for the ongoing marina study which is expected to be completed by February 2025. The study will include data from the 2016 dredge and recent samplings to provide a forecast report to the consultants. This information will be helpful with assessing the usability of the marina at typical low water conditions. Port Executive Director Sean Clark stated that the estimate for the marina study is \$4500 which is within his signing authority. Next, Ms. House stated that the Port has moved forward on collecting dredge permits for the next 10-year cycle. The upland disposal requires a biological assessment (BA) which will take approximately four months to create



and up to eighteen months to process at the state level. Ms. House recommended having KPFF Consulting Engineers prepare the BA for dredging to save time and money as they have already created a BA for the marina in-water improvement work. She emphasized the importance of the permitting timeline in relation to the in-water work window. The Port also has grant requirements with Travel Oregon and the Oregon State Marine Board (OSMB) for the ADA platform that need to be considered. A brief discussion was held on temporarily storing the platform at a Port-owned facility, but we do not have the permits to store it in water nor the required space. The other option is to pay the contractor to store it at their facility in Washington for about 6 months at \$250 per month. Ms. House mentioned that the County decision on the FEMA Biological Opinion (BiOp) will be made by December 1 and will have an impact on the dredge disposal plan. Once those requirements are known, the Port can move forward in the process. Nancy Ward asked when the in-water permit is expected. Ms. House stated by April or May 2025, however the grant deadline with OSMB is April 2025 to have the ADA platform placed in the water. Ms. House also indicated that the deadline to dredge is October 2026, considering the sediment data is only valid for three years, and state agencies are backed up, so the Port needs to move quickly. This would allow the kayak area to be dredged and the ADA platform to be put in the water. Ms. House is working with both consultants to get the permit and BA submitted with the upland and in-water site disposal options. She stated that the Port is now at the point where a decision needs to be made on disposal and submitted right away. Lastly, Ms. House stated that the Upland Improvement Project is progressing well with all scheduled work being completed on time. The fire protection utility lines, hydrants, retaining wall, and emergency equipment have all been put in place. She shared drone photos of the new 12-foot wide sidewalk, location of the pay stations, new curbing, temporary loading area, and new trash enclosure. The conduit for electrical power and shelter for the new pay station are on site and electrical work is set to begin soon. Ms. House said the project is expected to be completed by the end of the second week in December.

Airport Update

Airport Manager Lacey Tolles gave a PowerPoint presentation on current projects at the Scappoose Airport and displayed photos showing the progress of the work being done. Ms. Tolles stated that the Westside Pavement Maintenance project is 90% complete and all cracks have been fixed on the Westside work area and hangar fingers. Taxiway Bravo has a coated slurry seal, and the lines have been painted on. The Eastside Hangar Demolition was successfully completed by local contractor Bare Roots Land & Home based in St. Helens. The concrete pads were removed, and the land was graded and covered with seed mix and straw. Ms. Tolles thanked Kyle Belton with Bare Roots for going the extra mile by applying seed and grass. She displayed a picture sent by the contractor of the completed project after all the building materials and debris were cleaned up. Ms. Tolles also mentioned that the airport FBO Transwestern Aviation was complimentary of the demolition crew. To conclude, she played a video of the hangar buildings being demolished and announced that an open RFP for mowing services at the airport is available on the Port website. The Airport Update presentation is on file at the Port office.

Lignetics/Neighbors Update

Port Executive Director Sean Clark informed the Commission that he received an email from Plant Manager Steve Nelson yesterday November 12 stating that Lignetics mailed additional information to DEQ on November 7. Mr. Nelson indicated in his email that he did not think it would interfere with construction in January. Mr. Clark stated that the Port and Lignetics continue to work out the details on the transformer expense. Nick Sorber asked if the transformer is currently set aside for Lignetics, and Mr. Clark confirmed that it is.



New Business

2024 Strategic Business Plan Implementation

Port Deputy Executive Director Amy Bynum and Communications & External Affairs Manager Gina Sisco gave a PowerPoint presentation outlining the goals and strategic priorities of the Strategic Business Plan (SBP). Ms. Sisco stated that the SBP is a result of various assessments undertaken in 2023 and early 2024 and reflects collaboration with the Commission, staff, tenants, and local regional partners. It is designed to be a flexible guide for the Port Commission to set policies and capital improvement priorities. The Port's community outreach efforts consisted of surveys and interviews with staff, tenants, and stakeholders; three open house events hosted by the Port; and two online surveys. Ms. Bynum highlighted the top three strategic priorities selected from the input. These include (1) Investing in existing Port properties; (2) Developing projects at Port Westward; and (3) Acquiring additional industrial property throughout the Port district. Ms. Sisco explained that the state of Oregon identifies five elements that must be included in a Strategic Business Plan including a Capital Improvement Plan (CIP), Management Plan, Financial Plan, Environmental Plan and Marketing Plan. Each element contains an overview of Port-wide goals and strategies that staff would like to review with the Commission. Ms. Bynum went over the first two out of four total goals of the CIP. The first goal is to develop and maintain a plan that lists projects and estimates for associated costs to be managed internally by staff. The second goal is to promote Port Westward as an energy and bulk commodity shipping facility with multimodal transportation availability. The strategies of goal two include continuing to pursue the rezoning of 700 acres at PWW, modernizing the Beaver dock, and considering adding a third berth if there is a need for additional capacity. A significant portion of the budget will be dedicated to upgrading the structural integrity of the dock infrastructure to meet seismic compliance standards. The Capital Improvement Action Plan takes information from the CIP and organizes it in order of priority. Ms. Sisco briefly summarized the progress the Port has made over the last six months, starting with the top priority items. The PWW Seismic Vulnerability Assessment was completed in June 2024. The Beaver dock modernization, fire system improvements and water intake expansion are all in process to enhance the overall safety and efficiency of the dock. Robert Keyser asked why the PWW water intake system is being expanded. Elliot Levin responded that it is to switch from PGE to the Port's system due to the water pressure on the PGE side. Mr. Clark added that it is a long route from their intake system to provide fire water to the dock and clarified that there is no volume currently being produced and it will not add capacity. At Scappoose Airport, the Emergency Generator and Westside Pavement Maintenance projects are underway, and Northeast Electric is ready to install the generators as soon as they arrive. Ms. Bynum stated that the Runway Rehabilitation Project is currently in phase 2 for design and engineering and the Port is in the process of applying for grant dollars through the Federal Aviation Administration (FAA) and the Oregon Department of Aviation (ODAV) for Phase 3 construction. Those grant agreements are estimated to be in place by January or February 2025 followed by an Invitation to Bid (ITB) in April for construction to begin in Summer 2025. Ms. Sisco stated that the Port received a Record of Decision (ROD) last year from Oregon DEQ for cleanup of the former Pope and Talbot Wood Treating Site at Railroad Avenue. Port staff will be submitting the application for a \$4 million EPA grant today, which requests funding to clean up the first Priority Action Area. Cleanup of the entire site is estimated at \$30 million. For priority 2 items, Ms. Bynum stated that the demolished hangar buildings have not yet been replaced so that project is still in process. The design for the East side water line extension is complete and the Port has applied for an ODAV grant for the phase 2 construction. Ms. Sisco mentioned that the OSMB grant amount received for the Marina Upland Improvement Project was \$407,000 and the Port is responsible for an equal match. She also noted that plans for capital improvements are often contingent on funding and partnerships with local, state and federal agencies and private partners. Lastly, Ms. Sisco went over the third priority items and stated that the Port learned last week that the City of St. Helens has



started work on the Northern site access road at Railroad Avenue. Overall, the estimated total cost of all projects identified in the Capital Improvement Plan now exceed \$90 million over the next ten years. Ms. Sisco displayed a chart with a general breakdown of costs by each Port facility which shows that costs will continue to rise. She also indicated that most of the revenue-generating projects are currently listed as third priority for funding. Therefore, the Port may want to consider reevaluating the priority lists to look for ways to maximize investments and generate new revenue. Ms. Bynum said it is important to revisit the SBP and consider all of the competing priorities. Chip Bubl asked for some information on the profit and loss situation as a whole to look at operations and spending. He suggested having that information before the start of the fiscal budgeting process for the Commission. In response, Mr. Clark said that Port Executive Finance Manager Guy Glenn, Jr. will prepare financial information on profit and loss and spending priorities for the December meeting. Commissioner Ward inquired about the progress of the Port Maintenance building. Mr. Clark responded that it is on pause while the Maintenance team is setting up to utilize the empty space at Winner's Circle. They are ahead of schedule for vacating the Multnomah location by February 2025 so that ORPET can demolish the old building. Ms. Bynum stated that she and Mr. Clark will be meeting with ORPET to discuss plans for expansion. Ms. Ward asked how big the expansion would be, and Ms. Bynum replied that they would be taking the entire footprint. Mr. Clark added that building A is now being considered for leasable space and needs a new HVAC system for which the Port has received a quote for approximately \$14,500. The building also needs windows, insulation, and flooring. Nick Sorber stated that this makes sense because the Port can then lease the asset. Mr. Keyser informed staff that there is a new HVAC mandate that will increase costs by 25% after the first of the year. The Strategic Business Plan is on file at the Port office and available on the Port website at <https://www.portofcolumbiacounty.org/business-and-development/page/2024-strategic-business-plan>.

EPA Cleanup Grant Update

North County Operations and Terminal Manager Elliot Levin provided an update on the application for a \$4 million EPA Grant for cleanup efforts at the former Pope & Talbot site at Railroad Avenue. Mr. Levin displayed a map showing the five Priority Action Areas (PAA). At the October 9, 2024 Commission Meeting, Mr. Levin stated that the focus was on cleanup of Dock Area 2. However, since the Port leases that land from the Department of State Lands (DSL), the Port is not eligible to be the main applicant on the grant for that PAA. Therefore, the Port pivoted the focus to Upland Area 1 and Mr. Levin explained the advantages of starting with this area. First, it sits above the other priority action areas, eliminating the risk of re-contaminating the other action areas. Second, it is adjacent to the 'no further action' area and would free up much of the 42-acre site for redevelopment, and lastly, the implementation could be phased out to match funding availability. Mr. Levin also followed up on community outreach efforts beginning with a Community Open House on October 30 hosted by the Port. On November 6, Mr. Levin presented to the St. Helens City Council, and he will present to the St. Helens Park and Trails Commission on November 18. Robert Keyser asked if the Department of State Lands (DSL) is going to make changes to allow for the DEQ mandates. Nancy Ward asked for the grant amount and Mr. Levin responded that the grant application is for \$4 million. Nick Sorber asked if the entire waterfront at the site is leased, and Mr. Levin responded that it is not. Mr. Clark commented that the city of St. Helens considers it a deep-water port for the purpose of barge traffic. Ms. Ward asked how much the Port pays and the length of the lease. Mr. Salisbury said finding the old documents has been a challenge and staff will need to find that information and report back. Mr. Bubl asked for the clarification on the cost of the permeable reactive barrier. Mr. Levin stated those prices have not been updated in a couple of years, but that they would be closer to \$2 million. Ms. Sisco mentioned that the EPA grants will be available again next year, and awards will be announced in May 2025. Mr. Clark emphasized the



importance of being prepared for grant applications and the need for a grant match strategy. Mr. Keyser said that having money for grant matching is going to be paramount and that the DEQ should be working with DSL as they are both state agencies.

Executive Director's Report

Executive Director Sean P. Clark reported that he attended the American Association of Port Authorities (AAPA) Annual Convention in Boston where 93 ports and about 800 people attended. He said the key takeaway from that event was to be prepared because there is strong competition from all those other ports for grant funding for aging infrastructure. Mr. Clark also met with representatives from Global Partners and commented on how nice their terminals and facilities are. He mentioned plans to arrange another trip to that facility in Spring 2025 and encouraged Commissioners to let him know if they would like to attend. It would be around the same time as the Mission to Washington trip. Mr. Clark stated that he and Mr. Levin would be presenting to the St. Helens Parks & Trails Commission on November 18 and the Port Westward Annual O&M meeting is scheduled for November 20. Mr. Clark and Ms. Bynum are going to meet with the new Scappoose City Manager Benjamin Burgener to discuss Port happenings. Potential schedule changes to the upcoming December and January Commission meetings were also discussed. Mr. Clark stated that there is one vessel sitting alongside waiting for favorable seas. Lastly, Mr. Clark acknowledged Port Operations Manager Miriam House on her 10-year tenure with the Port and expressed appreciation for her work ethic as her team is doing a great job.

Commissioner Reports

Nancy Ward stated that she attended the Agricultural Information Committee meeting, and they discussed pivoting from a composting facility to a new project, with more information to come in the next meeting.

Chip Publ reported that he also attended the Agricultural Information Committee meeting and there is a lot to think about and work on. He also attended the Scappoose Bay Marina Advisory Committee meeting and said it was very efficient and informative on both the construction and the signage.

Nick Sorber congratulated Ms. House on her 10-year work anniversary and said the Upland project looks great. He was excited to see the Eastside hangar being demolished after twenty-plus years, and he appreciates all the slides.

Robert Keyser stated first that he is still working with some of the folks on the East Side Communications Resiliency Project for Scappoose Airport. Mr. Keyser mentioned they had discussed coming to a meeting and he will let staff know ahead of time. Secondly, he would like to have a follow-up meeting with Elliot Levin regarding the dock infrastructure, ownership and replacement plan.

Brian Fawcett stated that he virtually attended the Scappoose Bay Marina Advisory Committee meeting and the EPA Open House, and both were very run well by staff. He gave kudos to staff for the affirmation that we are doing what we can to communicate with the public and get input, which he is very proud of. Mr. Fawcett also gave congratulations to Miriam House on her 10 years with the Port, and congratulated Sean Clark on his upcoming 10-year work anniversary with the Port on November 24. Lastly, Mr. Fawcett stated that he has had several conversations on Connect Oregon and the grant process.



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)(e) and 2(f).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 10:38 A.M.**

President

December 18, 2024
Date Adopted

Secretary