

PORT OF COLUMBIA COUNTY
100 E STREET, COLUMBIA CITY, OR 97018
July 12, 2023
COMMISSION MEETING
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 who want to attend the meeting electronically should do so by:

<https://us02web.zoom.us/j/86799703801>

Meeting ID: 867 9970 3801

Passcode: 717295

Call-In

1 (253) 215-8782

I. CALL MEETING TO ORDER (President, Robert Keyser)

- | | |
|---------------------------------|-------------------|
| A. Flag Salute | |
| B. Oath of Office | RLS |
| C. Roll Call | |
| D. Election of Officers | Commission |
| E. Committee Assignments | |

II. ADDITIONS TO AGENDA

III. CONSENT AGENDA (The Board has agreed to implement a Consent Agenda. Implementation of the Consent Agenda means that all items marked with an asterisk (*) are adopted by a single motion unless a Member of the Board requests that such item be removed from the Consent Agenda and voted upon separately. Generally, Consent Agenda items are routine in nature and enable the Board to focus on other matters on the agenda.)

- A.* Approval of Minutes; June 14, 2023**
- B.* Financial Reports; June 2023**
- C.* Approval of June Check Registers (A) in the total amount of \$346,823.24**
- D.* Approval of June Check Registers (B) in the total amount of \$1,074.92**

IV. COMMENTS FROM VISITORS (Limited to 2 min. per person unless prior authorization is obtained)

V. OLD BUSINESS

- | | |
|--|-----------|
| A. Dredging Project Update | MH |
| B. Marina Improvement Project Update | MH |
| C. Airport Use Permit Update (Through-The-Fence Access) | AB |

VI. NEW BUSINESS

- | | |
|--|------------|
| A. Code of Ethics Acknowledgement | RLS |
| B. Ordinance 2023-01** (First Reading) | RLS |
| C. Personnel Policies – Paid Leave Oregon | RLS |
| D. Executive Director Salary | BFG |

VII. EXECUTIVE DIRECTOR'S REPORT

VIII. COMMISSIONER REPORTS

IX. EXECUTIVE SESSION

The Board will hold an executive session to review and evaluate the employment-related performance of the Port Executive Director under ORS 192.660(2)(i).

X. ADJOURNMENT

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

Next Regularly Scheduled Meetings

July 26th (TBD) Work Session at 6:00 p.m.
August 9th Comm. Mtg at 8:30 a.m.

Upcoming Events

July 31st at 11:30 a.m. Ag. Information Com. Mtg.
July 31st at 5:00 p.m. SA Adv. Com. Mtg
September 5th at 5:30 p.m. SBM Adv. Com. Mtg.

**** Copies available at the Port Office.**

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.

OATH OF OFFICE

STATE OF OREGON }
COUNTY OF COLUMBIA } SS.
PORT OF COLUMBIA COUNTY }

I, Nick Sorber, do hereby swear and affirm that I will support the Constitution of the United States, the Constitution of the great State of Oregon, and all the laws thereof. During my term of office, I promise to faithfully perform my duties as a Commissioner of the **PORT OF COLUMBIA COUNTY** and to follow the State of Oregon Code of Ethics. As a Port Commissioner, I pledge to uphold the goals, mission, and objectives of the Port throughout my term of office, to the best of my ability and understanding.

Signature

SUBSCRIBED and **SWORN** before me on this 12th day of July 2023.

NOTARY PUBLIC for Oregon
My Commission Expires: _____

OATH OF OFFICE

STATE OF OREGON }
COUNTY OF COLUMBIA } SS.
PORT OF COLUMBIA COUNTY }

I, Chip Bubl, do hereby swear and affirm that I will support the Constitution of the United States, the Constitution of the great State of Oregon, and all the laws thereof. During my term of office, I promise to faithfully perform my duties as a Commissioner of the **PORT OF COLUMBIA COUNTY** and to follow the State of Oregon Code of Ethics. As a Port Commissioner, I pledge to uphold the goals, mission, and objectives of the Port throughout my term of office, to the best of my ability and understanding.

Signature

SUBSCRIBED and **SWORN** before me on this 12th day of July 2023.

NOTARY PUBLIC for Oregon
My Commission Expires: _____

OATH OF OFFICE

STATE OF OREGON }
COUNTY OF COLUMBIA } SS.
PORT OF COLUMBIA COUNTY }

I, Nancy Ward, do hereby swear and affirm that I will support the Constitution of the United States, the Constitution of the great State of Oregon, and all the laws thereof. During my term of office, I promise to faithfully perform my duties as a Commissioner of the **PORT OF COLUMBIA COUNTY** and to follow the State of Oregon Code of Ethics. As a Port Commissioner, I pledge to uphold the goals, mission, and objectives of the Port throughout my term of office, to the best of my ability and understanding.

Signature

SUBSCRIBED and **SWORN** before me on this 12th day of July 2023.

NOTARY PUBLIC for Oregon
My Commission Expires: _____

**PORT OF COLUMBIA COUNTY
COMMITTEE and ORGANIZATION MEETINGS**

Organization or Committee	Description	Schedule	Staff Assigned	Commissioner Assigned
Association of Public Ports (APP)			Sean	
City/County Quarterly meeting		Quarterly	Executive Director	All Commissioners
Chamber - Clatskanie	Chamber Forum	Monthly	PWW Terminal Mgr.	Robert Keyser
Chamber - Rainier	Chamber Forum	Monthly	Gina	Brian Fawcett
South Columbia County Chamber - Scappoose/St. Helens	Chamber Forum and Koffee Klatsch	Bimonthly	Executive Director Managers	All
Chamber Legislative Meetings	Interested parties meet with State Senator or State Representative during legislative session.	Every Wednesday at 7:00 a.m. during session	Executive Director	
City of St. Helens Tourism Meeting	Strategic tourism planning for St. Helens area.	Monthly	Prop. Ops. Mgr.	
Clatskanie Fire District		Second Wed. 7:00 p.m.	PWW Terminal Mgr.	
Clatskanie PUD		Monthly 7:00 p.m.	PWW Terminal Mgr.	
Clatskanie, City of	City Council	1 st Wednesday of the month 7:00 pm	PWW Terminal Mgr.*	Robert Keyser
Columbia County Board of County Commissioners		Every Wednesday, 10 a.m.	Sean, Pertinent Staff	
Columbia Economic Team (CET)		2 nd Tuesday of every other month	Sean (Amy Alt)	
Columbia Pacific Economic Development District (ColPac)	N.W. Oregon regional organization operation under federal E.D.A. guidelines.	Once a month	Executive Director	Brian Fawcett
Columbia River Channel Coalition (CRCC)	Provides information to elected officials and community leaders to help build regional and national consensus for the Columbia River Channel Deepening Project.	Bi-monthly concurrent with I.C.R.I.P.	Executive Director	
Columbia River PUD		3 rd Tuesday, 6 p.m.	Pertinent Staff (as Needed)	
Community Development Forum	Ongoing committee comprised of representatives of the Governor's office (Governor's Economic Revitalization Team G.E.R.T.), the agency factors of O.E.C.D.D., L.C.D.C., D.E.Q., Transportation, Agriculture, and D.S.L., and local government representative of counties, cities, Ports and Special District.	Quarterly or monthly dependent on workload.	Executive Director Deputy Director	

**PORT OF COLUMBIA COUNTY
COMMITTEE and ORGANIZATION MEETINGS**

Columbia River Steamship Operators Association (CRSOA)			Executive Director Deputy Director PWW Terminal Mgr.	
Columbia City, City of	City Council	1st & 3rd Thursday of the month 6:00pm	Executive Dir.* Exc. Asst.*	Chris Iverson
F.A.A. N.W. Mt. Regional	Federal information for airport owners and sponsors.	Annual meeting	Executive Director Pro. Ops. Manager.	All Commissioners
Greater Portland Inc Economic Development Practitioners		3 rd Tuesday, 12 pm	Amy	
Homeland Security and Emergency Management Commission (HSEMC)	County Advisory Board	Quarterly	Executive Director Elliot	
Interstate Columbia River Improvement Project (I.C.R.I.P.)	Channel Deepening Sponsors and U.S.A.C.O.E.	Bi-monthly	Executive Director	
Marine & Civil Aviation Committee		Monthly	Sean	
Maritime Fire & Safety Association (MFSA)		Annual Meeting	Prop. Ops. Mgr. PWW Terminal Mgr.	
Northwest Marine Terminal Association (NWMTA)	An association of NW Ports and Marine terminal operators in OR & WA. The Association sets uniform tariff rates, establishes consistent rules & practices, exchange information and pursue cooperative ventures.	3 Mtgs. Per yr. plus subcommittee	PWW Terminal Mgr. Finance Manager	
Northwest Oregon Area Commission on Transportation (NW ACT)	Regional board which provides policy and project prioritization functions which feeds into the Oregon Transportation Commission decision making process.	Monthly	Executive Director Deputy Director	Brian Fawcett
Northwest Oregon Economic Alliance (NOEA)	Rural/regional board provides state funds through this board for economic development projects. The current focus is industrial land development. The Port is not represented on this board. However, a Port representative attends most meetings.	Monthly	Executive Director Deputy Director	
Oregon Airport Manager's Assoc. (OAMA)	Statewide organization providing information, training, and peer support.	Two meetings/yr.	Miriam House	
Oregon Economic Development Association			Amy	
Oregon Municipal Finance Officers Association (OMFOA)	Informative session regarding municipal finance.	Two training seminars per year	Finance Manager	

**PORT OF COLUMBIA COUNTY
COMMITTEE and ORGANIZATION MEETINGS**

Oregon Public Ports Association (OPPA)	Statewide informational arm of the port industry. Provides updates on critical issues that impact ports.	Quarterly meetings and annual conference	Executive Director	
Oregon State Marine Board (OSMB)	Conference to update on Marine Board funding, marina technology, etc. Funding agency for S.B.M.P.	Semiannual conference	Prop. Ops. Mgr. Prop. Ops. Asst.	
Pacific Coast Congress of Harbormasters and Port Managers	West Coast organization of private sector, public sector, harbormasters, port managers and businesses of the marina industry that focus on exchanging information and recommending policies to establish uniformity in all aspects of marina operations.	Two conferences/year	Prop. Ops. Mgr.	
Pacific Northwest Waterway Association (PNWA)	Assists with appropriations, permitting and environmental issues at the Federal level. This is the Port's main tool for federal issues.	Regional, Semi Annual, Mission to Wash. D.C.	Executive Director Gina	Brian Fawcett
Rainier, City of	City Council	1st & 3rd Mon. of each month 6:00 & 7:00 pm	Finance Mgr.*	Brian Fawcett
Regional Partnerships	Business Oregon is a recognized regional organization. Regional Partnerships is a regional organization recognized by Business Oregon.	Quarterly meetings	Executive Director or Deputy Executive Director	
St. Helens, City of	City Council	1st & 3rd Wed. of the month at 1:00 & 7:00 pm	Deputy Director*	Chip Bubl
Scappoose Bay Marine Park Advisory Committee	Standing committee authorized by the Port Commission to provide guidance and recommendations to the Port Commission regarding development and operation of the marina.	First Tuesday of every other month.	Prop. Ops. Mgr. Prop. Ops. Asst.	Brian Fawcett
Scappoose Economic Development Coordination		4th Monday, 1:30 pm	Gina	
Scappoose Industrial Airpark Advisory Committee	Standing committee authorized by the Port Commission to provide guidance and recommendations to the Port Commission regarding development and operation of the airport.	First Monday of every other month.	Prop. Ops. Mgr. Prop. Ops. Asst.	Nancy Ward
Scappoose, City of	City Council	First and Third Mondays	Amy	Nancy Ward
South County Collaborative		3rd Tuesday, 3:30 pm	Sean	

**PORT OF COLUMBIA COUNTY
COMMITTEE and ORGANIZATION MEETINGS**

Special District Association of Oregon (SDAO)	Insurance carrier. Assist with developing policy, provides active lobbying during sessions and Commissioner and staff training. Attending meetings and training saves money on insurance premium.	Annual conference, board member training, Best Practices regional meeting, Risk Management/Safety workshop	Executive Director	All Commissioners
Trestle Beach		Once a month TBD	Prop. Ops. Mgr. Prop. Ops. Assn.	

* Current Assignment
Last updated 08/31/2015

**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
Crystallyn 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



Finance Update June 2023

STAFF REPORT

DATE: July 12, 2023
TO: Commission Board
FROM: Bob Gadotti/Guy Glenn
Executive Finance Manager
RE: Finance Update as of June 30, 2023

Discussion:

This agenda item is a preliminary report of the Port's current financials as of June 30, 2023.

Cash and Investments: \$9,847,791

YTD Revenues Collected: \$7,362,402, which is 95.3% of the annual budget of \$7,722,922.

YTD Expenses: \$5,526,683, which is 37% of the annual budget of \$14,955,276. The annual expense budget includes \$4,018,450 of contingency that will not be utilized.

June 2023 checks issued totaled \$347,898.16.

June Highlights

Adopted 2023-2024 Budget at June 14th meeting.

Year-end account analysis starting for auditors.

Bob G. and Guy G. working on transitioning Executive Finance Manager duties.

Income Statement							
For the period ending							
June 30,2023							
			Current Actual	Yr To Date Actual	Annual Budget	% Remaining	Prior YTD Actual
Resources							
Property Taxes			438	11,065	-	0.0%	14,945
Licenses and Permits			46,404	549,560	563,935	2.5%	556,714
Rents and Reimbursements			353,341	5,150,154	5,784,328	11.0%	4,487,717
Terminal Services			20,657	549,470	411,202	-33.6%	577,512
Bayport RVPark			14,500	151,675	161,996	6.4%	142,820
Parking Fees			3,649	36,469	32,185	-13.3%	38,251
Launch Fees			3,820	46,210	53,456	13.6%	49,941
Other Marina Fees			336	3,180	4,286	25.8%	4,396
Grants			-	47,035	394,627	88.1%	188,608
Loan Proceeds			-	483,186	-	0.0%	-
Interest Earnings			31,096	256,896	38,036	-575.4%	147,654
InterGovernmental Income			-	-	-	0.0%	-
Contributions			-	-	250,018	100.0%	-
Miscellaneous Income			4,016	77,501	28,853	-168.6%	289,545
						0.0%	
Total Resources			478,257	7,362,402	7,722,922	4.7%	6,498,103
						0.0%	
						0.0%	
Requirements						0.0%	
						0.0%	
Personnel Services			135,283	2,036,192	2,177,364	6.5%	1,838,481
Materials and Services			287,000	2,390,614	2,037,779	-17.3%	5,392,499
Capital Outlay			121,768	654,074	5,615,000	88.4%	-
Debt Service			-	445,803	1,106,682	59.7%	162,936
Contingency			-	-	4,018,450	100.0%	-
						0.0%	
Total Requirements			544,052	5,526,683	14,955,275	63.0%	7,393,916
						0.0%	
Ending Fund Balance			(65,795)	1,835,719	(7,232,353)	125.4%	(895,812)

**Port of Columbia County
Vendor Check Register Report - A**

Check No.	Vendor ID	Vendor Name	Date	Amount	Ck Bk ID	Voided
43897	BEMI001	Bemis Printing & Graphics	6/6/2023	\$550.00	BOW CHKG	No
43898	BROW001	Harold Brown	6/6/2023	\$39.99	CHKS06062023	No
43899	BUBL001	Chip Bubl	6/6/2023	\$150.00	CHKS06062023	No
43900	CINT002	Cintas Corporation No 3	6/6/2023	\$186.18	CHKS06062023	No
43901	CITY001	City of Columbia City	6/6/2023	\$243.31	CHKS06062023	No
43902	CITY002	City of Scappoose	6/6/2023	\$949.72	CHKS06062023	No
43903	CITY003	City of St. Helens	6/6/2023	\$14.37	CHKS06062023	No
43904	CLAT002	Clatskanie PUD	6/6/2023	\$1,166.75	CHKS06062023	No
43905	COMC002	Comcast Business	6/6/2023	\$88.53	CHKS06062023	No
43906	CONN001	Connecta Satellite Solutions LLC	6/6/2023	\$44.78	CHKS06062023	No
43907	DAHL001	VASA Hldgs LLC dba	6/6/2023	\$728.04	CHKS06062023	No
43908	DELL001	Dell Financial Services LLC	6/6/2023	\$801.60	CHKS06062023	No
43909	FAWC001	Brian Fawcett	6/6/2023	\$150.00	CHKS06062023	No
43910	FPRE001	F. Preston	6/6/2023	\$2,800.00	CHKS06062023	No
43911	HDR0001	HDR Engineering Inc	6/6/2023	\$2,401.00	CHKS06062023	No
43912	IVER001	Chris Iverson	6/6/2023	\$150.00	CHKS06062023	No
43913	KEYS001	Robert Keyser	6/6/2023	\$150.00	CHKS06062023	No
43914	MARI002	Maritime Fire & Safety Association	6/6/2023	\$270.00	CHKS06062023	No
43915	METR002	MetroWatch	6/6/2023	\$364.25	CHKS06062023	No
43916	MILN001	Adam Milner	6/6/2023	\$89.99	CHKS06062023	No
43917	MYSY001	My System Shield LLC	6/6/2023	\$2,350.00	CHKS06062023	No
43918	NUIS001	John A. Norvell dba	6/6/2023	\$350.00	CHKS06062023	No
43919	OREG016	Oregon Aero, Inc	6/6/2023	\$135.00	CHKS06062023	No
43920	QUAL001	Quality Auto Parts	6/6/2023	\$66.48	CHKS06062023	No
43921	RAPI002	Rapid Soil Solutions Inc	6/6/2023	\$5,250.00	CHKS06062023	No
43922	RICK001	Rick's Hi-School Pharmacy	6/6/2023	\$2,782.25	CHKS06062023	No
43923	SALI002	Robert Salisbury	6/6/2023	\$113.25	CHKS06062023	No
43924	SHRE001	Shred Northwest, Inc	6/6/2023	\$60.00	CHKS06062023	No
43925	SIER001	Sierra Springs	6/6/2023	\$41.16	CHKS06062023	No
43926	SOLU001	Solutions Yes, LLC	6/6/2023	\$349.56	CHKS06062023	No
43927	SONI001	Sound Security, Inc	6/6/2023	\$478.15	CHKS06062023	No

**Port of Columbia County
Vendor Check Register Report - A**

43928	SUPP002	SupplyWorks	6/6/2023	\$161.37	CHKS06062023	No
43929	TOLL001	Lacey Tolles	6/6/2023	\$131.30	CHKS06062023	No
43930	VOYA001	Voya - State of Oregon	6/6/2023	\$3,765.00	CHKS06062023	No
43931	WARD001	Nancy Ward	6/6/2023	\$150.00	CHKS06062023	No
43932	WILC001	Wilson Oil Inc dba	6/6/2023	\$883.27	CHKS06062023	No
43933	SUPP002	SupplyWorks	6/6/2023	\$54.25	CHKS06062023	No
43934	ACEH001	Ace Hardware - St Helens	6/7/2023	\$435.26	CHKS06072023	No
43935	ACEH002	Ace Hardware - Scappoose	6/7/2023	\$30.91	CHKS06072023	No
43936	AMBI001	Ambient IT Solutions	6/7/2023	\$2,580.50	CHKS06072023	No
43937	CENT001	CenturyLink	6/7/2023	\$236.56	CHKS06072023	No
43938	CINT002	Cintas Corporation No 3	6/7/2023	\$17.06	CHKS06072023	No
43939	CITY005	City of Clatskanie	6/7/2023	\$77.44	CHKS06072023	No
43940	COUN001	Country Media	6/7/2023	\$227.85	CHKS06072023	No
43941	CSAP001	CSA Planning Ltd.	6/7/2023	\$4,999.50	CHKS06072023	No
43942	HUDS002	Hudson Portable Toilet Service	6/7/2023	\$363.89	CHKS06072023	No
43943	KOLD001	Culligan	6/7/2023	\$51.30	CHKS06072023	No
43944	LAWR001	Lawrence Oil Company	6/7/2023	\$89.00	CHKS06072023	No
43945	LOOPN001	LoopNet	6/7/2023	\$738.00	CHKS06072023	No
43946	METR001	Metro Overhead Door	6/7/2023	\$615.00	CHKS06072023	No
43947	METR002	MetroWatch	6/7/2023	\$2,774.50	CHKS06072023	No
43948	OEDA	Oregon Economic Development Association	6/7/2023	\$750.00	CHKS06072023	No
43949	OREI001	O'Reilly Auto Enterprises LLC	6/7/2023	\$15.98	CHKS06072023	No
43950	PACI005	Pacific Office Automation	6/7/2023	\$357.00	CHKS06072023	No
43951	QUIL001	Staples Inc dba	6/7/2023	\$205.94	CHKS06072023	No
43952	QUIN001	Quincy Water Association	6/7/2023	\$39.40	CHKS06072023	No
43954	STAT001	Rescue Stat	6/7/2023	\$175.00	CHKS06072023	No
43955	SUNS001	Sunset Auto Parts	6/7/2023	\$76.37	CHKS06072023	No
43956	SUNS002	watkins Tractor & Supply dba	6/7/2023	\$25.76	CHKS06072023	No
43957	WAST002	Waste Management of OR, Inc.	6/7/2023	\$32.92	CHKS06072023	No
43958	ZIPL001	Ziply Fiber	6/7/2023	\$121.34	CHKS06072023	No
43960	ATTM001	AT&T Mobility	6/15/2023	\$0.00	CHKS06152023	Yes
43961	CARQ001	General Parts Distribution	6/15/2023	\$0.00	CHKS06152023	Yes

**Port of Columbia County
Vendor Check Register Report - A**

43962	CINT002	Cintas Corporation No 3	6/15/2023	\$0.00	CHKS06152023	Yes
43963	FAWC001	Brian Fawcett	6/15/2023	\$0.00	CHKS06152023	Yes
43964	FINE001	Encore Business Solutions	6/15/2023	\$0.00	CHKS06152023	Yes
43965	HUDS001	Hudson Garbage Service	6/15/2023	\$0.00	CHKS06152023	Yes
43966	HUDS002	Hudson Portable Toilet Service	6/15/2023	\$0.00	CHKS06152023	Yes
43967	METR002	MetroWatch	6/15/2023	\$0.00	CHKS06152023	Yes
43968	NWNA001	NW Natural Gas Company dba	6/15/2023	\$0.00	CHKS06152023	Yes
43969	PNWA001	Pacific Northwest Waterways Association	6/15/2023	\$0.00	CHKS06152023	Yes
43970	REGE001	Regence BlueCross BlueShield of Oregon	6/15/2023	\$0.00	CHKS06152023	Yes
43971	SCAP006	Scappoose Outfitters Inc.	6/15/2023	\$0.00	CHKS06152023	Yes
43972	SHER001	Sherwin-Williams	6/15/2023	\$0.00	CHKS06152023	Yes
43973	SOUT001	South Columbia County Chamber of Commerce	6/15/2023	\$0.00	CHKS06152023	Yes
43974	STEL001	Richard Stellner	6/15/2023	\$0.00	CHKS06152023	Yes
43975	TVW0001	TVW	6/15/2023	\$0.00	CHKS06152023	Yes
43976	VOYA001	Voya - State of Oregon	6/15/2023	\$0.00	CHKS06152023	Yes
43977	ATTM001	AT&T Mobility	6/15/2023	\$1,116.35	CHKS06152023-1	No
43978	CARQ001	General Parts Distribution	6/15/2023	\$11.69	CHKS06152023-1	No
43979	CINT002	Cintas Corporation No 3	6/15/2023	\$39.09	CHKS06152023-1	No
43980	FAWC001	Brian Fawcett	6/15/2023	\$11.79	CHKS06152023-1	No
43981	FINE001	Encore Business Solutions	6/15/2023	\$243.75	CHKS06152023-1	No
43982	HUDS001	Hudson Garbage Service	6/15/2023	\$869.88	CHKS06152023-1	No
43983	HUDS002	Hudson Portable Toilet Service	6/15/2023	\$126.00	CHKS06152023-1	No
43984	METR002	MetroWatch	6/15/2023	\$2,604.00	CHKS06152023-1	No
43985	NWNA001	NW Natural Gas Company dba	6/15/2023	\$90.86	CHKS06152023-1	No
43986	PNWA001	Pacific Northwest Waterways Association	6/15/2023	\$900.00	CHKS06152023-1	No
43987	REGE001	Regence BlueCross BlueShield of Oregon	6/15/2023	\$24,259.15	CHKS06152023-1	No
43988	SCAP006	Scappoose Outfitters Inc.	6/15/2023	\$2,506.00	CHKS06152023-1	No
43989	SHER001	Sherwin-Williams	6/15/2023	\$11.78	CHKS06152023-1	No
43990	SOUT001	South Columbia County Chamber of Commerce	6/15/2023	\$1,000.00	CHKS06152023-1	No
43991	STEL001	Richard Stellner	6/15/2023	\$4,356.07	CHKS06152023-1	No
43992	TVW0001	TVW	6/15/2023	\$884.75	CHKS06152023-1	No
43993	VOYA001	Voya - State of Oregon	6/15/2023	\$3,765.00	CHKS06152023-1	No

**Port of Columbia County
Vendor Check Register Report - A**

43994	BANK001	Bank of the West	6/20/2023	\$19,677.30	CHKS062023	No
43995	SISC001	Gina Sisco	6/20/2023	\$246.48	CHKS062023	No
43996	AMBI001	Ambient IT Solutions	6/29/2023	\$700.00	CHKS062923	No
43997	BEMI001	Bemis Printing & Graphics	6/29/2023	\$370.00	CHKS062923	No
43998	BEYO001	Beyond the Forest	6/29/2023	\$456.00	CHKS062923	No
43999	BUSI001	Business Oregon	6/29/2023	\$26,800.95	CHKS062923	No
44000	CENT003	CenturyLink	6/29/2023	\$152.00	CHKS062923	No
44001	CHAR001	Charter Communications	6/29/2023	\$226.78	CHKS062923	No
44002	CINT002	Cintas Corporation No 3	6/29/2023	\$78.18	CHKS062923	No
44003	CITY002	City of Scappoose	6/29/2023	\$1,120.10	CHKS062923	No
44004	CITY003	City of St. Helens	6/29/2023	\$11,597.58	CHKS062923	No
44005	CLAT002	Clatskanie PUD	6/29/2023	\$28.00	CHKS062923	No
44007	COLU008	Columbia River PUD	6/29/2023	\$3,106.58	CHKS062923	No
44008	COLU010	Columbia River Steamship Operators	6/29/2023	\$105.00	CHKS062923	No
44009	COLU011	Columbia County Dept.of Community Justice A	6/29/2023	\$3,375.00	CHKS062923	No
44010	COMC001	Comcast	6/29/2023	\$2,171.82	CHKS062923	No
44011	COMC002	Comcast Business	6/29/2023	\$1,008.24	CHKS062923	No
44012	DELL001	Dell Financial Services LLC	6/29/2023	\$61.72	CHKS062923	No
44013	FINE001	Encore Business Solutions	6/29/2023	\$337.50	CHKS062923	No
44014	GREAO01	Greater Portland Inc	6/29/2023	\$6,000.00	CHKS062923	No
44015	HDR0001	HDR Engineering Inc	6/29/2023	\$8,906.79	CHKS062923	No
44016	HRAV001	HRA VEBA Plan	6/29/2023	\$9,000.00	CHKS062923	No
44017	IVER001	Chris Iverson	6/29/2023	\$63.52	CHKS062923	No
44018	KJSE001	KJ Security Solutions & Locksmith	6/29/2023	\$162.00	CHKS062923	No
44019	KPFF001	KPFF, Inc	6/29/2023	\$96,424.50	CHKS062923	No
44020	LOWE001	Lower Columbia Engineering	6/29/2023	\$20,093.75	CHKS062923	No
44021	LUKI001	Clint Lukich	6/29/2023	\$225.98	CHKS062923	No
44022	MACK001	Mackenzie	6/29/2023	\$8,233.66	CHKS062923	No
44023	METR002	MetroWatch	6/29/2023	\$5,200.25	CHKS062923	No
44024	NWNA001	NW Natural Gas Company dba	6/29/2023	\$45.77	CHKS062923	No
44025	OAMA001	OAMA	6/29/2023	\$155.00	CHKS062923	No
44026	OREG013	Oregon Water Resources Department	6/29/2023	\$1,220.00	CHKS062923	No

**Port of Columbia County
Vendor Check Register Report - A**

44027	PITN001	Pitney Bowes	6/29/2023	\$91.29	CHKS062923	No
44028	QUIL001	Staples Inc dba	6/29/2023	\$257.48	CHKS062923	No
44029	REGE001	Regence BlueCross BlueShield of Oregon	6/29/2023	\$24,259.15	CHKS062923	No
44030	SHER001	Sherwin-Williams	6/29/2023	\$177.74	CHKS062923	No
44031	SHRE001	Shred Northwest, Inc	6/29/2023	\$60.00	CHKS062923	No
44032	SIER001	Sierra Springs	6/29/2023	\$83.32	CHKS062923	No
44033	SOLU001	Solutions Yes, LLC	6/29/2023	\$114.50	CHKS062923	No
44034	SONI001	Sound Security, Inc	6/29/2023	\$478.15	CHKS062923	No
44035	STAN002	The Standard	6/29/2023	\$3,246.40	CHKS062923	No
44036	TOLL001	Lacey Tolles	6/29/2023	\$100.04	CHKS062923	No
44037	VOYA001	Voya - State of Oregon	6/29/2023	\$3,765.00	CHKS062923	No
44038	WILC001	Wilson Oil Inc dba	6/29/2023	\$547.53	CHKS062923	No

139

\$346,823.24

**Port of Columbia County
Vendor Check Register Report - B**

Check No.	Vendor ID	Vendor Name	Date	Amount	Ck Bk ID	Voided
43953	SDIS001	SDIS	6/7/2023	\$924.92	CHKS06072023	No
44006	CLAT003	Clatskanie Builders Supply	6/29/2023	\$150.00	CHKS062923	No

2

\$1,074.92

$\frac{1}{2} p / R$

PORT OF COLUMBIA COUNTY

It is the policy of the Port of Columbia County to reimburse commissioners for legitimate expenses made or costs incurred by commissioners in the course of conducting Port business. All requests for reimbursement must include receipts or other adequate documentation. Vehicle reimbursement may be made for the use of a personal vehicle for official business only.

Date of Request 6/7/2023

100-106547-10

600-6705-01-015 = \$11.79

Form RR-C (Rev. 01-2020)

To P/Q ✓

PORT OF COLUMBIA COUNTY
Request for Reimbursement and Commissioner Stipend

RECEIVED

JUN 26 2023

It is the policy of the Port of Columbia County to reimburse commissioners for legitimate expenses made or costs incurred by commissioners in the course of conducting Port business. All requests for reimbursement must include receipts or other adequate documentation. Vehicle reimbursement may be made for the use of a personal vehicle for official business only.

Commissioner Iverson

Date of Request _____

Date	Description	Meeting Stipend	Expense or Mileage Reimbursement				
			Miles Driven	2023 Rate	Mileage	Meals and Other	Total
4-11-23	Port Meeting	\$50.	6	0.6550	3.93		\$53.93
4-12-23	CALLS with staff & Public	\$50.	46	0.6550	\$30.13		\$80.13
4-23-23	Port Facilities Inspection	\$50.					
4-25-23	CALLS TO STAFF	\$50.		0.6550	\$ -		\$50.
5-4-23	? Public & Comm.	\$50.		0.6550	\$ -		\$50.
5-5-23	Review Budget	\$50.	0	0.6550	\$ -		\$50.
5-8-23	Review Packet	\$50.		0.6550	\$ -		\$50.
5-10-23	Port meeting	\$50.		0.6550	\$ -		\$50.
5-11-23	Budget Meeting	\$50.		0.6550	\$ -		\$50.
5-23-23	CALLS with staff & Comm	\$50.	33	0.6550	\$21.62		\$71.62
5-23-23	& Public - Site Inspection	\$50.					
5-24-23	Budget Meeting	\$50.	6	0.6550	\$3.93		\$53.93
5-25-23	CALLS & meeting	\$50.		0.6550	\$ -		\$50.
6-11-23	with staff & Public	\$50.		0.6550	\$ -		\$50.
6-12-23	CALLS with staff	\$50.	0	0.6550	\$ -		\$50.
6-12-23	Review Packet	\$50.		0.6550	\$ -		\$50.
6-14-23	Port Meeting	\$50.	6	0.6550	\$3.93		\$53.93
6-15-23	CALLS & meetings	\$50.		0.6550	\$ -		\$50.
6-30-23	with staff & Public	\$50.		0.6550	\$ -		\$50.
				0.6550	\$ -		\$ -
	12			0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
				0.6550	\$ -		\$ -
TOTAL REQUESTED REIMBURSEMENT		\$ -			\$63.52		\$ -

I certify that the expenses sought to be reimbursed were incurred in the course of official PORT business and were paid by me from my own funds. I affirm the accuracy of this information.


Signature

600-6705-01-013 = \$63.52

Reviewed By:
gjs

EMPOSTED

CODE OF ETHICS
ORS Chapter 244
Port of Columbia County

Port of Columbia County Commissioners and Port Staff shall be aware of and follow the State of Oregon Code of Ethics. This Code of Ethics shall be acknowledged by the members of the Port Commission in a public meeting at least once every calendar year. **The following actions are prohibited** regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed pursuant to ORS 244.120:

- (1) **Financial Gain.** A public official **may not use or attempt to use official position or office to obtain financial gain** or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public officials holding of the official position or office. ORS 244.040 (1). Subsection (1) **does not apply to:**
 - (a) Any part of an official compensation package as determined by the public body that the public official serves;
 - (b) The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria);
 - (c) Reimbursement of expenses;
 - (d) An unsolicited award for professional achievement;
 - (e) Gifts that do not exceed the limits specified in ORS 244.025 (**Gift limit**) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest;
 - (f) Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest;
 - (g) The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of gift in ORS 244.020 (Definitions);
 - (h) Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.
- (2) **Gift Limit.** **During a calendar year**, a public official, a candidate or a relative or member of the household of the public official or candidate **may not solicit or receive**, directly or indirectly, any gift or gifts with an aggregate value **in excess of \$50** from any single source that could reasonably be known to have a **legislative or administrative interest**.
“Legislative or administrative interest” means an economic interest, distinct from that of the general public, in: (a) Any matter subject to the decision or vote of the public official acting in the public officials capacity as a public official; or (b) Any matter that would be subject to the decision or vote of the candidate who, if elected, would be acting in the capacity of a public official. ORS 244.025 (1) and ORS 244.020 (9).
- (3) **Future Employment.** A public official **may not solicit or receive**, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise. ORS 244.040 (3).
- (4) **Personal Gain from Confidential Information.** A public official **may not attempt** to further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official. ORS 244.040 (4).



Ord. 2023-02 STAFF REPORT

Disposition of Personal Property With Minimal To No Value

DATE: July 12, 2023
TO: Port Commission
FROM: Bob Salisbury, Port General Counsel
RE: **Amendment of Ordinance 2005-01**
Disposition of Personal Property With Minimal To No Value

Discussion

Port Ordinance 2005-01, Section 7 deals with the disposition of surplus personal property, but does not contain a rule related to the disposition of property with minimal to no value.

This amendment to Ordinance 2005-01 adds language to allow disposal of personal property worth \$1,000 or less or for which the costs of sale are likely to exceed sales proceeds by any means determined to be cost-effective by Port staff, including by disposal as waste. Per the Commission's request at our June 14, 2023 meeting, language was added indicating that the disposal must be approved by the Executive Director. Port staff are also required to make a written record of the approximate value of the item and the manner of disposal.

As this is an amendment of an existing Port Ordinance, this action requires two readings by the Commission before passage.

Recommendation

After two readings of this amendment, adopt Ordinance 2023-01 amending Port Ordinance 2005-01, Section 7, to provide for the disposition of personal property with minimal to no value.

ORDINANCE NO. 2023-01

AN ORDINANCE AMENDING ORDINANCE 2005-01 REGARDING PROCEDURES FOR PUBLIC CONTRACTING TO ALLOW DISPOSITION OF PERSONAL PROPERTY WITH MINIMAL TO NO VALUE

WHEREAS, Port Ordinance 2005-01, Section 7 outlines the Port process regarding Disposition of Personal Property, also known as surplus property; and

WHEREAS, as Ordinance 2005-01 lacks a clearly written rule regarding disposal of personal property with minimal to no value, Port staff recommend this amendment of Ordinance 2005-01 in order to more efficiently conduct Port business; and

WHEREAS, this Ordinance 2023-01 adds a new section 7(E) to close this loophole and allow disposal of personal property with minimal to no value so long as the disposal is approved by the Executive Director; Now, therefore

BE IT ORDAINED by the Board of Commissioners of the Port of Columbia County that Ordinance 2005-01, Section 7, is hereby amended to add a new Section 7(E) as follows:

Disposition of Property with Minimal To No Value. Personal property which has a value of less than \$1,000.00, or for which the costs of sale are likely to exceed sales proceeds, may be disposed of by any means determined to be cost-effective, including by disposal as waste, so long as the disposal is approved by the Executive Director. Port staff making the disposal shall make a written record of the approximate value of the item and the manner of disposal.

First Reading: _____.

Second Reading: _____.

PASSED AND ADOPTED this 9th day of August 2023 by the following vote:

AYES: _____

NAYS: _____

Port of Columbia County

ABSTAIN: _____

By: _____
President

Attested By:

Secretary



What you need to know

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, a serious illness of yours or a loved one, or if you experience sexual assault, domestic violence, harassment, or stalking.

What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

Who pays for Paid Leave Oregon?

Starting on January 1, 2023, employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.

How do I apply for Paid Leave?

In September 2023, you can apply for leave with Paid Leave Oregon online at **paidleave.oregon.gov** or request a paper application from the department. If your application is denied, you can appeal the decision with the Oregon Employment Department.

What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli

Call: 971-245-3844

Email: help@boli.oregon.gov

Learn more about Paid Leave Oregon

Web: paidleave.oregon.gov

Call: 833-854-0166

Email: paidleave@oregon.gov



Executive Director Salary

STAFF REPORT

DATE: July 12, 2023
TO: Port Commission
FROM: Robert Gadotti, Executive Finance Manager
RE: Executive Director Salary

Discussion

Attached is a chart showing the current salaries of each Executive Director for the Port of Columbia County, the Port of Tillamook Bay, the Port of Astoria, the Port of Hood River and the Port of Newport. Tillamook Bay, Astoria, Hood River and Newport are the most similar for use as comparisons for Executive Director salary purposes because they are the most similar to the Port of Columbia County in terms of revenues and number of employees. The salary numbers in the attached chart are current as of July 2023.

2023 Executive Director Salary Comparison

Port	Salary	Employees	Resources
------	--------	-----------	-----------

Columbia County	\$147,985	20	16,581,069
-----------------	------------------	----	------------

Tillamook	\$175,100	21	9,628,019
-----------	------------------	----	-----------

Astoria	\$188,950	13	8,830,219
---------	------------------	----	-----------

**Includes car allowance \$550/mo
\$6,600 per year**

Hood River	\$195,000	32	36,843,800
------------	------------------	----	------------

**Includes housing allowance
\$50,000 per year**

Newport	\$197,323	25	27,277,490
---------	------------------	----	------------

**Includes 1 week additional PTO
\$3,723 per year**