



PORT COMMISSION MEETING

100 E STREET, COLUMBIA CITY, OR 97018

DECEMBER 18, 2024

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 may attend the meeting electronically by: <https://us02web.zoom.us/j/83778963933>

Call-In: (253) 215-8782

Meeting ID: 837 7896 3933

Passcode: 581203

I. CALL MEETING TO ORDER (President, Brian Fawcett)

- A. Flag Salute
- B. Roll Call

II. ADDITIONS TO AGENDA

III. CONSENT AGENDA (Items marked with an asterisk (*) are adopted by a single motion unless a Commissioner requests otherwise.)

- A. * Approval of Minutes: November 13, 2024
- B. * Finance Report: December 2024
- C. * Approval of November Check Register and electronic payments in the total amount of \$611,027.60.

IV. COMMENTS FROM THE PUBLIC

(Limited to 2 min. per person unless prior authorization is obtained)

V. OLD BUSINESS

- A. Marina Update Miriam House
- B. Airport Update Lacey Tolles
- C. Lignetics/Neighbors Update Sean P. Clark

NO PENDING THROUGH-THE-FENCE (TTF) APPLICATIONS

VI. NEW BUSINESS

- A. 2024 Audit Report – Kern & Thompson Eric Zehntbauer, CPA
- B. 2025 Meeting Dates Commission
- C. FY 2025-26 Finance Update Sean P. Clark &
Staff Report Guy Glenn, Jr.



VII. EXECUTIVE DIRECTOR'S REPORT

VIII. COMMISSIONER REPORTS

IX. EXECUTIVE SESSION

The Board will hold 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).

X. ADJOURNMENT

Upcoming Meetings & Events

Dec. 25		<i>Christmas Day – Port Office Closed</i>
Jan. 1		<i>New Year's Day – Port Office Closed</i>
Jan. 7	5:30 p.m.	Scappoose Bay Marina Advisory Committee Meeting
Jan. 15	8:30 a.m.	Port Commission Meeting
Jan. 27	5:00 p.m.	Scappoose Airport Advisory Committee Meeting
Jan. 29	TBD	Commission Work Session

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.

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



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 Bubl 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



STAFF REPORT

Finance Report December, 2024

DATE: December 18, 2024
TO: Port Commission Board
FROM: Guy Glenn
Executive Finance Manager
RE: November 2024 Financial Update

Discussion:

Income Statement and Check Register: The November Preliminary Income Statement, November 30th Balance Sheet and November check register are attached for your reference.

Please review the notes on the preliminary income statement.

Cash and Investments as of November 30, 2024: \$ 15,243,877.61

- BMO - \$ 147,865.60
- LGIP - \$ 2,593,330.08
- LGIP - \$ 12,502,681.93

Checks and electronic payments issued in November 2024 totaled: \$611,027.60

November Highlights:

- Port Westward Annual O&M Meeting Completed
- Marina Study underway with BST & Associates
- Online Payment Portal Progress
- FY26 Finance and Budget Prep

Port of Columbia County

Income Statement for the period ending November 30, 2024

	Current	Yr To Date	Annual	%	Prior YTD	Increase
	Actual	Actual	Budget	Remaining	Actual	(Decrease)
Resources						
Property Taxes	75	104	-	0.0%	1,267	(1,163)
Licenses and Permits	45,649	237,712	559,057	57.5%	231,895	5,817
Rents and Reimbursements - <i>see note</i>	413,732	4,057,423	4,528,546	10.4%	2,341,418	1,716,005
Terminal Services	39,725	239,458	730,000	67.2%	302,602	155,230
Bayport RVPark	4,520	57,738	147,860	61.0%	53,161	4,577
Parking Fees	1,960	66,908	-	0.0%	18,097	48,811
Launch Fees	-	-	91,000	100.0%	21,077	(21,077)
Other Marina Fees	305	1,810	5,400	66.5%	1,065	745
Grants	-	161,500	1,305,000	87.6%	22,250	139,250
Loan Proceeds	-	-	-	0.0%	0	-
Interest Earnings	61,970	301,316	376,757	20.0%	187,958	113,359
InterGovernmental Income	-	-	-	0.0%	0	-
Contributions	-	-	-	0.0%	0	-
Miscellaneous Income	20,070	112,423	50,000	-124.8%	27,445	84,978
				0.0%		
Total Resources	588,006	5,236,392	7,793,620	32.8%	3,208,235	2,028,158
Requirements						
Personnel Services	264,396	1,060,595	2,906,505	63.5%	956,485	104,110
Materials and Services - <i>see note</i>	104,291	969,680	3,771,568	74.3%	791,677	178,003
Capital Outlay	80,893	428,610	4,152,000	89.7%	393,364	35,245
Debt Service	-	96,342	386,742	75.1%	369,492	-273,150
Contingency	-	-	6,439,958	100.0%	0	0
Total Requirements	449,580	2,555,227	17,656,773	85.5%	2,511,018	44,209
Net Position		2,681,165		0.0%	697,217	1,983,949

Note: Rents & Reimbursements - includes 1.) \$1.75 million in non-recurring insurance recovery, and 2.) approximately \$1.4 million in Accts Receivable, assuming full recovery, not adjusted for any uncollectible portion. Net Position reported does not adjust for these two factors totaling roughly \$3.15 million.

Port of Columbia County
Balance Sheet – November 30, 2024

	Nov 2024	Nov 2023
ASSETS		
Current assets		
Cash and Investment	15,238,468	9,790,090
Cash restricted for debt payments	-	275,794
Receivables, net of allowances	767,753	(20,048)
Prepaid Expenses	-	27,796
Total current assets	16,006,221	10,073,632
Noncurrent assets		
Capital Assets	-	-
Depreciable capital assets	64,116,527	63,899,876
Non depreciable capital assets	12,573,851	12,090,960
Accumulated depreciation	(36,265,424)	(34,062,558)
Capital assets, net	40,424,954	41,928,278
Receivables from other organizations	1,455,969	1,593,711
Total noncurrent assets	41,880,923	43,521,989
Deferred outflows of resources	285,578	285,578
Total Assets and deferred outflows	58,172,722	53,881,199
LIABILITIES AND NET POSITION		
Current liabilities		
Accounts payable	(47)	100,761
Accrued interest payable	90,738	77,291
Retainage Payable	-	-
Accrued payroll costs	-	(221,712)
Compensated balances	199,969	169,742
Deferred revenue	(26,998)	(212)
Deposits	421,012	675,298
Notes payable and assessment debt - current	372,072	268,196
Total current liabilities	1,056,746	1,069,364
Noncurrent liabilities		
Notes Payable	4,431,351	4,702,099
Special assessment debt with government commitment	1,310,253	1,455,970
Environmental Clean-up Liab. RR Ave	22,100,000	19,600,000
Net pension liability	865,616	865,616
Total noncurrent liabilities	28,707,220	26,623,685
Deferred inflows of resources	-	-
Net position		
Investment in capital assets, net of related debt	29,519,113	29,519,113
Unrestricted	(3,807,180)	(4,314,520)
Restricted for debt payments	-	275,794
Current Year Income (loss)	2,696,823	707,764
Total net position	28,408,756	26,188,151
Total liabilities, deferred inflows and net position	58,172,722	53,881,199

**Port of Columbia County
Vendor Check Register Report - November 2024**

Check No.	Vendor ID	Vendor Name	Document Date	Check Amount	Voided
45855	CHRI002	Chris O Janitorial LLC	11/1/2024	\$3,111.66	No
45856	CINT002	Cintas Corporation No 3	11/1/2024	\$190.77	No
45857	CITY002	City of Scappoose	11/1/2024	\$2,133.36	No
45858	CITY003	City of St. Helens	11/1/2024	\$18,668.84	No
45859	CLAT002	Clatskanie PUD	11/1/2024	\$525.49	No
45860	COLU017	Columbia County Tax Collector	11/1/2024	\$184,818.17	No
45861	COMC001	Comcast	11/1/2024	\$94.09	No
45862	EAGL001	Eagle Star Rock Products LLC	11/1/2024	\$253.26	No
45863	HELL001	Rob Heller	11/1/2024	\$175.20	No
45864	KPFF001	KPFF, Inc	11/1/2024	\$15,444.92	No
45865	MCMU002	McMullen Water System	11/1/2024	\$250.00	No
45866	QUIL001	Staples Inc dba	11/1/2024	\$69.98	No
45867	SHRE001	Shred Northwest, Inc	11/1/2024	\$60.00	No
45868	SONI001	Sound Security, Inc	11/1/2024	\$592.40	No
45869	SUPP002	SupplyWorks	11/1/2024	\$34.00	No
45870	VOYA001	Voya - State of Oregon	11/1/2024	\$4,834.00	No
45871	AMBI001	Ambient IT Solutions	11/7/2024	\$1,352.00	No
45872	ASHC001	Ash Creek Forest Management, LLC	11/7/2024	\$3,600.00	No
45873	BEMI001	Bemis Printing & Graphics	11/7/2024	\$595.00	No
45874	BLUE001	Blue Heron Septic and Drain Service	11/7/2024	\$1,600.00	No
45875	BUBL001	Chip Bubl	11/7/2024	\$150.00	No
45876	CARQ001	General Parts Distribution	11/7/2024	\$33.51	No
45877	CINT001	Cintas First Aid & Safety	11/7/2024	\$108.00	No
45878	CINT002	Cintas Corporation No 3	11/7/2024	\$1,633.03	No
45879	CITY001	City of Columbia City	11/7/2024	\$266.53	No
45880	CITY005	City of Clatskanie	11/7/2024	\$83.83	No
45881	CIVI001	CivicPlus LLC	11/7/2024	\$3,334.28	No
45882	COMC003	Comcast Business-Ethernet	11/7/2024	\$2,160.09	No
45883	COUN001	Country Media	11/7/2024	\$143.90	Yes
45884	CSAP001	CSA Planning Ltd.	11/7/2024	\$380.77	No

Port of Columbia County
Vendor Check Register Report - November 2024

Check No.	Vendor ID	Vendor Name	Document Date	Check Amount	Voided
45885	DAHL001	VASA Hldgs LLC dba	11/7/2024	\$8,778.81	No
45886	DEPA001	Department of Environmental Quality	11/7/2024	\$1,573.52	No
45887	FAWC001	Brian Fawcett	11/7/2024	\$150.00	No
45888	HUDS002	Hudson Portable Toilet Service	11/7/2024	\$119.23	No
45889	KEYS001	Robert Keyser	11/7/2024	\$150.00	No
45890	MARI002	Maritime Fire & Safety Association	11/7/2024	\$270.00	No
45891	MYSY001	My System Shield LLC	11/7/2024	\$11,656.97	No
45892	OREG004	Oregon Department of State Lands	11/7/2024	\$14,764.01	No
45893	OREI001	O'Reilly Auto Enterprises LLC	11/7/2024	\$93.23	No
45894	PACI005	Pacific Office Automation	11/7/2024	\$357.00	No
45895	SALI002	Robert Salisbury	11/7/2024	\$422.50	No
45896	SDIS001	SDIS	11/7/2024	\$1,031.40	No
45897	SOLU001	Solutions Yes, LLC	11/7/2024	\$83.50	No
45898	SORB001	Nick Sorber	11/7/2024	\$150.00	No
45899	STEW001	Stewardship Solutions, Inc	11/7/2024	\$262.50	No
45900	SUNS001	Sunset Auto Parts	11/7/2024	\$75.58	No
45901	TRAF001	Traffic Safety Supply Co.	11/7/2024	\$134.00	No
45902	WARD001	Nancy Ward	11/7/2024	\$414.32	No
45903	WAST002	Waste Management of OR, Inc.	11/7/2024	\$34.64	No
45904	WILC001	Wilson Oil Inc dba	11/7/2024	\$327.80	No
45905	PEO0001	PEO Sisterhood Chaper BO	11/12/2024	\$140.00	No
45906	ACEH001	Ace Hardware - St Helens	11/13/2024	\$244.42	No
45907	ATTM001	AT&T Mobility	11/13/2024	\$1,031.28	No
45908	CENT001	CenturyLink	11/13/2024	\$245.42	No
45909	CINT002	Cintas Corporation No 3	11/13/2024	\$58.93	No
45910	COBR001	Cobra Management Services-Accrue	11/13/2024	\$95.00	No
45911	COLU011	Columbia County Dept.of Community Justice Adu	11/13/2024	\$375.00	No
45912	COLU026	Columbia County Transfer Station	11/13/2024	\$352.44	No
45913	EAGL001	Eagle Star Rock Products LLC	11/13/2024	\$2,139.91	No
45914	FINE001	Encore Business Solutions	11/13/2024	\$506.25	No
45915	HUDS001	Hudson Garbage Service	11/13/2024	\$844.96	No
45916	HUDS002	Hudson Portable Toilet Service	11/13/2024	\$264.00	No
45917	KOLD001	Culligan	11/13/2024	\$62.25	No

**Port of Columbia County
Vendor Check Register Report - November 2024**

Check No.	Vendor ID	Vendor Name	Document Date	Check Amount	Voided
45918	LOOPN001	LoopNet	11/13/2024	\$660.00	No
45919	MCMU002	McMullen Water System	11/13/2024	\$100.00	No
45920	NAIO001	NAIOP	11/13/2024	\$415.00	No
45921	NWNA001	NW Natural Gas Company dba	11/13/2024	\$89.14	No
45922	PEAK001	Peak Electric Group, LLC	11/13/2024	\$2,668.92	No
45923	SAIF001	SAIF Corp	11/13/2024	\$4,132.19	No
45924	SHRE001	Shred Northwest, Inc	11/13/2024	\$60.00	No
45925	VOYA001	Voya - State of Oregon	11/13/2024	\$4,834.00	No
45926	ZIPL001	Ziply Fiber	11/13/2024	\$132.04	No
45927	CENT001	CenturyLink	11/22/2024	\$105.62	No
45928	CENT002	Century West Engineering	11/22/2024	\$56,031.21	No
45929	CINT002	Cintas Corporation No 3	11/22/2024	\$66.08	No
45930	CLAT002	Clatskanie PUD	11/22/2024	\$32.32	No
45931	CMGO001	CMG Oregon LLC	11/22/2024	\$143.90	No
45932	COLU008	Columbia River PUD	11/22/2024	\$96.58	No
45933	COMC001	Comcast	11/22/2024	\$2,890.25	No
45934	COMC002	Comcast Business-Office Phones	11/22/2024	\$1,059.11	No
45935	CONS001	Conсор North America, Inc	11/22/2024	\$2,475.00	No
45936	COTT001	Sydell Cotton	11/22/2024	\$50.00	No
45937	EAGL001	Eagle Star Rock Products LLC	11/22/2024	\$1,615.24	No
45938	FINE001	Encore Business Solutions	11/22/2024	\$225.00	No
45939	GADO001	Robert Gadotti	11/22/2024	\$900.00	No
45940	KERN001	Kern & Thompson LLC	11/22/2024	\$4,000.00	No
45941	KPFF001	KPFF, Inc	11/22/2024	\$24,861.47	No
45942	MILL004	Elizabeth Millager	11/22/2024	\$716.29	No
45943	NWNA001	NW Natural Gas Company dba	11/22/2024	\$106.42	No
45944	PNWA001	Pacific Northwest Waterways Association	11/22/2024	\$5,000.00	No
45945	QUIL001	Staples Inc dba	11/22/2024	\$307.93	No
45946	RAIL002	RAILWORKS TRACK SYSTEMS LLC	11/22/2024	\$1,500.00	No
45947	SALI002	Robert Salisbury	11/22/2024	\$65.78	No

Port of Columbia County
Vendor Check Register Report - November 2024

Check No.	Vendor ID	Vendor Name	Document Date	Check Amount	Voided
45948	SCOT001	Brittany Scott	11/22/2024	\$50.00	No
45949	SUPP002	SupplyWorks	11/22/2024	\$232.08	No
45950	TOLL001	Lacey Tolles	11/22/2024	\$210.46	No
45951	VOYA001	Voya - State of Oregon	11/22/2024	\$4,834.00	No
45952	WILC001	Wilson Oil Inc dba	11/22/2024	\$502.96	No
45953	WIMO001	WIMOSUSA	11/22/2024	\$250.00	No

99

Sub Total

\$415,181.04

Payment No.	Description	Posting Date	Amount	Voided
DAJ000006750	11-1-24 MO Merch Fee	11/1/2024	\$386.85	No
DAJ000006751	11-1-24 MO Merch Fee 8888	11/1/2024	\$451.20	No
DAJ000006752	11-1-24 MO Merch Fee 3111	11/1/2024	\$502.70	No
WDL000006753	11-1-24 Cardinal Srv Payroll	11/1/2024	\$4,499.78	No
DAJ000006765	11-6-24 Standard Dental Inc	11/6/2024	\$2,169.24	No
DAJ000006766	11-6-24 InstaMed/Regence MI	11/6/2024	\$27,990.53	No
WDL000006770	ADP PPE 11 09 24 PPD 11 14 24	11/14/2024	\$65,360.67	No
WDL000006774	11-8-24 ADP Payroll Fees	11/8/2024	\$235.30	No
WDL000006780	PERS PPE 10 12 24 PPD 10 18 24	11/13/2024	\$9,818.71	No
WDL000006791	11-15-24 RP Cardinal Services	11/15/2024	\$4,353.06	No
WDL000006807	11-22-24 ADP PR Fees	11/22/2024	\$242.51	No
DAJ000006808	11-22-24 MO Bank Fees	11/22/2024	\$565.62	No
WDL000006809	PERS PPE 10 26 24 PPD 11 26 24	11/26/2024	\$9,819.50	No
WDL000006810	ADP PPE 11 23 24 PPD 11 29 24	11/28/2024	\$64,502.59	No
WDL000006825	11-29-224 Card Srvs Payroll BO	11/29/2024	\$721.14	No
WDL000006826	11-29-24 Cardinal Srvs Payroll	11/29/2024	\$4,227.16	No

Sub Total

\$195,846.56

Grand Total

\$611,027.60



PORT OF COLUMBIA COUNTY 2025 BOARD MEETING DATES

Port of Columbia County Commission meetings are scheduled as follows:

Regular Board Meetings are held on the second Wednesday of every month at 8:30 a.m.

Work Sessions, if held, are on the fourth Wednesday of every month at 6:00 p.m.

Advisory Committee Meetings are scheduled as follows:

Scappoose Bay Marine Park meets on the first Tuesday of **every other month** at 5:30 p.m.

Scappoose Industrial Airpark meets the last Monday of **every other month** at 5:00 p.m.

Meetings are held at the Port office, 100 E Street, Columbia City, OR.

Please call our office at (503) 397-2888 with questions or concerns.

*Meeting dates, times and location are subject to change.

2025

January 7	5:30 p.m.	Marina Advisory Committee
January 15	8:30 a.m.	Commission Meeting
January 22 *	6:00 p.m. TBD	Work Session
January 27	5:00 p.m.	Airport Advisory Committee
February 12	8:30 a.m.	Commission Meeting
February 26 *	6:00 p.m. TBD	Work Session
March 4	5:30 p.m.	Marina Advisory Committee
March 12	8:30 a.m.	Commission Meeting
March 26 *	6:00 p.m. TBD	Work Session
March 31	5:00 p.m.	Airport Advisory Committee
April 9	8:30 a.m.	Commission Meeting
April 23 *	6:00 p.m. TBD	Work Session
May 6	5:30 p.m.	Marina Advisory Committee
May 14	8:30 a.m.	Commission Meeting
May 28 *	6:00 p.m. TBD	Work Session
June 2	5:00 p.m.	Airport Advisory Committee
June 11	8:30 a.m.	Commission Meeting
June 25 *	6:00 p.m. TBD	Work Session
July 1	5:30 p.m.	Marina Advisory Committee
July 9	8:30 a.m.	Commission Meeting
July 23 *	6:00 p.m. TBD	Work Session
July 28	5:00 p.m.	Airport Advisory Committee

August 13	8:30 a.m.	Commission Meeting
August 27 *	6:00 p.m. TBD	Work Session
September 2	5:30 p.m.	Marina Advisory Committee
September 10	8:30 a.m.	Commission Meeting
September 24 *	6:00 p.m. TBD	Work Session
September 29	5:00 p.m.	Airport Advisory Committee
October 8	8:30 a.m.	Commission Meeting
October 22 *	6:00 p.m. TBD	Work Session
November 4	5:30 p.m.	Marina Advisory Committee
November 12	8:30 a.m.	Commission Meeting
November 25 *	6:00 p.m. TBD	Work Session
November 24	5:00 p.m.	Airport Advisory Committee
December 17	8:30 a.m.	Commission Meeting

2025 HOLIDAYS - PORT OFFICE CLOSED

January 1	New Year's Day
January 20	Martin Luther King Jr. Day
February 17	President's Day
May 26	Memorial Day
June 19	Juneteenth
July 4	Independence Day
September 1	Labor Day
November 11	Veteran's Day
November 27	Thanksgiving Day
November 28	Day after Thanksgiving
December 25	Christmas Day

COMMISSIONER'S TERMS

Nancy Ward	2023 - 2027
Chip Bubl	2023 - 2027
Nick Sorber	2023 - 2027
Robert Keyser	2021 - 2025
Brian Fawcett	2021 - 2025



Finance Update

STAFF REPORT

DATE: December 18, 2024
TO: Port Commission
FROM: Sean P. Clark and Guy Glenn, Jr.
RE: **Finance Update**

Discussion

At the Port Commission meeting on November 13, 2024, Commissioner Bubl requested a Finance Update to look at current financial issues and trends.

The Financial Plan included in the Strategic Business Plan Update identifies financial goals and strategies to assist the Port in implementing sound financial management practices using consistent policy benchmarks and techniques.

Goal 1 of the Financial Plan:
Support the financial performance of the Port and Port business lines through regular monitoring and coordination.

This Update will provide a better understanding of the Port's financial position in advance of our Fiscal Year 2025-2026 Budgeting and Capital Improvement Planning process.