



PORT COMMISSION MEETING

100 E STREET, COLUMBIA CITY, OR 97018

JANUARY 15, 2025

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/84595549603?pwd=yaobNsNAuO505DJ2DR5sdxgIINLWo7.1>

Call-In: (253) 205-0468

Meeting ID: 845 9554 9603

Passcode: 050101

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: December 2024
- B. * Finance Report: January 2025
- C. * Approval of December Check Register and electronic payments in the total amount of \$ 799,211.36.

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
NO PENDING THROUGH-THE-FENCE (TTF) APPLICATIONS
- C. Lignetics/Neighbors Update Sean P. Clark

VI. NEW BUSINESS

- A. Committee & Organization Assignments Commission
- B. 2024 Strategic Business Plan Implementation Gina Sisco & Amy Bynum
- C. **Resolution 2025-01** Gina Sisco
COMMUNITY GIVING POLICY
Staff Report and Resolution



VII. EXECUTIVE DIRECTOR’S REPORT

VIII. COMMISSIONER REPORTS

IX. EXECUTIVE SESSION

The Board will hold an Executive Session to deliberate with persons designated to negotiate real property transactions under ORS 192.660 (2)(e) and 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

Jan. 27	5:00 p.m.	Scappoose Airport Advisory Committee
Jan. 29	TBD	Commission Work Session
Feb. 12	8:30 a.m.	Commission Meeting

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
DECEMBER 18, 2024
100 E. STREET
COLUMBIA CITY, OREGON 9701**

The Port of Columbia County held a Board meeting at 8:30a.m. on Wednesday, December 18,2024, at the Port office and via Zoom (*) video conferencing with the following present:

Commissioners

Brian Fawcett	President
Chip Bubl	Vice President
Nancy Ward	2 nd 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 Mgr.
Gina Sisco	Comm. & External Affairs Mgr.
Elizabeth Millager	Property Manager
Sydell Cotton*	Assistant Finance Manager
Noelle Linden	Administrative Assistant

Guests

Eric Zehntbauer*	Kern & Thompson	Rachel Barry*
Cass Martinez*		Natasha Parvey*
Susan Tolleshaug*		Dan Serres*
Robert Salisbury*		Alta Lynch*
Lease Something*		
Carroll Sweet*		
503-705-0333*		

Call Meeting to Order

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

Additions To Agenda

Mr. Fawcett asked the Commission if there were any additions to the agenda. The Commissioners agreed to move up the Audit Presentation to just after public comment.

Consent Agenda

Nancy Ward moved; Nick Sorber seconded a motion to adopt consent agenda items A, B, and C, November 2024 Minutes, November 2024 Finance Report, and November 2024 Check Register and electronic payments in the total amount of \$611,027.60. Motion carried unanimously, 5-0.

Comments From the Public

There were no comments from the public.

New Business

Fiscal Year 2024 Audit Report: A Clean Audit

Eric Zehntbauer, Certified Public Accountant from Kern Thompson, gave a presentation via Zoom on the Fiscal Year 2024 Audit Report. The Port received an overall clean audit.

Kern Thompson performed an annual audit of the Port's financial statements for the fiscal year that ended June 30, 2024. Mr. Zehntbauer began with the Governance Letter, which gave an overview of the audit report. The auditors provided a qualified overall opinion of the Port's finances based on generally accepted United States accounting standards. The Port's financial statements were found to be neutral, consistent, and clear. There were no difficulties or disagreements with management. Mr. Keyser moved to accept the audit report, with an update to correct Mr. Bubl's term date. Mr. Sorber seconded. Motion carried unanimously, 5-0.

The Fiscal Year 2024 Audit Report is on file at the Port Office and on the Port Website.

Old Business

Marina Update

Port Operations Manager Miriam House gave an update with an accompanying PowerPoint presentation on projects at the Scappoose Bay Marine Park. Ms. House stated that construction work on the Upland Improvement Project at the Marina has been a great success and is nearing completion.

The PowerPoint presentation is on file at the Port office.

Airport Update

Airport Manager Lacey Tolles gave an update with a PowerPoint presentation. Ms. Tolles stated that the Columbia Soil and Water Conservation District (CWSD) has been working on the Oak Tree Preservation project near the Airport. Ms. Tolles said that she and Deputy Executive Director Amy Bynum met with Jake Baker from Oregon State University Extension Service (OSU) and learned about an Air Curtain Incinerator (ACI), a device designed for burning wood waste such as trees and brushes. The ACI generates less smoke and particulate matter during incineration. In partnership with OSU, Oregon Department of Forestry, and CSWD, the Port is planning a demonstration of the innovative technology to foster residual disposal of waste near the Airport. The incineration is currently scheduled for April 30, 2025. Ms. Bynum also advised the Commission that the new airport hangar has two active prospects and she will be showing Building 70 of the Oregon Aero leasehold to a different prospect.

The PowerPoint presentation is on file at the Port office.

Lignetics Update

Port Executive Director Sean Clark shared that the Port completed a purchase agreement for the transformer. The Port is purchasing the transformer and Lignetics will repay their portion through lease payments over the term of their lease and subsequent renewal.

Approval of Commission 2025 Meeting Dates

Mr. Fawcett noted that we adjusted the December 2025 meeting date for the holiday season. Nancy Ward moved; Nick Sorber seconded. Motion carried unanimously, 5-0.

Finance Update

Port Executive Director Sean Clark and Executive Finance Manager Guy Glenn, Jr. gave a PowerPoint presentation with a general overview of the Port financial position entitled “Navigating the Course.” Mr. Clark and Mr. Glenn noted that just as a ship navigates, it is important for the Port to monitor and adjust to be good financial stewards of public resources. Good stewardship builds public trust in government by demonstrating accountability and responsible use of taxpayer funds. Over the past year, Mr. Clark pointed out that the Commission has done an excellent job of managing our financial resources and making prudent decisions to reprioritize Port resources. Mr. Glenn continued noting that the Port is now completing a Marina Study which will give us more information to evaluate and prioritize resources at the Marina. The Port is working on numerous grants including the Connect Oregon Grant for the Beaver Dock at Port Westward. The Port continues to work with the Federal Aviation Administration (FAA) and the Oregon Department of Aviation (ODAV) to do capital projects at the Scappoose Airport, and funding from these agencies usually covers over 90% of the costs for projects. Mr. Glenn presented several charts which showed that the Port’s operating revenue has increased by approximately \$700,000 over 7 years, equivalent to an average of 1.9% per year. This increase falls short of the annual rate of inflation over the same period when the average inflation between 2018 and 2024 was 3.76% a year. Finally, Mr. Glenn also showed that operating expenses are increasing by an average of 14% per year over the same period when revenue increased by an average of only 1.9% per year. Mr. Glenn noted that it is important for the Commission to regularly review, monitor and recognize operational issues as they relate to our financial performance. This was highlighted in the 2024 Strategic Business Plan Update. The Port must also invest in revenue generating projects that result in positive cash flow and diversify our revenue to mitigate against concentration risk and bring in predictable non-operating tax revenue. This will provide for a more resilient budget. Finally, completing capital projects will depend on our ability to strategically allocate our cash over the long term. Mr. Clark finished the presentation by emphasizing that our Strategic Business Plan should be used like a chart to clarify our goals, while our Budget should be part of our overall strategy to utilize our resources to achieve goals. A coordinated and disciplined approach will serve the Port and the people of Columbia County well.

The PowerPoint presentation entitled “Navigating the Course” is on file at the Port Office.

Executive Director’s Report

Executive Director Sean P. Clark provided an update on important meetings for the month. Mr. Clark stated that he would be attending the Oregon Public Ports Association (OPPA) business meeting as he is the current President of the OPPA. Mr. Clark will be meeting with the President of ORPET to discuss their upcoming expansion and demolition of the Port Maintenance Shop. Mr. Clark will also be speaking with our consultant KPFF on alternative designs for the Beaver Dock.

Mr. Clark’s Executive Director Report is on file at the Port office.

Commissioner Reports

Nancy Ward said she attended a positive Airport Advisory Committee meeting and will continue to attend that and the Scappoose Economic Development meeting. She mentioned the inherent challenges in attracting business to Columbia County, but she is hopeful because everyone is working together to find solutions.

Chip Bubl expressed his appreciation for Mr. Clark and Mr. Glenn’s Finance Update today. Mr. Bubl said that he, Commissioner Fawcett, and Communications & External Affairs Manager Gina Sisco have been working on the Donation Policy and will be bringing a new policy to Commission soon.

Robert Keyser said he is pleased that the Port has worked hard to answer community concerns about Lignetics, our tenant in Columbia City. It was a difficult problem and Port staff provided solutions for the community by partnering with our tenant and community members like Columbia City resident Jan Schollenberger. Mr. Keyser has also been working with Transwestern at Scappoose Airport on the resiliency project for communication lines and it is going well. Currently it will not require any funding support or assistance from Port staff.

Nick Sorber thanked Mr. Glenn and Mr. Clark for all of the work they put into the Finance Update. He also enjoyed the PowerPoint presentation regarding the Upland Improvement Project at the Marina.

Brian Fawcett said the Finance Update today was excellent. Mr. Fawcett also stated the Marina Upland Construction looked great, and he looked forward to seeing it in person. He is happy that the Donation Policy is moving along and thanked Gina Sisco.

Executive Session

The Board held an Executive Session to consider exempt public records, including written legal advice from Port General Counsel, which is privileged under ORS 40.225 and exempt from disclosure under ORS 192.355(9)(a) and ORS 192.660(2)(f).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 10:57AM.**

President

Date Adopted

Secretary



STAFF REPORT

Finance Report January 2025

DATE: January 15, 2025
TO: Port Commission Board
FROM: Guy Glenn
Executive Finance Manager
RE: December 2024 Financial Update

Discussion:

Income Statement and Check Register: The December Preliminary Income Statement, December 31st Balance Sheet and December check register are attached for your reference.

Please review the notes on the preliminary income statement.

Cash and Investments as of December 31, 2024: \$ 15,469,326.78

- BMO - \$ 361,203.47
- LGIP - \$ 10,386,062.05
- LGIP - \$ 2,519,437.49
- LGIP - \$ 2,202,623.77

Checks and electronic payments issued in December 2024 total: \$799,211.36

December Highlights:

- Marina Study
- Online Payment Portal Progress
- FY26 Finance and Budget Prep
- 2025 Insurance Renewal

Port of Columbia County

Income Statement for the period ending December 31, 2024

	Current Actual	Yr To Date Actual	Annual Budget	% Remaining	Prior YTD Actual	Increase (Decrease)
Resources						
Property Taxes	0	105	-	0.0%	1,283	(1,178)
Licenses and Permits	45,385	283,097	559,057	49.4%	277,499	5,598
Rents and Reimbursements*	752,229	4,809,652	4,528,546	-6.2%	2,716,095	2,093,557
Terminal Services	86,286	325,745	730,000	55.4%	302,602	23,142
Bayport RVPark	4,975	69,928	147,860	52.7%	64,985	4,943
Parking Fees	1,364	68,272	-	0.0%	18,948	49,324
Launch Fees	-	-	91,000	100.0%	21,913	(21,913)
Other Marina Fees	106	1,916	5,400	64.5%	1,275	641
Grants	-	161,500	1,305,000	87.6%	217,086	(55,586)
Loan Proceeds	-	-	-	0.0%	0	-
Interest Earnings	62,111	363,427	376,757	3.5%	229,699	133,728
InterGovernmental Income	-	-	-	0.0%	0	-
Contributions	-	-	-	0.0%	0	-
Miscellaneous Income	23,526	135,949	50,000	-171.9%	32,332	103,617
				0.0%		
Total Resources	975,984	6,219,591	7,793,620	20.2%	3,883,717	2,335,874
Requirements						
Personnel Services	241,617	1,302,212	2,906,505	55.2%	1,251,578	50,634
Materials and Services	35,216	1,004,896	3,771,568	73.4%	894,794	110,102
Capital Outlay	403,877	832,487	4,152,000	79.9%	430,162	402,325
Debt Service	151,321	247,663	386,742	36.0%	396,292	(148,629)
Contingency	-	-	6,439,958	100.0%	0	-
						-
Total Requirements	832,032	3,387,258	17,656,773	80.8%	2,972,826	414,432
						-
Change in Net Position	143,952	2,832,333		0.0%	910,891	1,921,442

Note: Rents & Reimbursements - includes 1.) \$1.75 million in non-recurring insurance recovery, and 2.) approximately \$1.53 million in Accts Receivable and late fees, assuming full recovery, not adjusted for any uncollectible portion. Net Position reported does not adjust for these two factors, totaling roughly \$3.28 million.

Port of Columbia County
Balance Sheet – December 31, 2024

	Dec 2024	Dec 2023
ASSETS		
Current assets		
Cash and Investment	15,463,917	10,115,082
Cash restricted for debt payments	-	276,965
Receivables, net of allowances	752,095	(143,454)
Prepaid Expenses	-	27,796
Total current assets	16,216,012	10,276,389
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	58,382,513	54,083,957
LIABILITIES AND NET POSITION		
Current liabilities		
Accounts payable	63,308	314
Accrued interest payable	90,738	77,291
Retainage Payable	-	-
Accrued payroll costs	-	(128,413)
Compensated balances	199,969	169,742
Deferred revenue	(26,998)	(212)
Deposits	421,087	675,298
Notes payable and assessment debt - current	372,072	268,196
Total current liabilities	1,120,176	1,062,216
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)	(4,315,691)
Restricted for debt payments	-	276,965
Current Year Income (loss)*	2,843,185	917,669
Total net position	28,555,118	26,398,056
Total liabilities, deferred inflows and net position	58,382,514	54,083,957

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

Check No	Vendor ID	Vendor Name	Document Date	Document Amount	Voided
45954	BARE001	Bare Roots Land & Home LLC	12/5/2024	\$24,000.00	No
45955	BUSI001	Business Oregon	12/5/2024	\$137,719.67	No
45956	CENT003	CenturyLink	12/5/2024	\$54.72	No
45957	CHRI002	Chris O Janitorial LLC	12/5/2024	\$1,711.66	No
45958	CINT002	Cintas Corporation No 3	12/5/2024	\$58.93	No
45959	CITY001	City of Columbia City	12/5/2024	\$258.49	No
45960	CITY002	City of Scappoose	12/5/2024	\$2,028.87	No
45961	CITY003	City of St. Helens	12/5/2024	\$19,593.21	No
45962	CITY005	City of Clatskanie	12/5/2024	\$81.68	No
45963	COMC001	Comcast	12/5/2024	\$377.90	No
45964	CORE002	Core & Main	12/5/2024	\$3,709.64	No
45965	EAGL001	Eagle Star Rock Products LLC	12/5/2024	\$1,074.48	No
45966	EPRI001	EPrint	12/5/2024	\$280.48	No
45967	GEOE001	GeoEngineers	12/5/2024	\$37,999.99	No
45968	NORT006	Northeast Electric, LLC	12/5/2024	\$19,000.00	No
45969	ORGE007	Outdoor Advertising Sign PRG ODOT	12/5/2024	\$25.00	No
45970	QUIL001	Staples Inc dba	12/5/2024	\$113.97	No
45971	SONI001	Sound Security, Inc	12/5/2024	\$592.40	No
45972	BUSI001	Business Oregon	12/5/2024	\$13,601.70	No
45973	CULV001	Kimberlee Culver	12/5/2024	\$100.00	No
45974	CORN003	Cornice Construction LLC	12/10/2024	\$144,676.03	No
45975	ACEH001	Ace Hardware - St Helens	12/11/2024	\$368.70	No
45976	ACEH002	Ace Hardware - Scappoose	12/11/2024	\$10.38	No
45977	ALLC002	Kenneth Charles Spear, Charles Anthor	12/11/2024	\$385.00	No
45978	AMBI001	Ambient IT Solutions	12/11/2024	\$1,352.00	No
45979	ATTM001	AT&T Mobility	12/11/2024	\$1,031.28	No
45980	BMO0001	BMO Financial Group	12/11/2024	\$7,281.39	No
45981	BUBL001	Chip Bubl	12/11/2024	\$150.00	No
45982	CINT001	Cintas First Aid & Safety	12/11/2024	\$108.00	No
45983	CINT002	Cintas Corporation No 3	12/11/2024	\$274.93	No
45984	CMGO001	CMG Oregon LLC	12/11/2024	\$251.70	No
45985	COLU008	Columbia River PUD	12/11/2024	\$45,812.00	No
45986	DAHL001	VASA Hldgs LLC dba	12/11/2024	\$250.59	No
45987	FAWC001	Brian Fawcett	12/11/2024	\$150.00	No
45988	HUDS001	Hudson Garbage Service	12/11/2024	\$44.04	No
45989	HUDS002	Hudson Portable Toilet Service	12/11/2024	\$212.00	No
45990	KEYS001	Robert Keyser	12/11/2024	\$150.00	No
45991	LAWR001	Lawrence Oil Company	12/11/2024	\$110.20	No
45992	LOOPN001	LoopNet	12/11/2024	\$660.00	No
45993	MARI002	Maritime Fire & Safety Association	12/11/2024	\$270.00	No

45994	MYSY001	My System Shield LLC	12/11/2024	\$3,106.00	No
45995	OREG004	Oregon Department of State Lands	12/11/2024	\$639.69	No
45996	PACI005	Pacific Office Automation	12/11/2024	\$486.61	No
45997	QUIL001	Staples Inc dba	12/11/2024	\$195.62	No
45998	SDIS001	SDIS	12/11/2024	\$1,031.40	No
45999	SHRE001	Shred Northwest, Inc	12/11/2024	\$60.00	No
46000	SORB001	Nick Sorber	12/11/2024	\$150.00	No
46001	SUNS001	Sunset Auto Parts	12/11/2024	\$269.28	No
46002	VOYA001	Voya - State of Oregon	12/11/2024	\$4,834.00	No
46003	WARD001	Nancy Ward	12/11/2024	\$150.00	No
46004	WETL001	Wetland Solutions Northwest	12/11/2024	\$2,800.00	No
46005	WILC001	Wilson Oil Inc dba	12/11/2024	\$407.07	No
46006	BEMI001	Bemis Printing & Graphics	12/20/2024	\$110.00	No
46007	BUBL001	Chip Bubl	12/20/2024	\$150.00	No
46008	CENT001	CenturyLink	12/20/2024	\$351.98	No
46009	CHAR001	Charter Communications	12/20/2024	\$217.04	No
46010	CINT002	Cintas Corporation No 3	12/20/2024	\$149.44	No
46011	COBR001	Cobra Management Services-Accrue	12/20/2024	\$90.00	No
46012	COLU026	Columbia County Transfer Station	12/20/2024	\$32.72	No
46013	COMC002	Comcast Business-Office Phones	12/20/2024	\$1,316.32	No
46014	COMC003	Comcast Business-Ethernet	12/20/2024	\$1,141.95	No
46015	COTT001	Sydell Cotton	12/20/2024	\$50.00	No
46016	DEPA001	Department of Environmental Quality	12/20/2024	\$32,463.00	No
46017	FAST002	Fast-Mat - Summit LLC	12/20/2024	\$200.00	No
46018	FAWC001	Brian Fawcett	12/20/2024	\$150.00	No
46019	GADO001	Robert Gadotti	12/20/2024	\$900.00	No
46020	HRAV001	HRA VEBA Plan	12/20/2024	\$10,000.00	No
46021	HUDS001	Hudson Garbage Service	12/20/2024	\$2,039.04	No
46022	HUDS002	Hudson Portable Toilet Service	12/20/2024	\$264.00	No
46023	KEYS001	Robert Keyser	12/20/2024	\$150.00	No
46024	KOLD001	Culligan	12/20/2024	\$73.20	No
46025	KPFF001	KPFF, Inc	12/20/2024	\$8,875.40	No
46026	LOWE001	Lower Columbia Engineering	12/20/2024	\$4,500.00	No
46027	MCMU002	McMullen Water System	12/20/2024	\$587.10	No
46028	MILL004	Elizabeth Millager	12/20/2024	\$100.00	No
46029	NWMT001	NWMTA	12/20/2024	\$1,277.00	No
46030	NWNA001	NW Natural Gas Company dba	12/20/2024	\$139.68	No
46031	OREG001	Oregon Bureau of Labor & Industries	12/20/2024	\$514.15	No
46032	OREI001	O'Reilly Auto Enterprises LLC	12/20/2024	\$77.17	No
46033	PACI002	Pacific Coast Congress of Harbormaste	12/20/2024	\$365.00	No
46034	PACI006	Pacific Energy Group LLC	12/20/2024	\$1,719.34	No
46035	PITN001	Pitney Bowes- Purchase Power	12/20/2024	\$53.92	No
46036	PITN003	Pitney Bowes - Lease	12/20/2024	\$186.54	No
46037	PORT002	Portland General Electric	12/20/2024	\$8,425.32	No

46038	QUIL001	Staples Inc dba	12/20/2024	\$29.99	No
46039	SCOT001	Brittany Scott	12/20/2024	\$69.90	No
46040	SHRE001	Shred Northwest, Inc	12/20/2024	\$60.00	No
46041	SISC001	Gina Sisco	12/20/2024	\$48.24	No
46042	SORB001	Nick Sorber	12/20/2024	\$150.00	No
46043	STHE008	St. Helens Elks	12/20/2024	\$1,423.60	No
46044	SUPP002	SupplyWorks	12/20/2024	\$207.66	No
46045	TCMS	Trotter & Morton	12/20/2024	\$678.25	No
46046	TOLL001	Lacey Tolles	12/20/2024	\$160.60	No
46047	WARD001	Nancy Ward	12/20/2024	\$150.00	No
46048	COLU011	Columbia County Dept.of Community	12/20/2024	\$1,500.00	No
46049	FAWC001	Brian Fawcett	12/20/2024	\$120.60	No
46050	WAST002	Waste Management of OR, Inc.	12/20/2024	\$34.64	No
46051	WILC001	Wilson Oil Inc dba	12/20/2024	\$294.96	No

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Sub-Total Check Payments

\$561,658.45

Electronic Payments - December, 2024

Payment No	Description	Date	Amount	Voided
DAJ000006834	12-2-24 MO Merch Fee 8904	12/2/2024	\$167.13	No
DAJ000006835	12-2-24 MO Merch Fee 3111	12/2/2024	\$255.49	No
DAJ000006836	12-2-24 MO Merch Fee 8888	12/2/2024	\$310.60	No
DAJ000006840	12-3-24 CR PUD 10/15-11/14	12/3/2024	\$3,565.41	No
DAJ000006841	12-3-24 Clat PUD 10/17-11/17	12/3/2024	\$766.19	No
DAJ000006848	The Standard 12/2024	12/5/2024	\$2,169.24	No
DAJ000006867	12-11-24 City SH Col City	12/11/2024	\$24.10	No
DAJ000006872	PERS PPE 11.15. 2024 PPD 12.12	12/12/2024	\$9,814.06	No
DAJ000006876	12-13-24 RV Park Lodge Tax	12/13/2024	\$630.30	No
DAJ000006889	12-18-24 Miler ACH Return	12/18/2024	\$219.00	Yes
DAJ000006912	12-23-24 MO Bank Fee	12/23/2024	\$343.28	No
DAJ000006933	12-31-24 Clatskanie PUD	12/31/2024	\$1,468.91	No
DAJ000006934	12-31-24 Col River PUD	12/31/2024	\$4,424.27	No
WDL000006852	12-06-24 ADP Payroll Fee	12/6/2024	\$235.30	No
WDL000006853	12-06-24 Regence Medical	12/6/2024	\$27,990.53	No
WDL000006860	ADP PPE 12 07 24 PPD 12 13 24	12/12/2024	\$104,498.30	No
WDL000006877	12-13-24 Cardinal Srvs Payroll	12/13/2024	\$2,025.10	No
WDL000006894	ADP PPE 12 21 24 PPD 12 27 24	12/26/2024	\$66,536.80	No
WDL000006906	12-20-24 ADP Payroll Fee	12/20/2024	\$365.18	No
WDL000006917	PERS PPE 11 29 24 PPD 12 30 24	12/30/2024	\$9,818.72	No
WDL000006923	12-27-24 Cardinal Services	12/27/2024	\$1,925.00	No

Sub-Total - Electronic Payments

\$237,552.91

Total Check and Electronic Payments

\$799,211.36

**PORT OF COLUMBIA COUNTY
Request for Reimbursement and Commissioner Stipend**

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 Brian Fawcett

Date of Request 12/19/2024

Date	Description	Meeting Stipend	Expense or Mileage Reimbursement				Total
			Miles Driven	2024 Rate	Mileage	Meals and Other	
10.04.2024	Review Packet	\$ 50.00		0.6700	\$ -	\$ -	\$ -
10.05.2024	Meeting w/ Sean	\$ 50.00	30	0.6700	\$ 20.10	\$ -	\$ 20.10
10.08.2024	Agenda Review w/ Bob	\$ 50.00		0.6700	\$ -	\$ -	\$ -
10.22.2024	City County Dinner	\$ 50.00	46	0.6700	\$ 30.82	\$ -	\$ 30.82
10.23.2024	Monastery tour/lunch	\$ 50.00		0.6700	\$ -	\$ -	\$ -
10.30.2024	Port Open House EPA Grant	\$ 50.00		0.6700	\$ -	\$ -	\$ -
10.31.2024	Phone calls /short meetings	\$ 50.00		0.6700	\$ -	\$ -	\$ -
11.01.2024	Donation Policy meeting	\$ 50.00		0.6700	\$ -	\$ -	\$ -
11.05.2024	Scap Bay Marine Park Advisory Committee	\$ 50.00		0.6700	\$ -	\$ -	\$ -
11.10.2024	Review Packet	\$ 50.00		0.6700	\$ -	\$ -	\$ -
11.12.2024	Meeting w/ Sean	\$ 50.00		0.6700	\$ -	\$ -	\$ -
11.13.2024	Commission Meeting	\$ 50.00	26	0.6700	\$ 17.42	\$ -	\$ 17.42
11.30.2024	Phone calls /short meetings	\$ 50.00		0.6700	\$ -	\$ -	\$ -
12.13.2024	Donation Policy meeting	\$ 50.00	26	0.6700	\$ 17.42	\$ -	\$ 17.42
12.15.2024	Review Packet	\$ 50.00		0.6700	\$ -	\$ -	\$ -
12.16.2024	Meeting w/ Sean	\$ 50.00	26	0.6700	\$ 17.42	\$ -	\$ 17.42
12.18.2024	Commission Meeting	\$ 50.00	26	0.6700	\$ 17.42	\$ -	\$ 17.42
12.19.2024	Phone calls /short meetings	\$ 50.00		0.6700	\$ -	\$ -	\$ -
				0.6700	\$ -	\$ -	\$ -
				0.6700	\$ -	\$ -	\$ -
				0.6700	\$ -	\$ -	\$ -
				0.6700	\$ -	\$ -	\$ -
				0.6700	\$ -	\$ -	\$ -
				0.6700	\$ -	\$ -	\$ -
				0.6700	\$ -	\$ -	\$ -
TOTAL REQUESTED REIMBURSEMENT		\$ 900.00	180.00		\$ 120.60	\$ -	\$ 120.60

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

600-6705-01-015

Reviewed By:



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

Organization or Committee	Description	Schedule	Staff Assigned	Commissioner Assigned
Beaver Drainage Improvement Company (BDIC)	Annual and Qtrly mtgs	March (annual) and Qtrly	PWW Terminal Mgr	Nancy Ward, Chip Bubl
Clatskanie Drainage Improvement Co. (CDIC)	Annual mtg	March	PWW Terminal Mgr	
City/County Quarterly Mtg.		Quarterly	Executive Director	All Commissioners
Chamber - Clatskanie	Chamber Forum	Monthly	PWW Terminal Mgr	Robert Keyser
Chamber - Rainier	Chamber Forum	Monthly	PWW Terminal Mgr	Brian Fawcett
South Columbia County Chamber - Scappoose/St. Helens	Chamber Forum and Koffee Klatsch	Bi Monthly	Executive Director, External Affairs Mgr	Any / Optional
Clatskanie Fire District		2nd Wed. of the month at 7:00 p.m.	PWW Terminal Mgr	Robert Keyser
Clatskanie PUD		3rd Wed. of the month at 6:00 p.m.	PWW Terminal Mgr	Brian Fawcett
Clatskanie, City of	City Council	1st Wednesday of the month at 7:00 pm	PWW Terminal Mgr	Robert Keyser
Columbia County Board of Commissioners		Every Wednesday	Executive Director, Deputy Director	
Columbia Economic Team		Bi-Monthly	Executive Director	Brian Fawcett
Columbia Pacific Economic Development District (CoIPac)	N.W. Oregon regional organization operation under federal E.D.A. guidelines.	Once a month	Executive Director	Brian Fawcett
Columbia River Public Utilities District (CRPUD)		3rd Tues. 6:00pm	Executive Director	
Columbia River Steamship Operators Association (CRSOA)	Association of businesses and ports on the Columbia Rvr	Monthly mtg	Executive Director	Nick Sorber
Columbia City, City of	City Council	3rd Thursday 6:00pm	Executive Director	
Greater Portland Inc. (GPI)	Portland Metro Econ Dev Agency		Executive Director, Deputy Director	
Homeland Security and Emergency Management Commission (HSEMC)	County Advisory Board	Quarterly	Operations Mgr, Airport Manager	
Local Emergency Planning Committee (LEPC)		Quarterly	Airport Mgr.	
Maritime Fire & Safety Association (MFSA)	Association of Maritime interests on the Columbia Rvr - spill and fire response	Annual Meeting	Executive Director, PWW Terminal Mgr	

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

Organization or Committee	Description	Schedule	Staff Assigned	Commissioner Assigned
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 year plus subcommittee	PWW Terminal Mgr, Exec. Finance Mgr	
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	Nancy Ward
Northwest Oregon Economic Alliance (NOEA) - part of Col Pac	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	Brian Fawcett
Oregon Airport Manager's Assoc. (OAMA)	Statewide organization providing information, training, and peer support.	Two meetings per year	Airport Mgr.	
Oregon Municipal Finance Officers Association (OMFG)	Informative session regarding municipal finance.	Two training seminars per year	Exec. Finance Mgr	
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, General Counsel	
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	Property 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 Deputy Director	Nancy Ward
Rainier, City of	City Council	1st & 3rd Mon. of each month 6:00 & 7:00 pm	Executive Director	
Regional Solutions Team	Business Oregon is a recognized regional organization. Regional Partnerships is a regional organization recognized by Business Oregon.	Quarterly meetings	Executive Director, Deputy Director	
St. Helens, City of	City Council	1st & 3rd Wed. of the month at 1:00 & 7:00 pm	Deputy Director	Chip Bubl

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

Organization or Committee	Description	Schedule	Staff Assigned	Commissioner Assigned
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.	Operations Mgr, Property Mgr	Brian Fawcett
Scappoose Drainage Improvement Co. (SDIC)	Monthly and Annual mtg	2nd Thursday of the month; Annual mtg in Feb.	Deputy Director	
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.	Airport Mgr.	Nancy Ward
Scappoose, City of	City Council	First and Third Mondays	Executive Director, Deputy Director	Nancy Ward
South County Collaboration	Monthly mtg	Third Thursday	Executive Director, External Affairs Mgr	
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



Community Giving Policy

Res. 2025-01

STAFF REPORT

DATE: January 15, 2025
TO: Port Commission Board
FROM: Gina Sisco, Communications & External Affairs Manager
RE: **New Community Giving Policy**

Discussion

In 2009, the Board adopted Resolution 2009-13 which stated that the Port shall not contribute money or items of cash value to support charitable organizations, with limited exceptions outlined in Section 1 of Resolution 2009-13.

At our June 12, 2024 meeting, the Commission formed a committee of two Commissioners and Port staff to revise the policy. Commissioners Fawcett and Bubl volunteered to serve on the Committee.

Port staff met with Commissioners Fawcett and Bubl and drafted a new Community Giving Policy which allows the Port to annually budget funds for Community Giving in the form of community events and donations which support the Port's mission.

This Resolution creates a Community Giving process, including a committee comprised of two Port Commissioners and Port Staff, who will meet on a semi-annual basis to evaluate donation requests and recommend donation recipients for Port Commission approval. All committee-approved donation requests will be brought to the entire Commission and voted on in a public meeting.

Recommendation

Adopt Resolution No. 2025-01 including Attachments A-D, authorizing the new Community Giving Policy and repealing Resolution 2009-13.

RESOLUTION NO. 2025-01

A RESOLUTION APPROVING A NEW COMMUNITY GIVING POLICY AND REPEALING THE FORMER POLICY

WHEREAS, Port Resolution 2009-13 stated that the Port shall not contribute money or items of cash value to support charitable organizations, with limited exceptions outlined in Section 1 (**Attachment A**); and

WHEREAS, in 2024 the Commission appointed a committee of two Port Commissioners and Port staff to draft a new policy (“the Community Giving Policy”); and

WHEREAS, the Community Giving Policy will budget funds for community events and donations that support the Port’s mission and create a committee comprised of two Port Commissioners and Port Staff to evaluate donation requests and recommend donation recipients for Commission approval in a public meeting (**Attachment B**); and

WHEREAS, the Community Giving Policy outlines program eligibility criteria (**Attachment C**) and application procedures (**Attachment D**); Now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Port of Columbia County as follows:

The Board approves the Community Giving Policy and Attachments A-D and authorizes the repeal of Resolution 2009-13.

PASSED AND ADOPTED this 15th day of January 2025, by the following vote:

AYES: _____ **NAYS:** _____

Port of Columbia County

ABSTAINED: _____

By: _____
President

Attested By:

Secretary

RESOLUTION NO. 2009-13

**A RESOLUTION ADOPTING A DONATIONS POLICY AND
REPEALING THE DONATIONS POLICY DATED AUGUST 8, 2002.**

WHEREAS, the Board of Port Commissioners enacted a donations policy on August 8, 2002; and

WHEREAS, the policy was brought about because groups approached the Port seeking donations; and

WHEREAS, the Board found these requests for donations were made with good intentions to make a positive impact in the community and across the Port district; and

WHEREAS, the Board found and continues to find that despite the good intentions it is improper to use district revenues and taxes to support only a few organizations that request a donation; and

WHEREAS, the Board found and continues to find that either every organization should receive equitable support, or no organization should be supported; and

WHEREAS, the 2002 policy had exceptions, which allowed donations to be made when the donations pertained to recycled technology or were made under unusual or extraordinary circumstances determined on a case-by-case basis; and

WHEREAS, the Board finds some organizations provide a direct benefit to the Port district and its property, and therefore, donations to those organizations should be permissible as an exception, to be determined on a case-by-case basis; and

WHEREAS, the Board finds that except for that situation all other conditions and terms in the 2002 policy should remain in force as restated in this Resolution; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Port of St. Helens as follows:

Section 1. The Port of St. Helens shall not contribute money or items of cash value to support charitable organizations, except when the donations to be made (1) pertain to recycled technology, addressed further in the Port's Recycling policy, (2) are under unusual or extraordinary circumstances to be determined on a case-by-case basis, or (3) are to an organization that provides a direct benefit to the Port district and its properties to be determined on a case-by-case basis.

Section 2. Staff shall inform organizations or groups requesting a donation of this policy and explain this policy applies to everyone.

Section 3. This Resolution does not apply to personal donations made by Port employees or commissioners who choose to support soliciting organizations or groups.

Section 4. The Executive Director shall inform the Commission of all requests for donations in his written briefing report.

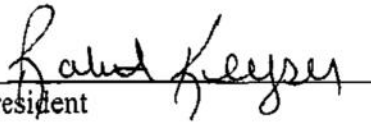
Section 5. The 2002 Policy is hereby repealed.

PASSED AND ADOPTED this 11th of June, 2009, by the following vote:

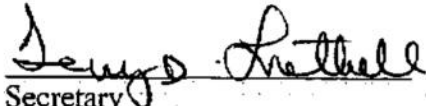
AYES: 4

NAYS: 0

Port of St. Helens

By: 
President

Attested By:


Secretary

COMMUNITY GIVING POLICY AND COMMITTEE

A. COMMUNITY GIVING POLICY

The Port of Columbia County may budget funds for Community Giving in the form of community events and donations that support the Port's mission to create a positive economic impact while maintaining livability and adapting to change. The Port Commission reserves the right to make donations under unusual or extraordinary circumstances, as determined by the Commission on a case-by-case basis.

B. COMMUNITY GIVING COMMITTEE

The Port will create a Community Giving Committee comprised of two Port Commissioners and Port Staff. The Committee will meet on a semiannual basis to review and evaluate donation requests and recommend donation recipients for Port Commission approval. Approved donation requests will be brought to the Commission as a Consent Item and approved in a public meeting. The Port Commission will establish the annual Community Giving budget as part of the regular budget cycle.



Community Giving Program Description

The Port of Columbia County is a vital part of the communities we serve, and we are dedicated to actively supporting and strengthening the businesses and communities in our region.

Port Mission

Create a positive economic impact while maintaining livability and adapting to change.

Vision:

A diverse regional economy with thriving local businesses, quality jobs, and opportunities for all.

Submission Procedure:

1. Review eligibility criteria carefully.
2. Requestors must fully complete the Sponsorship Request Application and submit all required documents.
3. Please respond to all questions.

Submission and Selection: Applications will be reviewed on a semiannual basis:

February 1st – Application Deadline

Selection Announcements at March Commission meeting.

August 1st – Application Deadline

Selection Announcements at September Commission meeting.

Typical awards will range between \$200 - \$1,000.

Eligibility Criteria

To ensure eligibility before completing the sponsorship application form, please review the criteria below.

Eligible applicants:

- Sponsorships are intended to support organizations and events that align with the Port's Mission and are distinct from grants, memberships, and program development funding.
- Organizations must provide support to businesses and/or residents within the Port District.
- Must be tax-exempt under section 501(c)(3) of the Internal Revenue Code (not classified as a private foundation) OR operating through a fiscal agent or sponsor.

- Typically, the Port will only accept requests for sponsorship for one program, activity, and/or event per fiscal year from each requesting organization.

The following organizations and activities are not eligible for sponsorship funding:

- We do not provide funding to any organization that discriminates based on race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, veteran, or disability status, or espouses hate.
- Political campaigns or individuals seeking elected offices.
- Individuals, including those seeking scholarships or fellowship assistance.
- Government and municipal agencies and organizations.
- Endowment funds.
- Sports, athletic events, or athletic programs.
- Individual pre-K-12 schools (private, public, charter, individual school supporting foundations, PTA/PTO organizations).
- Travel-related events, including student trips or tours.
- Development or production of books, films, videos, or television programs.



Community Giving Application

1. Organization Name:
2. Please enter your 501(c)(3) EIN (or the name of your fiscal agent or sponsor, if applicable):
3. Has your organization ever received sponsorship from the Port?
 - Yes
 - NoIf Yes, please describe:
4. Title of event, activity, or program:
5. Date of event, activity, or program:
6. Location of event, activity, or program:
7. Funding amount requested:
8. How many people do you expect to serve at this event/activity/program?
9. In 100 words or less please describe your event/activity/program. This should include your intended audience, beneficiaries, activities, and content.
10. In 100 words or less please explain what the intended outcomes for participants, beneficiaries, and impacted communities will be.
11. In 100 words or less please explain how your request aligns with the Port's Mission.
Port's Mission: Create a positive economic impact while maintaining livability and adapting to change.
12. Contact name:
13. Title:
14. Email address:

15. Phone number:
16. Organization mailing address (where you will receive payment):
17. Do you currently have a contract, MOU, or other formal agreement with the Port of Columbia County? If so, please explain.
18. Are you currently working with a specific Port staff person? If so, please let us know who.
19. If your application is selected, do you agree to provide follow up information/reporting to the Port?
The kind of reporting required will be based on the type of activity/event or program and will may include providing items such as pictures and/or video, number of participants, summary of outcomes, etc.
- Yes
 - No
20. To complete your application please send us the following documents in an email titled: SPONSORSHIP - followed by the name of your program or event
- Completed W9 in PDF format
 - Invoice with dollar amount left blank
 - Any additional documentation such as slide decks, sponsorship materials, and/or supporting information