

**PORT OF COLUMBIA COUNTY  
MARCH 8, 2023  
COLUMBIA CITY, OR 97018**

The Port of Columbia County held a Commission meeting at 8:30 A.M. on Wednesday, March 8, 2023, at the Port Office, 100 E Street, Columbia City, Oregon, and via Zoom video conferencing, with the following present:

**Commissioners**

<b>Robert Keyser</b>	President
<b>Chip Bubl</b>	Vice President
<b>Chris Iverson</b>	2 <sup>nd</sup> Vice President
<b>Nancy Ward</b>	Secretary
<b>Brian Fawcett</b>	Treasurer

**Staff**

<b>Sean P Clark</b>	Executive Director
<b>Bob Gadotti</b>	Exec. Finance Mgr.
<b>Robert Salisbury</b>	Port General Counsel
<b>Brittany Scott</b>	Exec. Assist. /Office Coord.
<b>Elizabeth Millager</b>	Exec. Assist. Operations
<b>Miriam House</b>	Operations Manager
<b>Elliot Levin</b>	N. County Ops. & Terminal Mgr.
<b>Amy Bynum – Zoom</b>	Real Est. & Bus. Dev. Mgr.
<b>Gina Sisco</b>	External Affairs Mgr.
<b>Lacey Tolles</b>	Data Res. & Projects Spec.
<b>Susie Tolleshaug – Zoom</b>	Administrative Assistant
<b>Sydell Cotton – Zoom</b>	Acct. & Payroll Specialist

**Guests**

<b>Natasha Parvey</b>	NEXT
<b>Duane Neukom</b>	
<b>Warren Seely</b>	
<b>Melanie Olson – Business Oregon</b>	Zoom
<b>Dan Bosen</b>	Zoom
<b>Dan Lockett</b>	Zoom
<b>Jim Stone - Norwest Engineering Inc</b>	Zoom
<b>Connor McGrath</b>	Zoom
<b>Trains are Great</b>	Zoom
<b>Sebastian Silveira</b>	Zoom
<b>Jasmine Lillich</b>	Zoom
<b>Alta Lynch</b>	Zoom
<b>Brandon</b>	Zoom
<b>Ken Walrod - Norwest Engineering Inc</b>	Zoom
<b>1-920-517-6285</b>	Zoom

The Port of Columbia County Commission meeting was called to order at 8:31 A.M. by President Robert Keyser.

**Consent Agenda**

Chris Iverson moved, Nancy Ward seconded a motion to adopt consent agenda items A, B, & C: February 8, 2023, minutes, Financial Reports for February 2023, and February 2023 Check Register (A) in the amount of \$345,546.56. The motion carried unanimously.

Chip Bubl moved, Brian Fawcett seconded a motion to adopt consent agenda item D: February Check Register (B) for \$361,244.26. Chip Bubl, Nancy Ward, and Brian Fawcett voted aye. Chris Iverson and Robert Keyser abstained from voting, declaring a potential conflict of interest. The motion carried.

**Public Comment**

There was no public comment.

**Old Business**

**Columbia Pacific Bio-Refinery Quarterly Update**

Dan Lockett with Columbia Pacific Bio-Refinery (CPBR) gave an update regarding their operations, safety, environmental reports, onsite inspections, permit status, Beaver Dock Berth 1 & 2, and their ongoing expansion projects. All federal and state permits are in place for current operations.

**Beaver Drainage Improvement Company (BDIC) Update**

Warren Seely from Beaver Drainage Improvement Company (BDIC) reported to the Commissioners that the water levels are good in the district. Mr. Seely said that the district is working on maintaining the water flow since there is a problem with a beaver that keeps plugging the culvert. The County has reached out to get county easements on the roads possibly. The latest periodic inspection by the US Army Corps of Engineers (USACE) took place in December 2021 and BDIC just got the final report back. The report was still rated as "minimally acceptable" unless two conditions are met. The first is to locate and verify six toe drains with a levee structure. The second is to inspect the water inlet structure at Kallunki Road. Sean Clark asked Mr. Seely what contractor they used for the ditch. Mr.

Seely said they used Triton Lawn & Garden. Chris Iverson asked if the County was involved in the Kallunki Road culvert. Mr. Seely mentioned that it will be something they engage the County with. Robert Keyser asked how the BDIC easements affect the county roads. Mr. Seely responded by mentioning that the county is responsible for the road surface while BDIC is responsible for the levee. The levee height will be the primary goal, then BDIC will work on a solid path forward from the USACE. Mr. Seely mentioned that the BDIC is having a drone take a video of the levee structure to rectify areas that are getting too low. Mr. Clark mentioned that with the BDIC budget, they can maintain the district but lifting the levee will be very expensive, so we need all hands on deck. Nancy Ward asked if there was a date set for the drone flight. Mr. Seely mentioned that there is no date set yet. Mr. Seely concluded by requesting the Port's support in his upcoming re-election to the BDIC Board.

### **Scappoose Bay Marina Dredging Project Update**

Miriam House updated the Commission that she continued discussions with the Department of Environmental Quality (DEQ), US Army Corp of Engineers (USACE), and Portland Sediment Evaluation Team (PSET). We have completed the bathymetric survey and finalized the sediment evaluation plan. The next step is to start sediment sampling. We are still on target for the schedule to dredge in October 2023 and moving from 10% to 30% for the dredging plans. Lacey Tolles informed the Commission that the application for Oregon State Marine Board (OSMB) grant funding is due on Monday, March 13, 2023. Nancy Ward asked when the last dredge was. Robert Keyser replied that the last dredge was in 2015. Ms. Tolles mentioned that the last time the marina was dredged before 2015 was in 1992. Chris Iverson asked how the Port is going to come up with \$2 to \$2.5 million dollars for dredging. Bob Gadotti responded that the Port will be searching for grants and the rest will come from the General Fund. Ms. Ward asked if our fees at the marina are competitive. Ms. House said that the marina rates are not competitive. Ms. House suggested the Port raise the marina rates. Mr. Gadotti mentioned that the Port is currently taking a survey of rates to bring to the Commission. Ms. Ward stated that if we can't dredge because of the cost, then we have no marina. Mr. Iverson said that the marina gets about two thousand kayakers per weekend, and we are not capturing any fees from kayakers except the parking fee. Chip Bubl recalled that Tillamook charges fees for kayakers to use their facility.

### **Marina Improvement Project**

Miriam House discussed at the last meeting that the scope of costs has increased. Overall project costs are now estimated at \$6.2 million. Ms. House visited with the Oregon State Marine Board (OSMB) per the Commission's advice and discussed a phased approach. OSMB confirmed that a phased approach is possible and the Port can renew the permits to accommodate the new schedule. OSMB recommended that the Port do the upland improvements first then do in-water. The upland portion will cost \$816,000. Design plans are moving from 60% to 90% complete. Chris Iverson asked about specifics on the upland portion. Ms. House said that we will be widening the sidewalks, adding a second kiosk in the parking area, adding ADA parking, and adding a pull-out area. The goal is for users to unload their equipment and get their parking pass all upland without obstructing the launch pathway. The upland work also includes fees to move the water lines and utilities. Lacey Tolles updated the Commissioners on the OSMB grant application. The grant application is 90% complete. This is a 50% matching grant. Also, the Oregon Parks & Recreation Department grant is due at the end of April 2023. This is a highly competitive grant and very difficult to get. Mr. Iverson is worried that the total project is \$6 million and only \$800,000 is going towards upland work. Ms. House mentioned that the \$800,000 includes a 25% contingency. Mr. Iverson mentioned that the marina is our #1 tourist attraction, and he is hoping that people will use and appreciate our marina.

### **Airport Use Permit (Through-The-Fence)**

Amy Bynum presented a PowerPoint presentation which is attached to the file copy of the Minutes. Ms. Bynum mentioned that she had two meetings regarding Airport Use Permits. The first meeting was on February 14, 2023, with Port Staff, Commissioner Nancy Ward, Oregon Department of Aviation (ODAV), Federal Aviation Administration (FAA), and Century West Engineering to discuss Through The Fence (TTF) Agreements. One key takeaway from the meeting was understanding the lessons learned from the ODAV experience at Aurora Airport. We were encouraged to craft TTF Agreements very carefully in order to maintain control and maintain our ability to enforce Airport rules. Ms. Bynum also pointed out that the TTF Agreements do not need to be approved by the FAA. The second meeting was on March 1, 2023, with Port Staff, Commissioner Nancy Ward, Oregon Department of Aviation (ODAV), and Century West Engineering to dive deeper into the lessons learned from ODAV. The key takeaway is that there are much better ways of doing TTF access than what is currently being done. At the airport, the Port needs to make note of signage, enforcement, and integrated technology for tracking fees & weights of the

planes utilizing the airport. The idea of an onsite airport manager to help with the day-to-day integration was raised and discussed. The timeline for the Transwestern application right now is that the application has to go to the Scappoose Airport Advisory for a review and vote. Then the application will be brought to the Commission for review and vote at the next Port meeting. Chip Bubl wondered whether we will obtain FAA approval. Chris Iverson said that the FAA won't give us a buy-off. Nancy Ward stated that it came up during their meeting with FAA and it is not the job of the FAA to approve such a permit. Mr. Iverson asked about the status of the Transwestern application and why are we taking two months to get that approved. Transwestern has been with us for a long time. Ms. Ward mentioned that was also her question to Ms. House. Sean Clark said that the staff will hold a Scappoose Airport Advisory Committee Special Meeting. Mr. Clark suggested a 2nd Commission meeting on Wednesday, March 29, 2023, and the Port Commission agreed.

## **New Business**

### **Resolution 2023-05**

A RESOLUTION AUTHORIZING A DOCK INSPECTION CHANGE ORDER WITH NORWEST ENGINEERING FOR THE BEAVER DOCK LOCATED AT PORT WESTWARD INDUSTRIAL PARK

Elliot Levin gave a PowerPoint presentation which is attached to the file copy of the Minutes. Nancy Ward moved, Brian Fawcett seconded a motion to approve Resolution 2023-05, authorizing the Executive Director to execute a Dock Inspection Change Order with Norwest Engineering, not exceeding \$55,750.00. The motion carried unanimously.

### **Resolution 2023-06**

A RESOLUTION APPROVING A CONTRACT TO PRODUCE A STRATEGIC BUSINESS PLAN UPDATE BETWEEN WSP AND THE PORT OF COLUMBIA COUNTY

Brian Fawcett moved, Chip Bubl seconded a motion to approve resolution 2023-06, authorizing the Executive Director to sign a contract with WSP in the amount of \$125,386 to produce the Port's Strategic Business Plan Update. The motion carried unanimously.

## **Executive Director's Report**

Provided and read by Sean Clark, which is attached to the file copy of the Minutes.

## **Commissioner Reports**

Robert Keyser mentioned that he has been on the Washington DC "Mission to Washington" previously. Mr. Keyser reached out to Ray Bucheger who is a federal Port lobbyist to try and set something up with the elected officials. Mr. Keyser has a phone call today at 1 pm to hear from the lobbyist to find out the most effective way to present our message and get more out of the trip.

Nancy Ward mentioned the DC trip process, and she agrees and recommends the Port spends money to educate Commissioners and staff on the process in DC and get things accomplished. Ms. Ward wants to make use of their time in Washington DC to discuss the Port's specific needs. Ms. Ward then added that the Airport Use Permit issue is very complex and controversial. This requires very prudent, thoughtful thinking. Ms. Ward would hate to see us rush into anything as the weight of each airplane leads to increased maintenance costs for the tarmac and airstrip. It could also require the Port to hire an Airport Manager. Ms. Ward was sorry our Port Airport Engineer of Record James Kirby couldn't attend the meeting as he has a wealth of information that he can share with the Port Commission.

Chris Iverson wanted to give a big pat on the back to the Maintenance Crew who got out and ahead of the snow at the marina. The maintenance staff was at the docks before the tenants could take care of it. Mr. Iverson has also received a lot of calls about Through The Fence (TTF) and other issues we've talked about today, including Railroad Avenue.


Brian Fawcett was impressed with how many high-priority projects are on today's Agenda. Mr. Fawcett compliments the staff, a lot of good stuff today, it was a very productive meeting. Mr. Fawcett attended the Association of Pacific Ports (APP) conference. At the conference, they spoke about dock issues, sea-level changes affecting other ports, cyber security, electrification of port assets, and energy efficiency. Mr. Fawcett would like to see us pursue energy efficiency issues.

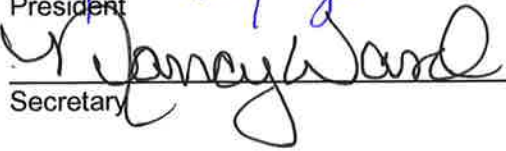
Chip Bubl mentioned that he got a lot out of today's meeting.

**Executive Session**

The Board held an executive session to consider exempt public records, including, but not limited to, written legal advice from the Port's legal counsel which is privileged under ORS 40.225 and exempt from disclosure under ORS 192.509(9) pursuant to ORS 192.660(2)(f) and consulted with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed under ORS 192.660(2)(h).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING ADJOURNED AT 11:17 A.M.**

  
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President

  
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Secretary

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March 29, 2023

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Date Adopted by Commission