



**COMMISSION MEETING MINUTES
NOVEMBER 8, 2023
100 E. STREET
COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, November 8, 2023, at the Port office and via Zoom video conferencing with the following present:

Commissioners

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

Guests

Kim Karber	Columbia City Interim Mgr.
Natasha Parvey	NXT Clean Fuels
Jan Schollenberger	Columbia City Resident

Staff

Sean Clark	Executive Director
Amy Bynum	Real Estate & Bus. Dev. Mgr.
Robert Salisbury	Port General Counsel
Bob Gadotti (Zoom)	Executive Finance Mgr. (Ret.)
Guy Glenn, Jr.	Executive Finance Mgr.
Miriam House	Operations Mgr.
Elliot Levin	N. County Terminal Mgr.
Lacey Tolles	Data Resource & Projects Specialist
Elizabeth Millager	Operations Coordinator
Sydell Cotton (Zoom)	Assistant Finance Mgr.
Brittany Scott (Zoom)	Finance Assistant
Susan Tolleshaug (Zoom)	Administrative Asst.
Christa Burns	Administrative Asst. II

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

Additions To Agenda

Robert Keyser asked the Commission if there were any additions to the agenda. There were none.

Consent Agenda

Mr. Keyser asked for a motion to approve the consent agenda. Nancy Ward moved; Chip Bubl seconded a motion to adopt consent agenda items A & B: October 25, 2023 Minutes and Financial Reports for October 2023. The motion carried unanimously.

Chip Bubl moved; Brian Fawcett seconded a motion to adopt consent agenda item C: October 2023 Check Register (A) in the total amount of \$452,798.36. Robert Keyser abstained from voting, declaring a potential conflict of interest. The motion carried unanimously.

Comments From the Public

Columbia City resident, Jan Schollenberger and Columbia City Interim Manager, Kim Karber will speak during the Lignetics/Neighbors update.

Old Business

Marina Update

Miriam House, Port Operations Manager, provided an update on the Scappoose Bay Marina dredging and marina improvement projects, which are moving along on schedule. The Port is waiting for a response on the upland construction permit. Lacey Tolles, Port Data Resource and Projects Specialist provided an update on the electric vehicle (EV) charging stations to be installed at the marina. Ms. Tolles sent an easement to CRPUD on Monday, November 6 and is waiting for a response from CRPUD. Nancy Ward asked how many charging stations will be installed, and Ms. Tolles responded there will be four: two Level 2 spots by the public restrooms and two direct-current fast chargers (DCFCs) in the RV trailer parking area. Brian Fawcett stated he thinks the Level 2 chargers would work better in RV trailer parking due to their longer charging times. Mr. Fawcett will discuss this with Ms. Tolles and Engineering Manager Brandon Staehley from CRPUD.

Airport Update

Amy Bynum, Port Deputy Executive Director and Scappoose Airport Manager, informed the Commission that she has been working with Ms. Tolles on six COAR (Critical Oregon Airport Relief) grants through the Oregon Department of Aviation, four of which are Federal Aviation Administration (FAA) grant matches, the fifth was for the east side waterline extension, and the sixth was for the open sided hangar demolition. Ms. Bynum also executed a contract with consultant Aron Faegre on October 23, and he has begun work in researching and updating three key airport-related resolutions and minimum standards. Ms. Bynum and Ms. Tolles will be attending a check-in meeting with Transwestern Aviation on November 15. The ODAN COAR grant project for the emergency generator invitation to bid was publicly noticed and the pre-bid walk at the airport was well attended with 10 potential electrical companies. The generator bid closes November 16 at 4pm. Ms. Bynum also stated there are no pending airport use permit applications.

Lignetics/Neighbors Update

Port Executive Director Sean Clark informed the Commission that the Port continues to work with Lignetics and Columbia City residents toward a solution. Eric Laurance, Health & Safety Director for Lignetics stopped by the Port office to speak with Mr. Clark regarding the lead time on the Department of Environmental Quality (DEQ) permit process and his concern about delays in the overall timeline due to permitting. Mr. Clark mentioned the possibility of the Port hiring a consultant to initiate its own testing in order to help speed up the process. He will meet with Lignetics Plant Manager Steve Nelson to follow up. Columbia City resident, Jan Schollenberger stated her concerns regarding the project timeline. There were delays in bidding and ordering new equipment, which became a 3-year process once Lignetics took over the plant. Ms. Schollenberger expressed the community's concern about the permit schedule being renewed by the Department of Environmental Quality (DEQ) annually in September because that renewal occurs after the dry season when the rain washes the dust away. She said the new hammermill purchased by Lignetics was not employed because there was not a sufficient transformer to operate it. She would like to know if the transformer is internal on site or through CRPUD. The community is frustrated due to Lignetics acknowledging the problem in 2021 but taking no sense of urgency to act on a solution. Ms. Schollenberger asked Mr. Clark if he expected a written response from Lignetics, to which he replied he expects a written response. Ms. Schollenberger requested that the Port attend their neighborhood meetings to provide some balance. Ms. Ward apologized for the Port not having a representative at the neighborhood meeting on October 12 and requested notice of the next meeting. Ms. Schollenberger said there are no meetings scheduled at this time, but she will let the Port know of any meetings. She said she appreciates the efforts the Port is making to work on a solution. The residents want to see an appropriate

timeframe and are prepared to pursue legal action if Lignetics does not move quicker. Mr. Clark asked Ms. Schollenberger to let the Port know if they do engage in legal counsel. Mr. Keyser suggested putting their community group meeting on the Port's agenda.

New Business

Financial Update

Executive Finance Manager, Guy Glenn, Jr., presented a PowerPoint on Financial Projections for Fiscal Years 2024-2027 to project the cash position of the Port over sixteen consecutive quarters (4 years). Mr. Glenn informed the Commission the projections are based on general assumptions for the purpose of this presentation. The projections assume a positive cash flow from operations. The forecast considered the following: net estimate of future cash balances (income less expenses), restricted and unrestricted cash, strategic planning, and risk management. General assumptions were based on the Port's interest income, reserves, contingency for capital projects, future accruals, debt, budgeted projects, cash requirements for capital infrastructure, and external funding sources. The Port's budgeted priority projects for 2024-2026 include: upland construction and dredging at Scappoose Bay Marina, Port HQ office building expansion, and the Port maintenance shop. Mr. Glenn demonstrated that the value of the Port's cash position depends upon leveraging current cash to secure external funding, and he pointed out there is no additional cash flow being generated from current projects. He also suggested further discussion on using bonds. Mr. Keyser inquired about the ability of the Port to pledge taxing power for revenue bonds. Mr. Salisbury pointed out that there are two types of bonds, general obligation and revenue, and gave the Commission some general information about the two types of bonds. Mr. Glenn also recommended generating cash flow, and considering how the Port will position itself for stability and strategic growth. Mr. Glenn asked the Commission if there were any questions. Chip Bubl asked about the cost of dock maintenance at Port Westward and how it will affect the Port's income stream. Mr. Clark stated that we are waiting for the results of the seismic assessment. Mr. Levin added that the results of the underwater survey and pilot test are expected back in the next couple of weeks. The seismic upgrades will determine the standard of the work required. Mr. Bubl also inquired about the potential rental income for the new hangar building. Ms. Bynum responded it is marketed at 10% over the loan payment.

Resolution 2023-29

RESCINDING RESOLUTION 2023-22 AND APPROVING THE SELECTION OF DR. ROOF, INC. FOR SCAPPOOSE AIRPORT HANGAR A AND HANGAR B ROOFING PROJECT

Miriam House, Port Operations Manager, presented the Resolution. On August 9, 2023, the Port Commission approved Resolution 2023-22 and the selection of USA Roofing for the hangar A and hangar B roofing project. However, after Commission approval this firm was unable to fulfill the contract requirements because they did not include in their bid the cost for bond requirements. Ms. House indicated that Port staff have since re-engaged with the next two most qualified contractors and selected Dr. Roof, Inc. at a cost of \$176,230, an increased cost of only \$6,314 over the previously selected contractor. Funds for this project were included in the 2023-2024 budget.

Nick Sorber moved; Brian Fawcett seconded a motion to approve Resolution 2023-29, rescinding Resolution 2023-22 and approving the selection of Dr. Roof, Inc. for Scappoose Airport hangar A and hangar B roofing project.

Executive Director's Report

Provided and read by Sean Clark. The Report is on file at the Port Office.

Commissioner Reports

Chip Bubl reported that he, along with Nancy Ward and Elliot Levin, traveled to Clatskanie for the Agriculture Information Committee Meeting on October 30, 2023, but it had been cancelled.

Brian Fawcett attended the Scappoose Bay Marina Advisory Committee meeting on November 7, 2023. He appreciates the engagement and feedback at those meetings.

Nick Sorber attended several Port-related meetings, one with Nancy Ward, regarding opportunities for the Port.

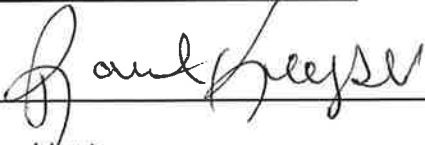
Nancy Ward attended the PNWA Conference in Vancouver and stated it is good to know what is going on in our area, especially as it relates to the river.

Robert Keyser reported that former Commissioner Chris Iverson did an insurance review for the Port about upping the values. Mr. Keyser thanked Ms. Schollenberger and Ms. Karber for attending.

Executive Session

The Board held 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, exempt from disclosure under ORS 192.355(9)(a), pursuant to ORS 192.660(2)(f).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION THE MEETING
ADJOURNED AT 12:13 P.M.**



President

November 29, 2023

Date Adopted by Commission



Secretary