



COMMISSION MEETING MINUTES JANUARY 10, 2024 100 E. STREET COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, January 10, 2024 at the Port office and via Zoom video conferencing with the following present:

Commissioners

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

Guests

Jan Schollenberger	Columbia City Resident
Kim Karber	Columbia City Interim Mgr.
Ralph Culpepper	Scappoose Resident
Bob Gadotti	(Zoom)
Doug Bean	(Zoom)
K. Hyllinger	(Zoom)
Alta Lynch	(Zoom)

Staff

Sean P. Clark	Executive Director
Robert Salisbury	Port General Counsel
Guy Glenn, Jr.	Executive Finance Mgr.
Elliot Levin	N. County Ops. & Terminal Mgr.
Miriam House	Operations Mgr.
Gina Sisco	Comm. & External Affairs Mgr.
Elizabeth Millager	Operations Coordinator
Lacey Tolles	Data Res. & Projects Spec. / Interim Airport Manager
Christa Burns	Administrative Asst. II
Susan Tolleshaug	Administrative Asst. (Zoom)

President Robert Keyser called the Port of Columbia County Commission Meeting to order at 8:35 a.m. All Commissioners were present.

This board meeting had a delayed start due to technical difficulties with the Zoom video conferencing platform.

Additions To Agenda

Robert Keyser asked the Commission if there were any additions to the agenda. There were no additions.

Consent Agenda

Mr. Keyser asked for a motion to approve the consent agenda. Nancy Ward moved; Brian Fawcett seconded a motion to adopt consent agenda items A, B, and C: December 13, 2023 Minutes, Financial Reports: December 2023 and Approval of Check Register (A) and electronic payments in the total amount of \$455,549.47. The motion carried unanimously.

Comments From the Public

There were no public comments.

Old Business

Scappoose Bay Marina Update

Port Operations Manager, Miriam House, updated the Commission on the dredging and upland construction improvement projects at Scappoose Bay Marina, which continues to move along on schedule. The Port has received the Department of Environmental Quality (DEQ) water quality permit for dredging. The county building permit for upland construction is expected within the next four weeks. There will be an Invitation to Bid (ITB) for the upland construction.

Data Resource & Project Specialist, and Interim Airport Manager, Lacey Tolles, informed the Commission that the Port has received an Oregon State Marine Board (OSMB) grant for \$427,000 with a 50% required match, for a total budgeted amount of \$824,000. The Commission thanked Ms. House and Ms. Tolles for the updates.

Scappoose Airport Update

Lacey Tolles, Interim Airport Manager, then provided an airport update to the Commission. The Scappoose Fire District's Share and Care program, which provides food, clothing, healthcare items and toys to 160 families in need, will wrap up the project on January 12, 2024. They are thankful to the Port for providing them with space to use at Scappoose Airport at no cost. Four staff members from the Port volunteered, including Sean Clark, Elizabeth Millager, Brittany Scott, and Lacey Tolles.

The Port is in the process of executing a License Agreement with FlightHouse Engineering, an aviation engineering company that develops Unmanned Aircraft Systems (UAS), at the Chinook Building (formerly known as "Sherpa"). They will be building a UAS in the hangar with halo capacity for a company that provides "Uber-like" operation for airplanes. This operation will be used for transferring supplies, food, tools, and passengers. The License Agreement will be for an 8-month term with an option to extend it to one year. Ms. Tolles will be meeting with FlightHouse again today, January 10, 2024. Nancy Ward asked the reason for the short-term, and Ms. Tolles replied that they need space to complete a specific project.

Ms. Tolles stated she will be meeting with Century West on January 11, and she will attend the Port's regularly scheduled meeting with Transwestern Aviation on January 21. The Scappoose Airport Advisory Committee will meet on January 29.

Port Westward Dock Update

Elliot Levin, North County Operations & Terminal Manager, provided a brief update on the progress made to restore service at Port Westward. Since the last update on December 13, 2023, most of the visible dock restoration effort has been centered on removing submerged debris and preparing to drive pile. Mr. Levin presented several PowerPoint slides with photos showing some of the submerged debris removed from the bottom of the river and pipes cut from the remaining section of the downstream approach (about three truckloads of scrap). Debris removal was required by the emergency permit and to enable the spud barge to enter the lagoon to drive piles. After the dock incident on November 12, 2023, power was restored within a day or so through a temporary cable, providing safety and navigation lights throughout the incident. The photos displayed by Mr. Levin also showed the new electrical conduit being placed on the main dock for the permanent electrical line that will run via the upstream approach. Mr. Levin stated that the first of two spud barges arrived on Friday, January 5. The barge was loaded with a crane and the piles for the new pipe bridge. The new pipes will run parallel to the road heading toward the downstream approach and turn left to transition to the pipe bridge. Mr. Clark clarified that the downstream approach access road will not be blocked by pipeline. Pile driving will be completed by the end of this week or the middle of next week, and the project is still on schedule to have the berth back in operation by mid-February. Mr. Keyser commented that the neighbors have reported hearing no

sound from the work being done. Mr. Levin stated that pipes for the Port's new fire line started to arrive on Jan. 9 and pipe for PGE's water discharge line will arrive soon. Ms. Ward asked if CPBR is satisfied with the progress and Mr. Levin replied that CPBR seems to be pleased and everyone is working well together. He added that PGE is impressed by how quickly CPBR has moved things forward. The project is on schedule to be completed by mid-February 2024.

Lignetics/Neighbors Update

Sean P. Clark, Executive Director, provided an update on Lignetics and the Columbia City neighbors. Mr. Clark said Commissioner Sorber contacted Mike Sykes at CRPUD about the transformer. The next step is for Mr. Clark to get together with Mr. Sykes and Steve Nelson to discuss the installation and update the timeline. This applies to Lignetics installing the larger hammermill. The Port continues to work with Lignetics on minimizing the dust issue. The Port is also working with the Oregon Department of Environmental Quality (DEQ) to encourage them to complete an inspection of the Lignetics plant between May and October when the plant is operational, and the testing is more applicable. Mr. Clark will also invite DEQ to attend a Commission meeting to discuss the issue. Columbia City resident, Jan Schollenberger requested an update on the progress. She noted a couple of items on the Lignetics timeline that should have already been completed, such as receiving the permit and awarding a bid. Mr. Clark said Lignetics should provide an update in February if not sooner. Ms. Schollenberger requested to have a representative from both the Port and Lignetics attend a neighborhood meeting at Community Hall. They would like to coordinate a time in February. Mr. Clark said the Port would be happy to attend. Lastly, Ms. Schollenberger asked if there has been any discussion on moving the truck entry back to the previous location at Trestle Beach. Mr. Clark responded that he is not sure it is something Lignetics will implement, depending on how it would affect them operationally. Ms. Schollenberger wanted to know if it is up to Lignetics or if the Port would be involved. Mr. Clark said he likes the idea, but Lignetics would need to address it and it is on their radar. Mr. Keyser added that it would also be beneficial to Lignetics.

Sale of New Hangar Building Update

Sean P. Clark, Executive Director, provided an update on the sale of the new hangar building. Mr. Clark informed the Commission that he spoke with Mr. Freeman on January 9, and he would like to see the building before committing to the purchase. Either Mr. Freeman or his son will travel here from Arkansas depending on current weather conditions and scheduling. They can align their visit to view the building between now and the next Commission meeting. The Port sent a lease document to Mark Smith on December 21, 2023. Mr. Clark will be out of the office next Wednesday through Friday, January 17 – 19, returning Monday, January 22. He will provide another update on the new hangar building sale at the next Commission meeting.

New Business

Approval of 2024 Commission Meeting Schedule

The Board of Commissioners held a brief discussion regarding dates and times for the 2024 Commission meetings and work sessions. Sean Clark noted a work session set for December 25, 2024 which will need to be rescheduled. Brian Fawcett mentioned the November 27, 2024 meeting should also be rescheduled due to the holiday. The Commission agreed to determine those meetings later.

Brian Fawcett moved; Chip Bubl seconded a motion to approve the 2024 Commission Meeting Schedule. The motion carried unanimously.

Committee and Organizations Assignments

The Commission held a brief discussion on the 2024 committee and organization assignments. Brian Fawcett said he could attend the Rainier Chamber of Commerce and Rainier City Council meetings. Mr. Fawcett already attends the Clatskanie PUD meetings. Nick Sorber stated he could potentially attend the Columbia River Steamship Operators Association (CRSOA). Nancy Ward is listed for the Northwest Oregon Area Commission on Transportation (NWACT), Pacific Waterway Association (PNWA), Scappoose Industrial Airport Advisory Committee and the City of Scappoose. Mr. Fawcett pointed out that the Columbia River PUD (CRPUD) is not listed and should be added. Mr. Clark suggested scaling back the association memberships and focusing more financially on the Columbia Economic Team (CET). Mr. Clark also proposed some of the Port's memberships be put on hold temporarily to be more fiscally responsible. Mr. Keyser agreed, stating the Port's priorities have been reset since the dock incident that occurred at Port Westward on November 12, 2023. Mr. Clark stated he is on the executive committee for the Association of Pacific Ports (APP), and he will Zoom in for their executive meeting in January. Ms. Ward would like to see information on the membership costs. Mr. Clark said he will reach out to the Commissioners to further discuss committee assignments and association memberships and provide membership cost information.

Resolution 2024-01

APPROVING THE SELECTION OF PHI CONSTRUCTION FOR THE MAINTENANCE FACILITY PROJECT AT MULTNOMAH INDUSTRIAL PARK

Miriam House, Port Operations Manager, presented Resolution 2024-01. First, Ms. House acknowledged the Port maintenance team for clearing debris from the sidewalks and parking lot at the Port office due to strong gusts of wind which blew down trees and branches on Tuesday, January 9. The maintenance crew was out first thing on Wednesday morning to clean it up. Next, Ms. House explained that plans for a new Port maintenance shop have been in the works for at least 8 years, and this project started a year ago with permitting, designing, and engineering. Ms. House informed the Commission that the Port received six (6) proposals after going out to bid with a Request for Proposals (RFP). Port staff reviewed all the proposals and conducted in-person interviews with each contractor. Competition was tough and proposals came in higher than expected, but there were several qualified proposers. After reviewing all the information provided, Port staff selected PHI Construction at a cost of \$3.2 million with a 10% provision for additional costs. According to ORS (Oregon Revised Statutes) 279B.100, an RFP may be cancelled if the Commission determines it is in the best interest of the Port. Ms. House would still like to advocate for this project, as costs will continue to increase and Port staff are working in poor conditions. If the project is terminated, then alternative solutions will need to be considered. Brian Fawcett stated that while this project has a big impact on the Port's budget during a challenging time, it is a priority. He would be interested in hearing other options. Mr. Clark said some alternatives would be constructing a new mixed-use building, moving the Port's maintenance operations to the Railroad Avenue building once it becomes available, temporarily leasing a new office trailer, or retrofitting the 3-sided building at Winner's Circle for temporary use. Port Executive Finance Manager, Guy Glenn, Jr. came forward to discuss options from a budgetary standpoint and informed the Commission that the planning for the 2024-2025 Capital Budget is coming up soon. Mr. Keyser requested Mr. Glenn provide some financing options at the next Commission meeting. Ms. House will reach out to PHI Construction to find out their availability if the project is delayed for three months. Mr. Fawcett will meet with the Port maintenance team prior to the next Commission meeting. Mr. Clark does not recommend approval of Resolution 2024-01 due to budgetary constraints. The Commissioners would like to discuss viable alternatives at the next Commission meeting.

Resolution 2024-02**APPROVING THE SELECTION OF NORTHEAST ELECTRIC, LLC FOR THE SCAPPOOSE AIRPORT EMERGENCY GENERATOR PROJECT**

Lacey Tolles, Interim Airport Manager, presented Resolution 2024-02. Port staff recommend authorizing the execution of a contract for the standby emergency generator project with Northeast Electric, LLC in the amount of \$324,000, with a 10% contingency for additional costs, for a not to exceed total of \$356,400.

Nick Sorber moved; Nancy Ward seconded a motion to adopt Resolution 2024-02. The motion carried unanimously.

Commissioner Reports

Chip Bubl reported things have been quiet for him the last couple of weeks.

Brian Fawcett said he was out of the office during the Port Holiday Party. He said he appreciates all the work the Port staff have been doing, especially recently.

Nick Sorber attended the Port Holiday Party and thanked staff for the invitation. He said the Port staff have been doing a great job and would like to keep the ball rolling with Lignetics.

Nancy Ward also attended the Port Holiday Party and expressed her appreciation for the Port staff. Ms. Ward announced the Agricultural Information Committee has selected Brenda Vassau as a Project Manager. Ms. Vassau will give a presentation at the next Commission meeting. Ms. Ward expressed her gratification for the work between the Port and the Agricultural Information Committee, and also for the collaboration with other agencies and the local community.

Robert Keyser stated he was unable to make the Port Holiday Party and expressed his regrets. Mr. Keyser declared that he is a customer of Lignetics and he buys products from them to sell at his business, Clatskanie Builders Supply. He said this does not change his view and he is very supportive and appreciative of the community's efforts.


Executive Director's Report

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

Executive Session

Port General Counsel, Robert Salisbury stated that the Executive Session was listed on the Agenda, but the Commission decided there will be no Executive Session.

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 9:57 A.M.**



President

February 14, 2024

Date Adopted by Commission



Secretary