



COMMISSION WORK SESSION MINUTES
JANUARY 31, 2024
100 E. STREET
COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 5:59 p.m. on Wednesday, January 31, 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

Brenda Vassau	Low Tide Farms
Hannah Woods	Wandering Woods Farms
James Woods	Wandering Woods Farms
Ralph Culpepper	Scappoose Resident
Alta Lynch	Scappoose Resident
Bob Gadotti	Fmr. Executive Finance Manager (Zoom)
Doug Bean	Doug Bean & Assoc. Inc. (Zoom)
K. Hyllinger	Doug Bean & Assoc. Inc. (Zoom)

Staff

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

President Robert Keyser called the Port of Columbia County Commission Meeting to order at 6:00pm p.m. All Commissioners were present.

Additions To Agenda

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

Comments From the Public

There were no public comments.

New Business

Agricultural Information Committee

Commissioner Nancy Ward introduced Brenda Vassau, Low Tide Farms, to discuss a proposed animal processing and composting facility in Columbia County. Ms. Vassau presented photos and explained how the proposed facility would create jobs, help local farmers, and fill a local demand for bark and compost that is currently being brought into the county from outside resources. Ms. Vassau described the composting process in which nutrient-rich animal waste material is combined with carbon and turned into economical compost. The compost can then be used locally, preventing waste products from being sent to landfills. The proposed facility would harvest approximately 15 animals per week, or 60 animals per month, yielding approximately 5,000 lbs. of nitrogen-rich waste per week as a single producer.

Local farmer Hannah Woods provided information on licensing, permitting, funding, and the challenges local farmers face with state and federal industry regulations. Animal processing facilities in the state are required to be licensed with the Oregon Department of Agriculture (ODA) and meet United States Department of Agriculture (USDA) inspection requirements to operate and be eligible for grant funding. Wandering Wood Farms has applied for a maximum grant award of \$750K on a \$1M facility, leaving their liability at \$250K. Ms. Woods suggested that an email from the Port to Gary Neuschwander of ODA would be beneficial to the grant. Their goal is to open a local ODA-licensed animal composting facility, providing service to both local and regional processors. Mr. Clark asked how many jobs the proposed facility would bring to the county. Ms. Woods replied that it would bring four to eight jobs for processing and two to seven jobs for composting, for an estimated workforce of approximately fifteen employees. Ms. Vassau stated she would put together a business plan and feasibility study by early spring 2024. President Keyser suggested the Port could write a letter in support of their grant application, and all Commissioners agreed. The ideal timeline would see facility operations beginning in May 2025.

The Commission thanked Brenda Vassau and Hannah Woods for their presentation.

Old Business

Scappoose Marina Update

Executive Director, Sean Clark announced that there was no marina update.

Scappoose Airport Update

Lacey Tolles, Interim Airport Manager, provided an airport update. The Oregon Department of Aviation (ODAV) will decide on the Port's sixth airport grant tomorrow, February 1. Ms. Tolles attended the Airport Advisory Committee along with Commissioner Ward on Monday, January 29. Ms. Tolles stated she would like to formally thank the Scappoose Rural Fire District for their assistance in plowing the runway and taxiways during the recent snowstorm. Mr. Clark stated that he left a voicemail for Scappoose Fire Chief, Jeff Pricher, to discuss a formal agreement.

Port Westward Dock Update

Elliot Levin, North County Operations & Terminal Manager, updated the Commission on the considerable progress made in restoring service to the dock. Since the last update on January 10, 2024, all the new piles have been placed. Mr. Levin displayed photos showing various stages of the work. The first picture showed the temporary work platforms and preparations to cut the piles to uniform height. By January 29, all the pile caps were in place. While the work in these photos was taking place, work also progressed in building the new product pipeline. The

presentation included slides showing the progress made assembling the new product line and the path it will take to the new pipe bridge. Today Electricians were working to transfer power from the temporary to permanent connection. Berth 1 was restored this morning and Berth 2 is expected to be switched over to the new power line by this afternoon. Advanced American has started to install the prefabricated girder spans that will connect the pile bents. That work will be finished by the end of this week or the first half of next week. Assembly of the new product line across the pipe bridge will start once the girders are in place. The schedule calls for the product line to be finished (including pressure testing and checking welds by x-ray images) by mid-February. As of now, the project is still on schedule to resume operations by mid-February.

Lignetics/Neighbors Update

Sean P. Clark, Executive Director, provided an update on a meeting held January 24 at the Port office. Lignetics directors met with Port staff, Commissioner Nancy Ward, Columbia City Interim Manager Kim Karber, and Jan Schollenberger to give an update on the projects. The air modeling project for Lignetics' updated permit will be completed on February 1. The Oregon Department of Environmental Quality (DEQ) evaluation process could take four to six months to complete, putting the new scrubber installation into October 2024. The neighbors do not want to go through another summer with the dust. Mr. Clark has engaged Nate Stice with the Governor's Regional Solutions Team. Mr. Stice is looking into the permit modification and timelines to see if he can be of assistance. Lignetics' plant now has additional sprinklers on the truck dump site, and they are looking into making them automated. Lignetics could not get a waiver for the permit modification due to complaints received by DEQ. There was also discussion about putting the truck entrance on Pacific Street. The Port and Lignetics continue to discuss a feasible solution that would decrease truck congestion and debris on side streets and in the Port office parking lot. There will be another community meeting held by Columbia City residents at City Hall on February 13 at 6:30 pm.

Sale of New Hangar Building Update

Executive Director, Sean P. Clark, provided an update on the sale of the new hangar building. The buyer's representative, Joe Keith, visited the facility on January 26. It was determined the groundwork that would be required to relocate the hangar door on the South wall of the building could increase the cost as much as the door. They also considered the long-term viability as it relates to the company's plans. In an email to Mr. Clark on January 29, they stated they will not be moving forward with the building purchase at this time. Robert Keyer suggested having an after-action committee to discuss the valuable information gained throughout this process.

Resolution 2024-01

CANCELLING THE REQUEST FOR PROPOSALS (RFP) PROCESS FOR THE MAINTENANCE FACILITY PROJECT AT MULTNOMAH INDUSTRIAL PARK

Executive Director, Sean P. Clark, and Executive Finance Manager, Guy Glenn, Jr. presented Resolution 2024-01. The Commission considered Resolution 2024-01 in open session on January 10, 2024, and decided to allow Port staff more time to review whether going forward with this project is in the best interests of the Port. Approval of the PHI proposal would be \$1,551,315 above the \$2,000,000 estimated cost for the project. Upon further review of the Port's budget and finances, it is not in the best interest of the Port to spend \$3.5 million on a non-revenue generating project. A suitable interim location for the Port Maintenance Team can be found at a much lower cost, and options are being developed. ORPET has agreed to postpone the November 1, 2024, occupancy date to February 1, 2025, so there is time to figure out the best option for locating the Port Maintenance Team. Mr. Clark recommends cancelling the RFP process for the Port's Maintenance Facility at Multnomah Industrial Park. The Commissioners would like to discuss viable alternatives.

Brian Fawcett moved; Nick Sorber seconded a motion to adopt Resolution 2024-01 and cancel the Port Shop RFP Process. The motion carried unanimously.

Executive Director's Report

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

Commissioner Reports

Robert Keyser said it has been brought to his attention that some of the contractors working for NEXT Energy are having a difficult time getting a response from the Beaver Drainage Improvement Company (BDIC). Mr. Keyser stated that if the 3-person committee is not working, we need to work with them to restructure because, both as a public agency and shareholder of the BDIC, dozens of phone calls unreturned is not acceptable. He suggested looking at an advisory board with five members instead of three. Mr. Keyser congratulated Commissioner Chip Bubl on his retirement.

Brian Fawcett also congratulated Mr. Bubl on his retirement. Mr. Fawcett reported that he attended the meeting at the new hangar building, met with Joe Keith, and gained some beneficial knowledge. He thanked Brenda Vassau and Hannah Woods for talking about the agriculture projects. Mr. Fawcett said he is interested and hopes they move forward. Mr. Fawcett works for Clatskanie PUD and is especially interested in talking about the energy aspect of those projects. He will be out of town for the next meeting on February 14.

Nick Sorber also offered congratulations to Mr. Bubl. Mr. Sorber said he looks forward to the springtime proposal and seeing the site plans for the processing facility.

Nancy Ward thanked everyone for attending the Commission meeting, and said she appreciates the members of the Agricultural Information Committee for being so engaged and willing to pursue this venture. Ms. Ward stated that the Agricultural Information Committee has been one of the most important aspects of her tenure with the Port. She also acknowledged community members Ralph Culpepper and Alta Lynch for coming to many of the agriculture meetings and providing feedback. She said it is great to have input from the community itself. Ms. Ward has been involved with the ongoing Lignetics situation and possible sale of the new hangar building at Scappoose Airport. She expressed that the city-county meeting is an opportunity to meet with the other cities in Columbia County and learn from our neighbors. Mr. Fawcett thanked Ms. Ward for spearheading the agriculture project.

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)(h).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 8:33 P.M.**



President

March 13, 2024

Date Adopted by Commission



Secretary