



COMMISSION WORK SESSION MINUTES

MARCH 27, 2024

100 E. STREET

COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, March 27, 2024 at the Port office and via Zoom (*) video conferencing with the following present:

Commissioners

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

Staff

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

Guests

Rachael Barry	Scappoose
Ralph Culpepper	Clatskanie
Alta Lynch	Scappoose
Dan Serres *	Columbia Riverkeeper
Jasmine Lillich *	Clatskanie
Culver *	

President Robert Keyser called the Port of Columbia County Commission Work Session to order at 8:30 a.m. Commissioners Keyser, Bubl, Ward and Sorber were present in person. Commissioner Fawcett attended via Zoom.

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. Chip Bubl moved; Nick Sorber seconded a motion to adopt consent agenda item A: February 14, 2024, Minutes. The motion carried unanimously.

Comments from the Public

There were no public comments.

New Business

FY25 Capital Budget Priorities

Port Executive Finance Manager, Guy Glenn, Jr. presented a PowerPoint on the Port's Fiscal Year 2025 Capital Budget Priorities. Mr. Glenn began by providing an overview of the formal budget process, which will include two Budget Committee meetings in May 2024, a budget hearing with public comments, and filing with the county by June 30, 2024. He then gave a brief explanation of a capital budget versus an operating budget. Next, Mr. Glenn outlined some of the Port's anticipated capital projects to plan with the Commission on the overall budget process. He welcomed feedback and discussion from the Commission to help facilitate the budget

decision-making process. There will be a resolution at the next Commission meeting to form a new Budget Committee. Mr. Glenn also mentioned that Port staff has secured \$1,790,000 in grant funding for fiscal year 2025.

Resolution 2024-04

DECLARING THE DOCK INCIDENT AN EMERGENCY FOR PUBLIC CONTRACTING PURPOSES AND APPROVING \$1 MILLION FOR DOCK REPAIRS

North County Operations and Terminal Manager Elliot Levin presented the Resolution.

On November 12, 2023, a tug and barge went off course and collided with the Beaver Dock at Port Westward causing significant damage to the Beaver Dock. The barge collision qualifies as an emergency due to the related risk of loss and interruption of services. Since the incident, the Port has worked with Columbia Pacific Bio-Refinery (CPBR) to build a temporary pipe bridge and return the berth to service. To date, the Port has been invoiced approximately \$680,000 and the estimated total cost of the Port's share of repairs will be around \$1.1 million. The total cost of the new pipe bridge will be over \$6 million. While the Port is still working with underwriters to process these invoices, we want to be in a position to reimburse CPBR for any undisputed amounts as soon as possible. Therefore, Mr. Levin asked the Commission to approve Resolution 2024-04 formally declaring the dock incident an emergency for public contracting purposes.

Executive Director's Report

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

Commissioner Reports

Nick Sorber acknowledged Guy Glenn, Jr. for his work on the budget and thanked Port staff for their grant work.

Chip Bubl also stated his appreciation and said he values the opportunity to learn more about the budget.

Nancy Ward agreed and mentioned the continuing improvements in the meetings. Ms. Ward acknowledged Christa Burns for her influence on upgrading the presentation and said she appreciates how we present the material to the Commissioners and the public. Ms. Ward attended the South County Chamber of Commerce Celebration of Excellence Banquet on March 23 with Lacey Tolles and Christa Burns. Ms. Ward also attended the Agricultural Committee Meeting and said that Brenda Vassau will be presenting at the next Commission meeting. She also stated that County Commissioner Casey Garrett attended the Agricultural Information Committee meeting where they discussed land use development and the way it affects people who work from home. Ms. Ward thinks it is important to gain a better understanding of how businesses in Columbia County are being affected. She mentioned possibly having Commissioner Garrett speak at a future Commission meeting. Robert Keyser added that he and Mr. Garrett had previously discussed having a recognition of the Port and County for working together to close down the urban renewal district. Ms. Ward would like Port staff to reach out and coordinate with Commissioner Garrett. Lastly, Ms. Ward acknowledged Andrew Niemi, Lower Columbia Engineering, for his attendance at the Agricultural Information Committee meetings.


Brian Fawcett echoed the other Commissioners' comments on the information that Mr. Glenn presented, and Port staff helped to prepare, which will be helpful in making decisions about capital projects. He would like a staff recommendation based on revenue expectations for these projects. Mr. Fawcett also attended the South County Chamber Awards event and stated it was a good networking opportunity and it was good to chat with other business owners.

Robert Keyser announced the Clatskanie Bulky Waste Cleanup Day event which will be held on April 6, 2024, from 8 a.m. to 12 noon at Clatskanie City Park. Mr. Keyser stated that he was disappointed there was no representation or appearance from Global Partners, NEXT Energy or Portland General Electric (PGE) at today's budget workshop. He thanked Mr. Glenn and commented that his budget presentation was extremely helpful. Chip Bubl asked if it would be possible to engage those partners beforehand, and Mr. Keyser responded that it would and that he would like to discuss it more in executive session. Lastly, Mr. Keyser offered prayers for the City of Baltimore and the Port of Baltimore.

Executive Session

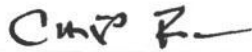
The Commission held an Executive Session to consider exempt public records, including written legal advice from Port General Counsel, which is privileged under ORS 40.225 and exempt from disclosure under ORS 192.355(9)(a) and ORS 192.660(2)(f).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 10:56 A.M.**



President /

May 8, 2024
Date Adopted by Commission



Secretary