



## COMMISSION WORK SESSION MINUTES

MARCH 26, 2025

100 E. STREET

COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, March 26, 2025 at the Port office via Zoom (\*) video conferencing with the following people present:

### **Commissioners**

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

### **Guests**

Bob Gadotti	Scappoose
Paul Langner	Rainier
Brady Preheim	St. Helens
Susan Tolleshaug*	St. Helens

### **Staff**

Sean P. Clark	Executive Director
Amy Bynum	Deputy Executive Director
Bob Salisbury	Port General Counsel
Guy Glenn	Executive Finance Manager
Miriam House	Operations Manager
Elliot Levin	North County Ops. & Terminal Mgr.
Elizabeth Millager	Property Manager
Lacey Tolles	Airport Manager
Christa Burns	Administrative Assistant II
Noelle Linden*	Administrative Assistant
Sydell Cotton*	Assistant Finance Manager
Brittany Scott*	Finance Assistant

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

### **Additions To Agenda**

Chip Bubl asked the Commission if there were any additions to the agenda. There were no additions.

### **Consent Agenda**

Nancy Ward moved; Nick Sorber seconded a motion to adopt consent agenda items A, B, and C: February 12, 2025 Minutes, March 2025 Finance Report, and February 2025 Check Register and electronic payments in the total amount of \$1,085,797.53. Robert Keyser abstained due to a conflict of interest. Motion carried, 4-0

### **Comments From the Public**

Brady Preheim, St. Helens, commented on the Port's financial situation and said the Port could reconsider a decision on a previous lease deferment to collect on revenue or cancel the lease. He also stated that he would be applying to attend the Port's Executive Sessions as news media.

### **New Business**

#### **FY26 Capital Budget Priorities**

Executive Finance Manager Guy Glenn presented a PowerPoint on the Port's Fiscal Year 2026 (FY26) budget process with a focus on capital and major maintenance budget priorities. Mr. Glenn began by providing an overview of the annual budget process and timeline. The operating budget priorities will be presented in April 2025 followed by the Budget Committee meetings in April and May. In June 2025, there will be a public hearing prior to the adoption of the budget. Mr. Glenn pointed out the focus on aligning the Port's budget priorities with the Strategic Business Plan (SBP). Goal 1 of the Financial Plan from the Port's SBP is "Supporting the financial performance of the Port and Port business lines through regular monitoring and coordination." Mr. Glenn emphasized the importance of maintaining the Port's financial reserves to mitigate risks, plan for future investments and strategically manage liquidity and resources. He discussed the need for a multi-



year plan for each site for larger projects which can take three to five years to complete. The current Local Government Investment Pool (LGIP) balances were reviewed with \$9.6 million allotted to the general fund, \$2.5 million to Pope & Talbot and \$2.2 million to Port Westward totaling \$14.3 million as of February 28, 2025. Mr. Glenn outlined his recommendations on a Reserve Policy for FY26 with some alternatives to consider for flexibility. He recommended a 6-month operating reserve of \$2.5 million - \$3.5 million based on annual operating expenses of \$5.8 million as of June 30, 2024, and a strategic reserve range of \$7 million to \$9 million for future projects. The remaining funds of \$4.2 million would be allocated towards capital and major maintenance projects for FY26. Overall, Mr. Glenn's recommendations are \$8 million for strategic reserves, \$3 million for operating reserves, and \$4 million for the capital budget. Mr. Glenn also outlined capital and major maintenance budgeting for some of the Port's anticipated capital projects. He noted that over 90% of the Port's capital projects at Scappoose Airport are largely funded by the Federal Aviation Association (FAA) and the Oregon Department of Aviation (ODAV), only requiring 1-2% Port cash. In summary, the Port's proposed FY26 capital and major maintenance budget includes \$3.3 million for capital and \$913,500 for major maintenance which totals \$4.218 million.

Mr. Bubl asked if the Port's income budget is broken down at some point and Mr. Glenn replied that the operating budget includes revenue and will be included in the next budget discussion. Mr. Sorber asked for confirmation on the facility maintenance numbers and whether they have been bid on yet. Mr. Glenn confirmed the figures are estimates, some more firm than others, for going into the next fiscal year, and the Port needs to be strategic moving forward. Ms. Ward pointed out that unforeseen circumstances can be challenging when planning the budget. She asked if there was a formula or ranking order on deciding which projects to fund. Mr. Glenn agreed that escalating costs are a challenge for public agencies and business in general. He emphasized the importance of prioritizing projects based on factors such as grants and other types of funding and permitting issues. Mr. Clark added that the Port's mantra has been safety first, revenue generation second, and preventative maintenance third as it relates to maintenance numbers as opposed to capital. Mr. Glenn welcomes ongoing feedback and discussion from the Commission to help guide Port staff in developing the proposed FY26 budget. He will present the operating budget and revenue projections at the next Commission meeting on April 9.

### **Resolution 2025-05**

#### **APPROVAL OF CONNECT OREGON GRANT AGREEMENT**

North County Operations and Terminal Manager Elliot Levin presented Resolution 2025-05 authorizing the Executive Director to execute a Connect Oregon Grant Agreement with the Oregon Department of Transportation (ODOT). Mr. Levin stated that in February 2024 the Port applied for a \$2.7 million Connect Oregon Grant to plan, design and permit the modernization and seismic improvements to the Beaver Dock. Because ODOT requires a significant construction element, the Port will place the piles and caps necessary to extend the new pipe bridge, built last year, to Berth 1. Mr. Levin displayed a depiction showing Berth 1 with a vessel alongside Berth 2, the new pipe bridge, and the pipe bridge extension. He explained that Phase 1 consists of placing the piles and caps for the pipe bridge extension. This will allow the product lines to be relocated, which will significantly address the pipeline's seismic vulnerability. Mr. Levin pointed out that the Capital Reserve Fund, as mentioned in Mr. Glenn's presentation, has sufficient funds to meet the Port's 30% grant match requirement of \$1.17 million. Once Phase 1 is complete, the remaining work at Berth 1 will consist of relocating the pipelines, groundwork at the upward approach and base of the new pipe bridge and upgrading the unimproved sections of Berth 1 and the upstream approach. In addition, Berth 2 will also need to be modernized. Mr. Levin added that the sequencing of future phases is somewhat flexible and will be made easier by extending the pipe bridge to avoid having to build around active product lines. Port staff recommend approving Resolution 2025-05 to execute



the Grant Agreement allowing the Port to proceed with the first phase of modernizing and seismically improving the Beaver Dock.

Nancy Ward moved; Nick Sorber seconded a motion to adopt Resolution 2025-05. The motion carried unanimously, 5-0.

### **Executive Director's Report**

Executive Director Mr. Clark reported that he went on the Mission to Washington D.C. March 9 – 13 with Port General Counsel Bob Salisbury and Communications and External Affairs Manager Gina Sisco. They met with the U.S. Department of Transportation (DOT) on the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program (P.R.O.T.E.C.T.) infrastructure grant. Unfortunately, the Notice of Funding Opportunity (NOFO) has not been released. Mr. Clark commented that it was a good trip, and the Port received several support letters. The Manager Reports will go out to Commissioners ahead of the next regular Commission meeting on April 9, 2025. Mr. Clark informed the Commission about some ongoing issues with guests at the Bayport RV Park who will potentially be trespassed from the property due to theft of services, overstaying the allowed time and breaking rules. The Commission asked about the process and Mr. Clark responded that they are given multiple warnings and then sent a letter. Operations Manager Miriam House added that it starts with a verbal warning and following that Public Facilities Representative Marshall Simmons will alert Ms. House and Property Manager Elizabeth Millager to determine the seriousness of the issue. Following that, the guest(s) will be given a phone call and a letter. The Operations department wants to ensure the rights of guests are being considered. They will discuss in-house to make sure that the process is fair and efficient. Mr. Sorber asked what the maximum length of stay is at the RV Park and Ms. House responded that guests are allowed to stay for up to fourteen days and then may vacate for three days and come back for another fourteen days, not to exceed sixty days total in a calendar year. Mr. Clark encouraged Commissioners to attend the Oregon Public Ports Association (OPPA) "Port's Day at the Capitol" in Salem on April 10 and inform staff if they would like to set up appointments with legislators in advance.

### **Commissioner Reports**

Nancy Ward announced that she will attend the Scappoose Annual Town Hall on April 5, 2025 along with Port Communications and External Affairs Manager Gina Sisco. She expressed her appreciation for the way Scappoose informs their citizens and encouraged others to attend. She shared her interest in the Port Commissioners taking part in the National Alliance on Mental Illness (NAMI) event that is coming up in June. She will be sending an email out to Commissioners with the more information including costs and details and would like their support in moving forward on that.

Nick Sorber commended Port staff for their hard work on the capital budget and applauded the team's effort.

Brian Fawcett echoed Commissioner Sorber's comments on the hard work of staff and Commissioner Ward's comments on the NAMI event. He thanked Ms. Ward for coordinating it with the Commission.

Chip Bubl stated that he read the Agenda materials for today's meeting. He thanked Port staff in terms of their work on the Port Westward project, the grant and the budget, and said the Port has a lot going on.



The Commission asked if there were any questions or comments from the Budget Committee members in attendance. Bob Gadotti commented that it is a tough budget time and there are things that need to be accomplished. He said Mr. Glenn will be putting together the other pieces that feed into the budget as far as operational and expense, which the revenue side somewhat dictates. He commended Mr. Glenn for his good work on the budget.

Robert Keyser reported that he is anxious to review the Department of Environmental Quality (DEQ) Ability to Pay analysis. Commissioner Bubl asked if it is an addendum. Mr. Levin clarified that the analysis is an update to a previous determination by DEQ. Commissioner Sorber asked if there was a timeline on that. Mr. Levin explained that the \$500,000 in the budget was based on the Port's match for the Environmental Protection Agency (EPA) grant. He pointed out that DEQ is cognizant of the Port's limitations and the importance of not spending all of the insurance funds on Phase 1 and to retain it for grant matches. The Port expects to have the results of the DEQ Ability to Pay analysis by May 2025.

**Executive Session**

There was no Executive Session.

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING  
ADJOURNED AT 9:17 A.M.**

A handwritten signature in black ink, appearing to be "B. Bubl", written over a horizontal line.

President

April 9, 2025

Date Adopted

A handwritten signature in black ink, appearing to be "H. Keyser", written over a horizontal line.

Secretary