



PORT COMMISSION MEETING

100 E STREET, COLUMBIA CITY, OR 97018

NOVEMBER 13, 2024

8:30 A.M.

The Port of Columbia County Commission Meeting will be in person. In accordance with state law, the meeting will be accessible via telephone or Zoom. Members of the public may attend the meeting electronically by: <https://us02web.zoom.us/j/85026544239>

Call-In: (253) 215-8782

Meeting ID: 850 2654 4239

Passcode: 452266

I. CALL MEETING TO ORDER (President, Brian Fawcett)

- A. Flag Salute
- B. Roll Call

II. ADDITIONS TO AGENDA

III. CONSENT AGENDA (Items marked with an asterisk (*) are adopted by a single motion unless a Commissioner requests otherwise.)

- A. * Approval of Minutes: September 11, 2024 and October 9, 2024
- B. * Finance Report: November 2024
- C. * Approval of October Check Register and electronic payments in the total amount of \$ 581,578.20.

IV. COMMENTS FROM THE PUBLIC

(Limited to 2 min. per person unless prior authorization is obtained)

V. OLD BUSINESS

- | | |
|--|---------------|
| A. Marina Update | Miriam House |
| B. Airport Update | Lacey Tolles |
| <i>NO PENDING THROUGH-THE-FENCE (TTF) APPLICATIONS</i> | |
| C. Lignetics/Neighbors Update | Sean P. Clark |

VI. NEW BUSINESS

- | | |
|--|------------------------------|
| A. 2024 Strategic Business Plan Implementation | Gina Sisco &
Amy Bynum |
| B. EPA Cleanup Grant Update | Elliot Levin &
Gina Sisco |



VII. EXECUTIVE DIRECTOR'S REPORT

VIII. COMMISSIONER REPORTS

IX. EXECUTIVE SESSION

The Board will hold 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).

X. ADJOURNMENT

Upcoming Meetings & Events

Nov. 25	11:30 a.m.	Agricultural Information Committee
Nov. 25	5:00 p.m.	Scappoose Airport Advisory Committee
Nov. 27	TBD	Commission Work Session
Nov. 28		<i>Thanksgiving – Port Office Closed</i>
Nov. 29		<i>Day After Thanksgiving – Port Office Closed</i>

Agenda times and order of items listed are estimated and are subject to change without notice. This facility is ADA-accessible. If you need special accommodation, please contact the Port office at (503) 397-2888 or TTY (800) 735-1232, at least 48 hours before the meeting.

Pursuant to ORS 192.640 (1) the Port of Columbia County Commission reserves the right to consider and discuss, in either Open Session or Executive Session, additional subjects which may arise after the agenda is published.



COMMISSION MEETING MINUTES

SEPTEMBER 11, 2024

100 E. STREET

COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, September 11, 2024 at the Port office and via Zoom (*) video conferencing with the following present:

Commissioners

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

Staff

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

Guests

Bob Gadotti *	Scappoose
Susan Tolleshaug *	St. Helens
Scott Jorgensen	Rainier City Administrator
Natasha Parvey	NXT Clean Fuels
Kim Karber	Interim Columbia City Administrator

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

Additions To Agenda

Brian Fawcett asked the Commission if there were any additions to the agenda. There were no additions.

Consent Agenda

Nancy Ward moved; Chip Bubl seconded a motion to adopt consent agenda items A and B: July 24, 2024 Minutes and September 2024 Finance Report. Motion carried unanimously, 5-0.

Nick Sorber moved; Chip Bubl seconded a motion to adopt consent agenda item C: August 2024 Check Register and electronic payments in the total amount of \$553,666.92. Robert Keyser abstained from voting, declaring a potential conflict of interest. Motion carried, 4-0.

Comments From the Public

Scott Jorgensen introduced himself as City Administrator for Rainier and stated that the Rainier City Council had a discussion at their last meeting about the city of Rainier's relationship with the Port of Columbia County. Mr. Jorgensen invited Port Executive Director Sean Clark to their November Council meeting on November 4, 2024

Columbia City Interim Administrator Kim Karber read a statement on behalf of Columbia City resident Jan Schollenberger regarding the Lignetics/Neighbors update.

Old Business

Marina Update

Property Manager Elizabeth Millager provided an update on the Scappoose Bay Marine Park Advisory Committee which met on September 3, 2024 with Commissioner Bubl sitting in for Commissioner Fawcett. Ms. Millager said the Advisory Committee reviewed the construction traffic plan, parking rules, and signage options for the new EV chargers. The Committee recommended signs be created to reflect the following: parking for the fast chargers is free while charging; parking for the level 2 slow charger requires



a day use pass or an annual permit to be displayed while charging; and any violations to these rules are subject to the twenty-five-dollar parking citation. Ms. Millager said the Committee also discussed the rules and signage options for the two short-term parking spaces in front of the public restrooms. They recommended signs be created to state a twenty-minute maximum and that fines will be doubled for parking violations in these short-term spots. In response to the Committee's recommendations, a resolution for a new fifty-dollar parking violation fee will be presented at the next Commission meeting. New signage for the EV charging spaces and short-term parking will be drafted and sent to the Advisory Committee for a final review. Ms. Millager also informed Commissioners that two new member applications were discussed, and she will be presenting a resolution today recommending the appointment of both applicants. The Commission held a brief discussion on parking fines and Nancy Ward asked how many citations are issued each year. Ms. Millager responded that the number of citations has been significant lately due to higher marina traffic this time of year and that she would report back with that data.

Port Operations Manager Miriam House announced that construction for the Upland phase of the Marina Improvement Project is scheduled to begin on September 16 and should take 45-50 days. The Port has communicated the construction timeline to marina tenants, the local community, and the general public through website and social media posts, letters, and physical signage at the marina. A traffic control plan was displayed showing the temporary alternate routes for vehicles and pedestrians that will allow the boat ramp to remain open during construction. The marina will also remain ADA accessible. Ms. House informed Commissioners that the Advisory Committee reviewed the control plan prior to tenants being notified. Staff will be on site to assist with traffic control and the construction area will be fenced off for safety.

Airport Update

Airport Manager Lacey Tolles provided an update on Scappoose Airport and stated that there are no pending Through-The-Fence applications. Ms. Tolles gave a PowerPoint presentation on the West Side Pavement Maintenance project that will begin on September 23 and last approximately three-and-a-half days. The Port's Airport Engineer of Record, Century West, is contracted to manage construction and will be onsite for the duration of the project. Ms. Tolles stated that all hangar and commercial airport tenants have been notified by email and letter, and that runway and taxiway closures will be posted on social media and the Port website. Notice to Air Missions will also be posted through the Federal Aviation Administration.

Deputy Executive Director Amy Bynum updated the Commission on the status of the new hangar building. Ms. Bynum stated that the Port hired aviation realtor Brendan Clarke to lease or sell the building. Several parties have shown interest in the purchase of the building. Ms. Bynum will keep the Commission informed with any updates. Nancy Ward mentioned a lack of Port signage at the airport and would like staff to look into some options including grant availability. There was a brief discussion about making sure utilities and internet service are forward-thinking. The ongoing development of Moore Rd was also mentioned and is currently on hold per the CRPUD.

Lignetics/Neighbors Update

Port Executive Director Sean Clark and Columbia City resident Jan Schollenberger came forward to discuss the progress of the Lignetics upgrades since the recent Community Meeting on August 27. Mr. Clark stated that there were 20-25 people in attendance including himself, Commissioner Ward, Lignetics Vice President of Operations Mike Sale, and Plant Manager Steve Nelson. The Oregon Department of Environmental Quality (DEQ) was invited but did not attend. Mr. Clark indicated that Mr. Sale gave an update on the project schedule and indicated that Lignetics' consultant had completed the work to be sent to DEQ. The DEQ timeline for assessing the air modeling was estimated in the three-to-six-month range. Mr. Clark said the Port will work with the Regional Solutions Team to help move that



timeline forward. Mr. Clark also stated that the rerouting of the truck access road has been tabled for now so that Lignetics can focus on the air quality issues. Lignetics may also add another process line for smoke pellets and smoke shavings which would bring additional business with a minimal effect on truck traffic. Nancy Ward noted that it was nice to see fewer people coming to the meeting specifically to make complaints, and that there was an appreciation for Lignetics communicating their plans and for the work that has been done.

New Business

Resolution 2024-21

DESIGNATING CHECK SIGNERS

Port Executive Finance Manager Guy Glenn, Jr. presented Resolution 2024-21 to authorize the Commissioners, Executive Director, Deputy Executive Director, Operations Manager, & North County Terminal & Operations Manager to be check signers on the Bank of Montreal (BMO) account. The Resolution further authorizes the Executive Director and Executive Finance Manager to maintain the account as authorized officers; however, the Executive Finance Manager has no signing authority.

Robert Keyser moved; Chip Bubl seconded a motion to adopt Resolution 2024-21.

Motion carried unanimously 5-0.

Resolution 2024-22

APPOINTING TWO NEW MEMBERS TO THE MARINA ADVISORY COMMITTEE

Property Manager Elizabeth Millager presented Resolution 2024-22 to appoint Greg Wittman and Wela Negelsbach to the Scappoose Bay Marine Park Advisory Committee for a three-year term ending June 2027.

Robert Keyser moved; Chip Bubl seconded a motion to adopt Resolution 2024-22.

Motion carried unanimously, 5-0.

Resolution 2024-23

APPROVING A DOG PARK LEASE WITH THE CITY OF COLUMBIA CITY

Deputy Executive Director Amy Bynum presented Resolution 2024-23 to authorize the Executive Director to execute a no-fee lease with the City of Columbia City for the dog park adjacent to the Port office building. Columbia City and the Port have partnered for many years to provide a fenced 1-acre off-leash dog park as a recreational opportunity for the public through month-to-month license agreements renewed annually. Entering into a lease represents the Port's long-term commitment to the public and our government partners to continue supporting recreational opportunities.

Robert Keyser moved; Nick Sorber seconded a motion to adopt Resolution 2024-23.

Motion carried unanimously, 5-0.

Oregon NFIP Biological Opinion (BiOp)

Port General Counsel Bob Salisbury gave a PowerPoint presentation on the Oregon National Flood Insurance Program (NFIP) biological opinion (BiOp). The Federal Emergency Management Agency (FEMA) oversees the NFIP and requires communities to develop and adopt flood maps. Property owners are required to purchase flood insurance to receive a federally backed mortgage in order to be eligible for disaster relief. Mr. Salisbury stated that the Port as a property owner is a stakeholder, and that the mandatory purchase requirement is enforced by the lenders, not by FEMA. Without flood insurance, property owners are not eligible for disaster relief. Mr. Salisbury explained that Special Flood Hazard Areas (SFHAs) are areas with a 1 in 100 chance of a flood occurring in a given year, also known as a 1% flood. FEMA must consult with the National Marine Fisheries Service (NMFS) as required by the Endangered Species Act (ESA). In 2016, the NMFS conducted a Biological Opinion (BiOp) which concluded that FEMA had allegedly violated federal ESA law. In order to comply with the ESA, FEMA proposed three options referred to as Pre-Implementation Compliance Measures (PICMs) which must be selected by December 1, 2024. Mr. Salisbury further explained that a letter to FEMA



from the Oregon Congressional Delegation requests a 90-day extension of the December 1, 2024 deadline out to March 1, 2025 to give communities time to consider the PICMs. Mr. Salisbury provided this information to advise the Commission on the importance of supporting the Oregonians for Floodplain Protection group.

Executive Director's Report

Executive Director Sean P. Clark stated that Manager's Reports were sent out to Commissioners on Monday, September 9. Mr. Clark will be executing a Professional Service Agreement (PSA) with KPFF Consulting Engineers for \$57,300 to develop alternative dock designs for the Port Westward Beaver Dock seismic vulnerability assessment. The Port is looking into funding options for the Railroad Avenue site cleanup including an Environmental Protection Agency (EPA) grant. Port General Counsel Bob Salisbury is rewriting the Port personnel manual. Mr. Clark will attend a meeting in Portland on 'Best Practices for Best Employers' on September 12. Lastly, Mr. Clark has been appointed President-elect for the Oregon Public Ports Association (OPPA) and he will attend their annual meeting on September 26 and 27 in The Dalles. The Executive Director's Report is on file at the Port Office.

Commissioner Reports

Brian Fawcett said he appreciates the Manager Reports and stated that they show all the value staff is bringing to the Port. He thanked all involved in writing and supporting those reports.

Nancy Ward echoed Commissioner Fawcett's comments on the Manager Reports and stated that she appreciates this level and detail of information.

Chip Bubl agreed with the previous comments and stated that he sat in for Brian Fawcett at the Marina Advisory Committee meeting. He acknowledged Miriam House and Elizabeth Millager for doing a fantastic job working through that meeting and handling all of the questions.

Nick Sorber announced that he attended the SDAO Board of Directors and Management Staff Training with Amy Bynum in Astoria last month which was very informative. He also expressed his appreciation for the Manager Reports.

Robert Keyser commented that the Manager Reports shorten the meeting and give the Commission more information. Mr. Keyser stated he had a meeting with Elliot Levin to discuss the fire system improvements and engineering firm KPFF.

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)(f).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 10:09 A.M.**

President

Secretary

November 13, 2024
Date Adopted by Commission



COMMISSION MEETING MINUTES

OCTOBER 9, 2024

100 E. STREET

COLUMBIA CITY, OREGON 97018

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, October 9, 2024 at the Port office and via Zoom (*) video conferencing with the following present:

Commissioners

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

Guests

Kevin Jones *	Global/CPBR
Frank Stratton *	SDAO
Brian Yablon	Air Sense Avionics
Dan Serres *	Columbia Riverkeeper
Chris Iverson	Hagan Hamilton

David Wasylenko	Hagan Hamilton
Jan Schollenberger	Columbia City
Susan Tolleshaug *	St. Helens
Bob Gadotti *	Scappoose

Staff

Sean P. Clark	Executive Director
Amy Bynum	Deputy Executive Director
Bob Salisbury	Port General Counsel
Guy Glenn, Jr.	Executive Finance Manager
Miriam House	Operations Manager
Elliot Levin	North County Ops. & Terminal Mgr.
Gina Sisco	Comm. & External Affairs Mgr.
Elizabeth Millager	Property Manager
Christa Burns	Administrative Assistant II
Noelle Linden*	Administrative Assistant

Guests (cont.)

Tara Smith *	Columbia Professional Services
Alta Lynch *	Scappoose
Natasha Parvey	NXT Clean Fuels
Mike Fletcher	Columbia 9-1-1 Comm. District

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

Additions To Agenda

Brian Fawcett asked the Commission if there were any additions to the agenda. Port General Counsel Bob Salisbury announced that ORS 192.660(e), to deliberate with persons designated to negotiate real property transactions, would be added to Executive Session.

Consent Agenda

Nancy Ward moved; Chip Bubl seconded a motion to adopt consent agenda items A, B, and C: August 14, 2024 Minutes, October 2024 Finance Report, and September 2024 Check Register and electronic payments in the total amount of \$472,068.18. Motion carried unanimously, 5-0.

Comments From the Public

Mike Fletcher, Executive Director of the Columbia 9-1-1 Communications District, gave a PowerPoint presentation on Measure 5-303, a local option levy for 9-1-1 emergency services that will be on the November ballot. Mr. Fletcher gave an overview of the organizational structures of 9-1-1 centers in Oregon with a focus on operations and funding of the Columbia 9-1-1 call center as an independent entity with a separate tax base. Mr. Fletcher stated that the Columbia 9-1-1 call center is the sole provider of emergency dispatch in Columbia County and operates 24 hours a day, 365 days per year with an average answer time of 5.38 seconds versus the national average of 20 seconds. He explained that if the levy is passed, the tax rate will remain at \$0.29 per \$1,000 of assessed property value and will provide annual funding of approximately \$1.9 million to the district. Mr. Fletcher also indicated that if the levy does not pass the district would exhaust its limited reserves within a year leading to wait times significantly longer for callers, delays in emergency response, deferred maintenance of aging equipment, elimination of call center positions, and implementation of user fees. Mr. Fletcher would like the community's support on Measure 5-303.



Dan Serres, Advocacy Director for Columbia Riverkeeper commented on the October 8, 2024 Oregon Department of Environmental Quality (DEQ) hearing regarding whether to issue a certification under the 401 Clean Water Act for the proposed NEXT refinery and rail yard at Port Westward. Mr. Serres expressed his concern with the Port's testimony regarding DEQ issuing a draft certification.

Old Business

Marina Update

Port Operations Manager Miriam House gave an update on projects at the Scappoose Bay Marine Park. Ms. House stated that the Port has confirmed a detailed scope of work for the Marina study and is ready to move forward with a Professional Services Agreement with BST Associates. The Port Operations and Finance departments will be compiling a large amount of data for BST Associates to review and the study is expected to be completed February 2025. Next, Ms. House updated the Commission on the permitting timeline for dredging. Ms. House informed the Commission that the Port's current 10-year cycle of dredging permits has expired, and new permits will be needed to dredge within that timeline. The data acquired from the engineering work and the sediment sampling will no longer be valid after 2026 and it can take up to a year to get new dredge permits. Applying for new permits now will give the Port the flexibility to decide whether to dredge in whole or in part. Ms. House requested the Commission's permission to proceed with acquiring the new dredging permits. Nick Sorber asked about the duration of the new permits and Ms. House confirmed it would be for another 10-year cycle. Brian Fawcett inquired about the costs and fees associated with the permitting process. Ms. House indicated that the Port has already spent approximately \$100,000 to date on engineering fees and sediment sampling. She also emphasized the importance of acquiring the permits now to avoid having to repeat the costly process in the future. Sean Clark recommended pursuing the dredge permitting. The Commission gave consensus to proceed with acquiring dredge permits for the Scappoose Bay Marina Park. Next, Ms. House announced that Phase 1 of the Marina Upland Construction Project is running smoothly, adhering to the schedule and budget, and there have been no change orders to date. She highlighted the quality work by local Scappoose firm, Cornice Construction, noting their impressive processes and communication.

Airport Update

Port Deputy Executive Director Amy Bynum informed the Commission that the Westside Pavement Maintenance Project at Scappoose Airport is underway, and Airport Manager Lacey Tolles is on site to address some tenant concerns and take drone footage of the construction. Due to weather, the paving will likely be delayed until Friday. Ms. Bynum stated that the paving and electrical projects require closure of the runway and were scheduled to take place at the same time. However, the Emergency Generator Project requires coordination with Columbia River PUD, so they will move forward with the scheduled electrical shutdown this afternoon. Ms. Bynum explained that tentatively the plan is to open the runway today until 2:30 p.m. and, once the electrical shutdown is over, the runway will open back up until the pavement work is able to progress. Ms. Tolles has been communicating with all airport tenants throughout the process and will continue to email updates. Construction delays and runway closures will also be posted on social media and the Port website. Ms. Bynum indicated that there are no pending Through-the-Fence applications. Hangar inspections are scheduled for October 21 – 24 and tenants have been notified via emails, letters, website and social media posts. Lastly, Ms. Bynum stated that the Port will be executing a contract with Bare Roots Land & Home to demolish the East side open-sided hangars.

Lignetics/Neighbors Update

Port Executive Director Sean Clark and Columbia City resident Jan Schollenberger came forward to discuss the progress on the Lignetics upgrades and status of the Oregon DEQ permitting process. Mr. Clark began by reading a message from Lignetics Plant Manager Steve Nelson stating, "the dispersion protocol has been updated and approved by DEQ. The Notice to Construct documents have been sent to DEQ electronically and by mail, and they anticipate approval to construct by early November. The new



tower components and duct work are completed and will ship out this week. Engineering for the pad is in process and they are planning for a January installation.” Mr. Clark clarified that those components are for the cyclone and the scrubber. Mr. Clark also indicated that the Port is working with Lignetics on pursuing the purchase of a transformer from the Columbia River PUD, as well as the need to work out payment details. Ms. Schollenberger said she is pleased with that information and is mostly interested in the transformer. She expressed her appreciation to the Port and for the Lignetics plant being closed on the weekends this summer. She stated that the neighborhood, however, still experienced a lot of saw dust even with the sprayers being under cover. Ms. Schollenberger hopes the Port and Lignetics will agree on payment details for the transformer. Mr. Clark stated that the cost for the transformer is estimated at \$43,000-\$45,000, which is within his signing authority. Port staff will work with Lignetics on the payment details. Brian Fawcett would like to know the all-in cost of the transformer. Nancy Ward commended Ms. Schollenberger for her advocacy and said it has been a pleasure to work with her. Ms. Schollenberger thanked Ms. Ward and expressed her appreciation for the Commissioners, emphasizing that it made a big difference with Lignetics to have their support. Mr. Clark also thanked the Commission for their leadership.

New Business

Columbia Pacific Bio-Refinery (CPBR) Quarterly Update

Kevin Jones, Sr. Director of Business Development with CPBR, gave an update on third-quarter facility operations, safety and environmental compliance, on-site inspections, permitting, terminal upgrades, maintenance, and business development. Mr. Jones stated that CPBR has 22 employees on site and primarily handles renewable diesel transloading operations. They have received over 14,500 rail cars to date, equivalent to 125 unit trains, and have transferred product to over 70 vessels without incident. Their health and safety record indicates that there have been no injuries or loss time, and they have over 4,700 days of operation without incident, which Mr. Jones said is a significant achievement in his experience. Mr. Jones stated that all required environmental tasks, activities, updates, and regulatory compliance are up to date throughout the terminal. There have been a total of 275 inspections on site with no violations or significant incidents. Mr. Jones also indicated that 100 percent of unit trains received have been properly marked and placarded, and outbound cars have been inspected and released to meet all Federal Railroad Association (FRA) requirements. All federal, state and local permits are in place for current operations and CPBR continues to be in compliance with permitting. Next, Mr. Jones said that CPBR and the Port continue to have discussions regarding dock maintenance and terminal upgrades to ensure compliance with Oregon Senate Bill 1567 and seismic resiliency requirements. CPBR has submitted a list of onsite inspections to bring the facility in compliance to meet those standards. From a business development standpoint, Mr. Jones stated that they are responding accordingly to a current ethanol inquiry and are actively seeking a client interested in growing with them at the terminal. Commissioner Keyser asked about the status of the new tanks. Mr. Jones responded that the new tanks are fully permitted for the allowable products, and they are shovel ready to build tanks and infrastructure to support new business. Mr. Clark asked for clarification on which commodities the facility is currently permitted to handle. Mr. Jones confirmed the facility is currently permitted to handle renewable diesel, ethanol, and Crude Bakken. Commissioner Bubl inquired about the rail car counts and Mr. Clark mentioned that the Port has limits in place for that facility which are defined in Resolution 2013-81 and stated that CPBR has not come close to hitting those caps. The Commission thanked Mr. Jones for his report.

Special Districts Association of Oregon (SDAO) Update

Frank Stratton, Executive Director for the Special Districts Association of Oregon, presented a brief overview of the SDAO. Mr. Stratton explained the history and purpose of the organization, as well as the programs and services they provide. SDAO is a nonprofit public corporation formed in 1979 to give special districts such as ports a stronger legislative voice. The SDAO provides education and training,



newsletters, technical assistance, management consulting and advisory services to member districts. Mr. Stratton also mentioned that SDAO is the number one municipal advisor in Oregon. Next, Mr. Stratton discussed the Special Districts Insurance Services (SDIS), a separate entity created by SDAO in 1985. The SDIS offers property and liability coverage, employee benefit programs, human resources assistance, pre-loss legal services, risk management and consulting resources, including eight hours of free management consulting services. The SDIS partners with SAIF to offer workers' compensation coverage. Robert Keyser asked if the services offered by SDAO change with the agent used to purchase them. Mr. Stratton responded that they do not, and that any independent agent qualified to work with SDIS can be chosen as long as there is a signed agency agreement. He acknowledged Chris Iverson with Hagan Hamilton Insurance as one of the most long-standing and impressive insurance agents with the program. Nick Sorber asked about the length of time for insurance payouts regarding the dock liability situation. Mr. Stratton confirmed that payouts and reimbursements could take years and that it is the obligation of SDIS under the property side to pay and then seek reimbursement. The Commission thanked Mr. Stratton for the update.

Resolution 2024-24

MARINA PARKING VIOLATION FINE

Property Manager Elizabeth Millager presented Resolution 2024-24 requesting approval for Port staff to implement a new parking violation fine for the short-term parking spaces at Scappoose Bay Marine Park. Ms. Millager stated that the Marina Advisory Committee and Port staff discussed the proposed fine of fifty-dollars for the purpose of maintaining proper use of the parking spaces, not for generating revenue. The short-term parking spaces are intended only for brief use by patrons assessing the restrooms or marine park facilities. Ms. Millager informed the Commission that signs will be posted at the parking spaces to clearly communicate the fine to the public. If adopted, Resolution 2024-24 will go into effect January 1, 2025.

Nick Sorber moved; Chip Bubl seconded a motion to adopt Resolution 2024-24. Motion carried unanimously, 5-0.

Resolution 2024-25

AIR SENSE AVIONICS LEASE

Deputy Executive Director Amy Bynum presented Resolution 2024-25 requesting permission for the Executive Director to execute a new Lease with Air Sense Avionics for a 6,000 square foot hangar and office space at Scappoose Airport. Ms. Bynum stated that Air Sense is an avionics repair and installation company that has been doing business at the Scappoose airport since 2021 when they began subleasing from a former tenant. Air Sense has been on a month-to-month based License Agreement until now and a Lease represents a positive step toward a long-term partnership with the business. Ms. Bynum then introduced the Brian Yablon, President of Air Sense Avionics, as a safety-conscious individual who has been an invaluable partner on the airfield. Mr. Yablon explained that Air Sense is a Federal Aviation Administration (FAA) Part 145 repair station rated by the FAA to do avionics installations in small aircraft. Mr. Yablon described avionics as aviation electronics, which is navigation equipment, radios, and other items pertaining to aviation electrical systems. Their primary clientele are small single-engine aircraft and smaller private jets used for private business and commercial aviation. Mr. Yablon stated they are not certified to do transport work or work on larger jets. They employ four full-time aircraft repair and installations technicians, and their business is growing. Mr. Yablon said he looks forward to a productive relationship moving forward. Sean Clark thanked Mr. Yablon for his help post-crash and said he appreciates all of his efforts at the Airport.

Nick Sorber moved; Nancy Ward seconded a motion to adopt Resolution 2024-25. Motion carried unanimously, 5-0.



Approval of EPA \$4M Grant Application

Gina Sisco and Elliot Levin came forward to discuss a cleanup plan for the Pope & Talbot site at the Port's Railroad Avenue property. Mr. Levin informed the Commission that the Port and DEQ have been working together for many years to study the 42-acre former Pope & Talbot site and determine a plan to clean up the creosote contamination. The contamination was caused prior to the Port's purchase of the site in 1963 and after Pope & Talbot had ceased operations. Pope & Talbot went bankrupt in 2008 and left the Port and the citizens of Columbia County responsible for the cleanup. Mr. Levin indicated that Port staff have looked into funding through COLPAC, DEQ and the EPA and is preparing an application for a \$4 million EPA Brownfield Cleanup Grant. There is no match required, however the Port and DEQ will be responsible for cleanup costs that exceed the \$4 million dollars. Mr. Levin stated that grant applications are due on November 14 and that the Port has hired two consultants to assist with the application. Mr. Levin gave a PowerPoint presentation showing five Priority Action Areas, with Area 2 Dock being the most suitable site for cleanup. The total cost to clean up the site is now estimated to be around \$30 million with the cost for cleaning up Area 2 Dock estimated at around \$5 million, leaving a shortfall of \$1 million. Oregon DEQ has agreed to commit \$500,000 of orphan funds and the Port would be responsible for the remaining \$500,000. Mr. Levin also discussed the proposed City of St. Helens Milton Creek Trail project, a new trail system that would loop around both city and Port property close to the cleanup site. He also mentioned a meeting with John Walsh and the Public Works department about temporary access for the Bailey bridge and paving of the gravel driveway. Ms. Sisco stated that she plans to give a project overview at the St. Helens City Council Parks and Trails Commission meeting on October 14. There was a brief discussion about the Port hosting an open house for community outreach. The Commission expressed gratitude for Port staff for their efforts in securing these grants and gave consensus to move forward with submitting the \$4 million EPA grant application by November 14, 2024. The PowerPoint presentation is on file at the Port office.

Executive Director's Report

Executive Director Sean P. Clark stated that he attended the Greater Portland Inc. Economic Summit and the Oregon Infrastructure Summit in Portland where he spoke with representatives from Oregon DEQ and the EPA. Mr. Clark then traveled to Hood River for the Oregon Public Ports Association (OPPA) Annual Meeting where he was named President of the OPPA. He stated that Mark Landauer is the Executive Director of OPPA under the Oregon chapter of SDAO and also our Port lobbyist. Mr. Landauer worked with Port General Counsel Mr. Salisbury to get ORS 777.133 signed into law. Mr. Clark went on a tour of the Dalles dam and indicated there is a lot going on behind the scenes to keep that reliable power source. He said the Port is tuned in to the Columbia River Treaty, the potential removal of the lower Snake River dams, and the seriousness of the power issues. Mr. Clark also attended Columbia County Manufacturing Day at PCC-OMIC and stated that the event was well attended. Mr. Clark praised the efforts of Interim Executive Director Sarah Lu Heath with COLPAC for her work on facilitating EPA grant funding throughout the Port district and also for helping to facilitate a call with the EPA and Port grant team. Mr. Clark stated that he and Commissioner Ward attended the Pacific Northwest Waterways Association (PNWA) Annual Conference in Vancouver, WA. He commented on the quality of the presentations and stated that he will send some of the presentations from the conference to Commissioners. Mr. Clark attended the John Gumm building ribbon cutting with Amy Bynum and Commissioner Fawcett. Mr. Clark announced that he will be attending the upcoming City-County Dinner at the Scappoose Senior Center on October 22 with Commissioners Ward and Fawcett. He encouraged others to let him know if they would like to attend. Lastly, Mr. Clark informed Commissioners that the upcoming hearing for NEXT takes place on October 10 and public comment will be taken until October 25. The Executive Director's Report is on file at the Port Office.



Commissioner Reports

Nancy Ward attended the Pacific Northwest Waterways Association (PNWA) conference in Vancouver, WA. She commented on the quality of people and informative presentations, and said the Benton PUD, NOAA Fisheries, and the Columbia River Inter-Tribal Fish Commission (CRITFC) specifically stood out. Ms. Ward stated that Jennifer Quan with NOAA spoke about the decreasing salmon population in the Columbia River, and that NOAA is investing in fish hatcheries. Ms. Ward indicated that the CRITFC represents four tribes and advocates for native fishing and fisheries. She also conveyed that three of the four tribes are not in favor of the dam removal. Ms. Ward would like the Port to pursue hosting an informative public event to hear the views of both NOAA and the tribes about where they stand on salmon in particular. She also stated her concern about the salmon and power issues.

Chip Bubl stated that he read through the Agenda packet including the Air Sense Avionics lease.

Nick Sorber commended Port staff for their work on the EPA grant and said it is a huge deal after being an issue for over twenty years.

Robert Keyser stated we should hear from folks at the airport about the discussion on utilities and internet service to the Eastside. Mr. Keyser also mentioned having a discussion about possibly transferring the Clatskanie Business Center to the Clatskanie Fire District and thinks that it will be worked out before the end of the next budget cycle.

Brian Fawcett stated that he came across an interesting piece of information that there are more fish returning to the Columbia River this year than in 1938 when the Bonneville Dam was built. He said that as a fisherman he knows those numbers have gone up and down and that some of the narratives do not necessarily match up with the data that is out there. Mr. Fawcett agreed on hosting a public forum to learn more about this issue and educate the public for a better understanding of the impacts.

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)(e) and 2(f).

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING
ADJOURNED AT 11:07 A.M.**

President

November 13, 2024
Date Adopted

Secretary



STAFF REPORT

Finance Report, November 2024

DATE: November 13, 2024
TO: Port Commission Board
FROM: Guy Glenn
Executive Finance Manager
RE: Finance Update: September and October 2024

Discussion:

Income Statement and Check Register: The September 30, 2024 Preliminary Income Statement, September 30, 2024 Balance Sheet and October 2024 check register are attached for your reference.

The income statement factors in an adjustment to reduce Rents and Reimbursements by \$1.75 million, the amount representing insurance proceeds received on the Port Westward incident this fiscal year. Since this is a material non-recurring item, I backed the amount out for reporting and comparative purposes. Our Net Position has increased by roughly \$57,424 over the past 12 months with this adjustment.

Cash and Investments as of October 31, 2024: \$ 15,498,572

- BMO - \$ 314,605
- LGIP - \$ 2,582,766
- LGIP - \$ 12,601,201

Checks and electronic payments issued in October 2024 totaled: \$581,578.20

October Highlights:

- The FY24 audit process is nearly complete. A final draft will be available soon. We have scheduled Kern Thompson to present the audit at our Dec. 11th Commission meeting.
- Marina Study underway with BST & Associates
- Attended the OEDA and OGFOA Fall Conferences
- Visited Port of Newport to learn more about their finance/admin operations

Port of Columbia County

Income Statement for the period ending September 30, 2024

	Current	YTD	Annual	%	Prior YTD	Increase
	Actual	Actual	Budget	Remaining	Actual	(Decrease)
Resources						
Property Taxes	0	12	-	0.0%	1,156	(1,143)
Licenses and Permits	48,077	144,108	559,057	74.2%	137,243	6,865
Rents and Reimbursements¹	2,141,754	3,109,453	4,528,545	31.3%	1,212,346	1,897,107
Terminal Services	42,709	151,299	730,000	79.3%	219,720	(68,420)
Bayport RVPark	18,093	44,231	147,860	70.1%	35,771	8,460
Parking Fees	22,197	57,903	91,000	36.4%	15,848	42,055
Other Marina Fees	390	1,245	5,400	76.9%	800	445
Grants	51,500	111,500	1,305,000	91.5%	22,250	89,250
Loan Proceeds	-	-	-	0.0%	-	-
Interest Earnings	57,702	176,088	376,757	53.3%	105,975	70,113
InterGovernmental Income	-	-	-	0.0%	-	-
Contributions	-	-	-	0.0%	-	-
Miscellaneous Income	17,557	67,573	50,000	-35.1%	15,818	51,755
				0.0%		
Total Resources	2,399,980	3,863,413	7,748,119	50.1%	1,784,706	2,078,707
Adjusted Change - Resources - Note 1	649,980	2,113,413				328,707
Requirements						
Personnel Services	193,238	604,191	2,906,505	79.2%	555,513	48,678
Materials and Services	143,336	393,328	3,679,763	89.3%	433,859	(40,531)
Capital Outlay	44,502	295,381	4,152,000	92.9%	144,526	150,855
Debt Service	69,541	139,081	386,742	64.0%	26,801	112,281
Contingency	-	-	6,439,958	100.0%	-	-
Total Requirements	450,617	1,431,982	17,564,968	91.8%	1,160,700	271,282
Change in Net Position	1,949,363	2,431,431		0.0%	624,007	1,807,424
Adjusted Change in Net Position -Note 1	199,363	681,431				57,424
Note 1 - Rents and Reimbursements includes \$1.75 million in insurance proceeds. Adjustments made to Total Resources and Net Position.						
The adjustment reduces Rents and Reimbursements for reporting purposes due to non-recurring insurance revenue.						

Port of Columbia County
Balance Sheet – September 30, 2024

	2024	2023
ASSETS		
Current assets		
Cash and Investment	14,957,575	9,796,959
Cash restricted for debt payments	486,649	273,526
Receivables, net of allowances	353,699	(111,539)
Prepaid Expenses	-	27,796
Total current assets	15,797,923	9,986,742
Noncurrent assets		
Capital Assets	-	-
Depreciable capital assets	64,116,527	63,899,876
Non depreciable capital assets	12,573,851	12,090,960
Accumulated depreciation	(36,265,424)	(34,062,558)
Capital assets, net	40,424,954	41,928,278
Receivables from other organizations	1,455,969	1,593,711
Total noncurrent assets	41,880,923	43,521,989
Deferred outflows of resources	285,578	285,578
Total Assets and deferred outflows	57,964,424	53,794,309
LIABILITIES AND NET POSITION		
Current liabilities		
Accounts payable	9,091	(2,715)
Accrued interest payable	90,738	77,291
Retainage Payable	-	-
Accrued payroll costs	0	(128,190)
Compensated balances	199,969	169,742
Deferred revenue	(26,998)	37
Deposits	417,108	675,298
Notes payable and assessment debt - current	372,072	268,196
Total current liabilities	1,061,980	1,059,659
Noncurrent liabilities		
Notes Payable	4,431,351	4,702,099
Special assessment debt with government commitment	1,310,253	1,455,970
Environmental Clean-up Liab. RR Ave	22,100,000	19,600,000
Net pension liability	865,616	865,616
Total noncurrent liabilities	28,707,220	26,623,685
Deferred inflows of resources	-	-
Net position		
Investment in capital assets, net of related debt	29,519,113	29,519,113
Unrestricted	(4,293,828)	(4,312,252)
Restricted for debt payments	486,649	273,526
Current Year Income (loss)	2,483,291	630,578
Total net position	28,195,224	26,110,965
Total liabilities, deferred inflows and net position	57,964,424	53,794,309

Port of Columbia County					
Vendor Check Register Report - October 2024					
Check No.	Vendor ID	Vendor Name	Check Date	Check Amount	Voided
45743	CHRI002	Chris O Janitorial LLC	10/7/2024	\$2,738.66	No
45744	CITY001	City of Columbia City	10/7/2024	\$274.44	No
45745	CITY003	City of St. Helens	10/7/2024	\$92.72	No
45746	COLU008	Columbia River PUD	10/7/2024	\$3,610.34	No
45747	COLU011	Columbia County Dept.of Community Justice Adult Divisi	10/7/2024	\$750.00	No
45748	COLU026	Columbia County Transfer Station	10/7/2024	\$68.71	No
45749	CONS001	Conсор North America, Inc	10/7/2024	\$2,489.00	No
45750	CSAP001	CSA Planning Ltd.	10/7/2024	\$4,117.74	No
45751	FINE001	Encore Business Solutions	10/7/2024	\$225.00	No
45752	GLOB001	Global Security	10/7/2024	\$194.85	No
45753	MARI002	Maritime Fire & Safety Association	10/7/2024	\$270.00	No
45754	MYSY001	My System Shield LLC	10/7/2024	\$34,518.00	No
45755	OREG017	Oregon Government Finance Officers Association	10/7/2024	\$450.00	No
45756	PNWA001	Pacific Northwest Waterways Association	10/7/2024	\$13,444.00	No
45757	SALI002	Robert Salisbury	10/7/2024	\$162.44	No
45758	SONI001	Sound Security, Inc	10/7/2024	\$592.40	No
45759	VOYA001	Voya - State of Oregon	10/7/2024	\$4,684.00	No
45760	WARD001	Nancy Ward	10/7/2024	\$99.88	No
45761	CLAT002	Clatskanie PUD	10/7/2024	\$28.00	No
45762	COLU008	Columbia River PUD	10/7/2024	\$110.52	No
45763	COMC001	Comcast	10/7/2024	\$2,591.67	No
45764	FAWC001	Brian Fawcett	10/7/2024	\$28.82	No
45765	SUPP002	SupplyWorks	10/7/2024	\$100.54	No
45766	ACEH001	Ace Hardware - St Helens	10/11/2024	\$457.64	No
45767	ACEH002	Ace Hardware - Scappoose	10/11/2024	\$61.97	No
45768	AMBI001	Ambient IT Solutions	10/11/2024	\$1,439.50	No
45769	ASHC001	Ash Creek Forest Management, LLC	10/11/2024	\$3,600.00	No
45770	ATTM001	AT&T Mobility	10/11/2024	\$1,030.77	No
45771	BLUE001	Blue Heron Septic and Drain Service	10/11/2024	\$4,800.00	No
45772	CENT002	Century West Engineering	10/11/2024	\$6,156.25	No
45773	CINT001	Cintas First Aid & Safety	10/11/2024	\$108.00	No
45774	CINT002	Cintas Corporation No 3	10/11/2024	\$376.34	No
45775	CITY005	City of Clatskanie	10/11/2024	\$81.68	No
45776	CLAT002	Clatskanie PUD	10/11/2024	\$1,023.95	No
45777	COMC003	Comcast Business-Ethernet	10/11/2024	\$129.03	No
45778	CONN001	Connecta Satellite Solutions LLC	10/11/2024	\$44.78	No
45779	CORE002	Core & Main	10/11/2024	\$876.80	No
45780	CORN003	Cornice Construction LLC	10/11/2024	\$90,410.13	No
45781	DRYB001	Dry Box Inc	10/11/2024	\$1,500.00	No

Port of Columbia County					
Vendor Check Register Report - October 2024					
Check No.	Vendor ID	Vendor Name	Check Date	Check Amount	Voided
45782	FINE001	Encore Business Solutions	10/11/2024	\$56.25	No
45783	FIVE001	Five Star Electric	10/11/2024	\$3,975.00	No
45784	HUDS002	Hudson Portable Toilet Service	10/11/2024	\$47.40	No
45785	KOLD001	Culligan	10/11/2024	\$75.20	No
45786	MYSY001	My System Shield LLC	10/11/2024	\$3,106.00	No
45787	OREG008	Oregon Government Ethics Commission	10/11/2024	\$1,134.82	No
45788	PACI005	Pacific Office Automation	10/11/2024	\$357.00	No
45789	PACI007	Pacific Office Automation-Problem Solved	10/11/2024	\$472.06	No
45790	PAUL001	Paulson Printing	10/11/2024	\$604.00	No
45791	QUIL001	Staples Inc dba	10/11/2024	\$250.88	No
45792	SDIS001	SDIS	10/11/2024	\$802.20	No
45793	SHER001	Sherwin-Williams	10/11/2024	\$111.38	No
45794	SHRE001	Shred Northwest, Inc	10/11/2024	\$60.00	No
45795	SOLU001	Solutions Yes, LLC	10/11/2024	\$335.00	No
45796	STEW001	Stewardship Solutions, Inc	10/11/2024	\$105.00	No
45797	SUPP002	SupplyWorks	10/11/2024	\$310.78	No
45798	TOLL001	Lacey Tolles	10/11/2024	\$681.80	No
45799	USAF001	USA Fire Door, LLC	10/11/2024	\$1,471.61	No
45800	VERB001	Verbio - Oregon Translation LLC	10/11/2024	\$370.00	No
45801	WAST002	Waste Management of OR, Inc.	10/11/2024	\$34.64	No
45802	WILC001	Wilson Oil Inc dba	10/11/2024	\$363.76	No
45803	ZIPL001	Ziply Fiber	10/11/2024	\$131.70	No
45804	COMM002	Commercial Lighting	10/11/2024	\$220.57	No
45805	CINT002	Cintas Corporation No 3	10/11/2024	\$68.26	No
45806	CSAP001	CSA Planning Ltd.	10/11/2024	\$1,292.73	No
45807	NORT007	Tecmark Corporation	10/11/2024	\$859.30	No
45808	CINT002	Cintas Corporation No 3	10/11/2024	\$68.26	No
45809	VALLE001	Valley View Tractor & Equipment, LLC	10/11/2024	\$3,622.46	No
45810	BANK001	BMO Financial Group	10/18/2024	\$15,427.97	No
45811	BYNU001	Amy Bynum	10/18/2024	\$478.08	No
45812	CENT001	CenturyLink	10/18/2024	\$245.42	No
45813	CENT002	Century West Engineering	10/18/2024	\$30,735.00	No
45814	CHAR001	Charter Communications	10/18/2024	\$434.08	No
45815	CINT002	Cintas Corporation No 3	10/18/2024	\$1,480.13	No
45816	CIVI001	CivicPlus LLC	10/18/2024	\$4,188.00	No
45817	COLU010	Columbia River Steamship Operators	10/18/2024	\$1,250.00	No
45818	COMC002	Comcast Business-Office Phones	10/18/2024	\$1,059.11	No
45819	CORE002	Core & Main	10/18/2024	\$614.42	No
45820	CSAP001	CSA Planning Ltd.	10/18/2024	\$15.00	No

Port of Columbia County					
Vendor Check Register Report - October 2024					
Check No.	Vendor ID	Vendor Name	Check Date	Check Amount	Voided
45821	HUDS001	Hudson Garbage Service	10/18/2024	\$844.96	No
45822	HUDS002	Hudson Portable Toilet Service	10/18/2024	\$290.33	No
45823	KERN001	Kern & Thompson LLC	10/18/2024	\$15,000.00	No
45824	KEYS001	Robert Keyser	10/18/2024	\$368.50	No
45825	LOOPN001	LoopNet	10/18/2024	\$660.00	No
45826	NORT007	Tecmark Corporation	10/18/2024	\$12.50	No
45827	NWNA001	NW Natural Gas Company dba	10/18/2024	\$78.55	No
45828	OREG004	Oregon Department of State Lands	10/18/2024	\$990.00	No
45829	PORT002	Portland General Electric	10/18/2024	\$17,773.05	No
45830	SALI002	Robert Salisbury	10/18/2024	\$229.25	No
45831	SHRE001	Shred Northwest, Inc	10/18/2024	\$60.00	No
45832	SONI001	Sound Security, Inc	10/18/2024	\$797.50	No
45833	VOYA001	Voya - State of Oregon	10/18/2024	\$4,834.00	No
45834	WILC001	Wilson Oil Inc dba	10/18/2024	\$355.29	No
45835	STAT001	Rescue Stat- LifeReady 360	10/18/2024	\$146.72	No
45836	AMBI001	Ambient IT Solutions	10/24/2024	\$87.50	No
45837	CENT001	CenturyLink	10/24/2024	\$101.36	No
45838	CENT003	CenturyLink	10/24/2024	\$54.72	No
45839	CINT002	Cintas Corporation No 3	10/24/2024	\$131.32	No
45840	CLAT002	Clatskanie PUD	10/24/2024	\$33.00	No
45841	COLU008	Columbia River PUD	10/24/2024	\$3,361.27	No
45842	COMC001	Comcast	10/24/2024	\$2,595.16	No
45843	COMC003	Comcast Business-Ethernet	10/24/2024	\$2,015.87	No
45844	COTT001	Sydell Cotton	10/24/2024	\$50.00	No
45845	EAGL001	Eagle Star Rock Products LLC	10/24/2024	\$1,837.24	No
45846	GADO001	Robert Gadotti	10/24/2024	\$1,125.00	No
45847	HOME001	Home Rx - Performance Insulation & Energy Services, Inc	10/24/2024	\$5,925.00	No
45848	METR001	Metro Overhead Door	10/24/2024	\$60.00	No
45849	NWNA001	NW Natural Gas Company dba	10/24/2024	\$62.94	No
45850	PAUL001	Paulson Printing	10/24/2024	\$88.00	No
45851	PITN001	Pitney Bowes- Purchase Power	10/24/2024	\$401.00	No
45852	PITN002	Pitney Bowes - Ink	10/24/2024	\$16.59	No
45853	QUIL001	Staples Inc dba	10/24/2024	\$396.40	No
45854	SCOT001	Brittany Scott	10/24/2024	\$50.00	No
			Sub Total	\$321,486.86	

Port of Columbia County					
Vendor Check Register Report - October 2024					
Check No.	Vendor ID	Vendor Name	Check Date	Check Amount	Voided
DAJ000006665		10-1-24 Office Cards Merch Fee	10/1/2024	\$295.47	
DAJ000006666		10-1-24 RV Park Merch Fee 3111	10/1/2024	\$913.39	
DAJ000006667		10-1-24 SBM Merch Fee 8904	10/1/2024	\$1,221.31	
DAJ000006673		10-3-24 RV Park Merch fee 3111	10/3/2024	\$25.00	
DAJ000006683		10-8-24 Deluxe Check Re-order	10/8/2024	\$643.01	
DAJ000006684		10-8-24 Regence/InstaMed HI	10/8/2024	\$25,842.95	
DAJ000006702		10-16-24 Standard Health Ins	10/16/2024	\$2,169.24	
DAJ000006710		10-21-24 HRA Claim Reimburse	10/21/2024	\$245.20	
DAJ000006715		10-22-24 MO Bank Fee	10/22/2024	\$367.41	
WDL000006664		PPE 09 28 24 PPD 10 4 24	10/3/2024	\$66,545.80	
WDL000006675		10-4-24 Cardinal PR Services	10/4/2024	\$4,574.50	
WDL000006687		PERS PPE 09 14 24 PPD 10 11 24	10/10/2024	\$10,406.87	
WDL000006694		10-11-24 ADP Payroll Fee	10/11/2024	\$242.51	
WDL000006695		ADP PPE 10 12 24 PPD10 18 24	10/17/2024	\$66,659.27	
WDL000006706		10-18-24 Cardinal Srvs Payroll	10/18/2024	\$4,494.35	
WDL000006716		PERS PPE 09 28 24 PPD10 04 24	10/24/2024	\$9,818.72	
WDL000006726		10-25-24 ADP Payroll Fees	10/25/2024	\$256.96	
WDL000006738		ADP PPE 10 26 24 PPD 11 01 24	10/31/2024	\$65,369.38	
			Sub Total	\$260,091.34	
			Grand Total	<u>\$581,578.20</u>	
Voided Checks					
45724	CHRI002	Chris O Janitorial LLC	10/4/2024	\$2,738.66	Yes
45725	CITY001	City of Columbia City	10/4/2024	\$274.44	Yes
45726	CITY003	City of St. Helens	10/4/2024	\$92.72	Yes
45727	COLU008	Columbia River PUD	10/4/2024	\$3,610.34	Yes
45728	COLU011	Columbia County Dept.of Community Justice Adult Divisi	10/4/2024	\$750.00	Yes
45729	COLU026	Columbia County Transfer Station	10/4/2024	\$68.71	Yes
45730	CONS001	Conсор North America, Inc	10/4/2024	\$2,489.00	Yes
45731	CSAP001	CSA Planning Ltd.	10/4/2024	\$4,117.74	Yes
45732	FINE001	Encore Business Solutions	10/4/2024	\$225.00	Yes
45733	GLOB001	Global Security	10/4/2024	\$194.85	Yes
45734	MARI002	Maritime Fire & Safety Association	10/4/2024	\$270.00	Yes
45735	MYSY001	My System Shield LLC	10/4/2024	\$34,518.00	Yes
45736	OREG017	Oregon Government Finance Officers Association	10/4/2024	\$450.00	Yes
45737	PNWA001	Pacific Northwest Waterways Association	10/4/2024	\$13,444.00	Yes
45738	SALI002	Robert Salisbury	10/4/2024	\$162.44	Yes
45739	SONI001	Sound Security, Inc	10/4/2024	\$592.40	Yes
45740	VOYA001	Voya - State of Oregon	10/4/2024	\$4,684.00	Yes
45741	WARD001	Nancy Ward	10/4/2024	\$99.88	Yes

WARD - October 2024

PORT OF COLUMBIA COUNTY

Request for Reimbursement and Commissioner Stipend

It is the policy of the Port of Columbia County to reimburse commissioners for legitimate expenses made or costs incurred by commissioners in the course of conducting Port business. All requests for reimbursement must include receipts or other adequate documentation. Vehicle reimbursement may be made for the use of a personal vehicle for official business only.

Commissioner Ward

Date of Request 11/1/2024

Date	Description	Meeting Stipend	Expense or Mileage Reimbursement				
			Miles Driven	2024 Rate	Mileage	Meals and Other	Total
10.01.2024	PNWA Conference - Vancouver	\$50.00	51	0.6700	\$ 34.17	\$ 7.20	\$ 41.37
10.02.2024	PNWA Conference - Vancouver	\$ 50.00	51	0.6700	\$ 34.17	\$ 23.91	\$ 31.11
10.06.2024	Agenda Packet & mtg prep	\$ 50.00		0.6700	\$ -		\$ -
10.09.2024	Board Meeting / PNWA Steering Comm.	\$ 50.00	26	0.6700	\$ 17.42		\$ 48.53
10.10.2024	Scappoose EDC / NWACT	\$ 50.00		0.6700	\$ -		\$ -
10.24.2024	PNWA Monthly / BDIC - Clatskanie	\$ 50.00	91	0.6700	\$ 60.97	\$ 12.78	\$ 73.75
10.28.2024	Ag Committee Meeting - Clatskanie	\$ 50.00	84		\$ 56.28		\$ 56.28
10.30.2024	Port Open House	\$ 50.00	26	0.6700	\$ 17.42		\$ 17.42
October	Misc phone calls	\$ 50.00		0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
				0.6700	\$ -		\$ -
TOTAL REQUESTED REIMBURSEMENT		\$ 450.00			\$ 220.43	\$ 43.89	\$ 268.46

Reviewed By:

[Signature]

I certify that the expenses sought to be reimbursed were incurred in the course of official PORT business and were paid by me from my own funds. I affirm the accuracy of this information.

Nancy Ward
Signature