



PORT COMMISSION MEETING

100 E STREET, COLUMBIA CITY, OR 97018

October 8, 2025 8:30 A.M.

This Port Commission Meeting will be in person. In accordance with state law, the meeting will also be accessible via telephone or Zoom. Members of the public may attend the meeting electronically by:

<https://us02web.zoom.us/j/82404618856>

Call-In: 1(669)444-9171

Meeting ID: 824 0461 8856

Passcode: 999154

- I. CALL MEETING TO ORDER** (President, Nick Sorber)
 - A.** 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. *** Finance Report: September 2025
 - B. *** September 2025 Check Register and electronic payments in the total amount of \$427,323.64.
- 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
 - C.** Lignetics/Neighbors Update Sean P. Clark
- VI. NEW BUSINESS**
 - A. Resolution 2025-28** Miriam House
Work Crew Sixth Amendment
Staff Report and Resolution
- VII. EXECUTIVE DIRECTOR 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, exempt from disclosure under ORS 192.355 (9)(a) and pursuant to ORS 192.660(2)(f).



X. ADJOURNMENT

Upcoming Meetings & Events

October 22	TBD	Commission Work Session
November 4	5:30 p.m.	Scappoose Bay Marina Advisory Meeting

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.



STAFF REPORT

DATE: October 2, 2025

Finance Report

TO: Port Commission Board

FROM: Guy Glenn
Executive Finance Manager

RE: September 2025 Financial Update

Discussion:

Income Statement and Check Register: The September Voucher List (check register and electronic disbursements) is included for your review and approval. A balance sheet will be provided once fiscal year 2025 is closed.

Cash and Investments as of September 30, 2025: \$ 15,290,198.52

- BMO - \$ 256,714.86
- LGIP - \$ 10,253,769.78
- LGIP - \$ 2,280,069.02
- LGIP - \$ 2,499,644.86

Checks and electronic payments issued in September of 2025 total: \$427,323.64

September Highlights:

- The Property Tax statements will be received in October and billed to tenants in November.
- FY25 has not been closed yet. We will be coordinating with the Auditors on filing our Annual Report with the State once the Fiscal Year 2025 is closed.
- The process is underway to close Fiscal Year 2025. There will be a delay in providing a current balance sheet until the Fiscal Year 2025 is closed.

Port of Columbia County

Income Statement for the period ending September 30, 2025

		Current	Yr To Date	Annual	%	Prior YTD	
		Actual	Actual	Budget	Remaining	Actual	
Resources							
Property Taxes		6	37	500,000	100.0%	12	
Licenses and Permits		51,530	152,944	595,350	74.3%	144,108	
Rents and Reimbursements		392,413	1,354,543	4,019,299	66.3%	3,109,453	
Terminal Services		3,300	152,196	657,900	76.9%	151,299	
Bayport RVPark		10,836	38,576	134,000	71.2%	46,496	
Parking Fees		27,877	63,498	128,100	50.4%	57,903	
Grants		6,750	52,348	2,720,000	98.1%	111,500	
Loan Proceeds		-	-	-	-	-	
Interest Earnings		56,410	122,114	425,000	71.3%	176,088	
InterGovernmental Income		-	-	-	-	-	
Contributions		-	-	-	-	-	
Miscellaneous Income		34,720	186,829	50,000	-273.7%	67,573	
Total Resources		584,337	2,124,389	9,229,649	77.0%	2,577,119	
Requirements							
Personnel Services		219,009	597,230	3,135,848	81.0%	604,191	
Materials and Services		73,030	306,805	3,837,880	92.0%	393,328	
Capital Outlay		11,905	58,076	3,511,911	98.3%	295,381	
Debt Service		-	-	383,507	100.0%	96,342	
Contingency		-	-	12,239,063	-	-	
Total Requirements		303,943	962,111	10,869,146	91.1%	926,161	
			1,162,278			1,650,957	
Change in Net Position		-	1,261,321	-	0.0%	-	*Note

Note: The Port received \$1.75 million in insurance recovery related to the Port Westward Dock incident in September 2024. The change in net position over the prior YTD has been adjusted to account for this one time increase.

Voucher Approval List
September 1 - September 30, 2025

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Amount</u>	<u>Voided</u>
COLU008	Columbia River PUD	9/3/2025	COLPUDACH841989-3-25	\$154.93	No
AMAZ001	Amazon Capital Services	9/4/2025	AMAZACH1PPNXVJ47634	\$376.10	No
CLAT002	Clatskanie PUD	9/4/2025	CLATPUDACH5102603825	\$16.50	No
COLU008	Columbia River PUD	9/4/2025	COLPUDACH56219-3-25	\$3,555.50	No
CINT002	Cintas Corporation No 3	9/5/2025	CINTASACH9331820371	\$216.00	No
CINT002	Cintas Corporation No 3	9/5/2025	CINTASACH5284319203	\$40.65	No
CINT002	Cintas Corporation No 3	9/5/2025	CINTASACH4239166363	\$64.98	No
CINT002	Cintas Corporation No 3	9/5/2025	CINTASACH4238424728	\$63.22	No
CLAT002	Clatskanie PUD	9/5/2025	CLATPUDACH9005730082	\$76.90	No
CLAT002	Clatskanie PUD	9/5/2025	CLATPUDACH5111001825	\$61.00	No
CLAT002	Clatskanie PUD	9/5/2025	CLATPUDACH5103600825	\$213.79	No
CLAT002	Clatskanie PUD	9/5/2025	CLATPUDACH5102503825	\$32.14	No
CLAT002	Clatskanie PUD	9/5/2025	CLATPUDACH4090007925	\$29.00	No
CLAT002	Clatskanie PUD	9/5/2025	CLATPUDACH1103350182	\$113.74	No
INTE002	Integrity IT Group, LLC	9/5/2025	INTEGRITYACH1406	\$150.00	No
NWNA001	NW Natural Gas Company dba	9/5/2025	NWNAACH510229-8 9225	\$23.34	No
NWNA001	NW Natural Gas Company dba	9/5/2025	NWNAACH4611348-6 925	\$23.34	No
NWNA001	NW Natural Gas Company dba	9/5/2025	NWNAACH443228-2 9225	\$23.34	No
BUSI001	Business Oregon	9/8/2025	BUSIACHX20001 8-7-25	\$42,739.79	No
COMC001	Comcast	9/10/2025	COMCACH8778102030619	\$102.47	No
ACEH001	Ace Hardware	9/11/2025	46778	\$142.66	No
ACEH002	Ace Hardware	9/11/2025	46779	\$15.56	No
ATTM001	AT&T Mobility	9/11/2025	46780	\$564.01	No
BRIG001	Bright Side Electric & Lighting Services, Inc	9/11/2025	46781	\$34.00	No
CED0001	CED	9/11/2025	46782	\$805.80	No
CITY001	City of Columbia City	9/11/2025	46783	\$322.58	No
COLU024	Rotary Club of Columbia County	9/11/2025	46784	\$625.00	No
COLU026	Columbia County Transfer Station	9/11/2025	46785	\$14,264.64	No
COMC001	Comcast	9/11/2025	46786	\$306.19	No
COMC003	Comcast Business-Ethernet	9/11/2025	46787	\$2,159.94	No
COTT001	Sydell Cotton	9/11/2025	46788	\$100.00	No
CSAP001	CSA Planning Ltd.	9/11/2025	46789	\$1,155.00	No
DAHL001	Dahlgren's Do It Best	9/11/2025	46790	\$425.05	No
DJC	DAILY JOURNAL OF COMMERCE OR	9/11/2025	46791	\$467.06	No
FIED001	Debra Fiedler	9/11/2025	46792	\$560.00	No
KOLD001	Culligan	9/11/2025	46793	\$73.20	No
KPFF001	KPFF, Inc	9/11/2025	46794	\$6,489.50	No
LESS001	Les Schwab Tire Center	9/11/2025	46795	\$233.91	No
LEVI001	Elliot Levin	9/11/2025	46796	\$85.60	No
LOOPN001	LoopNet	9/11/2025	46797	\$677.82	No
METR002	MetroWatch	9/11/2025	46798	\$5,930.23	No
OREG017	Oregon Government Finance Officers Association	9/11/2025	46799	\$455.00	No
OREI001	O'Reilly Auto Enterprises LLC	9/11/2025	46800	\$660.22	No
PACI005	Pacific Office Automation	9/11/2025	46801	\$357.00	No
QUIL001	Quill	9/11/2025	46802	\$137.46	No
RAIL001	Railroad Management	9/11/2025	46803	\$417.05	No
SDIS001	SDIS	9/11/2025	46804	\$71,654.00	No
SHRE001	Shred Northwest, Inc	9/11/2025	46805	\$60.00	No

SOLU001	Solutions Yes, LLC	9/11/2025	46806	\$318.00	No
SUNS001	Sunset Auto Parts	9/11/2025	46807	\$164.02	No
SUNS002	Sunset Equipment	9/11/2025	46808	\$51.93	No
SUPP002	Home Depot Pro	9/11/2025	46809	\$159.97	No
VOYA001	Voya - State of Oregon	9/11/2025	46810	\$3,784.00	No
WARD001	Nancy Ward	9/11/2025	46811	\$52.50	No
WAST002	Waste Management of OR, Inc.	9/11/2025	46812	\$38.74	No
WILC001	Wilcox & Flegel	9/11/2025	46813	\$662.95	No
CINT002	Cintas Corporation No 3	9/12/2025	CINTASACH4239896896	\$63.22	No
CITY003	City of St. Helens	9/12/2025	CITYSHACH05705 9-25	\$25,411.30	No
CITY003	City of St. Helens	9/12/2025	CITYSHACH05703 9-25	\$69.49	No
CITY003	City of St. Helens	9/12/2025	CITYSHACH05670 9-25	\$2,128.90	No
CITY003	City of St. Helens	9/12/2025	CITYSHACH05669 9-25	\$24.80	No
CITY003	City of St. Helens	9/12/2025	CITYSHACH05551 9-25	\$1,300.07	No
PERS001	Oregon Public Employees Retirement System	9/15/2025	PERSACH8/22/25	\$11,683.83	No
CITY002	City of Scappoose	9/16/2025	CITYSCAACH3061001925	\$43.22	No
CITY002	City of Scappoose	9/16/2025	CITYSCAACH3061 925	\$1,899.30	No
CITY002	City of Scappoose	9/16/2025	CITYSCAACH1700002925	\$138.19	No
HUDS001	Hudson Garbage Service	9/16/2025	HUDSACH15459223S046	\$186.17	No
HUDS001	Hudson Garbage Service	9/16/2025	HUDSACH15458451S046	\$826.95	No
HUDS001	Hudson Garbage Service	9/16/2025	HUDSACH15458439S046	\$53.30	No
HUDS002	Hudson Portable Toilet Service	9/16/2025	HUDS15459499S046	\$132.00	No
HUDS002	Hudson Portable Toilet Service	9/16/2025	HUDS15459401S046	\$158.00	No
HUDS002	Hudson Portable Toilet Service	9/16/2025	HUDS15459307S046	\$132.00	No
BANK001	BMO Financial Group	9/17/2025	BMO08012025	\$5,370.28	No
CLAT002	Clatskanie PUD	9/17/2025	CLATPUD90057300 9-25	\$582.63	No
CLAT002	Clatskanie PUD	9/17/2025	CLATPUD5111001 9-25	\$61.00	No
CLAT002	Clatskanie PUD	9/17/2025	CLATPUD5103600 9-25	\$240.72	No
CLAT002	Clatskanie PUD	9/17/2025	CLATPUD5102603 9-25	\$16.50	No
CLAT002	Clatskanie PUD	9/17/2025	CLATPUD5102503 9-25	\$30.35	No
CLAT002	Clatskanie PUD	9/17/2025	CLATPUD11033501 9-25	\$113.74	No
HUDS002	Hudson Portable Toilet Service	9/17/2025	HUDS15459428S046-2	\$158.00	No
CENT001	CenturyLink	9/19/2025	46814	\$249.49	No
CINT002	Cintas Corporation No 3	9/19/2025	CINTAS4240604010	\$64.98	No
COBR001	Cobra Management Services-Accrue	9/19/2025	46815	\$95.00	No
COLU011	Columbia Co. Dept. of Community Justice Adult Div	9/19/2025	46816	\$1,125.00	No
KPFF001	KPFF, Inc	9/19/2025	46817	\$5,415.00	No
NORW001	Norwest Engineering, Inc	9/19/2025	46818	\$4,678.00	No
ORKI001	Orkin LLC	9/19/2025	46819	\$100.00	No
PITN003	Pitney Bowes - Lease	9/19/2025	46820	\$186.54	No
PNWA001	PNWA	9/19/2025	46821	\$490.00	No
PORT002	Portland General Electric	9/19/2025	46822	\$7,678.48	No
SALI002	Robert Salisbury	9/19/2025	46823	\$247.10	No
SHRE001	Shred Northwest, Inc	9/19/2025	46824	\$60.00	No
SUPP002	Home Depot Pro	9/19/2025	46825	\$98.28	No
TCMS	Trotter & Morton	9/19/2025	46826	\$712.25	No
VOYA001	Voya - State of Oregon	9/19/2025	46827	\$3,884.00	No
WILC001	Wilcox & Flegel	9/19/2025	46828	\$634.92	No
ZIPL001	Ziply Fiber	9/19/2025	ZIPLY5758 9-22-2025	\$154.94	No
CED0001	CED	9/25/2025	46829	\$9,455.90	No
CENT001	CenturyLink	9/25/2025	46830	\$161.29	No
CINT002	Cintas Corporation No 3	9/25/2025	CINTAS4241372347	\$63.22	No

CLAT004	Kiwanis Club of Clatskanie	9/25/2025	46831	\$156.00	No
COMC001	Comcast	9/25/2025	46832	\$3,011.75	No
COMC002	Comcast Business-Office Phones	9/25/2025	46833	\$1,142.45	No
GADO001	Robert Gadotti	9/25/2025	46834	\$945.00	No
HANG001	Hangry	9/25/2025	46835	\$300.00	No
METR002	MetroWatch	9/25/2025	46836	\$2,871.12	No
PERS001	Oregon Public Employees Retirement System	9/25/2025	PERS09052025	\$11,838.47	No
PITN001	Pitney Bowes- Purchase Power	9/25/2025	46837	\$806.75	No
QUIL001	Quill	9/25/2025	46838	\$361.78	No
RAIL002	RAILWORKS TRACK SYSTEMS LLC	9/25/2025	46839	\$1,500.00	No
		<u>Total Checks and ACH Payments</u>		\$271,798.99	
	<u>Bank Transactions</u>				
	<u>Checkbook ID</u>		<u>Description</u>	<u>Checkbook Amount</u>	
	BOW CHKG		9-2-25 ACH MO Fee 4862	\$3.50	
	BOW CHKG		9-2-25 Office Cards Merch fee	\$179.99	
	BOW CHKG		9-2-25 RV Park Merch Fee 3111	\$755.30	
	BOW CHKG		9-2-25 SBM Merch Fee 8904	\$802.00	
	BOW CHKG		9-4-25 RV Resv Refund 3111	\$355.00	
	BOW CHKG		9-22-25 ADP Payroll Fees	\$598.55	
	BOW CHKG		9-22-25 MO Bank Fee	\$491.81	
	BOW CHKG		Payroll PPE 083025 PPD 090525	\$66,509.36	
	BOW CHKG		9-5-25 Payroll Cardinal Srvs	\$4,320.40	
	BOW CHKG		9-12-25 ADP Payroll Fee	\$366.92	
	BOW CHKG		ADP PPE 091325 PPD 091925	\$69,291.57	
	BOW CHKG		ADP Mid Cycle Payroll - 091925	\$3,399.35	
	BOW CHKG		ADP- Mid Cycle PR 091925	\$3,399.65	
	BOW CHKG		9-19-25 Cardinal Services	\$4,452.70	
	BOW CHKG		9-26-25 ADP Payroll Fee	\$598.55	
			Total Bank Transactions	\$155,524.65	
	Total Checks, Electronic Payments and Bank Transactions			\$427,323.64	



Res. 2025-28 STAFF REPORT

Columbia County Corrections IGA Amendment #6

DATE: October 8, 2025
TO: Port Commission
FROM: Miriam House, Operations Manager
RE: **Columbia County Corrections Work Crew**
Amendment #6 to Intergovernmental Agreement (IGA)

Discussion

For the past several years, the Port has been using the services of the Columbia County Community Corrections Work Crew for assistance with various outdoor cleanup tasks such as fence line and trail maintenance, trimming shrubs, weeding, gutter and roof cleaning, leaf raking, and other similar activities at a cost-effective rate of \$375 per day for up to 7 people. They have done impressive work, and the Port would like to continue using their services. The current IGA with the County has recently expired. Amendment #6 extends the IGA for another 2 years, changes the minimum number of clients from 4 to 3 with 18 minimum labor hours and updates contact information.

Recommendation

Adopt **Resolution 2025-28**, authorizing the Executive Director to execute Amendment #6 to the IGA with Columbia County and any other necessary documents.

RESOLUTION NO. 2025-28

A RESOLUTION AUTHORIZING AMENDMENT #6 TO AN INTERGOVERNMENTAL AGREEMENT WITH COLUMBIA COUNTY

WHEREAS, the Port of Columbia County entered into an Intergovernmental Agreement (IGA) with Columbia County, Oregon for the provision of supervised Community Corrections Work Crews, dated May 27, 2015; and

WHEREAS, the Port and the County extended the IGA with Amendments #1, #2, #3, #4 and #5 in 2016, 2017, 2018, 2020 and 2024, respectively; and

WHEREAS, the parties wish to further extend the IGA through June 30, 2026; and

WHEREAS, the fee of \$375 per day acceptable and reasonable with a work crew of four (4) or more on site through 2025, and three or more through 2026; Now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Port of Columbia County as follows:

The Board authorizes the Executive Director to execute the attached Amendment #6 to the Intergovernmental Agreement between Columbia County and the Port of Columbia County and any other necessary documents.

PASSED AND ADOPTED this 8th day of October 2025, by the following vote:

AYES: _____

NAYS: _____

PORT OF COLUMBIA COUNTY

By: _____
President

Attested By:

Secretary

AMENDMENT NUMBER SIX TO INTERGOVERNMENTAL AGREEMENT
BETWEEN COLUMBIA COUNTY, OREGON AND
THE PORT OF COLUMBIA COUNTY

This Amendment Number Six is to the Intergovernmental Agreement (“Amendment”) by and between Columbia County, Oregon (“County”) and the Port of Columbia County (“Port”) for the provision of supervised Community Corrections work crews effective May 27, 2015 (“the IGA”).

WHEREAS, on May 27, 2015, the County and the Port entered into the IGA for the provision of supervised Community Corrections work crews; and

WHEREAS, effective July 1, 2016, the County and the Port entered into Amendment Number One to the IGA, extending the term through June 30, 2017; and

WHEREAS, effective July 1, 2017, the County and Port entered into Amendment Number Two to the IGA, extending the term through June 30, 2018, and increasing the compensation; and

WHEREAS, effective July 11, 2018, the County and Port entered into Amendment Number Three to the IGA, extending the term through June 30, 2020; and

WHEREAS, effective June 26, 2020, the County and Port entered into Amendment Number Four to the IGA, extending the term through June 30, 2022; and

WHEREAS, effective August 25, 2022, the County and Port entered into Amendment Number Five to the IGA, extending the term through June 30, 2024; and

WHEREAS, the parties desire to extend the term through June 30, 2026, update Liaison Responsibility, and adjust the total minimum crew hours and labor hours per day;

NOW, THEREFORE, the parties agree as follows:

1. Section 7, Term of Agreement, is hereby deleted and replaced in its entirety by the following:

“This Amendment becomes effective on the date it is signed by the Board of Commissioners, and shall continue until June 30, 2026, unless otherwise extended upon written approval of the parties. This Agreement is subject to termination by either of the parties when thirty (30) days’ written notice has been provided to the other party.”

2. Section 2.2.2 is hereby deleted and replaced in its entirety with the following:

“For the period beginning July 1, 2024 through June 30, 2025, the County agrees to provide a minimum of four (4) clients to perform general labor on a mutually agreed-upon schedule. Total labor hours per crew is a minimum of twenty-four (24) labor hours.

For the period beginning July 1, 2025 through June 30, 2026, the County agrees to

provide a minimum of three (3) clients to perform general labor on a mutually agreed-upon schedule. Total labor hours per crew is a minimum of eighteen (18) labor hours.”

3. Section 4, Liaison Responsibility, is hereby deleted and replaced in its entirety with the following:

“Clint Lukich, Port Maintenance Supervisor, (503) 369-2602, or his designee will act as liaison from the Port for this project.

For crew scheduling, the Port should contact David Brooke, Community Services Program Coordinator, (503) 397-6253, ext. 1481.”

4. This Amendment is effective on the date last signed below and shall be retroactive to July 1, 2024.
5. Except as specifically amended above, the IGA remains in full force and effect.

PORT OF COLUMBIA COUNTY

By: _____
Sean Clark, Executive Director

Date: _____

Approved as to form

By: _____
Office of County Counsel

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Kellie Jo Smith, Chair

By: _____
Casey Garrett, Commissioner

By: _____
Margaret Magruder, Commissioner

Date: 10/1/2025