



# COMMISSION MEETING

100 E STREET, COLUMBIA CITY, OR 97018

JULY 10, 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/83214729108>

Call-In: (253) 215-8782

Meeting ID: 832 1472 9108

Passcode: 984462

## I. CALL MEETING TO ORDER (President, Robert Keyser)

- A. Flag Salute
- B. Roll Call
- C. Election of Officers
- D. Committee Assignments

## 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: May 8, 2024 and Special Meeting June 20, 2024
- B. \* Finance Report: June 2024
- C. \* Approval of June 2024 Check Register (A) and electronic payments in the total amount of \$920,206.67.

## 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
- NO PENDING THROUGH-THE-FENCE (TTF) APPLICATIONS*
- C. Lignetics/Neighbors Update Sean P. Clark



## VI. NEW BUSINESS

- |  |   |
|--|---|
| <p>A. <b><u>Resolution 2024-13</u></b><br/>REAPPOINTING MIKE GREISEN, ANDREW COX, AND<br/>KEITH FORSYTHE TO THE SCAPPOOSE AIRPORT<br/>ADVISORY COMMITTEE</p> <p>B. <b><u>Resolution 2024-14</u></b><br/>APPROVING BROKER COMMISSION POLICY UPDATE</p> <p>C. <b><u>Code of Ethics Acknowledgement</u></b></p> | <p>Lacey Tolles</p> <p>Amy Bynum</p> <p>Bob Salisbury</p> |
|--|---|

## VII. EXECUTIVE DIRECTOR’S REPORT

## VIII. COMMISSIONER REPORTS

## IX. EXECUTIVE SESSION

The Board will hold an Executive Session to deliberate with persons designated to negotiate real property transactions under ORS 192.660 (2)(e) and 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**

July 22	11:30 a.m.	Agricultural Information Committee
July 24	6:00 p.m.	Port Commission Work Session with DEQ
July 29	5:00 p.m.	Scappoose Airport Advisory Committee
Aug 14	8:30 a.m.	Port Commission Meeting

### **Community Events**

July 12	Rainier Days in the Park
July 18	Columbia County Fair & Rodeo
Aug 9	Movies by Moonlight - Heritage Park in Scappoose
Aug 10	Columbia City Celebration

*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**  
**MAY 8, 2024**  
**100 E. STREET**  
**COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 8:30 a.m. on Wednesday, May 8, 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
Elizabeth Millager	Operations Coordinator
Elliot Levin	North County Ops. & Terminal Mgr.
Gina Sisco	Comm. & External Affairs Mgr.

**Guests**

Chris Iverson	Hagan Hamilton Insurance	Christa Burns	Administrative Assistant II
Jan Schollenberger	Columbia City	Lacey Tolles	Data Res. & Projects Spec./ Interim Airport Manager
Kim Karber	Interim Columbia City Mgr.	Susan Tolleshaug *	Administrative Assistant
Ralph Culpepper	Scappoose	Brittany Scott *	Finance Assistant
Natasha Parvey	NXTClean Fuels	Sydell Cotton *	Assistant Finance Manager
Alta Lynch *	Scappoose		
Scott Keillor *	WSP		
Dan Serres *	Columbia Riverkeeper		

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

**Additions To Agenda**

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

**Consent Agenda**

Mr. Keyser asked for a motion to approve the consent agenda. Nancy Ward moved; Chip Bubl seconded a motion to adopt consent agenda items A and B: March 13, 2024, Minutes, March 27, 2024, Minutes, and April 2024 Finance Report. Motion carried unanimously.

Nancy Ward moved; Brian Fawcett seconded a motion to adopt consent agenda item C: Approval of Check Register (A) and electronic payments in the total amount of \$863,147.11. Motion carried unanimously.

**Comments From the Public**

There were no public comments.

**Old Business**

**Marina Update**

Port Operations Manager Miriam House provided an update on the Scappoose Bay Marina with a PowerPoint presentation on the upland improvements. Ms. House reported that the marina is a major river hub and tourist attraction with a population growth of recreational users. It draws people



from Portland and all over the region including large organizations like REI who use the facility for outdoor education and paddle sports. The marina sees over 2,000 visitors each weekend and can no longer meet the needs of all users. The severity of overcrowding and the change in usage has resulted in a significant need to rehabilitate the facility. Ms. House stated that motorized boaters are no longer the majority of users. A public survey by the Port found that users of the marina are nearly split 50/50 between motorized and non-motorized. The Marina Improvement Project will address facility function, capacity issues, safety, and ADA (American with Disabilities Act) concerns. Ms. House presented a slide showing plans for the entire project and said that the upland phase is part of a 2-phased project that includes major in-water work such as a new boat ramp, main dock, a kayak get-ready platform, beach launch, low profile launch fingers, and an ADA platform. Ms. House stated that these renovations will provide two pay stations, a new kayak offloading area with a compressor, additional general parking, ADA parking spaces closer to the water, wider sidewalks, two designated pedestrian crosswalks, new landscaping, and updated fire and emergency equipment. The improvements will alleviate congestion and improve pedestrian safety. The Port has received all required permits except for the county building permit. The plan review from the City has been received with minor comments, which the engineers are addressing. It is ready to go out to bid and the project is planned to be completed by the end of September 2024. Ms. House added that OSMB (Oregon State Marine Board) is in favor of the project and has awarded the Port a grant for \$407,912 for Phase 1 of the upland work.

#### **Port Westward Dock Update**

Elliot Levin, North County Operations & Terminal Manager, stated that most of the work restoring the dock to service had been completed. Two of the remaining jobs are to install permanent support for PGE's water discharge line and to insulate PGE's water discharge and the Port's fire water line. At the end of April 2024, JH Kelly started installing the insulation on the two water lines. Since the dock returned to service, four ships have loaded renewable diesel at Port Westward. CPBR has loaded 353,000 bbl. of renewable diesel on those ships, and the Port has earned \$75,000 of dockage and wharfage. Last week, Mr. Levin met with engineers to start the scope of work for the fire system improvements. The Port is also working on an agreement to produce high level conceptual designs that will be used to develop a future Request For Proposals for the planning, engineering, and permitting of the seismic upgrades to the dock. Mr. Levin announced that Dan Luckett with CPBR has retired, and Doug Lentz has taken over the position.

#### **PGE Delay with Legal Agreements**

Elliot Levin, North County Operations & Terminal Manager, reported that PGE did not meet the deadline to respond to the draft legal agreements by the end of April. The Port received four of the agreements last Friday and expects the remaining drafts by the end of this week.

#### **Airport Update**

Lacey Tolles, Interim Airport Manager, presented a PowerPoint displaying photos of an airplane crash that occurred on April 29, 2024, causing closure of the Scappoose Airport that evening. The only occupant of the plane was the pilot who was uninjured and there was minimum damage to the runway. The Federal Aviation Administration (FAA) was notified, and the runway reopened later that night around 9:40pm. Ms. Tolles thanked the Scappoose Police Department, the Scappoose Fire District, and Transwestern Aviation for their quick and efficient response to the incident.





### **Lignetics/Neighbors Update**

Sean P. Clark, Port Executive Director reported that the Port is currently working with Lignetics Plant Manager, Steve Nelson, on some deferred maintenance items. These discussions are meant to find out if the Port can help with their capital improvements.

### **New Business**

#### **Resolution 2024-06**

APPROVING STRATEGIC BUSINESS PLAN, REVISED MISSION STATEMENT, VISION, AND GUIDING PRINCIPLES

Gina Sisco, Communications and External Affairs Manager presented Resolution 2024-06 for Commission approval of the 2024 Strategic Business Plan (SBP) update. The SBP is used to guide Port policies and projects for the next 10 years and help with obtaining grant funds. The Mission and Vision Statements were also updated as part of this process. The SBP will be filed with Business Oregon.

President Keyser called for a motion to approve Resolution 2024-06. Brian Fawcett moved; Nick Sorber seconded a motion to adopt Resolution 2024-06. Motion carried unanimously, 5-0.

#### **Resolution 2024-07**

APPROVING INSURANCE SETTLEMENT OF \$2.5M FOR RAILROAD AVENUE

Elliot Levin presented Resolution 2024-07 which would approve a proposed insurance settlement of approximately \$2.5 million for the site cleanup of Railroad Avenue. The Port has owned the Railroad Avenue property for 60 years and is considered a responsible party for the site cleanup by the Oregon Department of Environmental Quality (DEQ). The Port finished the Remedial Investigation and Feasibility Study required under a 1995 Consent Order and DEQ issued a Record of Decision (ROD) on September 1, 2023. The ROD selects a cleanup action for the site. DEQ representatives will appear at a Port Commission meeting in the coming months to discuss DEQ's request for a new Consent Order to outline the terms and conditions of the cleanup at Railroad Avenue. The Commission held a discussion and decided it is in the best interest of the Port to adopt Resolution 2024-07.

President Keyser called for a motion to approve Resolution 2024-07. Nancy Ward moved; Brian Fawcett seconded a motion to adopt Resolution 2024-07. Motion carried unanimously, 5-0.

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

Sean P. Clark reported that he attended the City-County dinner in Vernonia on April 30. Mr. Clark and Guy Glenn attended the Rainier Historical Society Groundbreaking event on May 6. Mr. Clark stated that he will be giving a "State of the Ports" update at the Maritime Commerce Club annual breakfast on May 16. At Port Westward, one inbound unit train of renewable diesel is estimated to arrive on May 9 and one vessel departed on May 5. Mr. Clark also reported that the Port is working with the Moore Road contractors to get electrical conduit and a gas line stubbed down Airport Road for future use. The Port is also working with ORPET on the action plan outlined in the Preliminary Enforcement Notice they received from DEQ in February 2024. Mr. Clark will be attending the Pacific Northwest Waterways Association (PNWA) Summer Conference June 4 – 6 in Clarkston, WA. He also announced the Port will have a booth at Citizens Day in the Park in St. Helens on June 22, Columbia County Fair and Rodeo on July 18, and the Columbia City Celebration on August 10. The Executive Director's Report is on file at the Port Office.



**Commissioner Reports**

Brian Fawcett stated that the Turning Point Food Bank in Clatskanie will be hosting a Picnic in the Park on August 3, 2024. Mr. Fawcett would like to have a discussion on the Port's donation policy and a possible sponsorship for this event.

Nick Sorber reported that he had lunch with Sean Clark and Guy Glenn, and he appreciates the budget report and presentations with slides.

Chip Bubl said he also appreciates the work on the budget.

Nancy Ward echoed that and stated that she better understands the budget this year. Ms. Ward stated there needs to be better communication about how much the Port supports the airport and marina because neither of those organizations are self-sustaining, and if it were not for the Port, they would go away.

Robert Keyser stated he also got a lot out of the budget meeting. Mr. Keyser said the initial reason to forgo levying the Port tax was to give some benefit back to the community when the Port was doing well financially, and he looks forward to the budget discussion. He also mentioned that Dan Lockett has done a lot for the Port and will be missed.

**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 10:10 A.M.**

\_\_\_\_\_  
President

July 10, 2024

Date Adopted by Commission

\_\_\_\_\_  
Secretary



**COMMISSION SPECIAL MEETING MINUTES**  
**JUNE 20, 2024**  
**100 E. STREET**  
**COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Special Meeting at 3:00 p.m. on Wednesday, June 20, 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 *
Christa Burns	Administrative Assistant II

Commission President Robert Keyser called the Port of Columbia County Special Meeting to order at 3:00 p.m. All Commissioners were present by Zoom.

**Additions to the Agenda**

There were no additions.

Port Executive Director, Sean P. Clark read the Executive Session language and then President Robert Keyser announced that the Commission would go into Executive Session.

**Executive Session**

The Board held an Executive Session to review and evaluate the employment-related performance of the Port Executive Director pursuant to ORS 192.660(2)(i).

The Commission returned to Open Session at 3:16 p.m.

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING  
 ADJOURNED AT 3:16 P.M.**

\_\_\_\_\_  
 President

July 10, 2024  
 Date Adopted by Commission

\_\_\_\_\_  
 Secretary



Finance Report July, 2024

## STAFF REPORT

DATE: July 3, 2024  
TO: Port Commission Board  
FROM: Guy Glenn  
Executive Finance Manager  
RE: Finance Update: May 2024 – June 2024

### Discussion:

This agenda item is a preliminary report of the Port's financial statements.

**Income Statement and Balance Sheet:** Due to the timing of this report, the June 2024 financial statements will be provided in August. The May Income Statement and May 31<sup>st</sup> Balance Sheet are included on the next two pages.

**Cash and Investments as of June 30, 2024:** \$13,447,457.40

- BMO - \$352,865.29
- LGIP - \$604,552.11
- LGIP - \$2,571,609.39
- LGIP - \$9,918,430.61

**Checks and electronic payments issued in June 2024 totaled:** \$920,206.67

### June Highlights:

The Port's FY25 Budget was adopted by resolution on June 12<sup>th</sup> and filed with Columbia County on June 27<sup>th</sup>. The Port's FY25 overall budget is \$17,564,969 and does not include any property tax revenue.

June 30<sup>th</sup> marked the end of the 2024 Fiscal Year. Fiscal Year 2025 began on July 1<sup>st</sup>.



## Income Statement For the period ending May 31, 2024

	Current	Yr To Date	Annual	%	Prior YTD
	Actual	Actual	Budget	Remaining	Actual
<b>Resources</b>					
Property Taxes	9	8,236	10,000	17.6%	10,628
Licenses and Permits	49,183	520,193	607,905	14.4%	503,156
Rents and Reimbursements	379,688	6,066,264	5,539,770	-9.5%	4,804,201
Terminal Services	15,054	380,645	718,925	47.1%	528,813
Bayport RVPark	7,563	96,621	161,757	40.3%	137,175
Parking Fees	13,830	57,944	35,191	-64.7%	32,820
Launch Fees	-	22,393	59,264	62.2%	42,390
Other Marina Fees	170	2,510	6,556	61.7%	2,844
Grants	-	377,292	400,000	5.7%	47,035
Loan Proceeds	-	-	400,000	100.0%	483,186
Interest Earnings	46,767	460,409	200,000	-130.2%	225,800
InterGovernmental Income	-	-	-	0.0%	-
Contributions	-	-	-	0.0%	-
Miscellaneous Income	2,573,893	2,664,118	30,000	-8780.4%	73,486
				0.0%	
<b>Total Resources</b>	<b>3,086,158</b>	<b>10,656,625</b>	<b>8,169,368</b>	<b>-30.4%</b>	<b>6,891,533</b>
<b>Requirements</b>					
Personnel Services	262,757	2,290,315	2,824,265	18.9%	1,900,909
Materials and Services	140,894	2,573,317	2,295,741	-12.1%	2,103,134
Capital Outlay	40,179	704,007	7,295,000	90.3%	532,305
Debt Service	-	695,851	785,664	11.4%	445,803
Contingency	-	-	3,062,743	100.0%	-
<b>Total Requirements</b>	<b>443,830</b>	<b>6,263,490</b>	<b>16,263,413</b>	<b>61.5%</b>	<b>4,982,151</b>
<b>Ending Fund Balance</b>	<b>2,642,329</b>	<b>4,393,135</b>		<b>0.0%</b>	<b>1,909,382</b>

**Port of Columbia County  
Balance Sheet  
As of May 31, 2024**

<b>ASSETS</b>	<b>May</b>	<b>May</b>
	<b>2024</b>	<b>2023</b>
<b>Current assets</b>		
Cash and Investment	12,575,738	9,247,920
Cash restricted for debt payments	925,838	269,630
Receivables, net of allowances	387,537	107,475
Prepaid Expenses	27,796	995
<b>Total current assets</b>	<b>13,916,909</b>	<b>9,626,020</b>
<b>Noncurrent assets</b>		
Capital Assets	-	-
Depreciable capital assets	63,908,238	63,666,364
Non depreciable capital assets	12,090,960	11,807,769
Accumulated depreciation	(34,062,558)	(31,870,002)
Capital assets, net	41,936,640	43,604,132
Receivables from other organizations	1,593,711	7,593,270
<b>Total noncurrent assets</b>	<b>43,530,351</b>	<b>51,197,402</b>
<b>Deferred outflows of resources</b>	<b>285,578</b>	<b>439,963</b>
<b>Total Assets and deferred outflows</b>	<b>57,732,838</b>	<b>61,263,385</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current liabilities</b>		
Accounts payable	(3,851)	66,146
Accrued interest payable	77,291	141,698
Retainage Payable	-	-
Accrued payroll costs	(437)	(43,249)
Compensated balances	169,742	106,661
Deferred revenue	(108)	37
Deposits	681,298	672,231
Notes payable and assessment debt - current	268,196	740,167
<b>Total current liabilities</b>	<b>1,192,131</b>	<b>1,683,691</b>
<b>Noncurrent liabilities</b>		
Notes Payable	4,702,099	4,307,726
Special assessment debt with government commitment	1,455,970	6,975,063
Environmental Clean-up Liab. RR Ave	19,600,000	-
Net pension liability	865,616	948,408
<b>Total noncurrent liabilities</b>	<b>26,623,685</b>	<b>12,231,197</b>
<b>Deferred inflows of resources</b>	<b>-</b>	<b>-</b>
<b>Net position</b>		
Investment in capital assets, net of related debt	29,519,113	29,519,113
Unrestricted	(527,929)	17,559,754
Restricted for debt payments	925,838	269,630
Current Year Income (loss)		
<b>Total net position</b>	<b>29,917,022</b>	<b>47,348,497</b>
<b>Total liabilities, deferred inflows and net position</b>	<b>57,732,838</b>	<b>61,263,385</b>

**Port of Columbia County  
Income Statement  
For the period ending  
May 31,2024**

	<i>Yr To Date</i>	<i>Percentage</i>	<i>Percentage</i>
	<i>Actual</i>	<i>Of Budget</i>	<i>Of Prior YTD</i>
<b>Revenue</b>			
Property Taxes	8,236	0.0%	
Licenses and Permits	520,193	85.6%	103.39%
Rents and Reimbursements	6,066,264	109.5%	126.27%
Terminal Services	380,645	52.9%	71.98%
Bayport RVPark	96,621	59.7%	70.44%
Parking Fees	57,944	164.7%	176.55%
Launch Fees	22,393	37.8%	52.83%
Other Marina Fees	2,510	38.3%	88.26%
Grants	377,292	94.3%	802.15%
Interest Earnings	460,409	230.2%	203.90%
Miscellaneous Income	2,664,118	8880.4%	3625.36%
<b>Total Revenue</b>	10,656,625	133.8%	154.63%
<b>Less RRA Insurance</b>	8,082,732	101.5%	117.28%
<b>Expenses</b>			
Personnel Services	2,290,315	81.1%	120.49%
Materials and Services	2,573,317	112.1%	122.36%
Capital Outlay	704,007	9.7%	132.26%
Debt Service	695,851	88.6%	156.09%
<b>Total Expenses</b>	6,263,490		125.72%
<b>Net Income/Loss</b>	1,819,242		95.28%
	<i>Yr To Date</i>	<i>Percentage</i>	<i>Percentage</i>
	<i>Actual</i>	<i>Of Budget</i>	<i>Of Prior YTD</i>

Increase in Revenue

Increase in Expense

Note - RRA Insurance Proceeds Deducted - Non Recurring

Capital Outlay Dependent On Completion of Projects vs Budget



**Port of Columbia County  
Vendor Check Register Report - A**

Check No.	Vendor ID	Vendor Name	Check Date	Check Amount	Voided
45256	ACEH001	Ace Hardware - St Helens	6/6/2024	\$432.53	No
45257	ACEH002	Ace Hardware - Scappoose	6/6/2024	\$21.72	No
45258	AMBI001	Ambient IT Solutions	6/6/2024	\$1,613.25	No
45259	ASHC001	Ash Creek Forest Management, LLC	6/6/2024	\$3,600.00	No
45260	BANK001	BMO Financial Group	6/6/2024	\$5,022.27	No
45261	CINT002	Cintas Corporation No 3	6/6/2024	\$274.08	No
45262	CITY001	City of Columbia City	6/6/2024	\$248.57	No
45263	CITY003	City of St. Helens	6/6/2024	\$105.69	No
45264	CITY005	City of Clatskanie	6/6/2024	\$79.53	No
45265	COLU011	Columbia County Dept.of Community Justice Adult Divi	6/6/2024	\$1,125.00	No
45266	COLU016	Columbia Soil & Water Conservation Dist	6/6/2024	\$500.00	No
45267	COMC001	Comcast	6/6/2024	\$93.62	No
45268	CONN001	Connecta Satellite Solutions LLC	6/6/2024	\$44.78	No
45269	COUN001	Country Media	6/6/2024	\$160.00	No
45270	FAEG001	Aron Faegre	6/6/2024	\$2,737.50	No
45271	KPFF001	KPFF, Inc	6/6/2024	\$4,915.39	No
45272	LOOPN001	LoopNet	6/6/2024	\$660.00	No
45273	LOWE001	Lower Columbia Engineering	6/6/2024	\$31,273.71	No
45274	MARI002	Maritime Fire & Safety Association	6/6/2024	\$270.00	No
45275	METR002	MetroWatch	6/6/2024	\$2,913.28	No
45276	MYSY001	My System Shield LLC	6/6/2024	\$3,106.00	No
45277	NASA001	National Association of State Agencies for Surplus Prop	6/6/2024	\$39.00	No
45278	NUIS001	John A. Norvell dba	6/6/2024	\$175.00	No
45279	OREG017	Oregon Government Finance Officers Association	6/6/2024	\$125.00	No
45280	SHRE001	Shred Northwest, Inc	6/6/2024	\$60.00	No
45281	SONI001	Sound Security, Inc	6/6/2024	\$567.32	No
45282	STEW001	Stewardship Solutions, Inc	6/6/2024	\$735.20	No
45283	WARD001	Nancy Ward	6/6/2024	\$118.70	No
45284	WILC001	Wilson Oil Inc dba	6/6/2024	\$407.77	No
45285	ATTM001	AT&T Mobility	6/14/2024	\$1,041.75	No
45286	BEMI001	Bemis Printing & Graphics	6/14/2024	\$494.00	No
45287	BUBL001	Chip Bubl	6/14/2024	\$150.00	No
45288	CABL001	Cable Huston	6/14/2024	\$3,034.00	No
45289	CARQ001	General Parts Distribution	6/14/2024	\$20.14	No
45290	CENT001	CenturyLink	6/14/2024	\$243.54	No
45291	CINT001	Cintas First Aid & Safety	6/14/2024	\$108.00	No
45292	CINT002	Cintas Corporation No 3	6/14/2024	\$152.00	No
45293	CLAT002	Clatskanie PUD	6/14/2024	\$33.05	No
45294	COMC001	Comcast	6/14/2024	\$93.62	No
45295	COMC003	Comcast Business-Ethernet	6/14/2024	\$2,207.89	No
45296	CONW001	Conway Data, Inc	6/14/2024	\$3,520.00	No
45297	CSAP001	CSA Planning Ltd.	6/14/2024	\$2,171.25	No
45298	DAHL001	VASA Hldgs LLC dba	6/14/2024	\$274.62	No
45299	EMPL001	Employment Tax Unit 02	6/14/2024	\$449.26	No

45300	FAWC001	Brian Fawcett	6/14/2024	\$150.00	No
45301	HUDS001	Hudson Garbage Service	6/14/2024	\$784.62	No
45302	HUDS002	Hudson Portable Toilet Service	6/14/2024	\$462.77	No
45303	KEYS001	Robert Keyser	6/14/2024	\$150.00	No
45304	KOLD001	Culligan	6/14/2024	\$53.30	No
45305	MARI004	Marine Floats Corporation	6/14/2024	\$60,000.00	No
45306	METR001	Metro Overhead Door	6/14/2024	\$6.12	No
45307	METR002	MetroWatch	6/14/2024	\$2,726.06	No
45308	PACI005	Pacific Office Automation	6/14/2024	\$357.00	No
45309	PAMP001	Oregon Publication Corporation	6/14/2024	\$150.00	No
45310	PITN003	Pitney Bowes - Lease	6/14/2024	\$186.54	No
45311	PORT002	Portland General Electric	6/14/2024	\$7,343.79	No
45312	SDIS001	SDIS	6/14/2024	\$1,088.70	No
45313	SHRE001	Shred Northwest, Inc	6/14/2024	\$60.00	No
45314	SISC001	Gina Sisco	6/14/2024	\$63.28	No
45315	SORB001	Nick Sorber	6/14/2024	\$150.00	No
45316	VOYA001	Voya - State of Oregon	6/14/2024	\$4,434.00	No
45317	WARD001	Nancy Ward	6/14/2024	\$150.00	No
45318	WAST002	Waste Management of OR, Inc.	6/14/2024	\$33.45	No
45319	WSPU001	WSP USA Inc	6/14/2024	\$567.81	No
45320	ZIPL001	ZiPLY Fiber	6/14/2024	\$130.56	No
45321	AMBI001	Ambient IT Solutions	6/21/2024	\$218.75	No
45322	CABL001	Cable Huston	6/21/2024	\$4,278.08	No
45323	CHAR001	Charter Communications	6/21/2024	\$217.04	No
45324	COSC001	Cosco Fire Protection	6/21/2024	\$14,415.00	No
45325	COTT001	Sydell Cotton	6/21/2024	\$50.00	No
45326	CULV001	Kimberlee Culver	6/21/2024	\$220.91	No
45327	FINE001	Encore Business Solutions	6/21/2024	\$675.00	No
45328	HELL001	Rob Heller	6/21/2024	\$300.00	No
45329	HRAV001	HRA VEBA Plan	6/21/2024	\$9,000.00	No
45330	MCMU002	McMullen Water System	6/21/2024	\$1,375.00	No
45331	MERC001	Merchants Exchange of Portland	6/21/2024	\$150.00	No
45332	NWNA001	NW Natural Gas Company dba	6/21/2024	\$171.28	No
45333	PAUL001	Paulson Printing	6/21/2024	\$359.30	No
45334	PNWA001	Pacific Northwest Waterways Association	6/21/2024	\$55.00	No
45335	PORT003	Portland Community College Foundation	6/21/2024	\$408.00	No
45336	QUIL001	Staples Inc dba	6/21/2024	\$82.67	No
45337	SALI002	Robert Salisbury	6/21/2024	\$126.42	No
45338	SCOT001	Brittany Scott	6/21/2024	\$53.47	No
45339	SOUT001	South Columbia County Chamber of Commerce	6/21/2024	\$500.00	No
45340	SUPP002	SupplyWorks	6/21/2024	\$507.64	No
45341	TAYL001	Taylor Metal Products	6/21/2024	\$1,585.66	No
45342	THOM001	Thomson Reuters-West Payment Center	6/21/2024	\$129.72	No
45343	WILC001	Wilson Oil Inc dba	6/21/2024	\$123.07	No
45344	BURN001	Christa Burns	6/28/2024	\$9.98	No
45345	BUSI001	Business Oregon	6/28/2024	\$42,739.79	No
45346	CENT001	CenturyLink	6/28/2024	\$101.18	No

45347	CENT002	Century West Engineering	6/28/2024	\$8,076.00	No
45348	CENT003	CenturyLink	6/28/2024	\$54.44	No
45349	CHRI002	Chris O Janitorial LLC	6/28/2024	\$2,738.66	No
45350	CINT002	Cintas Corporation No 3	6/28/2024	\$116.16	No
45351	CITY001	City of Columbia City	6/28/2024	\$27.00	No
45352	CITY003	City of St. Helens	6/28/2024	\$29,676.63	No
45353	CLAR002	Sean Clark	6/28/2024	\$754.18	No
45354	CLAT002	Clatskanie PUD	6/28/2024	\$56.05	No
45355	COBR001	Cobra Management Services-Accrue	6/28/2024	\$195.00	No
45356	COLU008	Columbia River PUD	6/28/2024	\$3,305.32	No
45357	COMC001	Comcast	6/28/2024	\$2,255.74	No
45358	COMC002	Comcast Business-Office Phones	6/28/2024	\$1,031.40	No
45359	FINE001	Encore Business Solutions	6/28/2024	\$112.50	No
45360	GADO001	Robert Gadotti	6/28/2024	\$900.00	No
45361	GLEN001	Guy Glenn	6/28/2024	\$19.43	No
45362	KPFF001	KPFF, Inc	6/28/2024	\$2,345.00	No
45363	METR002	MetroWatch	6/28/2024	\$1,554.26	No
45364	NORT006	Northeast Electric, LLC	6/28/2024	\$83,810.00	No
45365	SALI002	Robert Salisbury	6/28/2024	\$37.34	No
45366	SCOT001	Brittany Scott	6/28/2024	\$13.67	No
45367	SHRE001	Shred Northwest, Inc	6/28/2024	\$60.00	No
45368	SISC001	Gina Sisco	6/28/2024	\$70.74	No
45369	SONI001	Sound Security, Inc	6/28/2024	\$592.40	No
45370	TOLL001	Lacey Tolles	6/28/2024	\$69.69	No
45371	VOYA001	Voya - State of Oregon	6/28/2024	\$4,434.00	No
45372	WILC001	Wilson Oil Inc dba	6/28/2024	\$426.40	No
<b>Total</b>	<b>117</b>			<b>\$375,051.00</b>	

**Electronic Withdrawals**

WDL000006356		ADP Payroll		\$87,875.46	
WDL000006355		ADP Payroll Fees		\$154.97	
WDL000006355		PERS		\$9,569.17	
WDL000006387		ADP Payroll Fees		\$158.16	
WDL000006400		PERS		\$9,569.22	
WDL000006411		Cardinal Services Payroll		\$4,018.52	
WDL000006399		ADP Payroll		\$64,511.06	
WDL000006327		PERS		\$9,422.77	
DAJ000006342		Merchant Fee 3111		\$562.25	
DAJ000006343		Merchant Fee 8904		\$642.03	
DAJ000006344		Merchant Fee 8888		\$1,548.52	
DAJ000006348		RV Park Reservation Refund 3111		\$15.00	
DAJ000006371		RV Park Reservation Refund 3111		\$125.00	
DAJ000006392		Mo Bank Fee June		\$372.91	
DAJ000006393		RV Park Reservation Refund 3111		\$220.00	
DAJ000006405		RV Park Reservation Refund 3111		\$415.00	
DAJ000006406		Global Companies (CPBR)		\$325,000.00	
DAJ000006351		Regence		\$28,706.39	
DAJ000006350		The Standard		\$2,269.24	

**SubTotal - Electronic Withdrawals \$545,155.67**

**Grand Total \$920,206.67**

**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 Brian Fawcett

Date of Request 6/30/2024

Date	Description	Meeting Stipend	Expense or Mileage Reimbursement				Total
			Miles Driven	2023 Rate	Mileage	Meals and Other	
04.07.2024	Review Packet	\$ 50.00		0.6550	\$ -	\$ -	\$ -
04.08.2024	Meeting w/ Sean, Bob, Robert	\$ 50.00	26	0.6550	\$ 17.03	\$ -	\$ 17.03
04.10.2024	Commission Meeting	\$ 50.00	6	0.6550	\$ 3.93	\$ -	\$ 3.93
04.24.2024	Review Strategic Plan	\$ 50.00		0.6550	\$ -	\$ -	\$ -
04.30.2024	Phone calls/ short meetings	\$ 50.00		0.6550	\$ -	\$ -	\$ -
05.05.2024	Review Packet	\$ 50.00		0.6550	\$ -	\$ -	\$ -
05.06.2024	Meeting w/Sean	\$ 50.00		0.6550	\$ -	\$ -	\$ -
05.07.2024	Scap Bay Marine Park Advisory Comm	\$ 50.00	6	0.6550	\$ 3.93	\$ -	\$ 3.93
05.08.2024	Commission Meeting	\$ 50.00	6	0.6550	\$ 3.93	\$ -	\$ 3.93
05.17.2024	Review Packet	\$ 50.00		0.6550	\$ -	\$ -	\$ -
05.21.2024	Meeting w/ staff about Scap Bay	\$ 50.00	6	0.6550	\$ 3.93	\$ -	\$ 3.93
05.30.2024	Meeting about Port tax	\$ 50.00	6	0.6550	\$ 3.93	\$ -	\$ 3.93
05.31.2024	Phone calls/ short meetings	\$ 50.00		0.6550	\$ -	\$ -	\$ -
06.03.2024	Meeting w/ Sean, Robert	\$ 50.00		0.6550	\$ -	\$ -	\$ -
06.08.2024	Review Packet	\$ 50.00		0.6550	\$ -	\$ -	\$ -
06.12.2024	Commission Meeting	\$ 50.00	6	0.6550	\$ 3.93	\$ -	\$ 3.93
06.14.2024	Winners Circle Meeting	\$ 50.00		0.6550	\$ -	\$ -	\$ -
06.16.2024	ED Review	\$ 50.00		0.6550	\$ -	\$ -	\$ -
06.20.2024	Commission Meeting	\$ 50.00		0.6550	\$ -	\$ -	\$ -
06.30.2024	Phone calls/ short meetings	\$ 50.00		0.6550	\$ -	\$ -	\$ -
		\$ -		0.6550	\$ -	\$ -	\$ -
		\$ -		0.6550	\$ -	\$ -	\$ -
		\$ -		0.6550	\$ -	\$ -	\$ -
		\$ -		0.6550	\$ -	\$ -	\$ -
<b>TOTAL REQUESTED REIMBURSEMENT</b>		<b>\$ 1,000.00</b>	<b>62.00</b>		<b>\$ 40.61</b>	<b>\$ -</b>	<b>\$ 40.61</b>

*Reviewed By:*  


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.

Brian Fawcett  
Signature

WARD - APRIL 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 05.31.2024

Date	Description	Meeting Stipend	Expense or Mileage Reimbursement				Total
			Miles Driven	2024 Rate	Mileage	Meals and Other	
05.03.2024	Budget Meeting prep w/Sean & Guy	\$ 50.00	26	0.6700	\$ 17.42	\$ -	\$ 17.42
05.05.2024	Agenda packet & meeting prep	\$ 50.00		0.6700			\$ -
05.08.2024	Board Meeting	\$ 50.00	26	0.6700	\$ 17.42		\$ 17.42
05.09.2024	Meeting w/DEQ & Sean	\$ 50.00	26	0.6700	\$ 17.42		\$ 17.42
05.16.2024	PGE/Next Update Call	\$ 50.00		0.6700	\$ -		\$ -
05.19.2024	Agenda packet & meeting prep	\$ 50.00		0.6700	\$ -		\$ -
05.21.2024	PNWA Monthly Call	\$ 50.00		0.6700	\$ -		\$ -
05.22.2024	Board Meeting	\$ 50.00	26	0.6700	\$ 17.42		\$ 17.42
05.30.2024	Commissioner Smith - lunch meeting	\$ 50.00	6	0.6700	\$ 4.02	\$ 45.00	\$ 49.02
May	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	\$ -		\$ -
TOTAL REQUESTED REIMBURSEMENT		\$ 500.00			\$ 73.70	\$ 45.00	\$ 118.70

10

Reviewed By:  
JSS

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



## SIA Advisory Committee: Reappointment of Officers

### Res. 2024-13 STAFF REPORT

---

DATE: July 10, 2024  
TO: Port Commission  
FROM: Lacey Tolles – Data Resource & Projects Specialist  
RE: **Three Airport Advisory Committee Reappointments**

#### Discussion

The Scappoose Airport Advisory Committee has authority to recommend actions to the Port Commission but may not obligate the Port in any way. All the responsibilities of the Airport Advisory Committee are assigned at the discretion of the Executive Director or by the Port Commission.

Three of the Advisory Committee member terms expired on June 30, 2024. Staff contacted these three members and all three members wanted to continue. The Advisory Committee then unanimously voted in favor of Mike Greisen, Andrew Cox, and Keith Forsythe being appointed for an additional three-year term (July 2024-June 2027).

#### Recommendation

Adoption of Resolution 2023-13 reappointing Mike Greisen, Andrew Cox, and Keith Forsythe to the Scappoose Airport Advisory Committee for a three-year term from July 2024 thru June 2027.

# RESOLUTION NO. 2024-13

## A RESOLUTION REAPPOINTING MIKE GREISEN, ANDREW COX, AND KEITH FORSYTHE TO THE SCAPPOOSE AIRPORT ADVISORY COMMITTEE

**WHEREAS**, the Port of Columbia County maintains an Advisory Committee for matters related to the Scappoose Airport; and

**WHEREAS**, each member of the Advisory Committee has a term of three years; and

**WHEREAS**, the terms of Advisory Committee members Mike Greisen, Andrew Cox, and Keith Forsythe expired June 30, 2024; and

**WHEREAS**, these members would like to continue to serve as members and the Advisory Committee took a vote and agreed (7 yes votes) to reappoint them; and

**WHEREAS**, the Commission wishes to reappoint these members and thank them for their continued service on the Advisory Committee; now, therefore,

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

Mike Greisen, Andrew Cox, and Keith Forsythe are hereby reappointed to the Scappoose Airport Advisory Committee for a three-year term (July 2024-June 2027).

**PASSED AND ADOPTED** this \_\_\_\_ day of July 2024, by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

**Port of Columbia County**

ABSTAIN: \_\_\_\_\_

**By:**

\_\_\_\_\_  
**President**

**Attested By:**

\_\_\_\_\_  
**Secretary**





Broker Commission Policy  
Update

2024-14

## STAFF REPORT

---

DATE: July 10, 2024  
TO: Port Commission  
FROM: Amy Bynum, Deputy Director / Real Estate & Business Development Manager  
RE: **Broker Commission Policy Update**

### Discussion

Typically, leasing of Port property is handled directly between Port staff and the tenant because historically the Port has not sold many assets. However, through our recent efforts to sell or lease the new hangar building at Scappoose Airport, staff has at the direction of the Commission hired an aviation real estate broker. While negotiating the Listing Agreement with the broker, staff became aware that there are currently two active Brokerage Commission Policies (1985 and 2000). Although most information provided in the 1985 policy is contained in the 2000 policy, the 2000 policy did not repeal the 1985 policy.

Port staff reevaluated the existing policies, audited the market and found that the policies are not in sync with current real estate market trends. The resulting proposed Policy incorporates the information learned to be competitive and reflects the industry standard that the broker commission be paid upon the execution of the lease. The current policies require that the commission be paid annually after receipt of rent for the preceding year.

### Recommendation

Adopt Resolution No. 2024-14, authorizing the updated Brokerage Commission Policy. Adoption of the new suggested resolution will repeal and supersede the competing previous policies.

# RESOLUTION NO 2024-14

## A RESOLUTION APPROVING A NEW BROKERAGE COMMISSION POLICY AND REPEALING TWO FORMER POLICIES

**WHEREAS**, there are currently two Real Estate Brokerage Commission Policies, one adopted on August 1, 1985 and one adopted on April 26, 2000, included as Attachments A and B; and

**WHEREAS**, the two policies conflict with one another and need industry standard revisions; and

**WHEREAS**, Port Staff researched and developed an updated Brokerage Commission Policy, included as Attachment C, that is in line with current industry standards; Now, therefore

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

The Board authorizes the repeal of Port of Columbia County Brokerage Policies from 1985 and 2000 and approves the new Brokerage Commission Policy.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of July 2024, by the following vote:

**AYES:** \_\_\_\_\_      **NAYS:** \_\_\_\_\_      **ABSTAIN:** \_\_\_\_\_

**Port of Columbia County**

**By:** \_\_\_\_\_  
**President**

**Attested By:**

**By:** \_\_\_\_\_  
**Secretary**

PORT OF ST. HELENS  
REAL ESTATE BROKERS COMMISSION SCHEDULE  
Effective Date: August 1, 1985

1. Commissions for the lease or other rental property shall be based on five percent (5%) of the net rental to the Port for the first 5 years of the lease agreement, plus (3%) of such rental for the balance of the term of the lease.  
Commissions on leases shall not exceed the sum of the commission as if it were a sale according to Paragraph 2. Commissions paid on percentage or concession leases shall be based on the minimum rent as established in the lease.  
Calculations of commissions shall be on the guaranteed rent and shall not include percentage overrides, escalation of base rents, taxes or other charges in addition to the original guaranteed rent.
2. Commissions on the sale of Port property, improved or unimproved, shall be based on six percent (6%) up to and including the initial \$100,000 of the gross sales price, plus five percent (5%) of the portion of the sales price from \$100,000.01 to \$500,000, plus two and one-half percent (2.5%) of any portion of the sales price in excess of \$500,000. When options to purchase not associated with a lease are exercised, a commission will be paid according to this schedule for the sale of property and shall be based on the sale price established in the option agreement or at the time the option agreement was approved by the Commission, whichever is less.
3. The Port reserves the right to withdraw or amend the offer contained within this schedule at any time.

PORT OF ST. HELENS  
REAL ESTATE  
BROKERAGE COMMISSION  
POLICY

*Recorded  
by Port Commission*

Effective August 1, 1985

The Port will offer real estate commissions to licensed real estate brokers who are the procuring cause of land, building, and improvement leases and sales. No commission shall be payable wherein the broker has an interest in the sale, rental, or lease transaction.

The Port will recognize a real estate broker as the purchaser's/lessee's agent only after written registration of the client and the Port has determined that said client has not previously registered the acknowledgement of the Port.

Commissions shall be payable on sales after transfer of deed and all monies due are paid. Commissions shall be payable on rentals and leases after acceptance and execution by the Port Commission of the appropriate documents.

8/1/85



## **PORT OF ST. HELENS**

P.O. BOX 598  
ST. HELENS, OREGON 97051

OFFICE LOCATION:  
100 "E" STREET  
COLUMBIA CITY, OREGON 97018  
PHONE: (503) 397-2888  
FAX: (503) 397-6924

# **Port of St. Helens Real Estate Brokerage Commission Policy**

## **Brokerage Commission Policy**

1. The Port of St Helens may pay real estate commissions to real estate brokers licensed in the state of Oregon who are the procuring cause of land, building, and improvement leases and sales. No commission shall be payable if the broker has an interest in the sale, rental, or lease transaction.
2. The Port of St Helens will recognize a real estate broker as the procuring cause only after the real estate broker has registered the client in writing with the Port and the Port has determined that (1) the client has not previously contacted the Port, and (2) no other real estate broker has previously registered the client with the Port. The registration will be effective only when acknowledged in writing by the Port and will expire without notice to the broker unless the real estate broker reports not less than monthly on the client's continued interest in the property. No commissions will be paid to real estate brokers who have not fulfilled the requirements of this policy, even though the Port may sell or lease property to a client who was initially introduced by the real estate broker.
3. Commission for sales will be payable at closing after transfer of deed. Commissions shall be payable on rentals and leases after acceptance and execution by both parties of the appropriate documents.

## **Real Estate Brokers Commission Schedule**

### **1. Leases**

Commissions for leases with "net" terms shall be 5 percent of the net rental to the Port for the first five years of the lease agreement, plus 3 percent of such net rental for the balance of the term. Net terms shall mean rent net to the Port with lessee paying taxes, utilities, maintenance, insurance and other fees and assessments which may be associated with the property. Commissions will be paid annually following the receipt of the rent for the immediately preceding year.

Commissions on leases shall not exceed the commission which would have been paid had the property been sold rather than leased, based upon the Port's standard sales commission.

Commissions paid on percentage and concession leases shall be based on the minimum rent as established in the lease. Calculations of commissions shall be based upon the guaranteed rent and shall not include percentage overrides, escalation of base rents, or other charges in addition to the original guaranteed rent.

**2. Leases SALES**


Commissions on the sale of Port property, improved or unimproved, shall be 6 percent, up to and including the initial \$500,000 of the gross sales price, plus 2½ percent of any portion of the sales price in excess of \$500,000.

**3. Options**

No commission will be paid on options to extend leases, renewal of expired leases, or an expansion of lease areas.

A commission will be paid if an option to purchase granted by the Port as part of a sale or lease of Port property is exercised within two years of the sale or lease. The total commission paid, including the commission on the initial transaction plus the commission on the option, shall not exceed the commission which would have been paid if the property would have been sold as part of the initial transaction.



The Port of St Helens reserves the right to withdraw or amend this schedule at any time.

Staff Review: 4/12/2000   
(Date)

Legal Council Review: 4/12/2000   
(Date)

Adopted by: BOARD OF COMMISSIONERS  
PORT OF ST HELENS:

4/26/2000  
(Date)

4-aye  Dahlgren, Sykes, Johnson, DeShazie  
1-absent  Petersen



P.O. Box 190  
Columbia City, Oregon  
100 E Street, Columbia City, Oregon 97018

## **Port of Columbia County Real Estate Brokerage Commission Policy and Schedule**

### **Brokerage Commission Policy**

1. The Port of Columbia County may pay real estate commissions to real estate brokers licensed in the State of Oregon who are the procuring cause of land, building, and improvement leases and sales. No commission shall be payable if the broker has an interest in the sale, rental, or lease transaction.
2. The Port of Columbia County will recognize a real estate broker as the procuring cause only after the real estate broker has communicated the client's name in writing to the Port and the Port has determined that (1) the client has not previously contacted the Port, and (2) no other real estate broker has previously recorded the client with the Port. The client record will be effective only when acknowledged in writing by the Port and will expire without notice to the broker unless the real estate broker reports in writing to the Port at least monthly on the client's continued interest in the property. No commissions will be paid to real estate brokers who have not fulfilled the requirements of this policy, even though the Port may sell or lease property to a client who was initially introduced by the real estate broker.

Brokerage Commission will not be paid by the Port on any new, renewing, relocating, expired, or expansion leases with existing tenants. The Port will cooperate with any existing tenant's broker representatives, but payment of the commission will be the responsibility of the tenant.

In the event a conflict between brokers arises with respect to the right to a commission, the Port will first request the brokers to resolve the conflict among themselves. If the brokers are unable to resolve the conflict, the Port may complete the transaction but withhold payment of any commission until it has received one set



of written instructions signed by all brokers or until a decision binding on all brokers has been rendered by a tribunal of competent jurisdiction. All costs associated with obtaining such a decision shall be paid by the brokers.

3. Commission for sales shall be payable within 30 days of the recording date of the deed and after all closing conditions have been satisfied. Commissions shall be payable within 30 days on rentals and leases after acceptance and execution by both parties of the appropriate documents.

## **Real Estate Brokerage Commission Schedule**

### **1. LEASES**

Commissions for leases with "net" terms shall be five (5) percent of the net rental to the Port for the first five (5) years of the lease agreement, plus three (3) percent of such net rental for the balance of the term. Net terms shall mean rent net to the Port with lessee paying taxes, utilities, maintenance, insurance and other fees and assessments which may be associated with the property.

Commissions on leases shall not exceed the commission which would have been paid had the property been sold rather than leased, based upon the Port's standard sales commission.

Commissions shall be based on the minimum rent as established in the lease in the Port's sole discretion. Calculations of commissions shall be based upon the guaranteed rent and shall not include percentage overrides, escalation of base rents, or other charges.

### **2. SALES**

Commissions on the sale of Port property, improved or unimproved, shall be six (6) percent up to and including the initial \$500,000 of the gross sales prices, plus two and a half (2 ½) percent of any portion of the gross sales price in excess of \$500,000.

### **3. OPTIONS**

No commission will be paid on options to extend leases, renewal of expired leases, or expansions of leased areas.

A commission will be paid if an option to purchase granted by the Port as a part of a sale or lease of Port property is exercised within two (2) years of the effective date of the original sale or lease. The total commission paid, including the commission on the initial

transaction plus the commission on the option, shall not exceed the commission which would have been paid if the property had been sold as a part of the initial transaction.

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The Port of Columbia County reserves the right to withdraw or amend this schedule at any time through Commission approval in a public meeting. Brokerage incentives may be offered in the Port's sole discretion to stimulate activity on selected properties, including increased commission rates over standard terms, bonus commissions and exclusive listings.

**CODE OF ETHICS**  
**ORS Chapter 244**  
**Port of Columbia County**

Port of Columbia County Commissioners and Port Staff shall be aware of and follow the State of Oregon Code of Ethics. This Code of Ethics shall be acknowledged by the members of the Port Commission in a public meeting at least once every calendar year. **The following actions are prohibited** regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed pursuant to ORS 244.120:

- (1) **Financial Gain.** A public official **may not use or attempt to use official position or office** to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public officials holding of the official position or office. ORS 244.040 (1). Subsection (1) does not apply to:
  - (a) Any part of an official compensation package as determined by the public body that the public official serves;
  - (b) The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria);
  - (c) Reimbursement of expenses;
  - (d) An unsolicited award for professional achievement;
  - (e) Gifts that do not exceed the limits specified in ORS 244.025 (**Gift limit**) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest;
  - (f) Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest;
  - (g) The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of gift in ORS 244.020 (Definitions);
  - (h) Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.
- (2) **Gift Limit.** **During a calendar year**, a public official, a candidate or a relative or member of the household of the public official or candidate **may not solicit or receive**, directly or indirectly, **any gift or gifts with an aggregate value in excess of \$50** from any single source that could reasonably be known to have a legislative or administrative interest.  
“Legislative or administrative interest” means an economic interest, distinct from that of the general public, in: (a) Any matter subject to the decision or vote of the public official acting in the public officials capacity as a public official; or (b) Any matter that would be subject to the decision or vote of the candidate who, if elected, would be acting in the capacity of a public official. ORS 244.025 (1) and ORS 244.020 (9).
- (3) **Future Employment.** A public official **may not solicit or receive**, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise. ORS 244.040 (3).
- (4) **Personal Gain from Confidential Information.** A public official **may not attempt** to further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official. ORS 244.040 (4).