

Port of Nehalem

Memorandum

DATE: February 15, 2023

TO: Port of Nehalem Commissioners

FROM: Camile S. Hickman, Office Manager

Subject: SDAO Conference Report, February 9-12, 2023 – Sunriver, OR

I attended pre-conference sessions on Thursday afternoon covering an overview of laws affecting special districts. Friday sessions were 'Public Meetings & Executive Sessions', 'Cyber Security' and Ports Caucus Meeting. Saturday sessions were 'Workers Compensation Changes', 'Understanding Financial Reports', and 'SDAO Resources'. Following are my 'takeaways' most applicable to the Port of Nehalem.

1. Local Rules – advantageous to codify rules governing public speaking time at meetings and hearings. Specifically if a controversial topic is being discussed. Should be in place prior to such a meeting and applied equally to all members of the public.
2. Executive Sessions – Virtual appearance not permitted. I have a document with me at meetings outlining the protocols for an Executive Session.
3. Most all presenters strongly encouraged keeping in personal contact with State and Federal legislators. It is important they know what our needs are. Special Districts are relatively 'unknown' in the halls of the capitol.
4. SAIF will provide all Workmen's' Comp claim service effective 7/1/23
5. Port Caucus Meeting
 - a. Courtney Flathers – Ports should respond to Economic Impact Needs Analysis. Last Study done in 2014. Survey coming of Needs assessment in 2-3 weeks. Respond with Statewide Capital Facilities input. Looking for Port's top 3 projects
 - b. OEM – Representative ran through a list of grant possibilities
 - c. Mark Landaur: Gave a legislative briefing of bills to be presented and their status. A bill to contend with Abandoned and derelict vessels and some funds to support the work. Task force is providing data to Div. State Lands to create a database. Oregon State Marine Board to provide some funding. Dredging anywhere continues to be more restrictive.
6. Understanding Financial Reports: Recommends providing Balance Sheet, P & L, reports of expenses, revenue, and payroll summary along with Budget v. Actual reporting to Commissioners. Do we have an Internal Controls Policy?
7. Lunch time informal round table with SDAO accountants/staff. The SDAO accountant strongly recommended an updated to QB software and including QP Payroll functions despite our few number of employees. Alternatively, check out cost of Bookkeeping service. (I'll have some dollar figures for you by the meeting.) QB and bookkeeping services keep on top of all legislation in the respective states regarding tax rate increases, managing IRA/SEP, matching funds. Will also usually file all local, state and federal tax reports.

8. SDAO Services: 8 hours of free consulting services; legal, records, policies, HR, Board Practices Assessments, Procurement and Risk Management.