

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 17 February 2016
Port Office, 100 Harbor Street,
Lane County, Florence, OR 97439

CALL TO ORDER

7:00 pm

APPROVAL OF THE AGENDA

REMARKS FROM CITIZENS/GROUPS

Use Sign-in Sheet on Counter...Limited to 5 minutes per speaker (15 minutes total)

REMONSTRANCE FROM THE COMMISSION

FINANCIALS

1. Annual Financial Report for FY2014-15: Bill Trotter, Auditor
2. Financial Statements: Ratify Bills Paid in January \$111,690.11

OLD BUSINESS

NEW BUSINESS

1. Resolution 2-17-16A Authorizing an SDAO Grant and Appropriating Funds
2. Resolution 2-17-16B Adopting an Oregon Ethics Law Policy
3. Approve Port Manager Request for Benefits to Start 1 March 2016

REPORTS President, Commission, Manager

ADJOURN

SCHEDULED MEETINGS

- Wednesday, 16 March 2016, Regular Commission Meeting, 7:00pm
- Wednesday, 20 April 2016, Regular Commission Meeting, 7:00pm
- Wednesday, 18 May 2016, Regular Commission Meeting, 7:00pm

MINUTES

PORT OF SIUSLAW COMMISSION MEETING
 Wednesday, 20 January 2016, 7:00pm
 Port Office, 100 Harbor Street, Florence OR 97439

Commissioners Attending: Ron Caputo, Terry Duman, Nancy Rickard, David Huntington, Mike Buckwald

Staff Attending: Dina McClure

Commission President Caputo called the meeting to order at 7:00pm

APPROVAL OF THE AGENDA – No changes were made

FINANCIALS: (7:00:40) **On the Motion, made by Commissioner Buckwald and seconded by Commissioner Rickard, the board voted unanimously to ratify bills in the amount of \$77,016.46.**

STATE OF THE PORT MESSAGE: (7:01:21) Message was read by President Caputo, (attached to these minutes).

OLD BUSINESS: none

NEW BUSINESS

1. **Update on Wilbur Property Negotiation:** (7:03:00) A press release was read by President Caputo, (attached to these minutes).
2. **Award Banking Services of Record for 2016-2018:** (7:06:17) Following a brief discussion regarding the three proposals and Merchant Services, President Caputo awarded the Banking Services of Record for 2016-18 to Banner Bank.

REPORTS (7:11:04)

Commissioner Caputo

- Has been busy with Wilbur property and new manager contract negotiations.
- Attended Senator Wyden's Town Hall and had an opportunity to bring the Siuslaw River jetties repair to his attention.

Commissioner Rickard

- Attended a PNWA phone conference at the port office, Senator Wyden's Town Hall in Florence, Senator Merkley's Town Hall in Coburg, Economic Development and City Council meetings.
- Attended a Main Street presentation. Main Street helps turn cities into tourist destinations by upgrading empty lots and buildings, increased landscaping, and installing public art.
- Port staff chose "Wild Thing" art for the Dancing with Sea Lions (attached).
- Is pleased the Wilbur property negotiations are moving forward. If the purchase takes place, the clam flats will be available to the public.

Manager

- The Audit for FY2014-15 is out in draft form and being reviewed.
- The city has begun work repairing the broken sidewalk near ICM.
- Six projects were submitted to Senators Wyden, Merkley, DeFazio, Roblan, and Rep McKeown for Water Resources Development Act 2016 consideration. Projects included jetty repair, river and marina dredging, wharf and bulkhead repair, and debris boom replacement.
- Steven Leskin, the new port manager, starts Feb 1.
- Attended several meetings with the Wilbur's negotiating the Earnest Money Agreement.

Commission President Caputo adjourned the regular meeting at 7:18pm to enter into Executive Session per ORS 192.660 (2) (e). Commissioner Caputo said the board would return to open session to take action if needed.

State of the Port

2015 found The Port of Siuslaw continuing its plan to increase revenue and cut back expenses. The port continues to be profitable which allows us to save funds for future projects. 2015 brought continued increases in occupancy in the RV Park of 11% and in the moorage basins of 16%.

Last year the Port upgraded the lighting in the Harbor street lot, built a new fish cleaning station, provided a location and the base for an artistic centerpiece at the board walk, and installed new Wi-Fi equipment in the RV Park and Marinas.

2015 also saw some staffing changes. The major change was the retirement of port manager Robert Forsythe, who had been with the port close to four years.

The port will continue to support recreational and commercial fishing and continue to seek out fishing related businesses to help improve our local economy.

Now that we are into 2016, we are looking forward to working with a new port manager to help keep our port the very best port on the coast. This last year the Port was once again very crabby, extremely fishy, and somewhat clammy.

Ron Caputo

President

Port of Siuslaw Commission

PRESS RELEASE

For Immediate Release

20 January 2016

Port Moves to Next Step in Acquiring Wilbur Property

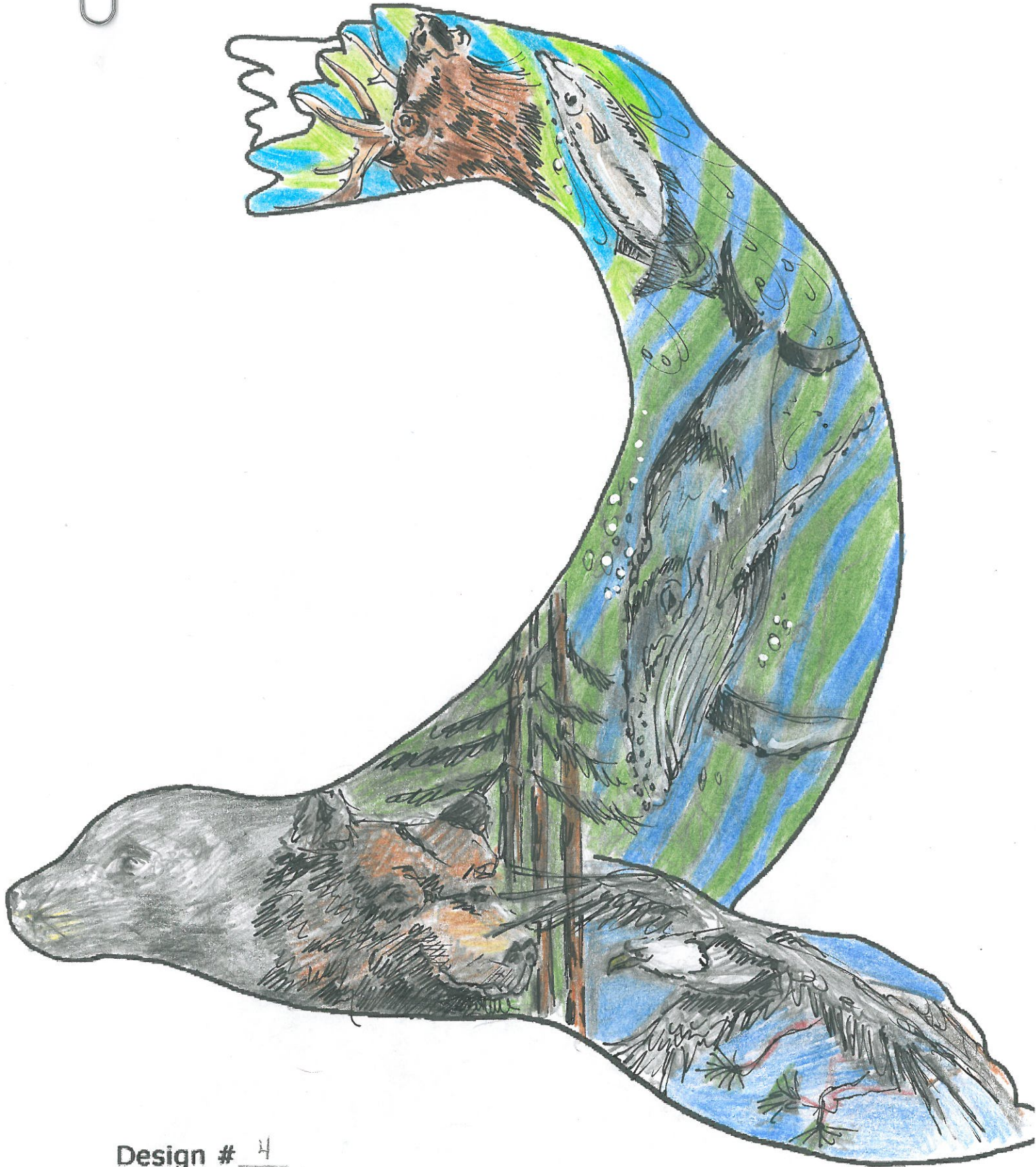
The Port of Siuslaw is pleased to announce that it has successfully negotiated an earnest money agreement to purchase from Don Wilbur Ltd. the 51-ac parcel of land, including the tidal flats, at the confluence of the Siuslaw River and North Fork Siuslaw. This land has previously been used for marine industrial uses including dock building, tug and barge operations, boat repair and storage. The property also has a waterway lease from DSL for docks and boat moorage on the waterfront of the Siuslaw, and valuable deep water access to the ocean.

Working with the State Marine Board and other agencies, the Port plans to develop a public recreational facility that may include a boat launch at the new location at 5940 Hwy 126. Having an additional boat launch will relieve pressure on the current boat launch located on Harbor St. During periods of heavy use, boat trailers are often lined up for blocks along the streets surrounding the Port's launch site.

In the future, the Port may offer boat storage and parking, picnic tables, as well as public access to the clam flats which have been privately owned since before 1950. Although privately owned for decades (and posted 'No Trespassing' for liability reasons), many people have regularly dug clams there at low tides, and ODFW even has publicized the location as if it were publicly owned (<http://www.dfw.state.or.us/MRP/shellfish/maps/Siuslaw.asp>).

Over the next few months, the seller will provide a survey, legal lot verification and title insurance, and will work with the Port to allow the existing users to transfer their leases to the Port of Siuslaw, which will provide some rent income to offset the purchase. The billboard located on the northeast corner of the property will be retained by the seller, and is not a part of the agreement.

The Port is applying for financial assistance from state funding sources to conduct initial investigations to be sure that there are no unexpected risks from past industrial uses. Should any further work be recommended, the federal government is in favor of funding rehabilitation of historic industrial lands, as opposed to leaving old sites in their present condition and building on new sites. The Port will work with federal resources to resolve any environmental concerns and assure the public's protection before moving ahead with the purchase. This presents a win-win opportunity for the Port of Siuslaw, the public, the environment and the local economy.



Design # 4

**Port of Siuslaw
 Balance Sheet
 As of January 31, 2016**

	<u>Jan 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	13,763.21
1003 · SB SAV - Capital Reserve	85,063.02
1005 · SB MMA - General Fund	488,140.18
1050 · SB MMA - ICM	5,044.08
1070 · Petty Cash	800.00
Total Checking/Savings	<u>592,810.49</u>
Other Current Assets	
1220 · Accounts Receivable	6,435.54
1499 · Undeposited Funds	1,085.75
Total Other Current Assets	<u>7,521.29</u>
Total Current Assets	<u>600,331.78</u>
TOTAL ASSETS	<u>600,331.78</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	11,117.72
Total Accounts Payable	<u>11,117.72</u>
Credit Cards	
2021 · Port Credit Card 1	3,316.71
Total Credit Cards	<u>3,316.71</u>
Other Current Liabilities	
2030 · Deposits Held	8,550.00
2040 · Gift Certificates	-277.00
2045 · Unearned CG Revenue (Hercules)	118,490.05
2100 · Payroll Liabilities	-125.00
2150 · Payroll related Liabilites	270.62
Total Other Current Liabilities	<u>126,908.67</u>
Total Current Liabilities	<u>141,343.10</u>
Total Liabilities	141,343.10
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	120,502.99
Net Income	233,776.03
Total Equity	<u>458,988.68</u>
TOTAL LIABILITIES & EQUITY	<u>600,331.78</u>

Port of Siuslaw Profit & Loss Budget Performance

January 2016

				Jan 16	Jul '15 - Jan 16	VARIANCE	Annual Budget
Gross Profit				45,529.16	903,065.36	657,803.64	1,560,869.00
Expense							
5000 · Personal Services							
			5020 · Port Manager	0.00	37,513.66	27,486.34	65,000.00
			5021 · Interim Port Manager	3,325.00	12,880.00	-12,880.00	0.00
			5030 · Administrative Assistant	0.00	15,588.36	23,349.64	38,938.00
			5036 · Project Coordinator	1,297.92	15,620.80	9,386.20	25,007.00
			5045 · Services Lead	1,329.60	8,739.67	-8,739.67	
			5050 · Office Assistant	0.00	7,709.78	16,929.22	24,639.00
			5061 · Campground Staff	643.68	12,165.34	10,656.66	22,822.00
			5065 · Fuel Attendant	0.00	2,337.00	1,663.00	4,000.00
			5075 · Maintenance I Lead	1,772.00	24,875.31	17,655.69	42,531.00
			5076 · Maintenance II	1,413.12	18,043.59	12,565.41	30,609.00
			5077 · Maintenance III	0.00	13,545.69	14,619.31	28,165.00
			5078 · Groundskeeper	536.40	8,222.90	19,661.10	27,884.00
			5110 · Payroll taxes	920.76	15,773.04	15,814.96	31,588.00
			5180 · Health Insurance	3,524.43	25,324.50	30,005.50	55,330.00
			5181 · Life Insurance	15.05	107.50	1,782.50	1,890.00
			5182 · Dental Insurance	323.75	2,312.50	2,644.50	4,957.00
			5190 · Workers Compensation Insurance	0.00	7,608.76	-608.76	7,000.00
			5251 · Applicant Expenses	0.00	142.48	-142.48	0.00
			5270 · Retirement	0.00	0.00	5,000.00	5,000.00
			5275 · Compensated absences	0.00	1,528.58	3,471.42	5,000.00
			5280 · Overtime	0.00	0.00	3,000.00	3,000.00
			Total 5000 · Personal Services	15,101.71	230,039.46	193,320.54	423,360.00
5300 · Material and Services							
			5260 · Employee Training	0.00	765.00	465.00	1,230.00
			5310 · Grant Expenses				
			5313 · Dredging Permit	1,160.00	3,979.00	-3,979.00	0.00
			5310 · Grant Expenses - Other	0.00	0.00	10,000.00	10,000.00
			Total 5310 · Grant Expenses	1,160.00	3,979.00	6,021.00	10,000.00
			5340 · Advertising	679.99	5,271.42	7,728.58	13,000.00
			5345 · Web Site	0.00	919.43	-919.43	0.00
			5350 · Office Supplies	846.97	1,508.79	2,491.21	4,000.00
			5360 · Operation Supplies				
			5361 · Safety Supplies	95.94	2,242.15	-142.15	2,100.00
			5362 · Vehicle fuel	52.81	792.47	1,307.53	2,100.00
			5360 · Operation Supplies - Other	437.19	6,058.81	9,741.19	15,800.00
			Total 5360 · Operation Supplies	585.94	9,093.43	10,906.57	20,000.00

4:48 PM

02/11/16

Accrual Basis

Port of Siuslaw
Profit & Loss Prev Year Comparison
July 2015 through January 2016

	<u>Jul '15 - Jan 16</u>	<u>Jul '14 - Jan 15</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4140 · Campground Revenue	294,473.57	282,461.97	12,011.60	4.3%
4150 · Leases	113,286.70	109,601.60	3,685.10	3.4%
4160 · Moorage	69,663.86	54,631.74	15,032.12	27.5%
4170 · Storage	17,577.64	15,305.39	2,272.25	14.9%
4190 · Marine Fuel	50,171.00	54,164.87	-3,993.87	-7.4%
4200 · Other Facility Income	24,752.59	21,787.38	2,965.21	13.6%
4500 · Levied Taxes	270,260.43	315,455.77	-45,195.34	-14.3%
4540 · Interest Income	167.83	478.87	-311.04	-65.0%
4550 · Maintenance Assistance Program	15,500.00	15,900.00	-400.00	-2.5%
4600 · Miscellaneous Income	14,607.06	12,690.52	1,916.54	15.1%
4650 · Sale of Surplus Equipment	375.00	2,000.00	-1,625.00	-81.3%
4840 · Grants	32,229.68	0.00	32,229.68	100.0%
Total Income	<u>903,065.36</u>	<u>884,478.11</u>	<u>18,587.25</u>	<u>2.1%</u>
Gross Profit	903,065.36	884,478.11	18,587.25	2.1%
Expense				
5000 · Personal Services	230,039.46	240,489.77	-10,450.31	-4.4%
5300 · Material and Services	324,480.71	346,555.39	-22,074.68	-6.4%
6000 · Capital Outlay	10,689.75	11,718.25	-1,028.50	-8.8%
7000 · Debt Service	104,079.41	104,079.41	0.00	0.0%
Total Expense	<u>669,289.33</u>	<u>702,842.82</u>	<u>-33,553.49</u>	<u>-4.8%</u>
Net Income	<u>233,776.03</u>	<u>181,635.29</u>	<u>52,140.74</u>	<u>28.7%</u>

	Campground 2012/2013			Campground 2013/2014			Campground 2014/2015			Campground 2015/2016		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	58%	58%	1835	61%	61%	1989	72%	72%	2318	79%	79%	2448
AUG	74%	66%	2326	84%	73%	2728	90%	81%	2890	91%	85%	2812
SEPT	86%	73%	2605	83%	76%	2619	90%	84%	2795	88%	86%	2651
OCT	33%	63%	1083	38%	67%	1242	45%	74%	1462	49%	77%	1527
NOV	12%	53%	388	18%	57%	567	24%	64%	753	26%	67%	770
DEC	9%	45%	288	17%	50%	550	23%	57%	748	17%	58%	514
JAN	12%	41%	394	26%	47%	860	29%	53%	920	20%	53%	621
FEB	12%	37%	361	25%	44%	734	34%	51%	939		53%	
MAR	16%	35%	492	27%	42%	875	39%	50%	1211		53%	
APR	21%	33%	643	29%	41%	910	38%	48%	1134		53%	
MAY	26%	33%	835	34%	40%	1100	37%	47%	1130		53%	
JUN	34%	33%	1070	39%	40%	1210	45%	47%	1362		53%	
TL YTD	33%	33%	12320	40%	40%	15384	47%	47%	17662	53%		11343
REV YTD	\$301,812			\$350,021			\$408,911			\$290,856		

	Hiker/Biker 2014/15		2015/16	
	#	\$	#	\$
JULY	40	\$550	51	\$677
AUG	48	\$660	27	\$372
SEPT	29	\$324	19	\$346
OCT	6	\$60	26	\$326
NOV	3	\$32	2	\$16
DEC	1	\$16	2	\$24
JAN	0	\$0	6	\$88
FEB	1	\$8		
MAR	8	\$80		
APR	9	\$72		
MAY	21	\$316		
JUN	20	\$160		
Total	186	\$2,278	133	\$1,849

	Moorage 2014/15			Moorage 2015/16		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	39%	39%	1378	45%	45%	1669
AUG	61%	50%	2165	71%	58%	2635
SEPT	82%	61%	2842	95%	70%	3394
OCT	67%	62%	2268	75%	72%	2752
NOV	33%	56%	1121	32%	64%	1132
DEC	30%	52%	2804	31%	58%	1140
JAN	29%	49%	1104	31%	54%	1144
FEB	29%	46%	961		54%	
MAR	31%	45%	1155		54%	
APR	33%	43%	1174		54%	
MAY	34%	43%	1245		54%	
JUN	33%	42%	1187		54%	
TL YTD	42%	42%	19404	54%		13866
REV YTD	\$69,337			\$79,291		

**Port of Siuslaw
RESOLUTION 2-17-16A
A RESOLUTION AUTHORIZING A SDAO GRANT
AND APPROPRIATING FUNDS**

WHEREAS, the Port of Siuslaw has applied for a Safety & Security Water Intrusion Grant from the Special Districts Association of Oregon to order gravel, grading, and compaction to address ongoing water intrusion problems in the amount of \$3,740, and

WHEREAS, a maximum of \$1,870 in matching funds has been awarded to the Port of Siuslaw, in the form of a reimbursement,

IT IS HEREBY RESOLVED that for the fiscal year beginning 1 July 2015, a supplemental general fund budget is hereby adopted in the total sum of \$1,562,739 now on file at the Port office, and the amounts for the purposes shown below are hereby appropriated:

<u>General Fund</u>	<u>Budgeted</u>	<u>Add/Transfer</u>	<u>Total</u>
Capital Outlay	\$149,869		
Water Intrusion Project		\$3,740	\$153,609
Contingency	\$100,000	(\$1,870)	\$ 98,130
Other Requirements			\$1,311,000
Total Requirements			\$1,562,739

ADOPTED by the Port of Siuslaw Board of Commissioners this 17th day of February 2016.

President

Attest

Please complete each field below, either on this form or on a separate sheet. Be sure to print clearly.

Name of SDAO Member District: Port of Siuslaw

Phone Number: 541-997-3426

Complete Mailing Address: PO Box 1220, Florence OR 97439

Fax: 541-997-9407

Contact Person: Dina McClure

E-Mail: port@portofsiuslaw.

NEW!

District Budget (check one):

<\$150K

>\$150K and <\$350K

>\$350K

Brief description of proposed project ^{*}:

This Storage Building Drainage Project will address an ongoing water intrusion problem at the Port of Siuslaw facility in Florence. The Port operates two storage buildings, each approximately 50' x 200'. During heavy seasonal rains, standing water accumulates in the gravel access roads surrounding the buildings and water penetrates into the storage units at a depth of up to 3". Some of the storage spaces are used by the Port, the remainder are rented to the public. This project will provide a professionally designed and installed rock drainage system to divert rain water away from the buildings, protecting both the structures and their contents. Proposed work includes adding up to 100 tons of 3/4-0" rock, grading and rolling existing and new gravel to direct water away from the building perimeters, and diverting water on the south side of the buildings to an existing culvert. The project will complement french drains already present at the west end of both buildings, and will accommodate adjacent campground sites, parking areas and access roads.

Total cost:
\$3,740.

Breakdown of cost(s) ^{*}:

Ray Wells, Inc. will provide up to 100 tons of 3/4 - 0" rock, placed and compacted, including grading, for the lump sum of \$3,740. The Port will provide matching funds of 50% (\$1,870) of the total project cost.

Impact on staff, volunteers, and/or community safety:

The Port maintenance shop is located in the west end of one storage building and additional Port storage and work spaces occupy the western ends of both buildings. The remainder of the storage units in both buildings are rented to the public. Port staff are faced with addressing water intrusion into the shop area of the building and resultant safety concerns with operating a maintenance shop, including equipment and materials, in a wet environment. Staff are also impacted by water damage to long-term records and supplies housed in the buildings. In addition, Port customers frequently complain about damage and risk of damage to their rented unit contents. Boots are required to enter storage units when water intrusion is at its peak. Standing water in adjacent access roads also creates hazardous driving conditions for customers and staff. See attached photos of water intrusion around storage buildings earlier this month.

To be considered, your grant application must be completed in full and submitted to SDAO no later than **noon on Thursday, December 15, 2015**. Submit completed applications to **SDAO, PO Box 12613, Salem OR 97309**, fax to **503-371-4781**, or e-mail to sgalaway@sdao.com.

Questions? Contact Sandy Galaway at **800-285-5461, extension 111** or **503-375-8891**.

***NOTE:** Routine maintenance to existing facilities and/or equipment and normal business expenses will not be considered. Labor costs for district employees are not eligible for in-kind matching.

Port of Siuslaw, Storage Building Drainage Project. Site photos, December 2015.



Standing water between the two storage buildings, looking east.



Standing water on south side of storage buildings.



Standing water on east end of storage buildings.

PORT OF SIUSLAW
RESOLUTION 2-17-16B
ADOPTING AN OREGON ETHICS LAW POLICY

WHEREAS, the Port of Siuslaw participates in the Special Districts Insurance Services Best Practices program which provides an opportunity for districts to earn an annual discount on property/casualty contributions; and

WHEREAS, this year's Best Practices Checklist includes adopting an Oregon Ethics Law Policy; and

WHEREAS, the Port of Siuslaw wishes to comply with Oregon's Ethics Law;

NOW, THEREFORE, the Port of Siuslaw Board of Commissioners resolves as follows:

Oregon Ethics Law Policy

Purpose

The purpose of this policy is to establish ethical standards of conduct for all district public officials in accordance with Oregon Government Ethics law.

Financial Gain

Each public official is prohibited from using the position as a public official to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official. In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the public official's household, or for a business with which the public official, a relative, or a member of the public official's household is associated.

The following is a list of financial benefits that may be received. These include:

- Official compensation
- Reimbursement of expenses
- Honorarium
- Unsolicited awards for professional achievement
- Some gifts

Gifts

No public official shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or

administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest. The difference between an actual conflict of interest and a potential conflict of interest is determined by the words “would” and “could.”

A public official is met with an **actual** conflict of interest when the public official participates in action that **would** affect the financial interest of the official, the official’s relative or a business with which the official or a relative of the official is associated.

A public official is met with a **potential** conflict of interest when the public official participates in action that **could** affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. The following public officials must use the methods described below:

- Potential Conflict of Interest: Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
- Actual Conflict of Interest: Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a public official is met with an actual conflict of interest and the public official’s vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member’s absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.

ADOPTED by the Port of Siuslaw Board of Commissioners on the 17th day of February 2016.

By: _____

President

By: _____

Attest

MEMORANDUM

DATE: January 15, 2016

TO: SDIS Property/Casualty Insurance Program Participants

FROM: SDAO Member Services

SUBJECT: 2016 Best Practices Program – *Property/Casualty Insurance Credits Available!*

Thank you for your participation in the SDIS property/casualty program! Each year, the SDIS Best Practices Program offers opportunities for members to earn credits on their following year's general liability, auto liability, and property insurance contributions. In 2015, 645 members participated in the program and over \$908,000 in credits were awarded.

The 2016 Best Practices Program is now underway and again offers members the opportunity to earn up to a **10% credit** on their 2017 general liability, auto liability, and property insurance contributions. The calculation of the discount will be based on five categories that each offer 2% toward the total credit:

- Online Training – *2% credit*
- SDAO/SDIS Training or Board Practices Assessment – *2% credit*
- Affiliate Organization Membership – *2% credit*
- Best Practices Checklist – *2% credit*
- Oregon Ethics Law Policy – *2% credit*

Information about these categories and their corresponding requirements is included on the following pages. The five credit opportunities are not identical to last year so please take a moment to review this important information.

The deadline to earn credit for each discount opportunity is **November 15, 2016**, but you can start earning these credits today! Your total discount will range from 0-10%, based on what is submitted, and will be applied to the following year's (2017) contributions.

We look forward to your participation in the Best Practices Program. Please contact SDAO Member Services at 800-285-5461 or MemberServices@sdao.com with any questions.