

MINUTES
PORT OF SIUSLAW COMMISSION
REGULAR MEETING
Wednesday, 17 June 2009

Commission President Scott called the Regular Meeting of the Port of Siuslaw Board of Commissioners to order at 7:00 p.m. in the Port office conference room located at 1499 Bay Street, Florence, Lane County, Oregon.

ATTENDANCE: Commission: Commissioner John Scott (Scott), Commissioner John Buchanan (Buchanan), Commissioner Joshua Greene (Greene), Commissioner Bud Saulsgiver (Saulsgiver); Absent: Commissioner Bob Thorp (Thorp); Staff: Port Manager Mark Freeman (Freeman), Recording Secretary Susy Lacer (Lacer). Audience: Louie Campbell of Campbell Productions, Ryan Cronk of the Siuslaw News, Mo's Asst Manager.

MINUTES: On the **MOTION** made by Buchanan, seconded by Saulsgiver, the Board unanimously approved the Minutes of May 27th, 2009, as submitted.

REMARKS FROM CITIZENS/GROUPS: None.

FINANCIAL REVIEW: MOTION: On the Motion, made by Greene, seconded by Buchanan, the Board unanimously voted to ratify payment of bills listed in the amount of \$25,236.66.

OLD BUSINESS: Update on City of Florence Proposed Code Revisions. Freeman stated that for the past few months he has been working with City staff to revise the codes. Freeman stated he has been working to avoid having any more onerous code additions. Freeman noted several code issues were important to the Port, including: Harbor of Refuge and maintenance dredging. Freeman stated he has offered verbal and written testimony to the City Council regarding the revisions and that the City plans to adopt the code revisions on 29 June 2009. Greene stated the City's consultant on this issue invited input from all regulatory agencies regarding the code revisions. Greene stated that expecting private landowners to work with all of the different agencies involved in some projects could be onerous. Greene suggested that the City consider these effects prior to adopting code revisions. Greene stated Sandra (City planner) is working hard to keep the codes workable.

NEW BUSINESS: Adopt Resolution 061709A, Identity Theft Prevention Policy. **On the MOTION, made by Buchanan, seconded by Greene, the Board voted unanimously to adopt Resolution 061709A, Identity Theft Prevention Policy.** That Resolution is attached to these minutes. Greene asked if there was any additional cost to the Port to implement this policy. Lacer stated no.

Consider future revision of Capitalization Policy. Freeman stated the Budget Committee suggested the existing capitalization value (\$750) is too low. Freeman stated the Port's auditor suggests a range between \$1,000-5,000. Buchanan suggested a \$3,000 value. Scott directed Lacer to prepare a policy revision for next month to raise the capitalization value to \$3,000.

Required 10 year review and/or revision of Capital Maintenance Reserve Fund. Lacer explained the purpose of the CM Reserve fund, the minimum annual transfer, and the law requiring a review of the fund every ten years. Buchanan asked if the fund was still necessary. Freeman stated yes. **On the MOTION, made by Buchanan, seconded by Saulsgiver, the Board voted unanimously to continue the Capital Maintenance Reserve Fund as established.**

REPORTS: Freeman stated new transient vessel docks started arriving Tuesday and will be installed as they arrive. Freeman stated final completion of the project should be by the end of July. Freeman stated float installation will begin at the far end, past Mo's, and continue towards the commercial marina. Freeman stated the 50amp electrical upgrades and wifi upgrades in the Campground are both complete. Freeman stated the Port spent an additional \$1300 on wifi equipment to complete the upgrade. Freeman noted Port staff will be replacing the

existing wooden floats on F dock with the newly acquired concrete floats. Buchanan noted the planned 100th Anniversary party for the Port in August in conjunction with the ribbon cutting ceremony for the Maple Street and wharf projects. Greene suggested posting the Manager's FYI report with the agenda so that the public can read the report. Buchanan suggested just posting the project updates, not the record of meetings attended, etc. Scott asked if Commissioners should attend the first FOORC meeting on 16 July. Freeman stated yes, it would be good to attend this first meeting at least. Freeman stated the best estimate from the Corps of Engineers is that turning basin dredging will begin in August. Freeman stated the Corps plans to use a clamshell dredge and offshore disposal of dredge spoils. Saulsgiver asked about the progress on the restroom replacement. Freeman stated the Port is still waiting for word from OPRD on the grant application; news should arrive in July.

Greene stated FURA did not have a quorum for its last meeting, but that he is still trying to bring a mural program to Old Town, including the SFA ice machine.

ADJOURNMENT: Scott adjourned the meeting at 7:27pm.

President

Port of Siuslaw
Identity Theft Prevention Policy
Resolution 061709A
Adopted 17 June 2009

WHEREAS:

The Federal Trade Commission has recently enacted Identity Theft rules requiring the adoption of a policy and program relating to a creditor's detection, prevention, and mitigation of Identity Theft; and,

The Oregon State Legislature also adopted Identity Theft Prevention rules designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account; and

The Port of Siuslaw provides such covered accounts and/or offers credit to customers, and is therefore subject to these recent regulations;

THEREFORE, be it Resolved, the Port of Siuslaw Board of Commissioners hereby adopts the Identity Theft Prevention Policy shown below.

Port of Siuslaw
Identity Theft Prevention Policy

It shall be the policy of the Port of Siuslaw (the Port) to establish, document and maintain an Identity Theft Prevention Program that will protect personal information, and identify, detect and mitigate the possibility of identity theft in connection with the opening of a covered account or any existing covered account, in compliance with state and federal regulations. The Port of Siuslaw may be subject to covered account regulations because of, for example, moorage payment plans, background checks on employees, and extension of credit by use of credit cards for payments to the Port for services. The Port Manager shall be responsible for coordinating the Program and for updating the Program as needed to remain in compliance with current regulations, and shall ensure proper training for employees regarding the Identity Theft Prevention Policy, protection of confidential data, and prevention of fraudulent activity. This Identity Theft Prevention Policy applies to all Port employees and volunteers.

Purpose

The Port of Siuslaw will make reasonable efforts to protect the personal identification and financial information it creates, receives, maintains and transmits, and to comply with current laws that provide for the protection of these types of information. The Port will maintain an identity theft prevention program that detects the occurrence of red flags and responds appropriately. In the event any Port employee or volunteer becomes aware of activity indicating possible identity theft, such person shall notify the Port Manager, who will take appropriate action based on the circumstances.

Definitions

For purposes of this policy, the following definitions apply:

Identity theft means-- fraud committed or attempted using the identifying information of another person without authority.

Covered account means--An account that a creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple

payments or transactions; and any other account that the creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the creditor from identity theft.

Red flag means-- a pattern, practice or specific activity that indicates the possible existence of identity theft.

Credit means-- the right granted by a creditor to a debtor to defer payment of debt or to incur debts, including the use of credit card payments for services.

Creditor means-- any person who regularly extends, renews, or continues credit; any person who regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit.

Person means-- a natural person, a corporation, government or governmental subdivision or agency, trust, estate, partnership, cooperative, or association.

Personal Identifying Information means-- a person's credit card account information, debit card information, bank account information and drivers' license information and for a natural person includes their social security number and date of birth.

Procedures

Safeguarding Personal Information—

The Port shall implement and maintain reasonable safeguards to protect the security and confidentiality of personal information, including its proper disposal. Personal information includes an employee or customer's name alone or in combination with a social security number (SSN), Oregon driver's license or Oregon identification card, address or home telephone number, driver's license or identification issued by another state, financial, credit, or debit card numbers.

Social Security Number (SSN) Protection –

The Port shall not print SSNs on any mailed materials not requested by the employee or customer unless redacted; nor publicly post or display SSNs. Unless specifically required, the Port will only use the last three digits of a social security number for identification purposes. Exemptions include requirements by the State of Oregon; federal laws, including W2s, W4s, 1099s, etc.; records that are required by law to be made available to the public; records for use for internal verification or administrative processes; and records used for enforcing a judgment or court order.

Notification of Security Breach--

In the event that personal identifying information has been subject to a security breach, the Port will provide notification of the breach to the customer or the employee as soon as possible in writing, electronically, and/or by telephone. The exception is if the notification would impede a criminal investigation.

Adopted by the Port of Siuslaw Board of Commissioners this 17th day of June 2009.



President



Attest