



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Port of Ridgefield

For the period January 1, 2019 through December 31, 2020

Published October 4, 2021

Report No. 1029195



Find out what's new at SAO
by scanning this code with
your smartphone's camera



**Office of the Washington State Auditor
Pat McCarthy**

October 4, 2021

Board of Commissioners
Port of Ridgefield
Ridgefield, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Port operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the Port's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

TABLE OF CONTENTS

| | |
|---------------------------------------|---|
| Audit Results..... | 4 |
| Related Reports..... | 5 |
| Information about the Port..... | 6 |
| About the State Auditor's Office..... | 7 |

AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Port operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the Port of Ridgefield from January 1, 2019 through December 31, 2020.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Port's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2020 and 2019, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Procurement – public works
- Compliance with public works projects – prevailing wages, change orders and retainage requirements
- Compliance with interlocal agreement terms
- Accounts payable – general disbursements and credit cards
- Compliance with state grants
- Financial condition

RELATED REPORTS

Financial

Our opinion on the Port's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the Port's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

Federal grant programs

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the Port's major federal program, which is listed in the Schedule of Findings and Questioned Costs section of the separate financial statement and single audit report. That report includes a federal finding regarding compliance with procurement and suspension and debarment requirements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

INFORMATION ABOUT THE PORT

The Port of Ridgefield is located in Clark County and was created in 1940. The Port of Ridgefield is a community owned special purpose governmental agency. Their purpose is to make strategic financial investments that strengthen the local economy and enhance the collective economic well-being of the citizens living within the Port District. The Port of Ridgefield currently owns four facilities including the Port office building, the Ridgefield boat launch and two industrial buildings for lease. In addition, the Port owns three tracts of industrial land, the Ridgefield waterfront (a.k.a. Millers' Landing), Discovery Ridge and the South 11th Street property.

The Port is currently working on four major long-term capital projects, the environmental cleanup of the former Pacific Wood Treating Site (projected to finish in 2023), the construction of the Pioneer Street Extension/Rail Overpass project in downtown Ridgefield (projected to finish in 2021), construction of two 20,000 square foot metal buildings on the South 11th Street property (projected to finish in 2021), and bringing broadband to the port district.

The Port of Ridgefield is governed by a three member board of elected commissioners. The Commission appoints an Executive Director to oversee the Port's daily operations and its six employees. The Port operated on an annual operating budget of \$1.798 million in 2020 and \$1.727 million in 2019.

Contact information related to this report

| | |
|------------|--|
| Address: | Port of Ridgefield P.O. Box 55 Ridgefield, WA 98642 |
| Contact: | Matthew Rosenberger, Accounting Manager |
| Telephone: | (360) 887-3873 |
| Website: | www.portridgefield.org |

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Port of Ridgefield at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

Stay connected at sao.wa.gov

- [Find your audit team](#)
- [Request public records](#)
- Search BARS manuals ([GAAP](#) and [cash](#)), and find [reporting templates](#)
- Learn about our [training workshops](#) and [on-demand videos](#)
- Discover [which governments serve you](#) — enter an address on our map
- Explore public financial data with the [Financial Intelligence Tool](#)

Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov