

PORT OF NEWPORT
COMMISSION SPECIAL MEETING & EXECUTIVE SESSION AGENDA

Tuesday, July 17, 2018, 12:00 pm
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order
- II. Public Comment
- III. Interview Interim General Manager Candidates
 - A. Don Mann p 3
 - B. Teri Dresler p 7
- IV. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a) – TO CONSIDER THE EMPLOYMENT OF AN OFFICER, EMPLOYEE, STAFF MEMBER OR AGENT; ORS 192.660(2)(f) TO CONSIDER INFORMATION OR RECORDS THAT ARE EXEMPT FROM DISCLOSURE BY LAW, INCLUDING WRITTEN ADVICE FROM YOUR ATTORNEY; and ORS 192.660(2)(h) TO CONSULT WITH YOUR ATTORNEY REGARDING YOUR LEGAL RIGHTS AND DUTIES IN REGARD TO CURRENT LITIGATION OR LITIGATION THAT IS MORE LIKELY THAN NOT TO BE FILED.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision will be made in executive session.

At the end of the executive session, we will return to open session and welcome the audience back into the room.

- V. Re-enter Special Meeting
- VI. Review Interim General Manager Job Description p 11
- VII. Public Comment
- VIII. Consideration of Interim General Manager Selection
- IX. Review General Manager Job Description p 15
- X. Approve Contract with SDAO for General Manager Recruitment p 33
- XI. Approve Special Use Permit – OSU and Scientific Boating Safety Association (SBSA) Motorboat Operator Training Course (MOTC) p 37
- XII. Adjournment

Regular monthly meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

The Port of Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

Link for directions to the RV Park Activity Room: <http://portofnewport.com/rv-parks/map.php>

DONALD G. MANN

EDUCATION

August 1996 Port Management Training, New Orleans, Louisiana (two week course)

September 1978 Southwestern Oregon Community College, North Bend, OR
Oregon Income Tax Preparation

September 1977 – January 1978 College of the Redwoods, Crescent City, CA
Architectural Drafting, American and Oregon History, Business Math, English Composition, Calligraphy

June 1969-June 1970 Penn State University, Mont Alto Campus, PA
Major: Forestry II (Forest Technology), Business Management, Computer Science, Surveying, Drafting, Standard Office, Basic Mathematics, Algebra, Trigonometry, Geometry. (Did not graduate) Enlisted in the service prior to being drafted.

June 1969 Graduate Ambridge Area High School, Ambridge PA

EMPLOYMENT EXPERIENCE

December 1995-March 2014 General Manager, Port of Newport

Achievements

Improvements to Port Infrastructure

- Passed a \$15.4 million bond measure to renovate and build the Newport International Terminal, and secured funding to remove a deteriorating concrete ship from the bay; creating a natural habitat.
- Provided opportunity to return log exports to Newport by establishing a log handling yard at the Terminal
- Worked with the City of Newport to build a Boardwalk and Fisherman's Memorial Walk along Bay Boulevard
- Coordinated permit process with state, federal, county and city, as well as South Beach lessees', to rehabilitate the Public Fishing Pier
- Built new boat ramp, parking lot, and restroom at recreational marina
- New building at South Beach to house boat repair/sales business
- Built and leased storage building at terminal facility
- Paved west lot at commercial marina
- Rebuilt Port's RV Park into state-of-the-art facility with new marina store and maintenance shop
- New Restroom for commercial marina
- Rebuilding and repairing commercial and recreational docks

New and Expanded Port Leases - Newport

- Secured 20-year lease of NOAA Marine Operations Center-Pacific with huge economic impact to the Port, the city, and the state

- Major expansion of Oregon Brewing Lease (Rogue)
- Prepared site and obtained ground leases for three storage buildings on Port property
- Secured lease of 40 acres of private property adjoining the Port's terminal
- Secured lease for aqua culture facility (Oregon Oyster Farms)

Support/Aids to Commercial Fishing Fleet – Newport

- Secured federal funds to rebuild north jetty and replace and extend breakwater in front of commercial marina
- Implemented Fishermen's Appreciation Day – Newport
- Started weekly Fishermen's Forum and Marina Users meetings
- Secured lease of a Shipwright on Port property
- Attended annual Pacific Northwest Waterways trips to Washington DC to talk to legislators and representatives on behalf of Yaquina Bay, with a focus on dredging

Management - Newport

- Stabilized Port Administration, supervisory and operations staff
- Turned around \$192,058.00 negative fund balance in 1996 to a positive \$674,059 (450% improvement) in 2006
- Initiated the Port's monthly newsletter 'Port & Starboard'

February 1994 – January 1996 Regional Development Officer - Oregon Economic Development

As Regional Development Officer for Clackamas and Hood River Counties, I was responsible for business recruitment and retention. I was directly involved in the development of the key industries in my region and assisted in coordinating the development of the regional strategies in these counties. The three key industries chosen by the regional board (Mount Hood Economic Alliance) for these counties were agriculture, software and tourism. We developed a six-year strategic plan that concentrated on further enhancing these industries for the region. Goals for the development of these industries included increasing family wage jobs, increasing exports to the region, and were value added. Nearly \$1 million of state lottery funds were provided to develop these strategies. These funds were used to leverage funds from industry, federal and state programs.

As part of regional strategy development, I was the first point of contact for new businesses when considering a move into my region of the state. I provided additional contacts, and introduced Oregon programs such as Enterprise zones, Strategic Investment Programs, Business Development Funds, Capital Access Programs, Credit Enhancement Funds, Industrial Development Revenue Bonds, Pollution Control Facility Credits, Business Energy Credits and more.

January 1993 – February 1994 Oregon Economic Development Department Acting Manager of the Port's Division/Technical Assistance Program

My primary responsibilities included the following:

- Port research and technical assistance and loan program oversight. The Managers position is appointed by the Director of the Department and reports to the Deputy Director.
- To act in the capacity of a Senior Development Officer for water dependent or water related facilities of the State.
- Coordinated the Economic Development Department objectives in the formulation of policies, rules and legislation effecting Port planning and development.

- I was also responsible for administering funds and managing the intergovernmental agreement to Oregon's Coastal Zone Management Association.
- Directed and administered a federal lobbying program, including issue evaluations, direct consultation with congressional staff, contract administration and related private industry interests.
- Oversaw the Division's Port Planning and Marketing Fund that provided grants up to \$25,000 with and emphasis on regional Port efforts and the promotion of business planning by Ports.
- Provided input on State transportation issues involving rail and highway planning to improve systems involving Port commodities
- Undertook the Division's overall responsibilities. Supervised four professional staff who had the responsibility of reporting to me: responsibilities including finance, Port planning and marketing, technical assistance involving land use, regulatory permitting and federal affairs.

- **Principal Accountabilities**

Facilitated necessary state actions to ensure that Oregon's deep draft Ports are able to develop facilities and respond to market opportunities to enable Oregon to remain competitive in International Trade involving both it's exports and import trade movements and provide the necessary resources to the Economic Development Commission to accomplish legislative directives involving the development of strategies, standards and policy developments for future port development programs. Pursue an aggressive federal agenda to ensure that Oregon's ports receive federal program benefits involving dredging, marine construction and other federal resources supporting their development objectives. Encourage all ports to develop achievable business plans that can enable them to effectively participate in available state development programs. Pursue and assist implementation of port programs consistent with the Regional Strategies Initiatives developed by the Department.

Dimension of Ports Division programs: FY 1993-1995

Oregon Port Revolving Fund Assets	\$9,200,000
Biennial Planning and Marketing Grants	250,000
Biennial Washington DC Lobby Contracts	200,000
Intergovernmental Contract with the Oregon Coastal Zone Management Association	125,000
Biennial Operating Budget	1,100,000
Marine Navigation Improvement Fund	5,000,000
FTE Employees: 5.0	

September 1988 – January 1993 – Oregon Economic Development Department Manager of Technical Assistance Program for Ports Division (Program Technician 2)

This is the highest of a two-level program. This position required me to provide functional direction and overall monitoring of an agency program; research and evaluate program regulations and operations; deliver oral and written recommendations to executive staff for informed decision making; represent the agency to various public, private, and legislative groups; and actively participate in the development of program administrative rules and operating policies.

Examples of my responsibilities were as follows:

Conduct through research studies covering state program regulations, legislative and executive intent, operating policies and end results; evaluate findings and prepare comprehensive reports and

recommendations for executive staff; present recommendations orally or in writing; draft or review drafts of language for administrative rules; monitor pertinent bills during the legislative session, and draft program related legislative concepts for internal review.

Provide functional program direction through coordination of employees engaged in program activities; identify long range objectives, short term operational goals, and develop operating plans based on in depth knowledge of program regulations and requirements; ensure statutory program compliance; develop budgetary data; interpret governing rules and regulations; operating policies and procedures to operating departments and various public, private and legislative groups; conduct staff meetings and preside over agency task forces and standing committees.

Represent Division before legislative, fact finding and/or fund granting bodies to explain, interpret and justify division programs or policies; represent the department on interagency committees to individuals and public groups and to the media. Design, develop, and present (or coordinate the presentation of) statewide, regional and/or publicly directed program training.

Lead a team of technicians conducting a statewide review of program operations for compliance with regulations and adherence to standards. Identify operational strengths and weaknesses, problems of non-compliance, and recommend corrective action; meet with line management and staff to determine needed corrective action; meet with line management and staff to determine needed corrective action and develop a plan; follow up and monitor operational corrective plans; compile and write summary reports; review and analyze finds of field reviews.

Maintain daily in person and telephone contact with all levels of staff within the division or organizational section to exchange information and provide interpretation of policies and regulations. Regular contact with agency executive staff to provide information. Regular contact with workers from other agencies to (local, state, federal), to exchange information with internal staff and the public to explain program regulations and agency policies. May coordinate an overall program review as lead reviewer.

Coordinate, negotiate and manage the Port's Divisions federal lobbyist program. This program allows the state to keep on top of federal issues that remain of particular interest to Oregon port districts (i.e. the Corps of Engineers, US Coast Guard), and maintain contacts with all Oregon congressional representatives and staff relating to particular port interests and projects.

February 1985- September 1988

Teri Dresler

Professional Experience

Metro Oregon Zoo, Interim Director

May 2014 – June 2016

- Provide leadership and stability for zoo staff and volunteers
- Conduct recruitment and select new zoo director
- Communicate with the Oregon Zoo Foundation and Metro Council regularly on transition matters
- Engage external partners to ensure consistency in programs
- Lead management team and enforce use of best practices in operational activities
- Lead senior management in budget preparation and presentation to Metro Council and Chief Operating Officer

Metro Visitor Venues, General Manager

July 2010 – retired October 2016

- Lead formation of newly configured visitor venue department comprised of Oregon Zoo, Oregon Convention Center, Portland Center for the Performing Arts and Portland Expo
- Strategically align business units to maximize synergy and financial performance
- Establish culture and practices reflective of Metro values
- Support venue directors to ensure successful execution of strategic business plans
- Report to and regularly interface with regionally appointed Metropolitan Exposition Recreation Commission
- Lead venue directors through public budgeting process requiring presentation to City of Portland, Multnomah County and Metro elected officials, and Metropolitan Exposition Recreation Commission annually

Metro Oregon Zoo, Interim Operations Director

November 2009 – June 2010

- Redirected Zoo operations management team to performance consistent with Metro policies and practices
- Prepared budget reduction packages for recommendation to Metro Chief Operating Officer
- Repositioned department procurement function in response to audit findings
- Leading recruitment and selection process for Maintenance Manager
- Establishing and enforcing guest services standards
- Overseeing the reorganization of construction and maintenance functions

Metro Parks & Environmental Services, Director

October 2008 – June 2010

- Lead formation of new Parks and Environmental Services Department
- Created culture of transparency and accountability in newly formed department
- Instituted efficient and effective business practices

- Realigned staff to better utilize their skills to achieve the goals of the agency
- Motivated staff to reduce expense budgets without mandatory cuts
- Developed partnerships with community groups and local governments to collaboratively achieve departmental goals

Metro Regional Parks & Greenspaces, Deputy Director, June 2005 - September 2008

- Improved business practices to maximize efficiency
- Built partnerships to leverage local resources in parks, cemeteries and natural areas
- Directed budget preparation and expenditure control resulting in expenditure reductions
- Worked with management team to develop new revenue opportunities
- Supported managers in leveraging resources across the department to achieve goals

Metro Oregon Zoo, Assistant Director August 2003 - May 2005

- Managed overall guest service, maintenance & construction, and operational functions in the Zoo
- Coordinated the development of revenue and expense budgets and managed the performance of both
- Built partnerships with local community and city officials to address parking and access issues
- Introduced new revenue opportunities to support Zoo mission
- Supported Director by coordinating activities between Zoo divisions

Metro Oregon Zoo, Guest Services Manager July 2000 - August 2003

- Responsible for the direction of a division comprised of food services, retail services, safety & security, accounting, custodial, railroad, fleet maintenance, utility conservation, data / telecommunication infrastructure, and community relations related to Zoo operations
- Directed work of seven department managers and four clerical staff
- Oversaw management of over 300 seasonal part-time employees
- Responsible for managing revenue budget over \$10 million
- Member of senior management team

Oregon Garden, Director of Guest Services December 1999 - July 2000

- Responsible for transitioning a 60-acre botanical display garden from a construction site to a visitor attraction
- Established volunteer program, recruited and trained 150 volunteers
- Created gift shop, established a visitor information center
- Managing directional and interpretive sign design and installation
- Organized special events including trade shows, off-site displays, and a six-event concert series.
- Instrumental in orienting team of 4 directors to guest service concepts and practices in a facility open to the public seven days a week
- Responsible for establishing operating policies and procedures for Garden.
- Supervised three managers, 10 - 20 part-time employees, and a public relations contract

Metro Oregon Zoo, Guest Services Manager March 1995 - Dec. 1999

- Responsible for the direction of a division comprised of food services, retail services, safety & security, accounting, custodial, railroad, fleet maintenance, utility conservation, data / telecommunication infrastructure, and community relations related to Zoo operations

- Directed work of seven department managers and four clerical staff
- Oversaw management of over 300 seasonal part-time employees
- Responsible for managing revenue budget over \$10 million
- Member of senior management team

Oregon Coast Aquarium, Director of Operations August 1993 – Feb. 1995

- Responsible for admission sales and service, retail gift sales, marketing, maintenance, membership, public relations, sponsorship development, and tourism development.
- Managed food services contract including daily café operations and catering sales
- Managed team of five managers and up to 25 full and part-time line staff
- Member of senior management team of four
- Responsible for annual budget preparation and performance

Education and Training

Bachelor of Science in Social Work, St. Louis University, St. Louis, Missouri

Leadership Team representative on Metro Equity Strategy Advisory Committee

Unconscious bias training, Metro

Certificate in Project Management, Portland State University School of Extended Studies

Pacific Program for Catalytic Leadership, The Luke Center

Supervisory Leadership Certificate, Portland State University School of Extended Studies

7 Habits of Highly Effective People, Steven Covey

Customer Service the Disney Way, Disney University

Employment Contract
Between
PORT OF NEWPORT
and
[NAME]

This agreement effective the [DATE], 2018 by and between the Port of Newport, hereinafter referred to as “Port,” and [NAME], hereinafter referred to as “Interim General Manager” or “IGM.”

Port hereby employs [NAME] as Interim General Manager, and [NAME] hereby accepts said employment on the following terms and conditions.

Duties and Responsibilities:

[NAME] shall be the Interim General Manager. As such, the IGM shall have the primary responsibility as [POSITION] of the Port. In addition to the current responsibilities as the [POSITION], the IGM shall more specifically:

1. Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Business Plan, and to envision and accomplish sound business initiatives.
2. Responsible for marketing and outreach programs and representing the Commission in relationships with customers, local, state and federal officials, and the community.
3. Implements and maintains positive relationships with community resources, other critical users of Yaquina Bay, nearby Ports, and the media.
4. Responsible for all appointments, disciplinary actions, terminations and other personnel management actions for Port employees, and supervises/coordinates the activities of independent contractors when engaged in Port business.
5. Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.
6. Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
7. Responsible for preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.
9. Provides leadership, direction and training to Port staff, always seeking to improve the overall efficiency, effectiveness and public perception of Port operations and personnel, and constantly striving to maximize staff's potential as individuals and as a team.
10. Regularly reviews Port departmental policies and procedures, and revises when appropriate, in consultation with the Port Commission.
11. Supervises and coordinates negotiation of rental/lease agreements, collective bargaining agreements, and other related business transactions.

12. Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.
13. Oversees the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission.
14. Assists the Commission in developing and maintaining communication with the Commission's constituency.
15. Performs other duties and responsibilities as assigned by the Commission.

Termination of Employment Contract:

1. *Termination upon the hiring of a GM.* Upon the hiring of a GM, this employment contract is terminated and IGM shall be entitled to return to IGM's previous position. During the transition of the GM, IGM shall ensure a successful transition.
2. *Termination without IGM's concurrence but not for cause.* In the event the Port intends to terminate this Employment Contract prior to the hiring of a GM without the IGM's concurrence, the IGM shall be entitled to return to IGM's previous position as soon as practicable.
3. *Termination with IGM's concurrence.* In the event the Port intends to act to terminate this employment contract prior to the hiring of a GM with the IGM's concurrence, the IGM shall be entitled to return to IGM's previous position as soon as practicable.
4. *Termination at the request of the IGM.* In the event the IGM intends to act to terminate this employment contract prior to the hiring of a GM, IGM will notify the Port immediately if IGM intends to seek other employment, and shall give the Port no less than sixty (60) days written notice in advance of taking a position with another employer. In the event IGM intends to return to IGM's previous position, the Port and IGM will mutually agree to allow such return as soon as practicable.
5. *Termination for cause.* In the event of termination for cause, IGM will not be allowed to return to IGM's previous position.

Salary:

1. The IGM shall be paid at the yearly rate of during the term of IGM's tenure as IGM and retroactive to [DATE], when the IGM first assumed those duties.
2. The IGM may receive the same salary and benefit adjustment as would had been granted in IGM's previous position. If the IGM returns to his original position, any annual performance evaluation percentage will be applied to the original salary.

Professional Liability:

1. The Port shall, subject to Oregon law and insurance carrier rules and policy limitations, hold harmless and indemnify the IGM from any and all demands, claims, suits, and legal proceedings brought against the IGM in the IGM's individual capacity or in the IGM's capacity as agent and employee of the Port.

2. In no case shall individuals be considered personally liable for indemnifying the IGM against such demands, claims, suits, actions and legal proceedings.

Entirety of the Agreement:

1. This contract constitutes the entire agreement between the parties, integrates all the terms and conditions included herein, and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter hereof.

Breach of Agreement:

1. Failure by the IGM to fulfill the obligations set forth in this agreement shall be considered a breach of this contract and will terminate the contract immediately.

Applicable Law:

1. This agreement is subject to all applicable laws of the State of Oregon.

Savings Clause:

1. If, during the term of this Employment Contract, it is found that a specific clause of the contract or a portion thereof is illegal under federal or state law, the remainder of the contract not affected by such law shall remain in full force.

Modification:

1. The parties may, during the term of this agreement, mutually agree to modify any of its terms. Any modifications will be in writing, signed by both parties and attached to this document.

In Witness whereof, the Port pursuant to the authority of its Board of Commissioners, has caused two originals of this agreement to be signed in the name of the Port by the Port Commission President, and the Port of Newport Commission President has hereunto affixed his hand on the _____ day of [DATE].

[NAME], Interim General Manager

Stewart Lamerdin, President Pro Tem
Port of Newport Board of Commissioners

PORT OF NEWPORT POSITION DESCRIPTION

GENERAL MANAGER

Position Overview

The General Manager for the Port of Newport is responsible for the overall administration of the Port's fiscal and personnel management, development and maintenance of all Port facilities and properties, and other tasks as assigned by the Port Commission. The General Manager serves at the will of, reports directly, and is accountable to the Port Commission.

Summary of Essential Duties

1. Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Business Plan, and to envision and accomplish sound business initiatives.
2. Responsible for marketing and outreach programs and representing the Commission in relationships with customers, local, state and federal officials, and the community.
3. Implements and maintains positive relationships with community resources, other critical users of Yaquina Bay, nearby Ports, and the media.
4. Responsible for all appointments, disciplinary actions, terminations and other personnel management actions for Port employees, and supervises/coordinates the activities of independent contractors when engaged in Port business.
5. Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.
6. Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
7. Responsible for preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.
8. Provides leadership, direction and training to Port staff, always seeking to improve the overall efficiency, effectiveness and public perception of Port operations and personnel, and constantly striving to maximize staff's potential as individuals and as a team.
9. Regularly reviews Port departmental policies and procedures, and revises when appropriate, in consultation with the Port Commission.
10. Supervises and coordinates negotiation of rental/lease agreements, collective bargaining agreements, and other related business transactions.
11. Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.

12. Oversees the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission.
13. Assists the Commission in developing and maintaining communication with the Commission's constituency.
14. Performs other duties and responsibilities as assigned by the Commission.

Working Conditions

Primarily in an office setting with some travel. Requires weekend and evening work, often with intensive interaction with other individuals and groups. Extended hours of work may be required without additional compensation.

Contact with Others

Considerable contact with persons from within and outside the Port offices, including public speaking and communicating with federal/state/local officials, clients, tenants, contractors, union representatives, consultants and the general public.

Preferred Experience, Training and Knowledge

A Bachelor's degree in business administration, public administration or a related field. Experience should include personnel management, fiscal budget management and/or an equivalent combination of training, education and experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

A thorough knowledge of and/or the ability to continue to learn the practices of general port operations, economic development, personnel practices, public budget practices, property management, maritime commerce, operation of marine facilities and docks, dredging and wetland management practices including local, state and federal permitting processes are preferred.

Skills and Abilities

Proficiency in using information technology resources is desirable. Must be able to communicate effectively verbally and in writing; direct and supervise the work of others; maintain effective working relationships with Commissioners, staff, government representatives, the media, consultants, clients, union representatives and the general public; establish priorities; delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

Licenses

Valid driver's license and must be insurable by Ports insurance provider.

**PORT OF NEWPORT
POSITION DESCRIPTION**

Rev. October 30, 2017

GENERAL MANAGER

Position Overview

The General Manager for the Port of Newport is responsible for the overall administration of the Port's fiscal and personnel management, development and maintenance of all Port facilities and properties. The General Manager serves at the will of, is accountable to, and reports directly to the 5 member elected Port Commission.

Summary of Essential Duties

1. Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Business Plan, and to envision and accomplish sound business initiatives.
2. Responsible for marketing, economic development, revenue creation, outreach programs. Represents the Commission in relationships with customers, local, state and federal officials, and the community.
3. Implements and maintains positive relationships with community resources, other critical users of Yaquina Bay, nearby Ports, and the media.
4. Responsible for all appointments, disciplinary actions, terminations and other personnel management actions for Port employees, and supervises/coordinates the activities of independent contractors when engaged in Port business.
5. Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.
6. Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
7. Responsible for preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.
8. Provides leadership, direction and training to Port staff, always seeking to improve the overall efficiency, effectiveness and public perception of Port operations and personnel, and constantly striving to maximize staff's potential as individuals and as a team.
9. Regularly reviews Port departmental policies and procedures, and revises when appropriate, in consultation with the Port Commission.
10. Supervises and coordinates negotiation of rental/lease agreements, collective bargaining agreements, grant writing and other related business transactions.
11. Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.
12. Oversees the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission.

13. Assists the Commission in developing and maintaining communication with the Commission's constituency.
14. Performs other duties and responsibilities as assigned by the Commission.

Working Conditions

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Contact with Others

Considerable contact with persons from within and outside the Port offices, including public speaking and communicating with Commission, federal/state/local officials, recreational and commercial fishers, clients, tenants, media, contractors, union representatives, consultants and the general public.

Minimum Experience, Training and Knowledge

- A Bachelor's degree in business administration, public administration or a related field, or equivalent.
- 7 years' experience in a senior leadership role managing people, projects and finances; and/or an equivalent combination of training, education and experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

Preferred Experience, Training and Knowledge

- 3 years' experience in a general manager type role, reporting to a board of directors.
- Experience in general port operations;
- economic development;
- personnel practices;
- public budget practices;
- property management;
- operation of marine facilities and docks; and
- dredging and wetland management practices including local, state and federal permitting processes and compliance.
- Port related experience in maritime commerce and operation of marine facilities and docks.

Skills and Abilities

- Proficiency in using computers, Microsoft Office software and databases.
- Ability to communicate effectively verbally and in writing.
- Ability to direct and supervise the work of others.
- Skilled in effective working relationships with Commissioners, staff, government representatives, commercial and recreational fishers, the media, consultants, clients, union representatives and the general public.
- Skilled in negotiating complex agreements.
- Ability to establish priorities, delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

Required Licenses

Valid driver's license and must be insurable by Ports insurance provider. Ability to obtain a TWIC card.

**PORT OF NEWPORT
POSITION DESCRIPTION**

Rev. October 30, 2017

GENERAL MANAGER

Position Overview

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Summary of Essential Duties

1. Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Business Plan, ~~and~~^[JB1] to envision and accomplish sound business initiatives.
2. Responsible for marketing, economic development, revenue creation, outreach programs. Represents the Commission in relationships with customers, local, state and federal officials, and the community.
- ^{new}[JB2]
3. Implements and maintains positive relationships with community resources, other critical users of Yaquina Bay, nearby Ports, and the media.
4. Responsible for all appointments, disciplinary actions, terminations and other personnel management actions for Port employees, and supervises/coordinates the activities of independent contractors when engaged in Port business.
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6. Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
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8. Provides leadership, direction and training to Port staff, always seeking to improve the overall efficiency, effectiveness and public perception of Port operations ~~and personnel, and constantly striving to maximize staff's potential as individuals and as a team.~~

^{new}[JB3]

9. Regularly reviews Port departmental policies and procedures, and revises when appropriate, in consultation with the Port Commission.
10. Supervises and coordinates negotiation of rental/lease agreements, collective bargaining agreements, grant writing and other related business transactions.
11. Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.

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Minimum Experience, Training and Knowledge

- A Bachelor's degree in business administration, public administration or a related field, or equivalent.
- 7 years' experience in a senior leadership role managing people, projects and finances; and/or an equivalent combination of training, education and experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

[JB4]

Preferred Experience, Training and Knowledge

- 3 years' experience in a general manager type role, reporting to a board of directors.
- ~~Experience~~ [experience](#) in general port operations;
- economic development;
- personnel practices;
- public budget practices;
- property management;
- operation of marine facilities and docks; and
- dredging and wetland management practices including local, state and federal permitting processes and compliance.
- [Port](#) related experience in maritime commerce and operation of marine facilities and docks.
- [new](#) [JB5](#)

Skills and Abilities

- Proficiency in using computers, Microsoft Office software and databases.
- Ability to communicate effectively verbally and in writing.
- Ability to direct and supervise the work of others.
- Skilled in effective working relationships with Commissioners, staff, government representatives, commercial and recreational fishers, the media, consultants, clients, union representatives and the general public.
- Skilled in negotiating complex agreements.
- Ability to establish priorities, delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

Required Licenses

Valid driver's license and must be insurable by Ports insurance provider. Ability to obtain a TWIC card.



Port of Newport

GENERAL MANAGER

\$92,664 – \$121,576

Plus Excellent Benefits

First Review of Candidates December 8, 2017

www.portofnewport.com

<https://www.facebook.com/PortofNewport/>



Please review the complete job description inside, and application instructions at the end of this brochure. More information about the Port of Newport can be found on our website www.portofnewport.com. The deadline for application is Friday, December 8, 2017, at 4:00 p.m.

600 S.E. Bay Blvd., Newport, OR 97365 • (541) 265-7758 • rstellner@portofnewport.com

Position Overview

The General Manager for the Port of Newport is responsible for the overall administration of the Port's fiscal and personnel management, development and maintenance of all Port facilities and properties. The General Manager serves at the will of, is accountable to, and reports directly to the 5 member elected Port Commission.

Summary of Essential Duties

1. Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Business Plan, and to envision and accomplish sound business initiatives.
2. Responsible for marketing, economic development, revenue creation, outreach programs. Represents the Commission in relationships with customers, local, state and federal officials, and the community.
3. Implements and maintains positive relationships with community resources, other critical users of Yaquina Bay, nearby Ports, and the media.
4. Responsible for all appointments, disciplinary actions, terminations and other personnel management actions for Port employees, and supervises/coordinates the activities of independent contractors when engaged in Port business.
5. Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.
6. Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
7. Responsible for preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.
8. Provides leadership, direction and training to Port staff, always seeking to improve the overall efficiency, effectiveness and public perception of Port operations and personnel, and constantly striving to maximize staff's potential as individuals and as a team.
9. Regularly reviews Port departmental policies and procedures, and revises when appropriate, in consultation with the Port Commission.
10. Supervises and coordinates negotiation of rental/lease agreements, collective bargaining agreements, grant writing and other related business transactions.
11. Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.
12. Oversees the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission.
13. Assists the Commission in developing and maintaining communication with the Commission's constituency.
14. Performs other duties and responsibilities as assigned by the Commission.

Working Conditions

Primarily in an office setting with some travel. Requires weekend and evening work, often with frequent interaction with other individuals and groups. Extended hours of work may be required without additional compensation.

Contact with Others

Considerable contact with persons from within and outside the Port offices, including public speaking and communicating with Commission, federal/state/local officials, recreational and commercial fishers, clients, tenants, media, contractors, union representatives, consultants and the general public.

Minimum Experience, Training and Knowledge

- A Bachelor's degree in business administration, public administration or a related field, or equivalent.
- 7 years' experience in a senior leadership role managing people, projects and finances; and/or an equivalent combination of training, education and experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

Preferred Experience, Training and Knowledge

- 3 years' experience in a general manager type role, reporting to a board of directors.
- Experience in general port operations;
- Economic development;
- Personnel practices;
- Public budget practices;
- Property management;
- Operation of marine facilities and docks;
- Dredging and wetland management practices including local, state and federal permitting processes and compliance; and
- Port related experience in maritime commerce and operation of marine facilities and docks.

Skills and Abilities

- Proficiency in using computers, Microsoft Office software and databases.
- Ability to communicate effectively verbally and in writing.
- Ability to direct and supervise the work of others.
- Skilled in effective working relationships with Commissioners, staff, government representatives, commercial and recreational fishers, the media, consultants, clients, union representatives and the general public.
- Skilled in negotiating complex agreements.
- Ability to establish priorities, delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

Required Licenses

Valid driver's license and must be insurable by Ports insurance provider. Ability to obtain a TWIC card.



Invites applications for the position of:

Executive Director

\$175,000 - \$250,000

Plus Benefits

Opening Date: May 1, 2018

Closing Date: July 2, 2018



THE IDEAL CANDIDATE

The individual appointed to this position will possess well-developed operations, business management, administrative and leadership skills. They will recognize that policy is set by the Commission and will provide an open and direct flow of information to assist in the formulation of Port policies.

They will also:

- Be an excellent communicator and representative of the Port.
- Act as a catalyst and “front” person who can help the Commission, Port users, and the communities create a vision to build for the future.
- Promote ideas and concepts and sell them in the broader community.
- Maintain responsibility for establishing and nurturing successful press relations.
- Help the Port grow and adapt to changing conditions and continue to be an economic development leader in the region and state.
- In relationships with staff, this person will be a good listener and mentor; and be accessible and open in dealings with people who work for the Port.

Salary Range: \$175,000 – 250,000. Excellent benefit package

Desirable Starting Date: October 1, 2018

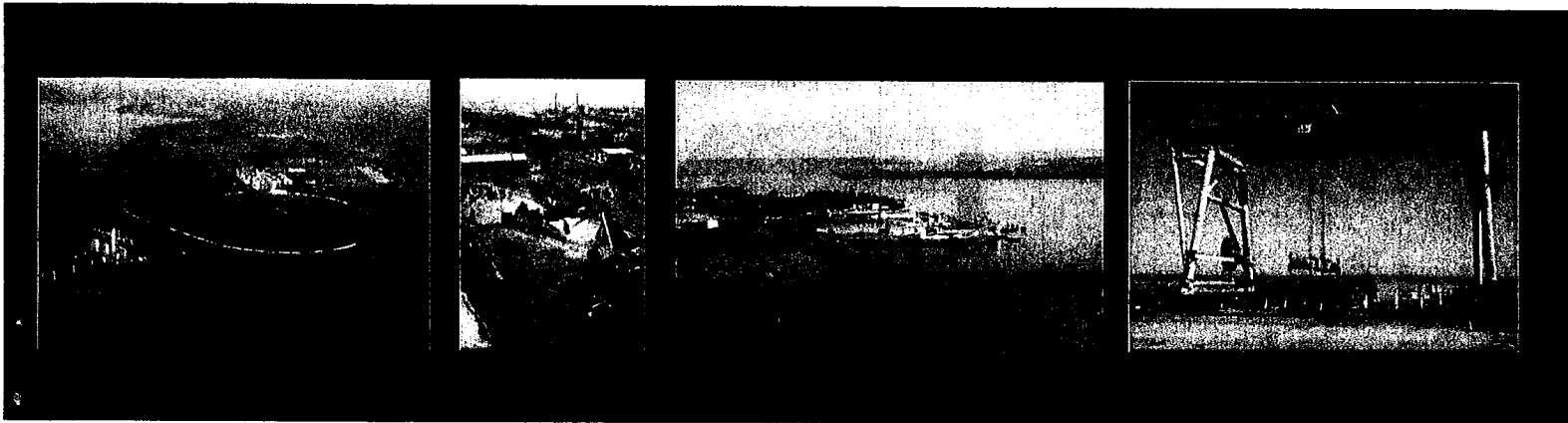
To be considered please submit a letter of introduction and resume by email or postal service to:

Port of Morrow
Executive Director Selection Process
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281

Email: kwiley@sdao.com

Application Deadline: July 2, 2018

Job description available at www.sdao.com and www.portofmorrow.com



Port of Newport Logo



Invites applications for the position of:

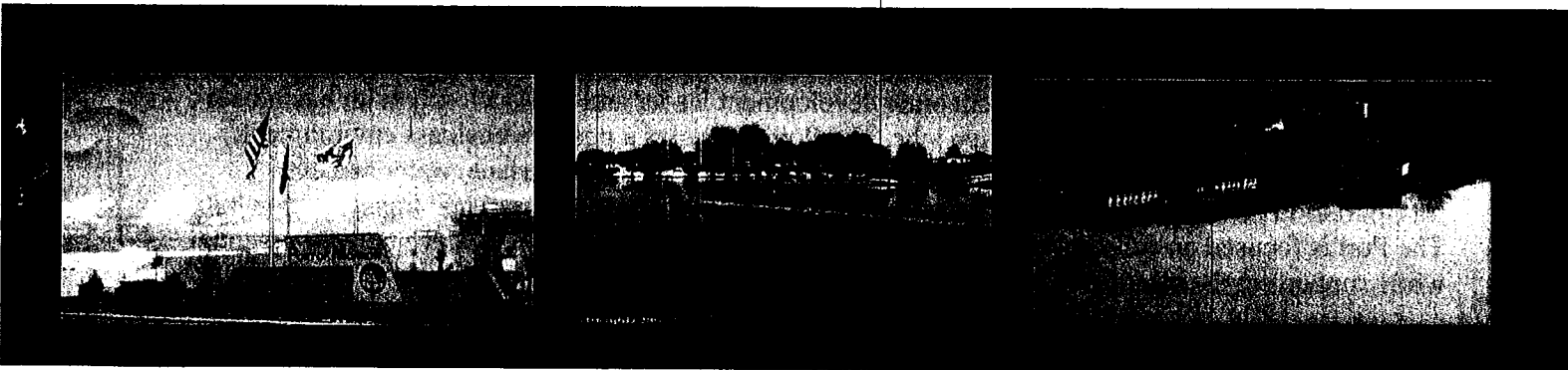
~~Executive Director~~ **General Manager**

~~\$175,000~~ ~~\$250,000~~ **\$113,000 - \$141,000**

Plus Benefits

Opening Date: ~~May 1, 2018~~ **July 30th, 2018**

Closing Date: ~~July 2, 2018~~ **August 24, 2018**



Located 110 miles from Portland, Oregon, the Port of Newport is home to 24 water-dependant businesses, a 250-slip commercial boat basin, a 550-slip recreational marina, the International Terminal, 160-space RV Park, Rogue Brewery, NOAA Marine Operations Center, Oregon State University's Marine Hatfield Science Center, and the Oregon Cost Aurarium.

Port of Newport Logo



POSITION ANNOUNCEMENT

~~General Manager~~ ~~Executive Director~~

~~The Port of Morrow~~ ^{Newport} is currently recruiting qualified applicants to fill the ~~Executive Director~~ ^{General Manger} position.

~~The Port of Morrow is located along the beautiful Columbia River near the city of Boardman in Morrow County, Oregon. The Port is governed by a five-member commission elected by the district's voters. The Port of Morrow is one of the state of Oregon's and region's most vibrant economic development agencies.~~

Responsibility for management and administration of Port activities resides with the ~~Executive Director~~ ^{General Manger} who is appointed by the Port Commission. The Port presently employs ~~113~~ ^{??} full-time and ~~5~~ [?] part-time employees.

Qualifications for the successful applicant include:

1. Bachelor's degree in business, public administration or a closely related field; and
2. Experience with economic development, port operations or associated business.
3. Or a successful combination of education, training, and experience that clearly demonstrates the knowledge, skills, and abilities to perform the essential functions of the position.

POSITION OBJECTIVES

~~The Port of Morrow~~ ^{Newport} is looking to hire a person who will provide the leadership, management skills and administrative abilities to continue to move the Port in the direction of its stated mission.

Mission:

~~The Port of Morrow is the region's economic development leader and works closely with businesses and organizations to create family wage jobs. The Port maintains a positive business environment; develops water sources; provides and expands utility services; provides surface, water and air transportation facilities and services; and continues to expand its role as a regional transportation hub. The Port is focused on fully developing industrial, commercial and community development potential while supporting the region's quality of life.~~

Build and maintain waterfront facilities, and promote/support projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development.

THE IDEAL CANDIDATE

The individual appointed to this position will possess well-developed operations, business management, administrative and leadership skills. They will recognize that policy is set by the Commission and will provide an open and direct flow of information to assist in the formulation of Port policies.

They will also:

- Possess the communication and interpersonal skills to work effectively with staff, the commission, Port users, the community, nearby Ports, and state & local officials.
- Be an excellent communicator and representative of the Port.
- Act as a catalyst and “front” person who can help the Commission, Port users, and the communities create a vision to build for the future.
- Promote ideas and concepts and sell them in the broader community.
- Maintain responsibility for establishing and nurturing successful press relations.
- Help the Port grow and adapt to changing conditions and continue to be an economic development leader in the region and state. state and on the west coast.
- In relationships with staff, this person will be a good listener and mentor; and be accessible and open in dealings with people who work for the Port.
- Possess the ingenuity, analytical problem-solving skills, and cooperative management skills to meet the challenge of directing infrastructure maintenance and economic development with financial efficiency.

Salary Range: ~~\$175,000 – 250,000. Excellent benefit package~~
\$113,000 - \$141,000

Desirable Starting Date: October 1, 2018

To be considered please submit a letter of introduction and resume by email or postal service to:

Newport
Port of Morrow
General Manager
~~Executive Director~~ Selection Process
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281

Email: kwiley@sdao.com

Application Deadline: ~~July 2, 2018~~
August 24, 2018

Job description available at www.sdao.com and www.portofnewport.com
~~www.portofmorrow.com~~

Board Members,

Special Districts Association of Oregon, through their SDAO Management Consulting Services Program, routinely assists special districts with Executive Officer recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors, and may include all aspects from recruitment to final contract negotiations with the final candidate.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations and performance evaluation process. (Public Process)
2. Review/develop benefit package for position. (Public Process)
3. Review/develop description of work environment, description of district.
4. Determine recruitment/hiring process to be conducted: (Public Process)
 - A. Internal opening/recruitment.
 - B. External/internal recruitment.
 - C. Selection/screening process:
 - 1) Assessment center.
 - 2) Modified assessment center.
 - 3) Community and technical interview panels.
 - 4) Board interviews only.
5. Contract for assistance in process or conduct entire process internally.
6. Open the position and require an introductory letter with attached résumé.
7. Review résumés to insure candidate meets minimum standards outlined in job description. Can be done internally or by contracted service.
8. All applications and résumés reviewed by individual board members.
9. Perform reference checks on selection of three to six semifinalists.
10. Board interviews of two to three finalists. (May be done in Executive Session if 1-4 done in Public Session)
11. Tentative job offer to final candidate.
12. Complete background check/medical/physical/technical confirmations completed.
13. Contract negotiations, tentative agreement.
14. Contract approved by board of directors. (Public Process)
15. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Management Consulting Services Program of SDAO is willing to assist member districts with the process if desired.

Best wishes,

George Dunkel, Administrator
SDAO Management Consulting Services
503-369-2050

**Special Districts Association of Oregon
Management Consulting Services Program**

**Port of Newport
General Manager Selection Process**

**Draft
June 2018**

1. Meet with Board and/or search committee to:
 - Update Job Description
 - Update position benefit package
 - Determine selection process
 - Develop process timeline
2. Develop position recruitment announcement.
3. Place recruitment announcement on SDAO web site and other free association web sites applicable to District.
4. Help District determine recruitment advertising methods, paid site and newspapers etc applicable for their District. (District Cost)
5. Receive letters of interest and resumes at SDAO Tigard office.
 - Collect
 - Review
 - Screen on minimums/education/experience/
 - Prepare for distribution to Board and/or Search Committee
6. Meet with Board/Search Committee to screen candidates and select semi-finalist
 - Conduct preliminary reference checks
 - Conduct phone interviews if required
 - Perform online public background check
7. Assist District with development of interview/evaluation process for semi-finalist.
Recommended Components:
 - Technical Interview Panel: 3 to 5 panelists
 - Community Based Interview Panel 3 to 5 panelists
 - Public Budgeting Component
 - Human Resource Component
 - Board of Directors, Initial Interview
8. Facilitate interview/evaluation process at site determined by District Board.
9. Assist Board with final interview and selection of new Library Director
 - Conduct back ground check as requested
 - Arrange site visits if required

- Perform necessary functions to help determine appropriate selection

10. Additional assistance is available for the following.

- Assistance with finalist contract negotiations
- Arrangement of medical/mental evaluation of finalist

**Special Districts Association of Oregon
Consulting Services Agreement**

This agreement is entered into between the Special Districts Association of Oregon (SDAO) and Port of Newport.

SDAO agrees to provide facilitation and assistance with Executive Director/General Manager Recruitment and Hiring process as part of SDAO's Management Consulting Services program.

SDAO agrees to provide the consulting services at a rate of \$50.00 per hour not to exceed 80 hours (\$4,000.00) plus expenses not to exceed \$1000.00 without additional approval.

This agreement is made and entered into on this ____ day of _____, 2018

Special Districts Association of Oregon

By: _____
George Dunkel
SDAO Consulting Services Administrator

Port of Newport

By: _____
Board Chair/President

PORT OF NEWPORT SPECIAL USE PERMIT

This permit, effective July 19th and 20th, 2018, 8:00 am until 5:00 pm each day, from the Port of Newport, organized and existing under the laws of the State of Oregon, hereinafter referred to as "Port", to Oregon State University (OSU) , hereinafter referred to as "Permittee."

The Port hereby grants permission to Permittee to use the Recreational Marina: launch ramp, finger docks and rear section of parking lot as designated by the Harbormaster. Permittee understands that the use of the facilities is not exclusive, and Permittee will abide by use guidelines. Use of designated area by Permittee is for OSU and Scientific Boating Safety Association (SBSA) Motorboat Operator Training Course (MOTC). (Exhibit A Special Use Permit Application)

Permit is subject to the rules, regulations, and ordinances of the Port of Newport and subject to the following terms and conditions:

1. **Application Fee.** A nonrefundable application fee in the amount of \$100.00.
2. **Usage Fees.** waived in consideration of non-profit status and educational purpose
3. **Reservation of Rights.** Port reserves the right to alter or amend the terms and conditions of this permit.
4. **Liability, indemnity of Port.** Permittee agrees to exercise due care in the activities described above and to abide by all Port rules, regulations and ordinances. Permittee shall indemnify and hold Port harmless from and against all claims, actions, proceedings, damages, and liabilities, including attorney fees, arising from or connected with Permittee's use of Port facilities. Permittee will carry a comprehensive general liability insurance policy with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.
5. **Limitation of Port's Liability.** Permittee acknowledges that Permittee has inspected the grounds and related facilities and is satisfied that these facilities are adequate for safe use for the above-described purpose. This permit is not a contract. Port's liability is limited to its sole negligence. Port's employees will make reasonable efforts to contact Permittee and notify Permittee of conditions requiring Permittee's attention, but Port assumes no responsibility of Permittee's use of the Port's facilities. Permittee confirms and assures that there are not alcoholic beverages used or provided during this event and that certified and trained emergency response providers are on site.
6. **Nontransferability/Term.** This permit is nontransferable. This permit expires July 20, 2018..

IN WITNESS WHEREOF, the Port has caused this permit to be issued on the date indicated above.

Port of Newport:

Accepted By:

Aaron Bretz, Director of Operations

Kevin L. Buch
Diving and Small Boat Safety Officer

ATTACHMENTS: Exhibit A (Special Use Permit Application)

SUP CHECKLIST

- Application App Fee
- Facility Supervisor Review
- Security Review
- General Manager Review
- Commission Approval
- Usage Fee
- Insurance Certificate
- SUP Issued

SPECIAL USE PERMIT APPLICATION

Submit to: Administrative Assistant
 Port of Newport
 600 SE Bay Blvd.
 Newport, Oregon 97365
 khewitt@portofnewport.com

This application must be completed, signed, and submitted with a nonrefundable \$100.00 application fee, to be paid in cash, by check or by credit card. Any usage fees required of the applicant must be submitted in full prior to the special use permit being issued by the Port of Newport. Any request for a full or partial waiver of the usage fees must be submitted with this application. The criteria used to evaluate a waiver request are listed below. Applications should be submitted far enough in advance of the event to allow the Port to determine the impact of the event on Port property and other Port guests and / or moorage holders. At least 45 days' notice is recommended.

Event Name: OSU Scietitfic Boating Safety Association - Motorboat Operator Training Course
 Event Date: 07/19 - 07/20, 2018 Time(s): 0800 - 1700 each day
 Total Days: 2
 Location: South Beach Marina

Facilities to Be Used:
 launch ramp, finger docks and rear section of parking lot.

Set-up Dates and Start Times: 07/19 and 07/20, 0730
 Take-down Dates and End Times: 07/19 and 07/20, 1700

Estimated Number of Participants: _____ Contestants: _____

Vendors / Volunteers: _____

Attendees: 12 students and 4 instructors

Applicant / Signer: OREGON STATE UNIVERSITY / Karol Barker
Procurement Analyst *Karol Barker 7/3/18*

Mailing Address: A 312 Kerr Administration Bldg. Corvallis, OR 97331

Telephone: 541-740-4577 (cell) E-mail: kevin.buch@oregonstate.edu

Contact Person (if different than applicant): Kevin Buch

Contact Person's address, phone number and e-mail: same as above

195391

Please provide a detailed description of the event, and attach a map of the location(s) if applicable:

The OSU Small Boat Safety Program will be facilitating a SBSA MOTC, Which is a basic small motorboat operator course designed for students and researchers who operate small boats for their field work activities. For the class to run efficiently, adequate facilities and space are needed to launch and recover boats, pick up and drop off students, and practice trailer maneuvering in a safe, open space. More info on SBSA can be found at www.scietificboating.org .

Please indicate if you are requesting a full or partial waiver of the usage fee, and explain the reasons for the request based upon the criteria described below:

The Port of Newport agreed to help support the class by charging only the standard \$100.00 fee. This support is critical, as the budget for this project is very limited (teaching staff are mostly SBSA and OSU volunteer instructors), and yet it is very important for the students and scientists who will be working on the water.

How will the Port of Newport be featured in your marketing/sponsorship promotions?

If provided with a logo, we will feature the Port in our slide presentations, and will also give personal acknowledgment of the Port's support at the event banquet and in any post- event news releases.

The following criteria may be used by the Port management to fully or partially waive the usage fee:

1. Is the applicant a non-profit or a for-profit entity? Yes, OSU is a public institution and SBSA is a non-profit

2. Will proceeds from the event be donated to charitable causes? If so, what percentage of the proceeds will be donated and to which charitable causes?
The small course fee will go back to SBSA to help defer course costs

3. What is the Port's cost to provide services for the event?
There are no anticipated costs to the port

4. Does the event provide any direct benefit to the Port?
No direct benefits but lots of positive PR and some positive media

Save as YourName.SUPApp and Submit Application: khewitt@portofnewport.com

Page 3 of 4

USAGE FEE SCHEDULE

PARTICIPANTS	NUMBER (reasonable estimate)	FEE
Attendees, Contestants, Volunteers at Event	1-200	\$400.00
	201-500	\$650.00
	501-1000	\$900.00
	1,001- 5000	\$1400.00
	5,001-10,000	\$1,900.00
	More than 10,000	\$2,400.00
Vendors	N/A	\$40/ per vendor
Port of Newport Fees (e.g. moorage)		

Permittee will also need to carry comprehensive general liability insurance with limits of \$2,000,000.00 per occurrence and \$2,000,000.00 in aggregate, and will provide the Port of Newport with a Certificate of Insurance naming the Port as an additional insured, subject to confirmation..



Sponsorship Agreement: In Kind Sponsorship Value \$460.00.

Event Name: OSU and Scientific Boating Safety Association (SBSA) Motorboat Operator Training Course (MOTC)

Event Date: July 19th and 20th, 2018

Applicant: OSU, Kevin L. Buch, Diving and Small Boat Safety Officer _____

Applicant will provide:

___ Logo placement on website ___ Link to the Port of Newport on website

___ Logo on event shirt ___ Banner displayed at event

___ Booth space at event ___ Goodie Bag insert

___ Mention in radio advertising

Other (please describe):

Port logo on slide presentations, acknowledgement of Port support at event banquet and any post-event news releases.

Port of Newport will provide: Waiver of usage fees, waiver of launch fees, logo image file

X _____ Date: _____
Aaron Bretz, Director of Operations

X _____ Date: _____
Kevin L. Buch
Diving and Small Boat Safety Officer