

**PORT OF NEWPORT WORK SESSION AGENDA**

Tuesday, February 16, 12:00 noon

South Beach Activities Room, 2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order ..... 12:00
- II. Review of TCB Agreement..... 12:05
- III. Review of Rogue Lease Modifications ..... 12:15
- IV. Adjournment ..... 1:00

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

The Port 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.

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## Amendment & Addendum to Services Agreement

Between the Port of Newport & TCB Security Services Inc.

Whereas the parties entered into a services agreement dated October 1, 2010, and;

Whereas the parties wish to amend and supplement their services agreement to provide for the billing and collection of certain Port of Newport facility code violations,

Therefore, the parties agree to amend their services agreement as follows:

A. Description of additional services provided.

1. TCB Security Services Inc., (“Contractor”) agrees to provide billing services for the Port of Newport (“Port”) for all port facility code violations.
2. The Port agrees to provide reliable data from which contractor may provide accurate billings for the compensation set forth herein, and will promptly forward to Contractor any correspondence or funds it receives in response to Contractor’s billing efforts.
3. Contractor will use its best efforts to bill and collect fines using the Port’s data, and shall have discretion in setting any fine in an amount less that is owed on any citations in excess of 30 days past due.
4. Contractor will provide reliable data to the Port for it to determine the status of its accounts related to the fines.
5. The form of data to be exchanged between the parties shall be determined by the parties jointly.

B. Compensation for services provided.

1. For citations over thirty days, the Port shall compensate contractor a sum equal to all fines collected by Contractor's efforts, less the sum of the base fine amount during the parties accounting period. The Port shall be entitled to the base fine.
2. For current citations not over thirty days, the Port shall compensate contractor a sum equal to 22% of the amount collected.
3. "Base fine" is defined as the fine originally assessed on the original issuance date of the citation.
4. “Accounting period” is defined as the time in which a reconciliation and proposed allocation by Contractor to Port.

5 Contractor and Port shall reconcile the fines collected for purposes of allocation under this agreement. The Contractor shall provide a reconciliation and proposed allocation to the Port at least monthly on a date mutually set by the parties. The Port shall have five business days from the date of receipt of the Contractor's proposed allocation to present written objections. If the Port does not make objections, the Contractor's allocation shall be presumed to be correct for determining and paying compensation between the parties. Any adjustments to any approved or presumptively approved month's allocation may be proposed by either party within 60 days of compensation payment, but after such time neither party is required to adjust their accounting or compensation absent fraud or mutual mistake.

C. Dispute Resolution.

The parties agree to participate in mediation in the event they do not agree to the allocation of the fines actually collected under this addendum or to the interpretation or other performance under this addendum. If the parties do not successfully resolve their dispute by mediation, the parties agree to arbitration. Unless the parties agree otherwise, they shall use the Arbitration Service of Portland for purposes of obtaining professional mediation and arbitration services.

D. Indemnification

It is the intention of both parties that the Port, its officers, agents and employees shall not be liable or in any way responsible for damage, loss or expense resulting from Contractor's, its invitees', agents' or representatives' actions in performance of the subject matter of this addendum, either to person or property, of any kind arising from any cause whatsoever, except such damage, loss, or expense arising from the intentional misconduct of Port or its officers, agents and employees acting within the scope of their employment.

E. Original Agreement Not Otherwise Amended.

Except as amended herein, the parties original Services Agreement pertaining to parking enforcement remains unchanged.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
For Port of Newport  
By: \_\_\_\_\_

\_\_\_\_\_  
TCB Security Services Inc.  
By: Michael Goff, President

## ROGUE LEASE SECOND AMENDMENT AND OPTION TO LEASE

DATE: February 16, 2016

LESSOR: Port of Newport  
A Port District duly authorized and existing under ORS 777.  
600 SE Bay Boulevard  
Newport, OR 97365

LESSEE: Oregon Brewing Company  
An Oregon Corporation  
2320 SE OSU Drive  
Newport, OR 97365

This amendment (the "Amendment") to the Agreement for Lease of Business Premises dated July 1, 2007 and amended by Rogue Lease Amendment dated January 24, 2012 (the "First Amendment") is by and between Oregon Brewing Company, an Oregon corporation, hereinafter referred to as "Lessee", and the Port of Newport, a municipal corporation of the State of Oregon, hereinafter referred to as "Lessor".

Lessor leases to Lessee and Lessee leases from Lessor certain real property and improvements as shown on the attached Exhibit A1. Lessee desires to expand its leased footprint and requests to lease an additional 29,146 square feet, of property adjacent to and east of the current leased property as shown in Exhibit A1 (the "Additional Footprint Area"). A portion of the additional footprint area (14,250 square feet, designated Phase 2) is subject to an option granted by Lessor to Lessee as provided below.

### RECITAL

The Additional Footprint Area will be used to construct an additional warehouse with a maximum square footage of 43,396 sf to provide for product storage, additional cold storage, bottling equipment and brewing capacity; and a truck loading ramp and forklift dock; and incorporate additional employee and customer parking, to be used in accordance with Section 5 of the Lease.

The Lessee leases a total of 73,016 square feet for the brewery warehouse, bringing the total leased square footage upon construction and occupancy of both phases to 116,412 square feet, 14,250 square feet of which are subject to an option granted to Lessor to Lessee as provided below. Parties agreed in their January 24, 2012 amendment that the outside storage areas will be fenced by a six-foot chain link fence.

The Lessor and Lessee signed a Letter of Understanding (LOU) on January 26, 2016 to more clearly define roles and responsibilities associated with this Lease Option. The LOU is attached hereto as Exhibit B and by this reference incorporated herein.

The parties anticipate receiving the occupancy permit for Phase 1 as of December 1, 2016 and agree that the terms of this Lease Option will begin on that date.

For determining the lease payment for the lease and option, the square foot rate is 20-cents per square foot per month. Other elements that are known include the square footage of Phase 1 and 2. Elements unknown at this time are the final cost of the offsite improvements and the start date of the executed option. Based upon these variables, an example of the lease payment scenario is provided:

**SAMPLE OF LEASE PAYMENT SCENARIO**

69,950	= first phase annual lease amount
104,150	= first plus final phase annual lease amount
225,000	= port's portion of estimated offsite improvements

	Annual Lease Payment	Actual Payment to Port	Lease Abatement	Offsite Imp. Balance
2016	69,950	40,000	29,950	195,050
2017	69,950	40,000	29,950	165,100
2018	69,950	40,000	29,950	135,150
2019	104,150	40,000	64,150	71,000
2020	104,150	40,000	64,150	6,850
2021	104,150	97,300	6,850	0
2022	104,150	104,150	0	0

Lessor agrees to apply no CCI adjustment to the annual lease amount to the square footage which is the subject of this second amendment and option to lease during the period of abatement, but the annual square foot rate will match the rate applied to the balance of the brewery square footage after abatement is complete.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto hereby agree as follows:

Grant of Option to Lease: Lessor hereby grants to Lessee an exclusive option (the "Option") to Lease the Phase 2, 14,250 square foot property in material accordance with the terms of this second amendment and option to Lease. In the event Lessee exercises the Option, as provided herein, the terms will be as provided herein.

The Option shall be exercisable by Lessee at its sole discretion, by executing and delivering to Lessor written notice of exercise during the period commencing with the Lessee Date of this

Agreement and terminating on November 31, 2021. As consideration for the option to lease, Lessee agrees to Lessor perform as provided in the LOU.

The current Lease sections shall be amended as follows:

A. Section 1. Premises

The following language is hereby added to the end of the third paragraph of Section 1 as amended by the First Amendment:

“The Premises shall include the “Additional Footprint Area” shown in Exhibit A1, attached hereto and incorporated herein by reference.”

B. Section 2. Extension of Term.

The second paragraph of Section 2 of the Lease amended by the First Amendment is hereby reaffirmed in its entirety.

C. Section 3. Rent

Section 3.a of the Lease as amended by the First Amendment is hereby modified by adding the following language to the end of said Section 3.a:

In addition to the amounts above, from December 1, 2016, Lessee shall pay to Lessor a base rent of SIXTY-NINE THOUSAND, NINE HUNDRED FIFTY AND 40/100 DOLLARS (\$69,950.40) per annum payable at the rate of FIVE THOUSAND, EIGHT HUNDRED TWENTY NINE AND 20/100 DOLLARS (\$5,829.20) per month, equal to 20 cents per square foot for the additional footage; payable in advance on or before the first day of each month thereafter during the entire term of this lease, as amended; and that the base rent on the brewery lease shall not be subject to increase based on the Consumer Price Index (CPI) as hereafter provided until the costs of the Port’s portion of the offsite improvements have been abated.

Upon occupancy of the Phase 2 construction, Lessee shall pay to Lessor a base rent of ONE-HUNDRED-FOUR THOUSAND, ONE-HUNDRED-FIFTY AND 40/100 DOLLARS (\$104,150.40) per annum payable at the rate of EIGHT THOUSAND, SIX-HUNDRED, SEVENTY-NINE AND 20/100 DOLLARS (\$8,679.4) per month, equal to 20 cents per square foot for the additional footage.

Following the abatement plan identified in the Letter of Understanding, the Lessor agrees to receive \$40,000 annually (\$3,333.33 monthly) with the balance owed applied to the Port’s portion of the offsite improvement costs. During this abatement period, Lessor agrees not to assess the Consumer Price Index (CPI) for the entire 116,412 sq. ft. brewery complex until the abatement is completed.

Upon completion of Phase 2, the total amount of base rent will be TWO-HUNDRED, SEVENTY-NINE THOUSAND, THREE-HUNDRED EIGHTY-EIGHT AND 80/100 DOLLARS (\$279,388.80) per annum; payable at the rate of TWENTY-THREE THOUSAND, TWO HUNDRED AND EIGHTY-TWO AND 40/100 DOLLARS (\$23,282.40) per month; payable in advance on or before the first day of each month thereafter during the entire term of this lease, as amended; and that the base rent on the brewery lease shall not be subject to increase based on the Consumer Price Index (CPI) as hereafter provided until the costs of the Port's portion of the offsite improvements have been abated.

Once the Port's portion of the offsite improvements have been abated, the full amount of the lease rate will be subject to increase based on the Consumer Price Index (CPI) as hereafter provided.

The Lease as herewith amended by this instrument shall continue in full force and effect subject to the terms and provision of this Amendment to Lease. This Amendment shall bind and inure to the benefit of Lessor, Lessee, and their respective successors and permitted assigns. This Amendment, in conjunction with the Lease and subsequent extension or amendments, sets forth the entire agreement between parties. All other terms and conditions of the original agreement remain in full force and effect as written.

In witness, Lessor and Lessee have executed this Amendment to Lease as of the day, month, and year first written above.

LESSOR: Port of Newport

\_\_\_\_\_  
Kevin M. Greenwood, General Manager

LESSEE: Oregon Brewing Company

\_\_\_\_\_  
Brett Joyce, President/CEO

EXHIBIT A1 – SITE PLAN PHASE 1 & 2/ADDITIONAL FOOTPRINT AREA

EXHIBIT B – LETTER OF UNDERSTANDING AND EXHIBITS

4 – ROGUE LEASE SECOND AMENDMENT AND OPTION TO LEASE

DRAWN BY : CHD  
 CHECKED : RSB  
 APPROVED : RSB  
 These drawings as instruments of service remain the property of the Architect. Any changes, publication, or unauthorized use is prohibited unless expressly approved by the Architect. Copyright 2016

PROPOSED STORAGE/ SHIPPING WAREHOUSE BUILDING  
 FOR  
 ROGUE BREWERY  
 NEWPORT, OR 97365  
 2320 OSU DRIVE

NO.	REVISIONS

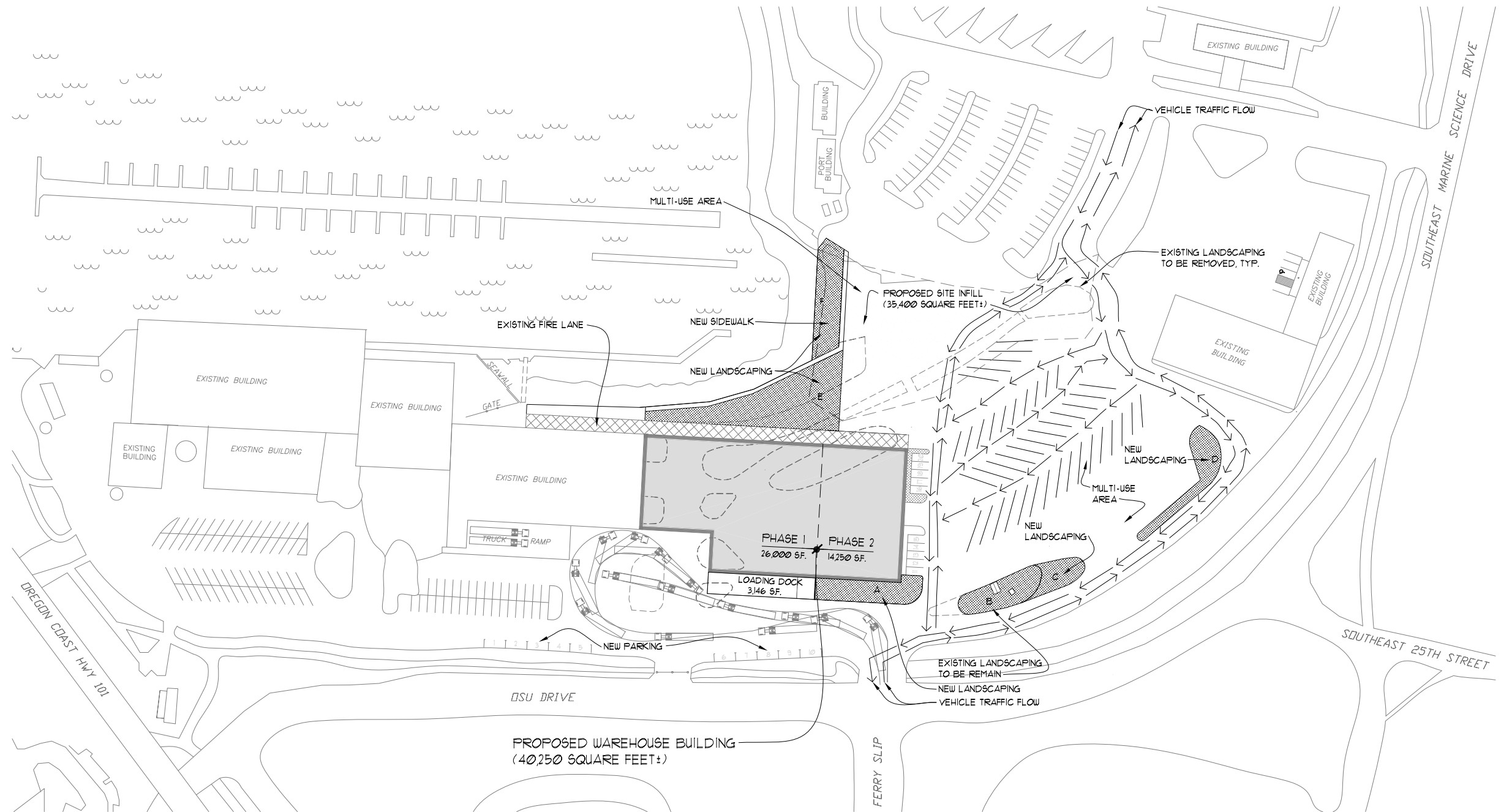
REVISIONS

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A PROFESSIONAL CORPORATION

2225 COUNTRY CLUB ROAD  
 WOODBURN, OREGON 97071  
 (503) 982-1211

PROJECT NO.: 1419  
 DRAWING NO.: AI  
 DATE: 02/16/16



PROPOSED WAREHOUSE BUILDING  
 (40,250 SQUARE FEET±)

SITE DEVELOPMENT NOTES:

- PROPOSED WAREHOUSE BUILDING: 40,250 SQUARE FEET±
- LOADING DOCK: 3,146 SQUARE FEET±
- REQUIRED PARKING: 20 SPACES
- LANDSCAPING SHOWN: 21,805 SQUARE FEET±

9 AI SITE PLAN - PHASE 1 + 2  
 1" = 60'-0"





600 S.E. Bay Blvd., Newport, OR 97365 / (541) 265-7758 / [www.portofnewport.com](http://www.portofnewport.com)

February 2, 2016

Derrick Tokos, Community Development Director  
CITY OF NEWPORT  
169 SW Coast Hwy.  
Newport, OR 97365

RE: APPROVAL OF ROGUE LAND USE PERMIT APPLICATION

Dear Derrick,

Please consider this letter as Port of Newport approval of the land use application being submitted by Oregon Brewing Company ("Rogue").

The Port Commission at their January 26<sup>th</sup> meeting approved the attached Letter of Understanding with Rogue. This document addresses many elements that the Planning Commission may be interested in, including:

- Approval of a five-year option for the second phase of the warehouse construction.
- Construction of a Multi-Use Area that includes the filling in of the decommissioned boat launch and bringing up to grade to match the parking area in front of the House of Spirits and the dry camping area.
- Rogue will be required to paint a mural on the south side of the new warehouse. The Port plans to work with the City's Public Arts Committee to design a mural that represents the nature of the South Beach community.
- The lease continues to allow for the siting of special events.
- Prohibition of further expansion at the current site after Phase 2.

We would to stress that the new multi-use area is intended to be open and usable for a variety of events and as such, the Port does not plan to stripe that area in the immediate future.

The Port at this time has not reviewed Rogue's building permit application and we request that the City require Port approval prior to accepting Rogue's application.

If you have any questions please don't hesitate to contact me at (541) 265-7758.

Respectfully,

Kevin M. Greenwood  
General Manager

Cc: Brett Joyce, Rogue Brewing  
Port of Newport Board of Commissioners





# **VOLUNTEER SERVICE HANDBOOK**

**Guidelines, Policies and Procedures**

As Approved February 16, 2016

## **WELCOME TO THE VOLUNTEER PROGRAM.**

Thank you for choosing to give your time and energy to the Port of Newport volunteer program. We hope you enjoy your time with us, find it a very enriching experience, and make lifelong friendships.



## **PURPOSE OF THIS HANDBOOK**

The purpose of this handbook is to answer the following questions:

- What and who make up the Port of Newport?
- How is the Volunteer Services Program (**VSP**) structured and how do you fit into it?
- What are the rules that you as a volunteer are expected to know and follow?

We want you to know what is expected of you. These guidelines, policies and procedures have been developed to ensure that you and your fellow volunteers know how to respond in most situations and who to ask when you don't know.

## **WHO ARE WE?**

The Port of Newport is located on the central Oregon coast in the City of Newport, Lincoln County and is a major business/economic hub of the area. Newport encompasses approximately 59 square miles and has an estimated population of 10,800. Port boundaries reach north to Otter Rock, east up to six miles inland, south to Seal Rock, and west to the Pacific Ocean. Commercial and sport fishing, fish processing, shipping, tourism, recreation, and lumber and wood processing are the area's major industries. The Port's primary business centers are the International Terminal, the Commercial Fishing Marina, the Recreational Marina and RV Parks, and the NOAA Marine Operations Center- Pacific Facility. The Port also leases property to Hatfield Marine Science Center, Oregon Coast Aquarium, Rogue Brewery, Pacific Seafood, and many other businesses.

Many programs involved in conveying educational information to the public—exhibits, signage, tours, school programs and volunteers—are under the direction of Port Operations. **VSP**, a program within the department, recruits volunteers to meet Port needs and provides support and direction to all volunteers within the program. Contact the **VSP** if you would like to volunteer.

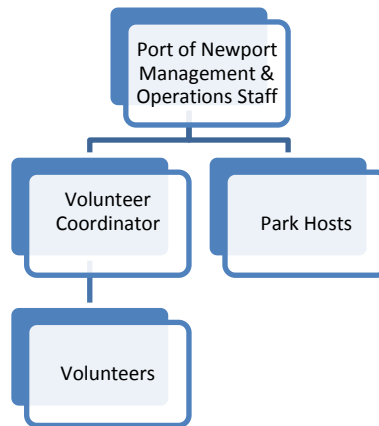
**VSP** works with staff & volunteers for...

- Clear understanding of expectations
- Assurance that support will be provided
- Maintenance of accurate records

## **PORT OF NEWPORT MISSION STATEMENT**

**"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."**

## **VOLUNTEERS IN THE PORT OF NEWPORT ORGANIZATION**



## VSP GOALS

- Educate, Inform, and Interpret
- Promote the Port of Newport as a place of interest.
- Be a valued member of the community.
- Maintain a high level of public interest and strive for repeat visitors.
- Promote education and be ambassadors on behalf of the Port of Newport.
- Take pride in appearance and maintenance of the Port of Newport.
- Promote the Port of Newport as an authentic working waterfront.
- Provide a welcoming and safe environment for visitors on all Port property.

## POLICIES AND PROCEDURES

Volunteers are subject to the rules of the Port of Newport personnel manual. All rules within this handbook will apply—even if you haven’t read them—so, please take a few minutes to review the following policies. In addition to those listed, there may be policies that are specific to the area in which you volunteer.

- Agree to a background check.
- Wear Port provided Volunteer clothing at all times when on assignment, unless on a work crew where work clothes are acceptable.
- Need to know all work areas and what is required.
- Work a minimum of 50 hours per year. While every volunteer is not expected to work on every project, they will need to participate as often as possible to be part of the team.
- Wear your name badge at all times.
- Know your work environment and follow Port safety procedures. Remember SAFETY FIRST.

## CHECKING IN

- If applicable, log in on the specified sign in sheet provided by your coordinator.

- If applicable, be prompt and check in with Supervisor of project and be in position at agreed on time.

## **OTHER THINGS YOU SHOULD KNOW**

- Cell phones should be turned on and used in case of an emergency. Personal cell phone usage is discouraged unless necessary.
- Volunteer parking will be wherever volunteer is working at the time, however, be aware and considerate of Port employees, commercial fishermen, recreational and charter fishermen and do not block their parking. Always practice caution when you are working on or around the docks and be courteous of fishermen and the public.
- For your safety and the safety to the Port employees, always be aware of your surroundings.
- Training may be required in order to perform certain tasks. It is expected that you will attend the training sessions as required.

## **CONTACT OPERATIONS WHEN:**

- If a Volunteer is injured while on duty the injury must be reported immediately—no matter how minor. Workman's compensation coverage is provided by the Port while on duty. Forms are available through Operations.
- Visitors are behaving inappropriately - putting themselves or others at risk, creating a disturbance, harassment, or any behavior of concern. Incident reports must be filled out whenever you observe or are involved in an accident or negative interaction involving a visitor. Port provided Incident report forms or personal notes regarding an incident should be turned in directly to the Port staff in authority.
- Found items of value are to be turned over to Operations.

## **ATTENDANCE**

- Be ready to start on time as required per assignment in Port clothing or work clothes.
- Call if you will be late or unexpectedly absent. Messages can be left on the coordinators voice mail, but if direct contact cannot be made you must phone Operations to relay a message.

## **APPEARANCE**

- Name badges should be worn at all times while you are on duty.

- Be neat and clean. Dress appropriately. Volunteers should wear the appropriate Port clothing for the job or work clothes. Practice good hygiene.
- Port clothing consists of dress shirt or polo shirt, trousers of a plain color – black, blue, tan, khaki, etc. – not patterned. Blue jeans in good condition are acceptable. Trousers cannot bag and drag on the ground and sweat pants or tights are not acceptable. Shorts are allowed but must be mid-thigh length or longer.
- Shoes should be clean and shoestrings tied. Flip-flops are not allowed. Rubber boots or work boots may be required for some task assignments.
- Hats should be plain. Port hats are provided for dress wear.

## **DESIRABLE BEHAVIOR**

- Customer Service is a priority
- You are considered a representative of the Port of Newport when wearing authorized items and should conduct yourself accordingly, even if you are not on Port grounds. This includes using internet forums and public websites. Posting information on the internet is a form of publication. When you post a profile of yourself on a public website, and state that you are a volunteer at the Port of Newport, and/or post a photo of yourself in your volunteer clothing, you are representing the Port. This is no different than being off-site in your port clothing and as such the same code of conduct is expected.
- If you don't know an answer to a question, "I don't know" is a perfectly acceptable answer, just be sure follow up with them, if possible.
- Be helpful; stop and talk with visitors if they look confused. Be available to answer questions.
- Be respectful and considerate when communicating with staff and fellow volunteers.
- Be on site on the days you are scheduled.
- Treat Port equipment with regard and never remove from Port grounds.
- Practice an attention to detail.
- If you see a problem or have a concern let the supervisor know.

## **UNDESIRABLE BEHAVIOR**

- Illegal drug use or prescription drug abuse is not tolerated and is cause for immediate dismissal.



- Alcohol cannot be consumed by staff or volunteers on Port grounds during public hours. Alcohol can be consumed (but not abused) when served with the approval of Port administration at an after hour, volunteer or volunteer & staff event.
- Disregard of safety guidelines will not be tolerated. Be sure that you understand safety requirements for the area in which you volunteer.
- Falsification of information is cause for dismissal.
- Theft of property, the Port's or that belonging to another volunteer or staff, will lead to dismissal and can result in criminal prosecution.
- Use of profanity or offensive language is not allowed in public areas or around staff and volunteers who may be uncomfortable with this type of language.
- Harassment of any kind will not be tolerated and must be reported immediately.

## **ABUSE OF PRIVILEGE**

- No entrance into Port owned areas without expressed authorization.
- The copying, use or transference of keys or combinations for non-Port use without expressed authorization.
- Family and friends are not allowed in work areas.
- Proprietary information is Port information learned while volunteering that is not to be shared without consent. This includes social network sites.
- Information to media cannot be provided without prior approval. Volunteers are not authorized to make statements to the press unless it has coordinated with appropriate staff. Media persons contacting volunteers should be referred to the Director of Operations or General Manager.
- Information of a sensitive nature should never be released or discussed by volunteers with anyone outside the Port. This information includes but is not limited to:
  - Financial
  - Attendance
  - Engineering
  - Program plans
  - Personnel data

## **DISCIPLINE PROCEDURES**

- A first offense that fails to meet program expectations or policy requirements will lead to a verbal reminder.

- A second offense of the same behavior will result in a verbal reminder followed by a written warning from the Director of Operations.
- A third offense of the same behavior can result in dismissal.
- Immediate dismissal will occur if there is blatant disregard of policy, staff, volunteers or visitors, insubordination, or any behavior that is deemed to be a detriment to the Port or a violation of its goals.

## **BENEFITS**

- Benefits include personal gratification, education, some benefits provided by the Port of Newport and community benefits from volunteering.

## **PARK HOSTS AND OTHER VOLUNTEER CLASSIFICATIONS**

- Port of Newport park hosts may be subject to additional rules and policies.

**Thank you for being a Port of Newport volunteer!**



## Current staff responsible for VSP programs

### Port of Newport Board of Commissioners:

- **Walter Chuck, President**
- **Ken Brown, Vice President**
- **David Jincks, Secretary**
- **Stewart Lamerdin**
- **Patricia Patrick-Joling**

**Kevin Greenwood, General Manager. (541)265-7758.** Mr. Greenwood joined the Port as General Manager in February 2014 after serving five years as the Port Manager in Garibaldi. During his time there, Greenwood financed a \$6MM wharf reconstruction project through grants and assisted the Port Commission through its adoption of the state's first Strategic Business Plan. Prior to working at the Port, Greenwood was City Administrator for five years and helped create Tillamook County's first urban renewal district. Greenwood was also hired as a downtown development coordinator for the City of Rockaway Beach and helped build many of the sidewalk improvements along US101. Before arriving in Newport, Mr. Greenwood served as the President of the Northwest Housing Authority (NOHA) in Warrenton, President of the North (Tillamook) County Recreation District (NCRD) in Nehalem, and is the current President of the Oregon Public Ports Association (OPPA). A 1990 graduate of the University of Washington, Greenwood has lived on the Oregon Coast since 1998. Mr. Greenwood reports directly to the Port Commissioners.

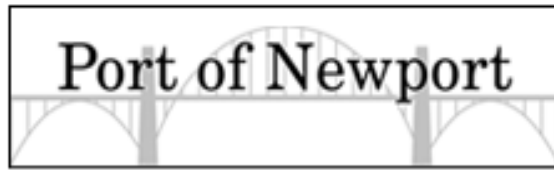
**Rick Fuller, Director of Operations. (541)265-7758.** Mr. Fuller comes with more than 30 years of experience in construction management and facility operations. He first arrived in Newport in 2011 as the NOAA Marine Operation Center of the Pacific (MOC-P) Lease Manager with the construction management firm Day CPM who headed the NOAA-MOC-P development. Mr. Fuller had oversight of construction closeout and managed the transition into sustainable operations at the NOAA-MOC-P facility. In 2012 his employment was transferred to the Port where he continues his "boots on the ground" management style.

**Kevin Bryant, Commercial Marina Harbormaster (541)270-5557**

**Chris Urbach, South Beach Marina Harbormaster (541)270-5558**

**Jim Durkee, NOAA Facilities Manager (541)270-0545**

**Pete Zerr, Newport International Terminal (NIT) Supervisor (541)961-6010**



## PORT OF NEWPORT VOLUNTEER AGREEMENT

By signing below I acknowledge that I have met with the Volunteer Coordinator, read over the Volunteer Handbook and agree to the terms and conditions set out in the Handbook.

### I understand that...

- I need to wear my ID badge and designated uniform while on-site or representing the Port of Newport, unless it is deemed work clothes are acceptable for a specific project.
- I need to know a background check will be performed which could be cause for dismissal.
- I need to orientate myself of all work areas, especially those that are restricted, and what is required of me as a volunteer. Most important is that I remember **SAFETY FIRST!**
- I agree to work the required amount of hours of service.
- I need to login either on the computer or sign in sheet when I report to work.
- I will attend meetings and training sessions, depending on the requirement for a specific project or as recommended by the Port of Newport.
- I am not allowed to share proprietary information to which I am exposed while serving as a volunteer. This includes any information that is not generally shared with the public and should not be shared with friends, family or through social networks, as set out in the Volunteer Service Handbook.
- I am expected to be friendly, respectful and considerate of visitors, other volunteers and staff.

**If I DO NOT follow these policies, I understand that the discipline process by Volunteer Services may include oral warnings, written warnings, suspension and/or termination of services at any time.**

**Volunteer**

**Name:** \_\_\_\_\_

**Volunteer**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_