



**PARKS AND RECREATION ADVISORY COMMITTEE AGENDA**  
**Wednesday, March 01, 2023 - 5:30 PM**  
**Council Chambers - 169 SW Coast Highway, Newport, Oregon 97365**

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All public meetings of the City of Newport will be held in the City Council Chambers of the Newport City Hall, 169 SW Coast Highway, Newport. The meeting location is accessible to persons with disabilities. A request for an interpreter, or for other accommodations, should be made at least 48 hours in advance of the meeting to Erik Glover, City Recorder at 541.574.0613, or [e.glover@newportoregon.gov](mailto:e.glover@newportoregon.gov).

All meetings are live-streamed at <https://newportoregon.gov>, and broadcast on Charter Channel 190. Anyone wishing to provide written public comment should send the comment to [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). Public comment must be received four hours prior to a scheduled meeting. For example, if a meeting is to be held at 3:00 P.M., the deadline to submit written comment is 11:00 A.M. If a meeting is scheduled to occur before noon, the written comment must be submitted by 5:00 P.M. the previous day. To provide virtual public comment during a city meeting, a request must be made to the meeting staff at least 24 hours prior to the start of the meeting. This provision applies only to public comment and presenters outside the area and/or unable to physically attend an in person meeting.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

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**1. CALL TO ORDER/ROLL CALL**

**2. ADDITIONS/DELETIONS TO AGENDA**

**3. APPROVAL OF MINUTES**

**3.A December 7, 2022 Minutes**  
[Minutes 12-7-22 DRAFT.pdf](#)

**3.B January 4, 2023 Minutes**  
[Minutes 1-4-23 DRAFT.pdf](#)

#### **4. DISCUSSION ITEMS**

**4.A Committee Goals - Review Leadership Assignments (10 minutes)**  
[P&R Committee Goals FY2023-24\\_FINAL.pdf](#)

**4.B Review the Integrated Pest Management (IPM) Plan DRAFT (20 minutes)**  
[IPM Draft.pdf](#)

**4.C Vision 2040 Committee Update - Jeff Schrantz (15 minutes)**

**4.D Discussion on ADA Beach Access Project (15 minutes)**

#### **5. DIRECTOR'S REPORT**

**5.A December 2022 Department Report**  
[P&R\\_December 2022.pdf](#)

#### **6. PUBLIC COMMENT**

#### **7. COMMITTEE COMMENTS**

#### **8. DEVELOP NEXT AGENDA**

#### **9. ESTABLISH NEXT MEETING DATE**

#### **10. ADJOURNMENT**

## 11. GOALS

*The Parks and Recreation Advisory Committee supports the mission of the Parks and Recreation Department, which is "...to help meet the recreation needs of residents and guests by providing quality facilities, trails, fields and open space. We strive to offer a variety of activities and environments that allow for personal, social, and economic benefits open to all people. Our goal is to provide leadership and coordination on projects and programs that enhance the livability and quality of life in Newport."*

### A. Ongoing Goals

- *Serve as the city's Tree Board, which will "...approve or deny requests for public tree removal pursuant to Chapter 9.10 (Right-of-Way-Permits) and with the responsibility to study, investigate, develop Newport Municipal Code Index Page 22 and periodically update a written manual for the care, preservation, pruning, planting, replanting, removal and disposition of trees and plantings in parks, along public streets, and in other public places." (Newport Municipal Code 2.05.040; see the rest of the ordinance for other Tree Board-related duties.)*
- *Assist with Tree City and Bee City USA annual recertification and related activities such as the Arbor Day celebration*

### B. Goals for FY 2020-2021

- *Support implementation of the Parks Master Plan*
- *Develop list of feasible short-term projects based on the PMP Tier One project list (note: supports City Council goal 20.B.4)*
- *Develop advocacy plan for those projects*
- *Develop and implement a protocol for tracking implementation of the Parks Master Plan*
- *Complete a memorial bench policy for the City of Newport*
- *Work with City staff to revitalize the Parks and Recreation Foundation (note: supports City Council goal 20.B.6)*
- *Partner with the Foundation to identify potential grant sources*
- *Work with the Foundation to identify priority projects that need grant funding and match those with potential sources of grant funds*
- *Work with City staff to identify processes for grant writing*
- *Support and advocate for projects and activities that bolster diversity, equity and inclusion in all Parks and Recreation programs and initiatives*
- *Develop process for undertaking review of department programs with staff*
- *Meet once a year with the advisory committee of the Newport 60+ Center on issues of joint concern*
- *Meet once a year with the city Bike - Ped committee on issues of joint concern*
- *Develop an integrated trail system, accommodating multiple uses, that connects neighborhoods, visitor destinations, open spaces, and natural areas.*

- *Identify priorities from the Parks and Recreation Master Plan for implementation*
- *Establish a foundation to support City parks and recreation programs*
- *Pursue the mountain bike collaborative agreement to develop trails with the NEWTS*

*C. 2-5 Year Goals*

- *Enhance Tree City USA program and activities to qualify for a TCUSA growth award*
- *Explore options for funding outlined in PMP like establishing a parks district etc.; make recommendation to City Council*

*D. Projects generally supported by the committee for which further planning is needed*

- *Develop a forest/open space management plan*
- *Support and promote a safe pedestrian bridge across Yaquina Bay*
- *Support a Newport trail connection to the C2C trail*
- *Improve and promote fishing opportunities at Big Creek Reservoir*



December 7, 2022  
5:30pm  
Newport, Oregon

## **Newport Parks and Recreation Committee Meeting**

The Newport Parks and Recreation Committee met on the above date and time in the Council Chambers of Newport City Hall.

On roll call, Nancy Steinberg, Charles Mitchell, Cheryl Brown, Charles Brown, Al Gilhuly, Brian Norris (arrived @ 5:43pm), Nyla Jebousek (arrived @ 5:34pm and left meeting @ 7:00pm), Todd Chandler, and council member Cynthia Jacobi were present.

Staff in attendance was Mike Cavanaugh, Parks and Recreation Director.

### **ADDITIONS/DELETIONS TO AGENDA**

None.

### **ACTION ITEMS**

**Approval of Minutes:** none

### **DISCUSSION ITEMS**

#### **Recreation Business Plan Review**

Cavanaugh presented a brief review of the Recreation Business Plan that was accepted by City Council in September 2022.

Cavanaugh explained the community engagement that our plan consultant, BerryDunn, LLC, undertook and who they met with during the information gathering period. City Council, advisory committees, user groups, stakeholders, Lincoln County School District, and city staff were met with the consultants to complete a SWOT analysis, provide department activities information, and provide department and city financial information. BerryDunn also utilized the City's Vision 2040 Plan and the 2019 Park Master Plan as additional resources.

Cavanaugh highlighted the purpose of the plan and what the City wanted to accomplish with the new plan which includes a financially sustainable and resilient organization, an effective professional team to deliver services, positive and consistent communication to the community, facilities that meet the needs of residents, and access to high-quality

programs and services that meet the needs of our residents. Cavanaugh highlighted the goals and objectives that BerryDunn and city staff identified during the planning process to best meet the community's needs and desires. Cavanaugh pointed the critical success factors that BerryDunn developed early on in the process and the performance measures to help guide the development of a plan that emphasizes a balance between high-quality service provision and sustainable financial operations.

Cavanaugh described the current organizational chart by function and the hypothetical scenarios the City asked BerryDunn to complete assuming that current General Fund contribution would be reduced by 25%, 50%, and 75%. Each scenario laid out the service areas that would need to be reduced, the individual registration impact, and PCUs impacted.

Cavanaugh reviewed through several of the many alternative funding opportunities that the department is either currently doing, should definitely consider, or possibly consider. These alternative funding sources are ways to assist with financing parks and recreation services for both operating and capital budgets.

Cavanaugh then moved to the goals, objectives, and action items that were developed from the public input, needs assessment survey, feedback from community forum, and additional information gathering during the planning process. The items provided real actions that the City can employ to complete the listed goals and objectives. Cavanaugh explained that the Recreation Division utilized this area of the plan to drive strategic planning for Fiscal Year 2023-2024 and beyond.

Steinberg asked Cavanaugh what can the committee do to assist staff with accomplishing action items and objectives of the plan. Cavanaugh responded that the committee can review future department proposal changes to funding sources and operations prior to implementing. Cavanaugh also mentioned the committee can provide additional support through communication with City Council or city staff regarding changes that need approval from policy makers.

### **Fiscal Year 2023-2024 Goal Setting**

Steinberg reviewed the goal setting process and explained the usual goals and objectives that usually remain on the committee's goals each year. Jacobi explained how City Council utilizes the committee goals, committee discussions, and city staff goals as they build the goals for City Council. She explained that a lot of projects are identified through this process.

Steinberg asked the committee if there are specific projects that the committee would like to take on over the next fiscal year. Jebousek mentioned that an ivy removal program would be a great project to take on. Jebousek agreed to explore the idea of an ivy removal program through additional informational gathering.

Cheryl Brown mentioned the concern over the new proposed Bayfront public transient plan and the effects that may occur in the City campus parking lot. There could be impact on available spots for patrons visiting the recreation facilities and City Hall. Cavanaugh highlighted the Recreation Business Plan mentions that city campus parking could be a deterrent for servicing the public recreationally. Cavanaugh and Jacobi mentioned that public input could be made to the City's Parking Committee still.

Steinberg mentioned that she would compile all goals and objectives and will bring a draft back to the committee in the January 2023 meeting.

**Director's Report**

Cavanaugh reviewed the October monthly Department report (attached.)

**PUBLIC COMMENTS**

None

**COMMITTEE COMMENTS**

None

**Develop Next Agenda**

- Committee Officer Elections
- Review Committee Charge
- Finalize Committee Goals & Objectives
- Review Committee Calendar
- Meet with the Sports Program Coordinator

**Establish Next Meeting Date**

The next meeting is tentatively scheduled for January 4 @ 5:30pm.

**Adjournment**

Having no further business, the meeting adjourned at 7:12pm



January 4, 2023  
5:30pm  
Newport, Oregon

## **Newport Parks and Recreation Committee Meeting**

The Newport Parks and Recreation Committee met on the above date and time in the Council Chambers of Newport City Hall.

On roll call, Nancy Steinberg, Charles Mitchell, Cheryl Brown, Charles Brown, Jeff Schrantz, Eva Gonzalez-Munoz (left @ 6:35pm), Al Gilhuly, Shelley Moore, and Council Member C.M. Hall were present.

Staff in attendance was Mike Cavanaugh, Parks and Recreation Director.

### **ADDITIONS/DELETIONS TO AGENDA**

None.

### **ACTION ITEMS**

**Approval of Minutes:** November 22, 2022

MOTION was made by Cheryl Brown with recommended edits, seconded by Gilhuly, to approve the minutes of the November 22 meeting. The motion carried in a voice vote.

### **DISCUSSION ITEMS**

#### **Committee Chair & Vice-Chair Elections**

MOTION was made by Gilhuly, seconded by Mitchell to appoint Steinberg as Committee Chair. Steinberg abstained. The motion carried in a voice vote.

MOTION was made by Steinberg, seconded by Moore to appoint Cheryl Brown as Committee Vice-Chair. Cheryl Brown abstained. The motion carried in a voice vote.

#### **2022 Committee Charge**

The Committee reviewed the current Charge to the Committee and Steinberg discussed the possible changes of moving the Tree Board as a sub-committee within the Parks & Recreation Advisory Committee. Cavanaugh will discuss this possible change with City staff and report back to the committee.



### **Review FY 2023-2024 Committee Goals**

Steinberg completed a final review of the updated FY23-24 Goals. Steinberg discussed the objective added about evaluating other Tree Board models under other agencies. Steinberg highlighted the need to continue working the Friends of Newport Parks & Recreation, grow the Committee's understanding of Diversity, Equity, and Inclusion issues, and provide input to the department about programs and events. Steinberg pointed out the new goals and objectives to growing urban forestry initiatives that can be tied to the Tree City USA program and developing a plan for ADA beach access in the city.

Steinberg explained the new committee leader role for each goal. Steinberg asked for volunteers to take different goal leader roles. Gilhuly, Gonzalez-Munoz, Chandler, Brown, Mitchell, Moore, Jebousek, and Brown volunteered for these roles.

### **Committee 2023 Work Calendar**

Steinberg noted that she put a calendar together for the new year. She added that this calendar should match up with the goals they had just approved for the next fiscal year. The Committee discussed the calendar and any changes they would like. Cavanaugh stated he would make updates and resend the calendar to the committee.

### **Meet with Sports Program Coordinator - Zach Koprowski**

Koprowski introduced himself to the committee and gave a summary of his personal and professional background. He expanded on what he has completed over his first 6-months in the position and what his vision is moving forward for the Sports Division and the City. He sees a lot of opportunities for program and facility growth to increase the value of parks and recreation to the community. Koprowski has goals to expand special events and activities/programs to benefit local residents while capitalizing on the tourist market.

### **Director's Report**

Cavanaugh reviewed the November monthly Department report (attached).

### **PUBLIC COMMENTS**

None

### **COMMITTEE COMMENTS**

#### **ADA Beach Access Update**

Charlie Brown provided an update about his communication with David's Chair Organization. Brown explained that the David's Chair is interested about exploring a partnership with the City of Newport to provide a track chair for public use to be located permanently in Newport.

#### **Develop Next Agenda**

Vision 2040 Update  
Review draft Integrated Pest Management Plan  
Follow up Discussion on ADA Beach Access Project

#### **Establish Next Meeting Date**

The next meeting is tentatively scheduled for February 1 @ 5:30pm.

**Adjournment**

Having no further business, the meeting adjourned at 6:56pm

DRAFT

**Parks and Recreation Advisory Committee**  
**Goals Fiscal Year 2023-2024**  
**FINAL**

<b>SUMMARY TABLE</b>			
Goal #	Goal	Goal Type	Committee Lead
1	Monitor and support implementation of the Parks Master Plan.	Ongoing	Nancy Steinberg
2	Work with the Parks and Recreation Foundation to secure funding for priority projects.	Ongoing	Al Gilhuly
3	Increase the committee's understanding of DEI issues in a Parks & Recreation context.	Ongoing	Eva Gonzalez-Munoz
4	Coordinate with other committees on items of mutual interest.	Ongoing	Nancy Steinberg
5	Ensure the committee is prepared in its role as the City's Tree Board and evaluate other potential Tree Board models.	Ongoing	Todd Chandler?
6	Explore ways the committee and the department can better support the City's 60+ community.	Ongoing	Charlie Brown & CM Hall
7	Monitor and support implementation of department's business plan.	Ongoing	Cheryl Brown
8	Provide input on department's programs and events.	FY 23-24	Charles Mitchell & Shelley Moore
9	Support priority urban forestry initiatives and ensure the initiatives are incorporated with the Tree City USA program.	2-5 years	Nyla Jebousek
10	Work with city staff & council to develop a plan for ADA beach access in the city.	2-5 years	Charlie Brown

**Parks and Recreation Advisory Committee**  
**Goals Fiscal Year 2023-2024**  
**FINAL**

<b>GOALS AND OBJECTIVES</b>			
<b>GOAL #</b>	<b>GOAL</b>	<b>OBJECTIVES</b>	<b>GOAL TYPE</b>
1	Monitor and support implementation of the Parks Master Plan.	<ul style="list-style-type: none"> <li>• Liaison(s) provide updates to committee and council once per year</li> <li>• Work with city staff and parks foundation to identify funding sources for focus project(s)</li> <li>• Follow up as necessary on projects recommended in previous fiscal years: completion of Ocean to Bay Trail signage, South Beach Marina Non-Motorized Boat Launch &amp; Access Improvements, North Newport Neighborhood Park</li> <li>• Determine 1-3 "focus projects" for which the committee will undertake advocacy and identify funding avenues</li> <li>• Appropriate committee liaison(s) meet with city planner and parks director 1-2 times to review tracking spreadsheet to determine progress on PMP projects</li> </ul>	Ongoing
2	Work with the Parks and Recreation Foundation to secure funding for priority projects.	<ul style="list-style-type: none"> <li>• Working with staff, identify priority projects for external funding; make those recommendations to Foundation</li> <li>• Work with City staff to identify processes for grant writing</li> <li>• Partner with the Foundation to identify potential sources of funds, including charitable gifts, fundraising events, and grants</li> </ul>	Ongoing
3	Increase the committee's understanding of DEI issues in a Parks & Recreation context.	<ul style="list-style-type: none"> <li>• Review existing committee DEI plan</li> </ul>	Ongoing

# Parks and Recreation Advisory Committee

## Goals Fiscal Year 2023-2024

### FINAL

		<ul style="list-style-type: none"> <li>• Identify a DEI training that would be appropriate for the committee; schedule one monthly meeting as a DEI training day</li> <li>• Provide feedback to City staff in development of the departmental DEI Plan</li> <li>• Diversify committee membership as seats open up on the committee</li> <li>• Explore coordination with the Lincoln County Coastal Equity and Inclusion Committee on furthering DEI goals for the committee, possibly including DEI training.</li> <li>• Either via agenda items of the full committee or an ad hoc subcommittee, explore additional steps the committee might take, including potential trainings and review and evaluation of departmental policies and procedures.</li> </ul>	
4	Coordinate with other committees on items of mutual interest.	<ul style="list-style-type: none"> <li>• Meet once a year with the advisory committee of the Bicycle and Pedestrian on issues of joint concern</li> <li>• Determine if similar coordination should be taking place with other city committees and develop plans for supporting their work via advocacy or other means. Possibilities include NEWTS, SOLV, CCSA, community garden advocates, the Lincoln County Coastal Equity and Inclusion Committee and others.</li> <li>• Develop two to four 1-3 committee agendas inviting representatives of priority groups identified above to meet and discuss items of mutual interest.</li> </ul>	Ongoing
5	Ensure the committee is prepared in its role as the City's Tree Board and evaluate other	<ul style="list-style-type: none"> <li>• Work with staff to hold an Arbor Day celebration and tree planting in the spring</li> <li>• Hold a training on Tree Board responsibilities and procedures</li> </ul>	Ongoing

**Parks and Recreation Advisory Committee**  
**Goals Fiscal Year 2023-2024**  
**FINAL**

	potential Tree Board models.	<ul style="list-style-type: none"> <li>• Work with city staff to identify and evaluate Tree Board models</li> </ul>	
6	Explore ways the committee and the department can better support the City's 60+ community.	<ul style="list-style-type: none"> <li>• Invite 60+ Center coordinator to join Parks &amp; Recreation Committee meetings at least quarterly in order to ensure the committee and the department are meeting the needs of this segment of the community.</li> <li>• Working with the 60+ Center and board, solicit additional feedback from the 60+ community on how we can better serve their needs via a survey.</li> </ul>	Ongoing
7	Monitor and support implementation of department's business plan.	<ul style="list-style-type: none"> <li>• Hold one meeting at which the committee is briefed on the new business plan.</li> <li>• Appoint committee liaison(s) to meet 1x/year with staff to review plan implementation</li> <li>• Prioritize 1-3 items from the plan to advocate for</li> <li>• Review recommendations in the plan related to reducing departmental reliance on the City's general fund and, with staff and city council, propose a plan for moving ahead.</li> </ul>	Ongoing
8	Provide input on department's programs and events.	<ul style="list-style-type: none"> <li>• Schedule one agenda item in which staff provide an overview of department's programs and events</li> <li>• Brainstorm changes/ additions/ recommendations</li> <li>• Assign committee members to work with staff on implementing new ideas, as appropriate</li> </ul>	FY 23-24
9	Support priority urban forestry initiatives and ensure the initiatives are incorporated with the Tree City USA program.	<ul style="list-style-type: none"> <li>• Support efforts to gain urban forestry expertise in the city to undertake critical projects such as conducting a tree inventory for the city and developing an urban forestry plan.</li> <li>• Determine process for funding and conducting a tree inventory, working with the P/R Foundation and city staff</li> </ul>	2-5 years

# Parks and Recreation Advisory Committee

## Goals Fiscal Year 2023-2024

### FINAL

		<ul style="list-style-type: none"><li>• Evaluate feasibility (including funding and process) for undertaking a pilot invasive species removal project in Forest Park</li></ul>	
10	Work with city staff & council to develop a plan for ADA beach access in the city.	<ul style="list-style-type: none"><li>• Submit recommendation to City Council to prioritize this project for the coming year</li><li>• Staff to consult with other city personnel to determine obstacles and work already underway on this project</li><li>• Gather background on types of chairs and lifts that could be used at the Nye Beach site</li><li>• Convene work group of interested parties to discuss plan</li><li>• Develop alternative scenarios and budgets for each</li><li>• Work with Foundation and city grant writer to write grants for project, as appropriate</li></ul>	2-5 years

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## Mission Statement

The mission of the City of Newport, Oregon is to effectively manage essential community services for the wellbeing and public safety of residents and visitors. The City will encourage economic diversification, sustainable development, and livability.

The City of Newport Oregon endorses the principles of Integrated Pest Management (IPM). The IPM Program uses multi-faceted pest control strategies that are safe, cost-effective, sustainable, and minimize the negative impact on the environment and human health.

This plan identifies the City of Newport’s management goals, philosophy of pest management, and specific management activities to be used by staff to maintain attractive, healthy and sustainably landscaped facilities and grounds. A written plan is useful to guide staff decisions and to solicit public input to pest management.

Pests are populations of living organisms (i.e., insects, rodents, bacteria and weeds) that interfere with the human purposes for an area. Strategies for managing pest populations will be guided by the species of pest and the threat they pose to people, property, and the environment. IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices.

IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. IPM involves a series of pest management evaluations, decisions and controls. IPM is a decision-making process that emphasizes prevention, knowledge of pest biology, and the use of least-disruptive control tactics, with pesticides saved as a last resort.

## Integrated Pest Management

Integrated Pest Management is one of the major strategies used by City of Newport in facility maintenance. Although there are numerous definitions of IPM, the following definition extracted from the Pacific Northwest Insect Management Handbook.

**“Integrated pest management (IPM) is an ecologically-based pest control strategy that relies heavily on natural mortality factors such as natural enemies and weather and seeks out control tactics that disrupt these factors as little as possible. IPM uses pesticides, but only after systematic monitoring of pest populations and natural control factors indicate a need. Ideally, an integrated pest management program considers all available pest control actions--including no action--and evaluates the potential interaction among various control tactics, cultural practices, weather, other pests, and the crop to be protected.”**

Examples of the City of Newport IPM Program include:

- Mowing high grass and brush to reduce weed seed crops in rough areas.
- Pruning of trees and shrubs to increase air circulation, reduce shade for healthy plant growth, and reduce susceptibility to disease and insect problems.
- Appropriate fertilizing and watering to encourage plant health and resistance to pests (i.e., weeds, insects, and disease).
- Using plants with natural resistance to pests.
- Combining turf aeration and over-seeding along with any application of broadleaf weed control to eliminate the cause of the problem and, therefore, the need for repeated applications.
- Manual cultivation of weeds in shrub & landscape beds.
- Prudent use of pesticides when necessary and after which other options have been explored.



Integrated Pest Management principles will be employed in all facility management decision-making. Control of unwanted vegetation, diseases, and pests will follow the IPM decision-making rationale.

- Proper planning and management decisions begin the IPM process.
- Cultural methods of vegetation and pest control are preferred and will be employed first.
- Mechanical means of vegetation and pest control are next in line of preference and will be utilized where feasible.
- Biological methods of vegetation and pest control are to be considered before chemical means, where they are feasible.
- Botanical and synthetic pesticides will be used only when no other feasible methods exist.

Key elements of an IPM Program are information gathering and informed decision making. City of Newport personnel are skilled in identifying and evaluating pest problems. When pest problems occur that are unusual or beyond the scope of in-house experts, contracts are made with private consultants or advice is obtained from other agencies, such as the State Universities, Oregon State Department of Agriculture, or Oregon State University Extension Service experts. The Public Pesticide Applicator License re-certification courses reinforce employee skills and provide the latest information concerning laws and safety, identification of pest weeds, diseases, and insects, and appropriate control methods using the IPM approach.

Pesticide is a general term for any substance used to control pests. Pests include, but are not limited to, weeds, insects, diseases, disease-carrying organisms, and wildlife. To control these pests, City of Newport personnel select the best methods available. When it is necessary to use chemical controls, City of Newport feels it can avoid or minimize risks by careful selection and application of the control measures.

City of Newport has found that pesticides have been helpful tools in ensuring a high standard of performance when used in conjunction with other control methods. City of Newport personnel are required to comply with all pesticide label directions, safety laws, and local, state, and federal pesticide regulations.

Sustainable management practices attempt to eliminate waste in any program. City of Newport employees avoid generating pesticide waste by use of several strategies. Advanced planning, purchasing the amount needed, and mixing only the precise amount needed to complete the job can usually avoid elimination of waste material or using special mixing sprayers that have concentrate on the outside of the sprayer and water in the tank. When waste material is generated, City of Newport adheres to the Oregon Department of Environmental Quality (DEQ) and the U.S. Environmental Protection Agency (EPA) regulations for disposal.

## Approved Pest Control Strategies

This is a short list of examples of possible control strategies among the many available. Prevention through policy, planning, and maintenance practices is the first priority. Next in priority are controls through cultural and mechanical practices, and trapping. Applications of biological controls and chemical products are to be considered last.

### Prevention

- **Prioritization of facility areas for control measures:** Different areas have differing standards of acceptable care and appearance. This can serve the dual purpose of reducing or eliminating pest control measures and reducing maintenance costs.
- **Establishment of thresholds for action and the level of tolerance for different pests:** These thresholds vary according to plant, pest, and site. Determination of action thresholds will be made on a case-by-case basis or based on operational standards practiced for each facility.

### Design and Plant Selection

- **Use of disease or pest-resistant/tolerant plant species,** which may include native varieties.
- **Replacement or removal of pest-susceptible plants.**
- **Elimination or modification of problematic areas.**
- **Proper and adequate spacing of plant material** to reduce the incidence of insect and disease problems.
- **Maintenance of high species diversity** and elimination of monocultures in plantings.
- **Elimination of alternate hosts for diseases or insects.**

## Control Through IPM Techniques

### Cultural Practices

- Knowledge of culture of individual plant genera or species to provide the proper conditions for optimum plant health and pest-resistance. Pest biology must be considered.
- Adequate site preparation before plants are installed. This can include soil amendments, pruning of surrounding vegetation, soil grade adjustments, drainage improvements, and installation of irrigation systems.
- Grafting of disease-tolerant or resistant rootstock to susceptible scion wood.
- Proper timing and use of water. Elimination of drought and flood stress to promote plant health.
- Proper timing and use of fertilization to eliminate over- and under-fertilization. The effects of over-fertilization on the target plant as well as run-off to surface and groundwater must be considered.
- Use of cover crops to improve soil structure and reduce soil erosion.
- Rotation of crops or planting of resistant plant species as replacements for removed plants.
- Aeration and/or over-seeding of turf and compacted areas.
- Raking and debris removal to remove possible contaminants.
- Using proper sanitation to prevent spread of pests.
- Proper timing of mowing to reduce and/or avoid weed seed production.
- Closing entry points into buildings for wildlife.

### Mechanical Controls

- Removal of diseased, damaged, or dead wood from the plant.
- Pruning and plant removal to promote air circulation and light penetration for healthier plant growth.
- Mulching against weed colonization in landscaping and nursery areas.
- Mechanical edging of turf.
- Removal of spent flowers on shrubs and annuals.
- Hand clearing in undeveloped areas.
- Hand weeding in shrub beds.
- Tilling to remove large areas of weed seed crops.
- Mowing of rough areas for vegetation control.

### Non-Chemical Controls

- Traps: yellow sticky boards, traps for mammalian pests.
- Biological controls: naturally occurring and introduced insect or disease parasitoids, predators, and microbial products.
- Could use heat or soapy water to control yellow jacket nests.

### **Chemical Controls**

- Pheromone traps.
- Petroleum-based horticultural oils.
- Insecticidal soaps.
- Botanically and bacterially derived pesticides (some disease control products contain fungi as biocontrol agents).
- Artificially synthesized pesticides.

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## Criteria for Choosing a Pest Control Method

All personnel responsible for pest control should consider all of these and any other factors that are relevant to the selection of a pesticide. Pesticides shall be selected from the OSU Low Impact Pesticide List (<https://blogs.oregonstate.edu/schoolipm/pesticides>).

### Possible Health Effects and Toxicity

Both acute and chronic to the:

- Applicator.
- Public.
- Target pest.
- Beneficial and non-target organisms including insects, birds, aquatic organisms, and mammals.
- Non-target plants.
- Surrounding environment (possible bioaccumulation should be considered).

### Costs

Both short and long term as it relates to:

- Material costs.
- Application costs.
- Length of control.
- Environmental costs.

### Physical Characteristics of the Product

- Residual effect and length, decomposition rates and breakdown products.
- Ability to be tank-mixed with other products.
- Volatility at different temperatures.
- Product and package size and form.
- Leach ability: Solubility, surface and soil bonding capability of the pesticide.
- Flammability of the product.
- Ease of cleaning equipment after use.

## Special Considerations

For each situation, consider:

- The kind of use a given area might receive. Consider who will enter the area treated and what kind of activities will take place.
- Application equipment available and the method of delivery.
- Current and anticipated weather conditions such as wind, rain, humidity, and temperature. The applicator should be aware of any existing or forecast temperature inversions.
- Site conditions such as soil type, slope, grade, drainage patterns, and the presence of open or seasonal water.
- Previous pesticide applications to the site and the interval between treatments. The applicator should consider the maximum amount of pesticide allowed by the label for a given treatment site.
- Development of pesticide resistance by a target pest. Proper rotation of chemicals, such as alternating pesticide products, can minimize the risk of resistance in certain cases.
- Residual buildup of pesticides in soil, water, or target site. The cumulative effect of repeated applications should be considered.
- Positive and negative synergistic effects of combining pesticides. Compatibility of different pesticides may be of concern, both regarding their physical traits, as well as their effects on the target pest or beneficial organisms.



# **PROCEDURE #1**

## **Licensing, Certification, and Continuing Education**

### **BACKGROUND**

This procedure defines the education and licensing requirements for City of Newport personnel who are applying pesticides or supervising others applying pesticides. City of Newport desires to remain current in the practices of the trade. Continuing education helps to keep personnel up to date on pest control methods.

City of Newport requires that pesticides be applied by a licensed pesticide applicator. In order to maintain licensing, the applicator must acquire a minimum of 40 hours of accredited supplementary education over a five-year period or pass the licensing test. No more than 15 hours may be accumulated per year. City of Newport makes re-certification training opportunities available to its employees each year. City of Newport desires to maintain the highest standards for professional conduct and will continue to equal or exceed the minimum requirements of the State.

### **PROCEDURE**

All City of Newport personnel handling or applying pesticides shall be licensed applicators. Any applicator holding an apprentice license shall be immediately supervised. City of Newport will continue to provide supplementary education opportunities to maintain licensing. All pesticide applicators are expected to participate in these training opportunities to enhance and maintain their expertise in pest management. Ultimate responsibility for maintaining a valid license lies with the applicator.

City of Newport will keep pesticide applicators informed of, and will pay for, approved supplemental education and licensing fees to meet continued certification and licensing requirements.

## PROCEDURE #2

### Use of Protective Equipment and Clothing

#### BACKGROUND

This procedure outlines the requirements for the use of protective equipment and clothing by City personnel when applying pesticides. Specific information on protective equipment is available on the product label and on the Safety Data Sheets (SDS). The City's Occupational Safety and Health Manual policy on Personal Protective Equipment should be reviewed for requirements beyond that stated on the product label and SDS.

#### PROCEDURE

Applicators must wear Personal Protective Equipment (PPE) specified by the pesticide label(s) and the SDS. In addition, City of Newport requires all applicators to wear chemical resistant gloves even if not otherwise required by the label(s) or SDS. Examples of PPE include:

- Long-sleeved shirt.
- Long pants.
- Shoes and socks and/or other appropriate footwear as listed on the label.
- Gloves: Hand coverings listed on the label. Gloves or glove lining made of cotton, leather, or other absorbent materials must not be worn during the handling or application of pesticides.
- Protective eyewear: Chemical resistant goggles, face shields, or safety glasses with front brow and temple protection when handling concentrate.
- Respirator: A device that will protect the respiratory system. The respirator will be appropriate for the pesticide product. Employees are required to be tested and individually fitted for respirators, and used in accordance with the City's Respiratory Protection Program and per the City's Occupational Safety and Health Manual policy on Respiratory Protection Program.

The clothing and personal protective equipment shall be provided by City of Newport. Time will be made available to wash up before lunch and at the end of the day. The applicator is responsible for cleaning, storing, and maintaining spray clothing and equipment in a safe and useful manner.

## **PROCEDURE #3**

### **Pesticide Application and Record Keeping**

#### **BACKGROUND**

This procedure outlines methods for record keeping related to pesticide application by City of Newport personnel. Federal law requires that personnel record the details of pesticide applications and keep these records for no less than three years. These records must be stored in a central location and be available for review.

#### **PROCEDURE**

Federal law requires that records of all pesticide applications (see [Appendix II](#)) performed by City of Newport personnel for three years. A master file of copies of these records shall be kept at the Park Maintenance Operations Office and overseen by the Park Maintenance Supervisor or designee. Each operating unit shall keep records of applications made by their own personnel. Duplicate copies shall be sent to the Park Maintenance Supervisor or designee to be entered into the database.

Pesticide application records must include at least the following information:

- Name of applicator
- License number of the applicator
- Date of application
- Time of application
- Location of application, including the following:
  - Facility name
  - Specific location(s) within the facility
  - Estimate of gross square footage treated
  - Estimate of linear feet of waterway shoreline treated (only one side of the stream, even if both sides treated)
- Weather information, including the following:
  - Estimate of wind speed
  - Estimate of temperature
  - Estimate of cloud cover
- Product brand name and distributor or manufacturer
- EPA registration number
- Equipment used

## **PROCEDURE #4**

### **Pesticides Approved for Use on City Property**

#### **BACKGROUND**

This procedure defines the process of selection of pesticides that are approved for use on City of Newport property. Federal laws require strict adherence to all label requirements concerning the safe and effective use of pesticides.

City of Newport experience has shown that it is more desirable to have a specialized selection of products that target specific pests, rather than a smaller number of general-purpose pesticides. This acts to confine the effects of the control to the target pest only. It reduces the number of resistant pests that may arise from continued use of a small number of products. It leads to an overall reduction of pesticide usage required.

Product selection should consider the safety risks associated with each product prior to purchase and use. For example, products with a signal word “Caution” should be selected before those with the signal words “Warning” or “Danger.” Other considerations may include, but are not limited to, persistence in the environment after application, volatility of the product, and effects on highly sensitive non-target plants nearby the application area.

For reference, consult the City’s Occupational Safety and Health Manual policy on Hazard Communication Program and Chemical Hazards when considering storage of pesticides and record keeping relative to their storage.

Due to storage and inventory considerations, the Pesticide Review Committee may approve the use of pesticides that have been removed from the approved list until the product has been used up. Licensed applicators will use these products legally and in a timely manner. If the product is not used in the required time, City personnel will dispose of the product following manufacture guidelines within State and Federal regulations.

The Pesticide Review Committee will consist of Parks and Recreation Director, Parks Maintenance Supervisor, Public Works Director, Public Works Superintendent, Airport Director, and the Safety Office Coordinator.

#### **PROCEDURE**

City of Newport personnel will use the OSU Low Impact Pesticide List (<https://blogs.oregonstate.edu/schoolipm/pesticides>) to select the appropriate product to apply on city property or rights-of-way managed by the city. The least toxic, cost-effective pesticide

from the approved lists shall be used. Any pesticides that are in question from the list shall be reviewed by the Pesticide Review Committee.

All members of the group listed shall participate in IPM meetings, annually, to be hosted by the City Parks and Recreation Department. The Pesticide Review Committee shall be initiated by the Park Maintenance Supervisor once each year to:

1. Review guidelines and exchange information
2. Plan and ensure training for employees
3. Discuss IPM issues
4. Review application records of past calendar year
5. Share highlights
6. Review Federal and State regulations

Applicators must make sure that any pesticides used are on the approved list. Special consideration is to be taken when applications covered under the [Waterways Pest Management Procedure #18](#) take place. Pesticides allowed for those purposes are clearly defined within that procedure.

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## **PROCEDURE #5**

### **Storage of Pesticides**

#### **BACKGROUND**

This procedure defines the method and procedure for storing pesticide materials. Several agencies are involved in regulating certain aspects of pesticide storage. No agency has comprehensive authority. Agencies involved include, but are not limited to, State of Oregon Department of Agriculture, Oregon Department of Environmental Quality, U.S. Environmental Protection Agency, Oregon State Fire Marshall, and City of Newport Fire Department.

#### **PROCEDURE**

Pesticides or pesticide containers shall be kept in secure and safe locations in accordance with existing laws. They shall be secured in a well-ventilated and, if possible, heated area. Areas used for storage shall be labeled.

Pesticides shall be safeguarded from environmental damage (for example, including, but not limited to freezing, vaporizing, photodecomposition, or exposure to excess moisture). All pesticides in stock shall be inventoried annually and, if necessary, rotated on the shelf to assure that the oldest dated items are used first.

City of Newport licensed applicator(s) will clean each pesticide storage facility. The frequency of cleaning will be directed by supervisory personnel but will not be less than once per year.

City of Newport licensed applicator(s) will inventory each pesticide storage facility. The frequency of inventory will be monitored by supervisory personnel but will not be less than once per year.

Pesticides being transported shall be appropriately and safely secured in the vehicle. An appropriate spill kit must be immediately available for the materials being transported.

**Pesticides shall not be transported in passenger cabs of vehicles.**

## **PROCEDURE #6**

### **Use of Remaining Pesticide Solutions and Rinses**

#### **BACKGROUND**

This procedure outlines methods for use of remaining pesticide solutions and rinses in a legal and safe manner. Applicable laws require that all pesticide solutions and rinses be applied to target areas according to label directions. These solutions and rinses may also be disposed of at an authorized pesticide disposal site.

Consult the City's Occupational Safety and Health Manual policy on Hazard Communication Program and Chemical Hazards when considering disposal of pesticides and empty pesticide containers.

#### **PROCEDURE**

It is the practice of City of Newport to conduct our pesticide operations so that disposal of material is not necessary. Pesticide solutions and rinses are applied according to the label and to legal target areas so there are no remaining pesticides. This shall be accomplished by accurately gauging the amount of pesticide needed for the job. City of Newport promotes the use of advance planning to minimize the number of times it is necessary to switch pesticides in spray equipment. In order to reduce the amount of excess rinsate, it is the practice of City of Newport to rinse equipment only at the end of the spray cycle or when changing to pesticides that are incompatible with those in the tank.

#### **PROCEDURES**

Following are some considerations to make before starting to spray to ensure the proper amount of pesticide is mixed.

##### **Advance considerations:**

- Weather conditions and predictions.
- Acreage / square footage of the job site.
- Calendar: special events, mowing, irrigation, etc.
- Type and size of the equipment appropriate to do the job.
- Mix only enough product to perform the job.

**Use the following rinse process:**

1. Read the pesticide label. The following should not conflict with label information or state or federal regulations. Contact your immediate supervisor if you see a conflict or have questions.
2. Wear protective clothing, as listed on the label or on the Safety Data Sheets when handling pesticides, pesticide containers or pesticide equipment.
3. Fill the spray equipment approximately  $\frac{1}{4}$  full with clean water. Add a neutralizing agent if the pesticide label recommends one. Shake or agitate so that all inside surfaces are washed. If possible, use the spray hose to rinse the inside surface of the tank. These procedures should coincide with all label regulations.
4. Spray the rinse water out of the spray equipment onto an approved target area. Rinse water should be run through all hoses, booms, etc. Filters should be cleaned. Because of the dilute nature of the pesticide in the rinse water, a coarse spray can be used and is recommended to save time. Do not “pond” or saturate the soil.
5. If the tank is to be stored, repeat steps 3 and 4 above, without a neutralizing agent.

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## **PROCEDURE #7**

### **Disposal of Empty Pesticide Containers, Unusable Pesticides, and Equipment**

#### **BACKGROUND**

This procedure defines the methods and procedures for disposing of pesticide containers and unusable pesticides or those pesticides whose registrations have been totally or partially suspended.

City of Newport considers proper disposal of pesticides and pesticide containers to be of the utmost importance to the safety and well-being of employees and the public.

Several governmental agencies regulate pesticide disposal. No single agency has comprehensive authority. Agencies involved may include, but are not limited to, the Oregon State Department of Agriculture (ODA), Oregon Department of Environmental Quality (DEQ), U.S. Environmental Protection Agency (EPA), and State and Federal Occupational Safety and Health Administration (OSHA) programs.

Consult the City's Occupational Safety and Health Manual policy on Hazard Communication Program and Chemical Hazards when considering disposal of pesticides and empty pesticide containers.

#### **PROCEDURE**

City of Newport shall dispose of pesticides and empty pesticide containers in accordance with all State and Federal regulations and label recommendations. The disposal of these materials requires care in handling and use of all necessary protective equipment.

Read the pesticide label. The following steps should not conflict with label information or state and federal regulations. Contact your immediate supervisor if you see a conflict or have questions.

Wear protective clothing when handling pesticides or pesticide containers, as listed on the pesticide label(s) or on the Safety Data Sheets.

#### **Disposal of Non-rigid containers, such as bags and sacks:**

1. Pesticide material must be emptied into application equipment to the extent made possible by physical agitation of the container.

2. Visually verify that residues have been removed.
3. Roll up the container when empty.
4. Dispose as per label.

**Disposal of Rigid containers, such as plastic or metal:**

1. Pesticide material must be emptied into application equipment to the extent possible by pouring, then visually verifying that the residues have been removed.
2. The container must be at least triple rinsed with clean water until clean, with the contaminated rinse water being poured into the spray equipment. Empty the pesticide and all rinses into the sprayer before the full amount of diluting water is added to the spray equipment. After the container is clean, it shall be punctured and crushed.
3. Dispose as per label.

**Disposal of Unusable Pesticides:**

Unusable pesticides are ones that: 1) are damaged through vaporization, freezing, infiltration of moisture to containers, or photo decomposition; 2) have exceeded their shelf life; 3) have visually changed their composition or structure in some manner; or (4) have totally or partially suspended registrations.

1. The Park Maintenance Supervisor or designee should be informed of the plans in advance to dispose of pesticides.
2. The person disposing of pesticides should keep a record of distribution on file for three years stored with the other spray records.
3. If the pesticide has reduced effectiveness for example, due to the long storage, moisture or freeze damage, follow the recommendations of the dealer, manufacturer, or licensed consultant and use procedures in this procedure as they apply.

For specific information regarding pesticides that are unusable, refer to recommendations of the dealer or manufacturer or licensed consultant. It is not legal to transfer damaged or altered pesticides to another party for use. It may be necessary to arrange for disposal of the pesticide in a manner recommended by DEQ.

## **PROCEDURE #8**

### **Pesticide Spill Response**

#### **BACKGROUND**

City of Newport applicators shall make every effort to avoid any spills when transporting, mixing, or applying pesticides. In the event of a spill, City of Newport personnel will not be responsible for clean-up; the primary goal will be containment until emergency responders arrive to clean up the spill.

For reference regarding reporting procedures if a pesticide spill occurs, consult the City's Occupational Safety and Health Manual policy on Emergency Action, Fire Prevention Plan, and First Aid.

#### **PROCEDURE**

For all spills City of Newport personnel shall use all available tools to contain the spill, prevent the saturation of soils by pesticides, or the migration of the spilled materials into waters of the state. This includes the use of barriers and absorbent materials.

For spills equal to or greater than one quart of either pesticide concentrate or diluted pesticide solution, spill reporting requirements per DEQ regulations must be met. For information on these requirements, visit the DEQ webpage at: <https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/default.aspx>.

#### **SPILL PREVENTION**

City of Newport personnel will employ a variety of practices to reduce the potential of a pesticide spill. These will include the following:

##### **Purchasing**

When procuring chemicals, a factor in determining which chemical formulation to purchase will be the ease with which it can be cleaned up in the event of a spill. Types of packaging and formulations that may help to prevent a spill from occurring will be factors as well. Characteristics of the pesticide, such as toxicity and reactivity that may affect the seriousness of a spill, will also be considered.

##### **Preparation**

Planning, training of personnel, and acquisition and maintenance of equipment and supplies will be done to reduce the risk of a spill occurring, and to minimize damage should one occur. For example, regular preventive maintenance will be done on sprayers, replacing hoses, O-rings and valves before they wear out.

### **Work Practices**

City personnel will use practices to minimize the potential for a spill to occur and to ease clean up should one occur. For example, pesticides shall be placed in a leak-proof container (including backpack sprayers and measuring (tip n pour) bottles) while being transported.

### **SPILL RESPONSE PROCEDURE**

If a spill occurs, personnel shall use absorbent materials and/or shoveled dirt to create a containment barrier around the spill. **Spills of quantities equal to or greater than one quart** of either pesticide concentrate, or diluted pesticide solution shall require personnel to call

- Oregon Emergency Response System (1-800-452-0311) ***and***
- National Response Center (1-800-424-8802).\*

It may also be necessary to dial 9-1-1 and request City of Newport Fire Department to respond to the spill site for assessment, containment, and/or clean-up of the spill. Additional reporting requirements may be necessary, depending on the recommendations from DEQ.

\*See [Emergency Contact Information](#) at the end of this document for more detailed contact information.

## **PROCEDURE #9**

### **Emergency Information Concerning Accidental Pesticide Exposure**

#### **BACKGROUND**

This procedure defines City of Newport’s response to inquiries by employees and the general public concerning adverse health effects as a result of accidental exposure to pesticides. Due to public concerns, handling of inquiries needs to be professional, calm, and prompt.

City of Newport does not have toxicological or other medical expertise on staff. This expertise is however, readily available in the community. Therefore, these concerns will be referred to the medical community.

If a pesticide spill occurs, follow the procedures outlined in the City’s Occupational Safety and Health Manual policies on Hazard Communication Program and Chemical Hazards and Emergency Action, Fire Prevention and First Aid.

#### **PROCEDURE**

City of Newport will keep employees who apply pesticides informed of proper procedures to be taken in case of pesticide exposure. Anyone inquiring about pesticide exposure will be referred to his or her personal physician, the Oregon Poison Center (OPC), and the Pesticide and Analytical Response Center (PARC). A list of these authorities and other emergency contact information are listed in [Appendix VI](#). A physician who does not deal with these issues could use this list for reference. This list shall be reviewed and updated yearly by the Pesticide Review Committee.

Safety Data Sheet information is available to all personnel for their own use. This information includes symptoms produced by the product and procedures for handling overexposure to individual pesticides. If symptoms of illness occur during or shortly after applying pesticides, call OPC or get the patient to medical attention immediately.

Non-emergency questions received by City of Newport shall be referred to the Park Maintenance Supervisor or designee, who will refer the questioner to the appropriate individuals or sources for more information.

Cholinesterase (acetylcholinesterase) is an enzyme that controls the level of the neurotransmitter acetylcholine, at the junctions between nerves cells. Cholinesterase is essential to the normal function of the nervous system. Organophosphate and carbamate pesticides can lower cholinesterase levels. Examples of organophosphate and carbamate pesticides used by City

of Newport personnel include some wasp sprays and powders. City of Newport shall implement a medical monitoring program for workers who could meet or exceed the handling threshold of organophosphate or carbamate products of 10 hours or more in any consecutive 14-day period. This testing monitors the potential depletion of the enzyme cholinesterase in the blood, which is an indicator of exposure. The City of Newport should only use these products in rare incidences.

## **PROCEDURES**

### **Use planning to avoid emergencies and to expedite aid should an accident occur:**

- Research symptoms and problems of each pesticide to be used on the Safety Data Sheets.
- Use all safety procedures and protective gear as recommended on the label or in the Safety Data Sheets.
- Have a copy of the appropriate pesticide label available while applying or transporting pesticides both concentrated and dilute.

### **In case of a medical emergency related to suspected pesticide exposure:**

- Handle any emergency situation as per First Aid instructions.
- Call for emergency backup if necessary.
- Refer to Oregon Poison Center (see [Appendix VI](#) for contact information).
- Take a label for reference for medical personnel if it is necessary to leave the site.
- Inform your immediate supervisor as soon as possible.
- Inform the Park Maintenance Supervisor or designee as soon as possible.
- Fill out incident report.

### **In response to a non-emergency inquiry:**

- Respond to simple direct questions.
- Refer detailed or technical questions to the appropriate Park Maintenance Supervisor or designee.
- Inform your immediate supervisor.

## PROCEDURE #10

### Control Methods for Pest Problems

#### BACKGROUND

City of Newport uses the principles of Integrated Pest Management in managing property. The following terms are used as defined:

- **Threshold:** The level of pest presence, above which unacceptable amounts of damage or injury are likely to occur.
- **Action Level:** The point at which control measures are necessary to prevent a pest population from exceeding the threshold. *Note: The Action Level is often lower than the Threshold Level.*

#### PROCEDURE

City of Newport shall use Integrated Pest Management principles in controlling pest problems. Plant health and pest infestations shall be monitored and, once action levels have been reached, appropriate responses will be determined. City of Newport personnel shall use appropriate control strategies, as defined by the best management practices for the particular pest, to determine a cost-effective and environmentally sound pest control method.

If a pesticide is chosen as the best method for control, then staff shall use the “[Criteria for Choosing a Pest Control Method](#)” (page 8). After controls have been made, the results should be monitored for effectiveness.

Very occasionally, a pest problem may be discovered which requires an immediate response due to the potential harm to people or pets (for example, giant hogweed growing on property managed by City of Newport). In such a situation, Oregon Department of Agriculture will be notified to guide the response. A formal meeting of the Pesticide Review Committee may not be possible, so email and telephone communication will suffice. In these cases, it will be necessary to clearly and accurately document the discussions and decisions made about addressing the pest problem. A written summary of telephone conversations will be required for entry into the event records.

When a pest problem is discovered which requires immediate response, immediate notification of appropriate staff is required. Personnel to be notified should include the immediate supervisor of the employee who first discovered the pest problem, the Park Maintenance Supervisor or designee, and the Pesticide Review Committee.

Follow-up communication may be done by telephone, but a follow-up email or memo documenting the communication will be completed within three (3) workdays of the conversation and the decisions made about addressing the pest problem.

Treatment of the pest problem shall follow all guidelines within this document.

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## **PROCEDURE #11**

### **Worker Protection Standard**

#### **BACKGROUND**

The EPA's Current Agricultural Worker Protection Standard (WPS) is a regulation published in 1992 that is aimed at reducing the risk of pesticide poisoning and injury among agricultural workers and pesticide handlers. The WPS applies to City of Newport personnel working on agricultural crops, in greenhouses and general application areas. Personnel are required to follow all procedures outlined in the City's Occupational Safety and Health Manual policy.

#### **PROCEDURE**

The WPS requires that steps are taken to reduce the risk of pesticide-related illness and injury to the handlers and workers exposed to pesticides. It is therefore essential that all WPS requirements be satisfied for all employees involved with entry into areas where pesticides may be applied.

This is accomplished by providing the following:

- Pesticide safety training.
- Access to labeling information for pesticide handlers and early-entry workers.
- Access to specific information for workers and handlers, including:
  - pesticide applications on the establishment;
  - safety data sheets for pesticides applied on the establishment;
  - pesticide safety information (such as the display of the WPS poster) that includes emergency information.
- Notification to workers about pesticide-treated areas so they can avoid inadvertent exposures.
- Monitoring of handlers using highly toxic pesticides.
- Required personal protective equipment to handlers.
- Decontamination supplies in case of exposure to pesticides.
- Emergency assistance, including making transportation available to a medical care facility in case of a pesticide injury or poisoning, and providing information about the pesticide(s) to which the person may have been exposed.

Resource material regarding the WPS standards shall be maintained by the Park Maintenance Supervisor or designee.

## PROCEDURE #12

### Notification of Pesticide Use at a Site

#### BACKGROUND

This procedure outlines the methods and procedures for notifying the public that an application of a pesticide has been or is being made at a site. If no mention of re-entry is made on the label, the general rule is to wait until the liquid pesticide is dry or any dust has settled in dry or granular applications before removal of notification or before reentering an application site.

#### PROCEDURE

It is the practice of City of Newport to notify the public of pesticide application sites through **Do Not Enter** signs in both English and Spanish. To see an example of the **Do Not Enter** sign, see [Appendix III](#). These **Do Not Enter** signs are posted in clearly visible locations, at conspicuous entries and at trailheads. The intent of sign placement is so that park users will encounter them before they enter the treated area.

Do Not Enter signs will be posted 24 hours prior to application. Signs will be removed after the re-entry specifications have been met.

The City has established an email notification list for the public who wish to be notified of pesticide application. Notifications will be emailed out no later than 24 hours prior to application. The public can sign up for this list by visiting [www.newportoregon.gov](http://www.newportoregon.gov).

## **PROCEDURE #13**

### **Pesticide Applications by Non-City of Newport Employees**

#### **BACKGROUND**

Pesticide applications that are carried out by personnel other than City of Newport employees, such as those done by private contractors must undergo a preliminary approval process, with the Park Maintenance Supervisor or designee, before the work begins. In addition, copies of pesticide application records must be submitted to City of Newport personnel overseeing the contractor work.

#### **PROCEDURE**

Contractors anticipating pesticide use shall review the OSU Low Impact Pesticide List (<https://blogs.oregonstate.edu/schoolipm/pesticides>). If a contractor is proposing to use an approved pesticide from this list, then application may proceed per the scope of work of the contract. If they are proposing to use a non-approved pesticide, application cannot take place. After application is complete, pesticide application records shall be sent to the designated City personnel overseeing the contractor work for record retention. They must also follow all City of Newport notification procedures as outlined in [Procedure #12](#).

Furthermore, they must satisfy all additional City of Newport contractual language pertaining to pesticide applications. This may include safety precautions, liability issues, and responsibilities. These issues are dealt with in the contract language agreed to before the project has begun by both the City and the contractor. IPM techniques and methodology shall be required and employed.

Pesticide application records shall include all information per [Procedure #3](#). Records shall be submitted to the designated City personnel overseeing the contractor within thirty (30) days of the application. Records shall be kept for a minimum of three (3) years.

## **PROCEDURE #14**

### **Pesticide Application on City of Newport-Managed Property**

#### **BACKGROUND**

This procedure outlines procedures for pesticide application in a safe and legal manner on property that is maintained by City of Newport employees. Directions for use, safety, mixing, diluting, storage, and disposal, as well as restrictions on re-entry and days to harvest, must be met as per state rules and product labels. In addition, personnel are required to follow all procedures outlined in the City’s Occupational Safety and Health Manual policy on Hazard Communication Program and Chemical Hazards.

The law allows an applicator to:

- Apply a pesticide at any dosage, concentration or frequency less than that listed on the label,
- Use any equipment or method of application not prohibited by the label,
- Mix a pesticide or pesticides with fertilizer if the mixture is not prohibited by the label,
- Mix two or more pesticides, if all the dosages are at or below the recommended rate.

All applications shall be recorded on approved application forms.

#### **PROCEDURE**

It is the practice of City of Newport for their employees to apply pesticides in a safe and legal manner on City of Newport-managed property and to adhere strictly to all requirements for the safe and efficient use of pesticides.

The following criteria shall be met when applying pesticides. Some of these are addressed further in other policies.

- The label is the law.
- Safety equipment and protective clothing (PPE) shall be used wherever indicated and maintained in a safe condition. Note that the required PPE for City of Newport personnel includes chemical resistant gloves and protective eyewear, as outlined in [Procedure #2](#).
- Spray equipment shall be maintained in a safe and useful condition. Spray equipment shall be calibrated regularly.
- Anti-siphoning devices shall be used when filling spray equipment.
- “Criteria for Choosing a Pest Control Method,” as outlined in “Approved Pest Control Strategies,” shall be considered in making choices (see [page 8](#)).

- Pesticides used shall be from the approved OSU Low Impact Pesticide List (<https://blogs.oregonstate.edu/schoolipm/pesticides>).
- Pesticides shall be applied only when appropriate weather conditions exist.
- Post **Do Not Enter** signs at the pesticide application site in accordance with [Procedure #12](#) until re-entry requirements have been met.
- All applications shall be recorded on approved pesticide application forms.

## PROCEDURES

### Applying Pesticides on City of Newport-Managed Property.

1. Skilled staff will determine the threshold and action levels for the specific pest problem.
2. Control strategies are decided on by the licensed applicator and Park Maintenance Supervisor or designee. Special situations may require expertise from outside City of Newport. The “Approved Pest Control Strategies” (see page 5) shall be used as a guide for decision-making.

### If pesticides are to be used:

1. Choose the pesticide using the “Criteria for Choosing a Pest Control Method” ([page 8](#)) and OSU Low Impact Pesticide List (<https://blogs.oregonstate.edu/schoolipm/pesticides>).
2. Check and calibrate application equipment for safety and efficiency.
3. Check weather conditions, including wind, rain, humidity, and temperature. Applications should be done with calm wind conditions to prevent drift.
4. Adjustments should be made for droplet size and pressure if marginal weather conditions exist. No application should be done where there is unacceptable drift.
5. Post **Do Not Enter** signs at the pesticide application site in accordance with [Procedure #12](#).
6. List re-entry specifications on the signs if required by the label per the Worker Protection Standard ([Procedure #11](#)).
7. Apply material according to the label and in accordance with state and federal regulations.
8. Record applications of pesticides on the Pesticide Application Record ([Appendix II](#)).
9. Remove signs after suitable re-entry requirements have been met. This is usually when the liquid pesticide has dried, unless indicated otherwise on the label.
10. Evaluate the results of control measures.

## **PROCEDURE #15**

### **Designated Dog Off-Leash Area Management**

#### **BACKGROUND**

This procedure defines acceptable practices for managing pests in the Designated Dog Off-Leash Area (DOLA) sites in the City of Newport. For the purposes of this procedure, DOLA sites consist of an officially designated fenced dog off-leash area, including the fence line.

Park users are invited to bring their dogs to recreate in these sites and with less direct control than in other park areas, therefore pest management in these areas needs to reflect this special use. Pest management decisions, methods, and material use shall be carried out in a way that maintains public and dog safety and allows for responsible stewardship of park property.

By their nature, and from the impact of concentrated dog activity, DOLA sites can create pest management problems such as increased weeds in turf and the need to control weeds along boundary fence lines. Other pest issues that arise in DOLA sites are the presence of noxious, poisonous, allergenic, or otherwise incompatible weeds, and venomous insects and their nests. Proper management of these pests needs to be clearly defined to minimize any potential risks to dogs and their owners and to minimize interference with DOLA use by the public.

#### **PROCEDURE**

Expected pest management issues arising in the DOLA sites consist of, but are not limited to:

- Weeds along fence lines, in tree circles, in shrub beds, around park structures, and in turf;
- Management of allergenic or poisonous weeds, such as poison hemlock;
- Venomous insect management, such as wasp or bee nests.

DOLA sites shall be closed so that necessary maintenance work does not impact pets and their owners. To the extent possible, temporary signage will be located outside DOLA boundaries or fencing to alert users in advance of such closures. Pesticide applications will be further accompanied by notification signage and mandated reentry intervals as defined in [Procedure #12](#).

#### **Herbicide use in DOLA Sites**

When it is necessary to apply herbicides within fenced DOLA sites, great care shall be used to time and locate the application to minimize interference with public use. When herbicides are to be used inside fenced DOLA sites or along the interior or immediate exterior of their fence lines,

the DOLA shall be closed and dogs excluded. Closure shall be maintained until the reentry requirements as mandated on the product label have been satisfied or until City personnel reopen the DOLA. Normal application notification signage as mandated in [Procedure #12](#) shall be used. To the extent possible, additional temporary signage will be located outside DOLA fencing to alert users in advance of closures.

### **Turf broadleaf control**

No turf will be sprayed for broadleaf weed control in currently active DOLA sites. In unusual circumstances DOLA sites taken out of service may receive selective herbicides as part of an overall turf renovation program.

### **Use of preemergent herbicides**

To be an effective barrier to weed seed germination, preemergent herbicide sites need to be left undisturbed after they are applied. Since the activity of dogs in a DOLA disturbs soil surfaces and reduces or eliminates the effectiveness of a preemergent application, their use in areas of concentrated disturbance sites, such as fenced DOLA sites, is often not effective. However, there may be need for preemergent use in less intensively impacted areas.

### **Insecticide use**

As is the case at most park properties, general insecticide use is not expected in DOLA sites. However, there may be emergency situations created by the presence of venomous insects such as yellow jackets, wasps, bees and their nests. These insects can create serious safety issues for people and their pets. Control of these insects and any use of insecticides must take place least toxic method available. Examples include heat or soapy water. Nest demarcation guidelines and the response process as described in that procedure are of heightened importance in DOLA sites since dogs not in control by their owners may be at increased risk from an active nest site.

### **Mechanical equipment**

All aspects of park user safety and dog safety shall be considered when determining a particular weed control method for a given site. Mechanized weed control equipment such as string trimmers can create hazards such as flying rocks and debris. Off-leash dogs may be at risk when they approach the work area. Care shall be exercised when using this equipment.

## **PROCEDURE #16**

### **Pesticide Applications Around Community Gardens**

#### **BACKGROUND**

The existence of community gardens within parks raises the need for special considerations. Since many of the crops derived from the gardens are food crops, care is needed to ensure its quality.

#### **PROCEDURE**

In order for City personnel and contractors to protect food derived from Community Garden sites and to adhere to the policies of the Community Garden Programs, the following rules are in effect:

- Garden guidelines state that no herbicides can be used on Community Garden sites. This specifically refers to garden plots, pathways, fence lines and any areas within the garden boundary. Spraying perimeters of the gardens from outside the fence is not permitted.
- Park employees are required to keep applications of all pesticides at least 30 feet from the outside perimeter of Community Garden sites.
- Mechanical means, such as cutting, hoeing, and mulching, or physical barriers, such as concrete curbing, can be used to control weeds in the Community Garden sites and perimeters.
- No registered pesticide will be used within a community garden (see [Appendix I](#)). All controls will be focused on prevention practices, mechanical removal, or rarely, biological control.
- Requests for exceptions regarding pesticide use should be directed to the Park Maintenance Supervisor. Special circumstances requiring the applications of pesticides inside these limits will be made only through mutual agreement with City personnel and Community Garden users.



## **PROCEDURE #17**

### **Pesticide Applications Around Playgrounds**

#### **BACKGROUND**

The primary reasons for vegetation management within the soft fall surface areas of playgrounds are to preserve the surface's overall safety characteristics, to comply with ADA and National Playground Safety standards, to eliminate trip hazards, and to preserve the integrity of the fall surface. Weeds will not be allowed to persist on a playground fall surface. Control action may be taken when weeds are observed.

#### **PROCEDURE**

In order for City personnel and contractors to protect playground users, the following rules are in effect:

- Monitoring frequencies for playground fall surfaces will be determined by the need to maintain compliance with ADA and National Playground Safety standards, regardless of the service level of the park in which the playground is located. These surfaces will be monitored at least monthly.
- Mechanical means will be utilized to disrupt the life cycle of weeds before they are established and before they can set seed. The goal is to eradicate seed sources in close proximity to the fall surfaces.
- No registered pesticide will be used within a playground (see [Appendix I](#)). All controls will be focused on prevention practices, mechanical removal, or rarely, biological control.

## **PROCEDURE #18**

### **Wildlife Control**

#### **BACKGROUND**

This procedure outlines procedures for wildlife control measures on City of Newport managed property where such wildlife is posing a risk to park users or structures.

In addition, this procedure covers procedures for disposal of animal carcasses found on City property, whether in or next to a natural area, in a developed area of a park, or in a building. Because of the possibility of disease transmission, caution should always be exercised when handling an animal carcass.

#### **PROCEDURE**

Control of rats and mice is desired because they are vectors for disease. No license is required for mechanical control (traps) of rats and mice. If necessary, chemical control will be contracted out to private pest control professionals.

Beaver and nutria will be allowed to live as part of the site's ecosystem. Exceptions to this practice will be considered on a site-specific basis, and then only when management of these species is coordinated with other agencies, such as Oregon Department of Fish and Wildlife.

Due to possibilities of disease transmission, management and control of other mammals will be contracted out to private pest control professionals. This includes, but is not limited to, control of bats, raccoons, and skunks.

When necessary, carcasses may be moved, or removed, to reduce the impacts of the odors associated with decay. This includes removing fish carcasses that may have died in a stream or a pond that is frequented by the public or moving a mammal carcass farther into a natural area away from a trail.

Animal carcasses less than 20 pounds that are to be removed from a developed area of a park, within or around a building, or from a natural area shall be double-bagged and hauled to a City of Newport dumpster for disposal at a landfill. Carcasses larger than 20 pounds found in a developed area of a park or around a building shall be moved away from where the public may be in direct contact.

In all cases, staff shall wear rubber gloves and eye protection when handling animal carcasses. Staff shall immediately wash after handling carcasses.

## **Procedure #19**

### **Waterways Pest Management**

#### **BACKGROUND**

City of Newport recognizes the special importance of waterways (e.g., rivers, streams, ponds, wetlands, and water quality facilities) that fall under our stewardship. The sensitive nature of such habitats, their plant and animal communities, and their direct link with other waterways require that the City will comply with local, state, and federal regulations regarding buffer zone requirements for waterways.

#### **PROCEDURE**

##### **Application Equipment Used**

Pesticide delivery for all listed areas in this procedure will be carried out by hand with directed, low volume, single wand sprayers, wiping, daubing, and painting equipment, injections systems, or drop spreaders. Typically, this is done by backpack sprayers, but may also include sprayers with larger fill tanks as long as the same kinds of hand application methods are used. These methods of delivery result in low volume applications and low-pressure spraying. This minimizes the formation of fine mists that might be carried off target. These practices ensure that applied materials will reach targeted plants or targeted soil surfaces.

##### **Pesticide Drift**

When applications of pesticides are being made in or near waterways and wetlands, great care will be exercised in the process. Equipment used in the application, and the adjustment of such equipment, shall limit drift to the greatest extent possible. For example, adjustment of nozzle size, pressure regulation, droplet size, and height of spray wand, are all techniques that can be modified to reduce unwanted drift of pesticides. Addition of adjuvants to the spray solution to reduce drift shall be considered.

##### **Pesticides Available**

There may be a need to treat vegetation in or near a waterway or wetland. Only those pesticides and adjuvants approved for use in and around wetlands, per product labels, shall be used.

##### **Changes to this Procedure - Emergency / Short Term Process**

A need may arise for modifications or additions to the City of Newport Waterways Pest Management Procedure. There may be situations where City of Newport cannot wait for the formal review process to take place. An example is the unlikely, but possible, introduction of a new and destructive pest to a waterway or wetland that needs to be treated within a short time frame. In such a case, City of Newport representatives will work in conjunction with Oregon Department of Agriculture (ODA), other state or federal agencies, or contractors to develop an IPM strategy within the guidelines of this document to deal with the threat.

### **Management Practices Within Waterways**

Mechanical and cultural methods should always be considered prior to the use of pesticides for control of pest species within waterways. Once these methods for control have been exhausted or shown to be ineffective, the site manager will work in conjunction with Oregon Department of Agriculture (ODA), other state or federal agencies, or contractors to control the target pest species.

Only applicators holding Aquatic category pesticide application licenses shall be allowed to apply pesticides within waterways. All required permits shall be obtained prior to application of pesticides, and all required records shall be completed immediately after application of pesticides. Records shall be kept for a minimum of three years ([Procedure #3](#)).

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## Procedure #20

### Mulch Management

#### BACKGROUND

Mulches and other ground coverings are often employed during the installation and restoration of landscapes as well as for their ongoing maintenance. Mulches suppress weeds, help to retain moisture around plants, reduce possible erosion, and provide visual enhancement.

#### PROCEDURE

Use of landscape mulches in buffer areas should consider any possible impacts to the buffer as well as nearby waterways. These impacts may include:

- Inadvertent introduction of non-native weeds to the site.
- Migration of mulch material into waterways.
- Nutrient leaching into waterways.

Choices of mulches should take these concerns into account. Mulching in areas that are below ordinary high-water line is discouraged in any buffer areas. Seeding of cover crops for erosion control is allowed in buffer zones. Use of cover crops in buffer areas should avoid introducing any persistent non-native plant species unless planned and directed by City personnel with expert input and guidance.

## References

1. Hollingsworth, C.S., editor. 2015. Pacific Northwest Insect Management Handbook. Corvallis, OR: Oregon State University. <http://pnwhandbooks.org/insect>
2. Oregon Department Environmental Quality, Pesticide Management Plan for Water Quality. <http://www.oregon.gov/ODA/shared/Documents/Publications/PesticidesPARC/PesticideManagementPlanWaterQuality.pdf>
3. Oregon Department Environmental Quality, How to Report A Spill. <https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/default.aspx>
4. Oregon Department of Agriculture, Pesticide and Fertilizer Programs. <http://www.oregon.gov/ODA/programs/Pesticides/Pages/AboutPesticides.aspx>
5. U.S. Environmental Protection Agency, Pesticides. <http://www.epa.gov/pesticides/>
6. Oregon Occupational Safety and Health Administration, Pesticide Analytical and Response Center. <http://www.oregon.gov/ODA/programs/Pesticides/Pages/PARC.aspx>
7. Oregon Office of Emergency Management, Oregon Emergency Response System. <http://www.oregon.gov/oem/emops/Pages/OERS.aspx>
8. U.S. Environmental Protection Agency, National Response Center. <https://www.epa.gov/emergency-response/national-response-center>
9. U.S. Environmental Protection Agency, Reregistration and Other Review Programs Predating Pesticide Registration Review. <https://www.epa.gov/pesticide-reevaluation/reregistration-and-other-reviewprograms-predating-pesticide-registration#special%20review>
10. Montana State University, Pesticide Glossary. <http://www.pesticides.montana.edu/reference/glossary.html>
11. City of Newport Occupational Safety & Health Manual.

*\* The listed web addresses are current as of September 2022.*

## Appendix I – No Pesticide Zones

Due to the nature of their use and/or their users, some parkland areas have been designated “No Pesticide” zones. The following setbacks for pesticide applications will apply to all City parklands:

- **Playgrounds and Exercise Stations** - No pesticides will be applied within 25 feet of playgrounds.
- **Community Gardens** - No pesticides will be applied inside the gardens or within 30 feet of the outside perimeter of Community Garden sites.
- **Stormwater catch basins and inlets** - No pesticides will be applied within 15 feet of any catch basin or inlet that leads to the piped Stormwater system.

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## Appendix II - Pesticide Application Record Example

<b>Pesticide Application Record</b>	<b>10001</b>
City of Newport, 169 SW Coast Highway, Newport OR 97365 / 541-574-5864	
Date/Time of Application: _____ From _____ a.m./p.m. To _____ a.m./p.m. Weather (cloud cover, wind, temperature) _____	
Applicator/Supr. Name _____ Applicator/Supr. License Number _____	
Applicator Name _____ Applicator License Number _____	
Applicator Name _____ Applicator License Number _____	
Site Description (include specific location within a park and the approximate square footage of gross area treated) _____	
Prod. Brand Name _____ EPA Reg. No. _____ Mixture Rate (% solution) _____	
Prod. Brand Name _____ EPA Reg. No. _____ Mixture Rate (% solution) _____	
Prod. Brand Name _____ EPA Reg. No. _____ Mixture Rate (% solution) _____	
Pesticide Supplier(s) _____ Amt. of <b>diluted</b> prod. used _____ Equipment Used _____	
Pests treated _____	



## Appendix III - Do Not Enter Sign Example



## Appendix IV - Email Notification Letter Example

FROM:

City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365

Hello:

City of Newport will be applying **(name of pesticide)** for **(purpose of pesticide)** at **(location of application)** on **(date of application)**. The pesticides will be applied by a licensed applicator.

Please look for our “Do Not Enter” signs to tell you that an application is taking place. Please restrict activities in the area of application until the signs are removed.

If you have any concerns or wish additional information, please contact the Park Maintenance Office at 541-574-5864.

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## Appendix V - Glossary

**Action level:** The point at which control measures are necessary to prevent a pest population from exceeding the threshold.

**Acute:** Refers to exposure of a single or limited dose of a pesticide.

**Adjuvant:** A substance other than water, which is not in itself a pesticide, but which enhances or is intended to enhance the effectiveness of the pesticide with which it is used. Adjuvants for use with agricultural pesticides have been categorized as extenders, wetting agents, sticking agents and fogging agents.

**Biological Control:** Control of pests by disrupting their ecological status, using organisms that are natural predators, parasites, or pathogens.

**Buffer Area:**

An upland area immediately adjacent to or surrounding a wetland or other water that is set aside to protect the wetland or other waters from conflicting adjacent land uses and to support ecological functions. (from Oregon Department of State Lands, Division 85, OAR 141-085-0510).

**Carbamate:** Any of a variety of organic compounds that are derivatives of carbamic acid and exert an anticholinesterase action on the nervous system like organophosphates. Often used in insecticides.

**Chronic:** Refers to exposure to small, repeated doses of a pesticide over time.

**Emergent** (weeds or plants): Growing above the surface of a water body. Does not include floating plants.

**Handler** (of pesticides): As regards this program, a handler is anyone who uses pesticides as part of their job.

**Invasive** (organisms): Tending to spread into an area without natural controls.

**Non-native:** Not indigenous to an area. This usually applies to organisms that are of foreign origin. Also known as *exotic*.

**Noxious** (in reference to weeds): Highly likely, or previously shown to be, invasive. Such plants often show characteristics such as high annual seed production, high germination rate of seeds, and both vegetative and sexual reproduction. These plants are often nonnative and typically have no natural enemies in local ecosystems to keep them in check.

**Ordinary High-Water Line (OHWL):** The line on the bank or shore to which the high water ordinarily rises annually in season. The OHWL excludes exceptionally high-water levels caused by large flood events (e.g., 100-year events). (from Oregon Department of State Lands, Division 85, OAR 141-085-0510).

**Organophosphate:** Any of a variety of organic compounds that contain phosphorus and often have intense neurotoxic activity. Often used in insecticides.

**Pest:** A general term for any plant, animal, or disease that adversely affects other plants, animals, landscaped areas, or natural areas.

**Pesticide:** A general term for any substance used to control pests. This includes natural and synthetic substances, as well as organisms (biological controls) used to control a pest.

**Pesticide Storage Container:** A container for storage of pesticides that meets both OSHA and National Fire Protection Association, Code 30, specifications.

**Rinsate:** Rinse water or dilute pesticide from cleaning pesticide equipment.

**Solution:** A mixture made by dissolving a solid, liquid, or gas in a liquid. The mixture will not separate or settle out in normal use.

**Submerged (weeds or plants):** Not growing above the surface of a water body. Includes floating plants (even if they are not rooted in soils).

**Surfactant:** Surface Acting Agent - Material that can greatly reduce the surface tension of water when used in very low concentrations. Soap is a simple surfactant. Pesticide surfactants are nonionic (do not ionize but will have a slight electrostatic charge due to the polarity of dissimilar atoms in the molecule), anionic (ionized, have a strong negative charge), or cationic (ionized, have a strong positive charge).

**Inversion (temperature):** The weather condition where the temperature at ground level is lower than that of the air above. Often characterized by fog or formation of a layer of smoke as it rises.

**Threshold:** The level of pest presence above which unacceptable amounts of danger or injury are likely to occur.

**Weed:** Any plant that interferes with current management of the land or where it is not wanted.

## Appendix VI - Emergency Contact Information

### Oregon Emergency Response System

Hotline: **1-800-452-0311**

Web address: <http://www.oregon.gov/oem/emops/Pages/OERS.aspx>

### National Response Center

Hotline: **1-800-424-8802**

Web address: <https://www.epa.gov/pesticide-incidents/how-report-spills-andenvironmental-violations#who>

### Oregon Poison Center

Hotline: **1-800-222-1222**

Web address: <http://www.ohsu.edu/xd/outreach/oregon-poisoncenter/index.cfm>

Oregon Health & Science University  
3181 SW Sam Jackson Park Rd.,  
Portland, Oregon 97239

### Pesticide and Analytical Response Center

Phone: **503-986-6470** or **211**

Email: [parc@oda.state.or.us](mailto:parc@oda.state.or.us)

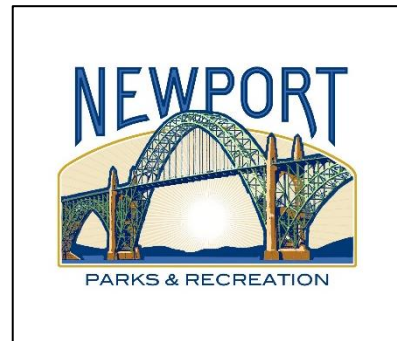
Web address:

<http://www.oregon.gov/ODA/programs/Pesticides/Pages/PARC.aspx>

*\* The listed web addresses are current as of September 2022.*

# Memo

To: Spencer Nebel, City Manager  
From: Mike Cavanaugh, Director  
Date: January 13, 2022  
Subject: Parks & Recreation Monthly Report – December 2022



## Sports Division – Zach Koprowski

### Year End Recap

As 2022 comes to an end it has been great seeing the Newport community return to sports.

- The city had a strong turnout for the adult softball league with a new coed champion being crowned.
- Cross Country transitioned to a new coach that had a variety of new runners that placed well throughout their meets.
- Youth Basketball continues to be a huge draw for the community with the largest 1<sup>st</sup> and 2<sup>nd</sup> grade group to date.
- Youth Volleyball remained steady and offers a great opportunity to get girls engaged in sports as they continue with their education. In an effort to continue to provide additional opportunities for young women and advance Newport volleyball we will be kicking off the new year with our brand-new Newport Volleyball Academy.

The department continues to look for ways to advance the opportunities we can provide our community through partnerships, grants, and new experiences heading into 2023. Wrapping up a great 2022, we look forward to new challenges, opportunities and additional ways to increase the value we create for our community.

## Park Maintenance Division – Scott Bernards / Anita Albrecht

- Crews cleaned up the loose debris from the fire at Don & Ann Davis gazebo



*\*Fire damage @ Don & Ann Davis Park*

- Crews prepped pathways to prevent icing of sidewalks at City facilities.

- Crews cleaned up multiple transient camp sites and hauled multiple loads of trash to the transfer station from the camping locations.
- Prep work for the Long Road folks arriving in Newport. Setup for the event and repaired a washout of the Beach access at Don & Ann Davis Park.



*\*Beach access repair @ Don & Ann Davis Park*

- Pressure washed the entrances to City Hall and 60+. We are working on the rest of the entrances to our facilities.



*\*Cleaning of City facilities' entrances*

- Repaired fence section that the brackets gave way during the high wind event at Frank Wade Park. We are 2/3 done installing the fence posts at Frank Wade baseball field.



*\*Fence repair @ Frank Wade Park*

- We have also been installing the rail fence at Coast Park running from the play equipment up to the top by the ship wreck.



*\*Fence rails being installed @ Coast Park*

**60+ Activity Center – Sonia Graham**

- Bryn McCornack obtained donation from Meta Platforms Technologies of 25 Meta Portal video calling devices. Tablet-style machines enable one-touch Zoom access to be used with hybrid Walk with Ease program.
- Passed LERN Certified Project Planner exam
- Hosted holiday concert by Sweet Adelines and tree-trimming party by NSCAA
- Conducted live KNPT City radio show on December 1 with Zach Koprowski
- Held staff and office/lounge volunteer holiday party

Meetings/Events

12/4	Sweet Adelines performance & NSCAA party
12/5	60+ Staff and Office/Lounge Volunteer meeting
12/7	City Collaboration meeting
12/7	RHEHub Steering Committee
12/14	Leadership Lincoln
12/15	Friends of the 60+ Activity Center meeting
12/16	City Awards Banquet
12/21	City Collaboration meeting
12/22	60+ Staff and Office/Lounge Volunteer holiday party

Number of Programs Offered:

Total Programs – 31  
Senior Fitness – 11



Senior Social Programs – 13  
Senior Educational Programs – 3

General Revenue Generated: \$1,585.20

Total YTD: \$11,547.65

Highlights for the Month:

- The holiday season was kicked off by a special performance by the Oregon Coast Chapter of the Sweet Adelines on Sunday, December 4<sup>th</sup>. They were accompanied by the Toledo 6<sup>th</sup> Grade Chorus. Approximately 80 people were in attendance for this fun event. Following the performance, a number of special people stayed to spread holiday cheer by decorating the 60+ Activity Center. Thanks to Barbara Bush for bringing the tree and getting it set up, and to Alisha Kern, Terrie Murphy and Vada Robinson for the great job of making the facility look so festive.
- Two fun art classes were held this month.
  - On Tuesday, December 6, local artist Peggy Wood led a Flower Fairy Workshop. Participants created their own decorative flower fairy using silk flowers.
  - Eugene Sterud hosted a Christmas Mosaic class on Wednesday, December 14, at which participants had the option of creating a mirror mosaic or a picture frame, using small pebbles, pieces of glass, tiles and various other items to form a pattern.
  - Everyone attending these two classes was able to go home with a completed project.
- Two holiday trips were taken aboard the 60+ Adventure Van.
  - The Silverton Christmas Market at Oregon Garden was the destination on Thursday, December 8. Our patrons were able to view a wonderful holiday display of more than one million lights and enjoy the authentic German Christmas markets.
  - On Friday, December 16, adventurers headed to Albany, Oregon, for a fun time of caroling while taking a horse-drawn wagon ride past decorated historic homes.

Meetings

12/15/2022 Friends Meeting

<u>Volunteer Hours:</u>		<u>YTD</u>
Fitness:	8 volunteers – 58.00 hours	333.00
Educational:	3 volunteers – 6.00 hours	129.75
Social:	10 volunteers – 110.25 hours	648.00
Office:	2 volunteer – 25.00 hours	188.75
Gift Shop/Lounge:	4 volunteers – 228.25 hours	1381.00
Transportation:	1 volunteer – 17.35 hours	97.55
Advisory Board:	0 volunteers – 0.00 hours	21.00
Friends:	4 volunteers – 8.00 hours	19.50

Volunteer Hours:		YTD
Senior Association:	0 volunteers – 0.00 hours	19.00
Advisory Wk. groups:	1 volunteer – 3.00 hours	61.50
60+ Bryn	1 volunteer – 18.00 hours	182.50

### **Aquatic Center – Keeley Naughton**

- Facilitated a monthly staff meeting/in-service on 12/10. Staff practiced CPR, first aid, deep water rescues, and customer service scenarios.
- Met with several contractors throughout the month to obtain estimates for various capital project requests.
- Submitted a letter of intent on behalf of the Friends of Newport Parks and Recreation for the Spirit Mountain Community Fund.

### Programs

#### *Special Events:*

- Santa Swim: 104 participants (12/3)

#### *Swim Lessons:*

- Group Swim Lessons: 23 participants
- Private Swim Lessons: 29 participants

#### *Water Exercise Classes:*

- Boot Camp (taught by Rebecka Lakeman)- Averaging 12 participants per class
- Water Aerobics (taught by Amy Rhodda)- Averaging 8 participants per class
- Aqua Interval (Rec Center class taught by Brenda Luntzel)- Averaging 11 participants per class
- Deep Water Exercise (Rec Center class taught by Brenda Luntzel)- Averaging 20 participants per class

### Rentals

- NOAA (12/2)
- Private lane rental (12/9)
- NST Invitational Swim Meet (12/10)
- Private activity pool rental (12/17)

### Facility

- Blue Water Pool & Spa repaired a plumbing leak and replaced several broken hooks in our sodium hypochlorite room.
- We have been waiting for several months on a new sensor for the lap pool flow meter, and a new motherboard for the scoreboard. Unfortunately, the chip shortage has caused extensive delays in getting these two pieces of equipment repaired. Repair for the flow

meter has been rescheduled for January, pending arrival of the replacement part. We are still unsure of when the replacement motherboard will be available for the scoreboard.

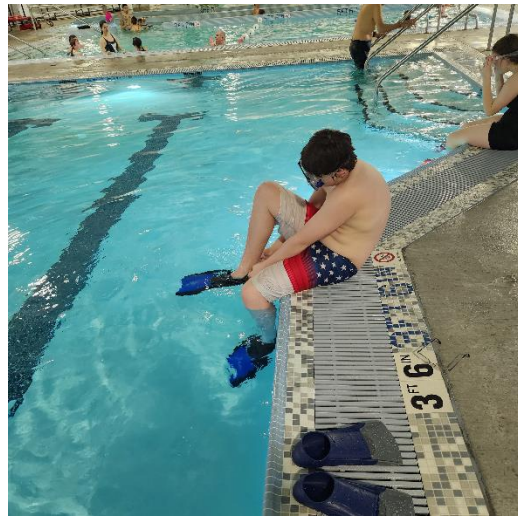
- The leak coming from our spa jet pump has gotten worse. The jets are currently turned off and valves are shut to prevent any further leaking until we can get the pump replaced.

### Staffing Update

We have 10 part-time lifeguards, and 2 part-time instructors. We are still short 3 part-time lifeguards and one full-time position.



*\*Newport Invitational Swim Meet*

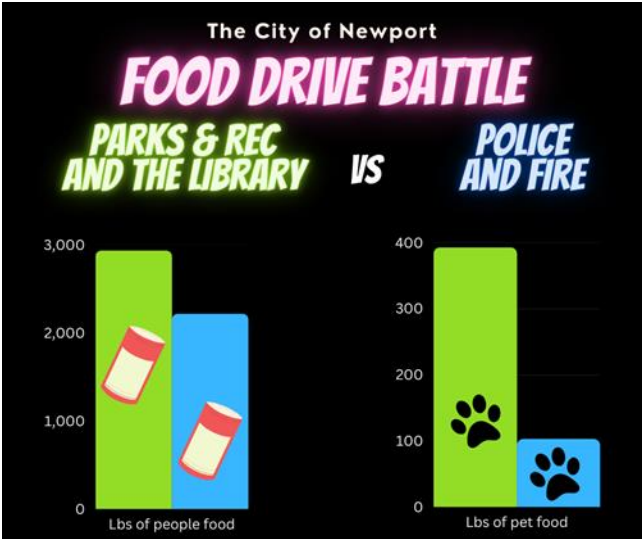


*\*Introduction to Snorkeling class*

### **Recreation Center – Judy Mayhew**

- Approximately 12,202 people entered the Recreation Center in December, up from 10,000 in 2021.
- Illness swept through Rec Center staff throughout December, creating difficulties in staffing programs and activities.
- Ergonomic Assessments were performed in our Control Desk area and at several work stations in the back offices. Suggestions have been received and items that will improve the areas are being ordered.
- Jenni Remillard and I met with Courtney Neumeyer, LCSO 21<sup>st</sup> Century Program Coordinator on December 9. Courtney wanted to determine whether or not our two after-school programs could combine efforts to improve funding abilities and share staff. Requirements the 21<sup>st</sup> Century program has to receive funds are fairly complicated and would not allow the two programs to merge.
- Jenni Remillard and I interviewed Jayna Davis for a Rec Leader position and have offered the job to her. She will be filling one of the vacancies left by Cassidy Hubbs and Edina Meiners departures.
- The Recreation Center closed at 2pm on December 24 and December 31 Christmas and New Year's Eve.
- Staff members continued to attend LERN (Learning Resources Network) webinars throughout December. Four of our staff were awarded their Certified Professional Planners designation.

- Out-of-School camps were December 19-23 and 27-30. Our numbers of participants were low on the first week, and due to a staff shortage, limited to 6 kids per day during the second week.
- Jenni assisted with the Employee Appreciation Banquet preparations.
- The Parks and Recreation Department along with the Library, banded together to defeat the Police and Fire Departments in a food drive for Food Share and the Lincoln County Animal Shelter. We are pleased to announce that we trounced them both! All 4 departments combined total was more than double our last year's effort.



*\*Food Drive Battle 2022*