

Oregon Public Ports Dredging Partnership (OPDP)

Prioritization Matrix Policy and Procedure

Refer:

- Partnership Charter
- Prioritization Matrix Form

Definition(s): (TBD)

Prioritization Policy:

- 1) A component of the Oregon Public Ports Dredging Partnership's (OPDP) mission is to engage with Business Oregon's Port Programming over the management of dredging projects and programming. While carrying out this mission, OPDP members share the values of the agency in respecting a variety of interests in dredging operations, informing the responsible use of public resources and facilitating accountability to intergovernmental partners.
- 2) As port districts develop budgets each spring, Business Oregon solicits port interest in utilizing the state's dredge. In the event the agency receives multiple requests for the state's dredge in the same In Water Work Period, OPDP members may rank projects in accordance with established criteria, after disclosing any conflict of interest to Ports Programming.
- 3) The Prioritization Matrix, created with OPDP member insight before the agency had to manage multiple requests, is the form utilized to complete this exercise.

Matrix Procedure:

- 1) During the months of January-March, Business Oregon will solicit port interest in utilizing the state's dredge by a variety of communication mediums (e.g. email, Port Precision, Oregon Public Port Association (OPPA) Meetings, survey, etc.). Ports will be encouraged to notify Port Programming of their dredging interest as soon as possible and be reminded that April 1st is the universal deadline to access the state's dredge for the next In Water Work Period.
- 2) Within five (5) business days, Business Oregon will inform OPDP members if ports submitted multiple requests for the state's dredge. Ports Programming will then conduct interview and consultations necessary to develop the Prioritization Matrix Form.
- 3) Time will be reserved at the next OPDP meeting to review projects and prioritize requests. Ports Programming will provide OPDP members with a copy of the Prioritization Matrix Form for each project and collect forms at the end of the meeting.
- 4) After the OPDP meeting, Ports Programming will compile member results, review program determinations within Business Oregon and make final scheduling determination(s).
- 5) Ports Programming will notify OPDP members and requesting ports of the season's schedule, before the Operating Port initiates onboarding steps (e.g. planning agreement, Project IGA, equipment mobilization, etc.).

History:

- Originating Policy and Procedure: August 2020
- Next Review: August 2022

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Prioritization Matrix Form

Requesting Port – Contact Information: *To be completed by Business Oregon, based on interview with Requesting Port*

In Water Work Period:	
Name of Port:	
Value of Total Assets (less than/more than \$8.5M):	
Legislative District(s):	
Lead Contact (name and title):	
Telephone:	
Email:	

Requesting Port - Dredging History: *To be completed by Business Oregon, based on interview with Requesting Port*

Date of last dredging project:	
How accomplished (state dredge v. commercial contract):	
Cubic yards removed:	
Areas serviced:	
Hardships experienced:	

Pending Request - Overview: *To be completed by Business Oregon, based on interview with Requesting Port*

Permits required and status (federal, state, otherwise):	
Funding source(s) and availability (based on projected project cost estimates if available):	
Areas to be serviced:	
Cubic yards to be removed:	
Type of sediment:	
Disposal site and pumping distance:	

Pending Request - Narrative: *To be completed by Business Oregon, based on interview with Requesting Port. Section to discuss: 1) Is this an emergency or an otherwise urgent project (e.g. declared emergency, public safety matter, economic matter)? 2) What are the impacts of not dredging this season? 3) Are there alternatives to the use of the state’s dredge? 4) Is there any other information OPDP and Business Oregon should consider?*

State Dredge Program - Status: *To be completed by Business Oregon, after consultation with the Operational Port*

Existing equipment is likely capable of completing project	
Operating Port is likely available to complete the project	

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Evaluating Criteria: *To be completed by OPDP Member*

No.	Criteria	Value <i>(1 – strongly disagree, 2 – disagree, 3 – neutral, 4 – agree, 5 – strongly agree)</i>
1	Requesting Port is a small port (holds less than \$8.5 million in assets), keeping with the intent of authorizing legislation that directed the state to acquire a dredge	
2	The state’s equipment is being utilized across geographic regions	
3	Project is fit for the state’s dredge program, keeping with existing equipment capabilities and crew availability	
4	This is an emergency or otherwise urgent project	
5	There are no alternatives to complete this project	
6	Delay will cause unreasonable hardship(s)	
7	Project may be completed in one season, considering date of last service, cubic yards to be removed, prior hardships, and other relevant information	
8	Permits will be completed in time for Operational IGA Execution	
9	Funding is available in time for Operational IGA Execution	
10	Public Safety Benefit – Area to be serviced furthers navigability, connects waterbodies, mitigates flooding, reduces risk of vessel damage or advances public safety in another manner	
11	Public Benefit – Area to be serviced supports public patrons, tourism and recreation by improving access to port facilities and amenities or advances the public interest in another manner	
12	Economic Benefit - Area to be serviced supports the regional economy by providing operational efficiencies, retaining commercial customers, expanding business interest or advances commerce in another manner	
13	Environmental Benefit - Area to be serviced considers impact to local ecosystem through permitting, reduction in turbidity, protection of sensitive habitats, removal of invasive plants or advances environmentalism in another manner	
14	Beneficial Use – Sediment disposal may replenish beach, restore wetlands, result in sale proceeds or be otherwise productive	
15	Port Benefit - Area to be serviced protects infrastructure, improves operations, expands business model (marina slips, boat dock, etc.) or otherwise advances the Receiving Port’s mission	

Project Tally: *To be completed by Business Oregon*

Total (this form):	
Project Total (all forms):	
End Determination:	