Speaker's Office <speaker@guamlegislature.org>

PAG Board Meeting Material March 2019
1 message

Marge Duenas <mduenas@portguam.com>
To: speaker@guamlegislature.org

Mon, Apr 1, 2019 at 4:06 PM

Hafa Adai Speaker,

In accordance with Section 8113.1, Chapter 8, 5 GCA, the Port Authority of Guam hereby submits an electronic copy of its Board of Directors, March 29, 2019 board meeting materials.

Regards – Marge

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Speaker Tina Rose Muña Barnes

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PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

REGULAR MEETING OF THE BOARD OF DIRECTORS
Jose D. Leon Guerrero Commercial Port
Friday, March 29, 2019
Port Board Conference Room, Piti
3:00 p.m.

A G E N D A

I. CALL TO ORDER

II. ELECTION OF OFFICERS

III. APPROVAL OF MINUTES
1. February 12, 2019 – Regular Board Meeting

IV. GENERAL MANAGER'S REPORT (deferred to Old/New Business Items)

V. OLD BUSINESS
1. Creation of Position – Port Attorney
2. RFP for Specialized Legal Services
3. Finance Division – Organizational Chart
4. Authorization for Conversion/Transfer of FTEs
5. Seatrade Cruise Global Travel

VI. NEW BUSINESS
1. Agat Marina Facility
2. F1 Management
3. Request for Direct Payment – Unitek Environmental
4. Board Resolution No. 2019-02 Credit Card
5. Board Resolution No. 2019-03 Revenue Bond Law
6. Board Resolution No. 2019-04 Loaded Container Handlers
7. Board Policy Memorandum No. 2019-01 Travel Regulations
8. Travel Authorization Request:
   a. Annual National Hurricane Conference, April 22-25, 2019, New Orleans, LA ***(100% federally funded)***
   b. JD Edwards EnterpriseOne Financial Management Software Presentation, May 20-23, 2019, San Francisco, CA
   c. Port Revenue Bonds Meeting – Citi & Orrick, May 22-24, 2019, San Francisco, CA
   d. AAPA Executive Management Conference, May 6-10, 2019, San Diego, CA

VII. PUBLIC COMMENTS:
a. Public Comments
b. Employee Comments
c. PAGGMA Association

VIII. EXECUTIVE SESSION – *Pursuant to 5 GCA, Section 8111(c)*
1. Superior Court Civil Case No. CV0482-18 BME & Sons
2. Superior Court Civil Case No. CV1114-18 Guam Shipyard
3. Superior Court SP Case No. SP0125-13 Jose B. Guevara III

IX. ADJOURNMENT

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS Tuesday, February 12, 2019

I. CALL TO ORDER

There being a quorum, the regular meeting of the Board of Directors was called to order at 11:45 a.m., Tuesday, February 12, 2019. Present at the meeting were:

Francisco G. Santos, Chairman
Oscar A. Calvo, Vice Chairman
Maria D.R. Taitano, Member
Nathan T. Taimanglo, Member
Rory J. Respicio, General Manager
Dominic G. Muna, Deputy General Manager, Operations
Connie Jo Shinohara, Deputy General Manager, Admin/Finance
Atty. Michael Phillips, Legal Counsel
Atty. Darleen Hiton, Co-Counsel

Also present was KUAM-Nestor Licanto; Guam Shipyard-Selina Ashland; TA Enterperises-Thomas Hertslet; Guam Citizens-Ken Leon Guerrero; Senator Clynt Ridgell Office-Mike Carlson; Isa Koki; AM Insurance-AnnMarie Muna, Angelica Perez; Anthony Chargualaf; Pacific Daily News-Anumith Kaur; Eloy Hara; Sarah Elmore; Guam Post-Kevin Kerrigan; and Port Management staff.

II. ELECTION OF OFFICERS

Tabled, until the next Board meeting.

III. APPROVAL OF MINUTES

a. **January 8, 2019 – Regular Board Meeting:** Director Taitano made motion to approve the minutes of January 8, 2019 subject to correction. The motion was seconded by Director Taimanglo and was unanimously passed.

IV. PUBLIC COMMENTS

a. **Public Comments:** At this time and without objections, the members recognized the presence of the general public to make comment.

Ken Leon Guerrero. Mr. Leon Guerrero mentioned that he is the spokesperson for Guam Citizens for Public Accountability and read with dismay in today's paper that the General Manager and Guam YTK are entering into settlement talks. He said as Board members, this body should be looking out for the best interest of the public. Mr. Leon Guerrero expressed the following concerns:

- The Guam YTK matter is a very contentious issue in the community.
- Millions of taxpayer dollars are going to be raised by increase in fees if settlement is reached.
- This matter is currently before the Supreme Court and the fact that the Port through the General Manager is talking to the other parties about negotiating a settlement before the decision of the Guam Supreme Court has been reached.
- The efforts and the millions of dollars put into this legal case need to bear fruit first before settlement discussions are made because in the event the settlement goes against the Port, the next obvious conclusion is to appeal to the 9th Circuit.
- It is the Board members fiduciary responsibility to put the welfare of the citizens and taxpayers first and going into executive session to discuss this matter that is in the court system would set up dangerous precedence, in that, as Board members – you are protected by law, until you break the law. And once you break the law, then your protection as Board members ceases.

Eloy Perez Hara. Mr. Hara mentioned that he is the only person that has the complete facts between YTK and the Port Authority as he was the Project Manager for six years. He said as to the effective commencement date, Section 6.2 clearly states that for every day lost because of natural disasters should have been extended. So actually, the effective commencement date of this contract today, right now, is only 2½ years into the first 5 years. The contract was signed by the then-Governor Carl Gutierrez, the Board members at the time and the Acting Attorney General then was Bob Kono. In a letter dated September 29, 2004 of the Attorney General, says – further it was inadvisable to terminate the lease agreement but to move towards issuance of a notice to proceed. Mr. Hara mentioned that he will gladly meet with Port representatives to further discuss this matter.

Thomas Hertslet. Mr. Hertslet understands that Public Law 34-112 granted administrative jurisdiction of a four-acre lot to Guam Customs and Quarantine, an area located at the Port Authority of Guam. He expressed concern that the potential area identified is currently being used by the shipping transportation companies that stages its containers/chassis and that perhaps another site be considered.

b. **Employee Comments:** None.

c. **PAGGMA Association:** PAGGMA Vice President John Santos mentioned that the recent events were successful - Matson Adahi I Tano Program and the Super Bowl LII. Also, in support of the Relay for Life, the association will be holding a fundraiser on February 15, 2019 and welcomed all to attend.

V. GENERAL MANAGER'S REPORT (deferred to Old/New Business Items)

1. **Guam YTK:** The General Manager appreciates the comments made by the members of the public. There are some assumptions and announcements made as to his responsibilities as General Manager of the Port Authority. He explained that management was looking at ongoing litigation that will give the Port opportunities for mitigation. With respect to the YTK matter, he understands that when the matter was before the then-Board of Directors, there was an opportunity to settle at $800K; however, the decision back then was to proceed with litigation. Present day, because the matter is now with the Supreme Court, the community is facing a $17.1M judgment which presents a concern. If the ruling does not favor the Port Authority, then tariffs will be raised which will impact every single commodity that comes through the Port. For the record, he expressed that he has no interest in YTK and had approached the principle owner of YTK on his own volition. No formal discussions or commitments were made. The General Manager said that he did not purport to speak on behalf of what the Board will do, but in order for him to come back to the Board and ask for direction, he needed to first see if there is any opportunity to look at those litigating issues which is the reason why the YTK matter is listed in executive session. For the record, the General Manager mentioned that he certainly taken position over the years as a 14 year member of the Guam Legislature that the Port is not for sale.

2. **Port Users Group Meeting:** In a meeting held with the PUGG group, it was reported by the carrier that devanning of a vessel went from about 24 hours down to 11 hours which shows that the productivity in the movement of cargo has increased.

3. **Guam Customs & Quarantine Agency:** Pursuant to Public Law 34-112, management met with Guam Customs & Quarantine Agency (GCQA) to identify an area for the purpose of developing and constructing a Customs Satellite Inspection, Holding and Secured Sterile Facility Area for use by GCQA. The area of consideration is next to the weigh station out of Route 11. The idea is to ensure the identified area would be most efficient for GCQA operations and would not impact port operations or port modernization plan as well.

4. **Office of Economic Adjustment:** Management met with Office of Economic Adjustment (OEA) Western Regional Director Gary Kuwabara and had provided Mr. Kuwabara with a status update of the Port Authority's projects and developments. Mr. Kuwabara was pleased with the information provided.

5. **Port's Consultant WSP:** Management and staff met with its consultant WSP the week of February 4, 2019 to address the work processes and what can be done to provide for more efficiency. Items include financial updates, crane maintenance, crane demolition/ replacement program, H-wharf permitting; environmental, health and safety program, terminal operating system and so forth.

Relative to the YTK issue, Director Taitano recalled that the last direction made by the Board of Directors was to move forward with the appeals process of the case and was taken aback by recent media reporting's that were made through talk-shows and the newspapers

indicating otherwise. Director Taitano pointed out that the Board of Directors should have known in advance on any discussions being made on YTK rather than hearing it through the media. She expressed to the General Manager that he reports to the Board and the Board gives him the direction on how to move forward on issues. The Port Board of Directors have not met to change the course on this matter. The Vice Chairman shared the same sentiments and expressed to the General Manager that the respect should have been extended to the Board of Directors and not be surprised by the media reporting's, talk-shows and phone calls that he has received. He felt that there is no trust between the Board of Directors and the General Manager. He said the General Manager works for the Port Board of Directors and should have brought this matter before the Board advising the Board of management's intention and request for approval to proceed. After discussion, the Chairman pointed out that it is the Board who will make the final decision whether in regular session or decisions on the discussions held in executive session. He said the decisions to be made will be in the best interest of the Port and the people of Guam. Director Taitano expressed her point of hearing it through the media and the mere fact that discussions were made without first approaching the Board for direction was inappropriate whether it was done informally. The General Manager made it known that he is respectful of the Board and its authority and that no commitments were made. Director Taimanglo mentioned that there is no doubt that the fiduciary responsibility lies on the Board and is certain that the General Manager understands that. He suggested to move forward with the agenda items that are up for discussion. Director Taimanglo understands the frustrations of the Board members, but reminded the Board that the General Manager is an instrument of this body, and while he does not represent the Board which he has made clear, Director Taimanglo asked that the emotions be put to the side and address the items on the agenda in a civil manner.

VI. OLD BUSINESS

1. **Creation of Position – Port Attorney:** As presented at the previous meeting, the General Manager said the Board authorized management to begin the creation of position process for a staff attorney. Now being presented before the Board is a request to begin the transparency and disclosure process for the creation of the staff attorney position in accordance with Rule 5.015 of the Personnel Rules and Regulations and Section 6303(d), Title 4, Guam Code Annotated. The Vice Chairman recalled prior discussions that current Port counsel remains until the expiry of the legal services contract which is June 2019. He expressed that he is not supportive of this issue. The Chairman agreed that current counsel remains until the expiry of the legal contract. He also understands that management is looking for an in-house counsel to address daily port business affairs and perhaps current counsel continue to oversee Port litigation matters. The Vice Chairman asked why the need for two Port attorneys. In line with the Chairman, the General Manager replied that the in-house counsel will be responsible for the day-to-day operations of the Port. He reminded the Board that at its previous meeting held on January 8, 2019, the Board also authorized management to issue a request for proposal for specialized legal services so this would avoid having a law firm addressing matters that an in-house attorney would otherwise do at a much reduced rate expense for the Port. The General Manager mentioned that it is not a duplication of effort, but more so to create the position to enable continuity and develop institutional knowledge that would benefit the Port long term. The Chairman asked Legal Counsel for the number of cases he is currently handling for the Port.

Legal Counsel replied that there are countless cases. He mentioned that on average for every three incidents, two are resolved without having to go through formal adverse action or to court. These include matters of procurement, human resources, and contracts. Legal Counsel said there are also many settlement cases that take place. Having read the creation of position documents, Legal Counsel recommended to hire two attorneys as he took notice that there were no requirements in having litigation experience. He mentioned that if this law clerk, as it appears to be described as, is held up at the Civil Service Commission for two weeks, the Port will have no attorney present; however, if two attorneys are hired, then an attorney will be present. The General Manager reiterated that an in-house attorney will focus on the day-to-day legal work and the law firm will handle litigation matters and specialized maritime services. Legal Counsel mentioned that if management is going forward with an in-house counsel to just be fair to that attorney and hire two because the Port is going to need it. The Chairman made the recommendation for current counsel to concentrate on all the litigation matters and the in-house counsel would handle the day-to-day operation for the Port. In addition to the workload, Legal Counsel informed the Board that he also serves as the designated special assistant attorney general for the Port Authority on the procurement solicitation process as well as handles all the Civil Services Commission cases. He expressed that the work involved is extensive so at the minimum two attorneys as in-house counsel will help to support in the legal workload required. Legal Counsel defers to the decision of the Board but did not want to give the misrepresentation that that is the only work that exist because it far exceeds that.

After discussion, Director Taimanglo asked in terms of the firms volume to the Port day-to-day activities that would otherwise be done by a staff attorney, what percentage of current counsel caseload could be handled by that staff attorney. Legal Counsel replied that it can fluctuate depending on the litigation. For example, if an in-house attorney handles even a small Civil Services Commission case and an Administrative Law Judge is assigned, then the cases would be resolved quickly. He mentioned that it is difficult to determine as there are certain factors to consider. Director Taimanglo believes that the intent of an in-house counsel is to save the Port money. Legal Counsel agreed in that there are always ways to save money, but to be prudent, looking at departments or corporations of this size, spending one percent or more on attorney fees is minimal and part of the operation. Director Taimanglo understands the prudence in the selection of a law firm and would not discount the point raised on litigation. He mentioned that coming from a large corporation, has an in-house counsel that handles day-to-day matters which makes up the portion of the workload, but perhaps depends on how much of a volume is litigation as to day-to-day operations. The General Manager pointed out that the idea is to retain a law firm that will handle litigation matters and the in-house counsel will be handling the day-to-day operations and if there are any issues the in-house counsel encounters they would then rely on the law firm. He mentioned that both will work in tandem at that point.

After further discussion, Director Taitano shared with the members that having received the board packet yesterday she did not have time to review the materials and is uncomfortable with entertaining this item at this time. The Vice Chairman also expressed that he was not able to review his Board packet. Director Taimanglo mentioned that in light of the discussions held on this item, suggested to table this matter until the next Board meeting. At this time, the members agreed to table Item 1, under old business.

2. **RFP For Specialized Legal Services:** Tabled, until the next Board meeting.

3. **Finance Division – Organizational Chart:** The General Manager presented the Finance Division Organizational Chart and mentioned that the Board at its meeting of May 30, 2018 divided the division into three sections: revenue accounting, expense accounting and financial affairs. He said now that Mr. Jose B. Guevara, Financial Affairs Controller is back with the Port Authority, the next step is to revisit the Board action made then and revert the Finance Division to its original organizational structure to reflect the Financial Affairs Controller as the head of said division. Ms. Connie Jo Shinohara, Deputy General Manager of Admin/Finance (DGMA) said the court had ordered the Port to reinstate Mr. Guevara back to his position of the Port Authority and based on Board action approved then does not have the Financial Affairs Controller oversee the revenue and expense section. Director Taimanglo made motion to revert back the Finance division's original organizational structure as presented. Discussion followed, and the Vice Chairman recalled that Mr. Guevara was terminated by the Port Authority and to allow Mr. Guevara to handle the money affairs is concerning. The General Manager advised the Vice Chairman that he has no grounds to make those statements as Mr. Guevara was not indicted nor charged with any wrongdoing. The Chairman advised the members that the Superior Court had ordered the Port Authority to reinstate Mr. Guevara to his position as the Financial Affairs Controller from which he came – that is, as the head of his division. The General Manager mentioned that since Mr. Guevara has been reinstated to the Port Authority, his work has been exemplary and exceptional. With a motion on the floor, the Chairman seconded the motion. In calling for the votes, no affirmative action made by member majority; therefore, motion on the floor dies.

The Chairman explained to the members and presented a scenario that in the case of the organizational structure of the General Manager's office, the General Manager is head of its division irrespective of a change in personnel, the organizational chart remains intact and does not change. He mentioned that same scenario for the Operations Division, the Operations Manager position remains as the head of its organizational chart. The Chairman expressed to the members that that is the case of the Finance Division in that the Financial Affairs Controller position remains the head of its division; therefore, the organizational structure should reflect as such as being presented by management. The DGMA asked Legal Counsel whether the Board has the option to defy the Superior Court judgment that reinstated Mr. Guevara to his position with full authority. She pointed out that this matter is being presented to the Board for ratification of the Superior Court's decision and had expressed concern that not having to follow the court order may lead to potential lawsuit from Mr. Guevara. Legal Counsel replied that pay, the back pay and position has to be the same. He mentioned that without question the employee would argue that he wants the same system below him and is unsure whether he is entitled to that, but the agency is entitled to reorganize. Legal Counsel stated that he does not recall the method used for the modification and whether it was temporary in nature or not which would make a difference, but otherwise believes the DGMA is correct in her understanding of the court order. The General Manager understands that the Finance Division was divided into three sections because there was a void due to circumstances that caused Mr. Guevara to depart from the Port Authority for six to seven years. He said now that Mr. Guevara is back at the Port can

attest that his performance at the Port is not being questioned, his job performance exemplary and from an a operational standpoint it would not make sense if the Finance Division continues to be divided into three sections. The General Manager asked for Board reconsideration. The Vice Chairman asked Legal Counsel for clarification on this matter. Legal Counsel replied that generally the employee is entitled to what existed at the time of his departure and at the same time the Board maintains the power if the Board utilized the correct methods for reorganization. After discussion, Director Taimanglo made motion to revert back the Finance division's original organizational structure as presented. Motion on the floor was not seconded. Motion dies.

The General Manager understands that the timeline has not changed in the distribution of the Board packets to the members. Director Taitano mentioned that prior to the Board meeting, management will inform her about the items on the agenda which is not a secret meeting. The General Manager asked the Board what is it that the members expect of him. He said if the position is that the action items will not be entertained because the Board was not able to read the materials, he suggested then to table the meeting to provide time for the Board members to review the packet and to meet at a later time when the Board is ready. Director Taitano expressed that she did not receive the Board packet early enough to provide an opportunity for her review. She said before a Board meeting, management would call her and inform her about the items on the agenda, it was not secret meetings, but simply discussions on the agenda items. For now, Director Taitano agreed to hold off in discussing the items on the agenda to provide time for the members to read the material. Before tabling the agenda items, the DGMA requested for legal guidance on the issue of Mr. Guevara with respect to payment as ordered by the court, whether it is time sensitive and requires action of the Board or whether it can be held off until the next Board meeting. Legal Counsel replied that Mr. Guevara would have to submit a declaration on his earnings from outside employment and what port owes. The DGMA requested for some time in executive session to discuss this matter further. The General Manager asked whether there are any items on the agenda the Board feels comfortable to entertain as some items are time sensitive. The Chairman advised the members to continue with the meeting proceedings.

4. **Board Resolution No. 2018-06 PMC for Gantry Cranes:** The General Manager mentioned that back in September 2018, the Board of Directors through Resolution No. 2018-06 authorized management to petition the Public Utilities Commission to review and approve the contract award of Matson Navigation Company for the performance management contract. However, in closely working with the General Services Agency there were some deficiencies found in the procurement process, such as the maintenance schedule component was not made part of the bid specifications. Based on this, Board action is being requested to rescind said resolution as there will be no contract award made to Matson Navigation. Director Taitano made motion to rescind Board Resolution No. 2018-06 relative to the approval of Matson Navigation Company, Inc. for the performance management contract for gantry cranes. Motion was seconded by Director Taimanglo and was unanimously approved.

VII. NEW BUSINESS

1. **Guam Federation of Teachers – Union Contract:** The General Manager mentioned that the Port Authority would like to begin the negotiation process with the Guam Federation of Teachers (GFT) and being presented before the Board is a resolution that sets up the rules of engagement and identifies the primary/alternate negotiating team members of both the Port Authority and GFT. He informed the Board that the union contract was previously approved by the prior Board back in November 2012; however, absent the signature of the Governor of Guam then, the contract did not take effect. In the ground rules, the union contract of November 2012 will be used as the guiding template or reference document for present day discussions with GFT. The Vice Chairman commented that based on experience he did not believe in the union, but will respect the employees if this is something they want to pursue. Director Taimanglo asked for legal guidance. Legal Counsel replied that the prior Board formed the Port's negotiating team which lead to an agreed upon collective bargaining agreement by both parties subject to the signature of the Governor of Guam then. At that time, the then-General Manager Mary Torres changed the shifts in the work schedule which would save the Port a lot of money. It was then presented to the Board and at that time, the then-Board Chairman Dan Tydingco made the decision to implement to the extent possible the desires of the union members without needing the formal contract. The then-General Manager Torres was correct in that management must reserve the right to set the schedules because the Guam Legislature placed that discretion with management unless it is changed. Legal Counsel mentioned that the scheduling was the major portion of the discussions; however, the law requires that there be a reservation that management set the final schedules. He said it was relayed to GFT then that their desire as to the scheduling was unacceptable, discussions then ended quickly and the matter went through the court system wherein GFT lost all the way. One other issue that the union argued was that the collective bargaining agreement did not need the Governor's signature, but that was contrary to law. Legal Counsel mentioned that since this matter is being brought before the Board once again, he made the recommendation and encouraged continued due diligence and pursuit of the collective bargaining agreement. Director Taitano advised management to include Legal Counsel as support staff of the Port negotiating team members. Director Taimanglo made motion to adopt the rules set forth in the collective bargaining negotiations subject to including Legal Counsel as support staff to the Port Negotiating Team members. Motion was seconded by Director Taitano and was unanimously approved.

2. **Amendment to Management Agreement – Area A:** The General Manager said management met with Mobil and it was agreed to carve out Area A from the Management Agreement as there has been no activity of the fuel tank for quite some time. Once this is in place, management will look into issuing an information for bid of the area for any potential interest to lease the facility. Director Taimanglo made motion to authorize management to execute the Fourth Amendment to the 1990 Management Agreement with Mobil Oil Guam, subject only to a final review from counsel, seconded by the Vice Chairman. Motion was unanimously approved.

3. **Board Policy Memorandum No. 2014-01 Credit Card Policy:** The General Manager mentioned that there are certain purchases that the Port would like to participate in, but the method of payment is through a credit card. The DGMA understands that the Port did have a credit card in place but the account is no longer valid due to the named cardholder was the former Deputy General Manager. She mentioned that the revised policy indicates the General Manager as the named cardholder. The Chairman recalled that the cardholder was the then-Deputy General Manager Felix Pangelinan. Director Taitano made motion to approve Board Policy Memorandum No. 2014-01 Credit Card Policy as revised, seconded by the Vice Chairman. Motion was unanimously approved.

4. **Budget Transfer Authority:** The General Manager requested for Board approval to authorize the General Manager to transfer budgets as long as the bottom line does not change. He mentioned that management understands the following:

- Board of Directors is responsible for overseeing the Agency's budget and ensure the Port operates within a responsible, sustainable financial framework;
- Port is funded primarily by public monies and high standards must apply to the control and use of public funds; and
- internal controls, which is an essential requirement, were established to safeguard Port's assets, ensure reliability.

The General Manager mentioned that if approved, management will ensure transparency and disclosure and that all such transfers will be reported to the Board through a budget report on a monthly basis. Director Taimanglo asked what would warrant a budget transfer. The General Manager replied that through unanticipated expenses, such as overtime, equipment, maintenance and operational expenses. He said currently, management has the authority to transfer within divisional accounts, but does not have authority to transfer from one division to another. The Vice Chairman can appreciate the request, but was more inclined to place a cap for the budget transfers between divisions and any transferred funds over the budget ceiling will require Board approval. After discussion, the Chairman presented a scenario that if the gantry crane breaks down and a part is needed for the repair, management should not have to wait for the Board's next meeting to request for a budget transfer for the repair because the gantry crane is very vital to the port operations. Director Taitano asked how often has a budget transfer from a division to another have been made as this would determine the need for such a request. The DGMA replied that for this year, due to past typhoons, there were unanticipated expenses. The General Manager mentioned that one scenario would be that if overtime is needed to devan cargo and if the respective division has depleted its overtime funds it would impact operations if management has to wait for the next Board meeting for the authorization of the budget transfer. Without objections, Mr. Jose B. Guevara, Financial Affairs Controller, mentioned that one instance was when there was a shortfall for audit services and management had to wait for the next Board meeting to seek approval for the shortage of funds which presented some delays in the Port's audit. The DGMA assured the members that the transfer from division to division is for emergency situations. The General Manager added that if given the authority, the transfer of funds would be extremely and judiciously exercised and the Board has the power to rescind this authority at any given time. He requested from the Board to be given the flexibility in order to

respond to crisis that may happen. The Vice Chairman understands that there may be instances that the gantry is in need of emergency repair or the mechanic shop needs certain parts, and asked management what would be the priority. The Chairman commented that management has conveyed to the Board that the transfer of funds will be for emergency situations and if the authorization to transfer is not given for such purpose, then the Port will be crippled. He mentioned that there has to be trust in the General Manager and if there is no trust, then the Board should just remove him. As mentioned by the Chairman, the General Manager reiterated that if the Board does not have trust in him as Agency Head of the Port Authority, then the Board should release him as the Port General Manager. He expressed that he enjoys being at the Port Authority and it is a great opportunity and is here to perform the job, but if there is an issue with providing the authority, then perhaps this Board does not have confidence in him. The Chairman asked that the members place trust and confidence in the General Manager whom was approved by this body to run the Port Authority of Guam. The Vice Chairman made motion to approve the budget transfer authority to the General Manager, seconded by Director Taimanglo. Motion was unanimously approved.

5. **Conversion of FTEs and Funding Transfers:** The DGMA requested Board approval to transfer budgeted positions and convert such positions. She mentioned that the request does not add to the full-time equivalency. The following provides:

Convert From / Division	To
Safety Inspector I Occupational Health & Safety Division	Program Coordinator II
Clerk III General Administration Division	Executive Secretary

She mentioned that having had the opportunity to review the administrative process at the Port, there are certain areas requiring updates and improvements, such as internal routing procedures of documents, policies, standard operating procedures as well as institute training programs for the supervisory level and improve morale of the agency. The DGMA said the two positions being requested will provide the assistance necessary to complete these projects. Director Taitano inquired whether there is a need for a Safety Inspector I position. The DGMA replied not at this time. Director Taimanglo made motion to convert the two positions as follows: from a Safety Inspector I position to a Program Coordinator II position; and from a Clerk III position to an Executive Secretary position. Motion was seconded by Director Taitano and was unanimously approved.

6. **Authorization for Conversion/Transfer of FTEs:** Tabled, until the next Board meeting.

7. **USCG Academy Tide Rips:** Director Taitano made motion to approve the purchase of a quarter page advertising space for the 2019 Tide Rips edition in the amount of $1,995.00 funded through the Marketing budget, seconded by Director Taimanglo. Motion was unanimously approved.

8. **Travel Authorization Request:**
   a. **AAPA Spring Conference, March 19-21, 2019 & MARAD/FEMA Meeting March 22-23, 2019, Washington DC**
   b. **EMI E0705 Fundamentals of Grants Management, March 11-14, 2019, Emmitsburg, Maryland**
   c. **Seatrade Cruise Global, April 8-11, 2019, Miami Beach, Florida:**

Director Taitano made motion to approve the travel request presented under Item 8 (a) thru (c), seconded by Director Taimanglo. Motion was unanimously approved.

VIII. EXECUTIVE SESSION – *Pursuant to 5 GCA, Section 8111(c)*:

1. Superior Court Civil Case No. CV0482-18 BME & Sons
2. Superior Court Civil Case No. CV1114-18 Guam Shipyard
3. Superior Court Civil Case No. CV1170-12 Guam YTK
4. Superior Court SP Case No. SP0125-13 Jose B. Guevara III
5. Personnel Matters

The members agreed to table Items (1) thru (5) under Executive Session.

IX. ADJOURNMENT

There being no further business to discuss, it was moved by Director Taitano and seconded by the Vice Chairman to adjourn the meeting at 2:10 p.m. The motion was unanimously passed.

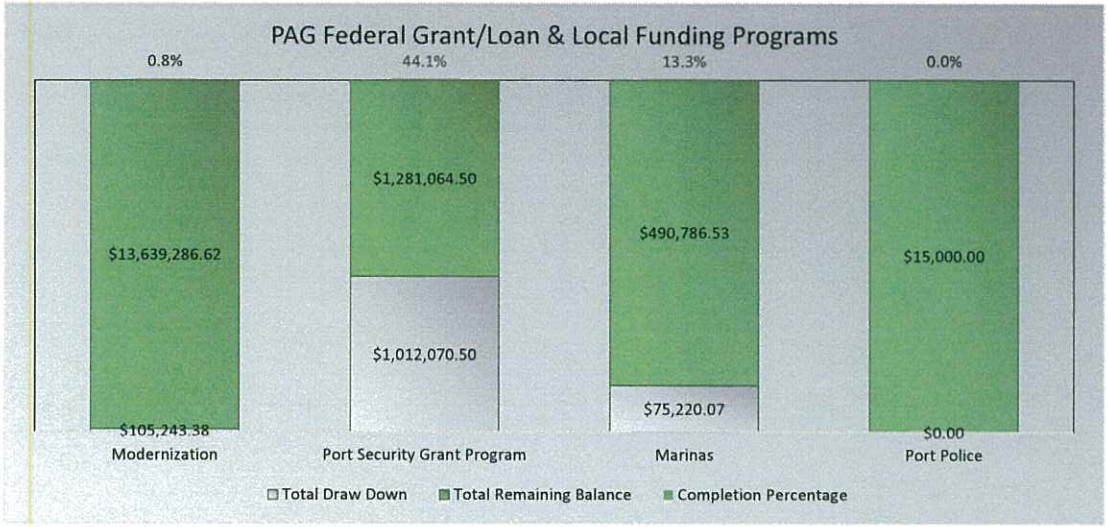
MARIA D.R. TAITANO, Board Member
Board of Directors

APPROVED BY:

FRANCISCO G. SANTOS, Chairman
Board of Directors

PORT AUTHORITY OF GUAM * GOVERNMENT OF GUAM *

FY 2019 Port Modernization Plan
Grant Strategy - Monthly Update
As of March 27, 2019



Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	Status
Modernization	**$13,744,530.00**	**$105,243.38**	**$13,639,286.62**	
DTMA91G1600007 - Rehabilitation of "H" Wharf	$10,000,000.00	$0.00	$10,000,000.00	Updates to design completed by WSP. Ongoing permit review and updates by local & federal regulatory agencies to include an Environmental Assessment as recommended by MARAD.
GR882-18-01 - Owner's Agent Engineer Support Services	$900,000.00	$105,243.38	$794,756.62	TO 7 work is ongoing.
Port Enterprise Fund - 1. Guam Commercial Port Improvement Program COMPLETE 2. Port of Guam Construction Deficiencies and Equipment Purchases	$2,844,530.00	$0.00	$2,844,530.00	The PAG has provided MARAD a copy of the bid documents. MARAD currently reviewing Buy American Act provision and potential consideration of WTO Government Procurement Agreement on the top loader bid.
Port Security Grant Program	**$2,293,135.00**	**$1,012,070.50**	**$1,281,064.50**	
EMW-2015-PU-00261 - Maintenance and Sustainment Contract for the Port Command Center Port-Wide CCTV and Access Control Systems	$178,070.00	$178,070.00	$0.00	Close Out documents have been prepared. Currently under review for final edits.
EMW-2015-PU-00261 - Upgrade and Refurbishment of Existing Damaged Security Light Poles and Fixtures at Strategic Port Locations	$317,827.00	$317,353.90	$473.10	Project completed.
EMW-2016-PU-00523-S01 - Acquisition & Installation of Additional Cameras at Strategic Port Facilities.	$174,849.00	$0.00	$174,849.00	GM letter for No-Cost Extension being prepared to incorporate project with FY2018 PSGP IJ#2. FEMA has been briefed on this proposal during the Port's visit on March 22, 2019.

Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	Status
EMW-2016-PU-00523-S01 - Upgrade & Refurbishment of Existing Damaged Security Light Poles at Strategic Port Locations	$475,011.00	$387,867.60	$87,143.40	Project ongoing. Anticipated completion date - July 31, 2019.
EMW-2017-PU-00177-S01 - Maintenance and Sustainment Contract for Prime Power Generators	$179,550.00	$0.00	$179,550.00	Procurement Stay is in place due to a local vendor protest. Port Procurement currently working with GSA to resolve this setback.
EMW-2017-PU-00177-S01 - Refurbishment and Hardening of Load Center Buildings Housing Prime Power Generators	$384,469.00	$0.00	$384,469.00	SOW has been finalized. Engineering currently inputting requision for IFB into the AS400.00.
EMW-2017-PU-00177-S01 - US Coast Guard Multi Agency National Association of State Boating Law Administrators (NASBLA) Training for Port Police	$56,250.00	$53,150.00	$3,100.00	Project completed on August 2018.
EMW-2018-PU-00441-S01 - IDEN Technology Redundant Interoperable Coomunications System Monthly Service	$94,944.00	$0.00	$94,944.00	The PAG has submitted its FEMA-required EHP Review to the Grants Program Directorate and Program Analyst. Awaiting on FEMA release of funds
EMW-2018-PU-00441-S01 - Maintenance and Sustainment Contract for FEMA-acquired AS&E ZBV Backscatter X-Ray Van	$195,669.00	$0.00	$195,669.00	Guam Customs currently working with GSA on inputting the requisition.
EMW-2018-PU-00441-S01 - Replacement CCTV System Existing Analog Cameras with Digital IP Cameras	$160,867.00	$0.00	$160,867.00	SOW is being updated to incorporate FY2016 grant. Upon completion of this project, all Port cameras will be in digital Ip format.
FEMA Hazard Mitigation Assistance Grant Program - PAG Warehouse 1 Hardening Project	$75,629.00	$75,629.00	$0.00	Project completed.
Marinas	**$566,006.60**	**$75,220.07**	**$490,786.53**	
F14AP00191 - Renovation of the Guam Harbor of Refuge Phase 2 - A/E Design, Repairs to Mooring, Acquisition of Pump out System & Shelter/Housing	$56,484.60	$14,765.40	$41,719.20	Grant Amount Adjusted to $56,484.60 as indicated on MOU; Revised MOU was reviewed by PAG legal counsel. DOAg will process MOU and obtain all the necessary signatures.
F16AF00566 - Agat Marina Demolition of Dock B	$109,522.00	$60,454.67	$49,067.33	Project Completed January 24, 2019. Pending $50,243.67 in reimbursement from DOAg.
F16AP00261 - Harbor of Refuge Moorage Repairs - Phase 3	$200,000.00	$0.00	$200,000.00	Revised MOU was reviewed by PAG legal counsel. DOAg will process MOU and obtain all the necessary signatures.
F17AP00486 - Harbor of Refuge Moorage Repairs - Phase 4	$200,000.00	$0.00	$200,000.00	Revised MOU was reviewed by PAG legal counsel. DOAg will process MOU and obtain all the necessary signatures.
Port Police	**$15,000.00**	**$0.00**	**$15,000.00**	
Project Number: PT19-03-03PPD - Port Police - Section 402 Highway Safety Funds - Operation A'dai He Hảo (Watch Out!)	$15,000.00	$0.00	$15,000.00	Pending Notification to Proceed (NTP) from OHS.
Grand Total	**$16,618,671.60**	**$1,192,533.95**	**$15,426,137.65**	

PORT OF GUAM
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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

FINANCE-YTD - January 2019

Financial Highlights

Income Statement

Balance Sheet

Accounts Receivable Aging Summary Report

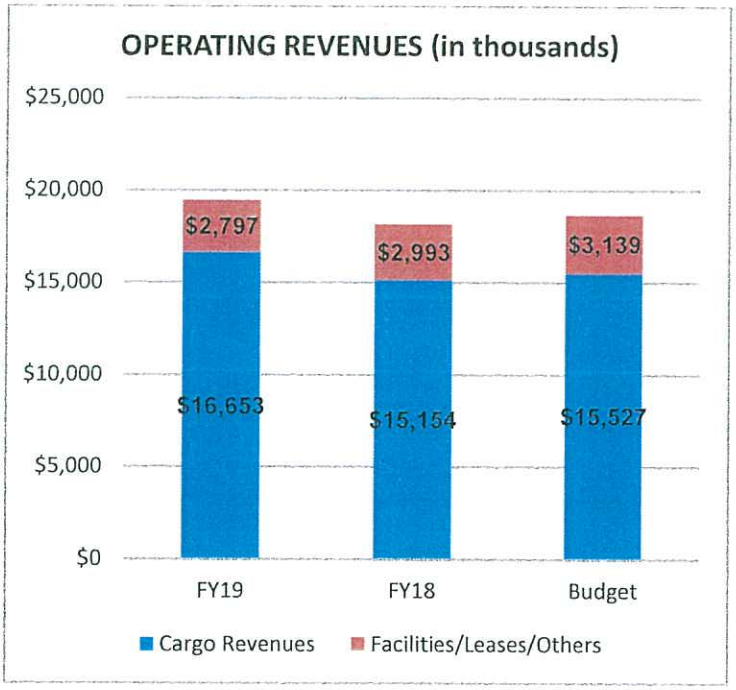
Accounts Payable Summary

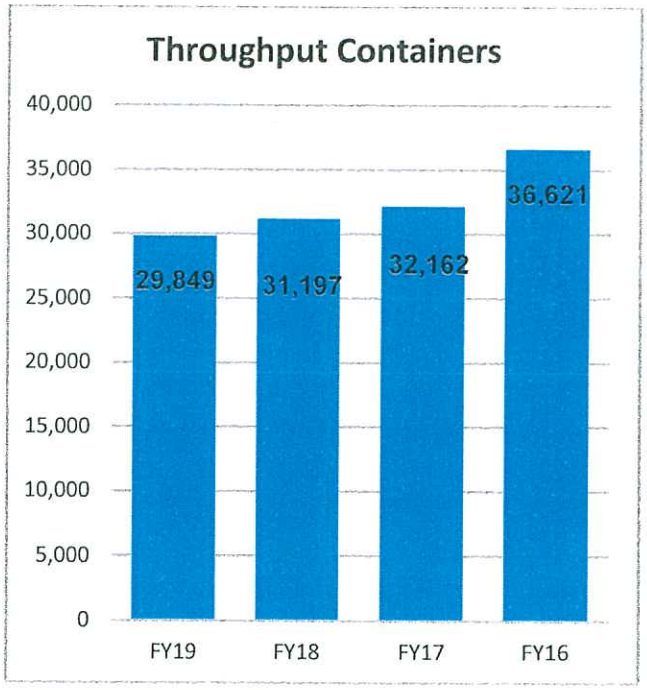
Budget Lift/Transfer Monthly Activities

Crane Surcharge Income Statement

Financial Highlights – YTD January FY2019

Operating Performance:





REVENUES AND CARGO THROUGHPUT:

Total Operating Revenues as of January 2019 was $19.5 million, which consist of $16.7 million in cargo revenues and $2.8 million in Facilities, Leases, and Other Services.

FY19 YTD cargo revenues is 10% higher than last year's total ($15.2 mil) and 7% higher than Budget ($15.5 mil).

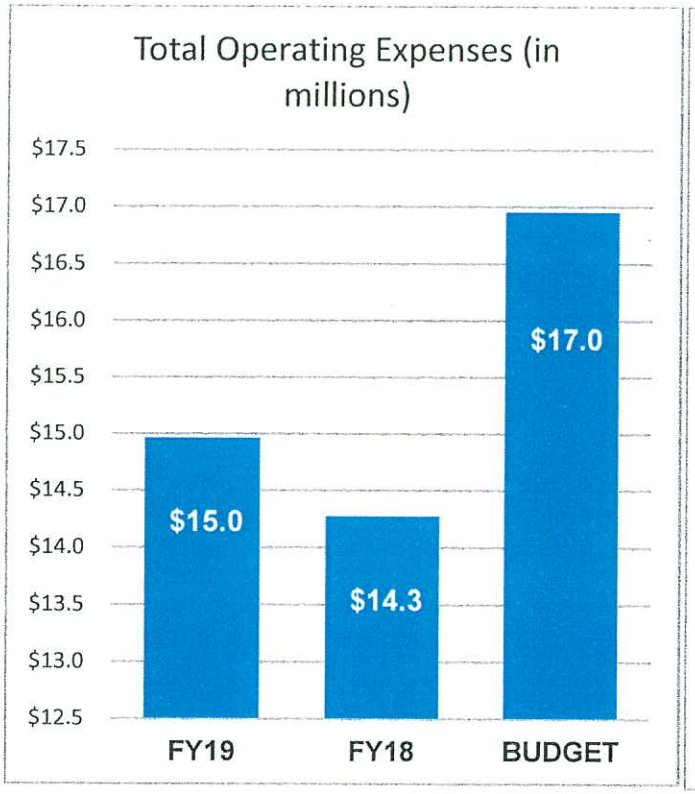
FY19 YTD Facilities, Leases, and Other Services is 7% lower than last year's total ($3.0 mil) and 11% lower than budget ($3.1 mil).

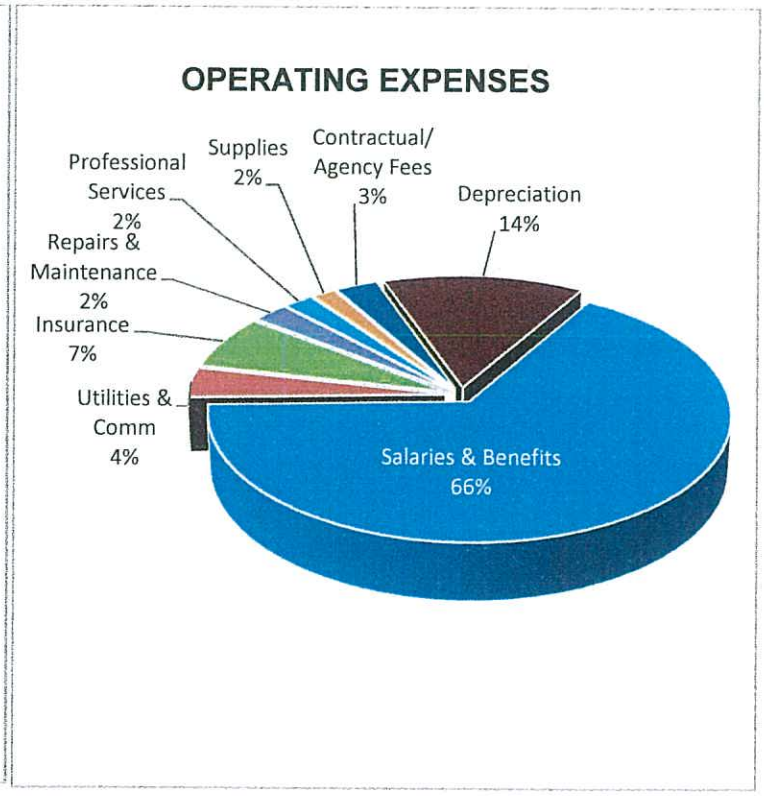
Overall Operating Revenues as of January is 4% higher than Budget ($18.7 mil) and 7% higher than last year's year to date January ($18.1 mil).

Total number of containers handled as of January 2019 was 29,849 which is 4% lower compared to last year January 2018 total. **Compared to January of FY16 the number of containers handled decreased by 19%.**

OPERATING EXPENSES:

Total Operating Expenses as of January 2018 was $15.0 million, which is 12% lower than Budget ($17.0 mil) and 5% higher than last year's total operating expenses ($14.3 mil). For the 4 months of FY19, expenses over a million are: Salaries - $7.0, Benefits & Other Personnel Costs - $2.9, General Insurance - $1.0 and Depreciation $2.1.



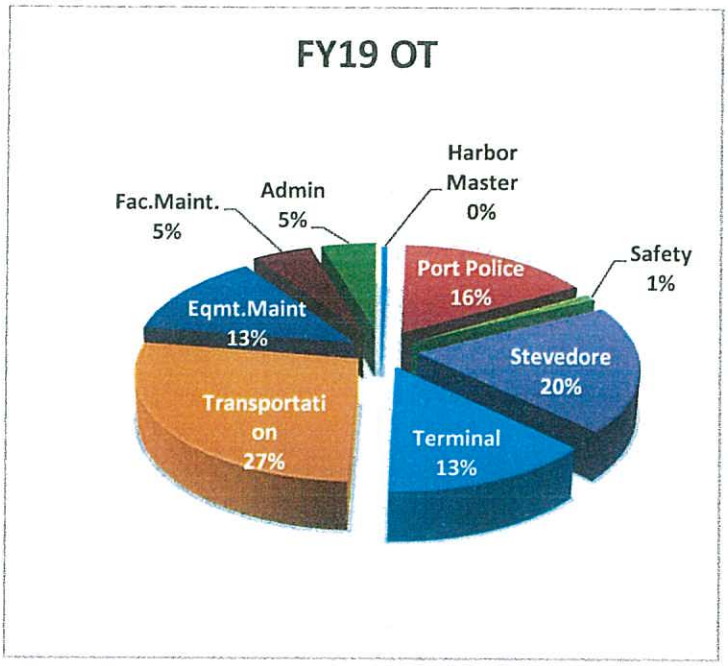


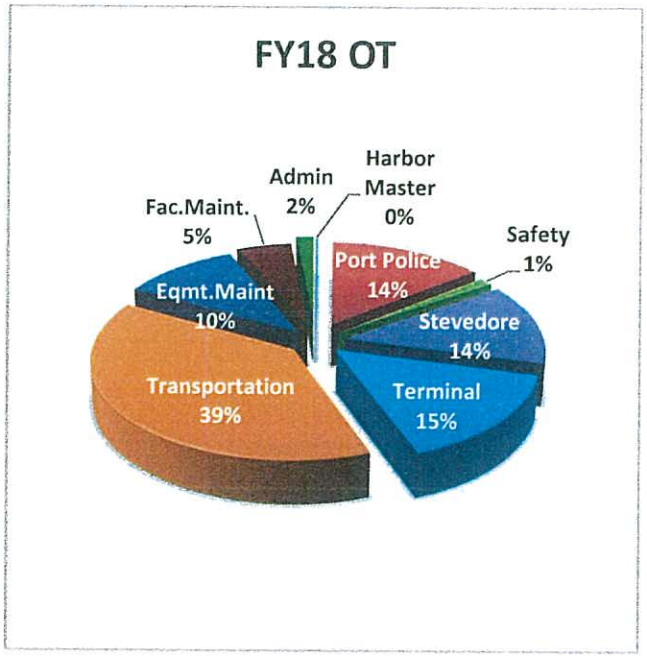
OVERTIME EXPENSE AND DIRECT LABOR REVENUE:

Total Overtime as of January was $738 thousand which is 7% higher than last year January ($691K). Direct Labor Revenue as of January was $1.3 mil, which is .1% higher than last year and 8% higher than budget. Direct Labor charges are for services performed by Port employees under special service request and differentials under the throughput service.

Below is the breakdown of overtime for each division/section for FY19 and FY18 as of January:

Section	FY19	FY18	Budget	OT Revenue
Harbor Master	3,349	1,159	2,332	0
Port Police	119,026	96,877	100,000	57,499
Safety	6,977	8,186	3,332	
Stevedore-Cargo Handling	139,670	92,655	80,000	105,431
-Rigger	4,351	628	3,332	2,869
Terminal	99,437	106,050	96,000	112,642
Transportation-Superintendent	31,908	33,974	27,000	
-Crane Operator	48,174	66,751	50,216	20,730
-Equipt Operator	108,891	156,016	133,668	95,705
-Dispatcher	9,311	10,864	10,000	0
Maint.-Crane Maint.	45,012	39,889	38,332	0
-Preventive Maint.	27,893	14,463	25,000	
-Fleet Maint.	4,244	0	3,332	0
-Welders	18,926	18,165	16,668	
Facility Maint.-Building	5,719	4,504	5,000	
-Janitorial	3,102	740	1,668	0
-Elect./Refr.	28,093	28,702	20,000	0
Administration	962	0	0	
Finance	1,551	9,456	6,668	795
Human Resources	1,757	770	1,000	0
Engineering	19,610	0	10,000	0
Procurement	0	0	1,000	0
Information Technology	10,362	844	11,668	0
TOTAL	738,326	690,695	646,216	395,671





Year to date Operating Revenues minus the Year to date Operating Expenses resulted to an Operating Income of $4.5 mil as of January 31, 2019.

Non-Operating Revenues and Expenses consist of the following: $967 thousand -Retirement contribution for COLA, Supplemental and Medical/Dental/Life Insurance expenses, $553k Interest Income, $768K Interest Expense, $102K Federal Expense, $38K in Loss on Asset Disposal and other expenses. The net total of non-operating expenses and revenues as of January is a negative $1.3 mil.

The Total Net Income as of January is $3.2 mil.

Accounts Receivable Trade (net) as of January 31, 2019 was $7.2 million.

Aging Status is a follows: 95% - Current, 2% - over 30 days, 0.1% - over 60 days, 1% - over 90 days and 3% - over 120 days.

Accounts Payable Trade as of January 31, 2019 is $2.0 million which is 15% higher than last year's ending balance of $1.8 million.

Port Authority of Guam
Income Statement
With Budget Comparison (Unaudited)
4 Months Ending 01/31/19

Current Month Actual	%	Last Year Actual	%	Budget	% Chng		Year to Date Actual	%	Last Year to Date Actual	%	% Chng	Budget	% Chng
						OPERATING REVENUES							
						CARGO THROUGHPUT REVENUES							
1,862,796	37.7%	1,625,450	37.8%	1,610,211	16%	CT- CHASSIS	6,924,768.51	35.6%	6,063,876	33.4%	14.2%	6,440,844	8%
206,769	4.2%	190,723	4.4%	198,376	4%	CT-GROUND	840,111.53	4.3%	760,930	4.2%	10.4%	793,504	6%
157,798	3.2%	101,354	2.4%	105,427	50%	CT-BREAKBULK	795,932.51	4.1%	487,467	2.7%	63.3%	421,708	89%
784	0.0%	2,113	0.0%	1,808	-57%	CT-UNITIZED	4,884.55	0.0%	6,151	0.0%	-20.6%	7,232	-32%
						CT-TUNA							
22,134	0.4%	23,538	0.5%	46,478	-52%	CT-RO/RO	198,542.73	1.0%	142,892	0.8%	38.9%	185,912	7%
12,013	0.2%	7,303	0.2%	8,022	50%	CT-STUFFING/DEVAN	33,508.75	0.2%	43,577	0.2%	-23.1%	32,088	4%
8,083	0.2%	4,071	0.1%	2,897	179%	CT-HEAVYLIFT	40,566.04	0.2%	14,045	0.1%	188.8%	11,588	250%
750	0.0%	439	0.0%	148	407%	CT-LONGLENGTH	5,353.08	0.0%	822	0.0%	551.4%	592	804%
15,033	0.3%	14,495	0.3%	12,049	25%	OUT-OF-GAUGE CARGO (OOG)	53,268.40	0.3%	46,308	0.3%	15.0%	48,196	11%
2,286,160	46.2%	1,969,486	45.8%	1,985,416	15%	CARGO THROUGHPUT REVENUES	8,896,936	45.7%	7,566,068	41.7%	17.6%	7,941,664	12%
						OTHER CARGO RELATED REVENUES							
	0.0%		0.0%			LIFT ON/LIFT OFF		0.0%		0.0%			
	0.0%		0.0%			PRESLUNG		0.0%		0.0%	0.0%		
	0.0%		0.0%		0%	EXPORT SCRAP CONTAINER		0.0%		0.0%	0.0%		0%
204,812.60	4.1%	245,055	5.7%	264,662	-23%	TRANSSHIP CONTAINERS	765,044	3.9%	1,087,899	6.0%	-29.7%	1,058,648	-28%
33,692.34	0.7%	25,446	0.6%	26,145	29%	OVERSTOWED CONTAINERS	159,961	0.8%	156,854	0.9%	2.0%	104,580	53%
1,173.76	0.0%	1,245	0.0%	497	136%	SHIFTED CONTAINERS	1,677	0.0%	2,409	0.0%	-30.4%	1,988	-16%
5,852.42	0.1%	4,626	0.1%	3,915	49%	RIGGED CONTAINERS	17,902	0.1%	13,409	0.1%	33.5%	15,660	14%
10,855.80	0.2%	11,135	0.3%	11,593	-6%	REEFER CNTR-PLUG/UNPLUG	46,045	0.2%	45,272	0.2%	1.7%	46,372	-1%
344,260.99	7.0%	294,561	6.8%	304,027	13%	DIRECT LABOR BILLED	1,311,947	6.7%	1,310,867	7.2%	0.1%	1,216,108	8%
20,907.90	0.4%	22,294	0.5%	21,319	-2%	EQUIPMENT RENTAL	115,305	0.6%	63,257	0.3%	82.3%	85,276	35%
66,583.13	1.3%	68,800	1.6%	47,678	40%	PORT FEES & DOCKAGE	191,610	1.0%	211,612	1.2%	-9.5%	190,712	0%
493,539.83	10.0%	426,192	9.9%	471,784	5%	WHARFAGE	2,060,775	10.6%	1,742,407	9.6%	18.3%	1,887,136	9%
65,572.26	1.3%	60,744	1.4%	61,813	6%	FUEL SURCHARGE	246,596	1.3%	238,295	1.3%	3.5%	247,252	0%
22,310	0.5%	18,587	0.4%	19,134	17%	MARITIME SECURITY FEE	81,166	0.4%	75,513	0.4%	7.5%	76,536	6%
156,141	3.2%	140,323	3.3%	161,466	-3%	FACILITY MAINTENANCE FEE	668,922	3.4%	596,450	3.3%	12.2%	645,864	4%
512,509	10.4%	460,338	10.7%	502,334	2%	CRANE SURCHARGE	2,089,382	10.7%	2,044,013	11.3%	2.2%	2,009,336	4%
1,938,210	39.2%	1,779,346	41.4%	1,896,367	2%	OTHER CARGO RELATED REVENUES	7,756,329	39.9%	7,588,256	41.8%	2.2%	7,585,468	2%
4,224,371	85.5%	3,748,832	87.2%	3,881,783	9%	OPERATING REVENUES	16,653,265	85.6%	15,154,324	83.5%	9.9%	15,527,132	7%

Port Authority of Guam
Income Statement
With Budget Comparison (Unaudited)
4 Months Ending 01/31/19

Current Month Actual	%	Last Year Actual	%	Budget	% Chng		Year to Date Actual	%	Last Year to Date Actual	%	% Chng	Budget	% Chng
						NON OPERATING REVENUES							
						FACILITIES							
83,790	1.7%	94,880	2.2%	111,564	-25%	FACILITIES USAGE MOBIL	391,399	2.0%	407,109	2.2%	-3.9%	446,256	-12%
211,108	4.3%	5,938	0.1%	227,245	-7%	FACILITIES USAGE TRISTAR	671,402	3.5%	739,503	4.1%	-9.2%	908,980	-26%
-	0.0%	-	0.0%	9,527	-100%	FACILITIES USAGE-CEMENT THRUPUT	29,520	0.2%	27,300	0.2%	0.0%	38,108	-23%
101,168	2.0%	108,444	2.5%	101,321	0%	FACILITIES USAGE SPACE RENTAL	405,777	2.1%	385,688	2.1%	5.2%	405,284	0%
87,938	1.8%	87,938	2.0%	88,864	-1%	FACILITIES LEASE INCOME	351,752	1.8%	360,085	2.0%	-2.3%	355,456	-1%
3,610	0.1%	4,621	0.1%	4,646	-22%	FACILITIES COMMON AREA MAINTENANCE FEE	15,451	0.1%	18,707	0.1%	-17.4%	18,584	-17%
3,722	0.1%	4,431	0.1%	4,012	-7%	FACILITIES SECURITY SURCHARGE RENTAL	15,182	0.1%	16,265	0.1%	-6.7%	16,048	-5%
385	0.0%	1,995	0.0%	563	-32%	WATER & LANDSLIDE ACTIVITIES	1,180	0.0%	2,840	0.0%	0.0%	2,252	-48%
23,202	0.5%	17,277	0.4%	20,289	14%	MARINA REVENUES	88,946	0.5%	86,556	0.5%	2.8%	81,156	10%
4,332	0.1%	2,560	0.1%	2,910	49%	HARBOR OF REFUGE	15,462	0.1%	10,959	0.1%	41.1%	11,640	33%
155,374	3.1%	206,328	4.8%	193,897	-20%	DEMURRAGE	700,010	3.6%	838,559	4.6%	-16.5%	775,588	-10%
674,629	13.6%	534,413	12.4%	764,838	-12%	FACILITIES	2,686,079	13.8%	2,893,570	15.9%	-7.2%	3,059,352	-12%
						OTHER FEES & SERVICES							
	0.0%		0.0%		0%	CLAIMS FEE		0.0%		0.0%	0.0%		
	0.0%		0.0%		0%	BULK SCRAP		0.0%		0.0%	0.0%		
	0.0%		0.0%	115	0%	MATERIAL USED		0.0%		0.0%	0.0%	460	-100%
10,293	0.2%		0.0%	1,808	0%	PASSENGER SERVICE	29,043	0.1%	10,829	0.1%	0.0%	7,232	302%
2,110	0.0%	2,742	0.1%	2,329	-100%	BUNKER	7,982	0.0%	12,258	0.1%	-35%	9,316	-14%
29,495	0.6%	11,758	0.3%	15,367	-33%	SPECIAL SERVICES	62,936	0.3%	47,726	0.3%	31.9%	61,468	2%
2,502	0.1%	2,822	0.1%		0%	ELECTRICAL POWER	10,842	0.1%	11,897	0.1%	-8.9%		
44,399	0.1%	17,322	0.4%	19,619	-87%	OTHER FEES & SERVICES	110,802	0.6%	82,710	0.5%	34.0%	78,476	41%
55	0.9%	70	0.0%	197	22438%	ADMINISTRATIVE FEES & SERVICES	450	0.0%	310	0.0%	45.2%	788	-43%
						REIMBURSEMENTS							
-	0.0%	-	0.0%	-	0%	FEDERAL REIMBURSEMENT	-	0.0%	-	0.0%	0.0%	-	
-	0.0%	-	0.0%	-	0%	EARTHQUAKE INSURANCE	-	0.0%	16,065	0.1%	0.0%	-	
-	0.0%	-	0.0%	-	0%	TYPHOON INSURANCE	-	0.0%	-	0.0%	0.0%	-	
-	0.0%	-	0.0%	-	0%	OTHER REIMBURSEMENT	-	0.0%	-	0.0%	0.0%	-	
-	0.0%	-	#VALUE!	-	0%	REVENUE MINIMUM CHARGE	-	0.0%	-	0.0%	0.0%	-	
-	0.0%	-	#VALUE!	-	0%	REIMBURSEMENTS	-	0.0%	16,065	0.1%	0	-	-
719,083	14.5%	551,806	#REF!	784,654	-8%	NON OPERATING REVENUES	2,797,331	14.4%	2,992,656	16.5%	-6.5%	3,138,616	-11%
4,943,454	100.0%	4,300,638	100.0%	4,666,437	6%	TOTAL REVENUES	19,450,596	100.0%	18,146,980	100.0%	7.2%	18,665,748	4%

Port Authority of Guam
Income Statement
With Budget Comparison (Unaudited)
4 Months Ending 01/31/19

Current Month Actual	%	Last Year Actual	%	Budget	% Chng		Year to Date Actual	%	Last Year to Date Actual	%	% Chng	Budget	% Chng
	(1)					INDIRECT COSTS General & Administrative Expen							
1,832,193	37.1%	1,651,768	38.4%	1,933,197	-5%	Salaries & Wages	7,013,401	36.1%	6,387,719	35.2%	9.8%	7,732,788	-9%
131,258	2.7%	120,113	2.8%	128,181	2%	Insured Benefits	506,792	2.6%	468,753	2.6%	8.1%	512,724	-1%
455,137	9.2%	537,055	12.5%	498,259	-9%	Retirement Benefits	1,809,163	9.3%	1,757,644	9.7%	2.9%	1,993,036	-9%
124,675	2.5%	119,496	2.8%	4,167	2892%	Other Benefits	539,259	2.8%	504,363	2.8%	6.9%	16,668	3135%
540	0.0%	490	0.0%	6,667	-92%	Other Personnel Costs	5,733	0.0%	29,758	0.2%	-80.7%	26,668	-79%
12,552	0.3%	12,696	0.3%	23,200	-46%	Communications	48,199	0.2%	45,728	0.3%	5.4%	92,800	-48%
-	0.0%	-	0.0%	-		Leases/Rentals	-	0.0%	-	0.0%		-	
53,683	1.1%	161,047	3.7%	155,500	-65%	Utilities	523,256	2.7%	569,160	3.1%	-8.1%	622,000	-16%
201,557	4.1%	201,557	4.7%	225,834	-11%	General Insurance	1,037,381	5.3%	849,073	4.7%	22.2%	903,336	15%
-	0.0%	-	0.0%	-	#DIV/0!	Repairs & Maintenance	-	0.0%	-	0.0%		-	#DIV/0!
33,277	0.7%	12,802	0.3%	81,423		Repairs & Maintenance	195,671	1.0%	110,873	0.6%	76.5%	325,692	
29,000	0.6%	-	0.0%	-		Repairs & Maintenance-Subic Cr	29,000	0.1%	(44,756)	-0.2%	-164.8%	-	
3,163	#REF!	51,671	1.2%	36,584	-91%	Repairs & Maintenance-Pola 14	37,385	0.2%	83,226	0.5%	-55.1%	146,336	-74%
21,602	0.1%	60,426	1.4%	36,584	-41%	Repairs & Maintenance-Pola 16	75,825	0.4%	96,785	0.5%	-21.7%	146,336	-48%
16,553	0.4%	26,388	0.6%	36,584	-55%	Repairs & Maintenance-Pola 17	65,790	0.3%	57,071	0.3%	15.3%	146,336	-55%
516,805	0.3%	518,766	12.1%	483,334	7%	Depreciation & Amortization	2,067,463	10.6%	2,074,158	11.4%	-0.3%	1,933,336	7%
157	10.5%	-	0.0%	6,417	-98%	Damage, Shortage, Writedown &	656	0.0%	500	0.0%	31.1%	25,668	-97%
62,514	0.0%	61,046	1.4%	129,699	-52%	Supplies	272,216	1.4%	278,353	1.5%	-2.2%	518,796	-48%
11,299	1.3%	4,995	0.1%	43,405	-74%	Miscellaneous	30,200	0.2%	128,658	0.7%	-76.5%	173,620	-83%
-	0.2%	-	0.0%	-		Advertising	-	0.0%	-	0.0%		-	
59,407	0.0%	8,976	0.2%	90,322	-34%	Agency& Management Fees	198,731	1.0%	268,758	1.5%	-26.1%	361,288	-45%
211,780	1.2%	162,159	3.8%	236,975	-11%	Professional Services	308,856	1.6%	560,056	3.1%	-44.9%	947,900	-67%
-	4.3%	-	0.0%	7,000	-100%	Contractual Services	-	0.0%	-	0.0%		28,000	-100%
13,816	0.0%	22,812	0.5%	59,888	-77%	Other Contractual Services	40,468	0.2%	23,305	0.1%	73.6%	239,552	-83%
-		-		-		Overhead Allocation	-		-		#DIV/0!	-	
16,817	0.3%	21,398	0.5%	15,625	8%	Other Expenses	46,040	0.2%	25,993	0.1%	77.1%	62,500	-26%
-		-	0.0%	-		Earthquake Expense	-	0.0%	-	0.0%		-	
234	0.3%	-	0.0%	-		Typhoon Expense	126,800	0.7%	-	0.0%		-	
-	0.0%	-	0.0%	-		Earthquake Expense	-	0.0%	-	0.0%		-	0%
3,808,018	0.0%	3,755,660	87.3%	4,238,845	-100%	General & Administrative Expen	14,978,286	77.0%	14,275,178	78.7%	4.9%	16,955,380	-12%

Port Authority of Guam
Income Statement
With Budget Comparison (Unaudited)
4 Months Ending 01/31/19

Current Month Actual	%	Last Year Actual	%	Budget	% Chng		Year to Date Actual	%	Last Year to Date Actual	%	% Chng	Budget	% Chng
1,135,436	77.0%	544,978	12.7%	427,592	791%	OPERATING INCOME (LOSS)	4,472,311	23.0%	3,871,802	21.3%	15.5%	1,710,368	161%
						OTHER INCOME (EXPENSE)							
	0.0%		0.0%		0%	Other Income & Expense		0.0%		0.0%	0.0%		-
	0.0%		0.0%		0%	Other Income		0.0%		0.0%	0.0%		-
	0.0%		0.0%		0%	Interest Income		0.0%		0.0%	0.0%		-
	0.0%		0.0%		0%	Interest Income		0.0%		0.0%	0.0%		-
146,158	3.0%	30	0.0%	5,500	2557%	Interest Income	552,514	2.8%	30	0.0%	1841613.8%	22,000	2411%
2,402	0.0%	(113,648)	-2.6%	(36,663)	-107%	Other Expense	1,609	0.0%	(87,554)	-0.5%	-101.8%	(146,652)	-101%
	0.0%	(89,543)	-2.1%	(1,917)	-100%	Interest Expense	(767,701)	-3.9%	(358,509)	-2.0%	114.1%	(7,668)	9912%
	0.0%		0.0%		0%	Claims Settlement		0.0%		0.0%	0.0%		0%
(241,769)	-4.9%	(253,340)	-5.9%	(259,429)	-7%	Retirement Govt Contribution	(967,480)	-5.0%	(1,013,203)	-5.6%	-4.5%	(1,037,716)	-7%
	0.0%	24,234	0.6%	222,180	0%	Federal Reimbursement	2,472	0.0%	191,892	1.1%	-98.7%	888,720	0%
(51,299)	-1.0%	(2,277)	-0.1%	(52,106)	-2%	Federal Expenses	(102,426)	-0.5%	(65,842)	-0.4%	55.6%	(208,424)	-51%
(3,971)	-0.1%	(628)	0.0%	(4,167)	-5%	Gain <Loss> on Asset Disposals	(38,185)	-0.2%	(6,755)	0.0%	465.3%	(16,668)	129%
(148,479)	-3.0%	(435,173)	-10.1%	(126,602)	17%	Other Income & Expense	(1,319,197)	-6.8%	(1,339,942)	-7.4%	-1.5%	(506,408)	161%
(148,479)	-3.0%	(435,173)	-10.1%	(126,602)	17%	OTHER INCOME (EXPENSE)	(1,319,197)	-6.8%	(1,339,942)	-7.4%	-1.5%	(506,408)	161%
986,957	20.0%	109,804	2.6%	300,990	228%	NET INCOME (LOSS)	3,153,113	16.2%	2,531,861	14.0%	24.5%	1,203,960	162%

	Amount Current	Amount Last Month End	Amount Last Year End	Change This Month	Change This Year
Total Assets					
Current Assets					
Cash on Hand					
Petty Cash Fund	2,000.00	2,000.00	2,000.00		
Cashier Change Fund	100.00	100.00	100.00		
Cash on Hand	2,100.00	2,100.00	2,100.00		
Incentive Award Fund					
First Hawaiian Bank-Incentive					
Incentive Award Fund					
Cash in Bank					
First Hawaiian Bank					
Bank of Guam	63,270,414.02	62,163,169.95	61,151,016.86	1,107,244.07	2,119,397.16
Bank of Hawaii					
Citizen Security Bank	1,387,745.60	1,478,091.25	2,738,546.41	90,345.65-	1,350,800.81-
Cash in Bank	64,658,159.62	63,641,261.20	63,889,563.27	1,016,898.42	768,596.35
Cash in Bank-Trust					
Trust-Current Unrestricted	12,751,079.69	11,949,520.22	8,748,966.83	801,559.47	4,002,112.86
BOG-Current Restricted	4,710,738.42	4,503,196.10	5,408,157.22	207,542.32	697,418.80-
Cash in Bank-Trust	17,461,818.11	16,452,716.32	14,157,124.05	1,009,101.79	3,304,694.06
Short Term Investments					
Bank of Guam	2,797,953.20	2,516,641.31	9,468,779.00	281,311.89	6,670,825.80-
Citizen's Security Bank					
First Hawaiian Bank					
BankPacific					
Citibank					
Bank of Hawaii					
Oceanic Bank					
Gov Guam Employees Fed CU					
Short Term Investments	2,797,953.20	2,516,641.31	9,468,779.00	281,311.89	6,670,825.80-
Account Receivable-Trade (Net)					
Accounts Receivable-Trade	7,471,590.29	8,792,242.59	5,089,858.97	1,320,652.30-	2,381,731.32
Allow for Uncollectible Acct.	296,468.83-	296,468.83-	296,468.83-		
A/R-Clearing Account					
Account Receivable-Trade (Net)	7,175,121.46	8,495,773.76	4,793,390.14	1,320,652.30-	2,381,731.32
Accounts Receivable-Other					
Accounts Receivable-DOA					
Accounts Receivable-Employee	1,618.84	1,693.84	1,843.84	75.00-	225.00-
Accounts Receivable-FEMA Reimb					
Accounts Receivable-Geda/Casam					
Accounts Receivable-Other	529,026.61	529,026.61	655,129.39		126,102.78-
Accounts Receivable-Ins Procee					

	Amount Current	Amount Last Month End	Amount Last Year End	Change This Month	Change This Year
Accounts Receivable-Other	530,645.45	530,720.45	656,973.23	75.00-	126,327.78-
Marina Receivables					
Accounts Receivable-Agat Marin	4,730.12	6,256.18	9,218.12	1,526.06-	4,488.00-
Accounts Receivable-GDP Marina	863.38	1,547.88	2,769.67	684.50-	1,906.29-
Accounts Receivable-Harbor of	150.00	1,363.77	2,046.50	1,213.77-	1,896.50-
Marina Receivables	5,743.50	9,167.83	14,034.29	3,424.33-	8,290.79-
Interest Receivables					
Bank of Guam					
Bank Of Hawaii					
BankPacific					
Citibank					
Citizens Security Bank					
First Hawaiian Bank					
GovGuam Emp.Fed.Credit Union					
Oceanic Bank					
Other					
Interest Receivables					
Prepaid Expenses					
Prepaid Insurance	1,569,829.31	1,771,386.10		201,556.79-	1,569,829.31
Prepaid Expenses	887,628.14	994,065.13	58,055.50	106,436.99-	829,572.64
Prepaid Expenses	2,457,457.45	2,765,451.23	58,055.50	307,993.78-	2,399,401.95
Deffered Expenses					
Deferred Geda Addendum L/Lease					
Credit Note Reimbursement					
Deffered Expenses					
Current Assets	95,088,998.79	94,413,832.10	93,040,019.48	675,166.69	2,048,979.31
Non Current Assets					
Long Term Receivable					
Long Term Receivable-DOA	2,258,190.48	2,258,190.48	2,258,190.48		
Long Term Receivable-Geda	1,490,449.90	1,490,449.90	1,490,449.90		
Allow for Uncollectible LT A/R	3,748,640.38-	3,748,640.38-	3,748,640.38-		
Long Term Receivable					
Revenue Bond Reserves					
Reserve w/Trustee-Unrestricted	3,765,423.69	3,704,195.19	3,518,079.07	61,228.50	247,344.62
Reserve w/Trustee-Restricted	15,890,711.67	15,890,711.67	15,890,711.67		
Revenue Bond Reserves	19,656,135.36	19,594,906.86	19,408,790.74	61,228.50	247,344.62
Inventory-A/C	8,690.00	8,690.00	8,690.00		
Inventory-Computer	75,599.64	84,655.64	101,434.12	9,056.00-	25,834.48-
Gas, Oil and Diesel Inventory	313.89	353.13	59.91	39.24-	253.98
Inventory-Parts	99,952.66	99,952.66	99,952.66		
Supplies Inventory	484,482.35	496,967.65	512,276.76	12,485.30-	27,794.41-

	Amount Current	Amount Last Month End	Amount Last Year End	Change This Month	Change This Year
Contra-Asset Inventory Adj.	1,721.09-	1,721.09-	1,721.09-		
Allowance for Obsolesence	87,549.04-	87,549.04-	87,549.04-		
Inventory for Survey					
Inventory	579,768.41	601,348.95	633,143.32	21,580.54-	53,374.91-
Work In Progress					
Const Work in Progr-Local	274,949.65	214,211.45	67,360.29	60,738.20	207,589.36
Const Work in Progr-Federal	2,793,437.09	2,777,052.29	2,663,760.64	16,384.80	129,676.45
Const Work in Progr-FMF	1,460,614.90	1,087,530.12	172,084.05	373,084.78	1,288,530.85
Const Work in Progr-BOND					
Work In Progress	4,529,001.64	4,078,793.86	2,903,204.98	450,207.78	1,625,796.66
Non Current Assets	24,764,905.41	24,275,049.67	22,945,139.04	489,855.74	1,819,766.37
Property, Plant & Equipment					
Land					
Land-Cabras	3,563,000.00	3,563,000.00	3,563,000.00		
Land	3,563,000.00	3,563,000.00	3,563,000.00		
Buildings					
Buildings-Original	15,732,648.10	15,732,648.10	15,732,648.10		
Buildings-Substation Shelters					
Buildings-Wharf Improvements	125,548,911.67	125,548,911.67	125,548,911.67		
Canopy Structures					
Buildings	141,281,559.77	141,281,559.77	141,281,559.77		
Accumulated Depreciation-Build					
AccDeprec-Buildings-Original	15,236,461.89-	15,234,477.04-	15,228,522.49-	1,984.85-	7,939.40-
AccDeprec-Buildings-Sub Shelte					
AccDeprec-Buildings-Wharf Impr	34,474,759.45-	34,186,782.46-	33,320,334.63-	287,976.99-	1,154,424.82-
AccDeprec-Canopy Structures					
Accumulated Depreciation-Build	49,711,221.34-	49,421,259.50-	48,548,857.12-	289,961.84-	1,162,364.22-
Furnishings & Equipment					
Air Tools					
Communications Equip	531,281.08	531,281.08	528,231.08		3,050.00
Computer Equip	6,110,842.16	6,115,636.80	6,075,435.32	4,794.64-	35,406.84
Crane Equip	15,926,684.91	15,926,684.91	15,964,110.56		37,425.65-
Furnishings & Office Equip	1,171,627.16	1,179,097.60	1,149,873.30	7,470.44-	21,753.86
Forklift Equip	1,821,145.00	1,821,145.00	1,821,145.00		
Gantry 3 Relocation Cost					
Generator Sets	1,229,056.25	1,229,056.25	1,229,056.25		
Hand Tools	14,832.85	14,832.85	14,832.85		
Load & Unload Equip	2,852.00	2,852.00	2,852.00		
Mowing Equip	6,999.00	6,999.00	6,999.00		
Other Equip	1,729,408.84	1,729,408.84	1,836,395.83		106,986.99-
Power Tools	24,446.56	24,446.56	24,446.56		
Safety Equip	39,427.95	39,427.95	39,427.95		
Shop Equip	336,408.08	336,408.08	349,103.87		12,695.79-
Tractors	2,970,216.97	2,970,216.97	2,970,216.97		

	Amount Current	Amount Last Month End	Amount Last Year End	Change This Month	Change This Year
Vehicles & Motor Equip	2,047,921.87	1,963,189.87	1,986,984.87	84,732.00	60,937.00
Furnishings & Equipment	33,963,150.68	33,890,683.76	33,999,111.41	72,466.92	35,960.73-
Accumulated Depreciation-Furni					
AccDeprec-Air Tools					
AccDeprec-Communications Eqt.	498,523.30-	497,792.84-	495,601.46-	730.46-	2,921.84-
AccDeprec-Computer Equip	1,658,278.06-	1,632,826.19-	1,513,937.80-	25,451.87-	144,340.26-
AccDeprec-Crane Equip	7,291,908.79-	7,191,624.69-	6,917,282.19-	100,284.10-	374,626.60-
AccDeprec-Furnishings & Office	677,695.70-	670,417.72-	633,099.82-	7,277.98-	44,595.88-
AccDeprec-Forklift Equip	906,959.70-	897,848.42-	870,514.58-	9,111.28-	36,445.12-
AccAmort-Gantry 3 Relocation C					
AccDeprec-Generator Sets	317,367.98-	310,539.90-	290,055.66-	6,828.08-	27,312.32-
AccDeprec-Hand Tools	11,006.05-	10,915.42-	10,643.53-	90.63-	362.52-
AccDeprec-Load & Unload Equip	831.95-	808.18-	736.87-	23.77-	95.08-
AccDeprec-Mowing Equip	5,599.20-	5,482.55-	5,132.60-	116.65-	466.60-
AccDeprec-Other Equip	1,122,641.95-	1,111,977.05-	1,204,413.75-	10,664.90-	81,771.80
AccDeprec-Power Tools	11,991.28-	11,750.44-	11,027.92-	240.84-	963.36-
AccDeprec-Safety Equip	8,421.92-	7,952.54-	6,544.40-	469.38-	1,877.52-
AccDeprec-Shop Equip	195,311.64-	193,318.48-	198,790.19-	1,993.16-	3,478.55
AccDeprec-Tractors	1,502,841.42-	1,480,689.57-	1,414,234.02-	22,151.85-	88,607.40-
AccDeprec-Vehicles & Motor Equ	992,568.01-	969,851.45-	929,733.34-	22,716.56-	62,834.67-
Accumulated Depreciation-Furni	15,201,946.95-	14,993,795.44-	14,501,748.13-	208,151.51-	700,198.82-
Capital Leases					
Capital Leases					
Capital Leases					
Accumulated Amortization-Capit					
AccAmort-Capital Leases					
Accumulated Amortization-Capit					
Deferred Long Term Asset Cost					
Def. Cost-2018 Bond COI					
Deferred Long Term Asset Cost					
Pension-Deferred Outflows Res					
Pension-Deferred Outflow Res	6,176,941.00	6,176,941.00	6,176,941.00		
Pension-Deferred Outflows Res	6,176,941.00	6,176,941.00	6,176,941.00		
Property, Plant & Equipment	120,071,483.16	120,497,129.59	121,970,006.93	425,646.43-	1,898,523.77-
Total Assets	239,925,387.36	239,186,011.36	237,955,165.45	739,376.00	1,970,221.91
Total Liabilities & Capital					
Current Liabilities					
Accounts Payable					
Accounts Payable Custom					
Accounts Payable GSA					

	Amount Current	Amount Last Month End	Amount Last Year End	Change This Month	Change This Year
Accounts Payable Others	51,586.33	46,936.33	374,284.52	4,650.00	322,698.19-
Accounts Payable Trade	2,048,939.03	2,602,377.08	1,788,892.50	553,438.05-	260,046.53
Received Not Vouchered	1,481.54	5,351.32		3,869.78-	1,481.54
Accounts Payable	2,102,006.90	2,654,664.73	2,163,177.02	552,657.83-	61,170.12-
Current Loan Payable					
Current ANZ (USDA) Loan Payabl	3,178.71-	3,178.71-	3,178.71-		
CU ANZ (USDA) 12M Loan Payable					
CU BOG 10M SLE Loan Payable					
CU BOG 2M USDA Direct Loan	3,178.71	3,178.71	3,178.71		
Current Loan Payable					
Due to Public Utilities					
Due to GPA					
Due to GTA					
Due to GWA					
Due to Public Utilities					
Accrued Interest Payable					
Accrued Interest Payable					
Accrued Bond Interest Payable	.03	.03	811,840.80		811,840.77-
Accrued Interest Payable	.03	.03	811,840.80		811,840.77-
Deferred Revenues					
Deferred Revenues-DOD Moderniz					
Deferred Income - GEDA	61,769.01-	61,769.01-	61,769.01-		
Deferred Revenues -Leases	105,718.75	105,718.75	237,178.92		131,460.17-
Deferred Revenues Marinas			10,586.91		10,586.91-
Deferred Revenues			90,550.53		90,550.53-
Deferred Revenues	43,949.74	43,949.74	276,547.35		232,597.61-
Accrued Expenses					
Accrued Payroll	750,064.47	500,687.16	809,757.71	249,377.31	59,693.24-
Accrued Vacation Pay-Current	1,317,093.27	1,338,855.82	1,267,947.10	21,762.55-	49,146.17
Accrued Vacation Pay					
Accrued Earthquake Cost					
Accrued Cola/Supplemental					
Accrued Typhoon Cost					
Accrued Medicare Tax					
Accrued Federal Grant					
Employee Insurance Payables	18,736.62	18,667.92	15,896.42	68.70	2,840.20
Employee Deductions Payable	290,999.76	214,526.16	318,280.16	76,473.60	27,280.40-
Withholding Tax Payable					
Credit Union					
Accrued Miscellaneous Deductio					
Accrued Death & Disability Ins					
Retirement Contributions					
Deferred Compensation Plan Pay					
Accrued Expenses	2,376,894.12	2,072,737.06	2,411,881.39	304,157.06	34,987.27-

	Amount Current	Amount Last Month End	Amount Last Year End	Change This Month	Change This Year
Security Deposits					
Security Deposits -Space Leas	85,831.20	85,831.20	84,565.82		1,265.38
Security Deposits - Marinas	33,000.82	32,080.82	32,421.82	920.00	579.00
Security Deposits	118,832.02	117,912.02	116,987.64	920.00	1,844.38
Capital Lease Obligations- Cur					
Captl Lease Obligations-Curren					
Capital Lease Obligations- Cur					
Other Current Liabilities					
Reserve Shortage/Property Dama					
Lease Payable - GEDA					
Other Current Liabilities					
Current Liabilities	4,641,682.81	4,889,263.58	5,780,434.20	247,580.77-	1,138,751.39-
Non Current Liabilities					
Long Term Accrued Expenses					
Unfunded Retirement Contributi	56,767,410.00	56,767,410.00	56,767,410.00		
Accrued Vacation Pay-Long Term	552,540.11	552,540.11	552,540.11		
Accrued Sick Lve(DC)-Long Term	993,730.72	993,730.72	993,730.72		
Long Term Accrued Expenses	58,313,680.83	58,313,680.83	58,313,680.83		
Pension-Deferred Inflow of Res					
Pension-Deferred Inflow of Res	1,008,960.00	1,008,960.00	1,008,960.00		
Pension-Deferred Inflow of Res	1,008,960.00	1,008,960.00	1,008,960.00		
Capital Lease Obligations					
Capital Lease Obligations					
Capital Lease Obligations					
Long Term Loan Payables					
LT-ANZ (USDA) Loan Payable 3.5					
LT-ANZ (USDA) Loan Payable 12M					
LT-BOG $LE Loan Payable 10M					
LT-BOG $2M USDA Direct Loan					
Long Term Loan Payables					
Long Term Bond Payables					
LT-2018 BOND Payable	71,445,000.00	71,445,000.00	71,445,000.00		
LT-2018 BOND Cost of Issuance					
LT-2018 BOND Premium	5,208,474.61	5,208,474.61	5,252,614.23		44,139.62-
Long Term Bond Payables	76,653,474.61	76,653,474.61	76,697,614.23		44,139.62-
Non Current Liabilities	135,976,115.44	135,976,115.44	136,020,255.06		44,139.62-

	Amount Current	Amount Last Month End	Amount Last Year End	Change This Month	Change This Year
Capital Contributions & Equity					
Contributions-Local Government					
Contributions-Land	3,563,000.00	3,563,000.00	3,563,000.00		
Contributions-Property & Equip	483,688.19	483,688.19	483,688.19		
Contributions-General Fund	13,413,670.45	13,413,670.45	13,413,670.45		
Contributions-G.E.P.A.	100,000.00	100,000.00	100,000.00		
Contributions-PAG (Portion of	7,000.00	7,000.00	7,000.00		
Contributions-Local Government	17,567,358.64	17,567,358.64	17,567,358.64		
Contributions-Federal Governme					
Contributions-U.S. Govt Rehab	10,321,126.26	10,321,126.26	10,321,126.26		
Contributions-Economic Develop	1,492,676.57	1,492,676.57	1,492,676.57		
Contributions-U.S. Department	6,508,875.60	6,508,875.60	6,508,875.60		
Contributions-U.S. Govt-Fema	53,763.30	53,763.30	53,763.30		
Contributions-Federal Governme	18,376,441.73	18,376,441.73	18,376,441.73		
Accumulated Earnings					
Accumulated Earnings	33,770,010.75-	33,770,010.75-	33,770,010.75-		
Accumulated Earnings (Deficit)	93,980,681.57	93,980,681.57	93,980,681.57		
Accumulated Earnings	60,210,670.82	60,210,670.82	60,210,670.82		
Net Earnings (Loss)	3,153,117.92	2,166,161.15	5.00	986,956.77	3,153,112.92
Capital Contributions & Equity	99,307,589.11	98,320,632.34	96,154,476.19	986,956.77	3,153,112.92
Total Liabilities & Capital	239,925,387.36	239,186,011.36	237,955,165.45	739,376.00	1,970,221.91

PORT AUTHORITY OF GUAM

AGING SUMMARY REPORT FY19

AS OF 01/31/2019

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
15388	Guam Industrial Serv. Inc.	$167,838.91	$9,411.49	$11,760.00	$11,760.00	$45,312.15	$89,595.27	$23,520.00	9/26/2018	With Legal No Update
7384	Marianas Steamship Agencie	$503,962.55	$465,029.44	$187.15	$416.88		$38,329.08	$416.88	3/7/2019	Invoice #78364 $38,329.08 Currently under dispute with Guam Shipyard/ Guam Industrial.
7376	Matson Navigation Inc.	$3,834,686.18	$3,797,548.16	$11,187.81			$25,950.21			Invoice #213995 $22,105.42 was issued a credit & Customer paid remaining $3,810.80 as agreed. Invoice $214920 & #103745 are currently being reviewed (totaling $3,586.50
7587	American President Lines L	$1,778,288.38	$1,747,035.93	$18,161.01	$98.34		$12,993.10	$27,438.44	3/11/2019	Invoice #103899 $12,798.36 was recently paid and cleared. Remaining $194.74 is being processed for payment
11776	Customs and Quarantine Age	$13,478.40		$449.28	$449.28	$449.28	$12,130.56	$1,347.84	2/11/2019	Currently working with Ronnie, per our last conversation, FY 19 has been processed and paid. She will follow up the status of previous years.
13422	Department of Agriculture	$10,800.00					$10,800.00	$14,765.40	5/3/2018	As per Jay Guiterrez, DOA was processing payment.
9620	Alupang Beach Club	$6,478.31	$287.51	$25.00	$25.00		$6,140.80	$575.02	3/1/2019	Ongoing dispute for water charges, will be meeting with Glenn to discuss account and resolution
11794	Guam Shipyard	$2,958.56	$123.90	$49.56	$198.24		$2,586.86	$33.98	11/15/2018	With Legal No Update
7106	Shell Guam, Inc.	$7,800.00		$1,950.00	$1,950.00	$1,950.00	$1,950.00	$1,950.00	11/4/2011	Pending lease agreement with Legal
15708	HMR Guam Inc.	$1,227.24					$1,227.24			In the process of forwarding Account to Small Claims
9814	Fentress, Michael D.	$910.98					$910.98	$300.00	6/19/2018	In the process of forwarding Account to Small Claims
13202	Department of Administrati	$553.20	-$30.00				$583.20	$4,645.40	11/16/2018	Will do a follow letter.
14963	Castro, Jesse AR	$1,967.50	$495.00	$25.00	$495.00	$520.00	$432.50	$460.00	12/14/2018	In the process of forwarding Account to Small Claims
15663	Okeanos Marianas	$250.00					$250.00			Final Notice Sent out, will send out Final Notice via Certified Mail.
14482	Quinata, John M.	$1,320.00	$220.00		$220.00	$660.00	$220.00	$412.50	12/19/2016	2nd Notice Will Be Sent Out
15325	Kobayashi, Ronald	$300.00	$150.00				$150.00	$150.00	3/7/2019	Past Due Balance Has Been Cleared
15103	Collier, Ernest	$75.00					$75.00	$660.00	2/5/2019	Reconciling account, customer is disputing $75.00 balance.
7341	Ambyth Shipping & Trading	$552,770.34	$505,159.67	$47,552.23			$58.44	$145,181.38	3/1/2019	$58.44 past due has been cleared
14537	Fredrick, Bruce & Dianne	$590.00	$220.00	$25.00	$220.00	$100.00	$25.00	$440.00	3/1/2019	Final Notice will be sent out
14527	UMS Heavy Equipment Rental	$1,303.60		$411.60	$678.94	$213.06		$1,303.60	2/21/2019	Past Due Balance Has Been Cleared
15699	Shut Up and Fish Guam	$412.50	$75.00		$175.00	$162.50		$687.50	2/20/2019	Past Due Balance Has Been Cleared
14429	Weilbacher, Walden	$165.00	$40.00		$50.00	$75.00		$205.00	2/25/2019	Past Due Balance Has Been Cleared
14364	P.S.V. Corp./Joo, Gi Bum	$1,440.73	$247.80	$952.56	$200.28	$40.09		$3,345.85	2/5/2019	Past Due Balance Has Been Cleared
12518	Balajadia, Robert M.	$510.08	-$25.00	$267.54	$267.54			$102.62	2/27/2019	Past Due Balance Has Been Cleared
7350	Consolidated Transportatio	$891,047.43	$890,014.58	$796.77	$236.08			$199,084.45	3/1/2019	Past Due Balance Has Been Cleared
14431	Quinata, Carlos DBA:Herita	$637.14	$362.06	$50.08	$225.00			$1,077.12	10/25/2018	2nd Notice Will Be Sent Out
14161	Isla Trucking	$826.82	$19.68	$588.00	$219.14			$826.82	2/11/2019	$219.14 past due balance has been cleared.
10778	Real World Diving	$304.56	$164.56	$25.00	$115.00			$701.34	3/11/2019	Final Notice will be sent out
9751	Duenas Roy P.	$80.00			$80.00			$80.00	3/7/2019	Past Due Balance Has Been Cleared

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
15300	Berg, Julia	$285.00	$220.00		$65.00			$750.00	12/20/2018	Customer will be in to clear balance. As per Carl, boat was recently sold.
15290	Murrell, Robert Dan	$100.00	$50.00		$50.00			$675.00	2/13/2019	Past Due Balance Has Been Cleared
14143	Salt Shaker Yacht Charter	-$245.26	-$269.30		$24.04			$269.30	3/11/2019	Late Notice will be sent
13803	Korando Corp.	$21.32	$18.20		$3.12			$8.32	3/1/2019	Past Due Balance Has Been Cleared
13671	Landscape Management Syste	$10,262.77		$10,262.77				$10,498.90	2/19/2019	Past Due Balance Has Been Cleared
13044	Smithbridge Guam, Inc.	$7,147.46	$49.56	$7,097.90				$3,981.21	3/5/2019	Past Due Balance Has Been Cleared
15235	Oil Spill Response Operati	$3,796.04	-$67.96	$3,864.00				$3,864.00	2/7/2019	Past Due Balance Has Been Cleared
14381	Apra Dive & Marine Sports,	$2,164.94	$596.74	$1,568.20				$3,136.40	3/8/2019	Past Due Balance Has Been Cleared
11756	V.Angoco's Trucking	-$146.38	-$1,322.38	$1,176.00				$393.36	2/18/2019	Customer submitted payment but put Februarys Invoice # instead of Jan.
7886	Guam Transport & Warehouse	$604.82	$16.82	$588.00				$588.00	1/2/2019	Final Notice mailed out. Customer made an arrangement to clear all oustanding Invoices by 03/15/2019.
14368	SubCom, LLC	-$6,665.09	-$6,955.20	$290.11				$13,910.40	3/5/2019	Past Due Balance Has Been Cleared
8483	Scuba Company	$3,795.71	$3,693.69	$102.02				$4,658.00	2/27/2019	Past Due Balance Has Been Cleared
15659	Ubay, Carlito P.		-$88.53	$88.53				$88.53	12/18/2018	Past Due Balance Has Been Cleared
14642	Tristar Terminals Guam, In	$264,757.76	$264,757.76					$159,935.02	3/6/2019	
14171	Norton Lilly International	$43,367.39	$43,367.39					$6,048.51	3/5/2019	
13696	Lotus Pacifica Trading, In	$6,047.83	$6,047.83					$260.00	3/5/2019	
15370	J524 Inc./Layla Dolphin Cr	$2,730.00	$2,730.00					$1,360.00	1/23/2019	
15819	Teamspeed Charter	$984.56	$984.56					$1,452.06	2/15/2019	
13476	Isla Maritime Agency	$975.80	$975.80					$210.76	2/27/2019	
7763	Guam Dolphin's Marine Spor	$842.52	$842.52					$1,849.75	3/5/2019	
13121	Tidewater Distributors Inc	$753.92	$753.92					$6,055.73	3/5/2019	
15095	Chen, Steven	$547.50	$547.50					$1,910.00	12/26/2018	
13913	Skoocumchuck Charters Inc.	$510.00	$510.00					$510.00	2/28/2019	
15844	SDM Holdings	$470.00	$470.00					$1,210.00	3/5/2019	
9831	Fish Hook Inc.	$360.00	$360.00					$360.00	3/1/2019	
14923	Shotguns	$340.00	$340.00					$1,207.50	1/20/2017	
7413	Seabridge Inc.	$308.74	$308.74					$640.09	2/22/2019	
9540	Unitek Environmental Svcs	$269.56	$269.56					$220.00	3/11/2019	
14909	Propacific Builder Corpora	$262.23	$262.23					$457.22	2/25/2019	
1490	Guam Telephone Authority	$250.64	$250.64					$1,156.60	3/11/2019	
13604	Lewis, Erik C.	$250.00	$250.00					$325.00	1/29/2013	
13844	Hagen, William	$220.00	$220.00					$440.00	2/22/2019	
15621	Sage, Anthony	$220.00	$220.00					$440.00	2/1/2019	
14820	Underwater World	$212.50	$212.50					$212.50	3/11/2019	
14582	Packbier, Paul E.R./PCR Gu	$155.00	$155.00					$510.00	2/6/2019	
14534	Martin, Dwight	$150.00	$150.00					$450.00	2/25/2019	
15433	Pieske, Burghard	$150.00	$150.00					$100.00	2/28/2019	
15549	Regis, John F.	$137.50	$137.50					$300.00	2/7/2019	
15651	Barcenilla, Roland/Gerylin	$137.50	$137.50					$137.50	2/26/2019	
15774	Quinata, Jose M.	$137.50	$137.50					$275.00	2/22/2019	
15784	Bradley, Daniel A.	$137.50	$137.50					$275.00	2/27/2019	
14485	Rains, Julian T.	$137.00	$137.00					$137.50	1/2/2019	
9996	Johnson,George L.	$106.00	$106.00					$106.00	3/11/2019	

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
10743	Poppe, Edward/FISH INC	$100.00	$100.00					$180.00	2/21/2019	
14124	Guam Fire Department	$80.00	$80.00					$880.00	8/21/2018	
15088	Shida, Paul H.	$70.00	$70.00					$25.00	1/4/2019	
15503	Y&Y LLC DBA: Sunny Divers	$70.00	$70.00					$840.00	3/1/2019	
15548	Makanja Fishing Charters	$62.50	$62.50					$87.50	2/27/2019	
9742	Duenas, Christopher M.	$50.00	$50.00					$300.00	2/11/2019	
13089	Guam Fisherman's Cooperati	$50.00	$50.00					$650.00	9/17/2018	
14409	Robinson, Merle Ann	$50.00	$50.00					$50.00	12/12/2018	
14436	John C. Aguon/Myung J. Par	$50.00	$50.00					$150.00	8/16/2018	
14656	Pangelinan, Enrique	$50.00	$50.00					$50.00	2/25/2019	
9654	Baba, Hideharu	$40.00	$40.00					$40.00	3/5/2019	
14145	Nadler, Landon	$40.00	$40.00					$40.00	3/6/2019	
13773	Walker, Jon D./Reed, Marvi	$34.50	$34.50					$69.00	2/15/2019	
15079	McDermott, Brian	$31.32	$31.32					$790.55	1/18/2019	
15807	Romero, Nicole R.	$24.78	$24.78					$50.00	11/13/2018	
15593	Guam Ocean Adventures, LLC	$19.66	$19.66					$330.78	2/18/2019	
14299	CANTON CONSTRUCTION	$0.08	$0.08					$33.90	1/28/2019	
14642	Tristar Terminals Guam, In	-$0.01	-$0.01					$159,935.02	3/6/2019	
15811	Ride the Ducks, LLC	-$0.02	-$0.02					$1,265.38	3/7/2019	
10524	Orcutt, Kenneth D.	-$0.50	-$0.50					$137.50	3/1/2019	
11778	Dewitt Trans Services of G	-$0.68	-$0.68					$118.04	1/17/2019	
12522	Dickerson & Quinn, Ltd	-$0.68	-$0.68					$98.34	3/7/2019	
13190	GENTLY BLUE DIVING SHOP	-$8.57	-$8.57					$103.51	3/1/2019	
14535	Young, Dione & Jerry	-$25.00	-$25.00					$150.00	2/26/2019	
15526	Ovalles, Victor	-$25.00	-$25.00					$275.00	12/21/2018	
15722	Butler, Stephen	-$25.00	-$25.00					$220.00	1/10/2019	
15727	Cosas Di Famiglia Holdings	-$25.00	-$25.00					$850.00	3/6/2019	
14061	AR Sunriser Canteen/Cateri	-$28.68	-$28.68					$700.00	2/25/2019	
1960	MENDIOLA, FRANCISCO Q.	-$40.00	-$40.00					$40.00	2/26/2019	
12397	Cruz, John R.	-$40.00	-$40.00					$160.00	8/29/2017	
14387	Guam Sungwoo Ferry Corp.	-$40.00	-$40.00					$650.00	2/12/2019	
15818	Mendiola, Janus C.	-$40.00	-$40.00					$240.00	2/13/2019	
1300	SANTOS, RAYMOND B.	-$50.00	-$50.00							
1749	CARBULLIDO, RITA B.	-$50.00	-$50.00					$30.00	9/1/2017	
12338	Tembata, Masao DBA:Ten Boa	-$50.00	-$50.00					$512.50	2/22/2019	
15400	Mendiola, Zachary	-$50.00	-$50.00					$50.00	12/17/2018	
15429	Gilin, Grace	-$50.00	-$50.00					$50.00	5/31/2018	
15488	Love, Rick	-$50.00	-$50.00					$50.00	9/7/2018	
15527	Walsh, Joshua	-$50.00	-$50.00					$50.00	12/28/2018	
15597	Gorman, John T.	-$50.00	-$50.00					$50.00	6/13/2017	
15674	Ching, Donald	-$50.00	-$50.00							
15677	Reinhardt, Kyle Christophe	-$50.00	-$50.00					$15.00	2/20/2018	
15682	Marges, Lilyjing D. T.	-$50.00	-$50.00					$50.00	3/26/2018	
15694	Hocog, Gerry J.	-$50.00	-$50.00							
15713	SCHEPER, ROBERT I.	-$50.00	-$50.00					$50.00	3/16/2018	
15726	Garrido, Keoni L.	-$50.00	-$50.00					$50.00	4/20/2018	

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
15757	Santiago, Jerry L.	-$50.00	-$50.00					$50.00	1/29/2019	
15758	Dunn, Timothy J.	-$50.00	-$50.00					$50.00	6/19/2018	
15792	Denton, Walter	-$50.00	-$50.00					$50.00	8/31/2018	
14684	Guam Pak Express Inc.	-$55.37	-$55.37					$55.37	9/26/2018	
15327	Petrick, Philip R.	-$61.10	-$61.10					$564.48	6/19/2018	
15718	Larsen, Helge	-$64.12	-$64.12					$314.12	1/29/2019	
13653	Yu, Niko K.	-$80.00	-$80.00					$145.00	1/23/2019	
15798	Edson, Roger	-$87.45	-$87.45					$169.34	2/26/2019	
12706	Guam Seawalker Tours	-$100.00	-$100.00					$340.00	2/27/2019	
14694	Go Nakane	-$100.00	-$100.00					$212.50	2/26/2019	
15748	Nugam, Henry L.	-$100.00	-$100.00					$100.00	6/1/2018	
15749	Lagutang, Herbert C.D.	-$110.00	-$110.00					$340.00	2/13/2019	
13081	Watanabe, Akio/Fontana & C	-$128.00	-$128.00					$147.00	4/10/2017	
12513	Berkemeyer, Thomas R.	-$137.50	-$137.50					$137.50	3/5/2019	
14150	PIER, KENNETH	-$137.50	-$137.50					$275.00	2/28/2019	
14570	Terlaje, Glenn	-$137.50	-$137.50					$137.50	1/4/2018	
14658	Phillip, Vincer	-$137.50	-$137.50					$137.50	2/28/2019	
15692	Jo, Myeongseon	-$137.50	-$137.50					$390.96	6/27/2018	
15717	Plate, Laura M/Douglas	-$137.50	-$137.50					$137.50	2/11/2019	
8264	Olson, Tom	-$150.00	-$150.00					$300.00	3/11/2019	
1500	Atlantis Guam	-$156.04	-$156.04					$3,057.60	2/11/2019	
14776	MARAD	-$169.45	-$169.45							
1862	SANTOS, JOHN T.	-$194.00	-$194.00							
13677	Brown, Roy	-$220.00	-$220.00					$174.45	5/17/2017	
15242	Ames, Todd	-$220.00	-$220.00					$137.50	2/27/2019	
9401	Tasi Tours Inc.	-$223.60	-$223.60					$622.50	2/28/2019	
15475	Tropical Island Marine Spo	-$236.28	-$236.28					$369.12	2/21/2019	
15099	Williams, Michael E.	-$250.00	-$250.00					$250.00	11/14/2018	
12394	Wong, Billy	-$262.50	-$262.50					$350.00	3/11/2019	
12424	Flores, Joaquin C.	-$275.00	-$275.00					$137.50	2/25/2019	
15823	Card, Philip & Arretta	-$275.00	-$275.00					$275.00	1/24/2019	
15207	SOUTH PACIFIC DREAM CORPOR	-$280.00	-$280.00					$50.00	2/22/2019	
8336	Pacific Trucking Inc.	-$292.38	-$292.38					$88.53	3/1/2019	
11775	Charles Marine Sports Club	-$295.10	-$295.10					$1,298.30	3/5/2019	
12373	Beighley, Jim/Mark Baldyga	-$300.00	-$300.00					$50.00	8/27/2018	
12895	Bell, James C. or Cynthia	-$300.00	-$300.00					$450.00	12/18/2018	
14968	Nguyen, Hoa Van	-$340.00	-$340.00							
15031	Asia Pacific Wholesalers	-$342.31	-$342.31					$2,922.00	7/3/2018	
14013	Brandt, Jim or Bonnie	-$412.50	-$412.50					$412.50	1/8/2019	
15704	Halmi, Anthony Villagomez	-$412.50	-$412.50					$137.50	1/30/2019	
14141	Core Tech International	-$425.15	-$425.15					$8,415.50	12/31/2018	
9697	Camacho, Antonio Frank C.	-$440.00	-$440.00					$480.00	12/5/2018	
14136	San Nicolas, Jose T.	-$510.00	-$510.00					$220.00	2/25/2019	
14290	DGX	-$513.44	-$513.44					$411.60	3/7/2019	
13545	Perez, Vincent T./Vern Per	-$550.00	-$550.00					$600.00	12/11/2018	
14791	Fong, Francis L	-$580.61	-$580.61					$1,026.12	1/3/2019	

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9849	Flores, William A.	-$600.00	-$600.00					$600.00	1/11/2019	
13191	Aguon, Sonja V. or Paul SN	-$774.07	-$774.07					$120.00	2/1/2019	
9478	Triple B Forwarders	-$775.14	-$775.14					$236.08	3/5/2019	
10621	Perez, Thomas L.G.	-$800.00	-$800.00					$960.00	11/26/2018	
15428	Stewart, Michael	-$825.00	-$825.00					$825.00	1/15/2019	
12748	Radiocom	-$849.48	-$849.48					$1,600.00	1/14/2019	
1487	Guam Federation of Teacher	-$859.00	-$859.00							
14210	Kaneshiro, Roger J., D.D.S	-$880.00	-$880.00					$960.00	1/9/2019	
13537	Wang, Jackey	-$926.31	-$926.31					$1,710.44	2/28/2019	
10250	Morrico Equipment LLC	-$1,241.08	-$1,241.08					$525.00	9/26/2018	
13314	Island Certs Corporation	-$1,700.00	-$1,700.00					$1,650.00	12/18/2018	
15612	Churchill, Charles D.	-$1,711.40	-$1,711.40					$2,000.00	1/16/2019	
15582	Shavers, George Kenneth	-$1,787.50	-$1,787.50					$1,950.00	1/3/2019	
15152	SUNNY SIDE UP GUAM INC.	-$2,067.50	-$2,067.50					$6,000.00	12/22/2017	
7368	Cabras Marine Corp	-$25,920.64	-$25,920.64					$403.68	11/6/2018	
13030	South Pacific Petroleum Co	-$29,604.91	-$29,604.91					$141.35	3/8/2019	
15334	KALS Corporation	-$31,673.92	-$31,673.92					$2,714.75	3/1/2019	
12511	Hanson Permanente Cement o	-$51,056.20	-$51,056.20					$172,000.00	3/1/2019	
14778	IP&E Holding LLC	-$551,708.28	-$551,708.28					$5,814.03	3/7/2019	
7501	Triple J. Ent., Inc.							$177.06	1/30/2019	
7624	Micronesian Divers Assoc.,							$732.60	3/11/2019	
15584	Willy's Furniture Outlet							$88.53	1/3/2019	
	TOTAL	**$7,413,610.06**	**$7,021,996.74**	**$119,501.12**	**$18,221.88**	**$49,482.08**	**$204,408.24**			

Accounts Payable Aging Report

31-Jan-19

Supplier	Name		Phone	Co	Balance Open	Current	46 - 60	61 - 90	91 - 120	Over 120	
13280	America's Best El	671	6476674/75SON	50	388.4	388.4					
15842	Andre, Nicole Joy			50	50	50					
11951	Atkins Kroll Inc.	671	6461876	50	84732	84732					
14337	ALAN SEARLE & ASS	671	6424707	50	3800	3800					
15262	AWESOME HARDWARE	671	787-2663	50	4083	4083					
15733	AYM INTERNATIONAL	671	988-9290/PERR	50	58370.22	58370.22					
11768	Benson Guam Enter	671	4777562(SALLY	50	2062.43	2062.43					
12239	Best American Too	671	6465058(ELMA)	50	963.7	963.7					
1302	BALAJADIA, DERRIC	671	4775931	50	16	16					
13495	BME & Son Inc.	671	6323338/63754	50	67442.68					67442.68	*Liquadated damages SLE project; matters with legal*
11831	Cash			50	710.49	710.49					
15837	Chaco, Rico S.	671	988-3720	50	50	50					
13684	Chang Chin Inc.	671	6494074	50	1590	1590					
15831	Cruz, Geraldine A	671	482-4374	50	50	50					
14299	CANTON CONSTRUCTI	671	6888882	50	39443.67	39443.67					
1998	CONWAY, JATHAN J.	671	789-5556	50	50	50					
13935	D.S.Y. Corporatio	671	6371687(FE)	50	458	458					
14510	Data Management R	671	6473674	50	823.5	823.5					
11974	Deloitte & Touche	671	6463884	50	5000					5000	October billing received late
7798	Diamond Auto Part	671	6494234/64605	50	1182.06	1182.06					
13603	DHL Express (USA)	972	6086120	50	202.2	202.2					
15416	Eustaquio, Randy	671	929-2943	50	50	50					
15354	ERC Maintenance	671	7347789	50	289.94	289.94					
14052	Far East Equipmen	671	8886270/JOHNL	50	277.68				277.68		
14763	Fastenal Company	671	6481406	50	13.84	13.84					
15810	Fejeran, Jayton M	671	777-5440	50	50	50					
11954	First Class Trave	671	6491543/5	50	1896.25	1896.25					
9030	Foremost Crystal	671	6499782	50							
14056	Gov't of Guam Ret			50	18.41					18.41	
11471	Gov't of Guam Ret	671	7342196	50	145825.94	145825.9					
7747	Guahan Waste Cont	671	6495183	50	462.7					462.7	
14507	Guam Home Center	671	6324442	50	450.9	450.9					
7851	Guam Power Author	671	5652909(AGAT)	50	97517.38	97517.38					
12126	Guam Waterworks A	671	6477800(ROSE)	50	-15650.05	-15804.7				154.6	

14761	G4S Security Syst	671	6468341	50	532866.93	43056.48		10764.12	479046.3	Hold payment due to breach of contract
14320	Home Depot (The)	671	6480440	50	1108.36	1108.36				
9187	Hydra-Air Pacific	671	6495843/5844N	50	1131.05	1131.05				
15332	Hydraulink Guam	671	632-4956	50	2167.38	2167.38				
13800	HAWTHORNE PACIFIC	671	6469118(RICHA	50	-2304.74	-2304.74				
13092	I Connect	671	8888888/88875	50	2.07	2.07				
11784	Island Choice Dri	671	6378902	50	1520.75	1520.75				
9224	Island Equipment	671	6465261/64652	50	936.55	936.55				
9291	J.V. Internationa	671	6469524/9540	50	1686.7	1686.7				
9312	Jack Peters & Com	671	6461241/7349(	50	460.9	460.9				
15547	JB ELECTRICAL, TE	671	6370500	50	605	605				
13982	JOHNSTONE SUPPLY		6490581	50	2483.8	2483.8				
13803	Korando Corp.		6497880/7881	50	555280.79	555280.8				
14048	Lagu Sanitation	671	6495681	50	15438	15438				
10250	Morrico Equipment	671	6491947FRANK	50	16293.08	2661.68			13631.4	Liquidated damages due to PAG
11930	ME International	671	6374441/2	50	3050		3050			
13686	MJM (Guam) Intern	671	6464396	50	2685	2685				
15795	MORPHO USA,INC	978	2152400	50	1127.25	876.75			250.5	State dated check
12551	M80 System Inc.	671	7341680	50	2453.69	2453.69				
12510	N.C. Macario & As	671	6490901	50	49974.08	49974.08				
10330	Napa Auto Parts	671	6376642/7141/	50	2519.84	2519.84				
15736	National Assc. of	859	2259487	50	53150				53150	invoice received late
14711	National Trading	671	6471883	50	1540	1540				
14944	New Horizon Guam	671	6334811/22	50	590	590				
11811	Pacific Daily New	671	4721736(FAEX2	50	1485	1485				
10516	Pacific Data Syst	671	6484361/2	50	2929.56	2624.37			305.19	
13196	Pacific Human Res	671	6376906/7/8	50	539.7		539.7			
15668	Pacific Welding M	671	4774365/47222	50	264	264				
14831	Phillips and Bord	671	4772223	50	67837.5	67837.5				
14909	Propacific Builde	671	4773109/88856	50	126618.86	126618.9				
14631	Public Utilities	671	4721907	50	3894.73	3894.73				
11439	PAG Goodwill & Mo	671	4775931	50	50				50	
13428	R & R Plus Co.	671	6468295(HENRY	50	1040	1040				
10823	Reaction Supply C	671	4725651	50	2819.4	2819.4				
15824	Richardson, Jeana	671	797-5333	50	75	75				
2054	RESPICIO, RORY J.	671	734-9801	50	64.99	64.99				
1679	REYES-MANIBUSAN,	671	4775931EXT.20	50	1055.5	1055.5				
7093	Safety 1st system	671	6496440DAVE	50	516	516				
15730	Seo, Won Sok	671	686-0608	50	50	50				
15832	Serneo, Dante	671	4830919	50	50	50				
15656	Shimizu, Janice	671	7471421	50	50	50				

13030	South Pacific Pet	671	4728871(OPERA	50	33130.37	33130.37				
2055	SHINOHARA, CONNIE	671	653-2444	50	112.49	112.49				
15630	SOURCE RITE INC			50	885	-1090			1975	
15398	Terlaje, Miguel T	671	777-2262	50	50				50	Beach rental deposit hold for reimbursement as per vendor request.
13909	The Guam Daily Po		6491924(CAROL	50	1137	1137				
12779	Travel Bag, Inc.	671	4722653	50	1306.78	1306.78				
11983	Treasurer of Guam			50	9689.85	9689.85				
14642	Tristar Terminals	671	5652300	50		-486.12			486.12	
11615	Tsang Brothers Co	671	6388133(CHRIS	50	3825.5	3825.5				
15335	TECH AUTO AIR COR	671	6469664	50	925	925				
15432	TRACK ME GUAM, LL	671	6496345	50	5452	5452				
12974	United Tire	671	6496132(LIZ)	50	154	154				
11623	Unitek Environmen	671	5653151(LEROY	50	9450				9450	hold pending submital of WO & report
11956	Workers Compensat			50	18812.5	16182.5			2630	dispute charges rendered to B.Meno
14197	WSP/Parsons Brinc	671	9884554(MATTH	50	296882.36	120370.6		163060.2	13451.57	
					2048939.03	1223693		166649.9	26468.37	632127.9

PORT AUTHORITY OF GUAM

Budget Transactions

In the January 31, 2013 board meeting, Acting General Manager requested authorization from the Board of Directors to allow management to lift quarterly budget and be able to transfer money within divisions budget to give them the flexibility to manage their division. The Board of Directors approved the above request provided that the request be documented and that the Board be informed. Therefore, below are the current transactions.

Budget Lifts: JANUARY

Memo Date	Division	Request	Acct. No.	Annual Budget	Quarterly Budget	Used as of 1/31/19	Balance	Reason
1/8/2019	CRANES	LIFT ANNUAL BUDGET	411.8390.OUTSDLBR	30,000	7,500	-	30,000	Mobile Crane Rental
1/9/2019	GENERAL MANAGER'S OFFICE	LIFT ANNUAL BUDGET	101.8673	7,500	1,875	1,350	6,150	Transfer for Furniture
1/22/2019	HARBOR MASTER	LIFT 3RD QTR BUDGET	121.8114	7,000	1,750	3,349	3,651	Shortage of Manpower due to recent Retirements
1/30/2019	HUMAN RESOURCES	LIFT ANNUAL BUDGET	620.8675	80,000	20,000	39,796	40,204	Cover Approved travel in March and future

Divisional Transfers: JANUARY

Memo Date	Division	Request	Acct. No.			Amount	Reason
1/9/2019	GENERAL MANAGER'S OFFICE	TRANSFER FUNDS	101.8673	to	101.8366.OFCEQPT	6,150.00	FURNITURE

Port Authority of Guam
Crane Surcharge Income Statement
Variance Analysis-Draft Report
4 Months Ending 01/31/19

Current Month Budget	%	Actual	%	Variance	%		Year-to-Date Budget	%	Actual	%	Variance	%
502,334	100	512,516	100	10,182	2	TOTAL REVENUES	2,009,336	100	2,089,390	100	80,054	4
502,334	100	512,516	100	10,182	2	NET REVENUES	2,009,336	100	2,089,390	100	80,054	4
						General & Administrative Expense						
-76,891	15.3	-69,781	13.6	7,110	9.3	Salaries & Wages	-307,564	15.3	-265,176	12.7	42,388	13.8
-6,236	1.2	-6,145	1.2	91	1.5	Insured Benefits	-24,944	1.2	-23,124	1.1	1,820	7.3
-17,356	3.5	-15,246	3	2,110	12.2	Retirement Benefits	-69,424	3.5	-61,352	2.9	8,072	11.6
		-4,339	0.9	-4,339	-100	Other Benefits			-18,020	0.9	-18,020	-100
-21,667	4.3	-21,667	4.2			General Insurance	-86,668	4.3	-86,667	4.2	1	
-1,084	0.2			1,084	100	Repairs & Maintenance	-4,336	0.2			4,336	100
-36,584	7.3	-3,163	0.6	33,421	91.4	Rep. & Maint.-Pola 14	-146,336	7.3	-23,651	1.1	122,685	83.8
-36,584	7.3	-4,877	1	31,707	86.7	Rep. & Maint.-Pola 16	-146,336	7.3	-30,306	1.5	116,030	79.3
-36,584	7.3	-5,522	1.1	31,062	84.9	Rep. & Maint.-Pola 17	-146,336	7.3	-31,323	1.5	115,013	78.6
-66,667	13.3	-67,438	13.2	-771	-1.2	Depreciation & Amorti	-266,668	13.3	-269,754	12.9	-3,086	-1.2
-667	0.1	-503	0.1	164	24.6	Supplies	-2,668	0.1	-14,155	0.7	-11,487	-430.6
-72,917	14.5			72,917	100	Professional Services	-291,668	14.5			291,668	100
-6,249	1.2			6,249	100	Other Contractual Services	-24,996	1.2	-1,950	0.1	23,046	92.2
		-130,980	25.6	-130,980	-100	Overhead Allocation			-519,094	24.8	-519,094	-100
						Typhoon Expense			-5,619	0.3	-5,619	-100
-379,486	75.5	-329,661	64.3	49,825	13.1	General & Administrative Expense	-1,517,944	75.5	-1,350,191	64.6	167,753	11.1
122,848	24.5	182,855	35.7	60,007	48.9	OPERATING INCOME (LOSS)	491,392	24.5	739,199	35.4	247,807	50.4
						Other Income & Expense						
						Other Income						
-31,764	6.3			31,764	100	Other Expense	-127,056	6.3			127,056	100
-31,764	6.3			31,764	100	Other Income & Expe	-127,056	6.3			127,056	100
-411,250	81.9	-329,661	64.3	81,589	19.8	OTHER CARGO RELATED	-1,645,000	81.9	-1,350,191	64.6	294,809	17.9
-411,250	81.9	-329,661	64.3	81,589	19.8	DIRECT LABOR COSTS	-1,645,000	81.9	-1,350,191	64.6	294,809	17.9
91,084	18.1	182,855	35.7	91,771	100.8	NET INCOME (LOSS)	364,336	18.1	739,199	35.4	374,863	102.9

UPDATE: March 26, 2019

PORT AUTHORITY OF GUAM
CONTRACT SUMARY UPDATE

No.	Consultant/Vendor	Type of Service	Solicitation Method Reference No.	DIVision	Contract Term	Initial Term	Expiration After Options	Next Renewal Due Date	Annual Amount (Comments / Notes)
		PROFESSIONAL SERVICES							
1	N.C. Macario & Assoc.	A/E Design and Consulting Services	RFP-016-002	Engineering	2 years with option to renew for 1 additional year	10/07/16 to 10/06/18	10/07/19	-	FULL TERM
2	G4S	Implementation & Integration of TOS	RFP-013-004	IT	5 years	2014 to 2019	2019		FULL TERM
3	A1 - Guam WEBZ	Web Development, Hosting, Support and Maintenance Srvcs	RFP-014-006	IT	3 yrs w/ options NTE 5yr	04/03/2015 to 04/02/2018	04/02/20	04/02/19	Fees based on rates
4	Alan Searle	Classification Position Maintenance	RFP-014-001	HR	1 yr w/ option NTE 5 yr	06/01/14 to 05/31/15	05/31/19		
5	AM Insurance	Insurance Coverages	GSA/PAG-020-17	Finance	5 years	10/01/2017 to 09/30/2022	09/30/22	09/30/19	Premium based
6	AM Insurance	Workers Compensation Coverages	GSA/PAG-018-17	Finance/Safety	1 year - 2017 to 2018	8/1/2018 to 7/31/2019	07/31/19		Need New IFB
7	Matson	Matson-Technical Support Services	RFP-016-003	EQMR	Extended to may 19, 2020	11/4/16 to 11/3/17	11/03/20	05/19/20	490,000.00
8	Bank of Guam	Banking Services	RFP-014-004	Finance	5 years	6/1/14 to 5/31/19	05/31/19		
9		Risk Management Consultant	RFP	Finance	Need to prepare RFP	Pending Requisition and Scope of Work			
10	OMEGA Safety	OSHA Training & Certification Services for Maritime Terminal Operations	RFP-017-003	Human Resources	3yr w/ 2- 1yr options NTE 5 years	8/13/2018 to 8/13/2021	08/13/23	08/13/21	Fees based on rates
11	Pacific Human Resources. Inc.	Drug Free Workplace Program	RFP-015-002	Human Resources	3 yr. w/ 2 options NTE 5 years	03/19/15 to 03/18/2018	03/18/20	03/18/19	Fees based on rates
12	Phillips & Bordallo	Legal Services	RFP-015-004	Corporate	1 yr w/options NTE 4 years	06/17/15 to 06/16/2016	06/16/19		
13	TakeCare dba: FHP	Medical Examination Services	RFP-017-002	Human Resources	3 yr. w/ 2 options NTE 5 years	9/21/17 to 9/20/20	09/20/22	09/20/20	Fees based on rates
14	Pro Marine Technology	Underwater Assessment & Inspection Services	RFP-015-001	HarborMstr	2 yrs w/ 3 options NTE 5yr	07/17/15 to 07/16/2017	07/16/20	07/17/19	Task Order Based
15		M & O of F-1 Fuel Pier Facility	RFP-013-003	Engineering	5 years	04/01/14 to 03/31/19	03/31/19		
16	Unitek Environmental-Guam	Environmental Consulting Services-SWPP Compliance	RFP-014-002	Engineering	1 yr w/ option NTE 5 yr	07/01/14 to 06/30/15	07/09/19	-	Need New RFP
17	Deloitte & Touche	Annual Independent Audit Services	RFP-018-003	Fiscal	FY18, FY19, FY20, w/ 1yr Option	FY18, FY19, FY20, w/ 1yr Option	12/31/2022	12/31/2021	$45,000.00
18	Parsons Brinckerhoff /WSP	OAE - Owner Agent Engineer	RFP-015-003	Planning	1 yr w/ 4 options NTE 5 yrs	9/9/15 to 9/8/16 exercised options	09/08/20	09/08/19	$2.58mil
19	Nick Captain and Assoc.	Appraisal Consulting Services	RFP-016-001	Commercial	3yrs w/2 options NTE 5yrs	4/13/16 to 4/12/19	04/12/21	04/12/19	Check w/End User

Orange - Renewal by Amendment Blue - Requires new RFP Yellow - Active Procurement/Process ongoing Tan - Full Term need input from IT

UPDATE: March 26, 2019

PORT AUTHORITY OF GUAM
CONTRACT SUMARY UPDATE

No.	Consultant/Vendor	Type of Service	Solicitation Method Reference No.	Division	Contract Term	Initial Term	Expiration After Options	Next Renewal Due Date	Annual Amount (Comments / Notes)
19		A/E Design and Consulting Services New Admin Building	RFP 019-001	Engineering	RFP Announced 01/08/19	2 years w/3 options			Ongoing procurement, pre-proposal on 1/15/19
20		A/E Design and Consulting Services Golf Pier	RFP 019-002	Engineering	RFP Announced 01/08/19	2 years w/3 options			Ongoing procurement, pre-proposal on 1/15/19
21		A/E Design and Consulting Services EQMR, Warehouse No.1, Waterline	RFP 019-003	Engineering	RFP Announced 01/08/19	2 years w/3 options			Ongoing procurement, pre-proposal on 1/15/19

CONSTRUCTION CONTRACTS

No.	Consultant/Vendor	Type of Service	Solicitation Method Reference No.	Division	Contract Term	Initial Term	Expiration After Options	Next Renewal Due Date	Annual Amount (Comments / Notes)
1	Korando Corporation	Concrete Asphalt Pavement and Fire Hydrant Repairs	IFB-CIP-17-002	CIP	240 calendar days	ONGOING - Project commenced: 9/4/18			$2.7 Mil
2	Canton Construction	Agat Marina Demolition and Removal of Dock "B"	IFB-CIP-018-001	CIP	120 calendar days	NTP commencement date: Dec 27, 2018.	completed		$50,243.67
3	ProPacific Builders Corp.	Design/Build to Supply & Install 8,000 Gal. Double Wall Fuel Tank w/ Fuel Dispenser & Appurtenances	IFB-CIP-018-002	CIP	245 Calendar days from NTP. See Change Order No.1	ONGOING - Project commencement: 7/16/18			$272,000.00
4	AYM International	Trench Drain Repairs and Upgrade	IFB-CIP-018-003	CIP	182 Calendar Days	ONGOING - Project commencement: 11/26/18			$456,759.30
5	Jones & Guerrero	Steel Poles and Solar LED Lighting Installation	IFB-CIP-018-004	CIP	243 Calendar Days	ONGOING - Project commenced: 9/10/18			$336,561.02
6		Re-Painting of the CMU Wall and Terminal Booths and Replacement of Barbed Wire.	IFB-CIP-019-001	CIP	122 Calendar Days				Bid Opening 3/22/19
7		Thermo Plastic Striping Paint, pavement marking numberings and Alpha characters.	IFB-CIP-019-001	CIP	182 Calendar Days				Bid Opening 3/22/19
8									

Orange - Renewal by Amendment Blue - Requires new RFP Yellow - Active Procurement/Process ongoing Tan - Full Term need input from IT

Port Authority of Guam
Capital Improvement Projects
Engineering Division
Summary Status

As of March 22, 2019 **Fact Sheet No. 79**

Project:	**Marine SLE Project, Wharf Repairs**
Project No.:	IFB No. PAG-CIP-014-005
Project Amount:	$4,541,635.00
Funding Source:	Port Authority of Guam
Contractor:	BME & Sons, Inc.
Construction Manager:	EMPSCO & Port Engineering/CIP Division
Notice to proceed:	January 5, 2015
Project Completion:	May 17, 2016
Work Status:	Project completed.
	Contractor disputing Change Order No. 6. Pending status on Contractor and PAG Management

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Project:	**Container Yard Asphalt, Concrete Pavement and Fire Hydrant Valve Repairs**
Project No.:	IFB No. PAG-CIP-017-002
Project Amount:	$2,770,379.98
Funding Source:	Port Authority of Guam – FMF
Contractor:	Korando Corporation
Construction Manager:	PAG Engineering
Notice to Proceed:	September 4,2018
Project Completion:	240 Calendar days
Work Status:	As per March 22, 2019, Korando Const percentage of work accomplish is at 60%. Korando Corporation continue working at areas "C" and "D". Concrete pouring is schedule is on-going and area "C" and "D" will be turn over by Tuesday, March 26, 2019.

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Project:	**A/E Design Consultant Services**
Project No.:	RFP No. PAG-016-002
Project Amount:	IDIQ Contract
Funding Source:	Port Authority of Guam
A/E Consultant:	N.C. Macario & Associates
Construction Manager:	N.C. Macario & Associates
Notice to Proceed:	September 30, 2016
Project Completion:	September 29, 2018 w/ 1 year option to extend from PAG
Work Status:	NC Macario continue construction management of Task order no.3 and 4.

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Project:	**Container Yard Trench Drain Repair**
Project No.:	IFB No. PAG-CIP-017-003
Project Amount:	$456,759.00
Funding Source:	Port Authority of Guam
Contractor:	AYM Construction
A/E Consultant:	N.C. Macario & Associates
Construction Manager:	N.C. Macario & Associates
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	AYM continue demolition of Area G, H, I J and K. .Concrete pouring of trench wall is schedule on Monday, March 25, 2019. Contractor fabricated 5 sets of trench drain concrete cover and continue fabrication at the job site.

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Project:	**Supply and Install 4 ea. 40ft Pole with LED Light and 12 Ea. 20ft. Alum. Pole with Solar Light at Port various location**
Project No.:	IFB-PAG-CIP-018-004
Project Amount:	$336,561.02
Funding Source:	PAG and Port Security Grant Program (Federal) 2016
Contractor:	J & G Construction
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	September 10, 2018
Project Completion:	May 31, 2019
Work Status:	As of March 22, 2019, J and G Const. continue pulling of circuit wire to supply the 4 Ea. 40ft. Galv. Pole. J and G and Subcontractor erecting 20ft aluminum pole ant Industrial Ave.

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Project:	**Design Build to Supply and Install New 8,000 Gals. Double Wall Fuel Tank with Fuel Dispenser and Complete Appurtenances.**
Project No.:	IFB-PAG-CIP-018-002
Project Amount:	$272,109.68
Funding Source:	FMF
Contractor:	Pro Pacific Corporation
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	July 16, 2018
Project Completion:	January 4, 2019
Work Status:	As of March 22, 2019, Propacific Corporation awaits approval of change order No.2, to comply with Guam Fire Dept. (GFD) inspection and comments for occupancy permit to operate the 8,000 Gals. Fuel Tank.

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Project:	**Harbor of Refuge Pump Station and Installation of Waste Water Injector Pump**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	Dept. of Agriculture Fish and Wild Life Boating Grant
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Awaits MOU approval from Attorney General and Governor.

Project:	**Harbor of Refuge Installation of Mooring Blocks**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	Dept. of Agriculture Fish and Wild Life Boating Grant
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Awaits MOU approval from Attorney General and Governor.

Project:	Repair of Mobil Pipeline Concrete Pipe Support and Repainting of All Fuel Pipeline Gate Valves, Flanges, Bolts and Nuts.
Project No.:	TBD
Project Amount:	$50,325.00
Funding Source:	PAG Engineering/CIP Division
Contractor:	IAN Corporation
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	September 24, 2018
Project Completion:	January 31, 2019
Work Status:	As of March 22, 2019. PAG Engineering and IAN Corporation conducted a Pre-final Inspection of the project.. Contractor will schedule the correction of 4 punch lists found during inspection of the project in Mobil Guam Pier.

Project:	**Rehabilitation of H-Wharf and Access Road**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG Engineering/CIP Division
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Meeting and Environmental assessment by WSP and Designer is on-going as of March 22, 2019.

Project:	**Golf Pier Repair**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG Engineering/CIP Division
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	As of March 22, 2019, PAG committee continue evaluation of 6 prospective A/E for the above RFP.

Project:	**EQMR & Warehouse I Building**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG Engineering/CIP Division
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Awaits PAG Procurement for the advertisement of A/E Professional Services.

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Project:	**Waterline Replacement and Relocation**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG Engineering/CIP Division
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Awaits PAG Procurement for the advertisement of A/E Professional Services

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Project:	**New Administration Building Construction**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG Engineering/CIP Division
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Awaits PAG Procurement for the advertisement of A/E Professional Services .

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Project:	**Repainting CMU Wall, Gate Booth 1, 2, and 3 and Container Yard Barbed Wire Replacement**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	Marad
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	PAG Procurement and PAG Engineering conducted a Pre Bid conference last Feb, 20, 2019 and Bid opening is schedule on March 22, 2019.

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Project:	**Modification of Primary Feeder Line of Pump House Building to Secondary Feeder Line Panel.**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	Marad
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Procurement issued a request for quotation to the Contractors. Site visit is schedule on March 26, 2919.

****

Project:	**Remove and Replace Thermoplastic Paint in Cont. Yard Area U, V and W.**
Project No.:	TBD
Project Amount:	TBD
Funding Source:	Marad
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	PAG Procurement and PAG Engineering conducted a Pre Bid conference last Feb, 20, 2019 and Bid opening is schedule on March 22, 2019.

****

FY-19 WORK INJURY REPORT
(01/01/19 to 12/31/19)

Divisions	*Lost-time	**Recordable	*** Refused Treatment
Stevedoring	0	0	0
Transportation	1	0	0
Terminal	0	0	0
EQMR	1	0	0
Others	1	0	0
Total	3	0	0

Work Injury Summary for this reporting period: 2/08/2019

Total Injuries for FY-19 to date: 3–Injury

3-- Lost-time
0– Recordable
0– Refused Medical Attention

Last disabling work injury was on: 01/30/19

Number of days since last disabling work injury: 9-days

Note: PAG best record was 222 days or 7 months w/o a disabling work injury

***Lost-time** = If an employee was injured on the job and medical doctor sent him/her home, his/her injury is considered a lost-time.
****Recordable** = If an employee was injured on the job and medical doctor treated him/her and released him/her back to work on the same day (Recordable because of medical charges).
*****Refused Medical Attention:** Filed WC Forms 201 & 202 for record purposes only.

PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: *www.portguam.com*

Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 27, 2019

Request for Creation of Position – Port Attorney

NEW TIMELINE

PROCESS	ESTIMATED TIMELINE
Request to be submitted to the Board for their initial review and approval to proceed with the transparency process for the creation of the position, i.e., posting such request on the Port's website.	March 29, 2019
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments	April 1, 2019
Posting of proposed creation of position on Port's website.	April 1 to 12, 2019
Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and possible Board meeting date the request may be approved.	April 1, 2019
Request to be re-submitted to the Board for final approval and adoption by resolution	April 25, 2019
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary	April 26, 2019
Process job announcement for positions and/or effective date of reallocation of positions.	May 27, 2019

Port of Guam, Jose D. Leon Guerrero Commercial Port is an Equal Employment Opportunity Employer.
Complaints of discrimination should be sent to the Human Resources Division.

PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
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Website: *www.portguam.com*

Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

February 7, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager

SUBJECT: Request for Creation of Position – Port Attorney

The establishment of a staff attorney position within the Port's Classification and Compensation Plan will provide Port management with advice and guidance on the day-to-day transactions, such as, reviewing commercial leases, landlord-tenant disputes, government procedure solicitations, claims filed, account receivable collections, human resources, labor relations, Sunshine Act compliance, etc.

Additionally, by employing an individual to occupy this position will provide the Authority with continuity and institutional knowledge of Port's operations. The Port in-house attorney can actively guide management in decisions that could have potential legal ramifications and assist in averting possible problems with contract management, negotiation and personnel matters.

On January 8, 2019, I presented a request to you, seeking authorization to begin the creation of position process for staff attorney under the Port's Classification and Compensation Plan. Thank you for approving such authorization.

We are attaching our classification report and analysis justifying the need to create a Port Attorney position in the classified service under the Port Classification and Compensation Plan.

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service in accordance with Title 4, Guam Code Annotated, Section 6303(d). Rule 5.015 of the Personnel Rules and Regulations stipulates that the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of the duties and functions of the Port. The petition shall include:

1. The justification for the new position;
2. The essential details concerning the creation of the position;
3. An analysis of the similarities and differences between the position to be created and positions listed pursuant to Title 4, GCA, Section 4101.1(d);
4. The position description;
5. The proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and
6. A fiscal note as that term is described in Title 2, GCA, Section 9101 *et seq.;* and any other pertinent information.

Upon your approval to establish the Port Attorney position, Rule 5.016 of the Personnel Rules and Regulations requires the following transparencies and disclosures:

1. The petition for request for creation is posted on the Port's website for 10 days (Saturdays, Sundays and Government of Guam holidays excepted); and

2. Notices of the postings are provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.

After the transparency process has been completed, this office will forward the petition, along with evidence of compliance to the Board. If the Board is satisfied that all requirements have been met, the petition for creation of position is approved by resolution, which copies will be transmitted to the Director of Administration and Guam Legislative Secretary.

Upon meeting the above requirements, the Port will then be able to fill the position once 30 days have elapsed from the date of filing with the Legislative Secretary. However, if the Port does not comply with the requirements, such creation of position shall be voided.

To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:

PROCESS	ESTIMATED TIMELINE
Request to be submitted to the Board for their initial review and approval to proceed with the transparency process for the creation of the position, i.e., posting such request on the Port's website.	February 12, 2019
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments	February 13, 2019
Posting of proposed creation of position on Port's website.	February 13 – 26, 2019
Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and possible Board meeting date the request may be approved.	February 13, 2019
Request to be re-submitted to the Board for final approval and adoption by resolution.	March 26, 2019
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	March 27, 2019
Process job announcement for positions and/or effective date of reallocation of positions.	March 28, 2019

In light of the above, we are transmitting our request to create the Port Attorney position in the classified service for your initial review and ask you kind approval to begin the transparency and disclosure process for the creation.

I am available should you have any questions. *Si Yu'os Ma'ase!*

Attachments

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam

PETITION FOR
CREATION OF POSITION – PORT ATTORNEY POSITION

REQUEST

On January 8, 2019, the Port General Manager presented to the Board of Directors a request to authorize management to proceed with a creation of position for an attorney. The request was approved by the Board to proceed with establishing the Port Attorney position in the classified service under the Port's Classification and Compensation Plan.

AUTHORITY

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service. Rule 5.015, *Creation of New Positions and Classes of Positions*, of the Personnel Rules and Regulations stipulates:

A. *Pursuant to Section 6303(d), Title 4, GCA, the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.*

B. *The petition shall include:*

1. *the justification for the new position;*
2. *the essential details concerning the creation of the position;*
3. *the analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d);*
4. *the position description;*
5. *the proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and*
6. *a fiscal note as that term is described in Title 2, GCA, Section 9101 et seq.; and any other pertinent information.*

C. *The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 5, GCA, Section 6303.1(a) to the Board, who if they approve the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.*

D. *No new position may be filled until after compliance of the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.*

In line with this, Rule 5.016, *Transparency and Disclosure of Creation of New Positions or Classes of Positions,* states:

A. *Prompt notice of the postings required by Title 4, GCA, Sections 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.*

B. *The petitions required by Title 4, GCA, Sections 6205 and 6303 are public documents for the purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).*

C. *Any attempted creation of a position or above-step recruitment not in compliance with the provisions of Title 4, GCA, Sections 6205, 6303 and 6303.1(a) is void.*

References of Compliance

2 GCA §9101, Restrictions Against Unfunded Appropriations, *"All bills that have an effect upon the revenues or the expenditure of any funds of the Government of Guam shall identify a specific funding source for which funds are, in fact, available...."*

4 GCA §4105(a) Departmental Rules *"Rules subject to criteria established by this Chapter governing selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the...Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments, and by the Director of Administration as to all other Executive Branch employment."*

4 GCA §4101.1(d). Responsibilities of the Director of Administration Regarding Personnel Policy of the Government. *"The Director of Administration shall perform the following functions... (d) Maintain, post and keep current on the Department's website a list of all classified and unclassified positions in the executive branch, including autonomous agencies and public corporations, showing the job description and pay range assigned to each position...."*

4 GCA §6301. Compensation Policy.

"*(1)* *Employee compensation shall be based on internal equity and external competitiveness.*
(2) *To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
(3) *Internal equity shall be reviewed annually and external competitiveness at least every three (3) years.*
(4) *Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
(5) *All aspects of compensation (base salaries, benefits, pay differentials, and other factors) will be considered as a total reward and incentive package for employees and shall be consistent and uniformly administered through the government.*
(6) *A program of ongoing communications and training shall be a critical component of compensation administration."*

AGENCY BACKGROUND

Public Law 13-87 created the Port Authority of Guam as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping recreational, commercial/boating and navigation of the Territory of Guam. Its enabling act provides that it must be entirely self-supporting. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff. The Board of Directors is comprised of five (5) non-salaried members appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

BACKGROUND INFORMATION OF PROPOSED POSITION

Since 2010, there have been 51 cases which were referred to Port Legal Counsel to pursue litigation. Out of the 51 cases, 16 were pending—3 civil and 13 employee adverse action appeals. The Port has expended more than $6 million in legal fees to pursue litigation over the past 8 years.

As the Port moves forward with the capital improvement projects to prepare for the military build-up, areas reviewed to reduce costs and still achieve operational mission objectives were made. One of the areas reviewed was how the Port handled legal matters.

It was determined the bulk of legal representation deals with ordinary and routine matters. To establish an attorney position under Port's Classification and Compensation Plan will provide management with advice and guidance on the day-to-day transactions, such as, reviewing commercial leases, landlord-tenant disputes, government procurement solicitations, claims filed, account receivable collection, human resources, Sunshine Act compliance, etc.

Employing an attorney as a full-time employee of the Authority will also provide continuity and develop institutional knowledge of the Agency. The incumbent who occupies this position can actively guide management in decisions that could have potential legal ramifications and assist in averting possible problems with contract management, negotiation and personnel matters. The combination of legal knowledge and experience will make a better-rounded advisor, helping the Port avoid unnecessary liability while increasing efficiency and effectiveness.

METHODOLOGY

Management along with the Consultant reviewed the duties and responsibilities of the proposed Port Attorney position using the job evaluation systematic process for assessing the content, relative size and importance of the job within our organization using a total of 12 measurement factors. Each factor indicates a point rating and sum of all points representing the total "points" value for the job. Also provided were the organizational and functional charts.

In summary, the job evaluation provides:

1. A structured approach to assessing the relative worth of each job;
2. Measurement factors universally applicable across all sectors of industry, commerce, and government; and
3. objectivity which is attained to avoid much of the irrational and/or emotional impact of personality conflicts and personal prejudices.

Part two of the methodology completes the evaluation of these positions in using the New Port Compensation structuring which is determined based on compensation comparison of Compensation trends of the Private Sector, State and Local Government on percentage changes in wages, salaries and benefits, including Market Percentiles, the determination of Certified/Technical and Professional Positions and regression analysis of base salaries.

CLASSIFICATION REVIEW

The proposed Port Attorney position is under the policy direction of the Board of Directors and General Manager. The position's nature of work is to provide legal services and counsel to the Board, managers and staff on legal issues of significant complexity, sensitivity and potential risk and consequences to the Port. The position may represent the Attorney General of Guam for Port matters if designated or authorized. While issues vary in difficulty and complexity, the position will typically perform the most complex, difficult or sensitive matter requiring the application of seasoned, expert legal judgment and expert litigation skills.

The position requires knowledge of:

1. principles and practices of civil and administrative law, especially as they relate to government entities and the Government of Guam.

2. effective strategies, practices and techniques in the conduct of negotiations and litigation.

3. the Guam Code Annotated, federal and other laws, regulations, ordinances, policies and opinions applicable to the operations of the Port.

4. principles, methods and techniques of legal research and investigation.

5. local and federal law and regulation, court decisions and other legal requirements applicable to governmental operations and personnel.

6. effective principles and practices of legal communication.

7. basic principles and practices of law office administration.

8. principles and practices of effective management and supervision.

9. government administrative human resources rules and regulations, policies and procedures and labor contract provisions.

10. employment law, laws and policies related to labor and employment provisions.

Ability to:

1. define, analyze and litigate complex legal issues and problems. Research and organize facts, perform legal risk-benefit analyses, evaluate alternatives and develop sound conclusions and legal advice.

2. present statement of fact, aw and argument clearly, logically and persuasively.

3. exercise sound, independent judgment within general policy guidelines and legal parameters.

4. Interpret and explain local and federal law, regulations, legislation and constitutional provisions affecting Port operations.

5. develop sound negotiations and litigation strategy and represent the Port effectively in meetings and hearings.

6. draft clear, concise and competent legal opinions, briefs, resolutions, ordinances, agreements, contracts, proposed legislation, reports, correspondence and other written materials.

7. use effective written and oral communication skills, including explaining complex and unfamiliar legal principles to non-technical audiences.

8. use a high degree of integrity and discretion in dealing with confidential issues and situations.

9. develop and maintain effective working relationship with the Board of Directors members, all levels of Port management and staff, other government attorneys, outside legal counsels, experts and consultants, representatives of other government agencies and departments, Port stakeholders and others encountered in the course of work.

Guidelines applied in many assignments may be limited to basic legislation, implementing regulations and agency policies which must be carefully analyzed for general application. The more specific guidelines may be of limited use as the legislative histories or precedent decisions may be ambiguous or apparently in conflict. The position must use initiative and resourcefulness in interpreting and applying guidelines and precedents in non-routine situations. In the number of situations, the position may need to rely on past personal experience to evaluate the applicability of guidelines on issues where conflicting decisions have not been resolved or where factual situations vary so widely that it is highly questionable as to which precedents can be adopted to specific matters.

The education for the position requires graduation with a Juris Doctor degree from an accredited law school by the American Bar Association.

Special requirements of the position will require the applicant to possess a current license to practice in a state or territory of the United States, current certificate of good standing, and a valid driver's license.

ANALYSIS OF SIMILARITIES AND DIFFERENCES:

A review of the Government of Guam Classification Plan's Occupational Listing and other autonomous agencies staffing patterns reveal the following positions that are closely associated with the proposed Port Attorney position.

Staff Attorney - Guam Waterworks Authority	$115,003.20 per annum
Attorney IV – Office of the Attorney General	$68,493.00 per annum

However, the positions can only be used by the Office of the Attorney General and Guam Waterworks Authority.

As a result, it is recommended that Port Attorney position be established under the Port's Classification and Compensation Plan.

FISCAL NOTE:

Based on the attached analysis, funding has been identified and approved by the Board.

RECOMMENDATION:

Our review is recommending the compensation for the Port Attorney will commensurate with the incumbent's years of experience as an attorney as follows:

Years of Experience	Pay Grade/Step	Minimum Base Salary	Maximum Base Salary
Zero (0) to three (3)	K-5B to K-6B	$64,341.00	$66,953.00
Three (3) to Five (5)	N-3C to N-4C	$85,625.00	$89,102.00
Five (5) to Eight (8)	P-2C to P-3C	$107,858.00	$112,237.00
Eight (8) plus	P-5A to P-6A	$119,142.00	$123,980.00

Based on the above and the attached analysis and documents, it is recommended that the Board of Directors approve the creation of the Port Attorney position and the resultant pay grade allocations at the pay grades indicated above in the classified service.

PORT ATTORNEY

NATURE OF WORK:

Under policy direction of the Jose D. Leon Guerrero Commercial Port Board of Directors and General Manager provides legal services and counsels to the Board, managers and staff on legal issues of significant complexity, sensitivity and potential risk and consequences for the Port. The employee also represents the Attorney General of Guam for Port matters if designated or authorized. Provides work direction and guidance to other professional staff as directed. While issues vary in difficulty and complexity, the employee typically performs the most complex, difficult or sensitive matters requiring the application of seasoned, expert legal judgment and expert litigation skills.

ILLUSTRATIVE EXAMPLES OF DUTIES: (These examples do not include the duties and responsibilities which may be assigned; nor do the examples cover all the duties which may be performed.)

Provides legal advice and representation on a wide range of complex legal matters related to Port contractual rights and obligations, real estate, construction, maritime employment, government employment, conflicts of interest, procurement and other applicable local and federal laws. Researches legal issues and statutory and case law; drafts and/or reviews opinions, resolutions, ordinances, contracts and other legal documents and instruments. Monitors, reviews and drafts recommended changes to existing or proposed legislation.

Negotiates or supervises the negotiation of settlement to litigations, claims and disputes.

Participates with Port staff in negotiating and drafting complex contracts and agreements for use and development of Port properties and facilities.

Performs litigation duties as to court actions, motions, and discovery. Represents the Port in administrative hearings, arbitrations, mediations or other adversarial proceedings as directed by Board of Directors, with designation or authorization by the Attorney General of Guam.

Coordinates and monitors the work of outside counsel, experts, and consultants retained to resolve claims or represent the Port in hearings and litigation. Provides advice to the Board, Port management and staff on the status of litigation.

Attends the meetings of the Board and management when assigned. Participates with Port management and staff in the preparation and review of matters to be presented to the Board and on strategic and business planning processes and issues.

Assists the Board and General Manager with policy and office management issues.

May assist the Attorney General of Guam on projects and matters of mutual interest to the Port

Supervises and provides guidance and direction to professional staff in the Authority. Prepares the budget for the legal office.

Responds to requests from the Board and management.

MINIMUM KNOWLEDGE, ABILTIIES AND SKILLS:

Knowledge of:

1. principles and practices of civil and administrative law, especially as they relate to government entities and the Government of Guam.

2. effective strategies, practices and techniques in the conduct of negotiations and litigation.

3. the Guam Code Annotated, federal and other laws, regulations, ordinances, policies and opinions applicable to the operations of the Port.

4. principles, methods and techniques of legal research and investigation.

5. local and federal law and regulation, court decisions and other legal requirements applicable to governmental operations and personnel.

6. effective principles and practices of legal communication.

7. basic principles and practices of law office administration.

8. principles and practices of effective management and supervision.

9. government administrative human resources rules and regulations, policies and procedures and labor contract provisions.

10. employment law, laws and policies related to labor and employment provisions.

Ability to:

1. define, analyze and litigate complex legal issues and problems. Research and organize facts, perform legal risk-benefit analyses, evaluate alternatives and develop sound conclusions and legal advice.

2. present statement of fact, aw and argument clearly, logically and persuasively.

3. exercise sound, independent judgment within general policy guidelines and legal parameters.

4. Interpret and explain local and federal law, regulations, legislation and constitutional provisions affecting Port operations.

5. develop sound negotiations and litigation strategy and represent the Port effectively in meetings and hearings.

6. draft clear, concise and competent legal opinions, briefs, resolutions, ordinances, agreements, contracts, proposed legislation, reports, correspondence and other written materials.

7. use effective written and oral communication skills, including explaining complex and unfamiliar legal principles to non-technical audiences.

8. use a high degree of integrity and discretion in dealing with confidential issues and situations.

9. develop and maintain effective working relationship with the Board of Directors members, all levels of Port management and staff, other government attorneys, outside legal counsels, experts and consultants, representatives of other government agencies and departments, Port stakeholders and others encountered in the course of work.

MINIMUM REQUIREMENTS:

A. Education and Training:

Graduation with a Juris Doctor degree from an accredited law school by the American Bar Association.

B. Experience:

1. Zero (0) to three years of experience as an attorney, working under the supervision of a senior attorney or judge.

2. three (3) years of experience but less than five (5) years of experience as an attorney, working under the supervision of a senior attorney.

3. A senior attorney with over five (5) years but less than eight (8) years of experience as an attorney, working with minimal supervision, who may supervise and direct other attorneys.

4. a senior attorney with over eight (8) years as an attorney, working with minimal supervision, with possible supervisory duties over other attorneys.

C. Licenses, Certificates; Special Requirements:

1. Possession of a current license to practice in a state or territory of the United States
2. Current certificate of good standing.
3. A current and valid driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on government business.

Fiscal Year 2019
FUNCTIONAL STATEMENT FOR
GENERAL MAANGER'S OFFICE

INTRODUCTION

The Jose D. Leon Guerrero Commercial Port is established by Public Law 13-87, as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial/boating and navigation of the Territory of Guam.

The enabling act provides that the Port must be entirely self-supporting, i.e., it must raise capital funds for construction projects by borrowing money on its own credit. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff.

BOARD OF DIRECTORS

The Board of Directors is composed of five (5) non-salaried members, appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

GENERAL MANAGER

The General Manager, under the general direction of the Board of Directors, serves as Chief Executive Officer for the Authority. The General Manager has charge and control of the planning, organization, staffing, direction and coordination of the Authority's operations and business affairs. The General Manager is hired and employed at the pleasure of the Board.

Port Attorney

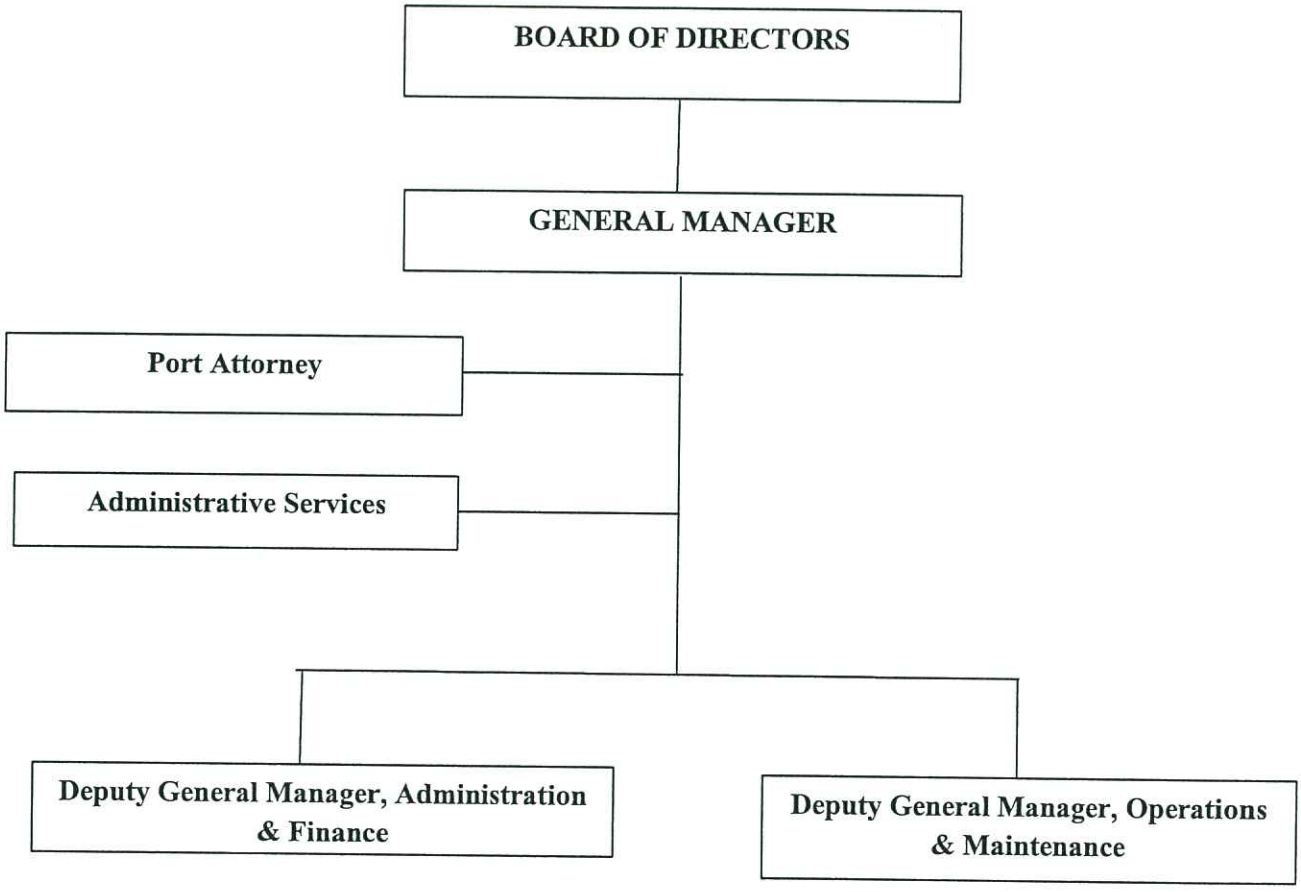
Provides legal advice and representation on a wide range of complex legal matters related to Port contractual rights and obligations, real estate, construction, maritime employment, government employment, conflicts of interest, procurement and other applicable local and federal laws.

Administrative Services

Provides administrative and secretarial services to the Board of Directors, General Manager and Deputy General Managers.

JOSE D. LEON GUERRERO COMMERCIAL PORT
ORGANIZATIONAL CHART – FISCAL YEAR 2019

GENERAL MANAGER'S OFFICE



PORT AUTHORITY OF GUAM

POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	**Port Attorney**
POSITION NUMBER	
NAME OF EMPLOYEE	New
NAME OF DIRECT SUPERVISOR	Rory J. Respicio
TITLE OF DIRECT SUPERVISOR	General Manager
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	General Manager's Office
DEPARTMENT	
SECTION / UNIT	
FLSA	
CLASSIFICATION	[X] Classified [ ] Unclassified [ ] Vacant
JOB EVALUATION POINTS	
PAY GRADE	
POSITION DESCRIPTION (Reviewed)	

2.0 DESCRIPTION OF DUTIES

2.1 ESSESNTIAL FUNCTIONS

Organize and list duties and/or responsibilities that must be performed using one of the formats below :

a) Daily work assignments, beginning with the first duty and ending with the last duty of the day
b) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
c) Order of importance, beginning with the most important

Mark with an [X] one format only: a) [X] b) [ ] c) [ ]

Duty No or % of Time	Duties and/or Responsibilities
1.	Provides legal advice and representation on Port contractual rights, obligations, real estate, construction, maritime employment, government employment, conflicts of interest, procurement and other applicable and federal laws.
2.	Conducts research on legal issues and statutory & case law. Drafts and/or reviews opinions, resolutions, ordinances, contracts and other legal instruments.
3.	Monitors, reviews and drafts recommended changes to Port's enabling act, existing or proposed legislations
4.	Participates or supervises negotiations for settlement to litigation, claims and disputes.
5.	Participates with Port staff in negotiating and drafting complex contracts and agreements for use and development of Port properties and facilities.
6.	Performs litigation duties as to court actions, motions and discovery. Represents the Port in administration hearings, arbitrations, mediations or other adversarial proceedings as directed by the Board of Directors, with designation or authorization by the Attorney General of Guam.
7.	Coordinates and monitors the work of outside counsel, experts and consultants retained to resolve claims or represent the Port in hearings and litigations. Provides status of such litigation to the Board, Port management and staff.
8.	Attends Board and management meetings.
9.	Participates with Port management and staff in preparing and reviewing matters to be presented to the Board on strategic and business planning processes and issues.
10.	Assist the Board and General Manager with policy and office management issues.
11.	May assist the Attorney General of Guam on projects and matters of mutual interest to the Port.
12.	Prepares budget for legal office.
13.	May supervise and provide guidance and direction to professional staff of the Port.

2.2 NON-ESSESNTIAL OR ADDITIONAL FUNCTIONS

List duties and responsibilities not listed above that may be performed, as assigned :

Duty No or % of Time	Duties and/or Responsibilities

3.0 CONTACTS

Departments, agencies and/or individuals you deal with during the course of your daily activities :

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

3.2 OUTSIDE DEPARTMENT / AGENCY

Mark one correct response below with an [X]

	None
	Up to 15% of total working hours
X	15 - 50% of total working hours
	Over 50% of total working hours

4.0 SUPERVISON RECEIVED

How closely is the employee / job holder's work reviewed by their direct Supervisor.
Mark one correct response below with an [X]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.

	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.
X	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

5.0 SUPERVISON EXERCISED

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [X] in this box [ ]

No Supervised	Position Title	Description of Responsibilities
None		

6.0 EQUIPMENT

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
90%	PC Computer or Laptop
10%	Telephone
10%	Vehicle

7.0 JOB REQUIREMENTS

[X] Mark [X] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

7.1 MINIMUM QUALIFICATION REQUIREMENTS

Identify below the minimum experience and training a qualified applicant must have before employment.

7.1.1 WORK EXPERIENCE

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [X] in box a) "No work experience required."

a) No work experience required ☐

b) General

	Years	Months

c) Specialized

	Years	Months
Experience as an attorney working under the supervision of a senior attorney or judge	0-3	
Experience as an attorney, working under the supervision of a senorio attorney	3-5	

d) Supervisor / Management

	Years	Months
Senior attorney working with minimal supervision and may supervise and direct other attorneys	5-8	
Senior attorney working with minimal supervision and with possible supervisory duties over Other attorneys	8 plus	

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

	Years	Months

7.1.2 FORMAL EDUCATION OR TRAINING

Mark an [X] in the box that indicates the most applicable education level required :

☐ Below High School. Show number of years : ☐

☐ High School Graduation / GED

☐ Vocational / Technical School. Detail belowthe specific training that is required by this position :

☐ Some College. Show number of ☐ Semester Hours, or

☐ Quarter Hours

Detail below specific courses required by the essential functions of this position :

☒ College Degree. Show major area of study required :

Associates :	
Bachelors :	
Masters :	
Beyond Masters :	Juris Degree from an accredited law school by the American Bar Association

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

Negotiation
litigation

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

List possession of required license, professional registration/certification needed to perform essential functions :

Possession of a current license to practice in a state or territory of the United States
Current certificate of good standing
Valid driver's license

7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS

7.2.1 PHYSICAL REQUIREMENTS

Mark with an [X] below the most appropriate physical requirement(s) for the job.

X	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.
X	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below

Describe any other physical job requirements below :

7.2.2 MENTAL / VISUAL REQUIREMENTS

Mark with an [X] below the most appropriate mental / visual requirement for the job.

- [ ] General Intelligence (typical requirement for machine operators, office staff, etc.)
- [ ] Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- [ ] Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- [X] Verbal Intelligence (typical for counsellors, customer service representatives, etc.)

☐ Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)

☐ Other (outline below)

7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent :

%	
90	Indoors in a comfortable temperature-controlled environment (for instance, in an office)
	Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
5%	Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
5%	Outdoors but in an enclosed vehicle protected from extreme weather conditions.

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

☐ Mark an [X] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

%	
	Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
	Vibration (i.e., operating jackhammer, impact wrench).
	Noise (Exposure at a level enough to cause bearing loss or fatigue).
	An improperly illuminated or awkward and confining work space.
	Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
	Lifting or carrying items or objects. Describe item/object and weight:

☐ Heat. Describe source and degree of high temperature.

☐ Cold. Describe source and degree of cold temperature:

☐ Other hazards. Describe:

7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

☐ Mark an [X] in the box if not applicable

Condition	Frequency of Exposure

7.3 WORK SCHEDULE / HOURS

Work Schedule/Hours – Mark an [X] the most appropriate work schedule/hours for the job.

☒ Regular - Standard Eight (8) hours daily, Monday - Friday

☐ Irregular - Shift work - A 24-hour work operation.

☐ Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:

☐ Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

The information given on this position is complete and correct.

_____ _____

Signature of Employee Date

FISCAL NOTE

1. A. Fiscal effect: Identify the fiscal effect on agency appropriations compared to funding levels and appropriations anticipated under current Budget.

	FY 2019				FY 2020			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures	$ 97,814							
Budget	$ 97,814							

2. A. Fiscal impact summary: *Provide a brief summary of the measure, including description of the provisions having fiscal impact.*

The Port is in the process of petitioning the creation of a staff attorney position under the Port's Classification and Compensation Plan. The salaries and benefits for the position has also been identified. The following are the different levels recommended for the Port Attorney position and their corresponding salary ranges.

1. Port Attorney I (0 to 3 years experience) - $64,341 (K-5-B) to $66,953 (K-6-B)
2. Port Attorney II (3 to 5 years experience) - $85,625 (N-3-C) to $89,102 (N-4-C)
3. Port Attorney III (5 + years of experience) - $107,858 (P-2-C) to $112,237 (P-3-C)
4. Port Attorney IV (8 + years of experience) - $119,142 (P-5-A) to $123,980 (P-6-A)

B. Fiscal impact sections: *Identify and provide a brief description of the sections of the measure which have fiscal impact. Include any assumptions and comments relevant to the analysis.*

During the regular meeting on January 8, 2019, the Board approved management's proposal to create an In-House Staff Attorney. This position will be under the General Managers Office, which will affect the GM's Budget. A full-time equivalency has been identified and transferred to the General Manager's Office.

3. Fiscal effect detail: *For information shown under state fiscal effect in 1A, please:*
A. Revenues:

B. Expenditures:
Depending on what level the Port decides to hire for the attorney position, the effect on the projected expenditures would increase based on the final salary level minus the FTE budget for the Maintenance Custodian. The total amount of $97,814 is based on the highest salary level for a Port Attorney IV at $123,980 less the FY19 Budget for a Maintenance Custodian at $26,166.40.

C. Budget: *Explain the appropriation amounts. Provide detail, when appropriate, for each agency and fund affected. Explain the relationship between the amounts shown for expenditures and appropriations. Indicate whether the appropriation or a part of the appropriation is included in the executive budget or relates to a continuing appropriation.*

The FTE position for the vacant Maintenance Custodian is identified to be used for the attorney position. The annual budget for the vacant position is $26,166.40. The General Manager's budget will increase by the total approved salary of the attorney from the hire date to the end of Fiscal Year 2019.

Name: Jose B. Guevara III, Financial Affairs Controller
Division: Finance Division
Telephone: 477-5931
Date Prepared: 02/04/2019

PORT OF GUAM
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Jose D. Leon Guerrero Commercial Port
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Website: *www.portguam.com*

Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 27, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager Rory J Respicio

SUBJECT: RFP for Specialized Legal Services

The Board of Directors at its regular meeting held on January 8, 2019 authorized management to proceed with the request for proposal process for specialized legal services. Attached is the scope of work.

Port of Guam, Jose D. Leon Guerrero Commercial Port is an Equal Employment Opportunity Employer.
Complaints of discrimination should be sent to the Human Resources Division.

DESCRIPTION OF THE WORK/SERVICES REQUIRED:

The Port requires the services of a qualified firm or firms to provide professional legal services and representations, research and other miscellaneous duties.

The Attorney is required to provide legal representation in court and legal advice and counsel to the Board of Directors and Port management on a variety of matters pertaining to all aspects of Port operations. These legal services will be performed by the Attorney on as-needed basis, i.e., as an independent contractor. As such, the respondent contracts and agrees that the services will be compensated on a case by case hourly basis and that no minimum amount of periodic renumeration is implied or expected.

The scope of services to be performed by the Attorney is divided into three categories: general representation, special projects and litigation. These categories are more fully described for clarification.

1. General Representation
   a. Attendance at the Board of Directors meetings, currently once a month.
   b. Consultation with Port management and Board of Directors via telephone or email during normal business hours
   c. Preparation and review of opinions as required.
   d. Preparation and review of contracts and other documents prior to Port management and Board action.

2. Special Projects
   a. This category includes any unusually large projects defined as one that will require 20 hours or more of attorney time to handle.

3. Counsel and Litigation
   a. This category includes both pre-trail and trail activities of all litigation filed by or against the Jose D. Leon Guerrero Commercial Port. (In the event that insurance coverage is available for defense of litigation filed against the Port, the rates for pre-trail and trail activities will be mutually determined by the law firm and the insurance carrier.)

Statement of Qualifications and Experience of the firm:

1. Name of firm and year organized (includes address and telephone number)
2. Attach a list of Principals in the firm, include a biographical sketch of each. Include education, years of legal experience, years of local economic development legal experience, and any areas of specialty within the field of public law.
3. Provide the name of the principal in the firm who will have responsibility for Jose D. Leon Guerrero Commercial Port's dealings with the firm.
4. Attach a list of attorneys who will provide service to the Jose D. Leon Guerrero. Include a description of these attorney's education, years of legal experience, years of economic development legal experience, and information on any areas of specialty within the field of maritime law.
5. Provide a list of current governmental clients, a contact person for each, and a telephone number for the contact person.
6. If your firm has represented the Government of Guam during the last five years that it no longer serves as an attorney, please provide the following information:

   a. Name of Government agency or department

b. Name of Contact person, and
c. Reason you no longer represent that Government.

7. Provide information regarding the number of government or federal court cases actually tried to verdict or judgment during the past five years. This data should be provided for the firm, and for each attorney in the firm that will provide a significant level of service to Jose D. Leon Guerrero Commercial Port. Information should also include the percentage of these cases "won."
8. Provide the information requested in Number 7 above for eminent domain cases in which the firm represented the condemning agency.
9. Please list any clients that you currently represent that could cause a conflict of interest with your responsibilities with the Jose D. Leon Guerrero Commercial Port. Describe how you would be willing to resolve these or any future conflicts of interest.
10. If your firm has filed any litigation in the past five years in which a Government of Guam agency/department was a defendant, please describe the case(s).
11. Please provide a proof of a malpractice policy in an amount of $1 million aggregate and an agreement to keep in effect while representing the Jose D. Leon Guerrero Commercial Port.
12. A statement the Offeror has established and implemented an Affirmative Action Plan.
13. A statement affirming the existence of a Drug-Free Workplace Program and Policy at the firm.
14. A statement of agreement with the Port's General Terms and Conditions and Special General Provisions which are made part of this RFP documents.
15. Certification of Admission to the BAR and Certificate of Good Standing as an Attorney.

Cost Proposal

Under the cost proposal, the firm will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis.

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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

February 4, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager

SUBJECT: Finance Division – Organizational Chart

By way of background, the Board of Directors at its meeting held on May 30, 2018 had approved the "Finance Division – Organizational Chart". The rationale then reported by previous management was to reflect the workflow of said division. In doing so, created three heads of the division – Revenue Accounting, Expense Accounting and Financial Affairs.

After careful review, management found it necessary to bring this matter back to the Board for reasons that the process by which the reorganizational structure of the Finance division as represented by previous management is contrary to law. Public Law 34-087 provides that reorganization of an entity shall be accomplished in accordance with an executive order issued by the Governor, and adherence to the procedures of the Administrative Adjudication Act.

Additionally, it is important to note that by reorganizing the structure of the Finance division has adversely impacted the functionality, responsibility and accountability of the division. The following supports this statement.

Management Audit
In 2000, a management audit of the Port Authority was performed by Ernest & Young. One of their value proposition was the realignment of the organizational structure that would enable an efficient and organized structure of the Finance division. The Port Authority then implemented the recommendations of Ernest & Young which resulted in the Financial Affairs Controller as the overall head of the Finance department comprised of a Revenue and Expense section.

Audit Requirements
During an audit process, "the authority agrees that it will comply with the generally accepted government auditing standards, including, but not limited to the following: (1) the Authority will designate a **management level individual to be responsible and accountable** for overseeing the nonaudit service [management's chart of accounts]…".

Government Agency Comparison
Further review was made with other government of Guam agencies specific to the Finance Division organizational structure. The findings revealed that the Finance Division of the Department of Administration, the Guam Power Authority and the University of Guam is led by a Controller. This structure is undoubtedly similar to the common practice in the private entities as well.

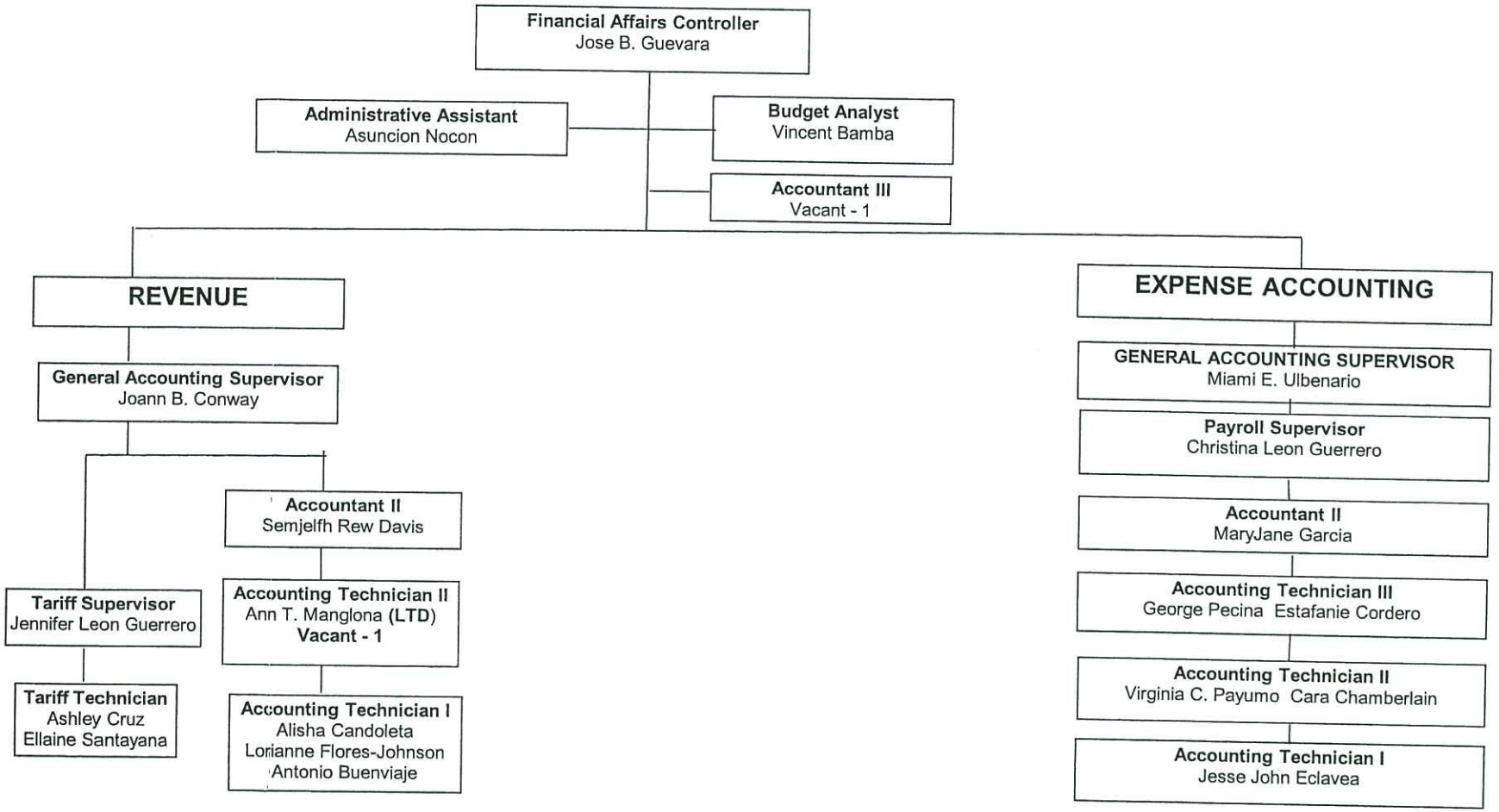
Based on the foregoing, it is requested that the Board rescind its action of May 30, 2018 and revert back the Finance division's original organizational structure as presented wherein the Financial Affairs Controller is the overall head of such division. This will further ensure compliance and consistency with the management audit, the requirements of the audit as well as other government agencies and private sector practices.

I am available for any questions you may have.

Attachment

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commerical Port
FISCAL YEAR 2019 ORGANIZATIONAL CHART

FINANCE DIVISION



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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

February 7, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager

SUBJECT: Authorization for Conversion/Transfer of Full-Time Equivalencies

As we continue to review the staffing requirements for the Port, I am requesting that authority be delegated to me, as the General Manager or my designated designee by the PAG Board Chairperson, to convert and transfer budgeted full-time equivalencies (FTEs).

This authority will allow management to determine where current staffing are undermanned or overmanned within the divisions and convert and/or transfer such FTEs to divisions to ensure the services provided to the public and employees are not disrupted or delayed.

To ensure transparency is made, this office will provide a monthly report to the Board on conversions and transfers of FTEs.

I am available for any questions you may have.

Jose D. Leon Guerrero Commercial Port Authority of Guam
Commercial Division

March 27, 2019

MEMORANDUM

TO: Board of Directors

VIA: General Manager
Deputy General Manager, Administration
Deputy General Manager, Operations
Commercial Manager

FROM: Ryan Arriola, CSI

SUBJECT: Proposed Resting Area; Agat Marina

Provided for your consideration is a proposal to construct a shore side rest area at the Agat Small Boat Harbor similar to that which exists at the Gregorio D. Perez Marina 'GDP' in Hagatna.

BACKGROUND

In recent months, there has been a noticeably significant increase in commercial operations at the marina. While we do not have any accurate data to account for the increase, we can responsibly represent that there has been ramp up of activity at the facility; especially during periods our commercial tenants find it necessary to transfer their daily operations from GDP to Agat due to adverse weather conditions.

INITIATIVE

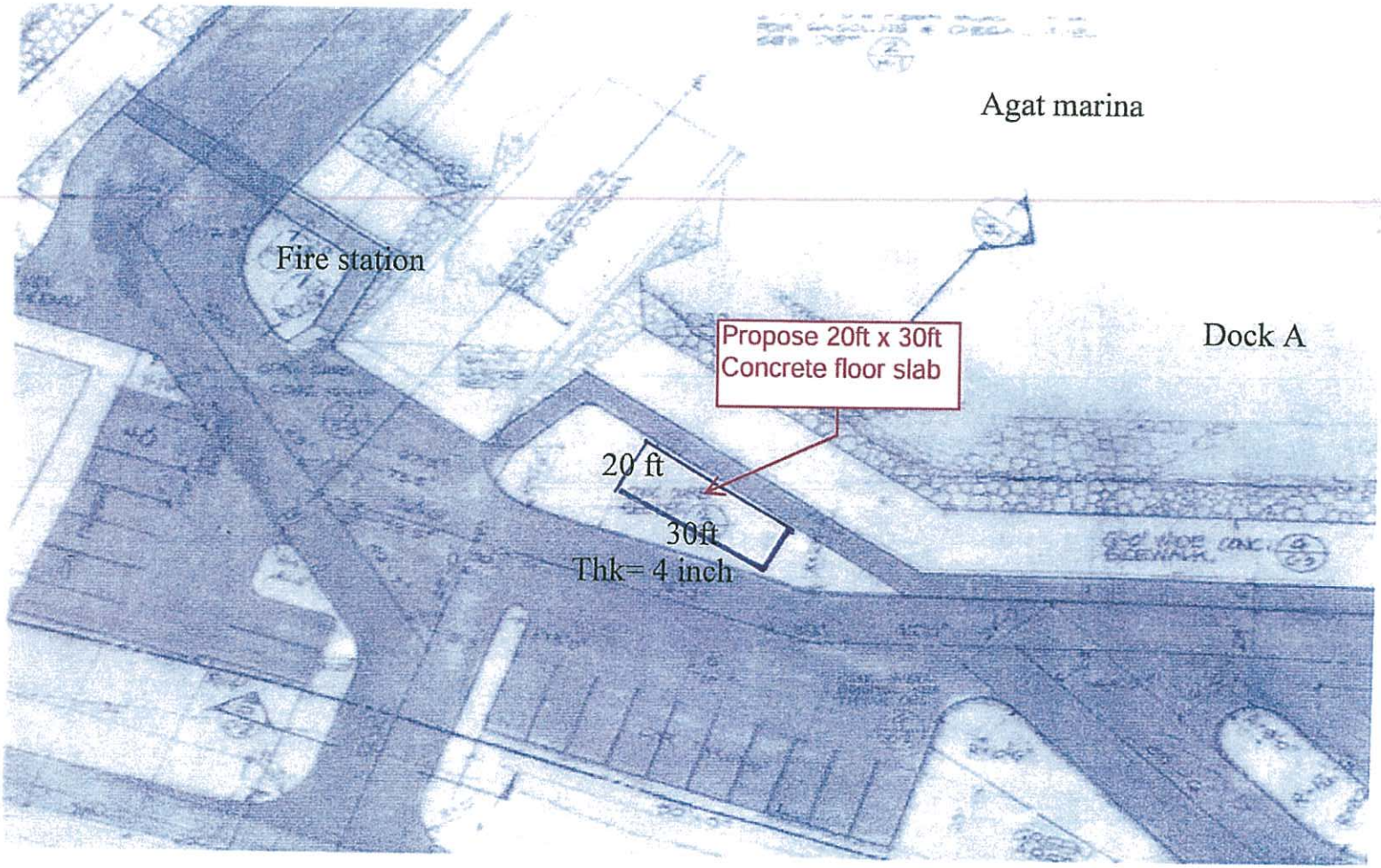
In the never ending pursuit to provide for and improve existing shore side amenities at our small boat harbors, Commercial along with the CIP division, is exploring an initiative to construct a waiting area at the Agat facility for our valued users.

Currently, the only comfort area at the Agat Small Boat Marina is the Marina Grill, which is a private operation under leasehold with Kal's Corporation. You can easily imagine the effect any influx of non-paying patrons seeking refuge from the sun poses to their operation.

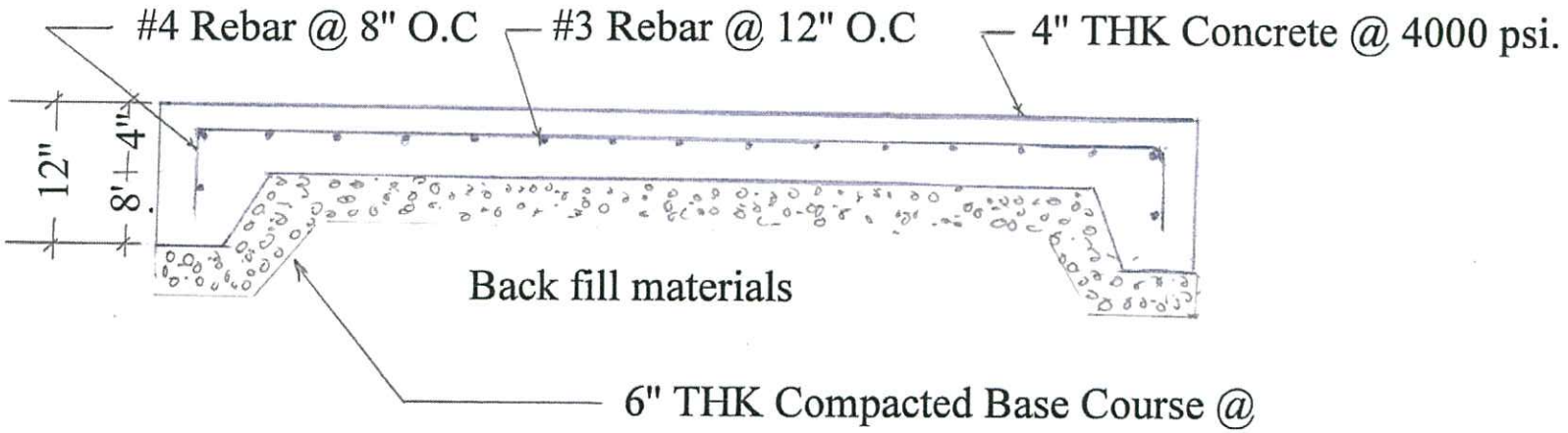
Attached is the preliminary sketch and design, as prepared by CIP, for the facility. CIP further estimate that the cost to construct the rest area pad is $20,000.

RECOMMENDATION(S):

1. Request Board authorization for Management to proceed with the initiative as described, subject only to identifying the source of funding within the construct of the approved FY'19 budget to enable the spend.



PROPOSE CONCRETE FLOOR SLAB AND 20' X 30 'CANOPY



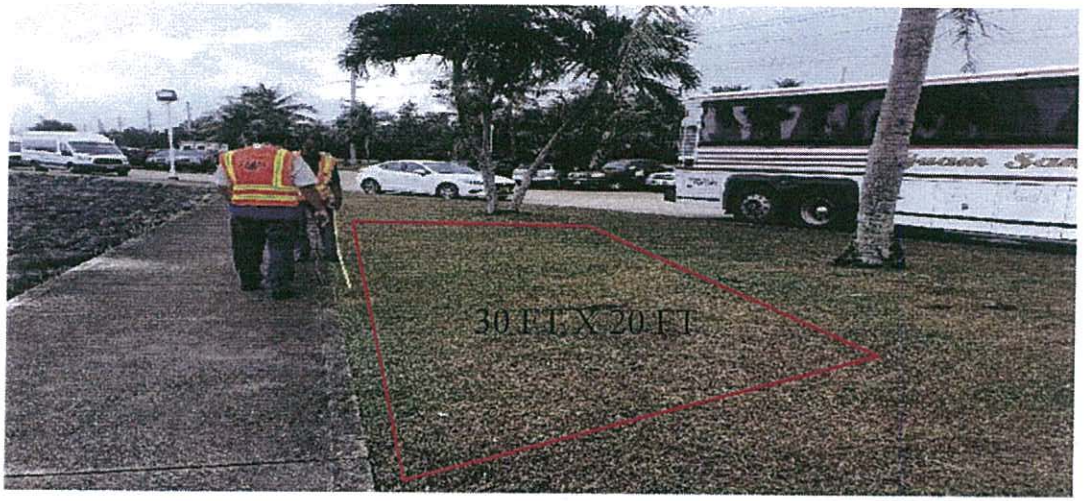
PROPOSE CONCRETE FLOOR SLAB 20FT. X 30 30FT. AT AGAT MARINA

NTS.

COMMERCIAL DIVISION POROPOSE LOCATION OF CANOPY AT AGAT MARINA SATURDAY , JANUARY 19, 2019.







PROPOSE CONCRETE PAD AND 30FT X 20 FT CANOPY

Jose D. Leon Guerrero Commercial Port Authority of Guam
Commercial Division

March 27, 2019

MEMORANDUM

TO: Board of Directors

VIA: General Manager
Deputy General Manager, Administration
Deputy General Manager, Operations

FROM: Glenn

SUBJECT: Fuel Facility Foxtrot 1; Request for Action

Before you today is the matter for the continued management and operations of the Foxtrot 1 ('F1') Fuel Facility

BACKGROUND

Pier F1 is one of two special purpose assets of the Port used for fuel receipt and delivery. It is owned by the Port and managed by Tristar Terminal, Inc

The average annual thru-put for the prior five (5) year period FY14–18 is 5.5mbbls

Pier F-1 remains the most highly used of the Port's special purpose assets. Typical annual vessel calls total 35 -38 spread amongst the various users. For the same period, in terms of volume, GPA is greatest user followed by SPPC/IPE then Tristar (Defense Logistics Agency)

ISSUE

At issue is the fact that the current Management Agreement for the asset is set to expire on March 31, 2019

REQUEST FOR PROPOSAL

Thanks to the efforts of the Procurement Division, we've completed the Request for Proposal No. RFP-PAG-019-004 for the Management and Operations of the F-1 Fuel Pier Facility

It is currently under review by legal in their capacity as the Port's Special Assistant Attorney General ('SAAG') for such procurements exceeding the $500,000 threshold

Contract term to flow from RFP is clear, five (5) years

Actual financial costing and recovery terms will be determined through negotiations. It is also expected that the terms of any agreement as a result of this process will trigger PUC review and approval for reasons related to threshold limits pursuant to the PUC Contract Protocol

INTERIM MANAGEMENT

Considering the gap between expiration of the current agreement and the efforts related to a potential new award, it is the intent of staff to extend the current management agreement on a
month to month basis

This is determined necessary to ensure the continued and safe operation of the asset considering there exists a threat to public health, welfare or safety should the pier shut down for any reason

ALIBI

It is important to further note that the fault in the untimely procurement process for a new agreement by point of current agreement expiry is mine alone. It was thought all along or at least since January 2019, that I had the support and confidence of management on the path in mind for the next management agreement. This entailed extending the current agreement for reasons related to the impending Golf Pier rebuild project along with the associated operational continuity and connectivity issues for all fuel operators during the project, while also exploring the potential of issuing an RFP for a Performance Management Contract operator for the F-1 Facility

While issues of the Golf Pier project have since been better refined, it was just recently revealed that the Port's position on the PMC may be that the law is invalid

This is a mistake on my part that I take full responsibility. Please be assured that it will not happen again

RECOMMENDATION(S):

1. Request Board authorization for Management to issue out RFP-PAG-19-004 in the form as approved by SAAG; and

2. Extend the current agreement on a month to month basis in accordance with Item 2 of the F-1 Fuel Pier Facility Management and Operations Agreement dated April 1, 2014

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Lourdes A. Leon Guerrero
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Joshua F. Tenorio
Lieutenant Governor

March 26, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager

SUBJECT: Request for Direct Payment – Unitek Environmental

Emergency Spill Response

In compliance with the requirements of U.S. Coast Guard and the Environmental Protection Agency, the Port Authority of Guam's Regional Hazardous Waste Transfer Facility and Reception Facility Certificate of Adequacy is Unitek Environmental Guam. Unitek provides services of oil reception for vessels as well as responds to and mitigates release of petroleum or other hazardous materials both on land and water.

On March 15-16, 2017, at the call of the Port Authority, Unitek responded to an emergency spill of hydraulic oil caused by the Mobile Harbor Crane "Big Blue". Service rendered was in the amount of $7,910.00 (Invoice No. 87931-189). For information, Unitek is also a tenant of the Port Authority that pays $6,000.00 in rent. In an agreement between Unitek and the Port Authority, the cost associated with emergency response will be offset by said rent and any balance remaining will be paid for by the Port. The balance is $1,910.00.

Water Sampling

The Port Authority of Guam is required by the U.S. Environmental Protection Agency under the Storm Water Pollution Prevention to perform quarterly water sampling and reporting of water outfalls. Under contractual services, Unitek had performed the year's sampling and reporting for 2018 and was paid $5,000.00 on a quarterly basis. Unitek was only paid $15,000.00. The 4th quarter water sampling has yet to be paid.

Based on the above events, Board approval is being requested to authorize management to prepare direct payments for services performed by Unitek Environmental in the amount of $1,910.00 for emergency spill response and $5,000.00 for water sampling and reporting services.

I am available for any questions you may have.

Port of Guam, Jose D. Leon Guerrero Commercial Port is an Equal Employment Opportunity Employer.
Complaints of discrimination should be sent to the Human Resources Division.

BOARD OF DIRECTORS
Francisco G. Santos, Chairman
Nathan T. Taimanglo, Vice Chairman
Isa Marie C. Koki, Board Secretary
Maria D.R. Taitano, Member
Anthony P. Chargualaf, Member

PORT OF GUAM

Resolution No. 2019-02

RELATIVE TO AUTHORIZING THE USE OF CREDIT CARD SERVICES FOR ON-LINE PURCHASING

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JOSE D. LEON GUERRERO COMMERCIAL PORT:

WHEREAS, the Port Authority of Guam recognizes the need to establish and implement procedures/internal controls for the use of the Port Credit Card for online purchases that do not accept checks or Automated Clearing House (ACH) payments; and

WHEREAS, funding for this purpose is subject to the spending limits as identified in the Port Authority's fiscal year budget as approved by the Board of Directors; and

WHEREAS, as the banking institution requires a 'named person' for purposes of establishing a credit card account, the Board of Directors shall designate an employee of the Port Authority of Guam with the responsibility for proper use, care, purchasing and handling of such credit card services; now therefore be it

RESOLVED, that the Board of Directors designate Mr. Rory J. Respicio, General Manager to be the 'named person' for the credit card account services; and be it further

RESOLVED, that the Chairman certify to and the Secretary attest to, the adoption hereof and that copies of the same be thereafter transmitted to the financial institution.

PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS THIS 29th DAY OF MARCH, 2019.

FRANCISCO G. SANTOS
CHAIRMAN, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

ISA MARIE C. KOKI
SECRETARY, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

PORT AUTHORITY OF GUAM * GOVERNMENT OF GUAM *

PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: *www.portguam.com*

Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 27, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager

SUBJECT: Port Modernization Program Projects

Hafa Adai! The Port's modernization program is designed to meet the island's growth including the expansion of military and growing tourism market. The key project initiatives justified to the bond market investors were:

1. expansion of wharf space to accommodate larger vessels and increase vessel handling capacity;
2. upgrade terminal operating system to allow for automated invoicing, cargo and container tracking, financial management and maintenance management;
3. expansion of existing facilities to support fishing and cruise line industries; and
4. replacement of gantry cranes at the end of useful life to maintain continuous uninterrupted cargo movement.

As part of the modernization program, the Port through Public Law 34-70 obtained $71.44 million in revenue bonds to pay for improvements at the Port and refinance some of its existing debts at a lower interest rate. The bonds for the capital improvement projects include:

1. rehabilitation of Hotel Wharf and access road;
2. relocation of waterlines;
3. repair of Equipment Maintenance and Repair building and Warehouse 1;
4. replacement of Port administration building; and
5. repair of Golf Pier, which is one of two Port owned fuel piers.

Deficiencies Found on Waterfront Facilities

On July 20, 2018, Pro Marine Technology submitted an Underwater Assessment and Inspection Services of F-1, F-3, F-4, F-5 and F-6. Based on their assessment, the following were noted:

1. F-1: Breasting platform H has severe concrete fracturing around the lower and perimeter of the structure and throughout its entirety. It was observed that the platform's fender has been severely damaged that it does not function as designed. There are piles that have areas above the waterline where epoxy coatings are missing. It was noted the number of piles and the extent of corrosion have increased significantly since the 2017 inspection. Three (3) pilings underneath Breasting Platform C appear to have shifted. Concrete fracturing and spalling is occurring underneath the structures with the most significant occurring underneath Platform G and underneath the main pier.

2. F-3: Damage observed a separation of the sheet pile corner transition pieces to F-2 underneath the concrete cap. A large volume of fresh water flows through the 54" vertical gap. The length increased 28" from the 2017 inspection. Two pieces of the sheet pile have been damaged (smashed) from the concrete cap. It was observed the most significant deficiency is the large hole in the corner of the most damaged pile plus the vertical crack along its outside corner. Because of the corrosion and wear-down, the 1" shackles securing the cylinder fender chains needs to be replaced. There are about 20-25% (average) shackles remaining.

3. F-4: Spalled concrete with exposed rebar bottom corner of concrete cap. There is a sheet plate repair which is short and ends 11" above the mud line. But there is no sheet piling behind the cover plate. It was noted that concrete was poured in the void behind the plate but there exists significant erosion at the bottom, up behind the plate. Fresh water is leaking through the gap next to an unknown bracket attached to the top side of the repair plate. Bottom of concrete cap fracture (8'-3") from the corner of the newer F-5 concrete cap and rebar is exposed inside the 4' long fracture.

4. F-5: A significant crack in the overhead transverse beam (east side) just above pile number 21, row C. The exposed rebar inside the crack is rusting causing them to swell and forcing further separation of the spalled concrete. It is their expert opinion that if this continues, the section will eventually fall off and the exposed, rusting rebar process will continue into the beam causing further damage.

5. F-6: There are 2 short sheet pilings and erosion underneath and behind the sheet pilings bottom ends. A steel plate welded to sheet piles above mud lines is short. Erosion is apparent underneath and behind the repair plate. Material next to the sheet piling has not been excavated.

Because we do not have cost estimates to address the deficiencies pointed out in Pro Marine Technology's report, we asked WSP to review the report and provide us with this information.

Other Essential Projects Not Funded

During our term in office, it was brought to the attention prior to the rehabilitation work on Golf Pier, a connectivity line would need to be installed at F1 to allow discharged fuel to be routed to other petroleum fuel companies' storage tanks. Currently, the fuel lines at F1 is connected to Tristar fuel storage tanks.

Additionally, it was made known that the Terminal Operating System and Financial Management System are not integrated and the Port's current information technology system would need to be upgraded. In order for the Port to accurately know the expenses rendered to vessel operations and related services versus revenues received, the two systems would need to be integrated. Currently, such information would have been analyzed manually.

Port Master Plans

In the 2010 Master Plan, it was recommended the current Port Administration Building be extended with an annex. A bridge connecting from the annex to the existing building will be in compliance with The American with Disabilities Act (ADA). The report stated the building was constructed in 1960's to withstand typhoons and earthquake and an inspection showed there was no major noticeable building flaws.

The 2013 Master Plan Update recommended a new large building be constructed adjacent to the current administration building. Once the new building is completed, the existing building is to be demolished. The report stated 10 tenants occupied the office spaces in the current administration building. As of this date, there are only 5 tenants left in the administration building. The other tenants who terminated their leases either built their own buildings or leased office space elsewhere.

Revenue Bond Legislation

Public Law 34-70, which authorized the Port to issue revenue bonds to provide funding for capital improvement projects and refinance all or portions of outstanding loans of the Authority. Section 4 of the law specifically states the revenue bonds are to be used as follows:

1. To finance certain Authority capital improvements, including, but not limited to:

    a. local match for the TIGER grant program funding for Hotel Wharf rehabilitation and access road in the amount of $14,200,000
    b. replacement Administration Building in the approximate amount of $17,500,000;
    c. replacement and relocation of waterline(s) in the approximate amount of $6,000,000;
    d. repair and expansion of Equipment Maintenance& Repair Building (EQMR) in the approximate amount of $3,628,800;
    e. repair of Warehouse 1 in the approximate amount of $2,000,000; and
    f. repair of Golf Pier in the approximate amount of $2,000,000.

2. To refinance all or a portion of the following outstanding loans of the Port:

    a. a loan in the original principal amount of $12,000,000 from ANZ Guam made in December 2012;
    b. a loan in the original principal amount of $10,000,000 from Bank of Guam made in April 2014;
    c. a loan in the original principal amount of $2,000,000 from the United States department of Agriculture made in July 2015.

Comparing recent revenue bond legislation for other autonomous agencies, it was noted specific projects and amounts were not included in their legislations. We found it odd that the Port's projects to be funded by the revenue bonds were specific in statute and does not allow the Port latitude to reprogram such revenues to fund critical projects that would have an adverse impact on the Port's cash flow.

Identified Project Suggested for Reprogramming

As stated in the 2010 Master Plan, it was recommended the Port construct an annex building connecting it to the existing administration building.

If the Port pursues this recommendation, a portion of the $17.5 million for the construction of the administration building could be used to address the deficiencies of the revenue generating waterfront facilities, a connectivity line between Golf Pier and F-1 and improvements which is needed for the Terminal Operating System, the Financial Management System and the Port's Information Technology.

GEDA Discussion

Because the projects and amounts were specified in statute, we reached out to GEDA to see if there is a possibility of reprogramming funds earmarked for the construction of the new administration building.

We told GEDA that in addition to addressing the deficiencies of our revenue generating waterfront facilities, we must also fund a connectivity line between Golf Pier and F-1 and improvements which are also needed for the Terminal Operating System, the Financial Management System and the Port's Information Technology.

GEDA said they will obtain guidance from their bond counsel. In the meantime, they provided the Port with the attached copy of the Tax Certificate of the Authority and pointed out under Section 1.5.(c), Purpose of Financing, 40% of the $17.5 million can be reprogrammed without triggering the 40% taxable income ratio.

This means that $7 million can be reallocated to the much needed repair work to the Port's waterfront revenue generating facilities and other projects mentioned above.

Because Section 4(a)(2) of Public Law 34-70 was specific as to what projects are to be funded by the revenue bonds and the amounts allocated for each project, GEDA said an amendment to the law would need to be made in order for the Port to reprogram such bonds to fund the repairs for the waterfront facilities, connectivity line at F1, and the information technology systems.

Recommendation

If the Board agrees in pursuing an amendment to Public Law 34-70, such request would need to be presented to the Governor to submit a proposed legislation to the Guam Legislature or to request Senator Clynt Ridgell, the PMP's legislative oversight Chairperson, to sponsor such legislation. We feel this shift not only makes sense, but reflects the commitment to protecting and enhancing the Port's revenues.

In light of the above, we are presenting the attached resolution authorizing the Port to request the Governor or Senator Ridgell to introduce legislation amending Public Law 34-70, Section 4(a)(2) to the Guam Legislature for your consideration and approval.

Your consideration on this request is greatly appreciated.

Attachments
- Tax Certificate
- Board Resolution

BOARD OF DIRECTORS
Francisco G. Santos, Chairman
Nathan T. Taimanglo, Vice Chairman
Isa Marie C. Koki, Board Secretary
Maria D.R. Taitano, Member
Anthony P. Chargualaf, Member

PORT OF GUAM

Resolution No. 2019-03

RELATIVE TO AUTHORIZING MANAGEMENT TO PRESENT TO THE GOVERNOR OF GUAM AND 35TH GUAM LEGISLATURE OVERSIGHT COMMITTEE CHAIRPERSON A REQUEST TO INTRODUCE PROPOSED LEGISLATION TO AMEND PUBLIC LAW 34-70 RELATIVE TO PROJECTS FUNDED BY REVENUE BONDS

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JOSE D. LEON GUERRERO COMMERCIAL PORT:

WHEREAS, The Jose D. Leon Guerrero Commercial Port's modernization program is designed to meet the island's growth including the expansion of military and growing tourism market; and

WHEREAS, the key project initiatives justified to the bond market investors were: (1) expansion of wharf space to accommodate larger vessels and increase vessel handling capacity; (2) upgrade terminal operating system to allow for automated invoicing, cargo and container tracking, financial management and maintenance management; (3) expansion of existing facilities to support fishing and cruise line industries; and (4) replacement of gantry cranes at the end of useful life to maintain continuous uninterrupted cargo movement; and

WHEREAS, as part of the modernization program, the Port through Public Law 34-70 obtained $71.44 million in revenue bonds to finance certain capital improvements, including but not limited to: (1) local match for the TIGER grant program funding for Hotel Wharf rehabilitation and access road in the amount of $14,200,000; (2) replacement Administration Building in the approximate amount of $17,500,000; (3) replacement and relocation of waterline(s) in the approximate amount of $6,000,000; (4) repair and expansion of Equipment Maintenance& Repair Building (EQMR) in the approximate amount of $3,628,800; (5) repair of Warehouse 1 in the approximate amount of $2,000,000; (6) repair of Golf Pier in the approximate amount of $2,000,000; and to refinance all or a portion of outstanding loans of the Authority; and

WHEREAS, Section 4 of Public Law 34-70, which authorized the Port to issue revenue bonds specified in statute the capital improvement projects and amounts which the revenue bond proceeds are to fund, and

WHEREAS, on July 20, 2018, Pro Marine Technology submitted an Underwater Assessment and Inspection Services of F-1, F-3, F-4, F-5 and F-6 and based on their assessment, the following were observed:

1. F-1: Breasting platform H has severe concrete fracturing around the lower and perimeter of the structure and throughout its entirety. It was observed that the platform's fender has been severely damaged that it does not function as designed. There are piles that have areas above the waterline where epoxy coatings are missing. It was noted the number of piles and the extent of corrosion have increased significantly since the 2017 inspection. Three (3) pilings underneath Breasting Platform C appear to have shifted. Concrete fracturing and spalling are occurring underneath the structures with the most significant occurring underneath Platform G and underneath the main pier.

2. F-3: Damage observed a separation of the sheet pile corner transition pieces to F-2 underneath the concrete cap. A large volume of fresh water flows through the 54" vertical gap. The length increased 28" from the 2017 inspection. Two pieces of the sheet pile have been damaged (smashed) from the concrete cap. It was observed the most significant deficiency is the large hole in the corner of the most damaged pile plus the vertical crack along its outside corner. Because of the corrosion and wear-down, the 1" shackles securing the cylinder fender chains needs to be replaced. There are about 20-25% (average) shackles remaining.

3. F-4: Spalled concrete with exposed rebar bottom corner of concrete cap. There is a sheet plate repair which is short and ends 11" above the mud line. But there is no sheet piling behind the cover plate. It was noted that concrete was poured in the void behind the plate but there exists significant erosion at the bottom, up behind the plate. Fresh water is leaking through the gap next to an unknown bracket attached to the top side of the repair plate. Bottom of concrete cap fracture (8'-3") from the corner of the newer F-5 concrete cap and rebar is exposed inside the 4' long fracture.

4. F-5: A significant crack in the overhead transverse beam (east side) just above pile number 21, row C. The exposed rebar inside the crack is rusting causing them to swell and forcing further separation of the spalled concrete. It is their expert opinion that if this continues, the section will eventually fall off and the exposed, rusting rebar process will continue into the beam causing further damage.

5. F-6: There are 2 short sheet pilings and erosion underneath and behind the sheet pilings bottom ends. A steel plate welded to sheet piles above mud lines is short. Erosion is apparent underneath and behind the repair plate. Material next to the sheet piling has not been excavated; and

WHEREAS, Pro Marine Technology highly recommended that repairs to the waterfront structures be made, however, because cost estimates to address the deficiencies pointed out in assessment report were not provided, Port Consultants (WSP) was asked to review the report and provide such information; and

WHEREAS, it was made known to the Port early this year that prior to the rehabilitation of Golf Pier, a connectivity line would need to be installed at F-1 to allow discharged/loaded fuel to be routed to/from other petroleum fuel companies' storage tanks, and the Terminal Operating System and Financial Management System would need to be integrated, along with an upgrade of the Port's current information technology system so accurate financial data on the expenses rendered to vessel operations and related services versus revenues received is known; and

WHEREAS, in the 2010 Master Plan it was recommended the current Port Administration Building be extended with an annex and a bridge connecting it to the existing building to be in compliance with The American with Disabilities Act (ADA) but such project was changed in the 2013 Master Plan Update which recommended a new large building be constructed and the current administration building be demolished; and

WHEREAS, if the Port pursues the 2010 Master Plan recommendation to construct an annex with a bridge connecting to the existing administration building, a portion of the $17.5 million earmarked for the construction of the new administration building could be used to address the deficiencies of the Port's revenue generating waterfront facilities, a connectivity line between Golf Pier and F-1 and improvements needed for the Port's Information Technology systems; and

WHEREAS, discussions with Guam Economic Development Authority (GEDA) representatives were held on the possibility of reprogramming revenue bond proceeds earmarked for the construction of the new administration building and was told under the Tax Certificate of the Authority, Section 1.5 (c), Purpose of Financing, 40% of the $17.5 million can be reprogrammed without triggering the 40% taxable income ratio; and

WHEREAS, based on GEDA discussions, $7 million can be reallocated to the much needed work to the Port's revenue generating facilities, however, amendment to Public Law 34-70 law would need to be made in order to reprogram such bond proceeds to fund the repairs for the waterfront facility, install the connectivity line at F-1 and upgrade/integrate the information technology systems; and

WHEREAS, the Board of Directors fully understands the rationale and commitment to shift the port modernization program to protect and enhance the Port's revenues; now therefore be it

RESOLVED, the Board of Directors authorizes Port management to present a request to the Governor of Guam to submit a proposed legislation to the 35TH Guam Legislature or request Senator Clynton E. Ridgell, Legislature Chairperson on Committee on Economic Development, Agriculture, Maritime Transportation, Power and Energy Utilities and Emergency Response to sponsor such legislation; and be it further

RESOLVED, that the Chairman certify to and the Secretary attest to, the adoption hereof and that copies of the same be thereafter transmitted to the Governor, Lt. Governor, Senator Clynton Ridgell, and the 35th Guam Legislature for consideration and approval.

PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS THIS 29th DAY OF MARCH, 2019.

FRANCISCO G. SANTOS
CHAIRMAN, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

ISA MARIE C. KOKI
SECRETARY, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

PORT AUTHORITY OF GUAM * GOVERNMENT OF GUAM *

BOARD OF DIRECTORS
Francisco G. Santos, Chairman
Nathan T. Taimanglo, Vice Chairman
Isa Marie C. Koki, Board Secretary
Maria D.R. Taitano, Member
Anthony P. Chargualaf, Member

PORT OF GUAM

Resolution No. 2019-04

RELATIVE TO PETITIONING THE PUBLIC UTILITIES COMMISSION (PUC) FOR THE APPROVAL OF THE AWARD TO MORRICO EQUIPMENT LLC ON THE PURCHASE OF TWO (2) 80,000 LBS. LOADED CONTAINER HANDLERS (TOP LOADERS)

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PORT AUTHORITY OF GUAM:

WHEREAS, on August 20, 2018, the Port Authority of Guam (PAG) issued an Invitation for Bid (IFB) GSA/PAG-009-18 to solicit qualified companies/firms to provide 80,000 lbs. Loaded Container Handlers (Top Loaders); and

WHEREAS, a total of two (2) firms submitted their respective proposals (Morrico Equipment LLC – primary and alternate bids and Far East Equipment submitted a "No Bid" in a sealed envelope) and participated in a bid opening on October 5, 2018 at 10:00am at the GSA conference room; and

WHEREAS, after the evaluation process was concluded, it was determined that due to US DOT MARAD's requirement of "must meet the Buy American Act", Morrico Equipment LLC's primary bid was selected; and

WHEREAS, on December 5, 2018, GSA issued Purchase Order No. 15213-OS to Morrico Equipment LLC to purchase two (2) US made Taylor brand Top Loaders in the amount of **One Million, Six Hundred Thirty Nine Thousand, Nine Hundred Seventy Six and Zero Cents ($1,639,976.00)**; now therefore be it

RESOLVED, the Port Authority Board of Directors authorizes Management to petition the Public Utilities Commission (PUC) to review and approve the award to Morrico Equipment LLC, in accordance with the Contract Review Protocol for the Port Authority of Guam; and be it further

RESOLVED, the Chairman certify to, and the Secretary attest to, the adoption hereof and that a copy of this resolution be sent to the Public Utilities Commission.

PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS THIS 29th DAY OF MARCH, 2019.

FRANCISCO G. SANTOS
CHAIRMAN, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

ISA MARIE C. KOKI
SECRETARY, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

PORT AUTHORITY OF GUAM * GOVERNMENT OF GUAM *

MESSAGE FROM THE CHAIRMAN

The **Port Authority of Guam (PAG) Travel Rules and Regulations** is a guide to how the PAG will conduct its financial management responsibilities in the planning, execution, reporting, and overall administration of all off-island travel funded by the Port through local or federal funds.

Off-island travel for various and fundamental reasons must support the PAG's vision of promoting economic initiatives and personnel development that will improve services and operations in a safe, efficient, and sustainable manner. Increased focus on networking and establishing partnerships, funding generation opportunities to increase capacity, and enhanced personnel knowledge and skills are justifiable reasons for undertaking long distance and foreign travel.

The PAG Travel Rules and Regulations ensures that employee travel is consistent with the fiduciary oversight and financial controls and accountability objectives of the PAG. It also ensures fair and equitable treatment of employees by defining procedures for authorized travel and guidelines for expenditures at PAG and federally funded events.

All previous policies hereto adopted relating to travel are hereby superseded by these rules and regulations.

Francisco G. Santos
Chairman

TABLE OF CONTENTS

I. REFERENCES 3

II. GENERAL 3

III. PURPOSE AND SCOPE 3

IV. DEFINITIONS 3-5

V. PERSONS AUTHORIZED TO TRAVEL AT PAG EXPENSE 5-6

VI. OFF-ISLAND TRAVEL 6-8

VII. TRAVEL ALLOWANCE 8-10

VIII. ALLOWABLE / UNALLOWABLE MISCELLANEOUS EXPENSES 10-12

IX. TRAVEL REPORT 12-13

X. INDIRECT TRAVEL AND DEPENDENTS 13

XI. MILEAGE ALLOWANCE 13

XII. EMPLOYEE RESPONSIBILITIES 13

I. REFERENCES

- Title 5, Guam Code Annotated, Government Operations, Chapter 23, Government Travel Law
- Title 2, Grants and Agreements Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E - Cost Principles, § 200.474 – Travel Costs

II. GENERAL

It is the policy of the Port Authority of Guam (hereinafter referred to as the "Port") that all off-island travel funded by Port funds (local or federal) must be for the direct benefit of the Port to fulfill legitimate obligations to improve services and operations. Consistent with official travel policy, such travel must be programmed, budgeted, scheduled, approved by the General Manager, and reported at the Board of Directors' regularly scheduled monthly meetings.

All personnel traveling off-island for the Port on official business shall be provided with funds sufficient for all allowable official business expenses. Travelers shall exercise the same care in incurring expenses that a prudent individual would perform if traveling on personal business. All off-island travel must be performed for the direct benefit to the Port or to accomplish an important and legitimate objective for the Port.

III. PURPOSE AND SCOPE

The purpose of the PAG Travel and Rules and Regulations is to provide standard travel policies governing all off-island travel of employees, Management, Board members, consultants, and other authorized parties of the Port.

This document supersedes all previously adopted PAG travel rules and regulations and conforms to financial requirements and reporting of all PAG related expenses.

IV. DEFINITIONS

A.	Port:	Port Authority of Guam or Jose D. Leon Guerrero Commercial Port
B.	Employee:	Individual in the classified and unclassified position with Full Time employment at the Port
C.	Management:	General Manager, Deputy General Manager - Operations, and Deputy General Manager - Finance & Administration

D. Board: Members of the Port Board of Directors or Jose D. Leon Guerrero Commercial Port Board of Directors

E. Consultants: Individuals who have a contractual agreement or are employed by a company that has a contractual agreement with the Port to provide technical and/or professional services

F. Per Diem Allowance: The daily flat rate advanced to the traveler in lieu of actual lodging and meal expenses. Pursuant to PL 28-068, per diem rates shall be determined by reference to the Federal GSA per diem rates (Lodging + Meals and Incidental Expenses), which shall apply unless the General Manager expressly authorizes an exception from such rates. When lodging expense is otherwise paid or if no lodging expense is incurred, per diem rates shall only be calculated for meals and incidentals.

Per Diem Allowance shall include:
1. All meal charges;
2. Lodging + associated taxes;
3. Personal use of room during daytime;
4. Baths;
5. Tips to waiters, taxicab drivers, hotel employees, porters and others on vessels and foreign country hotels;
6. Communication expenses as it relates to official business (telephone, e-mail, facsimile, wireless communication);
7. Laundry and dry cleaning of clothes;
8. Hotel amenities - e.g., fans

The term "Lodging" does not include accommodations on airplanes, ships or trains, and therefore are not to be borne by the traveler from his per diem allowance.

G. Travel Expense: Necessary expenses that are incidental to government travel, transportation between places of lodgings or business and where meals are taken.

Travel Expenses shall include:
1. Taxicabs;
2. Commercial car rentals;
3. Any other transportation when determined to be

advantageous to the Port;

4. Gasoline and oil;
5. Garage rental;
6. Per diem of operator;
7. Ferriage, tolls, etc.

Travel expenses are not included in the lodging and meals allowance.

H. Traveler: The individual traveling off-island on official business for the Port.

I. Travel Authorization: Instrument utilized to initiate and approve a travel request.

V. PERSONS AUTHORIZED TO TRAVEL AT PAG EXPENSE

The following individuals are authorized to travel at the expense of the Port while on official business and shall be approved as defined.

A. Employees: Travel Authorization (TA) shall be approved by the General Manager.

B. Management: Deputy General Managers – TA shall be approved by the General Manager.
General Manager – TA shall be approved by the Board Chairman or his Designee.

C. Board: Board Members – TA shall be approved by the Chairman or his Designee.
Board Chairman – TA shall be approved by the Board Vice-Chairman or his Designee.

D. Governor, Lt. Governor, Authorized Individuals: TA shall be approved by the Board Chairman or his Designee.

E. Consultants: The PAG Travel Rules and Regulations shall apply to all authorized individuals rendering service to the Port.

F. Dependents of employees while traveling incident to recruitment, termination, or home leave;

Dependents are individuals who meet any one of the following criteria:

1. Spouse: Husband, wife, or common law:

2. Children: * Under the age of 19: unmarried children, step children, legally adopted children or children under legal guardianship.
* Age 19 through 22: attending an accredited school, college, or university on-island.
* Disabled: incapable of self-sustaining employment by reason of mental retardation or physical handicap. The employee must provide proof of total disability and dependence.

VI. OFF-ISLAND TRAVEL

A. Authorization

Each off-island trip request shall be submitted in advance to the General Manager who will approve the travel and expenditure as necessary to the operation of the Port. Specific approval is required for each individual traveling employee. The approval shall include a determination that the expense is reasonable and necessary for the proposed trip.

B. Request For Travel

Requests will be prepared on a Travel Authorization Request Form by the Human Resources Division. All necessary documents and proposed budget calculations identifying funding source (Port or Federal funds) shall be compiled to support the preparation of a Travel Authorization (TA) to include:

1. Purpose;
2. Destination – City, State;
3. Dates;
4. Travelers in Party;
5. Air Fare Cost;
6. Cash Advance Needed;
7. Deposits and/or Registrations;
8. Any other useful factors / data;
9. Completed TA submitted for approval.

The TA form will then be approved by the General Manager; certified for payment by the Financial Affairs Controller or his designee, and reported to the Board of Directors at its regularly scheduled monthly meetings.

C. Travel Status

An employee will be considered on travel status during his period of absence on official business away from the place at which such official business is transacted. Travel status begins with the departure of a commercial carrier from Guam on which the traveler has his regular place of business and terminates upon his return to Guam.

D. Salary While on Travel Status

A traveler who is an employee of the Port shall receive his regular salary in addition to the per diem allowance or reimbursable expenses during the authorized travel period.

E. Travel Time

The time considered as official travel shall be the time necessary to travel by air by the most direct route to and from the point or points specified in the travel authorization plus the time necessary to transact the required official business. Each traveler will be given one day to travel to his destination and an additional one day upon their return to Guam.

In cases where travel crosses several times zones in route to the continental United States, in addition to the abovementioned, one additional day will be given allowing the traveler to adjust and acclimate to the new environment for better alertness and comprehension during official business.

Every effort should be made to reserve complete flight schedules well in advance to avoid delays at transfer points.

F. Type of Air Travel Authorized

Travel for authorized individuals shall be the most direct route on economy class. Authorized travel requires expenditure of government fund; therefore, Procurement rules and regulations will apply.

The Human Resources Division must contact three (3) travel sources to include on-line travel services and obtain written quotations, which are to be included in the travel authorization file. The Port must purchase the airfare ticket at the lowest acceptable quotation for economy class. Advance online ticket purchase is allowable provided it is the lowest quotation.

Travelers are allowed to use their personal financial resources to

purchase price must be their TA-approved ticket quotation in advance to secure the lowest provided by responding travel sources. Proof of purchase receipt submitted to the Finance Division for reimbursement.

Upgrades are allowable. However, they will be at the traveler's expense and

will not be reimbursed by the Port.

G. Routing of Travel
All travel must be a usually traveled and most direct route. Travel tickets shall be for complete routes, inclusive of stopover privileges, whenever and wherever practicable, to minimize the cost of special or short-run trip, stopovers, or back-ticketing.

H. Indirect Travel
Indirect travel is authorized, provided that such travel is not an additional expense to the Port.

I. Recruitment, Termination, or Home Leave

1. Travel Incident to Recruitment, Termination, or Home Leave: An off-island employee is authorized one-way air transportation for him and his dependents for recruitment, termination, or home leave.

2. Dependent Defined:
Dependents are those individuals who received more than fifty percent (50%) of their support from the traveler and who are considered members of the immediate family. (Refer to Section V.B). This does not included individuals who are gainfully engaged to work for the traveler.

VII. TRAVEL ALLOWANCE

The traveler may elect to finance his trip with his own funds, or the Port will obtain tickets and cash advance, or a combination of both.

A. Per Diem Allowance
Prior to departure to approved travel destinations to engage in official business, the traveler shall receive an advance per diem allowance equal to the authorized number of travel days multiplied by the current per diem allowance rate provided by the Federal GSA, contained in the Joint Travel Regulations.

The basic per diem allowance for travelers shall be as follows:

1. Per Diem Allowance Rate

a. Employee:
The advance per diem allowance is equal to the basic per diem rate (Lodging + Meals & Incidental Expenses) established in the Federal GSA for a destination multiplied by the number of travel days approved by the General Manager. Only the full amount of Meals & Incidental Expenses for that destination is authorized for the travel day on the return trip; excluding Lodging allowance.

b. Management and Board of Directors:
The advance per diem allowance is equal to One Hundred and Twenty-Five Percent (25%) of the basic per diem rate (Lodging + Meals & Incidental Expenses) established in the Federal GSA for a destination multiplied by the approved number of travel days. Only the full amount of Meals & Incidental Expenses for that destination is authorized for the travel day on the return trip; excluding Lodging allowance.

c. Governor and Lt. Governor:
The advance per diem allowance is equal to One Hundred and Thirty Percent (30%) of the basic per diem rate (Lodging + Meals & Incidental Expenses) established in the Federal GSA for a destination multiplied by the number of travel days. Only the full amount of Meals & Incidental Expenses for that destination is authorized for the travel day on the return trip; excluding Lodging allowance.

2. Release of Per Diem

Advance cash allowance shall be issued to the traveler at a minimum of five (5) days prior to departure.

B. Per Diem When Leave is Taken
If leave of absence begins or terminates within the traveler's prescribed hours of duty, per diem allowance will terminate or begin at the same time.

If leave or absence does not begin or terminate until after the traveler's prescribed hours of duty, the traveler will be regarded in travel status until midnight of the day in which the leave of absence begins and from 12:01 am of the day following the leave of absence.

A traveler will be considered to be in travel status on non-working day is immediately preceded and followed by leave of absence. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for per diem payment purposes; where it exceeds half of the prescribed working hours, no per diem will be allowed.

C. Leave as a Result of Illness or Injury

Whenever a traveler takes leave of absence of any kind because of illness or injury not due to his own misconduct, the prescribed per diem shall continue for a period not to exceed 14 calendar days. The evidence filed with the Port under the provision of the annual and sick leave regulations shall accompany the travel voucher. The traveler shall refund the per diem allowance if he received no hospitalization under any statute and shall receive reimbursement under such statue for hospital expenses paid with personal resources.

VIII. ALLOWABLE / UNALLOWABLE MISCELLANEOUS EXPENSES

A. Allowable Miscellaneous Expenses

Reasonable travel related miscellaneous expenses include such items as:

1. Hotel Taxes
2. Business office expenses (copy services, postage, etc.);
3. Official taxicab fares and tips;
4. Excess baggage and the checking in, handling, and storing of such baggage;
5. Telecommunication costs;
6. Hire of automobiles and conveyance vehicles;
7. Actual cost of ferry fares, bridge, road, tunnel tolls, parking fees;
8. Other miscellaneous expenses that can be substantiated and supported by receipts and justification as it relates to official business.

B. Unallowable Miscellaneous Expenses

1. Entertainment costs including amusement, diversion, and social activities;
2. Fees for the use of fitness facilities;
3. Expenses related to vacation or personal days;
4. Loss or theft of personal funds or property;

5. Parking tickets or traffic violations;
6. Recreational expenses;
7. Spouse's or dependents' transportation, lodging, and meal expenses
8. Alcohol, cigarette, tobacco;
9. Other expenses that are not directly related to official business.

C. Subsistence in Lieu of Per Diem

A traveler may request reimbursement of expenditures in lieu of per diem. Whenever this option is elected, the traveler shall provide receipts of all expenditures. The amount of subsistence allowance requested shall not be

greater than one and one-half times his lodging including all taxes and levies.

For example: a room costing $80.00 per night would establish a reasonable subsistence allowance rate of $120.00 which is $80.00 for lodging and $40.00 for all other subsistence expenses including meals per day.

A combination of per diem and reimbursed expense is not acceptable. Employees should make their election early to be assured of obtaining all necessary receipts if the per diem method is not used.

At the time of issuing any cash advance or issue of approved TA, the Port will provide the traveler with copies of the travel regulations, expense report form and travel voucher which are due within 10 days following the return of official travel.

D. Reimbursed Method

The Reimbursed Method will be applicable to travelers who chose the Subsistence Allowance in Lieu of Per Diem. Receipts must be obtained for all important costs incurred which are: hotel, car rental and airline tickets.

As a wise procedure, receipts should be obtained for most expenses. As a practical matter, meals including tips can be charged to the hotel room which helps in record keeping of both large and smaller expenses incurred in the hotel. Receipts for incidental taxi and tips are not required when taxi drivers and airport limousine drivers are prepared to issue receipts.

Attaching paid receipts to the submitted travel voucher is a good practice that identifies the nature and amount of actual expenses, but does not, on its own result in a proper Port expense.

E. Itinerary Method

The Itinerary Method is basically a per diem method of payment. No detail

expense report needs to be filed for per diem-type (itinerary) expenses but paid travel tickets and car rental receipts evidencing the travel as authorized.

When two or more travelers are on the same official business mission, each should incur, pay for, and report his own expense, and neither should pay for any part of the other traveler's expenses (meals, hotel, etc.) even though it is charged to a hotel bill or credit card.

A traveler must sign his report and submit copies to the Finance Division for review and Human Resources Division for filing. It is advisable that the TA is referred to in the report or other transactions with the Finance Division. After review by the Finance Division, such reports will then be routed to authorized individuals for approval.

The General Manager will approve the traveler's travel reports. The Board of Directors' Chairman will approve reports of Board members and Management. The Board Secretary will approve the Chairman's reports.

IX. TRAVEL REPORT

A. Travel Expense Report

Within 10 days following the return from official travel, the traveler may submit an itemized statement of account supported by receipts, an affidavit, or both, of actual expenses incurred for lodging, meals and travel expenses actually incurred on official business during the period of official travel. If the advances of the per diem allowance and travel expense allowance are less than the traveler's actual authorized expenses, then he shall be reimbursed for the amount his actual expenses exceeded the advanced allowances.

If a traveler does not submit a statement of account, then he shall not be paid any money in excess of the advance per diem allowance and travel expense allowance. If he received excessive advance allowance, he shall reimburse the Port the excessive amount at the time a travel expense report is submitted.

The Governor and Lt. Governor may be reimbursed for expenses incurred in hosting appropriate individuals while conducting official business for the Port. When seeking reimbursement, submission of an itemized statement of account of actual expenses incurred and a brief statement for the purpose of the meeting is required.

B. Travel Report

In addition to the reporting of travel expenses, the traveler is also required to submit a written statement concerning the training, conference, or meeting attended. Such report should include the major highlights and how some of those areas can be applied or useful to the Port. A copy of the report should be forwarded to the Human Resources Division for filing purposes with the Travel Authorization.

C. Failure to File Travel Reports

Reminder notices in the form of invoices will be given to each traveler at the end of each month for any unfiled or unsettled reports. Invoices should segregate for each traveler each TA for which they are open items and then for each TA identify cash advance, tickets, deposits, or other cash equivalents advanced by the Port on behalf of the traveler. It shall be the responsibility of the Finance Division to issue such invoices to the traveler.

D. Audit

Approval and filing is a procedural step. The report is still subject to audit review and possible disallowance for personal items or reasonable expenses by the General Manager or his designee.

E. Settlement

Should the traveler incur expenses greater than the amount advanced by the Port, the Port will pay the traveler the short-fall. If the traveler opted for the Reimbursed Method and if the advances exceed the expenses, the traveler should reimburse the Port the excess funds.

X. INDIRECT TRAVEL AND DEPENDENTS

Indirect travel and travel for dependents when accompanying travelers on official business other than travel provided under Section V.B may be authorized, provided that such travel is not any additional expense to the Port.

XI. MILEAGE ALLOWANCE

Travelers authorized to travel at government expense shall, in accordance with the PAG Rules and Regulations and whenever such mode of transportation is authorized or approved as more advantageous to the Port, be paid in lieu of transportation a maximum personal vehicle allowance rate equal to the mileage reimbursement rate provided by the Federal government, contained in the Federal Travel Regulations, to its employees for the use of personal vehicles when engaged on official business.

XII. EMPLOYEE RESPONSIBILITIES

A. Employees should use discretion when expending Port funds and ensure

that expenditures are necessary and appropriate for meeting business needs;

B. Employees are expected to be familiar with, and follow, the policies and procedures specified in the PAG Rules and Regulations and ensure that all travel requirements are met prior to and immediately after the completion of travel for official business;

C. Employees are required to provide receipts for all expenses except in the case when the Itinerary Method (Per Diem Method) is opted;

D. Submit all travel expenses within the timeframes specified in Section IX.A.

PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: *www.portguam.com*

Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 25, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager

SUBJECT: Travel Authorization Request: New Orleans, Louisiana

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Hafa Adai! It is respectfully requested that travel authorization be granted for the following:

Purpose:	**2019 Annual National Hurricane Conference**
Conference Dates:	April 22 – 25, 2019
Designation:	New Orleans, Louisiana
Participants:	Rory Respicio, Joe Javellana, Glenn Nelson

The primary goal of the National Hurricane Conference is to improve hurricane preparedness, response, recovery and mitigation in order to save lives and property in the United States and the Trust Territories in the Pacific. In addition, the conference serves as a national forum for federal, state and local officials to exchange ideas, share best practices and recommend new policies to improve Emergency Management. ***This is 100% federally funded.***

Your approval of this request is greatly appreciated.

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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 25, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager

SUBJECT: Travel Authorization Request: San Francisco, California

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Hafa Adai! It is respectfully requested that travel authorization be granted for the following:

Purpose:	**JD Edwards EnterpriseOne Financial Management Software Presentation**
Date:	May 20 - 23, 2019
Designation:	Oracle Global Customer Visit Center (CVC) San Francisco, California
Participants:	Isa Koki, Connie Jo Shinohara, Jojo Guevara, Arden Bonto

Travel Cost:	$6,781.00
Per Diem:	$8,469.00
Total:	**$15,250.00**

The Port Authority of Guam for the past several decades have utilized the JD Edwards AS400 Financial Management System. Due to recent development and improvements in the JD Edwards Financial Management Suite, it has become important for the Port to implement its planned migration from the AS400 system to the more powerful and user friendly JD Edwards EnterpriseOne Financial Management System.

The JD Edwards EnterpriseOne Financial Management System is a purpose-built application that is aligned to how users work. It is integrated with digital technologies and innovative approaches that increases productivity which in turns enable a company to work more accurately, smarter and faster.

The CVC will allow the Port to take a look at the newest technology and how it can help overcome business challenges that the Port may face in the future.

Your approval of this request is greatly appreciated.

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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 25, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager

SUBJECT: Travel Authorization Request: San Francisco, California

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Hafa Adai! It is respectfully requested that travel authorization be granted for the following:

Purpose: **Meeting with Citi and Orrick on 2018 Port Revenue Bonds**
Date: May 22 - 24, 2019
Designation: Citi and Orrick San Francisco, California
Participants: Francisco Santos, Rory Respicio, Connie Jo Shinohara, Jojo Guevara, Joe Javellana, Melanie Mendiola, Tina Garcia, Claudia Acfalle

Travel Cost: $11,371.50
Per Diem: $8,627.50
Total: $19,999.00

The Port Authority of Guam Management has requested Board approval to relocate the proposed site and footprint of the proposed New Administration Building to an alternate site. The reduction in area translates into a reduced construction cost that is different from what has been identified in the 2018 Port Revenue Bonds Official Statement.

Upon Board approval, Management is requesting that along with GEDA, the Port work with Citi and Orrick officials to make the necessary revisions in the Bond Indenture to reflect the reduced area of the new Admin Building and to acquire guidance on proposed alternate revenue generating projects.

Your approval of this request is greatly appreciated.

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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 27, 2019

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager

SUBJECT: Travel Authorization Request – Executive Management Conference

As a member of the American Association of Ports Authority (AAPA), Board approval is hereby being requested to authorize travel accommodations for Commercial Manager Glenn Nelson to attend the Executive Management Conference. Topics of discussion will include evolving role of ports, strategic port management, planning for future transportation realities, public relations and garnering local community support, art of leadership, and managing in times of crisis.

Purpose: **Executive Management Conference**
Travel Date: May 6-10, 2019
Destination: San Diego, CA

Travel Accommodation:	TBD
Per Diem:	$1,367.00
Registration:	$2,850.00
Travel Expense:	**$4,217.00**

I am available should you have any questions.

PETITION TO THE BOARD OF DIRECTORS
OF THE JOSE D. LEON GUERRERO COMMERCIAL PORT

We, the employees of the Jose D. Leon Guerrero Commercial Port, present to you, the Board of Directors, signatures showing support for our General Manager, Mr. Rory J. Respicio. Since Mr. Respicio's employment of January 8, 2019, he has shown nothing but deep concern on ensuring we regain the voices we lost 6 years ago.

Port is like a second home to us since we spend just as much time here and with each other than with our own family members. We strive to make the Port a good place so we can yearn to want to come to work—not because we have to come to work.

You, the Board members, are not intimately involved in the day-to-day interactions with us employees. We understand your responsibility is to develop policies to ensure the Port meets its objectives of being a first class facility in the region providing cargo handling services in a safe, efficient and sustainable manner and be the Hub of the Micronesia.

For the last 6 years, we endured a hostile work environment. Managers and supervisors lost their sight in motivating employees through collaboration and felt the way to inspire us is through yelling, intimidating and bullying. When Mr. Respicio came on board, he made it clear we have the right to make suggestions to improve our work life at the Port. He told us his philosophy is an open door policy for everyone—and no retribution will be taken because we talked to him first. When we heard this, we saw there is finally light in this dark tunnel we were in.

The last 3 months, we have seen so many changes. Supervisors are talking rather than yelling, employees are smiling, and the hallways in the buildings are brighter—because we now have hope. If you don't know, the first month of Mr. Respicio's employment, one of the shipping lines representatives said he was impressed at the productivity levels of his vessel operations. The productivity levels went from 15 moves per hour to 18.3 and 23.1. The berth hours decreased from 20 to 16 and 13 hours. This is because we are happier. At one time, we were moving 36 to 40 moves per hour on containerized vessel operations—even surpassing Japan's productivity—we will make this happen again.

Recently, there has been an outcry by an individual in the public, calling for the resignation of Mr. Respicio because of an ongoing litigation issue. Watching the February Board meeting in one of the media website was disturbing at how several Board members behaved towards the new management team. Their behavior brought back the awful memories of how past management had treated us. The question we pose to these two Board members is where were you when we were enduring such hostile treatment. You kept silent as we were being treated horribly. We wished you had stepped up, defended us and admonished the behavior of the past management rather than ignoring such conduct.

After today, we will no longer cry over spilled milk by past management. Our motto is—we are now cleaning it up and moving on because there is so much to do to make this Agency ***Port Strong*** again.

We respectfully ask the Board to continue to support this management team like we do today and allow them to work towards the goals which have been set out by the new administration for them to achieve.

Thank you for this opportunity to allow us to express our support for the new management team to you.

Name of Employee	Signature
Benny G. Cruz	929-5567
CHRIS WAKI	
JOSEPH AGUON	
TERRENCE SIGUENZA	929-3222
WOODROW CONCEPCION II	487-8170
Chaz Fernandez	442-2072
Jesse Fernandez	727-3670
Jesse Borja	858-1342
Albert E. Santos	686-4321
BRANDON NAPUTI	685-9781
MARLENE M. MENO	#671-788-5482
ANDREW CRISTOBAL	747-6381
RICHARD BORJA	
RENE L.G. TOPASNA	
GARY CRUZ	
CHRISTOPHER BENITO	
RICKY E. GARRIDO	3-26-19
TONY R. MESA	3-26-19
Joseph Roberto	
JUNIOR COMACHO	
QUINATA, JESSE V.	483-3983 03/26/19
DAVID G TEIXEIRA	488-3498
M. V	689-0185
Fredrick	

Name of Employee	Signature
ARNOLD FERNANDO	
FRANCISCO MENDIOLA	
Mark Ogo	
William Quidachay	858-5848
Gilbert Santos	
JESUS SAN NICOLAS	
Raymond Gofigan	
JEFFREY QUINATA	
Peterson Guerrero	
Chauncy Perez	
Dominic D. ATaianao	
VINCENT, ASANOMA	
DAVID NAPUTI	
Kevin Sanchez	
Anthony J. Evangelista	
JESSE DIEGO	
Rudy Sanchez	
NORBERT DITUH	
Cole Charguaf	
Ricky Smith	
ANDREW NEDEDOG	
PHILIP SOLAS	
PAUL FRANCISCO	
MARTIN SAN NICOLAS	

Name of Employee	Signature
Louis Palomo	
Julian A. Taitano	
John Rosario	
HENRY I. SAN NICOLAS	
Angela Yoshida	
MICHAEL J.A. BARCINAS	
Florencio Bimoya	
Frank Maribusan	
Jasmin Santos	
Roy Jr. Flores	
ANTONY B. HON GUERRERO	
Frank V. Lujan	
ERIC J. SALAS	
Daryl M. Movida	
Gerard M. Dumas	
Corey Roberto	
Gregorio L. Babauta	
Frank San Nicolas	
Eric Balagadia	
JAMES A. SANDLIN	
Wayne DeLon	
ALFREDO T BORDALLO III	
Jathan Conway	
Tina M. Quinata	

Name of Employee	Signature
ALEJANDRO T. RETUMBAN	