Speaker's Office <speaker@guamlegislature.org>

MC Fwd: PAG Board Meeting Material April 2019
1 message

Speaker's Office <speaker@guamlegislature.org>
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

Thu, May 2, 2019 at 1:30 PM

05-01-19	2:22 PM	04-30-19	PAG Board Meeting Material April 2019.*	Port Authority of Guam	35GL-19-0458

Sinsenru yan Minagâhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

35GL-19-0458
Speaker Tina Rose Muña Barnes

MAY 0 2 2019
Time 1:00 ( )AM (X)PM
Received By: Matthew

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespatcha. Yanggen lachi rinisibu-nu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Marge Duenas** <mduenas@portguam.com>
Date: Wed, May 1, 2019 at 2:22 PM
Subject: PAG Board Meeting Material April 2019
To: <speaker@guamlegislature.org>

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, April 30, 2019 board meeting materials.

Regards – Marge

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0458

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

REGULAR MEETING OF THE BOARD OF DIRECTORS
Jose D. Leon Guerrero Commercial Port
Tuesday, April 30, 2019
Port Board Conference Room, Piti
3:00 p.m.

AGENDA

I. CALL TO ORDER

II. APPROVAL OF MINUTES
1. March 29, 2019 – Regular Board Meeting

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

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

V. OLD BUSINESS
1. Creation of Position – Port Attorney
: Resolution No. 2019-05 Creation of Port Attorney Position
2. Board Policy Memorandum No. 2019-01 Travel Regulations
3. Superior Court SP Case No. SP0125-13 Jose B. Guevara III

VI. NEW BUSINESS
1. IFB-PAG-CIP-019-001 Repainting CMU Wall, Gate Booths & Removal/Replacement of Barbed Wire & New Gauge 9 Aluminum Ties
2. IFB-PAG-CIP-019-002 Replacement Thermoplastic Paint CY Area U, V and W
3. RFP-PAG-019-002 A&E Design/Consulting Services Structural Repairs of Golf Pier
4. Harbor of Safe Refuge – Marina Drive Repair
5. Employee Incentive Events
   - GovGuam Liberation Day Festivities / Port Week Celebration
6. ATOSSCOM Annual Conference
7. Travel Authorization Request:
   a. E0101 Foundation of Emergency Management, Emergency Management Institute, July 15-26, 2019, Emmitsburg, Maryland ***(100% federally funded)***

VII. ADJOURNMENT

PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
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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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Friday, March 29, 2019

I. CALL TO ORDER

There being a quorum, the regular meeting of the Board of Directors was called to order at 3:00 p.m., Friday, March 29, 2019. Present at the meeting were:

Francisco G. Santos, Chairman
Nathan T. Taimanglo, Member
Maria D.R. Taitano, Member
Isa Marie C. Koki, Member
Anthony P. Chargualaf, 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

Also present was Guam Citizens-Ken Leon Guerrero; Tristar-Vivek, John Aflleje; AM Insurance-Tricia Granilo, Angelica Perez; Guam Post-Kevin Kerrigan; and Port Management staff.

II. ELECTION OF OFFICERS

Director Koki made motion to retain Mr. Francisco G. Santos as Chairman of the Port Authority of Guam Board of Directors, seconded by Director Taimanglo. Motion was unanimously approved.

Director Chargualaf made motion to nominate Mr. Nathan T. Taimanglo as Vice Chairman of the Port Authority of Guam Board of Directors, seconded by Director Taitano. Motion was unanimously approved.

The Vice Chairman made motion to nominate Ms. Isa Marie C. Koki as the Board Secretary of the Port Authority of Guam Board of Directors, seconded by Director Chargualaf. Motion was unanimously approved.

III. APPROVAL OF MINUTES

a. **February 12, 2019 – Regular Board Meeting:** Director Taitano made motion to approve the minutes of February 12, 2019 subject to correction. The motion was seconded by the Vice Chairman and was unanimously passed.

IV. GENERAL MANAGER'S REPORT

(deferred to Old/New Business Items)

1. **Gantry Crane Certification:** The Port Authority successfully completed its Annual OSHA Inspection of its gantry cranes and received an OSHA 71 certification indicating that all requirements have been met. Congratulations to the Maintenance Department.

2. **Cargo Operations:** Management received a letter from MEL Lines commending the Port's movement in cargo operations. MEL Lines observed that generally a 48 hour vessel discharge went down to 18 hours, then down to 11 hours. The other day the vessel discharge at 271 moves in operations stayed in port for 8 hours. There was also one other occurrence where a vessel was discharged in 6½ hours. Under normal circumstances a vessel discharge for a port of call is under 12 hours, so the operational activities in cargo movement has increased tremendously in the first quarter of this year. Congratulations to the Operations Department.

3. **Port Police Operations:** The Port Police division has changed its scheduling to a three 8 hour shift. The Port Police employees have acclimated to the schedule change and the feedback received is that the employees in this division favor this change in shift as oppose to a 12 hour shift. The schedule change has also decreased the overtime.

4. **Port's Consultant WSP:** Management and staff continue to work with its Port Consultant WSP to address financial updates, crane maintenance, crane demolition/ replacement program, H-wharf permitting; environmental, health and safety program, terminal operating system and so forth.

5. **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.

6. **Procurement Delegation:** Management continues to work with the General Services Agency in an effort to gain its procurement delegation authority back. So far, GSA has authorized the Port to handle purchases of up to $10,000 which is great progress. If GSA observes the Port is handling its procurement process well with what is authorized, GSA may increase the limitation to $25,000. It was reported that the Procurement Manager is currently assigned to GSA for training as well as to assist in processing the Port's requisitions and bid packets. Director Chargualaf asked whether GSA has given an indication on when full procurement delegation authority will be given back to the Port. In response, it was mentioned that there is no timeline at this time.

7. **MARAD Meeting:** MARAD Program Manager David Bohnet, Program Manager Jeff Baldvinsson, Environmental Specialist Kris Gilson visited the Port on March 7, 2019 and had informed the Port that the $10M TIGER grant timeline that was made part of the bond program for the H-Wharf rehabilitation project has been moved up which means that the September 2019 deadline to obligate the grant monies is now targeted in July 2019. Recently, the Port had an opportunity to meet with MARAD on March 22-23, 2019 in Washington DC and conducted a presentation on the status of the H-wharf rehabilitation project, particularly with the

additional environmental work update. The Port anticipates submitting the completed environmental work to MARAD soon. MARAD was pleased with the presentation and the status report.

8. **GFT Union Agreement:** The Port's Negotiating Team and GFT representatives are nearing a consensus on the union agreement. Once completed, the contract agreement will be presented to the Board for approval.

9. **Port Users Group Meeting:** The Port Users Group meeting is now being driven by the Users. In the past, the Port Authority took lead on discussions and chaired the meeting sessions. The meeting held yesterday, there were discussions about the ATOSSCOM Annual Conference being held in Guam on July 31-August 2, 2019 that perhaps presentation topics aside from port operations include drug interdiction, invasive species, and identification/handling of suspicious cargo. There were also discussions on building a workforce development for commerce.

10. **Governor Port Tour:** Management conducted a port tour for Governor Lou Leon Guerrero and Lieutenant Governor Joshua Tenorio on March 13, 2019. They were both pleased and had expressed that with a happy workforce productivity increases.

11. **Port Modernization Plan:** On the agenda under new business is a resolution for Board consideration in authorizing management to present to the Governor or the Port Oversight Chair a request to introduce propose legislation to amend Public Law 34-70 relative to projects funded by revenue bonds. In the public law, it identifies specific projects and amounts. One of the projects identified is the replacement of a Port Administration Building at $17.5M. It was further reported that based on an assessment and inspection report conducted in July 2018, there were significant deficiencies identified in the waterfront facilities from piers F1 thru F6, such as extensive corrosion and damage on the sheet pilings; severe concrete fracturing and spalling underneath the platforms and main pier; spalled concrete with exposed rebars; significant cracks in the overhead beams; rusted exposed rebars and so forth. As a result of these deficiencies, Management had inquired with GEDA on the possibility of reprogramming funds earmarked for the construction of the new Port Administration Building. In response, GEDA pointed out that under Section 1.5(c), 40% of the $17.5M can be reprogrammed without triggering the 40% taxable income ratio which means that $7M can be reallocated to the much needed repairs to the Port's waterfront revenue generating facilities. Additionally, there is a need to fund a connectivity line between Golf Pier and F1 that will allow for discharged fuel to be routed to other petroleum storage tanks as well as improvements to the Terminal Operating System, the Financial Management System and the Port's Information Technology. The General Manager mentioned that in the Master Plan of 2007, it was recommended that the current Administration Building be extended with an annex. After having consulted with the Port's Consultant WSP, the new annex building can be accommodated without having to demolish the existing Administration Building which is estimated to be under $10M and would be in compliant with the American Disabilities Act. Having said this, Board authorization for management to proceed by way of a resolution will be presented under new business.

Director Taitano inquired whether Bond Counsel has knowledge of the reset being proposed. The General Manager replied that Bond Counsel is aware of the discussions;

however, in order to move forward, GEDA indicated that an amendment to Public Law 34-70 is necessary to reflect the reset. Having retired from the Port Authority, the Chairman shared with the Board the significance of F1 in that if the US Coast Guard condemns F1 to berth any vessel will cripple the island because on Golf Pier, the draft is only able to accommodate a tanker no more than 40 feet deep. Pier F1 can accommodate tankers up to 50-60 feet. Director Koki asked whether WSP provided the cost estimates for the deficiencies. The General Manager mentioned that although WSP is aware of Management's intentions, it was decided to first wait for Board authorization before moving forward.

12. **Gantry Crane Purchase and Maintenance:** The General Manager mentioned that when the Public Utilities Commission conducted an independent assessment of the Port gantry cranes, it was determined that the service life expectancy of 13 years of the cranes may be sooner than expected which means that sometime next year the Port would need to begin the procurement process to at least purchase one crane. In discussions with WSP on the type of crane to purchase, considerations mentioned were a 50 gauge, 100 gauge; diesel or electric cranes. Director Chargualaf suggested that a cost benefit analysis be performed to have a sense of direction on the type of crane to purchase. He also understands that Crane 5 is commonly used and expressed concern that because of the constant use of Crane 5 that maintenance is seldom performed. Director Chargualaf was more inclined to commence the procurement process on the crane sooner rather than later to allow downtime for Crane 5. Mrs. Connie Jo Shinohara, Deputy General Manager of Admin/Finance recalled that WSP did perform a study on diesel versus electric cranes and found that the island power is unable to support an electric crane and that a diesel crane would be more practical at this time.

V. OLD BUSINESS

1. **Creation of Position – Port Attorney:** As this item was tabled at the previous meeting, it is once again being presented to the Board to authorize management to begin the transparency and disclosure process for the creation of a Port Staff Attorney position in accordance with Rule 5.015 of the Personnel Rules and Regulations and Section 6303(d), Title 4, Guam Code Annotated. He mentioned that a new timeline is being provided to the Board. The Vice Chairman made motion to authorize management to begin the transparency and disclosure process for the creation of the Port Staff Attorney position, seconded by Director Chargualaf. Motion was unanimously approved.

2. **RFP for Specialized Legal Services:** The General Manager mentioned that the Board at its January 8, 2019 authorized management to proceed with the request for proposal for specialized legal services. He said the scope of work is being provided to the Board for consideration. Upon review, the following corrections were made: 1) item 3(a) to correct the spelling of pre-trial; 2) item 1(a) to indicate that attendance at a Board Meeting would only be when necessary; and 3) to add language requiring maritime experience.

The Vice Chairman made motion to authorize management to proceed with the issuance of the request for proposal for specialized legal services, subject to the corrections made. Motion was seconded by Director Koki and was unanimously approved.

3. **Finance Division – Organizational Chart:** The General Manager presented for Board reconsideration 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 Mr. Jose B. Guevara, Financial Affairs Controller has been back with the Port Authority since July 2018. He requested to revert the Finance Division to its original organizational structure to reflect the Financial Affairs Controller as the head of said division. Director Koki asked who handles the financial reporting if currently there is a supervisor for revenue and expenses. Without objections, Mr. Jose B. Guevara, Financial Affairs Controller replied that although management had designated him with the authority to take lead on the Finance Division, the organizational chart does not reflect the current situation. In reverting back the organizational chart of the Finance Division to its original state will ensure a more structurally sound, functioned, responsible and accountable division as well as meet the requirements of the audit. Director Koki made motion to rescind the actions of the Port Board of Directors 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. Motion was seconded by the Vice Chairman and was unanimously approved.

4. **Authorization for Conversion/Transfer of FTEs:** The DGMA requested for Board authorization to be provided with the flexibility to convert and transfer full-time equivalent (FTE) positions where it is deemed necessary. She mentioned that if given the authorization to do so will not exceed the bottom number of FTEs and the authority for this action will be vested with the General Manager. A reporting of any conversions or transfers made will be provided to the Board. Director Chargualaf expressed that in consideration of management's request that in the event of any shifting of positions, to ensure that the division or department impacted is agreeable to the change so as to not hamper the operation or decrease the productivity level of said division or its overall department. The Vice Chairman made motion to authorize management to convert and transfer full-time equivalent positions, seconded by Director Koki. Motion was unanimously approved.

5. **Seatrade Cruise Global Travel:** In a previous meeting, the Board had approved travel authorization for port representatives (Chairman, Director Taitano and General Manager) to attend the Seatrade Cruise Global Conference scheduled on April 8-11, 2019. He thanked the members; however, he is unfortunately unable to attend as the Governors State of the Island Address will be held on April 11. The Chairman also excused himself from attending the conference and encouraged for other Board members to attend as it would be an opportunity to familiarize themselves with the passenger cruise vessel operations. The Vice Chairman mentioned that he is available to attend.

Director Chargualaf commented that if the Board has already approved the travel budget for the fiscal year, does not foresee the need for management to again seek Board approval unless the travel budget depletes. He expressed that it becomes redundant and a duplication of effort. The General Manager mentioned that there is a travel policy under new business for Board consideration.

VI. NEW BUSINESS

1. **Agat Marina Facility:** As an initiative proposed by the Commercial Division, the General Manager mentioned that due to a significant increase in activity at the marinas, the proposal is to construct a shore side rest area at the Agat Small Boat Harbor similar to that which exists at the Gregorio D. Perez Marina in Hagatna. For Board consideration and approval, a preliminary sketch and design is being provided. The cost estimate to construct the rest area is $20,000.

As a procedural matter, Director Chargualaf asked management to ensure port official letterhead is used for Board correspondence as he noticed that some correspondence were not on port stationary. The General Manager noted the directive.

Director Koki made motion to authorize management to proceed with the proposed initiative to construct a shore side rest area at the Agat Small Boat Harbor as presented, subject to the availability of funds, seconded by Director Chargualaf. Motion was unanimously approved.

2. **F1 Management:** The General Manager mentioned that the F1 Management Agreement (MA) is set to expire on March 31, 2019. Given the expiry of the agreement, staff performed diligently in putting a request for proposal (RFP) packet together which is currently under review by legal counsel as the Port's designated Special Assistant Attorney General (SAAG) for procurements exceeding the $500K threshold. Board authorization is now being requested for management to issue the request for proposal and extend the current MA on a month-to-month basis in accordance with Item 2 of the F1 Fuel Pier Facility Management and Operations Agreement dated April 1, 2014. The month-to-month extension will only be for the duration of the procurement process through contract award. Legal Counsel asked for the parameters of the initial RFP. The General Manager replied that the term in the current MA is for five years plus month-to-month extensions. Legal Counsel believes this to be incorrect and that come March 31st the agreement would expire as the authorization to go on a month-to-month basis expires with the RFP. He mentioned that the month-to-month basis was intended, for example, with a two year agreement and the RFP authorizes a four year span, then the agreement can only be extended for up to one more year because the parameters of the RFP cannot be exceeded beyond five years. Without objections, Mr. Glenn B. Nelson, Commercial Manager mentioned that he appreciates the comments made by counsel; however, recalled that under similar circumstances back in 2014 as guided by legal counsel, particularly Atty. Darleen Hiton, the expiring F1 MA then was extended on a month-to-month basis for a period of fourteen months. As earlier mentioned by the General Manager, he said the provision that allows for the extension on a month-to-month basis is in accordance with Item 2 of the MA pass the point of expiration which is March 31, 2019. Mr. Nelson also mentioned that there may be two suspense dates - March 31, 2019 as stipulated in the agreement; however, the approvals of the Public Utilities Commission was not made until June 2019; the contract was then fully executed with the last signatory signing on June 11, 2019. Legal Counsel said that he will review the agreement and suggested to also seek guidance from GSA Chief Procurement Officer. At this time, the Chairman directed legal counsel and Mr. Nelson to work together on this issue. There were no objections.

3. **Request for Direct Payment – Unitek Environmental:** Mr. Steven P. Muna, Contract Management Administrator mentioned that before the Board is a request for direct payment to Unitek Environmental for services rendered on the emergency spill response and water sampling. He said Unitek Environmental is the Port's Environmental Consultant who handles all the environmental programs of the Port that are required by the US Coast Guard to be in compliance with federal regulations. The water sampling program is scheduled on a quarterly basis per calendar year at a cost of $5,000 per quarter; however, the Port operates its budget on a fiscal year which means that the purchase order covered only three quarters. Complying with the program scheduling guidelines, the consultant proceeded to perform the fourth quarter work water sampling without having known there was no purchase order for that service period. DGMA added that a purchase order should have been prepared at the beginning of the fiscal year in October; however, that part of the process fail through. As to the emergency spill response matter, Mr. Muna explained that the US Coast Guard requires the Port to acquire a Reception Facility for emergency responses which in this case is Unitek Environmental. There was an hydraulic oil spill incident that required an emergency response to be performed by Unitek. As a tenant of the Port, there is an agreement between Unitek and the Port indicating that any cost associated with the emergency response will be offset by said rent and the remaining balance to be paid for by the Port which is at $1,910. Payment has yet to be made. Mr. Muna mentioned that Unitek Environmental had acted in good faith in rendering services for the water sampling and the emergency spill response and therefore requested Board approval to authorize direct payment. The Chairman shared with the members that if the oil spill runs into the storm drain and ends up in the waters, US Coast Guard will fine the Port $25,000.

Director Taitano made motion to authorize management to pay the sum of $1,910 for emergency spill response and $5,000 for the water sampling by way of direct payment to Unitek Environmental. Motion was seconded by Director Chargualaf and was unanimously approved.

4. **Board Resolution No. 2019-02 Credit Card:** The DGMA mentioned that the credit card requirement is that a 'named person' be designated and recommended the General Manager. She also mentioned that while the credit card is for on-line purchases should also include airline ticket purchases as well. This would be a cost savings in travel for the Port. Director Taitano made motion to approve Board Resolution No. 2019-02 relative to authorizing the use of credit card services for on-line purchasing, seconded by the Vice Chairman. The motion was unanimously approved.

5. **Board Resolution No. 2019-03 Revenue Bond Law:** As earlier reported under the General Manager's report, the Vice Chairman made motion to approve Board 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. Motion was seconded by Director Chargualaf and was unanimously approved.

6. **Board Resolution No. 2019-04 Loaded Container Handlers:** The General Manager mentioned that the Port had issued an information for bid to acquire two top loaders through the General Services Agency and contract award was made to Morrico Equipment. The

funding source is through residual funds from the Port Enterprise Fund administered by the Maritime Administration, US Department of Transportation. As part of the contract review protocol of the Public Utilities Commission (PUC), management request authorization to petition PUC. The Vice Chairman made motion to approve Board Resolution No. 2019-04 relative to petitioning the Public Utilities Commission for the approval of the award to Morrico Equipment on the purchase of two loaded containers. Motion was seconded by Director Koki and was unanimously approved.

7. **Board Policy Memorandum No. 2019-01 Travel Regulations:** Tabled, until the next meeting. In the meantime, management was advised to look into the mandate in issuing a 125% per diem allowance rate for management and Board members; and perhaps be more specific in the time zones under the Travel Time rule.

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**

The Vice Chairman shared that as he will be in San Francisco in May that he may be able to join in on the meetings. Director Chargualaf made motion to approve the travel request presented under Item 8 (a) thru (d), seconded by the Vice Chairman. Motion was unanimously approved.

VII. PUBLIC COMMENTS

a. **Public Comments:** None.

b. **Employee Comments:** At this time and without objections, the members recognized the presence of Equipment Operator II David Teixeira and Cargo Checker Angela Yoshida. Ms. Yoshida read the following:

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, 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.

Fro 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.

The Chairman thanked Mr. Teixeira and Ms. Yoshida for their courage to come forward and present their concerns. He expressed that the Port employees is the greatest resource and asset of the authority and should be taken care of. The General Manager expressed gratitude and was humbled by the presentation of the employees. He said that the objective and priorities since day one was to reach out to the employees making them understand that they have the support of management.

c. **PAGGMA Association:** PAGGMA President Steven Muna mentioned that the events Port employees participated are as follows:

- Paddling Against Cancer Benefit - placed 3rd in the Radical Division.
- Port, Matson and Department of Education teamed up on the GHRA Softball Tournament and currently seated in 1st place waiting for the playoff schedule. Port team is defending champion.
- DPR Volley Ball League - currently in 4th place in the Tasi Division.
- Also, Victoria Botelho is representing PAGGMA as the Liberation Candidate.

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

At this time, the members agreed to go into executive session. Executive session commenced at 4:50 p.m. Executive session ended at 5:15 p.m. The Board is now back in regular meeting session.

Items addressed in executive session includes:

1. **Superior Court Civil Case No. CV0482-18 BME & Sons:** Director Chargualaf made motion to approve the settlement terms, seconded by the Vice Chairman. Motion was unanimously approved.

2. **Superior Court Civil Case No. CV1114-18 Guam Shipyard:** The Vice Chairman made motion to authorize the General Manager to work with the Guam Legislature on a resolution regarding the Guam Shipyard case. Motion was seconded by Director Koki and was unanimously approved.

3. **Superior Court SP Case No. SP0125-13 Jose B. Guevara III:** The Vice Chairman made motion for Legal Counsel to work with defendant's counsel, seconded by Director Koki. Motion was unanimously approved.

IX. ADJOURNMENT

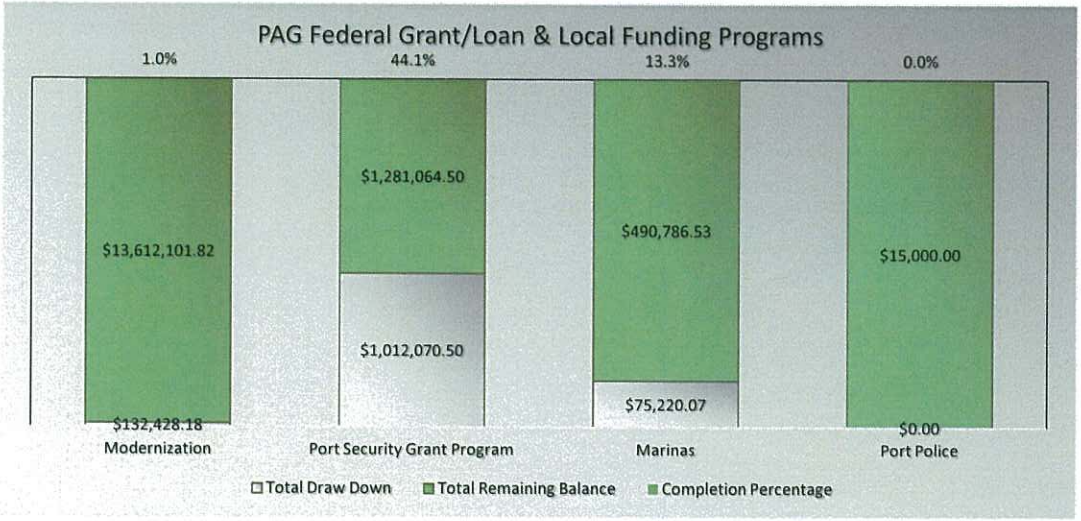
There being no further business to discuss, it was moved by Director Koki and seconded by Director Taitano to adjourn the meeting at 5:17 p.m. The motion was unanimously passed.

ISA MARIE C. KOKI, Board Secretary
Board of Directors

APPROVED BY:

FRANCISCO G. SANTOS, Chairman
Board of Directors

FY 2019 Port Modernization Plan
Grant Strategy - Monthly Update
As of April 23, 2019



Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	Status
Modernization	**$13,744,530.00**	**$132,428.18**	**$13,612,101.82**	
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	$132,428.18	$767,571.82	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 completed. Punch list being reviewed by Engineering.
EMW-2017-PU-00177-S01 - Maintenance and Sustainment Contract for Prime Power Generators	$179,550.00	$0.00	$179,550.00	Status Qou. 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	Engineering submitted a requisition to commence procurement process.
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	Status Quo. 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	Status Quo. 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 Hâo (Watch Out!)	$15,000.00	$0.00	$15,000.00	Pending Notification to Proceed (NTP) from OHS.
Grand Total	**$16,618,671.60**	**$1,219,718.75**	**$15,398,952.85**	

PORT AUTHORITY OF GUAM
CONTRACT SUMMARY UPDATE
As of: April 22, 2019

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		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		Need New RFP
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		Need New RFP
9		Risk Management Consultant	RFP	Finance	Need to prepare RFP	Pending Requisition and Scope of Work			Need New RFP
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		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		Need New RFP
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	Tri-Star	M & O of F-1 Fuel Pier Facility	RFP-013-003	Engineering	5 years	04/01/14 to 06/11/19	06/11/19		Ongoing RFP
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
20	N.C. Macario & Assiciates	A/E Design and Consulting Services Golf Pier	RFP 019-002	Engineering	RFP Announced 01/08/19	2 years w/3 options			Req PAG-BOD approval
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

PORT AUTHORITY OF GUAM
CONTRACT SUMMARY UPDATE
As of: April 22, 2019

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)
CONSTRUCTION CONTRACTS									
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	completed		$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	completed		$336,561.02
6	American Builders LLC	Re-Painting of the CMU Wall and Terminal Booths and Replacement of Barbed Wire.	IFB-CIP-019-001	CIP	122 Calendar Days				Req PAG-BOD Approval
7	Highway Specialty Services	Thermo Plastic Striping Paint, pavement marking numberings and Alpha characters.	IFB-CIP-019-001	CIP	182 Calendar Days				Req PAG-BOD Approval

Port Authority of Guam
Capital Improvement Projects
Engineering Division
Summary Status

As of April 22, 2019 — Fact Sheet No. 80

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

****

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 April 22, 2019, Korando Const percentage of work accomplish is at 62%. Korando Corporation continue working at areas "T" and "B" and HB1. Concrete pouring is schedule on April 23, 2019.

****

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. Construction Management will end this May 2019 for both Task Order.

****

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 fabrication of trench drain concrete cover and Demolition, Fabrication of concrete wall at area "L". AYM fabricated a total of 20 ea. concrete landing as of April 22, 2019 at the job site.

****

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 April 16, 2019, All punch list item is completed. Awaiting for final close-out documents. Certificate of Warranty, Completion Certificate and Release of Lien.

****

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 April 22, 2019, Propacific Corporation completed the projects including change Order No. 1 and approval from Guam Fire Dept. Training and orientation for the new Tank is schedule on Thursday, April 25, 2019. New 8,000 Gals. Fuel Tank. is on operation.

****

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.

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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 April 22, 2019. PAG Engineering and IAN Corporation conducted a final Inspection of the project.. Contractor will submit final close-out documents.

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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.

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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 April 22, 2019, PAG Procurement issued an Intent to Award to N.C. Macario and Assoc..A/E for the above RFP.

****

Project:	**EQMR & Warehouse I Building and Relocation of PAG Water Line**
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 April 22, 2019, PAG Procurement issued an Intent to Award to N.C. Macario and Assoc..A/E for the above RFP.

****

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 .

****

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 awaits issuance of Intent to Award..

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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 Purchase Order to A.B. Mer Construction. PAG Engineering and Planning conducted a Pre Const. meeting. Awaits ETA of Materials.

****

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 awaits issuance of Intent to Award..

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	0	0	0
Others	1	0	0
Total	2	0	0

Work Injury Summary for this reporting period: 4/17/2019

Total Injuries for FY-19 to date: 2–Injury

2-- 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: 77-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

April 25, 2019

MEMORANDUM

TO: Board of Directors

FROM: Dominic G. Muna, Acting General Manager

SUBJECT: Creation of Port Staff Attorney Position

On March 29, 2019, the Board of Directors authorized management to proceed with the transparency and disclosure process for the creation of position – Port Staff Attorney position.

To comply with the transparency process as mandated by 4 GCA Section 6303.1, the following were performed:

1. The creation of documents were posted on the Port's website on April 1-15, 2019.
2. Port division heads were notified of the proposed creation of position on April 1, 2019.
3. Notification was provided by way of electronic and written media on April 1, 2019.

Be advised there were no comments received by Port employees, the general public or shipping agents regarding the creation of this position.

In light of the above, it is requested that approval and adoption of the Port Staff Attorney position be established in the classified service whose salary will commensurate with the incumbent's years of experience as an attorney as follows:

Years of Experience	Pay Grade / Step / SubStep
Zero (0) to Three Years	Pay Grade KK-5B to KK-6B
Three (3) to Five (5) Years	Pay Grade NN-3C to NN-4C
Five (5) to Eight (8) Years	Pay Grade PP-2C to PP-3C
Eight (8) Years Plus	Pay Grade PP-5A to PP-6A

I am available for any questions you may have.

Marge Duenas

From: Marge Duenas [mduenas@portguam.com]
Sent: Monday, April 01, 2019 10:19 AM
To: 'GuamWEBZ WebCare'
Subject: Creation of Position - Port Staff Attorney
Attachments: Creation of Position Port Staff Attorney.pdf

Importance: High

PAG – Margret Duenas – 04/01/19 – 04/01/19 **Urgent**

Kindly post the attached on the following link: News-Announcements / Public Notice

Creation of Position Port Staff Attorney

http://www.portguam.com/news-announcements/public-notices

Thank you – marge

Public Notices

- **Creation of Position Port Staff Attorney**
  (/sites/default/files/creation_of_position_port_staff_attorney.pdf)
- **PAG Docket 17-01, 5 Year Tariff Increase 081318** (/sites/default/files/pag_docket_17-01_5_year_tariff_increase_081318.pdf)
- **PUC - Rate Change Petition; Marina Fees 040918**
  (/sites/default/files/puc_-_rate_change_petition_marina_fees_040918.pdf)
- **PAG request to PUC regarding marina rates**
  (/sites/default/files/pag_request_to_puc_regarding_marina_rates.pdf)
  (/sites/default/files/january_22_2018_0.pdf)
- **Marina Outreach Presentation** (/sites/default/files/marina_outreach_presentation.pdf)

Doc. No. 35GL-19-0458.*

PORT AUTHORITY OF GUAM
JOSE D. LEON GUERRERO COMMERCIAL PORT
1026 Cabras Highway, Suite 201 Piti, GU 96925
Phone: (671) 477-5931 Fax: (671) 477-2689
Website: www.portguam.com

NEWS RELEASE

FOR IMMEDIATE RELEASE

April 1, 2019

Creation of Position
Port Staff Attorney

In compliance with Title 4 of the Guam Code Annotated (GCA), the public is notified of the Port's request for the creation of the position of *Port Staff Attorney*.

Supporting documents are available for public review and comments below.

Comments can be submitted to the Human Resources Division no later than April 12, 2019. For more information, please contact the Human Resources Division at 477-5931, ext. 306 or 368.

- END -

Contact: Acting Personnel Services Administrator Shawn Cepeda
Phone: (671) 477-5931/5 Email: sbcepeda@portguam.com

Marge Duenas

From: Marge Duenas [mduenas@portguam.com]
Sent: Monday, April 01, 2019 10:28 AM
To: 'sabrina@kuam.com'; 'life@guampdn.com'; 'news@guampdn.com'; 'news@k57.com'; 'gerrypartido@gmail.com'; 'news@sorensenmediagroup.com'; 'nick@kuam.com'; 'The Post Admin'; 'editor@postguam.com'; 'jstole@guampdn.com'; 'Cagurangan Mar-Vic'; 'John Oconor'; 'lifestyleeditor@glimpsesofguam.com'; 'kevin@postguam.com'; 'nestor@kuam.com'; 'mindy@postguam.com'
Subject: Notice: Creation of Position Port Staff Attorney
Attachments: Creation of Position Port Staff Attorney.pdf

NEWS RELEASE

Creation of Position Port Staff Attorney

Please see attached documents.

Doc. No. 35GL-19-0458.*

Marge Duenas

From: George, Duane M [dmgeorge@guam.gannett.com]
To: Marge Duenas
Sent: Monday, April 01, 2019 11:03 AM
Subject: Read: Notice: Creation of Position Port Staff Attorney

Your message

To: George, Duane M
Subject: Notice: Creation of Position Port Staff Attorney
Sent: Monday, April 1, 2019 10:28:27 AM (UTC+10:00) Guam, Port Moresby

was read on Monday, April 1, 2019 11:03:06 AM (UTC+10:00) Guam, Port Moresby.

Marge Duenas

From: The Post Admin [admin@postguam.com]
To: Marge Duenas
Sent: Monday, April 01, 2019 11:38 AM
Subject: Read: Notice: Creation of Position Port Staff Attorney

Your message

To: The Post Admin
Subject: Notice: Creation of Position Port Staff Attorney
Sent: Monday, April 1, 2019 10:28:27 AM (UTC+10:00) Guam, Port Moresby

was read on Monday, April 1, 2019 11:37:22 AM (UTC+10:00) Guam, Port Moresby.

Marge Duenas

From: Kevin [kevin@postguam.com]
To: Marge Duenas
Sent: Monday, April 01, 2019 10:44 AM
Subject: Read: Notice: Creation of Position Port Staff Attorney

Your message

To: Kevin
Subject: Notice: Creation of Position Port Staff Attorney
Sent: Monday, April 1, 2019 10:28:27 AM (UTC+10:00) Guam, Port Moresby

was read on Monday, April 1, 2019 10:43:41 AM (UTC+10:00) Guam, Port Moresby.

PORT AUTHORITY OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
Government of Guam
1026 Cabras Highway, Suite 201
Piti, Guam 96925

April 1, 2019

INTER-OFFICE MEMORANDUM

TO: Division Heads

FROM: Rory J. Respicio, General Manager

SUBJECT: Proposed Creation of Position – Port Staff Attorney

The Board of Directors at its regular meeting of March 29, 2019 authorized management to begin the process to create the Port Staff Attorney position in the classified services.

To provide you with an opportunity to submit your inputs on the proposed position, we have posted the request to create the proposed position on the Port's website under *News and Announcements / Public Notices* for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than April 12, 2019.

Should you have any questions, please feel free to contact the Human Resources Division.

Si Yu'os Ma'ase!

Marge Duenas

From: Marge Duenas [mduenas@portguam.com]
Sent: Monday, April 01, 2019 11:05 AM
To: 'Alex Aflague'; 'Annette Mafnas'; 'Christopher Flores'; 'Dennis Perez'; 'Doris Aguero'; 'Ernie Candoleta'; 'Glenn Nelson'; 'Joe Javellana'; 'Joe Ulloa'; 'John Santos'; 'Jojo Guevara'; 'Jorge Javelosa'; 'JoyJean Arceo'; 'Raymond Santos'; 'Shawn Cepeda'; 'Simeon Delos Santos'; 'Simon Pinaula'; 'Vince Acfalle'
Subject: Creation of Position Port Staff Attorney
Attachments: Creation of Position-Port Staff Attorney .pdf

Importance: High

Hi All,

Please see attached relative to the creation of position Port Staff Attorney.

Following link provides the supporting documents.

http://www.portguam.com/news-announcements/public-notices

Regards - marge

Marge Duenas

From: Mindy Aguon [mindy@postguam.com]
To: Marge Duenas
Sent: Monday, April 01, 2019 10:33 AM
Subject: Read: Notice: Creation of Position Port Staff Attorney

Your message

To: Mindy Aguon
Subject: Notice: Creation of Position Port Staff Attorney
Sent: Monday, April 1, 2019 10:28:27 AM (UTC+10:00) Guam, Port Moresby

was read on Monday, April 1, 2019 10:32:33 AM (UTC+10:00) Guam, Port Moresby.

Port board seeks new counsel

By Kevin Kerrigan
kevin@postguam.com

The Port Authority of Guam board on Friday voted to approve the next step in the process of creating an in-house legal counsel who will deal with routine, day-to-day in-house legal matters.

Port legal counsel Mike Phillips' contract is ending in June.

Notice of the proposed creation of the position will be posted on the Port's website and transmitted to island media on April 1.

Because a new administrative position is being created at the port, position documents defining responsibilities must be drawn up and approved by the director of administration and the legislative secretary. Port General Manager Rory Respicio hopes to have in-house counsel in place by mid-June.

The board also approved the issuance of a request for proposal for specialized legal services on an as-needed basis to handle maritime issues, litigation and "other matters as determined by the board."

All of the initiatives proposed by Respicio were approved by the newly constituted board.

The port board welcomed during Friday's port board meeting two new members – Anthony Chargualaf Jr. and Isa Marie Koki.

Chargualaf fills the unexpired term of former board member Melanie Mendiola, who is now acting administrator of the Guam Economic Development Authority. Koki replaces former board member Oscar Calvo.

Their appointments round out the five-member board which is led by Chairman Frank Santos and includes members Nathan Taimanglo and Maria Taitano.

Statement

Friday's meeting concluded with a message for the general manager, read aloud by Angela Yoshida on behalf of employees.

"Since Mr. Respicio has been appointed on Jan. 8, he has shown nothing but deep concern for the voices we lost six years ago," said Yoshida, who is a cargo checker. "We respectfully ask the board to support this management team."

Also Friday, Respicio said he was "humbled by the presentation." Respicio acknowledged that when he was first appointed Port general manager some of his actions caused a "hiccup" – referring to his efforts to seek mediation over the $17 million arbitration award to Guam YTK. The Port has been engaged in a yearslong dispute with Guam YTK over the latter's failed fisheries business at the port's Hotel Wharf.

"I never meant any disrespect," said Respicio. "I never meant anything other than to see what kind of mitigation opportunities were out there."

He acknowledged "those powers are reserved for the board."



https://www.postguam.com/news/local/port-board-seeks-new-counsel/article_f0760bae-5210-11e9-88dc-53189b7d5e29.html

Port board seeks new counsel

KEVIN KERRIGAN | THE GUAM DAILY POST
APR 1, 2019 UPDATED 9 HRS AGO



SHINOHARA: Connie Jo Shinohara, the deputy general manager of finance at the Port Autho comptroller Jose B. Guevara during a meeting at the PAG board room in Piti on Friday afterno Daily Post

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Doc. No. 35GL-19-0458.*

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Statement

Friday's meeting concluded with the reading of a petition signed by port employees in support of general manager Rory Respicio. It was read aloud by Angela Yoshida on behalf of the employees.

"Since Mr. Respicio has been appointed on Jan. 8, he has shown nothing but deep concern for the voices we lost six years ago," said Yoshida, who is a cargo checker. "We respectfully ask the board to support this management team."

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Rory Respicio

KEVIN KERRIGAN

Doc. No. 35GL-19-0458.*

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. 2019-05

RELATIVE TO APPROVING THE CREATION OF PORT STAFF ATTORNEY POSITION IN THE CLASSIFIED SERVICE AS AUTHORIZED UNDER TITLE 4, GUAM CODE ANNOTATED, SECTIONS 6303(d) AND 6303.1

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

WHEREAS, Title 4, Guam Code Annotated, section 6303(d) authorizes the General Manager to petition to the Board of Directors to create positions in the classified service; and

WHEREAS, on February 12, 2019, the General Manager petitioned the Board of Directors to create the Port Staff Attorney position in the classified service by providing its justification, essential details concerning the creation of the position, an analysis of similarities and differences between the position and positions listed pursuant to Title 4, Guam Code Annotated, Section 4101.1(d), and proposed pay grade and demonstration of compliance with Section 6301 of Title 4, and fiscal note as that term is described in Title 2, Guam Code Annotated, Section 9101 and any other pertinent information; and

WHEREAS, the Board of Directors at their regular meeting of March 29, 2019 authorized management to begin the creation process of the Port Staff Attorney; and

WHEREAS, to ensure transparency and disclosure is conducted on the creation of the Port Staff Attorney position and to comply with Title 4, Guam Code Annotated, Chapter 6, Section 6303.1, management notified the Port employees on April 1, 2019, written and electronic media on April 1, 2019 and posted its petition on the Port's website from April 1, 2019 to April 15, 2019; and

WHEREAS, at the regular meeting of April 30, 2019, management re-submitted its petition to the Board of Directors advising them that the Port complied with the transparency process as mandated by Title 4, Guam Code Annotated, Section 6303.1; now therefore be it

RESOLVED, that the Board of Directors approves management's petition to establish the creation of the Port Staff Attorney position in the classified service whose salary will commensurate with the incumbent's years of experience as an attorney as follows: Zero (0) to Three Years, Pay Grade KK-5B to KK-6B; Three (3) to Five (5) Years, Pay Grade NN-3C to NN-4C; Five (5) to Eight (8) Years, Pay Grade PP-2C to PP-3C; Eight (8) Years Plus, Pay Grade PP-5A to PP-6A and authorizes management to transmit copies of such petition to the Director of Department of Administration and the Legislative Secretary of the 35th Guam Legislature as required under Title 4, Guam Code Annotated, Section 6303(d)(2); 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 Director of Department of Administration and Legislative Secretary of the 35th Guam Legislature.

PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS THIS 30th DAY OF APRIL, 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 AUTHORITY OF GUAM



BOARD POLICY MEMORANDUM NO. 2019 – 01

Effective Date: April 30, 2019 **Subject: PAG Travel Rules and Regulations**

Adopted By PAG Board of Directors:

FRANCISCO G. SANTOS
Board Chairman

PORT OF GUAM

Doc. No. 35GL-19-0458.*

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

Doc. No. 35GL-19-0458.*

RECORD OF CHANGE

Change No.	Description	Change Date	Approved By

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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 businesses 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 in route to the continental United States crosses the Pacific Time Zone, 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. General Manager-approved advance online tickets may be purchased using the Port's credit card provided it is the lowest quotation.

Travelers are allowed to use their personal financial resources to purchase their TA-approved ticket quotation in advance to secure the lowest price provided by responding travel sources. Proof of purchase receipt must be 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.

In the event the actual lodging cost (hotel rate + associated taxes) exceeds the FED GSA lodging allowance for a specific destination, the advance allowance to the traveler will be the sum of the actual lodging cost and the FED GSA Meals & IE allowance multiplied by the number of travel days.

b. Management and Board of Directors:
The advance per diem allowance is equal to One Hundred and Twenty-Five Percent (125%) 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 (130%) 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 dependent's 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, meals, 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 authorized travel.

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 expense report and submit copies to the Finance Division for review and Human Resources Division for filing. It is advisable that the TA is referenced 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 report. 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 will represent the traveler's open TA that remains outstanding. The TA identifies cash advances, tickets, fees, or other cash equivalents issued 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

Board of Directors Regular Board Meeting
April 30, 2019

Executive Summary
IFB-PAG-CIP-019-001
Repaint the GCPIP CMU Wall and Terminal Gate Booths 1, 2, 3 and to Remove and Replace Container Yard Barbed Wires

PURPOSE: Request the Board of Directors to approve the Invitation for Bid award to **American Builder, LLC** for the repainting of GCPIP CMU wall and terminal gate booths 1, 2, 3 and remove and replace container yard barbed wire, IFB-PAG-CIP- No. 019-001.

BACKGROUND:
On Friday, February 15, 2019, an Invitation for Bid (IFB) was issued to solicit qualified construction companies to provide construction service for the repainting of the GCPIP CMU wall and terminal Gate booths 1, 2, 3 and remove the container yard barbed wire by advertising a public notice through the Pacific Daily News, a local newspaper. The deadline to submit the proposals was on Friday, March 22, 2019 at 2:00 p.m. Twenty-Seven (27) Companies expressed their interest by registering and obtaining the package. Three (3) firms officially submitted their proposals in response to the IFB.

After the opening of all sealed proposals and determining that all offers were responsible and responsive, the submission from American Builder, LLC had been determined to be the lowest and in accordance to 2 GAR §3109(n)(2) of the Guam Procurement Rules and Regulations is being recommended for award.

As part of the IFB procurement process, a letter of Notice of Intent to Award was sent to American Builder, LLC on April 5, 2019. The notice of results was sent to Murphy's Enterprises, Inc. and ProPacific Builders informing them that their bid offers were being rejected due to high price.

LEGAL REVIEW:
Upon Board's approval of this award and legal's approval of the contract to form, the agreement will be executed, and services will commence shortly thereafter.

FINANCE REVIEW:
Funding for the contract is made possible through MARAD.

RECOMMENDATION:
Management requests the Board of Directors' motion to approve the award of this IFB contract to ***American Builder, LLC*** in the amount of One Hundred Thirty-Nine Thousand Four Hundred Forty-Nine dollars, $139,449.00, to be delivered 122 calendar days from the notice to proceed. The contractor has been deemed to have met all the requirements set forth in the IFB and is consistent with the Guam Procurement Regulations.

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

Board of Directors Regular Board Meeting
April 30, 2019

Executive Summary
IFB-PAG-CIP- 019-002
Removal and Replacement of Thermoplastic Paint in Container Yard Areas U, V and W

PURPOSE: Request the Board of Directors to approve the Invitation for Bid award to **Highway Safety Services, LLC** for the removal and replacement of thermoplastic paint in container yard areas U, V and W, IFB-PAG-CIP- No. 019-002.

BACKGROUND:
On Friday, February 15, 2019, an Invitation for Bid (IFB) was issued to solicit qualified construction companies to provide construction service for the removal and replacement of thermoplastic paint in container yard areas U, V and W by advertising a public notice through the Pacific Daily News, a local newspaper. The deadline to submit the proposals was on Friday, March 22, 2019 at 2:00 p.m. Twenty-Two (22) Companies expressed their interest by registering and obtaining the package. Four (4) firms officially submitted their proposals in response to the IFB.

After the opening of all sealed proposals and determining that all offers were responsible and responsive, the submission from Highway Safety Services, LLC had been determined to be the lowest and in accordance to 2 GAR §3109(n)(2) of the Guam Procurement Rules and Regulations is being recommended for award.

As part of the IFB procurement process, a letter of Notice of Intent to Award was sent to Highway Safety Services, LLC on April 5, 2019. The notice of results was sent to Murphy's Enterprises, Inc., Pro-Pacific Builders and American Builder, LLC informing them that their bid offers were being rejected due to high price.

LEGAL REVIEW:
Upon Board's approval of this award and legal' s approval of the contract to form, the agreement will be executed, and services will commence shortly thereafter.

FINANCE REVIEW:
Funding for the contract is made possible through MARAD.

RECOMMENDATION:
Management requests the Board of Directors' motion to approve the award of this IFB contract to ***Highway Safety Services, LLC*** in the amount of One Hundred Seventeen Thousand Five Hundred Ten dollars, $117,510.00, to be delivered 182 calendar days from the notice to proceed. The contractor has been deemed to have met all the requirements set forth in the IFB and is consistent with the Guam Procurement Regulations.

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Board of Directors Regular Board Meeting
April 30, 2019

Executive Summary
RFP-PAG-019-002
A/E Design and Consulting Services for Golf Pier

PURPOSE: Request the Board of Directors to approve the contract award to **N.C. Macario and Associates, Inc.** for the A/E Design and Consulting Services for the structural repair of Golf Pier (RFP-PAG-019-002).

BACKGROUND:
On Tuesday, January 8, 2019, a Request for Proposal (RFP) was issued and published in the Guam Pacific Daily News and the Guam Daily Post. The RFP is to solicit qualified companies/firms for the A/E Design and Consulting Services for the structural repair of Golf Pier. Thirty-Four (34) Companies registered or downloaded the RFP packets from our website, while only six (6) companies submitted their proposal on February 28, 2019 at 4:00 p.m. which was the final day for submittal.

After opening of the proposals, it was determined that all six offerors met the minimum requirements and all six proposals were distributed to the five (5) evaluation committee members for evaluations and scoring. Upon completion of the evaluation and scoring, an evaluation analysis and recommendation to award was prepared and approved by the General Manager Rory Respicio on April 4, 2019. The Notice of Intent to Award and the Notices of Results were sent out on April 5, 2019 and as of April 22, 2019 no protest were filed contesting the recommendation to award this project to N.C. Macario and Associates, Inc.

N.C. Macario and Associates, Inc. scored a total of 469 points out of a possible 500 total points and was determined to be the best qualified offeror.

LEGAL REVIEW:
The necessary documents pertaining to this project were forwarded and approved by the Port's legal counsel Darleen Hiton (Special Assistant Attorney General) on January 7, 2019 prior to solicitation. The Port will continue to engage our legal counsel for approval of contract to form prior to final contract execution.

FINANCE REVIEW:
Funding for the A/E Design and Consulting Services for the structural repairs of Golf Pier is made possible through the Bond Indentures and Investment Projects. No Local Funds or Port Funds will be used for this project.

RECOMMENDATION:
Management requests the Board of Directors' approval to issue the award to N.C. Macario and Associates, Inc. for RFP-PAG-019-002 for the A/E Design and Consulting Services for the structural repair of Golf Pier. Upon approval of this award the Port will conduct a cost negotiation meeting to discuss a fair and reasonable cost for this project. N.C. Macario and Associates, Inc. have met the minimum requirements and is consistent with the Guam Procurement Regulations.

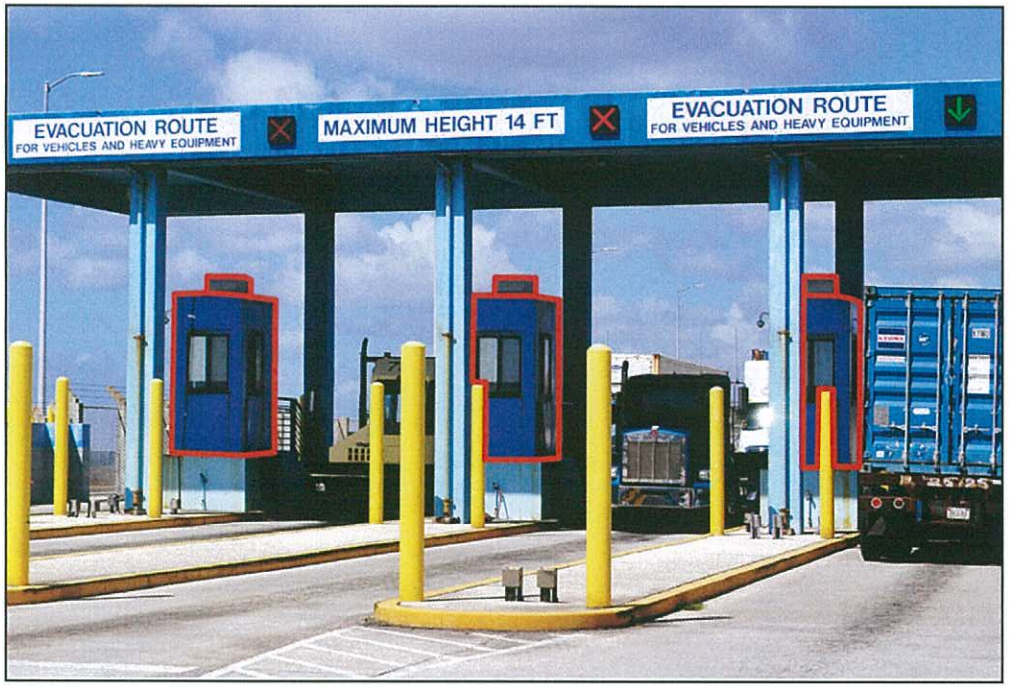
IFB-PAG-CIP-019-001 Repainting CMU Wall, Removal/Replacement of Barbed Wire & New Gauge 9 Aluminum Ties





IFB-PAG-CIP-019-001 Repainting Gate Booth

Gate Booth





Harbor of Safe Refuge – Marina Drive Repair





Harbor of Safe Refuge – Marina Drive Repair





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April 23, 2019

MEMORANDUM

TO: Board of Directors

FROM: Dominic G. Muna, Acting General Manager

SUBJECT: Harbor of Safe Refuge – Marina Drive Repair

By way of background, the Board of Directors at its meeting of October 30, 2018 approved and authorized management to allocate funds in the amount of $142,000 for the Harbor of Safe Refuge Access Road Project as well as enter into a Memorandum of Agreement (MOA) with Guam Power Authority (GPA). The road is a shared access between GPA and the Port Authority. At that time, the ***project cost estimate*** was $284,000; a shared cost between parties at $142,000 each.

On February 14 & 28, 2019 and March 7, 2019, GPA announced through publication on a newspaper of general circulation a bid for the Access Road Project and the lowest bid came in at $465,291.72. The shared cost for this amount is $232,645.86. As both parties have already committed an allotment of $142,000 each, the remaining amount for a shared cost is $91,000 each.

The MOA between parties provides that: *"If the lowest responsive bid exceeds $284,000, GPA will seek PAG's approval prior to proceeding with the award of contract."*. In accordance with the MOA, this matter is being brought before the Board for consideration and approval.

For your easy reference, attached are supporting documents that provides further details on this project between GPA and the Port Authority.

RECOMMENDATION

1. Board authorization to increase funding allocation from the approved $142,000 to $233,104 from the identified funding source of Other Small Projects account; and
2. Board authorization for management to amend and execute the MOA specific to this critical project accordingly.

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.

COST ESTIMATE								
PROJECT: PROPOSED GPA BULK STORAGE TANK ACCESS ROAD								
ITEM NO.	SCOPE OF WORK	Quantity / Units		ENGINEERING COST		TOTAL		REMARKS
				UNIT	TOTAL			
1.0	**Mobilization / Demobilization**					**11,000.00**	**11,000.00**	
1.1	Mobilization	1.0	LS	3,500.00	3,500.00			
1.2	Permit & clerances	1.0	LS	5,000.00	5,000.00			
1.3	Testing & quality control	1.0	LS	2,500.00	2,500.00			
2.0	**Environmental**					**2,876.00**	**2,876.00**	
2.1	Dust Control	1.0	LS	1,500.00	1,500.00			
2.2	Silt fence	430.0	LF	3.20	1,376.00			
3.0	**Earthworks**					**138,718.75**	**138,718.75**	
3.1	Sawcut, excavation & disposal for potholes	1206.25	CY	55.00	66,343.75			
3.2	New base/subbase layer	1206.25	CY	60.00	72,375.00			
4.0	**Pavement**					**60,531.25**	**60,531.25**	
4.1	Existing AC pavement miling	443.75	SY	10.00	4,437.50			
4.2	New 2" thick AC pavement	2243.75	SY	25.00	56,093.75			
5.0	**Contractor**							
5.1	Markup	1.0		11.5%			**24,509.49**	
6.0	**Engineering**							
6.1	Project Management	1.0		6%			**13,480.22**	
180 Days for Delivery		Estimated Cost					**$ 251,115.71**	
		Contingency Cost					**$ 31,968.90**	
		TOTAL ESTIMATED COST					**$ 283,084.61**	

POST PROCUREMENT

OFFEROR		BID AMOUNT
1	$	494,450.00
2	$	465,291.72

- Offeror 2 has the lowest responsible bid
  - Bid amount exceed initial estimates by $182,207.11
  - PORT/GPA project share has increased $91,103.56 ea

RECOMMENDATION

- Board authorization to increase funding allocation from the approved $142,000 to $233,104; and
- Board authorization for managemnt to amend and execute the MOA specific to this critical project accordingly

Briefing Paper to the Board of Directors

October 26, 2018

Subject: Marina Drive Repair; Harbor of Safe Refuge

Prepared by: glenn

ISSUE

Commercial Division initiative aimed to address the terrible condition and continued deterioration of the access road to the Harbor of Safe Refuge, once and for all. This so considering the amount of public and user backlash channeled to Commercial due to the potholes throughout the stretch despite the many good faith efforts by the EQMR division to temporarily address the road surface.

BACKGROUND

The impacted road at issue is the access to the Guam Power Authority's Bulk Storage Tank Facility, and has been since point of its conveyance from the Department of the Navy to Guam Power Authority in March of 1976; at a time prior to the construction of the Harbor of Safe Refuge.

In 1984, the Department of the Navy conveyed the adjacent properties, both submerged and fast, to the Government of Guam. These particular parcels were in turn conveyed to the Port Authority of Guam by way of Executive Order 85-02 and as amended by Executive Order 85-09 both of which were signed by Governor Ricardo Bordallo. As a result, the road became a shared access for both GPA and the Port of Guam. So much so that the bulk of the vehicular traffic since has been and continues to be from Port users/tenants.

This initiative took to track on August 31, 2017, wherein a meeting was held with Guam Power counters to discuss potential options that may be pursued to address the condition of the shared access. The outgrowth of that meeting was a cost estimate received from GPA on September 6, 2017, proposing to share the cost(s) equally. The project then was pegged at $190K. This information was up-channeled to management for review and consideration.

On October 15, 2018, the GM tasked Commercial to reach out to GPA to inquire if the proposal was still valid. In doing so, I got to GPA counters the following day and their response flowed back on October 17th. The project cost estimate was updated to factor in increases in unit scope quantities resulting from the continued degradation of the access since the 2017 estimate. The updated project cost is $283K, Port share of which will be $142K.

RECOMMENDATION

Request Board approval for management to allocate $142,000 towards this important project; and

Board authorization for management to enter into an Agreement with GPA to conduct the spend, in the form as may be preferred and prepared by counsel

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is entered into between the Guam Power Authority ("GPA"), a Guam Public Corporation formed under the laws of Guam whose address is P.O. Box 2977, Hagatna, Guam 96932-2977 and the Port Authority of Guam ("PAG"), an autonomous agency formed under the laws of Guam whose address is 1026 Cabras Highway, Suite 101, Piti, Guam 96915.

RECITALS

WHEREAS, GPA is a Guam public corporation formed under the laws of Guam, 12 GCA §8101 *et seq.*; and

WHEREAS, PAG is an autonomous agency formed under the laws of Guam, 12 GCA §10101 *et* seq.; and

WHEREAS, entry to certain areas of PAG property is accessed through GPA's Lot 261 Municipality of Piti; and

WHEREAS, the roadway within Lot 261 Municipality of Piti has severely deteriorated and affects motorists accessing other PAG property; and

WHEREAS, GPA has provided PAG cost estimates and scope of work for the repair of the roadway to PAG as shown on Attachment A; and

WHEREAS, GPA and PAG desire to expedite the roadway repairs on Lot 261 Municipality of Piti and have agreed that it would be in the best interest of both parties to have GPA procure the required services for the roadway repairs; and

WHEREAS, PAG has secured approval from its Board for PAG to enter into an MOA with GPA in the amount not to exceed $142,000.00 for the required roadway repairs.

NOW THEREFORE, in consideration of the foregoing it is mutually agreed by the parties hereto that:

1. Procurement of Required Services:

The following procedures shall be adhered to by GPA and PAG in connection with the road repairs on Lot 261 Municipality of Piti:

a. Procurement: The Parties agree that all procurement will comply with the Guam Procurement Rules and Regulations for services of the type contemplated herein.

b. Bid Tender Documents: GPA will develop design/build bid documents in accordance with Attachment A.

c. Invitation for Bid: GPA will solicit bids, evaluate bids, and award a contract to the lowest responsive bidder for the required road repair services.

d. Award of Contract: If the lowest responsive bid exceeds $284,000.00, GPA will seek PAG's approval prior to proceeding with the award of contract. Otherwise, GPA will award the contract expeditiously.

2. Costs:

GPA and PAG cost share is equal at 50% each of total cost.

3. Timing of Payments:

GPA will submit an invoice with all pertinent back up documentation for costs incurred to PAG on a monthly basis. PAG will make best efforts to ensure costs are reimbursed within 30 calendar days following the receipt of the invoice.

4. Warranties:

One-year workmanship warranty shall be secured by GPA through the awarded contract.

5. Indemnification:

Except for any claims due to the negligence or misconduct of the other governmental entity, or its employees or agents, each utility/agency, to the extent allowed by law, shall indemnify and hold harmless the other utility/agency and any of its partners, officers, directors, agents and employees (collectively the "Indemnities") from and against any and all liability, losses, claims, demands, actions and suits, including claims for property damage, personal injury or wrongful death arising out of or in connection with the indemnifying utility's/agency's or its employees' or agents', performance of this MOA and any person claiming by, through or under the indemnifying utility/agency, for any failure to (i) observe or perform all applicable laws, regulations, or ordinances, or (ii) perform any of the covenants or agreements to be performed by the indemnifying utility/agency hereunder.

6. Termination:

Each utility/agency may terminate this MOA by giving written notice to the other utility/agency not less than thirty (30) calendar days before the contract award for the required road repair services.

GPA and PAG hereby agree to the terms and conditions set forth above.

Guam Power Authority:

JOHN M. BENAVENTE, P.E.
General Manager

Dated: 12/3/18

Port Authority of Guam:

JOANNE M.S. BROWN
General Manager

Dated: 12/6/18

ATTACHMENT A

COST ESTIMATE

PROJECT: PROPOSED GPA BULK STORAGE TANK
ACCESS ROAD

ITEM NO.	SCOPE OF WORK	Quantity / units		ENGINEERING COST UNIT	ENGINEERING COST TOTAL	TOTAL		REMARKS
1.0	**Mobilization / Demobilization**					**11,000.00**	**11,000.00**	
1.1	Mobilization	1.0	LS	3,500.00	3,500.00			
1.2	Permit & clearances	1.0	LS	5,000.00	5,000.00			
1.3	Testing & quality control	1.0	LS	2,500.00	2,500.00			
2.0	**Environmental**					**2,876.00**	**2,876.00**	
2.1	Dust control	1.0	LS	1,500.00	1,500.00			
2.2	Silt fence	430.0	LF	3.20	1,376.00			
3.0	**Earthworks**					**138,718.75**	**138,718.75**	
3.1	Sawcut, excavation & disposal for potholes	1,206.25	CY	55.00	66,343.75			
3.2	New base/subbase layer	1,206.25	CY	60.00	72,375.00			
4.0	**Pavement**					**60,531.25**	**60,531.25**	
4.1	Existing AC pavement milling	443.75	SY	10.00	4,437.50			
4.2	New 2" thick AC pavement	2,243.75	SY	25.00	56,093.75			

Estimated Cost	$	213,126.00
Contingency Cost	$	56,478.39
Sub-Total	$	269,604.39
Construction Management Cost	$	13,480.22
TOTAL ESTIMATED COST	$	283,084.61

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

April 23, 2019

MEMORANDUM

TO: Board of Directors

FROM: Dominic G. Muna, Acting General Manager

SUBJECT: Employee Incentive Events

Every year the Port Authority of Guam participates in the following:

GovGuam Liberation Day Festivities
The Government of Guam 75th Liberation Festivities, a diamond celebration, is fast approaching. This year's theme is *A Legacy of Peace & Friendship*. As a participating agency, the Port Authority of Guam has established a Liberation Day Committee for purposes of planning and coordinating the construction of a float for the Liberation Day Parade.

Port Week Celebration
The Port Authority will be celebrating 44 years of service to the people of Guam and the Micronesia Region on October 21-25, 2019. For this event, there exist a variety of functions and activities which include the Opening Ceremony and Grand Finale that requires planning and preparation.

For both events, Board approval is being requested to allocate a total of $25,000; liberation at $10,000 and $15,000 for port week. The funding source is through the Other Small Projects account. As practiced, PAGGMA Association will handle the disbursement of funds. A financial report accounting for such funds will be submitted to the Finance Division.

I am available should you have any questions.

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Complaints of discrimination should be sent to the Human Resources Division.

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April 25, 2019

MEMORANDUM

TO: Board of Directors

FROM: Dominic G. Muna, Acting General Manager

SUBJECT: ATOSSCOM Annual Conference

As you may be aware, the Port Authority of Guam serves as Secretary to the Association of Terminal Operators, Stevedoring and Shipping Companies of Micronesia (ATOSSCOM). The association will be holding its 46th Annual Conference on July 31 – August 2, 2019 in Guam.

As an officer and member of the association, management request Board's approval to allocate $5,000 for the Port Authority of Guam to host the 'Welcoming Dinner' on July 31, 2019 at the Government House located at Agana Heights. The funding source for this endeavor will be from the Other Small Projects account.

I am available for any questions you may have.

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Lieutenant Governor

April 25, 2019

MEMORANDUM

TO: Board of Directors

FROM: Dominic G. Muna, Acting General Manager

SUBJECT: Travel Authorization Request
: E0101 Foundation of Emergency Management

The USDHS/FEMA will be holding a Foundation of Emergency Management training. FEMA recognizes the need to tie training programs to an established set of emergency management competencies and to a career development program through a progressive training and education system. The goal is to develop the initial knowledge and skill needed to perform at an entry level within the emergency management career field. The following topics in emergency management covered includes: legal issues; intergovernmental and interagency context; influencing, organizing, social vulnerability issues; managing stress; collaboration, preparedness; team building; mitigation; response; prevention and protection; ethical decision-making; recovery; technology; administration; and the future.

Request is being made to authorize travel for port participants as presented.

Purpose:	E0101 Foundation of Emergency Management
Travel Date:	July 15-26, 2019
Place:	Emmitsburg, Maryland
Participant:	Joseph Leon Guerrero, Transportation Supervisor
	Frank Lujan, Program Coordinator III
Travel Cost:	***100% federally funded***

I am available should you have any questions.

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