



M E M O R A N D U M

TO: Interested Parties
FROM: Eric Farm, President
DATE: October 11, 2023
SUBJECT: Port of Coos Bay Commission Meeting Notice

The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold its Regular Commission Meeting at **10:00 a.m., Tuesday, October 17, 2023**, in the Port’s Commission Chambers located at 125 W Central Avenue, Suite 230, Coos Bay, Oregon 97420, and live on YouTube.

Members of the public are invited to attend the meeting in person or view the meeting live on the Port’s YouTube Channel at the following link: www.youtube.com/portcoos.

Members of the public may provide public comment in person, via Zoom, or in writing. If members of the public would like to provide public comment during the meeting via Zoom, please call the Administrative office at 541-267-7678 by 8:30 a.m. on Tuesday, October 17, 2023. Written comment will be accepted until 8:30 a.m. on Tuesday, October 17, 2023 by sending an email to portcoos@portofcoosbay.com with the subject line ‘Public Comment’.

An **Executive Session** has also been scheduled on **Tuesday, October 17, 2023**, immediately after the Commission Meeting, as authorized under ORS 192.660(2), to:

- (d) conduct deliberations with person designated by the governing body to carry on labor negotiations;
- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (h) consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

EF/lf

**OREGON INTERNATIONAL PORT OF COOS BAY
REGULAR COMMISSION MEETING
10:00 a.m., Tuesday, October 17, 2023**

Port Commission Chambers, 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420
Watch Live on YouTube: www.youtube.com/portcoos

T E N T A T I V E A G E N D A

- 1. CALL MEETING TO ORDER**

- 2. INTRODUCTION OF GUESTS AND PORT STAFF**

- 3. PUBLIC COMMENT**

- 4. PORT PROJECT UPDATE**
 - A. Communications Plan Update John Burns & Lanelle Comstock

- 5. CONSENT ITEMS** **Page**
 - A. Approval of June 6, 2023 Work Session Minutes 4
 - B. Approval of August 15, 2023 Regular Commission Meeting Minutes 8
 - C. Approval of August 25, 2023 Special Commission Meeting Minutes 13
 - D. Approval of June, August, and September Invoices..... 15
 - E. Approval of August and September Contracts Awarded 16
 - F. SDIS Best Practices..... 17

- 6. MANAGEMENT REPORTS** **Page**
 - A. Administration..... 36
 - B. Finance 38
 - C. Port Operations / Asset Management 55
 - D. Charleston Operations 57
 - E. Railroad Operations..... 59

- 7. ACTION ITEMS** **Page**
 - A. 2023Res12: Declaration of Emergency at Bridge 739.14 Rick Adamek, 62
 - B. Waste Connections Lease of Suite 400 Lanelle Comstock, 65
 - C. 2023Res13: ODOT Acquisition of Port Property for ADA Curb Ramps Lanelle Comstock, 66

- 8. INFORMATION ITEMS** **Page**
 - A. Coos Bay Rail Revenue Car Loads – September 2023 78

- 9. COMMISSION COMMENTS**

- 10. NEXT MEETING DATE** – Tuesday, November 21, 2023, 10:00 a.m.

- 11. RECESS TO EXECUTIVE SESSION**

- 12. ADJOURN**

Consent Items

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
COMMISSION WORK SESSION MEETING
10:00 a.m., Tuesday, June 6, 2023

Port Commission Chambers, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

ATTENDANCE

Commission:

Eric Farm, President; Brianna Hanson, Vice President; Kyle ViksneHill, Treasurer; Kyle Stevens, Secretary; and Nick Edwards, Commissioner.

Staff:

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Mike Dunning, Chief Port Operations Officer; Megan Richardson, Director of Finance and Accounting; Margaret Barber, Director of External Affairs and Business Development; Rick Adamek, Director of Asset Management; Steve Bawn, Charleston Marina Manager; and Laura Fortin, Administrative Assistant.

Media & Guests:

Ross Williamson, Local Government Law Group

1. CALL MEETING TO ORDER

President Farm called the meeting to order at 10:02 a.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

3. PRESENTATION

A. Board of Commissioners Training by Local Government Law Group

Mr. Williamson, an attorney from the Local Government Law Group, introduced himself and gave an overview of his background and legal training. He provided information about the Local Government Law Group and the types of legal services they provide. Mr. Williamson then proceeded with a PowerPoint presentation on the Board of Commissioner's authority, roles, and responsibilities; public meetings; public records; and ethics.

Slide 2: On the Job Training

Mr. Williamson encouraged the members of the Board to have a good understanding of the Port by touring all of the Port's properties, and researching goals, challenges, and decisions past Boards have dealt with.

Slide 3: Oregon Government 101

The State of Oregon has both General Authority Governments and Special Authority Governments. General Authority Governments, such as Cities, Counties, and Charters, have authority unless statute says they do not. Special Government Authorities, such as Port Districts, Fire Districts, and Irrigation Districts, only have the authority stated by statute.

Slide 4: Board Authority

All five members of the Board, when together, create “Board Authority”. ORS Chapter 777 states the authority of the Board and the powers delegated to the Port. The Board has also adopted the Port Policy Manual which is an expression of the statute that delegates and gives authority to the Board. President Farm asked Mr. Williamson to review and update the Port’s Policy Manual in the near future.

Slide 5: Board Authority

Board authority requires both legal authority (by statute, ordinance, or policy), and majority vote of the Board. Mr. Burns asked if a public meeting is held, and three out of the five Commissioners are present for a quorum, are two or three votes needed to pass a motion. Mr. Williamson explained according to Chapter 198, three votes are required to pass a motion. Commissioner ViksneHill asked if this changes in the case of a Board vacancy. Mr. Williamson said it does not; three votes are required.

Slide 6: Commissioner Authority

There is no authority as an individual Commissioner to act on behalf of the Port without prior authorization via law or Board action through ordinance, resolution, policy, or specific action. If a Commissioner is asked to represent the Board in another setting, specific instruction must be provided on what authority the Commissioner has (to attend, speak on behalf of, vote on behalf of, etc.). President Farm asked if staff has the authority to speak on behalf of the Port. Mr. Williamson explained per the Port Policy Manual, the CEO has been delegated authority by the Commission to act on behalf of the Port.

Slide 7: Board Duties

All five Commissioners must work together in Port goal setting and policy making, seeking public participation and transparency, managing the relationship with the CEO, oversight and risk management, and intergovernmental relations.

Slide 8: Board as Employer

The Board is the direct supervisor of the CEO. It is common practice for the President to act as the point-person for the Board in its role as a supervisor to the CEO. The annual review process is a formal way to supervise the CEO, but supervision should be provided throughout the year by the Board. The Port Policy Manual delegates operational powers to the CEO and to hire and supervise Port staff. There is no direct line between the Board and Port staff other than through the CEO.

Commissioner Hanson asked how information or emails should be shared to Commissioners outside of meetings. Mr. Williamson explained that this is a public meetings issue, and best practice is for information to be shared one way. The CEO can share information to all Commissioners; however, any comments should be saved until the next scheduled meeting. The “reply all” button should not be used in any circumstance.

Mr. Williamson reminded the Commissioners to “stay in your lane.” He said if Commissioners stay within their scope of authority, then it’s a lot harder to “get in to trouble”. If a Commissioner does get into trouble, insurance will cover Commissioners who are acting within the scope of their authority.

Commissioner Hanson asked for some examples of typical actions people do that are outside of their authority. Mr. Williamson answered, walking into Port offices, and directing staff to do anything is not in a Commissioner’s authority. The chain of command is to go through the CEO.

Slide 9: Commissioner Roles

“What hat are you wearing? What hat does the audience think you’re wearing?” It is imperative for both the Commissioner and the audience to understand if the Commissioner is speaking on behalf of the Board or as an individual. The Commissioner’s individual role is to be mindful of authority. Speaking on behalf of the Board in any situation (at other meetings, politicking, to the media, etc.) must be authorized; speaking as an individual the

Commissioner must recognize the impact that may be caused to the Port or Port staff. Regardless of what hat is being worn, speaking about union matters should be avoided.

Commissioner Edwards asked for better clarification when a Commissioner is reaching out to staff as an individual. Mr. Williamson said because the audience knows the individual as a Commissioner the conversation must clearly be delivered and stated that it is coming from an individual and not as a Commissioner. His suggestion was to work with Mr. Burns on a process. President Farm shared that it is a good practice to be sure the persons in authority are included in communications.

Slide 10: Port and Commissioner Liability

If harm is caused by a Commissioner's actions, the Commissioner will be insured if acting within their authority. The Port has an obligation to defend and indemnify Commissioners if acting within their authority.

Slides 12-19: Public Meetings

The Public Meeting Law (ORS 192.620) requires an informed public to be made aware of all deliberations, information, and decisions in an open forum. A quorum of a governing body may not meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 or ORS 192.690.

Commissioner Hanson asked how to attend a site visit as a fact-finding mission as a group. Mr. Williamson said this situation could potentially be a public meeting. Perception should also be considered when meeting with fellow Commissioners outside of public meetings. Individual meetings between Commissioners could also share and exchange too much information which should be conducted in a public meeting.

Mr. Williamson advised the Commissioners to avoid replying to all Commissioners in e-mails when Port business information is shared, to avoid conversation both in person or via e-mail between Commissioners where the views of fellow Commissioners is shared, and to avoid sharing firm opinions or views on items the Board would need to vote on.

Practical tips for public meetings include setting a realistic agenda, circulating materials/minutes in advance, keeping it formal, have simple rules, public participation does not mean public conversation, understand limits of "controlling" public, and get comfortable having discussions in public.

Slides 21-25: Public Records

A public record is any writing that contains public business information that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including text messages, notes, and e-mails. Commissioner ViksneHill asked if meeting notes taken by the Commissioners are public record. Mr. Williamson said notes taken about the meeting are public record.

The Records Manager is the Records Custodian, and the Board must cooperate with the Records Manager in matters related to public records. Practical tips for Public Records include using Port email for Port business, using private email for private business, avoid texting for Port business, limit creation of public records, and respond promptly to staff requests.

Slides 26-45: Ethics

The Oregon Government Ethics Commission sets the ethics rules of public officials. A public official is an elected official, an appointed official, an employee, or a volunteer of a public agency.

Ethics complaints are an individual's matter. If an Ethics Commission complaint is filed against a Commissioner, the Commissioner is responsible for hiring their own lawyer. \$2,500 of reimbursement insurance (provided to the Port by SDIS) is available for ethics complaints against public officials.

Ethic Rule 1: Don't use your position for personal gain. A public official cannot use their position to get money or to avoid losing money for themselves, a relative, or a member of the household if the opportunity would not be available BUT FOR their position. This rule does not include compensation or reimbursement for work related activities.

Ethic Rule 2: Gifts are limited to \$50 per year, per giver. The Gift Law 244.020(5) states a gift is something of economic value given to a public official, the official's relative or member of the official's household without receiving value back and NOT given to the general public on the same terms. The public official, a relative or a member of the household cannot ask for or receive gifts over \$50 from any single source in one year if the source has an interest in official actions such as a decision or a vote.

Ethic Rule 3: Confront conflicts of interest. An actual conflict will happen vs. a potential conflict could happen.

- An actual conflict is an action, decision, or recommendation by a public official that *will* result in a financial benefit or detriment for the public official or a relative or business associated with the official or relative.
- A potential conflict is an action, decision, or recommendation by a public official that *could* result in a financial benefit or detriment for the official, a relative or business associated with the official or relative.

When an actual or potential conflict of interest does occur, the official must make record of the conflict by publicly stating the nature of the conflict, before voting or discussing the matter, at each meeting the issue is discussed. For actual conflict the official must state the nature of the conflict and then have no further participation, talking, or voting on the matter. It is not a conflict if the voting official is a member of a class (a large distinguishable group of citizens that the Commission determines is a class) that would be financially impacted.

President Farm thanked Mr. Williamson for the presentation saying the information was very helpful and informative. Mr. Burns commented that the information is valuable, and it is always good to have a refresher.

4. **NEXT MEETING DATE** – Tuesday, June 20, 2023, 10:00 a.m.

5. **ADJOURN**

President Farm adjourned the meeting at 12:30 p.m.

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
REGULAR COMMISSION MEETING
10:00 a.m., Tuesday, August 15, 2023

Port Commission Chambers, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

ATTENDANCE

Commission:

Eric Farm, President; Brianna Hanson, Vice President; Kyle ViksneHill, Treasurer; and Nick Edwards, Commissioner, were present. Kyle Stevens, Secretary, was excused.

Staff:

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Mike Dunning, Chief Port Operations Officer; Megan Richardson, Director of Finance and Accounting; Steve Bawn, Charleston Marina Manager; Krystal Karcher, Human Resources Generalist; and Laura Fortin, Administrative Assistant.

Media & Guests:

1. CALL MEETING TO ORDER

President Farm called the meeting to order at 10:01 a.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

Kyle Cox, Tarheel, Giddings & Edge Marine; Ray Sheppard, Carpenters Union; and Jonathan Bates, Carpenters Union.

3. PUBLIC COMMENT

4. CONSENT ITEMS

- A. Approval of June 20, 2023 Regular Commission Meeting Minutes
- B. Approval of July Invoices
- C. Approval of June and July Contracts Awarded
- D. Approval of Monthly Lease Agreements

Upon a motion by Commissioner ViksneHill (second by Commissioner Hanson), the Board of Commissioners voted to approve the June 20, 2023 Regular Commission Meeting minutes, July Invoices, June and July Contracts Awarded and the Monthly Lease Agreement. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, and Edwards. Nays: None)

5. MANAGEMENT REPORTS

All Management Reports were included within the Meeting Packet.

Commissioner Farm asked Ms. Richardson for clarification regarding the \$2.1 million that did not transfer from CBR, and what implication this might cause. Ms. Richardson explained because CBRL did not meet revenue numbers, they were not able to pay the Port for the excess revenue which in turn means the Port did not have the funds to put into the General Fund. This did not cause interruption in operations as this money was not budgeted for operations but was for future projects.

6. ACTION ITEMS/REPORTS

A. Supplemental Budget Publication Error Testimony (no action needed)

The Supplemental Budget Hearing publication was incorrectly published on the Port’s website and in the World Newspaper on June 13, 2023. Due to page printing errors, the bottom half of the notice, which outlined the Dredge Fund, was inadvertently missing from the published notice.

Upon recognition of the error, the notice on the Port’s website was immediately corrected, and the Oregon State Department of Revenue was contacted for direction of remedial action regarding the published notice.

Per staff at the Oregon Department of Revenue and per the Oregon Department of Revenue’s Local Budgeting Manual, the Budget Officer must inform the governing body of the publishing error in writing and correct the error in testimony at the next regularly scheduled meeting of the governing body after the error is discovered.

No action to the testimony is required. Fortunately, the resolution and backgrounder included in the June Board of Commissioners packet was correct, thus the supplemental budget was accurately approved and adopted by the Port Commission on June 20, 2023.

To ensure publishing errors don’t occur in the future, the Budget Officer will be a second reviewer and approver of all publishing proofs before publication.

No action was needed.

B. 2023Res09: Amendments to Port Personnel Policy 14.5: Time off & Benefits

Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits, outlines employee benefits including, but not limited to, the accrual and use of Paid Time Off (PTO), Holidays, Leaves of Absence, and Family Medical Leave. Section 14.5: Time Off & Benefits has been revised to provide necessary clarity and updated best practices, and to reflect updated protected leave laws and the new Paid Leave Oregon protected leave program.

Paid Leave Oregon

In 2019, the Oregon Legislature passed House Bill 2005, which established a Paid Family and Medical Leave Insurance program within the Oregon Employment Department. The program has been branded as Paid Leave Oregon (PLO). PLO provides employees with wage replacement benefits when they need

to take qualified family, medical or safe leave. Both employers and employees pay into the PLO program.

PLO is expected to be in effect September 3, 2023, and a policy is required to be adopted by that time. This draft policy is based on a template provided by HR Answers, a human resources consultation firm teamed with Special Districts Association of Oregon.

Other Revisions

In addition to the PLO policy, other major revisions within Section 14.5, include:

- Juneteenth was added as a recognized holiday.
- Qualifying Purposes for FMLA/OFLA were updated to reflect current law.
- The leave calculation year for family medical leave is changing from “12 months starting with the first day family leave is taken” to “52 weeks beginning on the Sunday before the first day family leave is taken” to mirror the PLO law. This change in policy requires giving employees 60 days’ notice of the change.

Before being presented to the Port Commission, Section 14.5 was reviewed and approved by Port’s legal counsel. The red lined tracked version of the changes, as well as a clean draft version of the recommended revisions, were included within the packet following the resolution.

Upon a motion by Commissioner Edwards (second by Commissioner Hanson), the Board of Commissioners motioned to adopt resolution 2023Res09 amending Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, and Edwards. Nays: None)

Commissioner Edwards asked if the PLO program was still on track for September third. Ms. Comstock replied yes, at this time, the program is still expected to be on track for September third.

Commissioner Farm asked if there would be anyone who may be impacted by the calendar change? Ms. Comstock said there may be one, however with 60 days’ notice the person should not be impacted.

C. 2023Res10: Amendments to Port Policy 6.6: Disposition of Surplus Personal Property

Section 6 of the Port’s Local Public Contracting Rules, Disposition of Surplus Personal Property, outlines the requirements of the Chief Executive Officer (CEO) to dispose of surplus personal property based on the value of the property.

At the May Commission meeting, Port Staff drafted a revised policy requesting to increase the value of surplus property in which an auction sale is required from \$20,000 to a proposed \$100,000 and to allow the CEO to dispose of any property less than \$100,000 (previously \$20,000) by directly soliciting from any interested buyer. The Port Commission did not approve the drafted policy. The Commission agreed that the increase from \$20,000 to \$100,000 was too much of an increase without enough transparency.

This proposed draft revision to the policy reorganizes the policy and provides better clarification and transparency than the first draft, while increasing the CEO’s authority. The red lined tracked version of the changes was included within the packet following the resolution.

Surplus Property – No Value:

The current policy requires the CEO to identify Port surplus property (regardless of the value, even if no value,) and recommend the means of its disposal to the Port Commission, as the designated Local Contract Review Board (LCRB).

Much of the Port’s surplus property has little to no value to the Port or its operations (i.e., old coffee mugs, outdated electronic equipment, old books, worn/broken office chairs, etc.). It is inefficient to bring individual action items to the Commission for the continuous disposal of valueless property.

The drafted revision to the policy authorizes the CEO to determine the methods of disposal of surplus personal property with little to no value to the Port and which does not warrant the cost of conducting a sale.

Surplus Property – Less than \$50,000 Value:

The current policy permits the CEO to sell surplus property valued less than \$20,000 by any method, including direct solicitation. Because personal property values have increased since the 2011 publication date of the policy, the drafted revision to the policy proposes increasing the value from \$20,000 to \$50,000.

In addition, to ensure transparency, the drafted revision to the policy proposes disposition of surplus property valued greater than \$20,000 and less than \$50,000 to be listed in a “Disposition of Surplus Personal Property” memo as a consent item in the next Commission packet following the date of disposal.

Surplus Property – Greater than \$50,000 Value:

The current policy requires surplus personal property greater than \$20,000 to be sold at auction. The drafted revision to the policy requires the CEO to make a recommendation to the LCRB (the Port Commission) to dispose of surplus property over \$50,000, of which must be sold at public auction.

Ms. Comstock provided Commissioners with a red line document with added language to section 6.10 which states: Neither Port of Coos Bay employees, nor family of employees, may acquire or purchase surplus personal property of any value, even no value, without prior LCRB authorization.

Upon a motion by Commissioner ViksneHill (second by Commissioner Edwards), the Board of Commissioners motioned to adopt resolution 2023Res10 amending Port Policy 6.6: Disposition of Surplus Personal Property. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, and Edwards. Nays: None)

D. 2023Res11: Ratification of Declaration of Emergency: Timber Bridge Repair at MP 751.02

On June 19, 2023, Port staff was notified by the staff of Coos Bay Rail Line of an immediate need to replace three damaged caps to the bridge at MP 751.02 which was affecting the useability of the bridge. Stantec was informed of the issue and the bridge was immediately taken out of service.

Until permanent repairs were to be made, rail service would be interrupted. Without timely repairs, CBRL customers would have been without service for an excessive amount of time.

On June 19, 2023, Chief Executive Officer John Burns declared an emergency and authorized the Port to enter into a sole source contract with Scott Partney Construction to perform the cap's replacement to resolve this emergency condition. Scott Partney Construction has extensive construction knowledge of timber bridge repairs and had the ability and work force to repair the bents in the time frame necessary to limit the rail down time. The contracted total price of the project was \$15,979.

Scott Partney Construction replaced the caps and the bridge was placed back into service on June 23, 2023.

Upon a motion by Commissioner ViksneHill (second by Commissioner Hanson), the Board of Commissioners motioned to adopt resolution 2023Res11 ratifying the Declaration of Emergency for emergency cap replacement at bents #1, #2, and #20, to the timber bridge located at MP 751.02 **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, and Edwards. Nays: None)

7. COMMISSION COMMENTS

8. NEXT MEETING DATE – Tuesday, September 19, 2022, 10:00 a.m.

9. ADJOURN

President Farm adjourned the meeting at 10:17 a.m. and entered into Executive Session to:

- (d) conduct deliberations with person designated by the governing body to carry on labor negotiations;
- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (h) consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange, or liquidation of public investments.

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
SPECIAL COMMISSION MEETING
2:00 p.m., Friday, August 25, 2023

Port Commission Chambers, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

ATTENDANCE

Commission:

Eric Farm, President; Kyle Stevens, Secretary; and Nick Edwards were present. Brianna Hanson, Vice President was excused; Kyle ViksneHill, Treasurer was absent.

Staff:

John Burns, Chief Executive Officer; and Laura Fortin, Administrative Assistant.

1. CALL MEETING TO ORDER

President Farm called the meeting to order at 2:02 p.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

3. ACTION ITEMS/REPORTS

A. Special Procurement: Used Hyrail Dump Truck

In the Fiscal Year 2023/24 Port budget, the Port of Coos Bay budgeted \$250,000 for the purchase of a hyrail dump truck. Funds to purchase this dump truck are from the Oregon State Tax Credit.

Port staff reached out to four vendors that specialize in heavy duty hyrail equipment. Two vendors had no hyrail dump trucks available at this time. One vendor had a used 2012 hyrail dump truck with 166,000 miles for \$155,500. Vancer had a 2021 Peterbilt 348 dump truck with 25,602 miles for \$208,335. In comparison with new and other used trucks, given the age and mileage, staff recommended the purchase of the 2021 Peterbilt dump truck from Vancer.

Per the Port of Coos Bay Local Public Contracting Rules Section 4.9: Special Procurements, the LCRB may award certain classes of public contracts as a special procurement. A special procurement allows the Port to enter into a contract without following the requirements of competitive sealed bidding, competitive sealed proposals, or intermediate procurements. Special procurement classes include large quantity manufacturer-direct supplies, advertisements, copyrighted materials, financial products, insurance contracts, used personal property or equipment, and hazardous materials removal. Section 4.9.1(F) states:

4.9.1(F): Purchase of used personal property or equipment: The Port may directly purchase used personal property and equipment. Used property and used equipment is property or equipment that has been placed and used by a previous owner or user for a period of time, and which is recognized in the relevant trade or industry, if there is one, as qualifying the personal property or equipment as ‘used’.

Port staff sent the Port’s local truck mechanic to inspect the truck at its current location in Lincoln, Nebraska prior to final purchase.

Upon a motion by Commissioner Stevens (second by Commissioner Edwards), the Board of Commissioners motioned to award a public contract to Vancer for the special procurement of a used hyrail dump truck in the amount of \$208,335, excluding transportation, inspection, and registration cost. **Motion Passed Unanimously.** (Ayes: Farm, Stevens, and Edwards. Nays: None)

8. COMMISSION COMMENTS

9. NEXT MEETING DATE – Tuesday, September 19, 2023, 10:00 a.m.

10. ADJOURN

President Farm adjourned the meeting at 2:06 p.m.



M E M O R A N D U M

To: John Burns, Chief Executive Officer
From: Mary Green, Accounting Clerk
Date: October 11, 2023
Subject: Invoices Paid for Commission Approval through September 2023

A/P checks issued per NetSuite financial system	1,976,906.28
Payroll disbursement per Umpqua Bank statement	154,481.31
Misc electronic disbursements per Umpqua Bank statement	306,281.80
Total June Disbursements	<u>\$ 2,437,669.39</u>

July Disbursements were included in the August meeting packet.

A/P checks issued per NetSuite financial system	876,757.92
Payroll disbursement per Umpqua Bank statement	265,625.54
Misc electronic disbursements per Umpqua Bank statement	874,660.50
Total August Disbursements	<u>\$ 2,017,043.96</u>

A/P checks issued per NetSuite financial system	1,564,464.59
Payroll disbursement per Umpqua Bank statement	168,715.17
Misc electronic disbursements per Umpqua Bank statement	86,174.86
Total September Disbursements	<u>\$ 1,819,354.62</u>



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Megan Richardson, Director of Finance and Accounting

DATE: October 11, 2023

SUBJECT: August & September 2023 Contracts Awarded

The following are bids that were awarded, and contracts authorized and signed by the Chief Executive Officer during the month of September. All solicitations comply with the requirements of the Port’s Local Public Contracting Rules.

The following projects are included in the appropriate fiscal year budget:

Contract	Description	Cost
Whit Industries	State Dredge – Repaint Ms Laura Trailer	\$12,000.00
Total Contracts Awarded for August:		\$12,000.00

Contract	Description	Cost
Daryl Rodgers Const	Marina Office Roof Project	\$20,000.00
Jaxon Performance Fabrication	G&H Dock Head Security Gate	\$20,199.00
Scott Partney Const	Emergency Repairs MP 739.14	\$62,408.00
Total Contracts Awarded for September:		\$102,607.00



M E M O R A N D U M

TO: Port of Coos Bay Board of Commissioners
 FROM: Lanelle Comstock, Chief Administrative Officer
 DATE: October 11, 2023
 SUBJECT: 2023 SDIS Best Practices Program – Property / Casualty Insurance Credits

Each year, the Port of Coos Bay participates in the Special Districts Insurance Services (SDIS) Best Practices Program to receive credit on the following year’s contributions for general liability, auto liability, and property insurance. The purpose of the program is to assist districts with implementing best practices to mitigate risk in areas of high exposure.

The Port is currently anticipated to receive a 10% credit toward the 2024 SDIS insurance premium based on completion of the following requirements:

- Affiliate Organization Membership (2%)** – *The Port must be a member of a SDAO affiliated organization.*

The Port is a member of the Oregon Public Ports Association (OPPA), paid through SDAO.

- Emergency Preparedness Plan (2%)** – *The Port must have adopted an Emergency Preparedness Plan.*

In May 2008, the Port Commission adopted the Port’s Emergency Response Management Plan which includes emergency preparedness information. This is a living document that requires continuous updating and review. The current Plan is following this memo.

- Emergency Plan Checklist (2%)** – *The self-evaluation checklist must be completed.*

The self-evaluation checklist is below.

Emergency Plan Checklist - 2% Credit		
21	Does your district have an emergency plan in place?	<input checked="" type="checkbox"/>
22	Do all staff/volunteers have access to the district emergency plan?	<input checked="" type="checkbox"/>
23	Is there a medical response plan in place, if needed?	<input type="checkbox"/>
24	Do you update your staff emergency contact information frequently?	<input type="checkbox"/>
25	Have your staff or volunteers been trained, or annually refreshed, on your district's emergency plan?	<input type="checkbox"/>
26	Is there a first aid kit that is accessible to all staff or volunteers?	<input checked="" type="checkbox"/>
27	If you have a first aid kit, is it checked and restocked quarterly?	<input checked="" type="checkbox"/>
28	Is there a communication action plan in place if cell service and/or electricity are out?	<input type="checkbox"/>
29	Are there location-based information/plans in place if you have multiple locations or facilities?	<input type="checkbox"/>
30	Does your district have a back-up generator or action plan in the event of power being lost?	<input type="checkbox"/>
31	Are your staff/volunteers able to work remotely in the event of an emergency?	<input checked="" type="checkbox"/>
32	Do you have an evacuation plan in place in the event that your district is evacuated?	<input type="checkbox"/>

-
- ☑ **SDAO/SDIS Vector Solutions Training (2%)** – *At least one employee of the Port must complete the online training provided by Vector Solutions called “Safety Management: Emergency Action Plans”.*

Chris Cranford, the Port’s Project Coordinator who oversees safety and maintains the Emergency Response Management Plan, completed the “*Safety Management: Emergency Action Plans*” training.

- ☑ **Emergency Management Plan Training (2%)** – *At least one employee of the Port must review the preparedness three step plan on the Oregon Department of Emergency Management website. Each of the following steps must be reviewed: Before Disaster Strikes, When Disaster Occurs, and After the Disaster.*

Chris Cranford, the Port’s Project Coordinator who oversees safety and maintains the Emergency Response Management Plan, reviewed the preparedness three step plan on the Oregon Department of Emergency Management website.



Emergency Response Management Plan

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA COMPLEX
COOS BAY RAIL LINE**

**Oregon International Port of Coos Bay
125 Central Ave, Suite 300
Coos Bay, OR 97420
541-267-7678**

Revised October 2023

Emergency Response Management Plan

The Oregon International Port of Coos Bay (Port) is responsible for the day-to-day operations of the Charleston Marina Complex and Coos Bay Rail Line, Inc. Although the Port does not have a statutory requirement to have an Emergency Response Management Plan, we believe it makes prudent management sense to provide pre-emergency guidance to Port employees in the event of an actual emergency.

The purpose of this plan is to provide guidance to Port employees regarding procedures to be used during emergency situations. The intent of this Emergency Response Management Plan is to protect life and property in the event of an emergency or natural disaster. This plan may be modified at any time required by each or any emergency.

Major catastrophic guidance is provided in the Coos County Comprehensive Emergency Management Plan. This plan is codified by the Port of Coos Bay Board of Commissioners. Should a major disaster occur, coordination and support of local emergency operations is the responsibility of the County, through the activation and operation of the Emergency Operations Center. In the event an evacuation is necessary, Coos County is responsible for recommending or ordering evacuation in unincorporated areas of Coos County.

The Port's plan was developed in alignment with the Charleston Rural Fire Protection District Plan. Segments of the Port plan utilize Port employees to augment fire district personnel during emergency operations involving Port property. As an example, providing crowd and traffic control during a fire or emergency situations.

The employees of the Port are not trained as first responders. Therefore, Port employees will take actions that they have planned for and are trained for and will defer to the trained first responders of other agencies as appropriate in emergency situations.

The goals of this plan are to provide guidance to Port employees, protect life and property, public awareness, develop partnerships and improve emergency services.

We believe that this Emergency Response Management Plan is a living document. The Port intends to complete recurring training and drills to maintain readiness in case of an emergency. Requirements of this plan will be incorporated into the Port's annual training schedule.

TABLE OF CONTENTS

	Page
1. Emergency Contact Information	3
2. Port Staff Contacts	4
3. Utility Contact and Shut Off	5
2. Earthquake	6
3. Tsunami	8
4. Fire	10
5. Severe Storm Events	12
6. Accident	13
7. Oil and Hazardous Material Discharge	14

EMERGENCY CONTACT INFORMATION

Emergency Services	Emergency	Non-Emergency
Coos Bay Police Department	911	541-269-8911
Coos County Sheriff	911	541-396-7800
Coos Bay Fire Department	911	541-269-1191
Charleston Fire Department	911	541-888-3268
Oregon State Police	911	541-888-2677
U.S. Coast Guard		541-888-3266
U.S. Coast Guard Sector North Bend		541-756-9253
U.S. Coast Guard Sector Columbia River		866-284-6958
Care	Emergency	Non-Emergency
Bay Area Hospital	911	541-269-8111
North Bend Medical Center		541-267-5151
Bay Cities Ambulance	911	541-269-1155
Lower Umpqua Hospital		541-271-2171
Sacred Heart Medical Center at Riverbend		541-222-7300
Oil Spill Emergency Response		
National Response Center (NRC)		800-424-8802
State Emergency Response System		503-378-6377
Spill Response Coordinator		541-297-5190

PORT STAFF CONTACTS

Title	Name	Office Phone	Cell Phone
Chief Executive Officer	John Burns	541-266-3702	541-294-0340
Chief Administrative Officer	Lanelle Comstock	541-266-3704	541-297-9917
Chief Port Operations Officer	Mike Dunning	541-266-3703	541-217-0716
Director of Asset Management	Rick Adamek	541-696-5040	541-435-5500
Charleston Marina Manager	Ray Dwire	541-266-3710	541-294-1555
Director of External Affairs	Matt Friesen	541-266-3713	541-294-3210
Human Resources Generalist	Krystal Karcher	541-696-5031	541-435-4548
Director of Finance & Accounting	Megan Richardson	541-266-3705	541-294-2031
CBRL General Manager	Brian Early	541-266-3718	541-294-9139
Project Coordinator	Chris Cranford	541-696-5043	541-294-2515

UTILITY CONTACT AND SHUT OFF

Hub Building Utilities				
Utility	Provider	Phone Number	Account Number	Shut Off Location
Electric	Pacific Power	888-221-7070		Basement
Water	CB/NB Water Board	541-267-3128		
Alarm Company	Oregon Alarm	541-267-2175		Suite 300
Elevator	ThyssenKrupp	503-255-0079		
Phone	DFN	541-673-4242		
Internet	DFN	541-673-4242		

Charleston Utilities				
Utility	Provider	Phone Number	Account Number	Shut Off Location
Electric	Pacific Power	888-221-7070		Various Locations
Water	Charleston Sanitary	541-888-3911		Various Locations
Sprinkler – Ice Dock	Omlid & Swinney	541-741-1775		Ice Plant Dock Head Building
Phone	DFN	541-673-4242		-
Internet	DFN	541-673-4242		-

EARTHQUAKE

When you feel the ground shake, immediately take protective actions

Earthquakes generally strike without notice. Port employees should not expect any sirens from local emergency notification systems.

Indoors: If you feel the ground begin to tremble and are inside a Port facility, you are advised to find a safe place in close proximity, preferably an interior section of the building away from windows and tall furniture, to seek shelter.

DUCK, COVER, HOLD

- a. Seek reinforced doorways or find a place under a sturdy desk or table. If you can, hold on to something stable.
- b. Cover and protect your eyes by pressing your face against your arm.
- c. It is best to find shelter within a few steps of where you are located at the time of the event. Trying to make your way far into an interior location could be dangerous.
- d. If possible, stay away from mirrors, tall furniture, and other things that might fall on you. Turn away from windows, light fixtures and suspended objects.
- e. Stay indoors until the shaking stops and you are sure it is safe to exit.

Outdoors: If you are outdoors at the onset of an earthquake, find a clear spot away from buildings, trees and power lines, drop to the ground and cover your head and face to the best of your ability.

On the Railroad: Rail employees should evaluate their location, if they are in a tunnel or on a bridge, they should immediately get clear of the tunnel or bridge and proceed to a safer location.

In a Vehicle: If you are in a vehicle, drive slowly to find the same clear spot as described above and remain in your vehicle.

On the Water: If any employees are on the water in a Port owned vessel, proceed to the nearest dock and immediately evacuate to the safest upland location or one of the Port's designated assembly locations.

After an Earthquake: Once it is safe to move about, evaluate yourself for injuries and take steps to protect yourself from the potential of further injury. Employees should help each other since there may be injuries. Upon leaving any buildings, employees should, to the extent possible, lock any doors or secure the facility to prevent looting.

After an Earthquake on the Railroad: After an earthquake is reported to Coos Bay Rail Line, the Senior Operating Official shall notify all trains and engines within a 100-mile radius of the reporting area to run at a restricted speed until magnitude and epicenter have been determined by the Bridge Program Manager (BPM) or proper authority. Inspection of track, structures, signals, and communication systems shall be initiated.

Aftershocks should be expected. If you feel an aftershock, follow the same procedures as listed above.

Designated Assembly Location: At the conclusion of the initial event, employees should meet at a designated assembly location and check in with the supervisors listed in this section.

1. **Charleston Marina and RV Park** employees should meet in the parking lot at the corner of Crossline and Guano Rock Roads.
2. **Shipyard** employees should meet at the Shipyard office and notify the Marina Manager of personnel status.
3. **Railroad** employees should evaluate their location, and if in a tunnel or on a bridge, should immediately get clear and proceed to a safer location.
4. The Marina Manager will account for all Charleston Marina and Shipyard personnel and report to the **Chief Executive Officer** or the **Chief Port Operations Officer**.
5. The Rail Operations Manager will account for all Rail personnel and report to the **Chief Executive Officer** or **Rail General Manager**.
6. **Coos Bay** employees should meet in the Visitors Center north public parking lot at the corner of North Broadway and Commercial and report in person to the **Chief Executive Officer** or **Chief Administrative Officer** or contact them by phone using the same numbers as listed.

The Marina Manager shall establish communications with the **Charleston Rural Fire Protection District** to coordinate emergency response actions on Port property. It is important that the needs of Port tenants, customers and visitors be assessed during the emergency response phase.

Managers should make every effort to allow all Port employees the opportunity to ensure the safety of their families.

Should an event take place during the employee's time off, the employees should first ensure the safety of their family and then, when it is safe, report to their Department Head for assignment.

THE BIG ONE: You will know when the Big One strikes. There will be intense prolonged shaking and earth movement causing widespread destruction to structures, bridges and roads. If an earthquake is strong enough to knock you off your feet or seems to go on for an unusually long time, Duck, Cover, and Hold until the shaking stops and then immediately evacuate to your assembly place on higher ground. Tsunami waves can begin arriving between 15 and 25 minutes after the earthquake. Waves can continue to arrive for up to 12 hours.

Once the threat of a Tsunami has passed, the Marina Manager and Rail General Manager shall provide a situation analysis and damage assessment to the Chief Executive Officer or Chief Port Operations Officer and to the **Coos County Emergency Operations Center, 541-756-8213**, if it is activated.

TSUNAMI

Evacuate low-lying areas and move to high ground. A tsunami may be preceded by warning sirens or it may affect the coast without warning. If a warning siren is provided, Port employees are instructed to leave low-lying areas immediately. Due to the large amount of vehicle traffic exiting a tsunami zone, it is advised that Port employees in each location get together and evacuate in as few vehicles as possible.

Port facilities are equipped with NOAA weather alert radios. Should a tsunami warning be issued on duty, Port employees should immediately notify the **Chief Executive Officer, Chief Port Operations Officer, Rail General Manager** and the **Marina Manager** of the expected tsunami. Employees should immediately commence notification to customers and guests at the Marina, RV Park, and Shipyard of the expected tsunami. That notification should include the expected time of arrival and instruction for evacuations.

Port employees shall evacuate to high ground at least 15 minutes prior to the expected arrival. (Depending on the location of the earthquake that generates the tsunami, estimates put the first wave in Charleston within 15 minutes).

Charleston: Maintenance crews working in the same outdoor areas should take the same approach by evacuating the area in one vehicle. If vehicle traffic is prohibited for any reason, Port employees should proceed to designated evacuation sites on foot.

The designated assembly area in Charleston is the Old Charleston School on Seven Devils Road. Port Officials believe that this assembly area is the closest and safest as Charleston employees will not have to cross the drawbridge which is susceptible to structural damage from an earthquake or tsunami wave. It is also a designated assembly area of the Coos County Emergency Plan.

Any employee who is east of the drawbridge, is asked to evacuate to Libby Drive, keeping in mind that Joe Ney Slough can create a tsunami hazard zone. However, Coos County Management Plan maps indicate that Libby Drive is outside of that hazard zone. There is no designated assembly area on Libby Drive and anyone who evacuates via this route is asked to ensure your own safety by reaching high ground. Those employees east of the drawbridge are asked to stay together and once at high ground, report to the **Marina Manager**.

Following an actual event and once the threat of additional tsunamis has passed, Charleston employees shall return to the Marina Complex property for assignment by the Marina Manager. Damage assessments shall be made, and recovery operations will begin. The Marina Manager should provide a situation analysis and damage assessment to the **Chief Executive Officer** or **Chief Port Operations Manager** and to the **County Emergency Operations Center, number 541-756-8213**, if it is activated.

The Marina Manager shall establish communications with the **Charleston Rural Fire Protection District** to coordinate emergency response actions on Port property. It is important that the needs of Port tenants, customers and visitors be assessed during the emergency response phase.

Coos Bay: Given proper warning, employees at the Coos Bay location are instructed to evacuate to higher ground. Employees are instructed to move to Marshfield High School at the corner of 10th and Ingersoll Streets. This area is an officially designated assembly area by the Coos County Emergency Plan. The Port believes that it is important for employees to assemble at officially designated areas so they may be guided by Emergency Response Personnel and receive treatment, services and information updates provided at those locations.

Railroad: Should a tsunami warning be issued, the Rail Operations Manager shall notify all rail employees of the impending tsunami and direct them to assess their location and take appropriate actions to safeguard themselves by either evacuating to higher ground or remaining in the locomotive if outside the tsunami inundation zone.

Managers should make every effort to allow Port employees the opportunity to ensure the safety of their families.

Should an event take place during the employee's time off, the employees should first ensure the safety of their family and then when it is safe, report to their Manager for assignment.

It is important to remember that if you feel an earthquake on the coast:

- Protect yourself from the earthquake until it is over.
- Quickly move inland and to higher ground.
- Go on foot if at all possible.
- Do not wait for official warning.
- Do not pack or delay.
- Do not return to the shore.
- A tsunami may be coming in a few minutes, and additional larger waves may continue for several hours.
- Wait for "All Clear": from local officials before returning to low-lying areas.

FIRE

The Port properties are served by local fire departments and local rural fire districts and even though each district or department is individually responsible for fire related issues in specific geographic areas, they work together to provide public safety programs.

Every Port employee should know how to operate fire extinguishers in Port owned buildings, vessels, locomotives and vehicles. Fire extinguishers should be inspected monthly and serviced annually. Port employees should also be familiar with the location and use of First Aid Kits and AEDs.

Structures: In the event of a fire emergency involving a Port structure, the first Port employee to observe a fire or get word of a fire shall immediately yell out “FIRE, FIRE, FIRE”, activate the fire alarm, and notify emergency response personnel, number **9-1-1**. After **9-1-1** notification, the employee shall then notify the **Marina Manager, Rail General Manager or Chief Administrative Officer** as appropriate. Following notification, the employee should check for victims if it can be safely done and may use fire extinguishers to extinguish the fire (if applicable). The Marina Manager, Rail General Manager, or Chief Administrative Officer shall notify the **Chief Executive Officer** of the situation and then dispatch additional employees to secure the area, provide crowd and traffic control and to assist emergency responders as needed.

Recreational Vehicles: In the event of a fire emergency involving a recreational vehicle at the RV Park, the same procedure should be followed as a structural fire. Port staff may assist customers in moving other vehicles in close proximity to the fire if it can be safely done. It is important to remember that there is a high risk of secondary explosion in a recreational vehicle fire. Port staff will also maintain emergency response access to the fire site.

Vessels and Dock Structures: In the event of a fire emergency involving vessel or dock structures, in addition to the notification procedures listed above, following **9-1-1** notification, the employee shall immediately notify the local **U.S. Coast Guard Unit**. When it can be safely accomplished, containment boom and absorbent pads should be deployed until the vessel can be removed from the water.

Charleston After Hours: For fire events that occur after normal working hours, Port Security staff should call **9-1-1**; notify the U.S. Coast Guard and Marina Manager; and then secure access to the site until emergency responders arrive. It is the Marina Manager’s responsibility to notify the **Chief Port Operations Officer** and to determine if additional off-duty staff should respond to the scene.

After a Fire: Upon completion of a Fire Event, the Marina Manager, Rail General Manager, or Chief Administrative Officer shall provide an assessment and damage report to the Chief Executive Officer and the Chief Port Operations Officer.

Burning Permits: During fire season, burning permits are required by the local fire department and the Oregon Department of Environmental Quality. It shall be the responsibility of the Marina Manager or Rail General Manager to receive those permits prior to any burn barrel or open burning on Port properties.

Additional Information:

- Know the exit routes and evacuation plans in your building
- Never lock fire exits or block doorways, halls and stairways.
- Know the location of fire extinguishers, medical kits and AEDs in Port occupied buildings.
- In the event of a fire and evacuation of a Port occupied building, all employees are instructed to meet at the pre-designated location. The Marina Manager or Rail General Manager will provide a personnel status report to the Chief Executive Officer and the Chief Administrative Officer.

SEVERE STORM EVENTS

Severe winter storms and high winds pose a significant risk to life and property by creating extreme conditions. Often, the storms produce hurricane strength winds, torrential rains and cold temperatures. Severe winter storms are generally prolonged events producing conditions that have destructive impacts especially to trees, power lines, utility service, railroad and vessel moorage.

A severe storm watch is issued by the National Weather Service when the weather conditions are such that a severe storm (damaging winds at 58 miles per hour or more) is likely to develop. The Port may receive this notice through the Coos County Sheriff's office or by monitoring the NOAA weather alert radio which are located at the Port of Coos Bay administrative office and the Charleston Marina office.

Charleston: The two major concerns for the Charleston Marina Complex are missile hazards and vessel moorage. If an alert occurs during the working day, the Marina Manager should notify the **Chief Port Operations Officer**. Port employees should be dispatched throughout the Marina Complex to secure suspected missile hazards, to make sure all moored vessels are adequately tied to the dock, and to notify moorage customers and RV Park guests of the expected storm.

Should an alert occur during non-working hours, security staff should notify the Marina Manager of the expected storm. Security should then make an inspection of the docks checking vessel moorings. It is the responsibility of the Marina Manager to deploy other off duty Port staff as needed in Charleston.

After a Storm: Following an event, the Marina Manager and Rail General Manager will make a damage assessment of Port property and report it to the Chief Executive Officer.

ACCIDENT

Vehicle Accident: Notification shall be made to the appropriate emergency responder and law enforcement agency via **9-1-1**. Port personnel shall render emergency assistance at the scene until first responders arrive. Port staff shall provide crowd and traffic control at the scene and assist the emergency responders as needed.

Personal Injury: Notification shall be made to the appropriate emergency responder and if necessary, an **Ambulance via 9-1-1**.

Fatality: In the event of an accident involving a fatality on Port property, the Chief Executive Officer and the Chief Administrative Officer shall be notified immediately.

After an Accident: The Marina Manager or Rail General Manager shall prepare a Port Accident/Incident report and forward it to the Chief Port Operations Officer. All forms are available from the Chief Port Operations Officer.

OIL AND HAZARDOUS MATERIAL DISCHARGE

One of the nation's most fundamental environmental priorities has been to protect and enhance the quality of the nation's waters. The Regulatory framework for this protection dates from adoption in 1972 of the Federal Water Pollution Control Act. This legislation set standards and goals for improving and maintaining water quality in the United States. A subsequent set of amendments to national water quality law was adopted in 1977 as the Clean Water Act.

The Oil Pollution Act of 1990 was created as a result of the disastrous 1989 oil spill in Alaska's Prince William Sound. The following year, 1991, additional clean-up and containment responsibilities were enacted in the State of Oregon through Senate Bill 242.

The purpose of this section is to provide for an orderly implementation of response actions to protect the people and environment of Oregon from impacts of oil or hazardous materials discharge into navigable waters of the State or upland portions of Port property.

For all but minor oil discharges, the Northwest Area Contingency Plan sets guidelines for oil and hazardous materials discharges. The Coos Bay Geographic Response Plan is used to guide the response and determine the priority areas for protection during the first 6 to 24 hours of a spill. Refer to the Geographic Response Plan for specific details within Coos Bay.

Coos Bay Response Cooperative: In response to SB-242, the Coos Bay Response Cooperative was organized to develop and maintain an oil spill contingency plan under applicable Oregon law covering Coos Bay, to make plan coverage available to vessels requesting and enrolling for such service and to change an enrollment fee for such services.

The Coos Bay Response Cooperative provides 24/7 coverage for enrolled members in Coos Bay and is designed to cover the first 24 hours of response in the event of a discharge. The Port is a member of the Coos Bay Response Cooperative. The Coos Bay Response Cooperative should be notified of an oil discharge by calling the **Spill Response Coordinator**.

Charleston: Port employees are not trained as emergency responders. Emergency responders must be properly trained and equipped with appropriate personal protective equipment before responding to a discharge. Other than minor oil spills where Port employees are trained in the deployment of a containment boom and the use of absorbent pads, all spills should be reported to and handled by the appropriate response agency. Port employees are instructed to notify the **National Response Center**, the **Oregon Emergency Response System**, and the nearest U.S. Coast Guard unit. Once notification is made, Port staff should secure the area until appropriate responders arrive.

For minor spills in the Charleston marina complex, the Marina Manager should notify the appropriate agencies identified in this section, dispatch Port employees to deploy the containment boom and absorbent pads and notify the **Chief Port Operations Officer**.

Railroad: For minor spills on the rail line, the Rail General Manager should notify the appropriate agencies identified in this section, dispatch Port employees to deploy the containment boom and absorbent pads and notify the **Chief Executive Officer**.

Hazardous Materials: All hazardous material discharges should also be reported to the local fire department, number **9-1-1**. The Marina Manager or Rail General Manager will coordinate the securing of the site until appropriate responders arrive. Under no circumstances will Port employees attempt to clean-up hazardous materials. Personnel safety is paramount in responding to discharges.

Clean-Up: In the event, containment and clean-up is handled internally, the services of a clean-up contractor certified to dispose of the waste will be used. The Marina Manager or Rail General Manager shall be responsible for the timely and safe disposal of waste.

Detailed response and clean-up guidelines can be found in the following documents which are available at the Administration and Marina offices:

- Northwest Area Contingency Plan
- Coos Bay Geographic Response Plan
- DEQ Oil and Hazardous Material Spill Contingency Plan
- ORS 468B.300 to ORS 468B.500

Management Reports



M E M O R A N D U M

TO: John Burns, Chief Executive Officer
FROM: Lanelle Comstock, Chief Administrative Officer
DATE: October 11, 2023
SUBJECT: Administrative Services Management Report

Upcoming Scheduled Meetings and Events:

- October Regular Commission Meeting: Tuesday, October 17, 10:00 am
- Charleston Advisory Committee Meeting: Wednesday, October 18, noon
- Veteran’s Day Observed (Offices closed): Friday, November 10
- November Regular Commission Meeting: Tuesday, November 21, 10:00 am

ADMINISTRATION

2023 SDIS Best Practices Program: Included in this month’s Consent Items within the Commission Packet is a memo regarding the 2023 SDIS Best Practices Program. Each year, the Port of Coos Bay participates in the Special Districts Insurance Services (SDIS) Best Practices Program to receive credit on the following year’s contributions for general liability, auto liability, and property insurance. The purpose of the program is to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year, the Port fulfilled all five opportunities to earn a total of 10% off of the 2024 SDIS general liability, auto liability, and property insurance premiums. The amount is estimated to be over **\$23,000** of savings!!

Charleston Marina Weather Camera: Port Staff is collaborating with the Coos Bay-North Bend-Charleston Visitor & Convention Bureau and KOB TV in Medford to facilitate the placement of a weather camera in the Charleston Marina to help promote the bay area. The camera will be placed upon the Charleston Marina office building and the Port will be providing internet connection and power to the camera.

SDAO Risk Management Networking Event: Special Districts Association of Oregon is hosting a Risk Management Hot Topics Conversation and Networking event in the Charleston Marina RV Park Rec Room on Thursday, October 19, from 9am to 11am. This is an opportunity to discuss current risk management hot topics and get to know other SDAO members in the area. Please contact Lanelle if you are interested in attending on behalf of the Port.

HUMAN RESOURCES

October Employee Milestone Anniversaries: In an effort to enhance the organizational culture, Human Resources is now acknowledging employee anniversaries each month. Milestone anniversaries for the month of October include:

- 5 years – Garald Weldon, Maintenance Apprentice II

Charleston Marina Complex Manager Changes: Ray Dwire has been promoted to Interim Charleston Marina Manager after the recent resignation of Steve Bawn, the previous Marina Manager, in September. Ray has been employed with the Port for over five years, most recently leading the Port of Coos Bay Security staff in the Charleston Marina. Ray has performed admirably during his tenure and is eager to accept new challenges. We are confident Ray will excel in his new role.

Security Officer: With Ray Dwire now managing the Marina and the reassignment of another Security Officer to a new role, there are two vacant Security Officer positions. The Security Officer job announcement has been posted, many qualified resumes were received, and interviews have been conducted. The interview team expects to extend offers within the week.

LEASE MANAGEMENT

Space for Lease:

- **Charleston Marina - 63468 Pelican Way:** Located in a high traffic area in the Charleston Marina next to the post office, this 320 square foot space has two separate windowed areas that could be used as storefront or private office space, or both!
- **Charleston Marina - Floating Building on D Dock:** The old “Fisherman’s Wharf” floating building on D dock in the Charleston Marina is ready to be the next fish and chips restaurant, seafood market, or retail space. The space is approximately 1,300 square feet, contains two metal buildings, a fish processing area, a 180 square foot cold room, and an on-dock seating area with picnic tables.
- **Charleston Marina – 63510 Kingfisher Rd:** Formerly the location of “Basin Tackle”, this 1,995 square feet of retail space is centrally located in the “heart” of the Charleston Marina Complex.
- **Terminal One - 93783 Newport Lane:** The office building located at Terminal One is approximately 3,040 square feet, has six private offices, 900 square feet of cubicle space, a large conference room, a kitchen and break room, and two restrooms.
- **Hub Building - 125 Central Avenue, Suite 380:** Suite 380 in the Hub Building is approximately 1,140 square feet, has two private offices, a kitchenette, and a large open space that is ideal for a large conference room or can accommodate multiple cubicles.
- **Hub Building - 147 S Broadway:** This 2,366 square feet of prime storefront space located on Highway 101 southbound in downtown Coos Bay has great visibility and heavy foot traffic. The space also contains two private offices, one with a kitchenette.
- **Hub Building - 145 Central Avenue:** Three individual offices are available in a space shared by an economic development group, conveniently located in downtown Coos Bay.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer
FROM: Megan Richardson, Director of Finance & Accounting
DATE: October 11, 2023
SUBJECT: Accounting & Finance Management Report

We hereby present August and August Year-to-Date (2 months) of financial results for the Port.

Operating Revenue:

Total operating revenues were \$394K, which was \$180K less than budget. All departments, with the exception of External Affairs, reported revenues that fell short of budget. Administration has budgeted for full tenancy, but they are currently down two lessees. Charleston has lower revenues than anticipated across all business lines except Shipyard. The largest losses came from RV Park, Ice Sales, and Other Revenue. The lower “Other Revenue” is due to anticipated vessel destruction fees charged for non-insured impounded vessels. Ultimately these fees will most likely be deemed uncollectable and written off to bad debt. This write off is budgeted quarterly. Port Ops revenues were less than projected due to the timing of building leases and property agreements. Rail Ops fell short this month due to lower rail car movements. They had 388 total car movements for August compared to a budget projection of 1,400 cars.

Operating Expense:

Operating expenses totaled \$513K, which was \$133K less than the budget. All departments underspent their budgets this month.

Operating Result:

The Port ended August with a net loss of \$119K against a planned net gain of \$72K, which is a greater loss than planned by \$47K. All departments, except Administration and External Affairs, performed less than planned this month. The unfavorable operating result for Port Ops, Rail Ops, and Charleston Ops is due to lower than projected revenues.

Other Income & Expense:

Other revenues totaled \$18K, which is less than the budget by \$1K. This decrease in other revenue is due to receiving lower bank interest than anticipated. Other Expenses are overspent by \$154K. This overspending is due to the timing of capital outlays. The increase in Capital Outlay in August is for the budgeted purchase of the hyrail dump truck.

Net Result & Year to Date:

August had a net loss of \$327K compared to a budgeted net loss of \$125K resulting in a \$202K negative variance. This variance underscores the importance of achieving a strong topline, in addition to managing operating expenses well.

Other Comments:

September Total Cash Balance	Unrestricted OIPCB Funds	Total Restricted	Restricted Detail		
			Project Crafty	State Dredge Funds	IFA Channel Mod
5,185,850.76	1,472,976.86	3,712,873.90	29,377.88	588,758.55	3,094,737.47

The total cash balances in all bank accounts for the September month end were \$5,185,850.76 which is a decrease of \$517K from August. Restricted funds are detailed in the table above. Total interest earnings totaled \$16,555.17 with \$1,900.79 of that interest earned on unrestricted funds. Interest earned on restricted funds goes to the restricted fund balance and interest earned on the unrestricted funds is earned by the General Fund. No interest was earned in the money market account because the balance has been managed to meet the required minimum for banking fees and cashflow needs. The Local Government Investment Pool (LGIP) interest rate increased to 4.63% from 4.42% pa. This is an increase in the pool interest rate by .52% since the beginning of the fiscal year.

The Finance department continues with year-end audit work. Moss Adams has completed one week of field work and will return to complete a second week in October.

We have added a new staff member, Amanda Cordova, to the department. She started training at the end of September and has done a great job. While learning our processes she has been able to streamline some processes and increase efficiency in the position. We are pleased to have her be part of the team.

Financial Report - Actual vs. Budget - General Fund
For Period Ending Aug 2023



	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023				Aug 2022			Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
Administration	7,979	17,524	(9,544)	(54%)	11,678	(3,699)	(32%)	16,688	35,047	(18,360)	(52%)	26,773	(10,086)	(38%)	191,924	210,284	(9%)
External Affairs	15,050	10,029	5,021	50%	15,025	25	0%	30,050	20,058	9,992	50%	30,050	0	0%	130,342	120,350	8%
Port Operations	18,515	37,884	(19,369)	(51%)	22,501	(3,986)	(18%)	57,293	85,183	(27,890)	(33%)	46,845	10,448	22%	453,719	481,609	(6%)
Railroad Operations	76,676	152,595	(75,919)	(50%)	106,494	(29,818)	(28%)	168,367	327,441	(159,073)	(49%)	215,051	(46,684)	(22%)	2,683,468	2,842,542	(6%)
Charleston Operations																	
Building & Dock Leases	24,028	27,201	(3,173)	(12%)	26,752	(2,724)	(10%)	51,030	54,403	(3,372)	(6%)	53,504	(2,474)	(5%)	323,044	326,416	(1%)
Marina	106,929	111,835	(4,905)	(4%)	99,885	7,044	7%	199,048	180,724	18,323	10%	178,686	20,361	11%	1,166,198	1,147,875	2%
Shipyard	23,152	20,506	2,646	13%	18,840	4,313	23%	43,388	41,012	2,376	6%	39,984	3,404	9%	248,450	246,074	1%
RV Park	66,129	85,692	(19,563)	(23%)	69,935	(3,806)	(5%)	134,137	166,627	(32,490)	(19%)	136,347	(2,210)	(2%)	454,210	486,700	(7%)
Ice Plant	49,226	78,300	(29,074)	(37%)	60,328	(11,101)	(18%)	75,616	135,000	(59,384)	(44%)	103,560	(27,944)	(27%)	210,616	270,000	(22%)
Travel Lift	1,408	4,365	(2,957)	(68%)	5,119	(3,711)	(72%)	4,022	8,730	(4,708)	(54%)	10,238	(6,216)	(61%)	43,792	48,500	(10%)
Other	5,273	28,667	(23,394)	(82%)	2,098	3,175	151%	6,710	57,333	(50,624)	(88%)	3,451	3,258	94%	(29,624)	21,000	(241%)
Total Charleston Operations	276,146	356,566	(80,420)	(23%)	282,956	(6,811)	(2%)	513,950	643,830	(129,880)	(20%)	525,771	(11,821)	(2%)	2,416,685	2,546,565	(5%)
Total Operating Income	394,365	574,598	(180,232)	(31%)	438,654	(44,288)	(10%)	786,347	1,111,559	(325,212)	(29%)	844,490	(58,143)	(7%)	5,876,138	6,201,350	(5%)
Operating Expenses																	
Administration	187,045	211,113	24,068	11%	155,816	(31,230)	(20%)	272,461	371,996	99,535	27%	231,391	(41,070)	(18%)	2,117,825	2,217,360	4%
External Affairs	39,433	55,824	16,391	29%	43,061	3,627	8%	67,756	102,744	34,988	34%	58,255	(9,501)	16%	545,855	580,843	(6%)
Port Operations	104,370	120,336	15,966	13%	87,460	(16,910)	(19%)	146,482	209,236	62,754	30%	134,825	(11,657)	9%	1,067,670	1,130,424	(6%)
Railroad Operations	0	36,600	36,600	100%	27,225	27,225	100%	87,002	73,200	(13,802)	(19%)	30,822	(56,180)	182%	453,002	439,200	3%
Charleston Operations	182,422	222,693	40,271	18%	225,696	43,274	19%	309,489	419,152	109,663	26%	332,229	22,740	(7%)	2,335,426	2,445,089	(4%)
Total Expenses	513,271	646,567	133,297	21%	539,257	25,986	5%	883,191	1,176,329	293,138	25%	787,521	(95,669)	(12%)	6,519,779	6,812,917	4%
Operating Results																	
Administration	(179,066)	(193,590)	14,524	(8%)	(144,137)	(34,929)	24%	(255,774)	(336,949)	81,175	(24%)	(204,618)	(51,156)	25%	(1,925,900)	(2,007,076)	(4%)
External Affairs	(24,383)	(45,795)	21,412	(47%)	(28,036)	3,652	(13%)	(37,706)	(82,686)	44,980	(54%)	(28,205)	(9,501)	34%	(415,514)	(460,493)	(10%)
Port Operations	(85,855)	(82,452)	(3,403)	4%	(64,959)	(20,896)	32%	(89,190)	(124,054)	34,864	(28%)	(87,980)	(1,209)	1%	(613,951)	(648,815)	(5%)
Railroad Operations	76,676	115,995	(39,319)	(34%)	79,269	(2,593)	(3%)	81,365	254,241	(172,876)	(68%)	184,229	(102,865)	(56%)	2,230,466	2,403,342	(7%)
Charleston Operations	93,723	133,873	(40,149)	(30%)	57,260	36,463	64%	204,461	224,678	(20,217)	(9%)	193,542	10,918	6%	81,259	101,476	(20%)
Totals Operating Results	(118,905)	(71,969)	(46,936)	65%	(100,603)	(18,302)	18%	(96,844)	(64,770)	(32,074)	50%	56,969	(153,813)	(270%)	(643,641)	(611,567)	5%
Tax Collected	6,723	5,516	1,207	22%	12,994	(6,271)	(48%)	30,752	22,882	7,870	34%	400,768	(370,015)	(92%)	2,857,785	2,849,915	0%
Financial Income	10,336	13,207	(2,871)	(22%)	9,891	445	4%	24,111	26,415	(2,303)	(9%)	19,273	4,838	25%	156,184	158,487	(1%)
Grant Income	0	0	0	-	0	0	-	0	0	0	-	0	0	-	25,000	25,000	0%
Loan Receipts	-	0	0	-	0	0	-	0	0	0	-	0	0	-	80,000	80,000	0%
Other Income	738	0	738	-	414	324	78%	9,275	0	9,275	-	18,844	(9,568)	(51%)	9,275	0	-
Total Other Income	17,797	18,724	(926)	(5%)	23,299	(5,502)	(24%)	64,139	49,297	14,842	30%	438,885	(374,746)	(85%)	3,128,245	3,113,402	0%
Financial Expenses & Taxes	4,725	4,623	(103)	2%	3,496	(1,229)	35%	8,155	9,061	906	(10%)	6,647	(1,508)	23%	82,244	83,150	1%
Debt Service	1,910	3,516	1,606	(46%)	1,910	0	(0%)	3,821	8,514	4,694	(55%)	3,821	0	(0%)	1,266,992	1,271,686	0%
Capital Outlays	219,432	63,917	(155,515)	243%	0	(219,432)	-	234,182	127,833	(106,349)	83%	0	(234,182)	-	1,253,349	1,147,000	(9%)
Total Other Expenses	226,068	72,056	(154,012)	214%	5,406	(220,661)	4082%	246,158	145,409	(100,749)	69%	10,468	(235,690)	2252%	2,602,585	2,501,836	4%
Net Result	(327,176)	(125,302)	(201,874)	(161%)	(82,710)	(244,466)	296%	(278,863)	(160,882)	(117,981)	(73%)	485,386	(764,248)	157%	(117,981)	0	(11798060000%)

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023				Aug 2022			Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4005 Building & Dock Leases	6,729	16,274	(9,544)	-59%	10,678	(3,949)	-37%	14,188	32,547	(18,360)	-56%	24,773	(10,586)	-43%	176,924	195,284	-9%
4245 CCURA	1,250	1,250	0	0%	1,000	250	25%	2,500	2,500	0	0%	2,000	500	25%	15,000	15,000	0%
Total Operating Income	7,979	17,524	(9,544)	-54%	11,678	(3,699)	-32%	16,688	35,047	(18,360)	-52%	26,773	(10,086)	-38%	191,924	210,284	-9%
Expenses																	
Personnel Services																	
5005 Salaries	109,523	107,861	(1,661)	-2%	88,903	(20,620)	-23%	148,169	179,676	31,507	18%	122,795	(25,374)	-21%	902,359	933,866	3%
5010 Other compensation	0	996	996	100%	0	0	-	0	1,658	1,658	100%	0	0	-	6,961	8,619	19%
5015 Overtime	14	0	(14)	-	0	(14)	-	47	0	(47)	-	0	(47)	-	47	0	-
5050 Merit Pool	0	0	0	-	0	0	-	0	0	0	-	0	0	-	20,000	20,000	0%
Total Compensation	109,536	108,857	(679)	-1%	88,903	(20,633)	-23%	148,216	181,334	33,118	18%	122,795	(25,421)	-21%	929,367	962,485	3%
5100 Federal Payroll taxes	7,791	7,777	(13)	0%	5,561	(2,230)	-40%	10,659	12,956	2,297	18%	8,104	(2,555)	-32%	65,040	67,337	3%
5105 State Payroll taxes	312	0	(312)	-	20	(291)	-1435%	443	0	(443)	-	28	(416)	-1507%	443	0	-
5110 Unemployment Insurance	1,336	2,033	697	34%	924	(412)	-45%	1,799	3,387	1,588	47%	1,294	(505)	-39%	16,016	17,604	9%
5115 Workers compensation	26	425	399	94%	0	(26)	-	34	708	674	95%	0	(34)	-	3,006	3,680	18%
Total Payroll Taxes	9,464	10,236	772	8%	6,505	(2,959)	-45%	12,936	17,051	4,115	24%	9,426	(3,510)	-37%	84,506	88,621	5%
5200 Medical insurance	12,949	14,789	1,840	12%	7,293	(5,656)	-78%	25,898	29,578	3,680	12%	14,587	(11,311)	-78%	173,786	177,466	2%
5205 Dental insurance	1,074	1,341	267	20%	930	(144)	-15%	1,949	2,682	733	27%	1,908	(40)	-2%	15,358	16,091	5%
5215 Term life insurance	133	138	4	3%	100	(33)	-33%	266	275	9	3%	200	(66)	-33%	1,641	1,650	1%
5220 Long Term Disability insurance	453	658	205	31%	288	(165)	-57%	856	1,096	240	22%	687	(169)	-25%	5,457	5,697	4%
5225 PERS Employer Contributions	24,715	23,891	(824)	-3%	12,277	(12,438)	-101%	33,608	39,797	6,189	16%	19,258	(14,351)	-75%	200,658	206,847	3%
5230 PERS Employee Contributions	6,268	6,377	108	2%	3,427	(2,842)	-83%	8,495	10,623	2,128	20%	5,375	(3,119)	-58%	53,084	55,212	4%
5295 Allocations	0	(247)	(247)	100%	0	0	-	0	(412)	(412)	100%	0	0	-	(1,730)	(2,143)	19%
Total Insured Benefits	45,593	46,945	1,352	3%	24,315	(21,278)	-88%	71,072	83,638	12,566	15%	42,015	(29,057)	-69%	448,253	460,819	3%
Total Personnel Services	164,593	166,038	1,445	1%	119,723	(44,870)	-37%	232,224	282,023	49,800	18%	174,236	(57,988)	-33%	1,462,126	1,511,926	3%
Goods & Services																	
6005 Seminars & training	0	1,340	1,340	100%	0	0	-	0	2,679	2,679	100%	40	40	100%	13,396	16,075	17%
6010 Educational reimbursement	0	83	83	100%	0	0	-	0	167	167	100%	0	0	-	833	1,000	17%
Total Staff Training	0	1,423	1,423	100%	0	0	-	0	2,846	2,846	100%	40	40	100%	14,229	17,075	17%
6020 Travel - airfare	0	83	83	100%	0	0	-	0	167	167	100%	0	0	-	833	1,000	17%
6025 Travel - lodging & transportation	0	167	167	100%	0	0	-	0	333	333	100%	0	0	-	1,667	2,000	17%
6030 Travel - Per Diem & mileage reimbursement	60	250	190	76%	0	(60)	-	95	500	405	81%	0	(95)	-	2,595	3,000	14%
6035 Meals & Entertainment	187	146	(41)	-28%	0	(187)	-	703	292	(411)	-141%	606	(97)	-16%	2,161	1,750	-23%
Total Travel & Entertainment	247	646	399	62%	0	(247)	-	798	1,292	494	38%	606	(192)	-32%	7,256	7,750	6%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund Department: Administration Location: All Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023				Aug 2022			Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6050 Office supplies	381	779	398	51%	594	214	36%	2,667	1,558	(1,108)	-71%	1,244	(1,422)	-114%	10,458	9,350	-12%
6055 Kitchen supplies	131	279	148	53%	181	50	28%	310	558	248	44%	325	15	5%	3,100	3,348	7%
6060 IT supplies	270	1,000	730	73%	2,416	2,146	89%	270	2,000	1,730	87%	2,941	2,671	91%	10,270	12,000	14%
6070 Postage & courier services	800	333	(467)	-140%	0	(800)	-	800	667	(133)	-20%	400	(400)	-100%	4,133	4,000	-3%
6085 Office equipment lease	0	154	154	100%	0	0	-	0	308	308	100%	0	0	-	1,539	1,847	17%
6087 Office equipment repairs & maintenance	186	375	189	50%	231	45	19%	356	750	394	53%	506	150	30%	4,106	4,500	9%
6090 IT SW subscriptions & licenses	5,406	13,764	8,357	61%	11,039	5,633	51%	7,786	27,528	19,742	72%	22,020	14,234	65%	145,425	165,167	12%
6095 Commission expenses	378	640	262	41%	15	(363)	-2420%	378	1,280	902	70%	15	(363)	-2420%	6,778	7,680	12%
Total Office Expense	7,553	17,324	9,771	56%	14,477	6,924	48%	12,567	34,649	22,082	64%	27,450	14,884	54%	185,810	207,892	11%
6100 Telephone - landline	433	460	27	6%	432	(1)	0%	866	920	54	6%	864	(2)	0%	5,466	5,520	1%
6105 Telephone - mobile	792	625	(167)	-27%	435	(357)	-82%	1,583	1,250	(333)	-27%	851	(733)	-86%	7,833	7,500	-4%
6110 Internet services	619	637	18	3%	604	(15)	-3%	1,238	1,273	36	3%	1,207	(30)	-3%	7,604	7,640	0%
6130 Electricity	943	816	(127)	-16%	634	(309)	-49%	1,790	1,455	(335)	-23%	1,232	(558)	-45%	14,735	14,400	-2%
6135 Water/Sewer	174	250	76	30%	419	245	58%	369	500	131	26%	419	50	12%	2,869	3,000	4%
6140 Garbage/Sanitation Collection	287	300	13	4%	272	(15)	-5%	573	600	27	4%	544	(29)	-5%	3,573	3,600	1%
Total Utilities	3,247	3,088	(159)	-5%	2,795	(452)	-16%	6,420	5,998	(422)	-7%	5,117	(1,303)	-25%	42,082	41,660	-1%
6205 Janitorial services	840	857	17	2%	1,284	444	35%	1,680	1,713	33	2%	2,567	887	35%	10,247	10,280	0%
6215 Payroll services	760	703	(57)	-8%	1,297	538	41%	892	1,405	513	37%	1,486	594	40%	7,917	8,430	6%
6245 Legal advertising	0	167	167	100%	0	0	-	0	333	333	100%	0	0	-	1,667	2,000	17%
6250 Legal services	0	8,333	8,333	100%	863	863	100%	5,076	16,667	11,591	70%	863	(4,214)	-489%	88,409	100,000	12%
6255 Auditing	7,800	6,250	(1,550)	-25%	11,000	3,200	29%	7,800	12,500	4,700	38%	11,000	3,200	29%	70,300	75,000	6%
6260 Consulting services	(2)	67	68	102%	0	2	-	(2)	133	135	101%	0	2	-	665	800	17%
6265 Recruiting services	0	0	0	-	46	46	100%	0	0	0	-	46	46	100%	0	0	-
6290 Commercial insurance	0	3,129	3,129	100%	2,375	2,375	100%	0	6,257	6,257	100%	4,740	4,740	100%	31,286	37,543	17%
Total Professional Services	9,398	19,504	10,106	52%	16,864	7,466	44%	15,446	39,009	23,563	60%	20,702	5,256	25%	210,490	234,053	10%
6351 Awards & Recognitions	0	446	446	100%	0	0	-	110	892	782	88%	204	94	46%	4,568	5,350	15%
Total Marketing Expense	0	446	446	100%	0	0	-	110	892	782	88%	204	94	46%	4,568	5,350	15%
6400 Small equipment & tools	362	63	(300)	-480%	0	(362)	-	853	125	(728)	-583%	0	(853)	-	1,478	750	-97%
6405 Safety/hazardous materials	590	0	(590)	-	0	(590)	-	676	0	(676)	-	0	(676)	-	676	0	-
6420 Janitorial supplies	0	125	125	100%	0	0	-	253	250	(3)	-1%	0	(253)	-	1,503	1,500	0%
6425 Operational supplies	2	0	(2)	-	9	7	78%	83	0	(83)	-	9	(74)	-822%	83	0	-
6450 Fuel - Gas	0	0	0	-	420	420	100%	0	0	0	-	615	615	100%	0	0	-
Total Operational Expense	954	188	(767)	-409%	429	(526)	-123%	1,865	375	(1,490)	-397%	624	(1,242)	-199%	3,740	2,250	-66%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund Department: Administration Location: All Budget: Adopted



Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023				Aug 2022			Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	340	0	(340)	-	0	(340)	-	340	0	(340)	-	0	(340)	-	340	0	-
6505 Repairs & maintenance vehicles	17	542	524	97%	86	68	80%	78	1,083	1,005	93%	103	25	24%	5,495	6,500	15%
6510 Repairs & maintenance buildings	695	1,907	1,212	64%	1,442	747	52%	2,556	3,813	1,258	33%	2,309	(246)	-11%	21,622	22,880	5%
6580 Permits	0	0	0	-	0	0	-	0	0	0	-	0	0	-	200	200	0%
Total Repair and Maintenance	1,053	2,457	1,404	57%	1,528	475	31%	3,032	4,913	1,881	38%	2,413	(620)	-26%	27,799	29,680	6%
6599 Budget Contingency	0	0	0	-	0	0	-	0	0	0	-	0	0	-	159,725	159,725	0%
Total Goods & Services	22,452	45,075	22,623	50%	36,092	13,640	38%	40,237	89,973	49,736	55%	57,156	16,918	30%	655,699	705,435	7%
Total Expenses	187,045	211,113	24,068	11%	155,816	(31,230)	-20%	272,461	371,996	99,535	27%	231,391	(41,070)	-18%	2,117,825	2,217,360	4%
Operating Results	(179,066)	(193,590)	14,524	-8%	(144,137)	(34,929)	24%	(255,774)	(336,949)	81,175	-24%	(204,618)	(51,156)	25%	(1,925,900)	(2,007,075.93)	-4%
Other Income & Expenses																	
Other Income																	
4405 Property Taxes - Current Year	3,776	5,381	(1,606)	-30%	5,216	(1,440)	-28%	22,066	22,322	(256)	-1%	21,946	120	1%	1,992,794	1,993,050	0%
4410 Property Taxes - Prior Years	2,947	135	2,812	2083%	7,778	(4,831)	-62%	8,561	560	8,001	1429%	14,667	(6,106)	-42%	58,001	50,000	16%
4470 Property Taxes - Sublet Facilities	0	0	0	-	0	0	-	0	0	0	-	0	0	-	13,000	13,000	0%
4505 Interest - Bank	2,962	5,833	(2,871)	-49%	2,518	445	18%	9,364	11,667	(2,303)	-20%	4,526	4,838	107%	67,697	70,000	-3%
4506 Interest - Southport Note	1,543	1,543	0	0%	1,715	(172)	-10%	3,100	3,100	0	0%	3,444	(344)	-10%	17,718	17,718	0%
4515 Principal Repayment - Southport Note	5,831	5,831	0	0%	5,659	172	3%	11,648	11,648	0	0%	11,304	344	3%	70,769	70,769	0%
4905 Other	63	0	63	-	27	36	131%	63	0	63	-	27	36	131%	63	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	8,537	0	8,537	-	0	8,537	-	8,537	0	-
Total Other Income	17,122	18,724	(1,602)	-9%	22,912	(5,791)	-25%	63,338	49,297	14,041	28%	55,913	7,425	13%	2,228,578	2,214,537	1%
Other Expenses																	
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	0	0	0	-	0	0	-	13,000	13,000	0%
6740 Merchant fees	3,362	3,956	594	15%	3,304	(59)	-2%	6,469	7,728	1,259	16%	6,455	(15)	0%	38,741	40,000	3%
6745 Banking fees	328	667	339	51%	192	(136)	-71%	651	1,333	682	51%	192	(459)	-239%	7,318	8,000	9%
6755 Insurance Claims	1,000	0	(1,000)	-	0	(1,000)	-	1,000	0	(1,000)	-	0	(1,000)	-	1,000	0	-
Total Taxes & Misc Expenses	4,690	4,623	(68)	-1%	3,496	(1,194)	-34%	8,120	9,061	941	10%	6,647	(1,473)	-22%	60,059	61,000	2%
Debt Services																	
7005 Principal repayment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	115,000	115,000	0%
7010 Interest payment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	69,179	69,179	0%
7020 Principal repayment - Vehicles	0	0	0	-	544	544	100%	0	0	0	-	1,085	1,085	100%	0	0	-
7025 Interest payment - Vehicles	0	0	0	-	118	118	100%	0	0	0	-	239	239	100%	0	0	-
8010 CIP Buildings	0	2,500	2,500	100%	0	0	-	0	5,000	5,000	100%	0	0	-	25,000	30,000	17%
Total Debt Services	0	2,500	2,500	100%	662	662	100%	0	5,000	5,000	100%	1,324	1,324	100%	209,179	214,179	2%
Total Other Expenses	4,690	7,123	2,432	34%	4,158	(532)	-13%	8,120	14,061	5,941	42%	7,971	(149)	-2%	269,238	275,179	2%
Net Other Income	12,432	11,601	831	7%	18,755	(6,323)	-34%	55,217	35,235	19,982	57%	47,942	7,276	15%	1,959,340	1,939,358	1%
Net Result	(166,635)	(181,989)	15,354	-8%	(125,383)	(41,252)	33%	(200,556)	(301,714)	101,158	-34%	(156,676)	(43,880)	28%	33,440	(67,718)	-149%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023		\$ Diff	% Diff	Aug 2022		Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD						
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4005 Building & Dock Leases	24,028	27,201	(3,173)	-12%	26,752	(2,724)	-10%	51,030	54,403	(3,372)	-6%	53,504	(2,474)	-5%	323,044	326,416	-1%
4100 Annual Moorage	31,746	42,500	(10,754)	-25%	42,841	(11,096)	-26%	59,760	63,750	(3,990)	-6%	64,837	(5,077)	-8%	421,010	425,000	-1%
4105 Semi-Annual Moorage	8,830	11,500	(2,670)	-23%	4,621	4,209	91%	14,546	17,250	(2,704)	-16%	8,060	6,486	80%	112,296	115,000	-2%
4110 Monthly Moorage	16,246	20,000	(3,754)	-19%	17,045	(799)	-5%	31,245	30,000	1,245	4%	35,570	(4,326)	-12%	201,245	200,000	1%
4115 Transient Moorage	20,711	11,030	9,681	88%	8,715	11,996	138%	34,635	16,545	18,090	109%	18,294	16,342	89%	128,390	110,300	16%
4118 Work Dock	4,713	3,500	1,213	35%	0	4,713	-	6,760	7,000	(240)	-3%	1,255	5,505	439%	41,760	42,000	-1%
4120 Metered Utilities	0	30	(30)	-100%	30	(30)	-100%	0	60	(60)	-100%	60	(60)	-100%	300	360	-17%
4125 Launch Ramp	5,713	5,590	123	2%	5,551	162	3%	11,397	10,750	647	6%	10,491	906	9%	43,647	43,000	2%
4130 Public Buying Dock	0	17	(17)	-100%	0	0	-	0	33	(33)	-100%	0	0	-	167	200	-17%
4135 Storage Yard	6,162	5,146	1,017	20%	2,972	3,190	107%	12,265	10,291	1,974	19%	5,940	6,325	106%	63,721	61,747	3%
4140 Storage Unit	18,286	17,000	1,286	8%	16,804	1,482	9%	36,607	34,000	2,607	8%	33,704	2,903	9%	206,607	204,000	1%
4145 Long Term Boat Storage	11,108	9,167	1,942	21%	8,460	2,649	31%	20,639	18,333	2,305	13%	16,898	3,741	22%	112,305	110,000	2%
4150 Short Term Boat Storage	2,745	3,412	(667)	-20%	6,486	(3,742)	-58%	6,449	6,824	(374)	-5%	13,083	(6,633)	-51%	40,568	40,942	-1%
4155 Boat Wash	0	83	(83)	-100%	0	0	-	245	167	78	47%	0	245	-	1,078	1,000	8%
4165 Space Rents	64,290	84,240	(19,950)	-24%	67,856	(3,566)	-5%	130,726	163,800	(33,074)	-20%	131,577	(851)	-1%	434,926	468,000	-7%
4173 Laundry	463	660	(198)	-30%	743	(280)	-38%	988	1,375	(387)	-28%	1,507	(519)	-34%	5,113	5,500	-7%
4175 Propane	999	792	207	26%	936	64	7%	1,775	1,452	323	22%	1,734	41	2%	13,523	13,200	2%
4180 Merchandise	127	0	127	-	80	47	59%	237	0	237	-	156	81	52%	237	0	-
4185 Visitor Convention Bureau Fee	0	0	0	-	510	(510)	-100%	0	0	0	-	959	(959)	-100%	0	0	-
4190 Ice	49,226	78,300	(29,074)	-37%	60,328	(11,101)	-18%	75,616	135,000	(59,384)	-44%	103,560	(27,944)	-27%	210,616	270,000	-22%
4200 Boat Lifts	1,408	4,365	(2,957)	-68%	5,119	(3,711)	-72%	4,022	8,730	(4,708)	-54%	10,238	(6,216)	-61%	43,792	48,500	-10%
4230 Environmental Fee	3,169	3,367	(198)	-6%	3,085	83	3%	6,034	6,733	(700)	-10%	6,391	(358)	-6%	39,700	40,400	-2%
4235 Customer Discounts	0	0	0	-	(289)	289	-100%	0	0	0	-	(1,386)	1,386	-100%	0	0	-
4290 Other	6,176	28,667	(22,491)	-78%	4,311	1,864	43%	8,973	57,333	(48,360)	-84%	9,339	(366)	-4%	295,640	344,000	-14%
4295 Bad Debt Expense	0	0	0	-	0	0	-	0	0	0	-	0	0	-	(323,000)	(323,000)	0%
Total Operating Income	276,146	356,566	(80,420)	-23%	282,956	(6,811)	-2%	513,950	643,830	(129,880)	-20%	525,771	(11,821)	-2%	2,416,685	2,546,565	-5%
Expenses																	
Personnel Services																	
5005 Salaries	58,144	52,988	(5,157)	-10%	51,722	(6,423)	-12%	79,029	88,267	9,238	10%	66,877	(12,152)	-18%	449,530	458,769	2%
5010 Other compensation	3,725	510	(3,216)	-631%	4,050	325	8%	3,877	849	(3,028)	-357%	4,396	520	12%	7,439	4,411	-69%
5015 Overtime	3,916	2,508	(1,408)	-56%	3,046	(869)	-29%	4,688	4,178	(510)	-12%	3,680	(1,008)	-27%	22,223	21,713	-2%
Total Compensation	65,785	56,005	(9,780)	-17%	58,818	(6,967)	-12%	87,594	93,293	5,700	6%	74,953	(12,640)	-17%	479,193	484,893	1%
5100 Federal Payroll taxes	5,011	4,284	(726)	-17%	4,442	(569)	-13%	6,673	7,137	464	7%	5,641	(1,032)	-18%	36,630	37,094	1%
5105 State Payroll taxes	262	0	(262)	-	21	(242)	-1178%	349	0	(349)	-	26	(323)	-1235%	349	0	-
5110 Unemployment Insurance	1,465	1,543	78	5%	1,683	218	13%	2,052	2,570	518	20%	2,138	86	4%	12,841	13,360	4%
5115 Workers compensation	25	3,910	3,885	99%	0	(25)	-	33	6,513	6,480	99%	0	(33)	-	27,373	33,853	19%
Total Payroll Taxes	6,763	9,737	2,974	31%	6,146	(618)	-10%	9,107	16,221	7,114	44%	7,805	(1,302)	-17%	77,193	84,307	8%
5200 Medical insurance	12,658	13,176	519	4%	6,102	(6,556)	-107%	26,703	26,352	(351)	-1%	15,007	(11,696)	-78%	158,463	158,112	0%
5205 Dental insurance	1,079	853	(226)	-26%	433	(646)	-149%	1,746	1,706	(40)	-2%	1,079	(666)	-62%	10,275	10,235	0%
5215 Term life insurance	150	113	(38)	-33%	73	(77)	-105%	275	225	(50)	-22%	171	(104)	-60%	1,400	1,350	-4%
5220 Long Term Disability insurance	323	244	(78)	-32%	115	(207)	-180%	549	488	(61)	-12%	310	(239)	-77%	2,992	2,931	-2%
5225 PERS Employer Contributions	8,487	12,270	3,783	31%	6,972	(1,516)	-22%	11,315	20,440	9,124	45%	10,489	(826)	-8%	97,110	106,235	9%
5230 PERS Employee Contributions	2,303	3,330	1,027	31%	1,873	(430)	-23%	3,042	5,547	2,505	45%	2,830	(212)	-7%	26,324	28,829	9%
5295 Allocations	0	(3,442)	(3,442)	100%	0	0	-	0	(5,734)	(5,734)	100%	0	0	-	(24,067)	(29,800)	19%
Total Insured Benefits	24,999	26,544	1,544	6%	15,568	(9,432)	-61%	43,630	49,024	5,394	11%	29,886	(13,744)	-46%	272,498	277,892	2%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023		\$ Diff	% Diff	Aug 2022		Jul 2023 - Aug 2023		Prior FYTD vs Current FYTD		Jul 2023 - Jun 2024						
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Total Personnel Services	97,548	92,286	(5,261)	-6%	80,532	(17,016)	-21%	140,330	158,538	18,208	11%	112,644	(27,686)	-25%	828,884	847,091	2%
Goods & Services																	
6020 Travel - airfare	0	42	42	100%	0	0	-	0	83	83	100%	0	0	-	417	500	17%
6025 Travel - lodging & transportation	0	83	83	100%	0	0	-	0	167	167	100%	0	0	-	833	1,000	17%
6030 Travel - Per Diem & mileage reimbursement	0	167	167	100%	0	0	-	0	333	333	100%	0	0	-	1,667	2,000	17%
6035 Meals & Entertainment	0	25	25	100%	0	0	-	0	50	50	100%	0	0	-	250	300	17%
Total Travel & Entertainment	0	317	317	100%	0	0	-	0	633	633	100%	0	0	-	3,167	3,800	17%
6050 Office supplies	9	0	(9)	-	0	(9)	-	117	0	(117)	-	0	(117)	-	117	0	-
6055 Kitchen supplies	332	167	(165)	-99%	122	(210)	-173%	498	333	(165)	-49%	274	(224)	-82%	2,165	2,000	-8%
6070 Postage & courier services	66	13	(54)	-428%	0	(66)	-	66	25	(41)	-164%	0	(66)	-	191	150	-27%
Total Office Expense	406	179	(227)	-127%	122	(285)	-234%	681	358	(323)	-90%	274	(406)	-148%	2,473	2,150	-15%
6100 Telephone - landline	250	208	(41)	-20%	188	(62)	-33%	499	417	(83)	-20%	375	(124)	-33%	2,583	2,500	-3%
6105 Telephone - mobile	541	600	59	10%	533	(8)	-1%	1,045	1,200	155	13%	1,170	124	11%	7,045	7,200	2%
6110 Internet services	1,922	2,000	78	4%	2,566	644	25%	3,844	4,000	156	4%	3,879	35	1%	23,844	24,000	1%
6115 Cable TV	1,850	1,072	(778)	-73%	919	(931)	-101%	1,850	2,144	294	14%	1,844	(6)	0%	12,570	12,864	2%
6130 Electricity	35,608	18,262	(17,346)	-95%	16,117	(19,490)	-121%	54,711	36,524	(18,186)	-50%	33,556	(21,155)	-63%	273,446	255,260	-7%
6131 Propane - Operations	260	167	(93)	-56%	156	(104)	-66%	517	333	(184)	-55%	429	(88)	-21%	2,184	2,000	-9%
6135 Water/Sewer	12,099	7,767	(4,332)	-56%	10,938	(1,161)	-11%	27,816	15,333	(12,483)	-81%	19,996	(7,819)	-39%	102,483	90,000	-14%
6140 Garbage/Sanitation Collection	7,633	9,167	1,534	17%	6,990	(642)	-9%	12,792	18,333	5,542	30%	10,561	(2,231)	-21%	104,458	110,000	5%
6145 Hazardous material disposal	0	0	0	-	4,090	4,090	100%	285	0	(285)	-	4,090	3,805	93%	285	0	-
6150 Derelict boat disposal	0	4,167	4,167	100%	63,583	63,583	100%	0	8,333	8,333	100%	75,870	75,870	100%	41,667	50,000	17%
6155 Environmental Remediation/Mitigation/Monitoring	0	292	292	100%	0	0	-	0	583	583	100%	0	0	-	2,917	3,500	17%
Total Utilities	60,163	43,701	(16,462)	-38%	106,082	45,919	43%	103,359	87,201	(16,157)	-19%	151,769	48,410	32%	573,481	557,324	-3%
6200 Temporary/Contract help	0	1,300	1,300	100%	0	0	-	0	2,600	2,600	100%	0	0	-	13,000	15,600	17%
6205 Janitorial services	91	32	(59)	-184%	29	(62)	-209%	152	64	(88)	-138%	58	(94)	-162%	472	384	-23%
6210 Vending machine services	125	258	133	52%	125	0	0%	250	517	267	52%	250	0	0%	2,833	3,100	9%
6245 Legal advertising	0	250	250	100%	94	94	100%	0	500	500	100%	188	188	100%	2,500	3,000	17%
6260 Consulting services	210	4,088	3,877	95%	258	48	19%	420	8,175	7,755	95%	516	96	19%	41,295	49,050	16%
6290 Commercial insurance	0	9,992	9,992	100%	7,940	7,940	100%	0	19,983	19,983	100%	15,881	15,881	100%	99,917	119,900	17%
Total Professional Services	426	15,920	15,493	97%	8,447	8,020	95%	1,063	31,839	30,776	97%	16,892	15,830	94%	160,258	191,034	16%
6400 Small equipment & tools	2,593	1,017	(1,576)	-155%	0	(2,593)	-	8,392	2,033	(6,359)	-313%	113	(8,279)	-7323%	18,559	12,200	-52%
6405 Safety/hazardous materials	106	0	(106)	-	0	(106)	-	252	0	(252)	-	0	(252)	-	252	0	-
6410 Signage	0	42	42	100%	0	0	-	0	83	83	100%	0	0	-	417	500	17%
6415 Clothing	185	283	98	35%	282	97	34%	365	567	202	36%	462	97	21%	3,198	3,400	6%
6420 Janitorial supplies	609	1,167	557	48%	1,371	761	56%	1,755	2,333	578	25%	1,916	161	8%	13,422	14,000	4%
6425 Operational supplies	10,322	1,500	(8,822)	-588%	3,405	(6,917)	-203%	16,222	3,000	(13,222)	-441%	3,894	(12,328)	-317%	31,222	18,000	-73%
6430 Equipment Rental	0	625	625	100%	493	493	100%	0	1,250	1,250	100%	1,276	1,276	100%	6,250	7,500	17%
6450 Fuel - Gas	1,568	1,000	(568)	-57%	533	(1,035)	-194%	1,676	2,000	324	16%	2,238	562	25%	11,676	12,000	3%
6455 Fuel - Diesel	325	558	233	42%	206	(119)	-58%	425	1,117	691	62%	2,332	1,906	82%	6,009	6,700	10%
6481 Propane - Retail	793	767	(27)	-3%	437	(357)	-82%	1,145	1,533	388	25%	1,077	(68)	-6%	8,812	9,200	4%
Total Operational Expense	16,501	6,958	(9,543)	-137%	6,726	(9,775)	-145%	30,232	13,917	(16,316)	-117%	13,308	(16,925)	-127%	99,816	83,500	-20%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

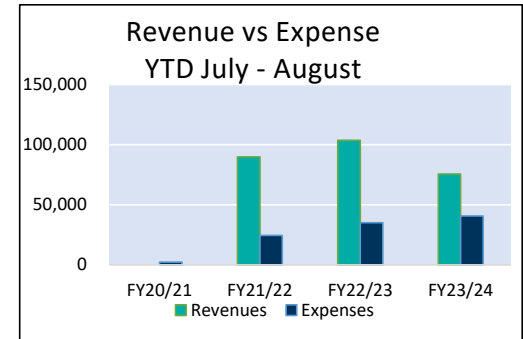
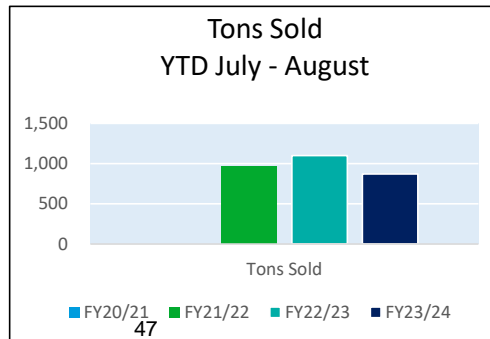
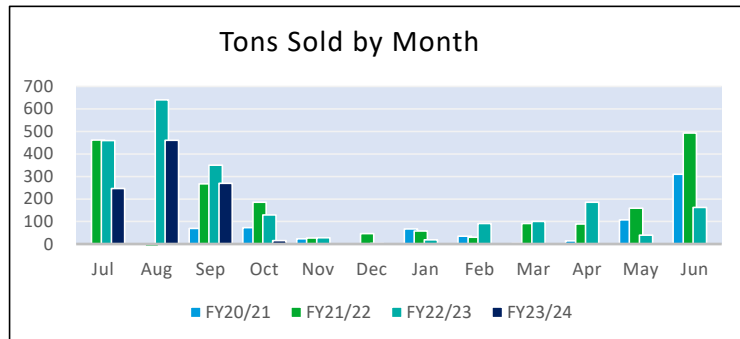
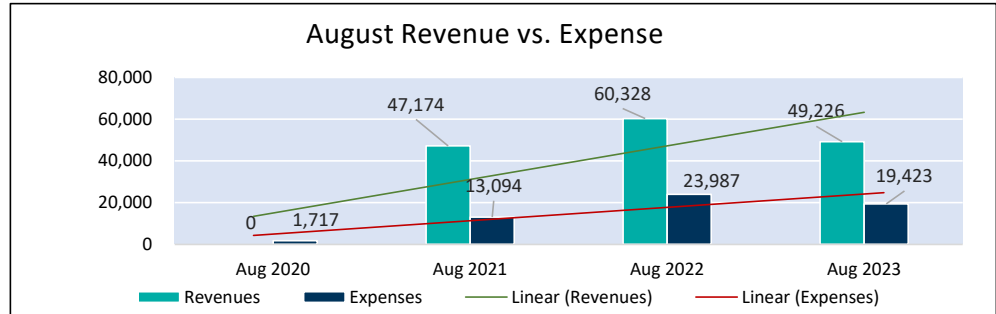
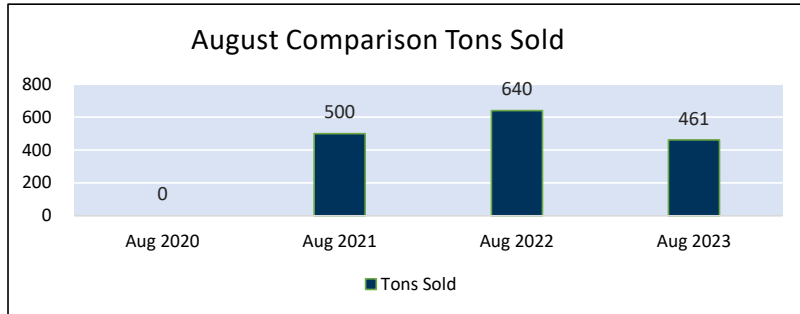
Budget: Adopted



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023				Aug 2022			Jul 2023 - Aug 2023				Jul 2023 - Jun 2024					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Prior FYTD Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	2,930	6,053	3,123	52%	11,318	8,387	74%	4,742	12,107	7,364	61%	12,211	7,469	61%	65,276	72,640	10%
6505 Repairs & maintenance vehicles	121	1,917	1,796	94%	9,610	9,489	99%	1,539	3,833	2,295	60%	10,709	9,170	86%	20,705	23,000	10%
6510 Repairs & maintenance buildings	1,103	14,192	13,089	92%	534	(568)	-106%	6,717	28,383	21,667	76%	4,128	(2,589)	-63%	148,633	170,300	13%
6515 Repairs & maintenance land improvements	0	417	417	100%	0	0	-	900	833	(67)	-8%	0	(900)	-	5,067	5,000	-1%
6520 Repairs & maintenance docks	1,740	24,492	22,751	93%	0	(1,740)	-	17,209	48,983	31,774	65%	7,966	(9,243)	-116%	262,126	293,900	11%
6540 Marina dredging	0	12,500	12,500	100%	0	0	-	0	25,000	25,000	100%	0	0	-	125,000	150,000	17%
6575 Waterway Leases	0	3,167	3,167	100%	0	0	-	0	6,333	6,333	100%	0	0	-	31,667	38,000	17%
6580 Permits	1,484	596	(888)	-149%	2,326	842	36%	2,717	1,192	(1,525)	-128%	2,326	(391)	-17%	8,875	7,350	-21%
Total Repair and Maintenance	7,378	63,332	55,954	88%	23,788	16,410	69%	33,824	126,665	92,841	73%	37,341	3,517	9%	667,349	760,190	12%
Total Goods & Services	84,875	130,407	45,532	35%	145,165	60,290	42%	169,158	260,614	91,455	35%	219,584	50,426	23%	1,506,543	1,597,998	6%
Total Expenses	182,422	222,693	40,271	18%	225,696	43,274	19%	309,489	419,152	109,663	26%	332,229	22,740	7%	2,335,426	2,445,089	4%
Operating Results	93,723	133,873	(40,149)	-30%	57,260	36,463	64%	204,461	224,678	(20,217)	-9%	193,542	10,918	6%	81,259	101,476	-20%
Other Income & Expenses																	
Other Income																	
4450 Lodging Tax	0	0	0	-	0	0	-	126	0	126	-	0	126	-	126	0	-
4470 Property Taxes - Sublet Facilities	0	0	0	-	0	0	-	0	0	0	-	0	0	-	12,000	12,000	0%
4650 Grants Received - MAP	0	0	0	-	0	0	-	0	0	0	-	0	0	-	5,000	5,000	0%
4695 Grants Received - Other	0	0	0	-	0	0	-	0	0	0	-	0	0	-	15,000	15,000	0%
4905 Other	676	0	676	-	387	289	75%	676	0	676	-	12,237	(11,561)	-94%	676	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	0	0	0	-	6,580	(6,580)	-100%	0	0	-
Total Other Income	676	0	676	-	387	289	75%	802	0	802	-	18,817	(18,015)	-96%	32,802	32,000	3%
Other Expenses																	
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	-	-	-	-	-	-	-	-	-	-	-	0	0	-	12,000.00	12,000.00	0%
6745 Banking fees	35.00	-	(35.00)	-	-	(35.00)	-	35.00	-	(35.00)	-	0	(35)	-	35.00	-	-
Total Taxes & Misc Expenses	35.00	-	(35.00)	-	0	(35)	-	35	-	(35)	-	0	(35)	-	12,035	12,000.00	0%
Debt Services																	
7005 Principal repayment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	247,675	247,675	0%
7010 Interest payment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	145,433	145,433	0%
7020 Vehicle Principal repayment	1,349	1,338	(10)	-1%	739	(610)	-83%	2,694	3,914	1,220	31%	1,502	(1,192)	-79%	20,079	21,299	6%
7025 Vehicle Interest payment	117	152	35	23%	65	(52)	-79%	238	548	311	57%	106	(132)	-125%	2,204	2,514	12%
8010 CIP Buildings	0	2,500	2,500	100%	0	0	-	0	5,000	5,000	100%	0	0	-	25,000	30,000	17%
8011 CIP Docks	0	12,083	12,083	100%	0	0	-	0	24,167	24,167	100%	0	0	-	120,833	145,000	17%
8020 CIP Machinery & Equipment	0	10,000	10,000	100%	0	0	-	14,750	20,000	5,250	26%	0	(14,750)	-	144,750	150,000	4%
8025 CIP Mobile Equipment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	20,000	20,000	0%
Total Debt Services	1,466	26,074	24,608	94%	804	(662)	-82%	17,682	53,629	35,947	67%	1,608	(16,074)	-1000%	725,975	761,922	5%
Total Other Expenses	1,501	26,074	24,573	94%	804	(697)	-87%	17,717	53,629	35,912	67%	1,608	(16,109)	-1002%	738,010	773,922	5%
Net Other Income	(826)	(26,074)	25,248	-97%	(417)	(408)	98%	(16,916)	(53,629)	36,714	-68%	17,209	(34,124)	-198%	(705,208)	(741,922)	-5%
Net Result	92,898	107,799	(14,901)	-14%	56,843	36,055	63%	187,545	171,048	16,497	10%	210,751	(23,206)	-11%	(623,949)	(640,446)	-3%

Ice Plant	Current Period		Same Month Prior Years			Year to Date					Year End		
	Aug 2023		Aug 2022	Aug 2021	Aug 2020	Jul 2023 - Aug 2023		Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	Actual	Actual	Actual	Actual	Budget	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Tons Sold	461	783	640	500	0	708	1,484	1,100	(393)	-35.68%	2,521	3,296	-23.51%
Revenues													
Ice Sales	49,226	78,300	60,328	47,174	0	75,616	135,000	103,560	(27,944)	-26.98%	210,616	270,000	-21.99%
Insurance Reimbursement	0	0	0	0	46,473	0	0	0	0	-	0	0	-
Total Revenues	49,226	78,300	60,328	47,174	46,473	75,616	135,000	103,560	(27,944)	-26.98%	210,616	270,000	-21.99%
Expenses													
Personnel Services	4,297	0	4,742	3,940	0	4,764	0	6,024	(1,260)	-20.91%	4,764	0	-
Utilities	13,707	6,060	6,474	7,077	1,181	19,761	11,920	12,561	7,200	57.32%	88,561	80,720	9.71%
Repairs & Maintenance	976	2,292	9,746	184	96	976	4,583	10,579	(9,603)	-90.77%	23,893	27,500	-13.12%
Operational Supplies & Service	443	160	3,025	1,892	440	496	320	5,825	(5,328)	-91.48%	2,296	2,120	8.31%
Debt Services	0	0	0	0	0	0	0	0	0	-	0	0	-
Total Expenses	19,423	18,512	23,987	13,094	1,717	40,748	36,823	34,989	5,759	16.46%	114,264	110,340	3.56%
Net Result	29,803	59,788	36,341	34,080	44,756	34,868	98,177	68,571	(33,703)	-49.15%	96,351	159,660	-39.65%
Gain (loss) Per Ton	64.65	76.36	56.78	68.16	0.00	49.28	66.18	62.34	(13.05)	-21%	38.21	48.44	

Fisheries	Current Period		Same Month Prior Years			Year to Date			Prior FYTD vs Current FYTD		
	Aug 2023		Aug 2022	Aug 2021	Aug 2020	FY23/24			Last FY	Ton Diff	% Diff
Albacore Tuna (Oregon) MT		497.5	1,309.6	772.1	972.9			528.8	1,527.7	(999)	-65.39%
Pink Shrimp (Oregon) MT		3,776.1	3,743.5	4,230.9	3,970.2			8,073.6	7,875.5	198	2.52%
Dungeness Crab (Coos Bay) MT		6.9	2.0	5.2	2.7			22.1	5.7	16	287.72%



Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund

Department: External Affairs

Location: All

Budget: Adopted



External Affairs	Current Period				Same Month Last Year			Year to Date						Year End			
	Aug 2023				Aug 2022			Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD		Jul 2023 - Jun 2024			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4290 Other	15,050	10,029	5,021	50%	15,025	25	0%	30,050	20,058	9,992	50%	30,050	0	0%	130,342	120,350	8%
Total Operating Income	15,050	10,029	5,021	50%	15,025	25	0%	30,050	20,058	9,992	50%	30,050	0	0%	130,342	120,350	8%
Expenses																	
Personnel Services																	
5005 Salaries	12,177	19,119	6,942	36%	11,433	(743)	-7%	16,509	31,848	15,339	48%	15,877	(632)	-4%	150,191	165,530	9%
5010 Other compensation	0	184	184	100%	0	0	-	0	306	306	100%	0	0	-	1,285	1,592	19%
Total Compensation	12,177	19,303	7,126	37%	11,433	(743)	-7%	16,509	32,154	15,645	49%	15,877	(632)	-4%	151,476	167,121	9%
5100 Federal Payroll taxes	928	1,477	549	37%	869	(59)	-7%	1,257	2,460	1,203	49%	1,207	(50)	-4%	11,582	12,785	9%
5105 State Payroll taxes	49	0	(49)	-	2	(46)	-1856%	66	0	(66)	-	3	(62)	-1856%	66	0	-
5110 Unemployment Insurance	0	395	395	100%	0	0	-	3	657	655	100%	8	5	66%	2,762	3,417	19%
5115 Workers compensation	2	98	95	98%	0	(2)	-	3	163	160	98%	0	(3)	-	686	846	19%
Total Payroll Taxes	979	1,969	990	50%	871	(107)	-12%	1,329	3,280	1,951	59%	1,218	(111)	-9%	15,096	17,048	11%
5200 Medical insurance	1,277	3,467	2,191	63%	1,163	(114)	-10%	2,554	6,935	4,381	63%	2,326	(228)	-10%	37,228	41,609	11%
5205 Dental insurance	103	253	149	59%	108	4	4%	202	505	303	60%	215	13	6%	2,729	3,032	10%
5215 Term life insurance	13	25	13	50%	13	0	0%	25	50	25	50%	25	0	0%	275	300	8%
5220 Long Term Disability insurance	57	84	27	33%	51	(6)	-12%	107	168	61	36%	101	(6)	-6%	949	1,010	6%
5225 PERS Employer Contributions	2,692	4,227	1,535	36%	1,600	(1,092)	-68%	3,688	7,042	3,353	48%	2,535	(1,153)	-46%	33,245	36,599	9%
5230 PERS Employee Contributions	731	1,147	417	36%	456	(274)	-60%	991	1,911	920	48%	723	(268)	-37%	9,011	9,932	9%
Total Insured Benefits	4,872	9,203	4,331	47%	3,390	(1,482)	-44%	7,567	16,611	9,044	54%	5,925	(1,642)	-28%	83,437	92,480	10%
Total Personnel Services	18,027	30,475	12,448	41%	15,694	(2,333)	-15%	25,405	52,045	26,640	51%	23,020	(2,385)	-10%	250,009	276,649	10%
Goods & Services																	
6025 Travel - lodging & transportation	151	75	(76)	-101%	0	(151)	-	151	150	(1)	0%	0	(151)	-	901	900	0%
6030 Travel - Per Diem & mileage reimbursement	0	25	25	100%	0	0	-	0	50	50	100%	0	0	-	250	300	17%
6035 Meals & Entertainment	0	104	104	100%	3,799	3,799	100%	0	208	208	100%	3,799	3,799	100%	1,042	1,250	17%
Total Travel & Entertainment	151	204	53	26%	3,799	3,648	96%	151	408	258	63%	3,799	3,648	96%	2,192	2,450	11%
6075 Memberships & dues	0	3,410	3,410	100%	2,255	2,255	100%	0	6,820	6,820	100%	4,524	4,524	100%	34,098	40,918	17%
Total Office Expense	0	3,410	3,410	100%	2,255	2,255	100%	0	6,820	6,820	100%	4,524	4,524	100%	34,098	40,918	17%
6260 Consulting services	33	852	819	96%	16	(17)	-106%	57	1,704	1,648	97%	65	9	13%	8,578	10,226	16%
Total Professional Services	33	852	819	96%	16	(17)	-106%	57	1,704	1,648	97%	65	9	13%	8,578	10,226	16%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund Department: External Affairs Location: All Budget: Adopted



External Affairs	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023				Aug 2022			Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6310 Marketing supplies	0	17	17	100%	20	20	100%	0	33	33	100%	20	20	100%	167	200	17%
6315 Advertising	0	92	92	100%	219	219	100%	0	183	183	100%	219	219	100%	917	1,100	17%
6340 Legislative support	21,222	20,775	(447)	-2%	21,058	(165)	-1%	42,144	41,550	(594)	-1%	26,608	(15,537)	-58%	249,894	249,300	0%
Total Marketing Expense	21,222	20,883	(339)	-2%	21,297	75	0%	42,144	41,767	(378)	-1%	26,847	(15,298)	-57%	250,978	250,600	0%
Total Goods & Services	21,406	25,350	3,944	16%	27,366	5,960	22%	42,351	50,699	8,348	16%	35,235	(7,116)	-20%	295,846	304,194	3%
Total Expenses	39,433	55,824	16,391	29%	43,061	3,627	8%	67,756	102,744	34,988	34%	58,255	(9,501)	-16%	545,855	580,843	6%
Operating Results	(24,383)	(45,795)	21,412	-47%	(28,036)	3,652	-13%	(37,706)	(82,686)	44,980	-54%	(28,205)	(9,501)	34%	(415,514)	(460,493)	-10%
Net Result	(24,383)	(45,795)	21,412	-47%	(28,036)	3,652	-13%	(37,706)	(82,686)	44,980	-54%	(28,205)	(9,501)	34%	(415,514)	(460,493)	-10%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund Department: Port Ops Location: All Budget: Adopted



Port Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023		\$ Diff	% Diff	Aug 2022		% Diff	Jul 2023 - Aug 2023		% Diff	Prior FYTD vs Current FYTD		Jul 2023 - Jun 2024				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4005 Building & Dock Leases	10,701	12,776	(2,074)	-16%	15,788	(5,086)	-32%	21,403	25,551	(4,149)	-16%	31,575	(10,172)	-32%	149,160	153,309	-3%
4010 Property Agreements	7,814	25,108	(17,295)	-69%	6,713	1,100	16%	17,890	53,061	(35,171)	-66%	15,270	2,620	17%	286,559	321,730	-11%
4290 Other	0	0	0	-	0	0	-	18,000	6,570	11,430	174%	0	18,000	-	18,000	6,570	174%
Total Operating Income	18,515	37,884	(19,369)	-51%	22,501	(3,986)	-18%	57,293	85,183	(27,890)	-33%	46,845	10,448	22%	453,719	481,609	-6%
Expenses																	
Personnel Services																	
5005 Salaries	65,163	65,090	(73)	0%	51,459	(13,704)	-27%	88,282	108,428	20,146	19%	71,156	(17,126)	-24%	543,407	563,553	4%
5010 Other compensation	0	997	997	100%	0	0	-	0	1,660	1,660	100%	0	0	-	6,970	8,630	19%
5015 Overtime	53	334	282	84%	0	(53)	-	54	557	503	90%	0	(54)	-	2,393	2,896	17%
Total Compensation	65,216	66,422	1,206	2%	51,459	(13,757)	-27%	88,336	110,645	22,309	20%	71,156	(17,180)	-24%	552,770	575,079	4%
5100 Federal Payroll taxes	4,933	5,081	148	3%	3,809	(1,124)	-30%	6,669	8,464	1,795	21%	5,265	(1,405)	-27%	42,199	43,994	4%
5105 State Payroll taxes	258	0	(258)	-	16	(241)	-1465%	349	0	(349)	-	22	(327)	-1472%	349	0	-
5110 Unemployment Insurance	1,003	1,549	547	35%	703	(300)	-43%	1,440	2,581	1,141	44%	1,082	(358)	-33%	12,272	13,413	9%
5115 Workers compensation	22	3,369	3,348	99%	0	(22)	-	29	5,613	5,583	99%	0	(29)	-	23,589	29,173	19%
Total Payroll Taxes	6,215	10,000	3,785	38%	4,528	(1,687)	-37%	8,487	16,658	8,171	49%	6,369	(2,118)	-33%	78,408	86,579	9%
5200 Medical insurance	8,300	11,629	3,329	29%	6,404	(1,895)	-30%	16,599	23,258	6,659	29%	12,809	(3,790)	-30%	132,889	139,548	5%
5205 Dental insurance	612	807	195	24%	529	(82)	-16%	1,198	1,614	416	26%	1,059	(139)	-13%	9,268	9,683	4%
5215 Term life insurance	113	113	0	0%	88	(25)	-29%	250	225	(25)	-11%	175	(75)	-43%	1,375	1,350	-2%
5220 Long Term Disability insurance	352	288	(64)	-22%	227	(126)	-55%	604	576	(28)	-5%	467	(137)	-29%	3,483	3,455	-1%
5225 PERS Employer Contributions	13,653	14,465	812	6%	6,661	(6,992)	-105%	18,618	24,097	5,478	23%	10,455	(8,163)	-78%	119,763	125,242	4%
5230 PERS Employee Contributions	3,663	3,925	262	7%	1,900	(1,764)	-93%	4,950	6,539	1,589	24%	2,981	(1,968)	-66%	32,398	33,987	5%
Total Insured Benefits	26,693	31,227	4,534	15%	15,809	(10,884)	-69%	42,219	56,308	14,089	25%	27,946	(14,273)	-51%	299,176	313,266	4%
Total Personnel Services	98,124	107,649	9,525	9%	71,796	(26,328)	-37%	139,042	183,611	44,569	24%	105,470	(33,572)	-32%	930,355	974,924	5%
Goods & Services																	
6020 Travel - airfare	0	42	42	100%	0	0	-	0	83	83	100%	0	0	-	417	500	17%
6030 Travel - Per Diem & mileage reimbursement	738	583	(155)	-27%	0	(738)	-	767	1,167	400	34%	0	(767)	-	6,600	7,000	6%
6035 Meals & Entertainment	0	21	21	100%	0	0	-	0	42	42	100%	0	0	-	208	250	17%
Total Travel & Entertainment	738	646	(92)	-14%	0	(738)	-	767	1,292	525	41%	0	(767)	-	7,225	7,750	7%
6105 Telephone - mobile	0	0	0	-	30	30	100%	0	0	0	-	30	30	100%	0	0	-
6130 Electricity	1,354	1,000	(354)	-35%	1,317	(37)	-3%	1,499	2,000	501	25%	2,328	828	36%	11,499	12,000	4%
6131 Propane - Operations	0	0	0	-	42	42	100%	0	0	0	-	42	42	100%	0	0	-
6135 Water/Sewer	436	458	22	5%	(375)	(811)	216%	981	917	(65)	-7%	122	(859)	-703%	5,565	5,500	-1%
6140 Garbage/Sanitation Collection	0	292	292	100%	0	0	-	0	583	583	100%	0	0	-	2,917	3,500	17%
6155 Environmental Remediation/Mitigation/Monitoring	163	708	546	77%	344	181	53%	163	1,417	1,254	89%	709	546	77%	7,246	8,500	15%
Total Utilities	1,953	2,458	506	21%	1,357	(596)	-44%	2,644	4,917	2,273	46%	3,230	586	18%	27,227	29,500	8%
6200 Temporary/Contract help	0	0	0	-	4,260	4,260	100%	0	0	0	-	7,668	7,668	100%	0	0	-
6245 Legal advertising	0	83	83	100%	0	0	-	0	167	167	100%	218	218	100%	833	1,000	17%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund Department: Port Ops Location: All Budget: Adopted



Port Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023				Aug 2022			Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6260 Consulting services	0	1,025	1,025	100%	2,800	2,800	100%	0	2,050	2,050	100%	8,400	8,400	100%	10,250	12,300	17%
6290 Commercial insurance	0	4,883	4,883	100%	2,240	2,240	100%	0	9,767	9,767	100%	4,479	4,479	100%	48,833	58,600	17%
Total Professional Services	0	5,992	5,992	100%	9,300	9,300	100%	0	11,983	11,983	100%	20,766	20,766	100%	59,917	71,900	17%
6400 Small equipment & tools	25	583	558	96%	0	(25)	-	492	1,417	925	65%	0	(492)	-	3,825	4,750	19%
6405 Safety/hazardous materials	440	1,217	777	64%	276	(164)	-59%	440	2,433	1,993	82%	276	(164)	-59%	12,607	14,600	14%
6410 Signage	0	42	42	100%	0	0	-	0	83	83	100%	0	0	-	417	500	17%
6415 Clothing	0	354	354	100%	0	0	-	0	708	708	100%	34	34	100%	3,542	4,250	17%
6450 Fuel - Gas	0	42	42	100%	0	0	-	0	83	83	100%	55	55	100%	417	500	17%
Total Operational Expense	465	2,238	1,773	79%	276	(189)	-68%	931	4,725	3,794	80%	366	(565)	-154%	20,806	24,600	15%
6500 Repairs & maintenance equipment	1,606	188	(1,419)	-757%	0	(1,606)	-	1,606	375	(1,231)	-328%	0	(1,606)	-	3,481	2,250	-55%
6505 Repairs & maintenance vehicles	0	0	0	-	0	0	-	8	0	(8)	-	0	(8)	-	8	0	-
6510 Repairs & maintenance buildings	0	625	625	100%	3,790	3,790	100%	0	1,250	1,250	100%	4,052	4,052	100%	6,250	7,500	17%
6515 Repairs & maintenance land improvements	0	83	83	100%	(500)	(500)	100%	0	167	167	100%	(500)	(500)	100%	833	1,000	17%
6520 Repairs & maintenance docks	0	208	208	100%	0	0	-	0	417	417	100%	0	0	-	2,083	2,500	17%
6575 Waterway Leases	0	0	0	-	0	0	-	0	0	0	-	0	0	-	3,000	3,000	0%
6580 Permits	1,484	250	(1,234)	-494%	1,441	(43)	-3%	1,484	500	(984)	-197%	1,441	(43)	-3%	6,484	5,500	-18%
Total Repair and Maintenance	3,090	1,354	(1,736)	-128%	4,731	1,641	35%	3,098	2,708	(390)	-14%	4,993	1,895	38%	22,140	21,750	-2%
Total Goods & Services	6,246	12,688	6,441	51%	15,664	9,418	60%	7,440	25,625	18,185	71%	29,355	21,915	75%	137,315	155,500	12%
Total Expenses	104,370	120,336	15,966	13%	87,460	(16,910)	-19%	146,482	209,236	62,754	30%	134,825	(11,657)	-9%	1,067,670	1,130,424	6%
Operating Results	(85,855)	(82,452)	(3,403)	4%	(64,959)	(20,896)	32%	(89,190)	(124,054)	34,864	-28%	(87,980)	(1,209)	1%	(613,951)	(648,815)	-5%
4695 Grants Received - Other	0	0	0	-	0	0	-	0	0	0	-	0	0	-	5,000	5,000	0%
Total Other Income	0	0	0	-	0	0	-	0	0	0	-	0	0	-	5,000	5,000	0%
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	0	0	0	-	0	0	-	150	150	0%
6745 Banking fees	0	0	0	-	0	0	-	0	0	0	-	0	0	-	10,000	10,000	0%
Total Taxes & Misc Expenses	0	0	0	-	0	0	-	0	0	0	-	0	0	-	10,150	10,150	0%
7010 Interest payment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	80,000	80,000	0%
Total Debt Services	0	0	0	-	0	0	-	0	0	0	-	0	0	-	80,000	80,000	0%
Total Other Expenses	0	0	0	-	0	0	-	0	0	0	-	0	0	-	90,150	90,150	0%
Net Other Income	0	0	0	-	0	0	-	0	0	0	-	0	0	-	(85,150)	(85,150)	0%
Net Result	(85,855)	(82,452)	(3,403)	4%	(64,959)	(20,896)	32%	(89,190)	(124,054)	34,864	-28%	(87,980)	(1,209)	1%	(699,101)	(733,965)	-5%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: General Fund Department: Rail Ops Location: All Budget: Adopted



Rail Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Aug 2023		\$ Diff	% Diff	Aug 2022		% Diff	Jul 2023 - Aug 2023		% Diff	Prior FYTD vs Current FYTD		Jul 2023 - Jun 2024				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Last FY	\$ Diff	Projected	Budget	% Diff	
Operating Income																	
4010 Property Agreements	29,343	28,890	453	2%	32,610	(3,266)	-10%	62,242	80,030	(17,789)	-22%	75,382	(13,141)	-17%	310,724	328,512	-5%
4260 Rail Operations Revenue	22,383	63,132	(40,749)	-65%	35,008	(12,624)	-36%	50,365	126,264	(75,899)	-60%	66,298	(15,933)	-24%	681,688	757,587	-10%
4265 Rail Surcharges	24,949	60,573	(35,624)	-59%	38,876	(13,927)	-36%	55,760	121,146	(65,386)	-54%	73,371	(17,611)	-24%	661,489	726,875	-9%
4290 Other	0	0	0	-	0	0	-	0	0	0	-	0	0	-	1,029,567	1,029,567	0%
Total Operating Income	76,676	152,595	(75,919)	-50%	106,494	(29,818)	-28%	168,367	327,441	(159,073)	-49%	215,051	(46,684)	-22%	2,683,468	2,842,542	-6%
Expenses																	
Goods & Services																	
6070 Postage & courier services	0	0	0	-	0	0	-	51,380	0	(51,380)	-	0	(51,380)	-	51,380	0	-
Total Office Expense	0	0	0	-	0	0	-	51,380	0	(51,380)	-	0	(51,380)	-	51,380	0	-
6260 Consulting services	0	18,000	18,000	100%	23,697	23,697	100%	605	36,000	35,395	98%	23,697	23,092	97%	180,605	216,000	16%
6290 Commercial insurance	0	6,100	6,100	100%	3,528	3,528	100%	0	12,200	12,200	100%	7,055	7,055	100%	61,000	73,200	17%
Total Professional Services	0	24,100	24,100	100%	27,225	27,225	100%	605	48,200	47,595	99%	30,752	30,147	98%	241,605	289,200	16%
6510 Repairs & maintenance buildings	0	12,500	12,500	100%	0	0	-	35,017	25,000	(10,017)	-40%	0	(35,017)	-	160,017	150,000	-7%
6515 Repairs & maintenance land improve	0	0	0	-	0	0	-	0	0	0	-	70	70	100%	0	0	-
Total Repair and Maintenance	0	12,500	12,500	100%	0	0	-	35,017	25,000	(10,017)	-40%	70	(34,947)	-49925%	160,017	150,000	-7%
Total Goods & Services	0	36,600	36,600	100%	27,225	27,225	100%	87,002	73,200	(13,802)	-19%	30,822	(56,180)	-182%	453,002	439,200	-3%
Total Expenses	0	36,600	36,600	100%	27,225	27,225	100%	87,002	73,200	(13,802)	-19%	30,822	(56,180)	-182%	453,002	439,200	-3%
Operating Results	76,676	115,995	(39,319)	-34%	79,269	(2,993)	-3%	81,365	254,241	(172,876)	-68%	184,229	(102,865)	-56%	2,230,466	2,403,342	-7%
Other Income & Expenses																	
Other Income																	
4480 Tax Credits	0	0	0	-	0	0	-	0	0	0	-	364,155	(364,155)	-100%	781,865	781,865	0%
4705 Loans Received	0	0	0	-	0	0	-	0	0	0	-	0	0	-	80,000	80,000	0%
Total Other Income	0	0	0	-	0	0	-	0	0	0	-	364,155	(364,155)	-100%	861,865	861,865	0%
Other Expenses																	
Debt Services																	
7005 Principal repayment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	433,532	433,532	0%
7010 Interest payment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	132,743	132,743	0%
7020 Principal repayment - Vehicles	439	1,705	1,266	74%	435	(4)	-1%	877	3,410	2,533	74%	869	(8)	-1%	17,947	20,480	12%
7025 Interest payment - Vehicles	6	321	315	98%	10	4	42%	12	642	630	98%	20	8	41%	3,201	3,831	16%
8013 CIP Construction Bridges	0	28,667	28,667	100%	0	0	-	0	57,333	57,333	100%	0	0	-	286,667	344,000	17%
8016 CIP Construction Track	0	8,167	8,167	100%	0	0	-	0	16,333	16,333	100%	0	0	-	81,667	98,000	17%
8020 CIP Machinery & Equipment	4,097	0	(4,097)	-	0	(4,097)	-	4,097	0	(4,097)	-	0	(4,097)	-	334,097	330,000	-1%
8025 CIP Mobile Equipment	215,335	0	(215,335)	-	0	(215,335)	-	215,335	0	(215,335)	-	0	(215,335)	-	215,335	0	-
Total Debt Services	219,876	38,859	(181,017)	-466%	444	(219,432)	-49377%	220,321	77,718	(142,602)	-183%	889	(219,432)	-24689%	1,505,187	1,362,585	-10%
Total Other Expenses	219,876	38,859	(181,017)	-466%	444	(219,432)	-49377%	220,321	77,718	(142,602)	-183%	889	(219,432)	-24689%	1,505,187	1,362,585	-10%
Net Other Income	(219,876)	(38,859)	(181,017)	466%	(444)	(219,432)	49377%	(220,321)	(77,718)	(142,602)	183%	363,266	(583,587)	-161%	(643,322)	(500,720)	28%
Net Result	(143,201)	77,136	(220,337)	-286%	78,825	(222,025)	-282%	(138,956)	176,522	(315,478)	-179%	547,496	(686,451)	-125%	1,587,143	1,902,622	-17%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date					Year End				
	Aug 2023		\$ Diff	% Diff	Aug 2022		% Diff	Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD					
	Actual	Budget			Actual	\$ Diff		Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4290 Other	0	36,667	(36,667)	-100%	0	0	-	0	73,333	(73,333)	-100%	0	0	-	366,667	440,000	-17%
Total Operating Income	0	36,667	(36,667)	-100%	0	0	-	0	73,333	(73,333)	-100%	0	0	-	366,667	440,000	-17%
Expenses																	
Personnel Services																	
5005 Salaries	0	1,949	1,949	100%	2,364	2,364	100%	283	3,247	2,965	91%	2,422	2,139	88%	13,913	16,878	18%
Total Compensation	0	1,949	1,949	100%	2,364	2,364	100%	283	3,247	2,965	91%	2,422	2,139	88%	13,913	16,878	18%
5100 Federal Payroll taxes	0	149	149	100%	180	180	100%	22	248	227	91%	184	163	88%	1,064	1,291	18%
5105 State Payroll taxes	0	0	0	-	1	1	100%	1	0	(1)	-	1	(0)	-6%	1	0	-
5110 Unemployment Insurance	0	60	60	100%	68	68	100%	8	101	93	92%	70	62	89%	430	523	18%
5115 Workers compensation	0	149	149	100%	0	0	-	0	248	248	100%	0	(0)	-	1,043	1,291	19%
Total Payroll Taxes	0	359	359	100%	249	249	100%	30	597	567	95%	255	225	88%	2,538	3,105	18%
5200 Medical insurance	0	548	548	100%	295	295	100%	0	1,095	1,095	100%	443	443	100%	5,477	6,572	17%
5205 Dental insurance	0	41	41	100%	50	50	100%	0	81	81	100%	75	75	100%	407	488	17%
5215 Term life insurance	0	4	4	100%	2	2	100%	0	9	9	100%	4	4	100%	43	52	17%
5220 Long Term Disability insurance	0	9	9	100%	3	3	100%	0	17	17	100%	6	6	100%	86	103	17%
5225 PERS Employer Contributions	0	431	431	100%	118	118	100%	0	718	718	100%	130	130	100%	3,014	3,732	19%
5230 PERS Employee Contributions	0	117	117	100%	34	34	100%	0	195	195	100%	37	37	100%	818	1,013	19%
Total Insured Benefits	0	1,149	1,149	100%	503	503	100%	0	2,115	2,115	100%	696	696	100%	9,844	11,959	18%
Total Personnel Services	0	3,457	3,457	100%	3,116	3,116	100%	313	5,960	5,647	95%	3,373	3,060	91%	26,296	31,943	18%
Goods & Services																	
6005 Seminars & training	0	42	42	100%	0	0	-	0	83	83	100%	0	0	-	417	500	17%
Total Staff Training	0	42	42	100%	0	0	-	0	83	83	100%	0	0	-	417	500	17%
6105 Telephone - mobile	53	60	7	12%	52	(1)	-2%	106	120	14	12%	104	(2)	-2%	706	720	2%
Total Utilities	53	60	7	12%	52	(1)	-2%	106	120	14	12%	104	(2)	-2%	706	720	2%
6290 Commercial insurance	0	5,793	5,793	100%	4,787	4,787	100%	0	11,585	11,585	100%	9,574	9,574	100%	57,925	69,510	17%
Total Professional Services	0	5,793	5,793	100%	4,787	4,787	100%	0	11,585	11,585	100%	9,574	9,574	100%	57,925	69,510	17%
6400 Small equipment & tools	0	83	83	100%	4,268	4,268	100%	175	167	(8)	-5%	4,268	4,093	96%	1,008	1,000	-1%
6405 Safety/hazardous materials	0	17	17	100%	0	0	-	0	33	33	100%	0	0	-	167	200	17%
6420 Janitorial supplies	0	17	17	100%	0	0	-	0	33	33	100%	0	0	-	167	200	17%
6425 Operational supplies	0	17	17	100%	1,705	1,705	100%	0	33	33	100%	1,974	1,974	100%	167	200	17%
6430 Equipment Rental	0	0	0	-	621	621	100%	0	0	0	-	621	621	100%	0	0	-
6450 Fuel - Gas	0	33	33	100%	1,275	1,275	100%	0	67	67	100%	1,275	1,275	100%	333	400	17%
6455 Fuel - Diesel	0	33	33	100%	0	0	-	0	67	67	100%	0	0	-	333	400	17%
Total Operational Expense	0	200	200	100%	7,868	7,868	100%	175	400	225	56%	8,137	7,962	98%	2,175	2,400	9%

Financial Report - Actual vs. Budget
For Period Ending Aug 2023

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date					Year End				
	Aug 2023				Aug 2022			Jul 2023 - Aug 2023				Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	0	13,750	13,750	100%	0	0	-	92,600	27,500	(65,100)	-237%	487	(92,113)	-18907%	230,100	165,000	-39%
6505 Repairs & maintenance vehicles	1,414	7,125	5,711	80%	1,045	(370)	-35%	9,339	14,250	4,911	34%	3,790	(5,550)	-146%	80,589	85,500	6%
Total Repair and Maintenance	1,414	20,875	19,461	93%	1,045	(370)	-35%	101,939	41,750	(60,189)	-144%	4,277	(97,663)	-2284%	310,689	250,500	-24%
Total Goods & Services	1,467	26,969	25,502	95%	13,752	12,285	89%	102,220	53,938	(48,282)	-90%	22,093	(80,127)	-363%	371,912	323,630	-15%
Total Expenses	1,467	30,426	28,959	95%	16,868	15,401	91%	102,533	59,898	(42,635)	-71%	25,466	(77,067)	-303%	398,207	355,573	-12%
Operating Results	(1,467)	6,240	(7,707)	-124%	(16,868)	15,401	-91%	(102,533)	13,435	(115,968)	-863%	(25,466)	(77,067)	303%	(31,541)	84,427	-137%
Other Income & Expenses																	
Other Income																	
4505 Interest - Bank	2,352	0	2,352	-	593	1,759	296%	4,253	0	4,253	-	1,070	3,183	298%	4,253	0	-
Total Other Income	2,352	0	2,352	-	593	1,759	296%	4,253	0	4,253	-	1,070	3,183	298%	4,253	0	-
Net Other Income	2,352	0	2,352	-	593	1,759	296%	4,253	0	4,253	-	1,070	3,183	298%	4,253	0	-
Net Result	884	6,240	(5,356)	-86%	(16,275)	17,160	-105%	(98,280)	13,435	(111,715)	-832%	(24,396)	(73,884)	303%	(27,288)	84,427	-132%



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Chief Port Operations Officer

DATE: October 11, 2023

SUBJECT: Port Operations/Asset Management Report

Channel Modification Project:

The project team continues to conduct new modeling work for the proposed changes to the previous design. This includes hydrodynamic modeling, water quality modeling, sediment transport modeling, ship wake analysis, side slope equilibration, and other required modeling work.

The eel grass survey is complete, and the team is waiting on the results of this work. This survey went above and beyond potential eel grass habitat. The survey plan was provided to the Tribes, USACE, Oregon Department Fish and Wildlife, Oregon Department of State Lands, Oregon Department of Environmental Quality, and National Marine Fisheries Service. The Port also held a meeting to allow these entities to provide comments and discuss the plan. We received comments and attendance from a few of these entities.

Contractors are mobilizing to conduct additional Geotechnical borings for the project. This project will use a jack up barge to conduct borings at Guano rock and other locations within the project area. Guano rock has never been cored for rock characterization due to the cost of mobilizing a jack up barge system. Understanding the geotechnical make of this rock is extremely important for identifying removal methods. Not gathering this data will exponentially elevate the cost of removal due to uncertainty and bidder risk.

The final sediment analysis plan has been submitted to the Portland Sediment Evaluation Team (PSET). Once this plan is approved, the Port's consultant will proceed with contracting for sediment sampling.

Rail Bridge Rehabilitation Project:

Vaughn Viaduct: Abutment 1 and 2 are completed and the contractor is making preparations to replace the bridge in mid-October.



Steel Swing Bridges: Two posts have been replaced on span 8 of the North Bend bridge and the contractor has been prepping floor stringers for replacement on the Cushman Bridge.

PIDP Grant (Tie and Resurfacing Project):

Equipment and materials for this project continue to trickle in. The contractor intends to begin work in mid-October, starting in Coos Bay, then working north. The current schedule has work completed by January 2024.

Dredging:

Port staff is working on an amendment to the Unified permit to add the Ko-Kwel Tribe. The terminal was included in the application, but because there was no recent sediment sampling, they were not part of the initial authorization. This amendment should be completed by November.

North Jetty Project:

The contractor continues to work on the jetty root. They have completed about 400 feet of rehabilitation between the jetty trunk and the jetty root.



MEMORANDUM

TO: John Burns, Chief Executive Officer

FROM: Raymond Dwire, Interim Charleston Marina Manager

DATE: October 11, 2023

SUBJECT: Charleston Operations Management Report

Monthly Statistics:

Of the 525 moorage slips, there were 142 (27.05 %), annuals, 59 semi-annuals (11.24 %), 35 monthlies (6.67%) and 969 transient nights, for a total occupancy of 45.02 % for the month.

The RV Park had an average capacity of 66.9% in September. Out of 104 RV Park spaces, we had 48 new check-ins with total sales of \$61,652.44. Occupancy in September 2022 was 86.0% with sales of \$61,562.83.

The Ice Plant had a volume of approximately 290 tons of ice sold for total sales of \$27,627.25. There were 49 individual ice sales in September, a decrease from August. This is believed to be due to a poor local shrimp season, ocean conditions, and tuna moving further offshore.

Charleston Marina Staff:

The Marina Security Department are currently down two staff members. Mike Kuehn is transferring from the Security Department to Coos Bay Rail Line. The HR Department has been conducting interviews to fill these openings as quickly as possible.

Shipyard and Travel Lift:

The Travel Lift in the Charleston Shipyard is back in operation. There are still some maintenance items that have been identified and those repairs are pending. Staff have received a quote for the needed parts and are awaiting a quote for installation of those parts. Shipyard Staff have resumed haul-out operations.

Charleston Marina Maintenance:

Since skilled welders have been added to our maintenance staff, we are now able to make the dock hardware needed to repair our docks more efficiently. Below is an example:



- Dock end hoop built this week by our maintenance staff.
- Constructed out of Stainless Steel
- Approximate Materials Cost \$280.00
- Estimated Purchase Price to have them out-sourced is over \$1,000.00 each.

Maintenance Projects:

Work continues on the Charleston Marina Office. Contractors have almost completed the roof and Maintenance Staff are finishing up on a couple more windows and trim all the way around.



Charleston Ice Plant: The Charleston Ice Plant fan replacement project is slated to be done in December.

Insurance Compliance:

Update on the insurance compliance is as follows:

Port staff have issued the 72 Hr and the 30-Day letters in the final phase of the insurance compliance program. The Port is now in possession of 12 Vessels.

Security

Guano Rock Ln. and Albacore Ln. Gates: The work on both of these gates has been temporarily delayed due to illness of the contractor and staff.

Inner Basin G/H Dock head security gate: Jackson Fab has been awarded the contract for this project. Work is expected to start late October.

Port Security: Staff continue to deal with night-time vandalism, people loitering and camping and continued abuse of Port property.



MEMORANDUM

TO: John Burns, Chief Executive Officer

FROM: Brian Early, CBRL General Manager

DATE: October 11, 2023

SUBJECT: Railroad Department Management Report

Operations:

Ongoing fire conditions continued to affect the export log volume on the CBRL through most of September, but we did see a slight uptick at the end of the month and significantly higher numbers of loaded log trucks arriving at the transload facility at the beginning of October.

The availability of wood chips from the valley remains strong but the labor shortage at the wood chip facility continues. Despite that, the shipper has made a concerted effort to unload the chip cars in a timelier fashion, but we are still losing 15-20 carloadings a week in dwell time at the plant. The shipper has allocated an additional 20 cars to CBRL to help alleviate the delays and those cars should be online by mid-October.

Our large green lumber shipper continues to struggle with a volatile market and labor shortages of their own, causing CBRL to miss out on 10-15 carloadings a week throughout September. Additionally, we learned that the mill in Noti was trucking several loads of finished product to the Eugene location to help fill a large order.

The US Coast Guard granted CBRL a temporary six-month test deviation for the Umpqua Bridge in Reedsport, beginning on September 13th. The deviation will allow us to keep the bridge always lined for rail traffic, opening on a two-hour notice. If the USCG determines the deviation was successful it will consider making a permanent rule change. There is very little, large vessel traffic at that location and a rule change will give us greater flexibility operating the bridge and increase efficiency of train movements.

The car supply from UP has balanced out after an initial deluge of cars at the beginning of the month and cars are arriving just in time again.

Mechanical (Car and Locomotive):

Columbia Rail was onsite the week of September 11, fine tuning the four newly leased locomotives and performing 92-day Inspections on CBRL 2018 and HLCX 1078. They were also able to make several minor repairs to the HLCX 3847 and HLCX 3854.

CBRL's car repair team continues to perform Safety Inspections and minor repairs to every car received at Interchange from UP, as well as the ongoing monitoring of the "captive" log and chip cars traversing the line.

Maintenance of Way (MOW):

The new Hy-rail Dump Truck was put into service towards the end of the month and crews began the arduous task of clearing the siding at Cordes. Once again, we lost the use of the siding this summer due to UTV activity and staff are seeking long-term solutions to this problem. Weekly inspection of the track and infrastructure is ongoing, as well as required monthly and yearly testing, inspection, and maintenance of CBRL's signaled road crossings.

ODOT/FRA:

CBRL had one on site visit by ODOT Operations Inspector Alon Kelly; there were no violations found.

Coos Bay Rail Line:

As of September 30, 2023, the CBRL has 3,050 days injury free. The CBRL had 0 incidents in August. Currently, CBRL has 19 employees and 12 locomotives on property.

Rail Projects:

- The Swing Span Project began in November of 2022 and Legacy Construction is currently replacing stringers on Cushman Bridge and is installing posts on the North Bend Bridge. Scott Partney Construction is continuing to make repairs to the walkways on the North Bend bridge.
- DTMF installation for the Umpqua River Bridge in Reedsport is not yet finished due to a few back-ordered parts. The new back-up generator is installed and operating correctly, and staff have begun replacing and upgrading light fixtures.
- West Coast Contractors is making tremendous progress on the Vaughn Viaduct project. Abutment one is complete and abutment two is nearing completion. The scheduled closure was pushed back to October 23, through November 3 due to supply chain and manufacturing delays with the steel towers.
- Preliminary work for the PDIP project has begun. CBRL's Track Inspectors are in the process of marking ties for replacement along the entire line. Most of the new ties, plates and spikes have arrived and are staged in various locations along the line. Additionally, 14 loaded ballast cars are in position on the south end of the line and all of the machinery needed to perform the work has arrived and is currently in the CBRL yard in Coos Bay.

Action Items

**OREGON INTERNATIONAL PORT OF COOS BAY
BOARD OF COMMISSIONERS
ACTION/DECISION REQUEST**

DATE: October 17, 2023

PROJECT TITLE: 2023Res12: Ratification of Declaration of Emergency – Timber Bridge Repair at MP 739.14

ACTION REQUESTED: Adopt resolution 2023Res12 ratifying the Declaration of Emergency for emergency cap replacement at bents #8, #9, #28, #31, and #32, to the timber bridge located at MP 739.14

BACKGROUND:

On September 12, 2023, Port staff was notified by the staff of Coos Bay Rail Line of an immediate need to replace five damaged caps to the bridge at MP 739.14 which was affecting the useability of the bridge.

Until permanent repairs were to be made, rail service would be interrupted. Without timely repairs, CBRL customers would have been without service for an excessive amount of time.

On September 15, 2023, Chief Executive Officer John Burns declared an emergency and authorized the Port to enter into a sole source contract with Scott Partney Construction to perform the cap's replacement to resolve this emergency condition. Scott Partney Construction has extensive construction knowledge of timber bridge repairs and had the ability and work force to repair the bents in the time frame necessary to limit the rail down time. The contracted total price of the project was \$62,408.00.

Scott Partney Construction replaced the caps, and the bridge was placed back into service on September 21, 2023.

RECOMMENDED MOTION:

Adopt resolution 2023Res12 ratifying the Declaration of Emergency for emergency cap replacement at bents #8, #9, #28, #31, and #32, to the timber bridge located at MP 739.14

**RESOLUTION
2023Res12**

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE OREGON INTERNATIONAL PORT OF COOS BAY**

**ACTING IN ITS CAPACITY AS ITS OWN LOCAL CONTRACT REVIEW BOARD
RATIFYING THE EMERGENCY DECLARATION FOR EMERGENCY REPAIRS
TO TIMBER BRIDGE AT MP 739.14**

WHEREAS, the Board of Commissioners of the Oregon International Port of Coos Bay (hereinafter "Port"), pursuant to ORS 279A.060 is the Local Contract Review Board (hereinafter LCRB) for the Oregon International Port of Coos Bay; and

WHEREAS, the LCRB on April 21, 2011 adopted revised Permanent Public Contracting Rules and Rules of Procedure for Public Contracting for the Oregon International Port of Coos Bay which repeals all prior public contracting rules and procedures; and

WHEREAS, the Chief Executive Officer of the Port has authority under ORS 279C.320, ORS 2798.080, and Section 4.6.5 of the Port's local public contracting rules to declare the existence of an emergency and authorize entry into an emergency procurement for public improvement contracts; and

WHEREAS, in making the findings required by ORS 279B.080, OAR 137-049-0150 and Section 4.6.5 of the Port's local public contracting rules the Chief Executive Officer of the Port may consider the circumstances creating the Emergency and the anticipated harm from failure to enter into Emergency Repair Contracts and such other factors as may be deemed appropriate; and

WHEREAS, the Board of Commissioners of the Oregon International Port of Coos Bay, acting in its capacity as its own LCRB, has determined that emergency circumstances did exist which required the Port to promptly solicit and execute a contract for emergency repairs to the timber bridge at mile post 739.14.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The recitals above are true and accurate and are incorporated herein by this reference.
2. The findings contained in the Emergency Declaration by Port Chief Executive Officer, John Burns, identified as Exhibit "A" to this resolution, attached hereto and incorporated herein by this reference, document the nature of the emergency and describe the methods used by Port for the selection of Scott Partney Construction for emergency cap replacement repairs to bents #8, #9, #28, #31 and #32 at the timber bridge located at mile post 739.14, are hereby adopted and ratified by the LCRB for the Oregon International Port of Coos Bay.
3. Based upon the contents of Exhibit "A", the LCRB hereby ratifies the declaration of an emergency by the Chief Executive Officer of the Port and further authorizes and ratifies the decision of the Chief Executive Officer, to solicit and enter into a contract with Scott Partney Construction for emergency cap replacement repairs to bents #8, #9, #28, #31 and #32 at the timber bridge located at mile post 739.14. The Port LCRB also ratifies the decision of the CEO to exempt the contract for the repairs from the competitive bidding requirements of ORS Chapter 279C. The LCRB finds that the documents supporting this emergency declaration fully meet and satisfy the requirements of ORS 279C.320 (1), ORS 279B.080 and OAR 137-049-0150, as well as the requirements of LCRB Rule 4.6.5.

APPROVED AND ADOPTED by the Board of Commissioners of the Oregon International Port of Coos Bay this 17th day of October 2023.

**DECLARATION OF EMERGENCY CIRCUMSTANCES
REGARDING EMERGENCY REPAIRS TO THE COOS BAY RAIL LINE
AT THE TIMBER BRIDGE AT MILEPOST 739.14
BY THE OREGON INTERNATIONAL PORT OF COOS BAY**


RECITALS

1. The Oregon International Port of Coos Bay (Port) is an Oregon State Port organized and operated pursuant to ORS 777.915 to 777.953.
2. The Port of Coos Bay owns the Coos Bay Rail Line, which is a railroad with rail lines from Eugene, Oregon to Coquille, Oregon. Coos Bay Rail Line, Inc. (“CBRL”) has provided rail service on the rail line for the Port since November 1, 2018.
3. On September 12, 2023, Port staff was notified of some damaged timber pile caps and related ties on the bridge at MP 739.14 which affected the useability of the bridge.
4. Upon closer inspection by Port staff, and Partney Construction, it was determined that the caps at bents #8, 9, 28, 31, and 32 were failing. Replacement of these caps must be performed to keep the bridge in operable condition.
5. Until permanent repairs are accomplished, rail service will be interrupted. Without timely repairs, CBRL customers will be without service for an excessive amount of time.
6. On September 15, 2023, Port staff determined it is in the public’s best interest to sole source Scott Partney Construction to affect the repairs to the pile caps, pursuant to ORS 279B.075, based on the following:
 - a. Repairs must be expedited in an effort to mitigate the time-of-service interruption.
 - b. Scott Partney Construction has extensive construction knowledge of timber bridge repairs in general and has the ability and workforce to repair the hangers in the time frame necessary to limit the rail down time to our customers.

Therefore, pursuant to Local Contract Rule 4.6.3:

1. I find the above recitals are true and accurate and are incorporated herein by this reference.
2. I declare an emergency existed that required the Port to immediately repair the damage to the railroad to eliminate the threat of future economic loss to the Port, CBRL, and CBRL customers.

I hereby ratify the award of contract to Scott Partney Construction to affect the repairs to resolve this emergency condition. This declaration shall be placed before the Port Commission for ratification by Resolution at its next regularly scheduled meeting.



By: John Burns
Chief Executive Officer

**OREGON INTERNATIONAL PORT OF COOS BAY
BOARD OF COMMISSIONERS
ACTION/DECISION REQUEST**

DATE: October 11, 2023

PROJECT TITLE: Waste Connections Lease Agreement

ACTION REQUESTED: Ratify the execution of a one-year lease agreement with Waste Connections of Oregon to lease Suite 400 of the Hub Building

BACKGROUND:

On August 21, 2023, Waste Connections of Oregon and the Oregon International Port of Coos Bay signed a one-year Commercial Lease Agreement, for Waste Connections of Oregon to lease the fourth floor of the Hub Building, also known as Suite 400 or the Penthouse.

The fourth floor of the Hub Building is approximately 3,122 square feet and includes 561 square feet of common space (hallways, elevators, shared restrooms, etc.). The negotiated rate for the one-year agreement is \$3,700 per month.

If Waste Connections chooses to extend their lease past August 2024, the agreement may be renegotiated with any changes to the lease rental rate or any other necessary provisions within the agreement.

RECOMMENDED MOTION:

Ratify the execution of a one-year lease agreement with Waste Connections of Oregon to lease Suite 400 of the Hub Building.

**OREGON INTERNATIONAL PORT OF COOS BAY
BOARD OF COMMISSIONERS
ACTION/DECISION REQUEST**

DATE: October 11, 2023

PROJECT TITLE: 2023Res13: ODOT Acquisition of Port Property for ADA Curb Ramps

ACTION REQUESTED: Adopt resolution 2023Res13 authorizing Chief Executive Officer John Burn to execute a Warranty Deed with the Oregon Department of Transportation

BACKGROUND:

The Oregon Department of Transportation is conducting an ADA curb ramp project along highways US101, OR241, and OR540. As part of this project, ODOT needs to acquire 336 square feet in Fee (transfer of ownership rights) and 63 square feet of temporary easement of Port property located along Chamberlain Street adjacent to the Terminal One property. A map and photos of the property are provided with this background.

ODOT is offering compensation of \$1,300 for the property. ODOT claims the determination of compensation for the needed portion of Port property was made by a qualified appraiser based on market information.

Per the Terms of the State's Offer, the state will pay recording costs, title insurance premiums, and other normal costs of sale; there will be no changes to the public utilities to the property; access to the remainder property will remain the same; and all improvements located in the temporary easement area will be protected in-place or replaced in kind.

The temporary easement for work area will be used to allow construction access to aid in setting forms and for work area to complete ADA curb ramp construction. The temporary easement rights terminate after 3 years or upon completion of the project, whichever is sooner.

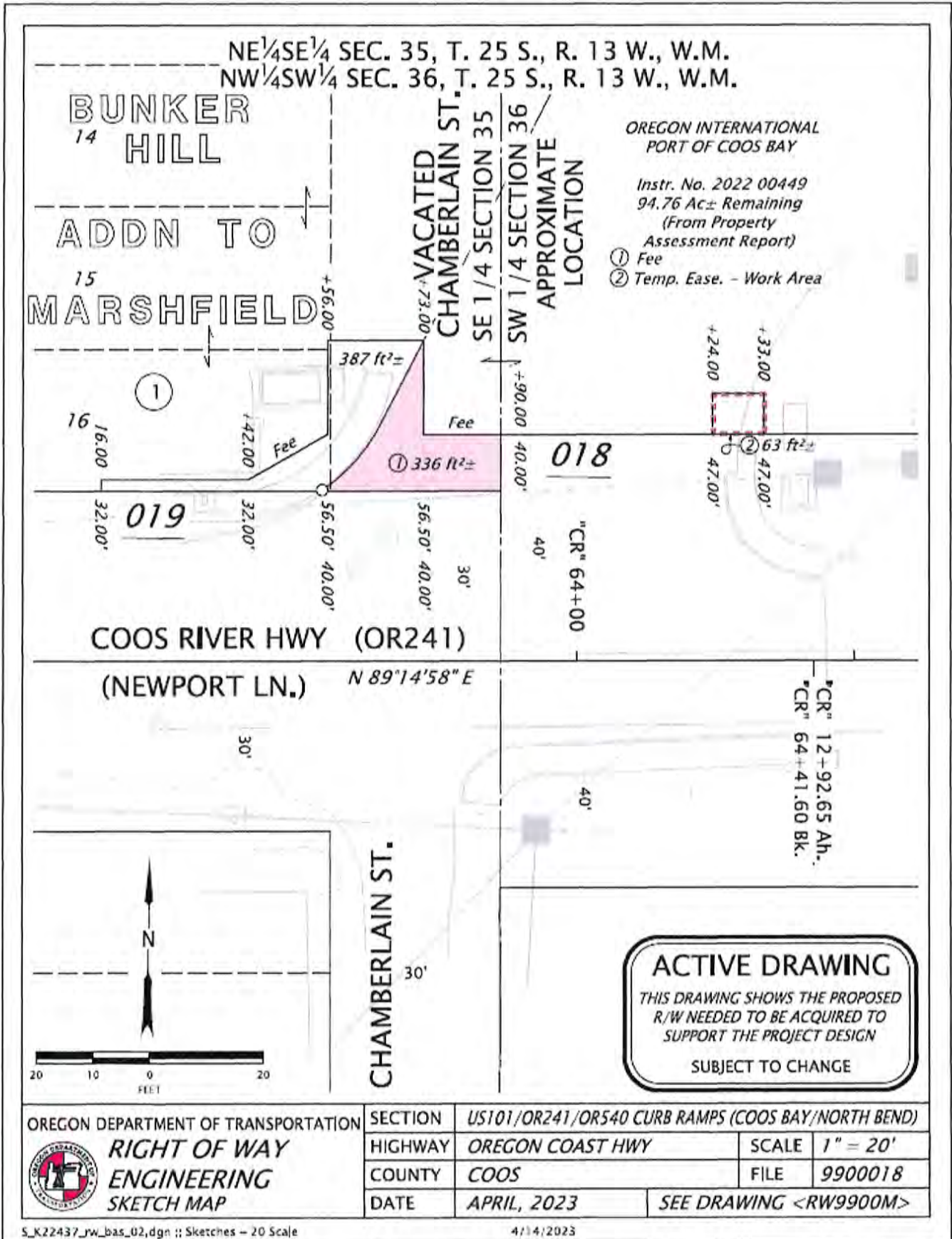
The project duration is 3 years with construction set to begin in late 2023 to early 2024.

ODOT's acquisition of this property is anticipated to have no impact to the Port.

RECOMMENDED MOTION:

Adopt resolution 2023Res13 authorizing Chief Executive Officer John Burn to execute a Warranty Deed with the Oregon Department of Transportation, conveying the fee title of the subject property on Chamberlain Street and granting a temporary easement for a work area, as outlined within the Warranty Deed.

Sketch Map



Subject Property Photos



Northeasterly View of Larger Parcel



Fee Area – Parcel 1

NOTE: Lines/Shading are approximate and for illustrative purposes only.



Fee Area – Parcel 1



Fee Area – Parcel 1

NOTE: Lines/Shading are approximate and for illustrative purposes only.



Temporary Easement Area – Parcel 2

NOTE: Lines/Shading are approximate and for illustrative purposes only.



Temporary Easement Area – Parcel 2

NOTE: Lines/Shading are approximate and for illustrative purposes only.

RESOLUTION 2023Res13

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE OREGON INTERNATIONAL PORT OF COOS BAY
AUTHORIZING EXECUTION OF A WARRANTY DEED BETWEEN THE
OREGON INTERNATIONAL PORT OF COOS BAY AND
THE OREGON DEPARTMENT OF TRANSPORTATION
FOR ODOT ACQUISITION OF PORT PROPERTY FOR ADA CURB RAMPS**

WHEREAS, the Oregon Department of Transportation (ODOT) is conducting an ADA curb ramp highways US101, OR241, and OR540, and

WHEREAS, ODOT needs to acquire 336 square feet in Fee (transfer of ownership rights) and 63 square feet of temporary easement of Port property located along Chamberlain Street adjacent to the Terminal One property, and

WHEREAS, ODOT is offering compensation of \$1,300 for the property, and

WHEREAS, per the Terms of that State's Offer, the state will pay recording costs, title insurance premiums, and other normal costs of sale; there will be no changes to the public utilities to the property; access to the remainder property will remain the same; and all improvements located in the temporary easement area will be protected in-place or replaced in kind, and

WHEREAS, ODOT's acquisition of this property is anticipated to have no impact to the Port,

THEREFORE, BE IT RESOLVED that the Oregon International Port of Coos Bay Board of Commissioners authorizes Chief Executive Officer John Burns to execute a Warranty Deed with the Oregon Department of Transportation, conveying the fee title of the subject property on Chamberlain Street and granting a temporary easement for a work area, as outlined within the Warranty Deed, identified as Exhibit A, attached hereto and incorporated herein by this reference.

APPROVED AND ADOPTED by the Board of Commissioners of the Oregon International Port of Coos Bay this 17th day of October 2023.

Eric Farm, President

Brianna Hanson, Vice President

WARRANTY DEED

OREGON INTERNATIONAL PORT OF COOS BAY, a municipal corporation of the State of Oregon, Grantor, for the true and actual consideration of \$1,300.00 does convey unto the **STATE OF OREGON**, by and through its **DEPARTMENT OF TRANSPORTATION**, Grantee, fee title to the property described as **Parcel 1 on Exhibit "A" dated April 17, 2023**, attached hereto and by this reference made a part hereof.

Grantor also grants to Grantee, its successors and assigns, a temporary easement for a work area for construction purposes over and across the property described as **Parcel 2 on Exhibit "A" dated April 17, 2023**, attached hereto and by this reference made a part hereof.

IT IS UNDERSTOOD that the temporary easement rights herein granted shall terminate three (3) years from the date hereof or upon completion of the State of Oregon Department of Transportation's construction project, whichever is sooner.

IT IS ALSO UNDERSTOOD that the temporary easement herein granted does not convey any right or interest in the above-described Parcel 2, except as stated herein, nor prevent Grantor from the use of said property; provided, however, that such use does not interfere with the rights herein granted.

Grantor covenants to and with Grantee, its successors and assigns, that grantor is the owner of said property which is free from encumbrances, except for easements, conditions, and restrictions of record, and will warrant the same from all lawful claims whatsoever, except as stated herein.

SEND TAX STATEMENT TO: NO CHANGE
AFTER RECORDING RETURN TO:
OREGON DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY SECTION
4040 FAIRVIEW INDUSTRIAL DRIVE SE MS#2
SALEM OR 97302-1142

Map and Tax Lot #: 25S13W35-400

Property Address: 93783 Newport Lane
Coos Bay, OR 97420

THIS IS A PARTIAL ACQUISITION FOR HIGHWAY PURPOSES

Grantor agrees that the consideration recited herein is just compensation for the property or property rights conveyed, including any and all reduction in value to Grantor's remaining property, if any, which may result from the acquisition or use of said property or property rights. However, the consideration does not include damages resulting from any use or activity by Grantee beyond or outside of those uses expressed herein, if any, or damages arising from any negligence.

In construing this document, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this document shall apply equally to corporations and to individuals.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

The statement above is required by law to be included in this instrument. PLEASE NOTE: the property described in this instrument is not a "lot" or "parcel" as defined in ORS 92.010 or 215.010. Nevertheless, the property is a legally created unit of land as described in ORS 92.010 (9) (d) or (e).

It is understood and agreed that the delivery of this document is hereby tendered and that terms and obligations hereof shall not become binding upon the State of Oregon Department of Transportation, unless and until accepted and approved by the recording of this document.

Dated this _____ day of _____, 20_____.

**OREGON INTERNATIONAL PORT OF COOS
BAY**

By _____

By _____

STATE OF OREGON, County of _____

Dated _____, 20____. Personally appeared _____ and

_____, who, being sworn, stated that they are the _____ and

_____ of Oregon International Port of Coos Bay, and that this instrument was

voluntarily signed by authority of its Board of Directors. Before me:

Notary Public for Oregon
My Commission expires _____

Accepted on behalf of the Oregon Department of Transportation

EXHIBIT A - Page 1 of 2

File 9900018
 Drawing RW9900M
 April 17, 2023

Parcel 1 - Fee

A parcel of land lying within vacated Chamberlain Street in the NE¼SE¼ of Section 35, Township 25 South, Range 13 West, W.M., Coos County, Oregon; said parcel being a portion of that property described in that Statutory Warranty Deed to Oregon International Port of Coos Bay, recorded January 14, 2022 in the Book of Records of Coos County, as Instrument No. 2022-00449; said parcel being that portion of said property included in a strip of land variable in width, lying on the Northerly side of said center line of the relocated Coos River Highway ("CR" center line), which center line is described as follows:

Beginning at Engineer's center line Station "CR" 46+40.00, said station being South 43°38'58" East 5134.97 feet of the monument at the Northwest corner of Section 35, Township 25 South, Range 13 West, W.M.; thence North 89°08'26" East 5.30 feet; thence on a spiral curve left (the long chord of which bears North 88°41'59" East 200.00 feet) 200.00 feet; thence on a spiral curve left (the long chord of which bears North 86°56'12" East 200.00 feet) 200.00 feet; thence North 86°29'45" East 9.41 feet; thence on a spiral curve right (the long chord of which bears North 86°57'17" East 200.00 feet) 200.00 feet; thence on a spiral curve right (the long chord of which bears North 88°47'26" East 200.00 feet) 200.00 feet; thence North 89°14'58" East 1025.68 feet to Engineer's Station "CR" 64+41.60 Back equals "CR" 12+92.65 Ahead; thence on a 2864.83 foot radius curve left (the long chord of which bears North 84°56'28" East 430.42 feet) 430.83 feet; thence North 80°37'59" East 1082.99 feet; thence on a 205.07 foot radius curve left (the long chord of which bears North 28°13'29" East 324.99 feet) 375.15 feet; thence North 24°11'01" West 182.20 feet; thence on a 818.51 foot radius curve right (the long chord of which bears North 11°37'46" West 355.83 feet) 358.69 feet; thence North 00°55'29" East 328.50 feet to Engineer's center line Station "CR" 40+89.80.

The width in feet of said strip of land is as follows:

<u>Station</u>	<u>to</u>	<u>Station</u>	<u>Width on Northerly Side of Center Line</u>
"CR" 63+56.00		"CR" 63+73.00	56.50
"CR" 63+73.00		"CR" 63+90.00	40.00

Bearings are based on the Oregon Coordinate Reference System, Oregon Coast Zone, NAD 83 (2011) epoch2010.00.

This parcel of land contains 336 square feet, more or less, outside the existing right of way.

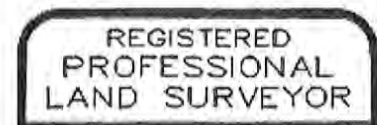
EXHIBIT A - Page 2 of 2

File 9900018
Drawing RW9900M
April 17, 2023

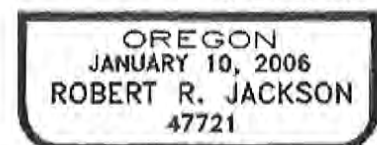
Parcel 2 - Temporary Easement for Work Area (3 years or duration of Project, whichever is sooner)

A parcel of land lying within vacated Chamberlain Street in the NE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 35, Township 25 South, Range 13 West, W.M., Coos County, Oregon; said parcel being a portion of that property described in that Statutory Warranty Deed to Oregon International Port of Coos Bay, recorded January 14, 2022 in the Book of Records of Coos County, as Instrument No. 2022-00449; said parcel being that portion of said property lying between lines at right angles to the center line of the relocated Coos River Highway ("CR" center line) at Engineer's Stations "CR" 64+24.00 and "CR" 64+33.00, and included in a strip of land 47.00 feet in width and lying on the Northerly side of said center line, which center line is described in Parcel 1.

This parcel of land contains 63 square feet, more or less, outside the existing right of way.



DIGITALLY SIGNED 2023.09.27
14:12:31-07'00'



RENEWS: 6/30/2025

Informational Items



Coos Bay Rail Line Serving Western Lane, Western Douglas and Coos Counties in Southwest Oregon

Owned by the Oregon International Port of Coos Bay

Operations by Coos Bay Rail Line, Inc. (CBRL) began on November 1, 2018.

Monthly Revenue Car Loads and Equivalent Highway Truck Loads / 2019 - 2023

One (1) revenue car load = 3.3 highway truck loads

	2019		2020		2021		2022		2023	
	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads
Jan	611	2,016.3	409	1,349.7	346	1,141.8	445	1,141.8	473	1,560.9
Feb	465	1,534.5	400	1,320.0	390	1,287.0	502	1,287.0	393	1,296.9
Mar	547	1,805.1	432	1,425.6	566	1,867.8	694	1,867.8	498	1,643.4
Apr	521	1,719.3	350	1,155.0	621	2,049.3	668	2,049.3	407	1,343.1
May	438	1,445.4	394	1,300.2	599	1,976.7	707	1,976.7	454	1,498.2
Jun	318	1,049.4	534	1,762.2	625	2,062.5	595	2,062.5	468	1,544.4
Jul	346	1,141.8	485	1,600.5	503	1,659.9	530	1,659.9	473	1,560.9
Aug	329	1,085.7	467	1,541.1	485	1,600.5	597	1,600.5	388	1,280.4
Sep	299	986.7	378	1,247.4	556	1,834.8	524	1,834.8	372	1,227.6
Oct	425	1,402.5	431	1,422.3	521	1,719.3	488	1,719.3		0.0
Nov	348	1,148.4	349	1,151.7	548	1,808.4	512	1,808.4		0.0
Dec	303	999.9	499	1,646.7	453	1,494.9	493	1,494.9		0.0
Total	4,950	16,335.0	5,128	16,922.4	6,213	20,502.9	6,755	20,502.9	3,926	12,955.8

Coos Bay Rail Line-CBRL operates at the U.S. shortline railroad industry standard of 286,000 lbs/143 short tons (weight of car plus commodity weight) per loaded revenue car. The majority of cars currently moving on the rail line weigh 66,000 to 86,000 lbs/33 to 43 short tons, resulting in a carrying capacity of 200,000 to 220,000 lbs/100 to 110 short tons.

Using 200,000 lbs/100 short tons as an average weight of commodity per rail car, the tonnage figures for the years 2011 through year to date 2023 are as follows:

*2011:	194	rail carloads =	19,400	short tons =	640.2	highway truck loads
2012:	2,480	rail carloads =	248,000	short tons =	8,184.0	highway truck loads
2013:	4,850	rail carloads =	485,000	short tons =	16,005.0	highway truck loads
2014:	7,509	rail carloads =	750,900	short tons =	24,779.7	highway truck loads
2015:	7,341	rail carloads =	734,100	short tons =	24,225.3	highway truck loads
2016:	7,434	rail carloads =	743,400	short tons =	24,532.2	highway truck loads
2017:	7,172	rail carloads =	717,200	short tons =	23,667.6	highway truck loads
2018:	6,428	rail carloads =	642,800	short tons =	21,212.4	highway truck loads
2019:	4,950	rail carloads =	495,000	short tons =	16,335.0	highway truck loads
2020:	5,128	rail carloads =	512,800	short tons =	16,922.4	highway truck loads
2021:	6,213	rail carloads =	621,300	short tons =	20,502.9	highway truck loads
2022:	6,755	rail carloads =	675,500	short tons =	22,291.5	highway truck loads
2023:	3,926	rail carloads =	392,600	short tons =	12,955.8	highway truck loads

*Start up in 2011, Data includes 4th Quarter / Oct – Dec.

The Coos Bay rail line was embargoed by the previous owner/operator in September 2007. The Port acquired the 111-miles of the line owned by RailAmerica, Inc. in spring 2009 through an order from the U.S. Surface Transportation Board at the completion of a Feeder Line Application process initiated in July 2008. The Port acquired the Union Pacific (UP) Railroad owned 23-mile section of the line through a negotiated agreement with UP in late December 2010.