



M E M O R A N D U M

TO: Interested Parties
FROM: Eric Farm, President
DATE: August 9, 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, August 15, 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, August 15, 2023. Written comment will be accepted until 8:30 a.m. on Tuesday, August 15, 2023 by sending an email to portcoos@portofcoosbay.com with the subject line 'Public Comment'.

An **Executive Session** has also been scheduled on **Tuesday, August 15, 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, August 15, 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

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

10. RECESS TO EXECUTIVE SESSION

11. ADJOURN

Consent Items

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
REGULAR COMMISSION MEETING & BUDGET HEARING
10:00 a.m., Tuesday, June 20, 2023

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

ATTENDANCE

Commission:

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

Staff:

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

Media & Guests:

Mr. Joseph Ham, Shipyard Customer.

1. CALL MEETING TO ORDER

President Farm called the meeting to order at 10:00 a.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

3. PUBLIC COMMENT

Mr. Ham shared his concerns for the disrepair of the Charleston Shipyard. Mr. Ham said he had scheduled a million-dollar repair project to be done in Charleston this year. However, he will have to have the work done elsewhere because the Charleston marine ways is not capable of hauling his boat out in its current condition. He is from Charleston and has brought his vessels back every year for repairs and if the Shipyard can get improvements to be capable of hauling the boats, he would prefer to continue having his work done in Charleston. He added that when he brings his boats down for repairs, he spends a lot of money at various businesses in the community as well as the Shipyard.

Commissioner Stevens asked if the issue was the size or the weight of the vessel. Mr. Ham said for him it is the ways. He said a Travel Lift would be great but that is a six-year project, he said he thinks the quickest fix would be to repair the ways that are there now. Mr. Ham said he has four boats fishing out of Kodiak, Alaska, and there are only three months in the year to plan for repairs. He said his family business is still growing and would continue to return to Charleston if the boats can be hauled out.

President Farm asked if there was a way to obtain funding, at what point would the lift fees be too high to be economical to come to Coos Bay? Mr. Ham said he agrees the lift fees need to go up, he said

Charleston's lift fees are very low now but to raise them to a comparable cost to other facilities up and down the coast it would still be beneficial for him to come to Charleston. Commissioner Stevens asked Mr. Ham how many tons his vessels were. Mr. Ham said they are 350 tons. Commissioner Stevens asked if the vessels have to be turned side-ways once they are lifted. Mr. Ham explained that a lot of the repairs are done on the track and the only times he has turned his vessels side-ways was when it was a long-term project taking seven months or more. Commissioner Stevens commented that when they shift the vessel sideways it is an additional \$12,000-\$15,000.

Commissioner Edwards asked Mr. Ham if the Port were to go with a larger lift, could more business from Kodiak be expected in Charleston. Mr. Ham said that there have been vessels from Kodiak in Charleston but not returning customers. He said the Kodiak vessels do not return because they are concerned with the ability of the ways.

President Farm thanked Mr. Ham for his feedback.

4. **CONSENT ITEMS**

- A. Approval of May 16, 2023 Regular Commission Meeting Minutes
- B. Approval of May 24, 2023 Budget Committee Meeting Minutes
- C. Approval of May Invoices
- D. Approval of May Contracts Awarded
- E. Approval of Community Giving Recommendation

Upon a motion by Commissioner ViksneHill (second by Commissioner Stevens), the Board of Commissioners voted to approve the May 16, 2023 Regular Commission Meeting Minutes, May 24, 2023 Budget Committee Meeting Minutes, May Invoices, May Contracts Awarded, and the Community Giving Recommendation. **Motion Passed.** (Ayes: Farm, Stevens, ViksneHill, and Edwards. Nays: None)

5. **MANAGEMENT REPORTS**

All Management Reports were included within the Meeting Packet.

6. **SUPPLEMENTAL BUDGET HEARING – FY 2022/23 BUDGET**

A. Public Hearing

President Farm opened the public hearing at 10:18 a.m.

Staff propose to reallocate department appropriations and contingency in the General Fund and Dredge Fund, as well as an increase in appropriation in the Dredge Fund. In the General Fund, the reallocation of appropriation from the departments and the contingency category is to account for the unforeseen repairs on the rail line bridges expensed in the Rail Operations department.

The Port also proposes to reallocate and increase appropriations in the Dredge Fund. Capital outlay is reallocated to goods and services. The increase of appropriations is for both the personnel services and

goods and services. This change in appropriation level is to cover the expenses related to dredging operations that were not planned for in the adopted budget. During the budget process there was no identified dredge customer, and the revenues and expenditures related to dredging operations were not budgeted.

Staff wishes to amend the 2022/23 budget as follows:

<u>General Fund</u>	<u>Budgeted Amounts</u>	<u>New Amounts</u>	<u>Change</u>
Administration	1,942,034	1,836,538	(105,496)
Charleston Operations	2,332,377	2,148,596	(183,781)
External Affairs	543,394	478,322	(65,072)
Port Operations	1,312,854	945,716	(367,138)
Rail Operations	1,740,193	2,605,215	865,021
Debt Service	1,289,108	1,289,108	-
Transfers to other funds	1,000,000	1,000,000	-
Contingency	668,314	304,301	(364,013)
Special Payments		220,479	220,479
General Fund Total	\$ 10,828,275	\$ 10,828,275	-
<u>Dredge Fund</u>	<u>Budgeted Amounts</u>	<u>New Amounts</u>	<u>Change</u>
Personnel Services	44,191	102,943	58,752
Materials & Services	128,911	299,445	170,533
Capital Outlay	100,000	-	(100,000)
Dredge Fund Total	\$ 273,102	\$ 402,387	\$ 129,285

Under Oregon Budget Law, if a change in expenses to any one fund is greater than 10%, or if allocating contingency to another expense category is greater than 15%, then a budget hearing is required. In the General Fund the increase is less than the threshold and only requires Commission approval. However, the proposed increase to the Dredge Fund is greater than 10% and a supplemental budget hearing is required.

President Farm asked for any public comment or testimony on the proposed resolution. There being none, President Farm closed the public hearing at 10:20 a.m.

B. 2023Res06: Adoption of Supplemental Budget for Fiscal Year 2022/23

Upon a motion by Commissioner Edwards (second by Commissioner ViksneHill), the Board of Commissioners motioned to approve Resolution 2023Res06, a resolution adopting the supplemental budget reallocating appropriations to incorporate changes in the Port’s General Fund and reallocating and increasing appropriations in the Dredge Fund. **Motion Passed.** (Ayes: Farm, Stevens, ViksneHill, and Edwards. Nays: None)

Commissioner ViksneHill asked Ms. Richardson to explain the new payment line. Ms. Richardson said it is a payment made to CBRL and then it is paid back. It is similar to a temporary loan; however, it does not fall under Fund Transfer because CBRL is a separate entity.

President Farm asked where the additional \$129,285 came from. Ms. Richardson said it was revenue from customers; Charleston, Russel Marine and L&S.

7. BUDGET HEARING – FY 2023/24 BUDGET

A. Public Hearing

President Farm opened the public hearing at 10:22 a.m.

The Port’s Budget Committee approved the proposed 2023/24 Fiscal Year Budget after its first budget committee meeting May 24, 2023. Each year, following the Budget Committee’s approval of the budget, the Commission is required to hold a public hearing. The objective of the public hearing is to receive testimony from any person present.

During the regular Commission meeting, the Commission is **allowed to make changes to the budget if the total change in any fund does not exceed \$5,000 or 10%,** whichever is greater. Changes in excess of 10% would require the Commission to publish notice of a second budget hearing and a new financial summary and hold the second hearing before the adjusted budget can be adopted.

If no significant changes are made, the Commission should consider approval of the resolution adopting the budget.

President Farm asked for any public comment or testimony on the proposed resolution. There being none, President Farm closed the public hearing at 10:24 a.m.

B. 2023Res07: Adoption of Budget, Making Appropriations, Imposing and Categorizing Taxes – Combined for Fiscal Year 2023/24

Upon a motion by Commissioner ViksneHill (second by Commissioner Edwards), the Board of Commissioners motioned to approve Resolution 2023Res07, a resolution adopting a budget, making appropriations, imposing, and categorizing taxes – combined for the 2023/24 fiscal year. **Motion Passed.** (Ayes: Farm, Stevens, ViksneHill, and Edwards. Nays: None)

8. ACTION ITEMS

A. 2022Res08: Approval of 2023/24 Charleston Marina Rate Schedule

As part of the annual budget process, the Port of Coos Bay and Charleston Marina rates are reviewed each year and may be adjusted by the Consumer Price Index and/or by market analysis (each year staff surveys the rates and schedules of comparable facilities for comparisons).

A 10% increase to the Charleston Marina rates was presented to and discussed at the Port of Coos Bay Budget Committee meeting, and the projected budgeted revenues of the Charleston Marina were based on these revised rates. All services, excluding the Shipyard Environmental Fee and the Shipyard Long-Term Work Area rates will increase.

In addition, fees were added to the Rate Schedule for key cards and late check out in the RV Park.

The proposed red lined 2023/24 Port of Coos Bay Rate Schedule was included in the Commissioner's meeting packet.

The Rate Schedule may be modified and published by resolution of the Port Commission. Upon approval by the Board, the proposed 2023/24 Port of Coos Bay Rate Schedule will become effective July 1, 2023.

Upon a motion by Commissioner ViksneHill (second by Commissioner Stevens), the Board of Commissioners motioned to approve Resolution 2023Res08 modifying and publishing the Port of Coos Bay Rate Schedule as presented, for Fiscal Year 2023/24. **Motion Passed.** (Ayes: Farm, Stevens, and ViksneHill. Nays: Edwards)

B. DMA Task Order #17

At the March 28, 2016, Board of Commissioners meeting, the Commission authorized Commission President David Kronsteiner to execute an Amendment, Assignment, Assumption and Consent Agreement of the prime contract for consulting services for the Channel Modification Project from David Evans and Associates (DEA) to David Miller & Associates (DMA).

Task Order DMA #17 in the amount of \$5,350,500 describes the tasks to be undertaken during FY 2023/24, along with projected costs including work on the project's Environmental Impact Statement. A shift in the primary beneficiaries of the project will require the Port to conduct a new economic feasibility study to include the proposed container terminal and Roseburg Forest Products.

Funding for this Task Order will be provided by the \$15 million grant that was passed by the Oregon legislature in the Spring of 2022.

Upon a motion by Commissioner ViksneHill (second by Commissioner Edwards), the Board of Commissioners motioned to authorize Commission President Eric Farm to execute Task Order DMA #17 for professional services related to the Coos Bay Channel Modification Project in an amount not to exceed \$5,350,500 for work to be performed on the project during FY 2023/24. **Motion Passed.** (Ayes: Farm, Stevens, ViksneHill, and Edwards. Nays: None)

C. Section 107 Marina Dredging Feasibility Study Agreement

On May 11, 2020, the Port submitted a Letter of Interest to the USACE requesting assistance under the Continuing Authorities Program (CAP), Section 107, to conduct a Dredging Feasibility Study to address the recurring sedimentation issues at the north entrance (Point Adams) of the Charleston Marina. This shoaling has persisted annually in recent years, 2015 to present, and can reduce the access channel by >50%. The Port has spent in excess of \$400,000 on dredging this area since 2015. The Federal project (Charleston Channel) is adjacent to this area and experiences the same shoaling and navigational restrictions. The study will analyze multiple alternatives to reduce sedimentation in this area. This may include new jetty structures, assumption of dredging maintenance by the USACE, or other alternatives.

As the Non-Federal Sponsor on the Navigation channel, the Port is required to pay 50% of the study costs, after the USACE's initial expense of \$100,000. The estimate for this study is \$620,000. The Ports estimated match is \$260,000. The first installment of \$150,000 has been budgeted for FY 23/24, with the remaining Port obligations to be paid in FY 24/25.

Upon a motion by Commissioner Edwards (second by Commissioner ViksneHill), the Board of Commissioners motioned to authorize Commission President Eric Farm to execute an agreement with the USACE for the Section 107 Dredging Feasibility Study in the amount of \$260,000. **Motion Passed.** (Ayes: Farm, Stevens, ViksneHill, and Edwards. Nays: None)

Commissioner Stevens asked how long the process will take. Mr. Dunning responded that it would take about two years and was started about one year ago. Commissioner Stevens asked if there is a limit. Mr. Dunning said the Port has asked for the area from the channel entrance to just pass the launch ramp, and there is a \$1.5 million cap on this type of project under 107.

Commissioner Edwards asked how far the jetty modification project will go out. Mr. Dunning said it would go out 125 to 150 feet. Commissioner Edwards said the further out the jetty goes, perhaps it could show a correlation of the sedimentation and prevent it from happening in the future.

President Farm asked where the funds for this project are coming from. Mr. Dunning answered, funds for this project are coming from the Port's General Fund.

9. COMMISSION COMMENTS

Mr. Burns thanked Commissioner Edwards for having brought up an issue in Charleston regarding the lack of markers in the Channel leading from the bridge to the Shipyard. Mr. Dunning said he had a conversation with the local team, and he has not heard back from Mr. Booth from DPW. He added that there is probability that the Coast Guard will put this responsibility back to the Port. Mr. Dunning encouraged boaters to use alternative navigation solutions in the interim.

Commissioner Edwards said he met with District 13 Commander Harris while attending the DoD meetings in Salem. The Commander suggested contacting the Army Corps and asking them to do a survey of the Channel. Commissioner Edwards added that the Coos Bay Pilots are going to the Harbor Safety Committee with a plan to share maps with the public.

Mr. Burns pointed out that the Port had soundings done in the Marina Complex last December and is planning to have them added to the Port's website.

10. NEXT MEETING DATE – Tuesday, July 18, 2023, at 10:00 a.m.

11. ADJOURN

President Farm adjourned the meeting at 10:40 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;
- (g) consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;

- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange, or liquidation of public investments; and
- (n) discuss information about review or approval of programs relating to the security of a number of specified structures, activities, and materials relevant to the operation of the state's infrastructure.



M E M O R A N D U M

To: John Burns, Chief Executive Officer
From: Mary Green, Accounting Clerk
Date: August 9, 2023
Subject: Invoices Paid for Commission Approval through July 2023

A/P checks issued per NetSuite financial system	927,663.21
Payroll disbursement per Umpqua Bank statement	169,602.05
Misc electronic disbursements per Umpqua Bank statement	159,871.49
Total Disbursements	<u>\$ 1,257,136.75</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: August 9, 2023

SUBJECT: June & July 2023 Contracts Awarded

The following are bids that were awarded, and contracts authorized and signed by the Chief Executive Officer during the months of June & July. 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
Railworks Track Systems	Tie Replacement and Surfacing Project	9,900,000.00
Total Contracts Awarded for June:		9,900,000.00

Contract	Description	Cost
Scott Partney Construction	Replace Caps at #1, 2 & 20	\$19,974.00
Ferrosafe LLC	Herbicide Spraying of CBRL Track - Change Order 1	\$3,603.30
Total Contracts Awarded for July:		\$23,577.30



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Margaret Barber, Director of External Affairs and Business Development

DATE: August 9, 2023

SUBJECT: Monthly Lease Agreements

Mike and Deborah Will

Port staff were approached by Mike and Deborah Will to lease Suite 250 in the Hub Building located at 125 W. Central Avenue, Coos Bay Oregon. The Wills will utilize the space to provide CPR and other training courses under their business Info4HR. They are also utilizing a portion of the space for small scale retail and as a headquarters for the South Coast Charm Trail. A lease agreement was executed in early July and will continue on a month-to-month basis. Like other lease agreements in the Hub building, the monthly rental rate includes water/sewer and garbage services. The remainder of needed utilities are the responsibility of the Tenant. Should the lease extend over a year, the rental rate will be increased by the Western Region CPI every July first.

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: August 9, 2023
SUBJECT: Administrative Services Management Report

Upcoming Scheduled Meetings and Events:

- August Regular Commission Meeting: Tuesday, August 15, 10:00 am
- Labor Day – Offices Closed: Monday, September 4
- September Regular Commission Meeting: Tuesday, September 19, 10:00 am

ADMINISTRATION

IFA Board Meeting: The Infrastructure Finance Authority held their August Board meeting in the Port of Coos Bay Commission Chambers on August 4, 2023. Following the meeting, the Port hosted a property tour, highlighting properties in which the IFA provided an integral part of the funding for.

Website Redevelopment: It has been decided to redevelop the Port’s website in an effort to enhance communication, outreach, and transparency to the general public. Admin Staff is working with the Director of External Affairs and Business Development in the solicitation, review and selection of website development firms who specialize in governmental entity websites to redevelop the site to provide a more navigable and user-friendly experience. Staff anticipates selecting a vendor and beginning the redesigning process before the end of August.

SDIS Appraisals: Special Districts Insurance Services (SDIS) recently conducted onsite building inspections and appraisals for Port property valued over \$125,000. This will assist with developing an accurate statement of values, supportable replacement costs and capturing the applicable underwriting data for Port property.

Hub Building Space for Lease:

- **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.
- **125 Central Avenue, Suite 400 (Penthouse Offices):** The fourth floor of the Hub Building, the Penthouse, is approximately 3,122 square feet, has seven office/conference room spaces, two private restrooms, a kitchenette, large reception area, a library closet, and outside decks with views of the bay.

- **145 Central Avenue:** Three individual offices are available in a space shared by an economic development group, conveniently located in downtown Coos Bay.
- **147 S Broadway:** The 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.

HUMAN RESOURCES

Open Positions:

- **Accounts Payable / Accounts Receivable Clerk:** Vicki English, the Port's Finance Clerk, announced her retirement for mid-September, thus the Port is seeking to hire an Accounts Payable/Accounts Receivable Clerk. This position is an integral part of the Finance and Accounting department. The AP/AR Clerk will perform routine fiscal tasks including the day-to-day processing of accounting transactions to ensure the Port's General Ledger and subledgers are maintained in an effective, up to date and accurate manner. Required experience and education include a high school diploma and three years of progressive accounting experience, or an associate degree in accounting and one-year progressive accounting experience, or a combination of education and experience that allows the candidate to fulfill the position requirements.
- **Railroad Bridge Inspector:** Coos Bay Rail Line, Inc. is seeking to hire a Railroad Bridge Inspector to schedule, inspect, record, and report all railroad bridge, trestle, culvert, and embankment conditions for deterioration, damage, or deviations from conforming to safety regulations, building codes, or railroad engineering specifications, and make recommendations for any necessary repairs. The ideal candidate shall be competent in the performance of inspections, and understand typical railroad repair, maintenance, and construction of structures supporting railroad loading. Essential job functions include planning, scheduling, and conducting detailed and accurate inspections of all railroad bridge structures by inspecting, measuring, marking, and recording conditions and defects found during inspections, then promptly reporting any defects found and making recommendations for necessary repairs, as well as overseeing and managing the CBRL Bridge Management Plan, and consulting with Project Management staff regarding bridge repair work. Required education and experience include a high school diploma or GED and three or more years of experience in maintenance, construction, inspection, and engineering of operating railroad structures comprised of timber, steel, or pre-stressed or cast-in-place concrete components. An associate degree in civil or Structural Engineering preferred.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer
FROM: Megan Richardson, Director of Finance & Accounting
DATE: August 9, 2023
SUBJECT: Accounting & Finance Management Report

We hereby present June and June Year-to-Date (12 months) of financial results for the Port.

Operating Revenue:

Total operating revenues were \$303K, which was \$2.6 million 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 multiple business lines, with the two largest losses coming from other revenue and ice sales. The negative amount in the line item “Other Revenue” is due to the write off of bad debt related to the boat disposal fees from vessels that did not meet insurance requirements and were impounded. These fees were deemed uncollectable. Earlier in the year we saw inflated revenue from these billings, and this was anticipated at the time of billing. Port Ops revenues were less than projected due to the timing of building leases and property agreements. The timing of when these agreements would be executed was unknown when preparing the budget. Rail Ops fell short this month due to lower rail car movements. They had 468 total car movements for June compared to a budget projection of 1,400 cars. In addition, the additional loss is due to Coos Bay Rail Line, Inc.’s anticipated excess revenue over expense that would be transferred to the Port at the end of the fiscal year. CBRL did not earn excess revenue to transfer to the Port this year.

Operating Expense:

Operating expenses totaled \$473K, which was \$348K less than the budget. All departments underspent their budgets this month except for External Affairs and Port Ops. External Affairs and Port Ops overage is due to year-end adjustments to accrue payroll into the correct fiscal year. These adjustments were made to all departments except Rail Ops, which does not have any staff. External Affairs and Port Ops just have smaller budgets and did not have excess expense in other line items to absorb the additional expense to payroll. The overage is for the period only, and the totals are within budget for the fiscal year.

Operating Result:

The Port ended June with a net loss of \$171K against a planned net gain of \$2.1 million, which is less than planned by \$2.28 million. All departments, except Admin, performed better than planned this month. Unfavorable operating results for Rail Ops are due to not receiving the transfer from CBRL.

Other Income & Expense:

Other revenues totaled \$306K, which is greater than the budget by \$34K. This increase in revenue is the repayment of funds temporarily loaned to CBRL to cover cash flow. Other Expenses are underspent by \$821K. The Port did not receive the anticipated excess revenues from CBRL and could not make the budgeted transfer to the Reserve Fund.

Net Result & Year to Date:

June had a net loss of \$160K compared to a budgeted net gain of \$1.26 million resulting in a \$1.42 million negative variance. This variance underscores the importance of achieving a strong topline, in addition to managing operating expenses well.

Other Comments:

Total Cash	Unrestricted	Restricted			
July Cash Balance	OIPCB Funds	Total Restricted	Project Crafty	State Dredge Funds	IFA Channel Mod
7,223,887.47	3,003,592.02	4,220,295.45	29,377.88	584,064.53	3,606,853.04

The total cash balances in all bank accounts for July month end were \$7,223,887.47 which is an increase of \$512K from June. Restricted funds are detailed in the table above. Total interest earnings totaled \$20,042.71 with \$6,401.42 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 4.11% from 4.05% pa. This is an increase in the pool interest rate by .06% since the end of last fiscal year.

The Finance department is working to complete year-end reconciliations and schedules. The Moss Adams audit team will return in September for final audit field work. The Port will once again need to complete a single audit. This requirement tests our financials against higher audit standards and is a lengthier and more involved process.

In addition to preparing for the audit the Finance team will undergo training for the software used for car accounting for Coos Bay Rail Line, Inc. Currently, we have one staff member that does the car movements and one consultant that does the car movement billing and manages our car hire fees. The goal is to better utilize and understand the software used to track and bill rail car movements. This training will also allow us to be more efficient and have redundancies so that the current staff member will be covered for any vacation or PTO.

Financial Report - Actual vs. Budget - General Fund

For Period Ending Jun 2023



	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2023				Jun 2022			Jul 2022 - Jun 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																	
Administration	10,472	17,712	(7,240)	(41%)	14,790	(4,318)	(29%)	150,981	212,539	(61,558)	(29%)	136,581	14,400	11%	150,981	212,539	(29%)
External Affairs	25	25	0	0%	15,035	(15,010)	(100%)	165,174	90,300	74,874	83%	90,163	75,011	83%	165,174	90,300	83%
Port Operations	22,593	27,290	(4,696)	(17%)	26,200	(3,606)	(14%)	268,145	327,475	(59,331)	(18%)	249,565	18,579	7%	268,145	327,475	(18%)
Railroad Operations	87,260	2,589,222	(2,501,963)	(97%)	95,584	(8,324)	(9%)	1,040,639	4,241,320	(3,200,681)	(75%)	1,109,233	(68,593)	(6%)	1,040,639	4,241,320	(75%)
Charleston Operations																	
Building & Dock Leases	25,933	28,502	(2,569)	(9%)	24,767	1,166	5%	311,823	342,023	(30,200)	(9%)	294,297	17,526	6%	311,823	342,023	(9%)
Marina	141,910	127,411	14,499	11%	120,555	21,355	18%	1,123,738	1,111,260	12,478	1%	1,092,768	30,970	3%	1,123,738	1,111,260	1%
Shipyard	20,841	26,431	(5,590)	(21%)	22,872	(2,031)	(9%)	273,582	317,170	(43,588)	(14%)	287,728	(14,146)	(5%)	273,582	317,170	(14%)
RV Park	39,973	51,161	(11,189)	(22%)	57,480	(17,507)	(30%)	410,595	442,700	(32,105)	(7%)	498,676	(88,081)	(18%)	410,595	442,700	(7%)
Ice Plant	15,362	58,876	(43,514)	(74%)	34,953	(19,591)	(56%)	206,391	300,000	(93,609)	(31%)	213,656	(7,265)	(3%)	206,391	300,000	(31%)
Travel Lift	6,215	4,699	1,516	32%	3,018	3,197	106%	56,431	60,000	(3,569)	(6%)	44,670	11,761	26%	56,431	60,000	(6%)
Other	(67,787)	(3,333)	(64,454)	1934%	30,040	(97,827)	(326%)	(19,088)	20,000	(39,088)	(195%)	(7,657)	(11,431)	149%	(19,088)	20,000	(195%)
Total Charleston Operations	182,447	293,747	(111,300)	(38%)	293,684	(111,238)	(38%)	2,363,472	2,593,152	(229,680)	(9%)	2,424,138	(60,666)	(3%)	2,363,472	2,593,152	(9%)
Total Operating Income	302,797	2,927,996	(2,625,199)	(90%)	445,293	(142,496)	(32%)	3,988,411	7,464,786	(3,476,375)	(47%)	4,009,680	(21,269)	(1%)	3,988,411	7,464,786	(47%)
Operating Expenses																	
Administration	185,696	438,861	253,165	58%	202,904	17,207	8%	1,718,413	2,083,339	364,926	18%	1,549,860	(168,552)	(11%)	1,718,413	2,083,339	18%
External Affairs	41,116	40,564	(552)	(1%)	58,883	17,768	30%	441,180	478,322	37,142	8%	369,061	(72,119)	20%	441,180	478,322	(8%)
Port Operations	101,131	71,627	(29,505)	(41%)	90,135	(10,996)	(12%)	901,631	935,716	34,085	4%	761,175	(140,456)	18%	901,631	935,716	(4%)
Railroad Operations	19,942	125,957	106,015	84%	16,608	(3,334)	(20%)	1,472,628	1,511,484	38,856	3%	174,946	(1,297,682)	742%	1,472,628	1,511,484	(3%)
Charleston Operations	125,541	144,282	18,741	13%	138,629	13,088	9%	1,900,061	2,058,096	158,035	8%	1,682,314	(217,747)	13%	1,900,061	2,058,096	(8%)
Total Expenses	473,426	821,290	347,864	42%	507,158	33,733	7%	6,433,913	7,066,957	633,044	9%	4,537,357	(1,896,556)	(42%)	6,433,913	7,066,957	9%
Operating Results																	
Administration	(175,225)	(421,149)	245,925	(58%)	(188,114)	12,889	(7%)	(1,567,432)	(1,870,800)	303,368	(16%)	(1,413,279)	(154,152)	11%	(1,567,432)	(1,870,800)	(16%)
External Affairs	(41,091)	(40,539)	(552)	1%	(43,848)	2,758	(6%)	(276,006)	(388,022)	112,016	(29%)	(278,898)	2,892	(1%)	(276,006)	(388,022)	(29%)
Port Operations	(78,538)	(44,337)	(34,201)	77%	(63,935)	(14,603)	23%	(633,487)	(608,241)	(25,246)	4%	(511,610)	(121,877)	24%	(633,487)	(608,241)	4%
Railroad Operations	67,318	2,463,265	(2,395,947)	(97%)	78,976	(11,658)	(15%)	(431,989)	2,729,836	(3,161,824)	(116%)	934,287	(1,366,275)	(146%)	(431,989)	2,729,836	(116%)
Charleston Operations	56,906	149,465	(92,559)	(62%)	155,056	(98,150)	(63%)	463,411	535,056	(71,645)	(13%)	741,824	(278,413)	(38%)	463,411	535,056	(13%)
Totals Operating Results	(170,629)	2,106,706	(2,277,335)	(108%)	(61,865)	(108,764)	176%	(2,445,502)	397,829	(2,843,331)	(715%)	(527,677)	(1,917,825)	363%	(2,445,502)	397,829	(715%)
Tax Collected	38,762	43,236	(4,474)	(10%)	57,765	(19,003)	(33%)	2,701,267	2,778,001	(76,734)	(3%)	2,451,889	249,378	10%	2,701,267	2,778,001	(3%)
Financial Income	12,961	8,374	4,587	55%	8,825	4,136	47%	167,672	100,487	67,185	67%	103,583	64,089	62%	167,672	100,487	67%
Grant Income	5,718	0	5,718	-	4,000,000	(3,994,282)	(100%)	80,000	85,000	(5,000)	(6%)	4,003,000	(3,923,000)	(98%)	80,000	85,000	(6%)
Loan Receipts	-	0	0	-	7,670,474	(7,670,474)	(100%)	0	0	0	-	7,670,474	(7,670,474)	(100%)	0	0	-
Other Income	248,676	220,479	28,197	13%	691,814	(443,138)	(64%)	484,283	220,479	263,804	120%	1,270,089	(785,806)	(62%)	484,283	220,479	120%
Total Other Income	306,117	272,089	34,029	13%	12,428,878	(12,122,761)	(98%)	3,433,221	3,183,967	249,254	8%	15,499,034	(12,065,813)	(78%)	3,433,221	3,183,967	8%
Financial Expenses & Taxes	4,654	5,042	388	(8%)	4,066	(588)	14%	201,889	51,000	(150,889)	296%	223,164	21,275	(10%)	201,889	51,000	(296%)
Debt Service	26,413	13,745	(12,668)	92%	11,608,052	11,581,639	(100%)	1,221,575	1,289,108	67,533	(5%)	12,792,659	11,571,084	(90%)	1,221,575	1,289,108	5%
Capital Outlays	44,363	97,811	53,447	(55%)	117,503	73,140	(62%)	155,508	1,200,730	1,045,222	(87%)	1,190,580	1,035,072	(87%)	155,508	1,200,730	87%
Interfund Transfers	220,479	1,000,000	779,521	(78%)	0	(220,479)	-	220,479	1,000,000	779,521	(78%)	0	(220,479)	-	220,479	1,000,000	78%
Total Other Expenses	295,909	1,116,597	820,688	(73%)	11,729,621	11,433,712	(97%)	1,799,451	3,540,838	1,741,388	(49%)	14,206,403	12,406,953	(87%)	1,799,451	3,540,838	(49%)
Net Result	(160,421)	1,262,197	(1,422,618)	113%	637,392	(797,812)	(125%)	(811,731)	40,958	(852,689)	2082%	764,954	(1,576,685)	206%	(811,731)	40,958	2082%

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Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2023				Jun 2022			Jul 2022 - Jun 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	9,472	16,712	(7,240)	-43%	13,790	(4,318)	-31%	138,261	200,539	(62,278)	-31%	124,556	13,705	11%	138,261	200,539	-31%
4245 CCURA	1,000	1,000	0	0%	1,000	0	0%	12,000	12,000	0	0%	12,000	0	0%	12,000	12,000	0%
4290 Other	0	0	0	-	0	0	-	720	0	720	-	25	695	2780%	720	0	-
Total Operating Income	10,472	17,712	(7,240)	-41%	14,790	(4,318)	-29%	150,981	212,539	(61,558)	-29%	136,581	14,400	11%	150,981	212,539	-29%
Expenses																	
Personnel Services																	
5005 Salaries	99,727	61,905	(37,822)	-61%	83,887	(15,840)	-19%	803,359	805,002	1,643	0%	686,054	(117,305)	-17%	803,359	805,002	0%
5010 Other compensation	0	1,638	1,638	100%	0	0	-	0	21,291	21,291	100%	0	0	-	0	21,291	100%
5015 Overtime	0	0	0	-	0	0	-	13	0	(13)	-	0	(13)	-	13	0	-
5050 Merit Pool	0	1,769	1,769	100%	0	0	-	0	23,000	23,000	100%	0	0	-	0	23,000	100%
Total Compensation	99,727	65,311	(34,416)	-53%	83,887	(15,840)	-19%	803,372	849,293	45,921	5%	686,054	(117,318)	-17%	803,372	849,293	5%
5100 Federal Payroll taxes	7,386	4,500	(2,886)	-64%	6,294	(1,093)	-17%	54,118	58,516	4,398	8%	46,516	(7,602)	-16%	54,118	58,516	8%
5105 State Payroll taxes	386	0	(386)	-	17	(370)	-2210%	1,790	0	(1,790)	-	157	(1,633)	-1040%	1,790	0	-
5110 Unemployment Insurance	1,416	1,195	(220)	-18%	981	(434)	-44%	12,241	15,537	3,296	21%	10,146	(2,095)	-21%	12,241	15,537	21%
5115 Workers compensation	242	257	14	6%	256	13	5%	2,222	3,341	1,119	33%	4,660	2,438	52%	2,222	3,341	33%
Total Payroll Taxes	9,430	5,952	(3,478)	-58%	7,547	(1,883)	-25%	70,371	77,394	7,023	9%	61,479	(8,893)	-14%	70,371	77,394	9%
5200 Medical insurance	12,949	9,481	(3,468)	-37%	7,293	(5,656)	-78%	109,848	123,289	13,441	11%	82,471	(27,377)	-33%	109,848	123,289	11%
5205 Dental insurance	1,368	1,084	(285)	-26%	882	(486)	-55%	13,203	14,096	893	6%	10,581	(2,622)	-25%	13,203	14,096	6%
5215 Term life insurance	146	104	(42)	-40%	100	(46)	-46%	1,335	1,350	15	1%	1,316	(19)	-1%	1,335	1,350	1%
5220 Long Term Disability insurance	422	371	(51)	-14%	310	(113)	-36%	4,340	4,824	484	10%	3,980	(360)	-9%	4,340	4,824	10%
5225 PERS Employer Contributions	21,570	12,830	(8,739)	-68%	17,875	(3,694)	-21%	160,367	166,838	6,471	4%	137,261	(23,106)	-17%	160,367	166,838	4%
5230 PERS Employee Contributions	5,739	3,584	(2,155)	-60%	4,999	(740)	-15%	44,299	46,611	2,312	5%	39,156	(5,144)	-13%	44,299	46,611	5%
5295 Allocations	0	(141)	(141)	100%	0	0	-	0	(1,835)	(1,835)	100%	0	0	-	0	(1,835)	100%
Total Insured Benefits	42,194	27,312	(14,882)	-54%	31,460	(10,734)	-34%	333,393	355,173	21,780	6%	274,765	(58,628)	-21%	333,393	355,173	6%
Total Personnel Services	151,351	98,575	(52,776)	-54%	122,894	(28,457)	-23%	1,207,136	1,281,860	74,724	6%	1,022,298	(184,838)	-18%	1,207,136	1,281,860	6%
Goods & Services																	
6005 Seminars & training	0	196	196	100%	0	0	-	9,550	2,350	(7,200)	-306%	1,685	(7,865)	-467%	9,550	2,350	-306%
6010 Educational reimbursement	0	83	83	100%	0	0	-	1,187	1,000	(187)	-19%	0	(1,187)	-	1,187	1,000	-19%
Total Staff Training	0	279	279	100%	0	0	-	10,737	3,350	(7,387)	-221%	1,685	(9,052)	-537%	10,737	3,350	-221%
6020 Travel - airfare	0	167	167	100%	387	387	100%	3,964	2,000	(1,964)	-98%	387	(3,577)	-924%	3,964	2,000	-98%
6025 Travel - lodging & transportation	458	333	(125)	-38%	355	(104)	-29%	1,832	4,000	2,168	54%	1,884	51	3%	1,832	4,000	54%
6030 Travel - Per Diem & mileage reimbursement	385	333	(52)	-15%	100	(285)	-286%	1,813	4,000	2,187	55%	1,504	(309)	-21%	1,813	4,000	55%
6035 Meals & Entertainment	38	208	171	82%	125	88	70%	1,957	2,500	543	22%	1,833	(124)	-7%	1,957	2,500	22%
Total Travel & Entertainment	881	1,042	161	15%	967	86	9%	9,566	12,500	2,934	23%	5,607	(3,959)	-71%	9,566	12,500	23%

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Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2023				Jun 2022			Jul 2022 - Jun 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	738	779	42	5%	1,184	447	38%	9,578	9,350	(228)	-2%	8,380	(1,198)	-14%	9,578	9,350	-2%
6055 Kitchen supplies	214	284	70	25%	149	(65)	-44%	1,892	3,408	1,516	44%	1,831	(62)	-3%	1,892	3,408	44%
6060 IT supplies	0	1,433	1,433	100%	926	926	100%	12,142	17,200	5,058	29%	5,990	(6,152)	-103%	12,142	17,200	29%
6070 Postage & courier services	405	333	(72)	-22%	800	395	49%	4,465	4,000	(465)	-12%	4,116	(349)	-8%	4,465	4,000	-12%
6080 Office lease	0	0	0	-	0	0	-	0	0	0	-	24,139	24,139	100%	0	0	-
6085 Office equipment lease	462	189	(273)	-145%	535	73	14%	1,993	2,268	275	12%	2,139	146	7%	1,993	2,268	12%
6087 Office equipment repairs & maintenance	235	375	140	37%	455	220	48%	2,924	4,500	1,576	35%	2,553	(371)	-15%	2,924	4,500	35%
6090 IT SW subscriptions & licenses	14,198	12,235	(1,963)	-16%	12,067	(2,131)	-18%	155,876	146,821	(9,055)	-6%	131,488	(24,388)	-19%	155,876	146,821	-6%
6095 Commission expenses	0	292	292	100%	15	15	100%	3,004	3,500	496	14%	53	(2,951)	-5590%	3,004	3,500	14%
Total Office Expense	16,252	15,920	(332)	-2%	16,130	(122)	-1%	191,874	191,047	(827)	0%	180,689	(11,185)	-6%	191,874	191,047	0%
6100 Telephone - landline	433	503	70	14%	415	(18)	-4%	5,819	6,038	219	4%	5,700	(119)	-2%	5,819	6,038	4%
6105 Telephone - mobile	792	572	(220)	-38%	416	(376)	-90%	7,298	6,860	(438)	-6%	4,837	(2,461)	-51%	7,298	6,860	-6%
6110 Internet services	619	625	6	1%	604	(15)	-3%	7,395	7,500	105	1%	7,244	(151)	-2%	7,395	7,500	1%
6130 Electricity	943	900	(43)	-5%	696	(247)	-35%	14,122	10,800	(3,322)	-31%	8,624	(5,497)	-64%	14,122	10,800	-31%
6135 Water/Sewer	182	250	68	27%	246	64	26%	2,407	3,000	593	20%	1,918	(489)	-26%	2,407	3,000	20%
6140 Garbage/Sanitation Collection	287	300	13	4%	272	(15)	-5%	3,404	3,600	196	5%	2,451	(954)	-39%	3,404	3,600	5%
6155 Environmental Remediation/Mitigation/Monitoring	0	0	0	-	0	0	-	0	0	0	-	5,400	5,400	100%	0	0	-
Total Utilities	3,254	3,149	(105)	-3%	2,648	(606)	-23%	40,445	37,798	(2,647)	-7%	36,174	(4,272)	-12%	40,445	37,798	-7%
6205 Janitorial services	1,324	1,417	93	7%	1,284	(40)	-3%	16,552	17,000	448	3%	13,202	(3,350)	-25%	16,552	17,000	3%
6215 Payroll services	1,101	715	(386)	-54%	1,097	(4)	0%	9,276	9,300	24	0%	8,221	(1,055)	-13%	9,276	9,300	0%
6245 Legal advertising	810	167	(644)	-386%	779	(31)	-4%	1,168	2,000	832	42%	1,097	(71)	-6%	1,168	2,000	42%
6250 Legal services	6,925	3,750	(3,175)	-85%	3,712	(3,213)	-87%	44,928	45,000	72	0%	133,693	88,765	66%	44,928	45,000	0%
6255 Auditing	0	0	0	-	0	0	-	66,950	60,000	(6,950)	-12%	48,950	(18,000)	-37%	66,950	60,000	-12%
6260 Consulting services	0	1,258	1,258	100%	47,905	47,905	100%	10,770	15,100	4,330	29%	60,405	49,635	82%	10,770	15,100	29%
6265 Recruiting services	222	460	238	52%	838	616	74%	2,373	7,004	4,631	66%	1,001	(1,372)	-137%	2,373	7,004	66%
6290 Commercial insurance	2,484	2,537	53	2%	2,366	(118)	-5%	30,300	30,449	149	0%	16,368	(13,932)	-85%	30,300	30,449	0%
Total Professional Services	12,866	10,304	(2,562)	-25%	57,981	45,115	78%	182,316	185,853	3,537	2%	282,937	100,620	36%	182,316	185,853	2%
6351 Awards & Recognitions	0	100	100	100%	0	0	-	3,985	4,350	365	8%	2,199	(1,786)	-81%	3,985	4,350	8%
Total Marketing Expense	0	100	100	100%	0	0	-	3,985	4,350	365	8%	2,199	(1,786)	-81%	3,985	4,350	8%
6400 Small equipment & tools	0	417	417	100%	0	0	-	4,526	5,000	474	9%	271	(4,255)	-1569%	4,526	5,000	9%
6420 Janitorial supplies	145	208	63	30%	29	(116)	-398%	1,421	2,500	1,079	43%	1,476	55	4%	1,421	2,500	43%
6425 Operational supplies	0	0	0	-	(18)	(18)	100%	33	0	(33)	-	175	142	81%	33	0	-
6430 Equipment Rental	138	0	(138)	-	0	(138)	-	232	0	(232)	-	0	(232)	-	232	0	-
6450 Fuel - Gas	129	83	(46)	-55%	116	(13)	-11%	3,630	1,000	(2,630)	-263%	759	(2,870)	-378%	3,630	1,000	-263%
Total Operational Expense	412	708	296	42%	127	(285)	-225%	9,841	8,500	(1,341)	-16%	2,681	(7,160)	-267%	9,841	8,500	-16%

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	Jun 2023				Jun 2022			Jul 2022 - Jun 2023				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6505 Repairs & maintenance vehicles	17	33	16	48%	35	17	50%	603	400	(203)	-51%	1,018	415	41%	603	400	-51%
6510 Repairs & maintenance buildings	634	4,407	3,772	86%	2,121	1,487	70%	61,209	52,880	(8,329)	-16%	14,371	(46,837)	-326%	61,209	52,880	-16%
6580 Permits	0	0	0	-	0	0	-	525	0	(525)	-	0	(525)	-	525	0	-
Total Repair and Maintenance	680	4,482	3,802	85%	2,156	1,477	68%	62,512	53,780	(8,732)	-16%	15,591	(46,920)	-301%	62,512	53,780	-16%
6599 Budget Contingency	0	304,301	304,301	100%	0	0	-	0	304,301	304,301	100%	0	0	-	0	304,301	100%
Total Goods & Services	34,345	340,285	305,940	90%	80,010	45,665	57%	511,277	801,479	290,202	36%	527,563	16,286	3%	511,277	801,479	36%
Total Expenses	185,696	438,861	253,165	58%	202,904	17,207	8%	1,718,413	2,083,339	364,926	18%	1,549,860	(168,552)	-11%	1,718,413	2,083,339	18%
Operating Results	(175,225)	(421,149)	245,925	-58%	(188,114)	12,889	-7%	(1,567,432)	(1,870,800)	303,368	-16%	(1,413,279)	(154,152)	11%	(1,567,432)	(1,870,800.00)	-16%
Other Income & Expenses																	
Other Income																	
4405 Property Taxes - Current Year	35,522	28,638	6,884	24%	28,381	7,141	25%	1,967,920	1,916,136	51,784	3%	1,898,927	68,992	4%	1,967,920	1,916,136	3%
4410 Property Taxes - Prior Years	3,240	14,598	(11,358)	-78%	18,723	(15,483)	-83%	51,946	80,000	(28,054)	-35%	102,609	(50,663)	-49%	51,946	80,000	-35%
4505 Interest - Bank	5,587	1,000	4,587	459%	1,451	4,136	285%	79,185	12,000	67,185	560%	15,095	64,089	425%	79,185	12,000	560%
4506 Interest - Southport Note	1,572	1,572	(0)	0%	1,743	(171)	-10%	19,977	19,807	170	1%	21,834	(1,857)	-9%	19,977	19,807	1%
4515 Principal Repayment - Southport Note	5,802	5,802	0	0%	5,631	171	3%	68,510	68,680	(170)	0%	66,653	1,857	3%	68,510	68,680	0%
4705 Loans Received	0	0	0	-	74,915	(74,915)	-100%	0	0	0	-	74,915	(74,915)	-100%	0	0	-
4905 Other	222	0	222	-	10,594	(10,372)	-98%	48,714	0	48,714	-	107,044	(58,330)	-54%	48,714	0	-
4915 Insurance Reimbursement	0	0	0	-	13,745	(13,745)	-100%	1,250	0	1,250	-	152,805	(151,555)	-99%	1,250	0	-
4918 Special Payments	220,479	220,479	(0)	0%	0	220,479	-	220,479	220,479	(0)	0%	0	220,479	-	220,479	220,479	0%
Total Other Income	272,424	272,089	335	0%	155,184	117,240	76%	2,457,980	2,317,102	140,878	6%	2,439,883	18,097	1%	2,457,980	2,317,102	6%
Other Expenses																	
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	0	0	0	-	(4,619)	(4,619)	100%	2,856	0	(2,856)	-	13,797	10,942	79%	2,856	0	-
6740 Merchant fees	2,758	2,500	(258)	-10%	2,705	(54)	-2%	33,408	30,000	(3,408)	-11%	32,559	(849)	-3%	33,408	30,000	-11%
6745 Banking fees	200	42	(158)	-381%	1	(199)	-17300%	1,840	500	(1,340)	-268%	1,899	59	3%	1,840	500	-268%
6755 Insurance Claims	0	0	0	-	0	0	-	10,287	0	(10,287)	-	0	(10,287)	-	10,287	0	-
Total Taxes & Misc Expenses	2,958	2,542	(417)	-16%	(1,913)	(4,871)	255%	48,391	30,500	(17,891)	-59%	48,256	(135)	0%	48,391	30,500	-59%
Debt Services																	
7005 Principal repayment	0	0	0	-	0	0	-	115,000	115,000	0	0%	130,000	15,000	12%	115,000	115,000	0%
7010 Interest payment	0	0	0	-	0	0	-	71,794	71,794	0	0%	52,990	(18,803)	-35%	71,794	71,794	0%
7020 Principal repayment - Vehicles	564	550	(14)	-2%	19,827	19,263	97%	6,630	6,599	(31)	0%	27,125	20,496	76%	6,630	6,599	0%
7025 Interest payment - Vehicles	98	116	18	15%	122	24	20%	1,315	1,390	75	5%	763	(552)	-72%	1,315	1,390	5%
8010 CIP Buildings	0	0	0	-	0	0	-	21,994	0	(21,994)	-	0	(21,994)	-	21,994	0	-
8020 CIP Machinery & Equipment	0	0	0	-	0	0	-	24,989	27,000	2,011	7%	0	(24,989)	-	24,989	27,000	7%
8025 CIP Mobile Equipment	0	0	0	-	35,740	35,740	100%	0	0	0	-	35,740	35,740	100%	0	0	-
9005 Transfers out	0	1,000,000	1,000,000	100%	0	0	-	0	1,000,000	1,000,000	100%	0	0	-	0	1,000,000	100%
9025 Special Payments	220,479	0	(220,479)	-	0	(220,479)	-	0	0	0	-	0	0	-	0	0	-
Total Debt Services	221,141	1,000,666	779,525	78%	55,689	(165,451)	-297%	241,722	1,221,783	980,061	80%	246,618	4,897	2%	241,722	1,221,783	80%
Total Other Expenses	224,099	1,003,208	779,109	78%	53,776	(170,323)	-317%	290,113	1,252,283	962,170	77%	294,874	4,761	2%	290,113	1,252,283	77%
Net Other Income	48,325	(731,119)	779,444	-107%	101,407	(53,082)	-52%	2,167,867	1,064,820	1,103,048	104%	2,145,009	22,858	1%	2,167,867	1,064,820	104%
Net Result	(126,900)	(1,152,268)	1,025,369	-89%	(86,707)	(40,193)	46%	600,436	(805,981)	1,406,416	-174%	731,729	(131,294)	-18%	600,436	(805,981)	-174%

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

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Supplemental 1



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End						
	Jun 2023		\$ Diff	% Diff	Jun 2022		\$ Diff	% Diff	Jul 2022 - Jun 2023		Prior FYTD vs Current FYTD							
	Actual	Budget			Actual	\$ Diff			Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																		
4005 Building & Dock Leases	25,933	28,502	(2,569)	-9%	24,767	1,166	5%	311,823	342,023	(30,200)	-9%	294,297	17,526	6%	311,823	342,023	-9%	
4100 Annual Moorage	81,487	72,130	9,357	13%	66,205	15,282	23%	412,577	454,542	(41,965)	-9%	417,206	(4,629)	-1%	412,577	454,542	-9%	
4105 Semi-Annual Moorage	15,259	9,273	5,987	65%	9,528	5,731	60%	117,525	115,000	2,525	2%	118,170	(645)	-1%	117,525	115,000	2%	
4110 Monthly Moorage	12,514	17,629	(5,116)	-29%	17,049	(4,535)	-27%	175,064	205,000	(29,936)	-15%	198,247	(23,183)	-12%	175,064	205,000	-15%	
4115 Transient Moorage	8,061	8,127	(66)	-1%	5,186	2,874	55%	97,648	97,520	128	0%	90,122	7,526	8%	97,648	97,520	0%	
4118 Work Dock	2,555	6,250	(3,695)	-59%	3,718	(1,163)	-31%	35,690	75,000	(39,310)	-52%	75,039	(39,348)	-52%	35,690	75,000	-52%	
4120 Metered Utilities	30	63	(33)	-52%	30	0	0%	360	750	(390)	-52%	360	0	0%	360	750	-52%	
4125 Launch Ramp	3,179	4,070	(891)	-22%	3,921	(742)	-19%	41,789	45,000	(3,211)	-7%	43,356	(1,567)	-4%	41,789	45,000	-7%	
4130 Public Buying Dock	0	17	(17)	-100%	0	0	-	0	200	(200)	-100%	0	0	-	0	200	-100%	
4135 Storage Yard	5,154	3,533	1,621	46%	2,885	2,270	79%	78,883	42,400	36,483	86%	36,934	41,949	114%	78,883	42,400	86%	
4140 Storage Unit	16,127	16,104	23	0%	15,745	382	2%	199,194	193,248	5,946	3%	189,035	10,159	5%	199,194	193,248	3%	
4145 Long Term Boat Storage	9,557	10,236	(678)	-7%	7,964	1,594	20%	113,923	122,828	(8,905)	-7%	103,101	10,822	10%	113,923	122,828	-7%	
4150 Short Term Boat Storage	3,339	3,412	(73)	-2%	5,709	(2,370)	-42%	56,984	40,942	16,042	39%	44,594	12,390	28%	56,984	40,942	39%	
4155 Boat Wash	0	83	(83)	-100%	0	0	-	223	1,000	(777)	-78%	735	(513)	-70%	223	1,000	-78%	
4165 Space Rents	38,422	49,116	(10,694)	-22%	55,061	(16,639)	-30%	381,830	425,000	(43,170)	-10%	476,321	(94,491)	-20%	381,830	425,000	-10%	
4173 Laundry	427	636	(208)	-33%	519	(91)	-18%	6,010	5,500	510	9%	5,865	145	2%	6,010	5,500	9%	
4175 Propane	743	1,525	(782)	-51%	945	(202)	-21%	15,108	13,200	1,908	14%	12,753	2,354	18%	15,108	13,200	14%	
4180 Merchandise	31	58	(27)	-47%	29	2	5%	467	500	(33)	-7%	435	31	7%	467	500	-7%	
4185 Visitor Convention Bureau Fee	0	404	(404)	-100%	616	(616)	-100%	2,157	3,500	(1,343)	-38%	3,850	(1,693)	-44%	2,157	3,500	-38%	
4190 Ice	15,362	58,876	(43,514)	-74%	45,167	(29,805)	-66%	206,391	300,000	(93,609)	-31%	223,870	(17,479)	-8%	206,391	300,000	-31%	
4200 Boat Lifts	6,215	4,699	1,516	32%	3,880	2,336	60%	58,258	60,000	(1,742)	-3%	49,538	8,720	18%	58,258	60,000	-3%	
4230 Environmental Fee	3,415	2,917	498	17%	2,382	1,033	43%	41,964	35,000	6,964	20%	30,078	11,886	40%	41,964	35,000	20%	
4235 Customer Discounts	0	(578)	578	-100%	(10,403)	10,403	-100%	(2,976)	(5,000)	2,024	-40%	(15,082)	12,106	-80%	(2,976)	(5,000)	-40%	
4290 Other	5,133	4,167	967	23%	5,524	(391)	-7%	109,896	50,000	59,896	120%	50,996	58,900	115%	109,896	50,000	120%	
4295 Bad Debt Expense	(70,496)	(7,500)	(62,996)	840%	27,259	(97,755)	-359%	(97,316)	(30,000)	(67,316)	224%	(25,682)	(71,634)	279%	(97,316)	(30,000)	224%	
Total Operating Income	182,447	293,747	(111,300)	-38%	293,684	(111,238)	-38%	2,363,472	2,593,152	(229,680)	-9%	2,424,138	(60,666)	-3%	2,363,472	2,593,152	-9%	
Expenses																		
Personnel Services																		
5005 Salaries	47,324	35,307	(12,017)	-34%	35,129	(12,195)	-35%	368,998	459,130	90,133	20%	418,571	49,573	12%	368,998	459,130	20%	
5010 Other compensation	23	951	927	98%	979	955	98%	8,870	12,361	3,492	28%	4,194	(4,675)	-111%	8,870	12,361	28%	
5015 Overtime	1,070	1,682	612	36%	1,294	224	17%	15,003	21,870	6,867	31%	4,443	(10,560)	-238%	15,003	21,870	31%	
Total Compensation	48,417	37,939	(10,477)	-28%	37,402	(11,015)	-29%	392,871	493,361	100,491	20%	427,208	34,338	8%	392,871	493,361	20%	
5100 Federal Payroll taxes	3,692	2,902	(789)	-27%	2,751	(940)	-34%	29,789	37,742	7,953	21%	31,656	1,867	6%	29,789	37,742	21%	
5105 State Payroll taxes	193	0	(193)	-	15	(178)	-1172%	919	0	(919)	-	158	(760)	-480%	919	0	-	
5110 Unemployment Insurance	1,303	1,032	(271)	-26%	1,043	(260)	-25%	10,604	13,417	2,813	21%	9,360	(1,244)	-13%	10,604	13,417	21%	
5115 Workers compensation	4,451	2,672	(1,779)	-67%	3,323	(1,128)	-34%	46,816	34,747	(12,069)	-35%	39,876	(6,940)	-17%	46,816	34,747	-35%	
Total Payroll Taxes	9,639	6,606	(3,033)	-46%	7,133	(2,506)	-35%	88,128	85,906	(2,222)	-3%	81,050	(7,078)	-9%	88,128	85,906	-3%	
5200 Medical insurance	7,658	11,306	3,648	32%	8,907	1,249	14%	102,422	147,026	44,605	30%	117,516	15,094	13%	102,422	147,026	30%	
5205 Dental insurance	531	826	295	36%	653	121	19%	7,788	10,740	2,953	27%	9,212	1,424	15%	7,788	10,740	27%	
5215 Term life insurance	74	104	30	29%	99	25	25%	1,144	1,350	206	15%	1,412	268	19%	1,144	1,350	15%	
5220 Long Term Disability insurance	155	226	70	31%	173	18	10%	2,233	2,934	701	24%	2,762	529	19%	2,233	2,934	24%	
5225 PERS Employer Contributions	6,482	8,303	1,821	22%	8,053	1,571	20%	61,328	107,971	46,642	43%	96,861	35,533	37%	61,328	107,971	43%	
5230 PERS Employee Contributions	1,849	2,219	371	17%	2,186	338	15%	17,111	28,860	11,749	41%	26,704	9,592	36%	17,111	28,860	41%	
5295 Allocations	0	(3,159)	(3,159)	100%	0	0	-	0	(41,086)	(41,086)	100%	0	0	-	0	(41,086)	100%	
Total Insured Benefits	16,749	19,824	3,075	16%	20,070	3,321	17%	192,026	257,795	65,769	26%	254,467	62,441	25%	192,026	257,795	26%	

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

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Supplemental 1



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2023		\$ Diff	% Diff	Jun 2022		\$ Diff	% Diff	Jul 2022 - Jun 2023		\$ Diff	% Diff	Jul 2022 - Jun 2023				
	Actual	Budget			Actual	\$ Diff			Actual	Budget			Prior FYTD vs Current FYTD	Projected	Budget	% Diff	
Total Personnel Services	74,805	64,370	(10,435)	-16%	64,604	(10,200)	-16%	673,024	837,063	164,038	20%	762,725	89,701	12%	673,024	837,063	20%
Goods & Services																	
6025 Travel - lodging & transportation	0	42	42	100%	0	0	-	634	500	(134)	-27%	0	(634)	-	634	500	-27%
6030 Travel - Per Diem & mileage reimbursement	0	21	21	100%	0	0	-	0	250	250	100%	407	407	100%	0	250	100%
6035 Meals & Entertainment	0	25	25	100%	0	0	-	213	300	87	29%	60	(152)	-252%	213	300	29%
Total Travel & Entertainment	0	88	88	100%	0	0	-	846	1,050	204	19%	468	(379)	-81%	846	1,050	19%
6055 Kitchen supplies	114	250	136	54%	122	8	7%	2,161	3,000	839	28%	1,664	(497)	-30%	2,161	3,000	28%
6070 Postage & courier services	0	62	62	100%	0	0	-	123	250	127	51%	182	59	32%	123	250	51%
Total Office Expense	114	312	198	63%	122	8	7%	2,284	3,250	966	30%	1,846	(438)	-24%	2,284	3,250	30%
6100 Telephone - landline	249	208	(40)	-19%	181	(68)	-38%	2,672	2,500	(172)	-7%	2,150	(522)	-24%	2,672	2,500	-7%
6105 Telephone - mobile	504	530	26	5%	498	(6)	-1%	6,236	6,360	124	2%	5,598	(638)	-11%	6,236	6,360	2%
6110 Internet services	1,922	1,850	(72)	-4%	1,390	(532)	-38%	23,100	22,200	(900)	-4%	15,091	(8,009)	-53%	23,100	22,200	-4%
6115 Cable TV	925	1,066	141	13%	919	(6)	-1%	11,071	12,792	1,722	13%	10,845	(225)	-2%	11,071	12,792	13%
6130 Electricity	17,597	20,839	3,242	16%	19,469	1,872	10%	244,796	255,260	10,464	4%	231,935	(12,861)	-6%	244,796	255,260	4%
6131 Propane - Operations	174	167	(8)	-5%	236	61	26%	2,080	2,000	(80)	-4%	1,984	(96)	-5%	2,080	2,000	-4%
6135 Water/Sewer	5,085	7,678	2,592	34%	7,695	2,610	34%	100,578	85,000	(15,578)	-18%	90,730	(9,847)	-11%	100,578	85,000	-18%
6140 Garbage/Sanitation Collection	5,316	8,333	3,017	36%	5,356	40	1%	78,193	100,000	21,807	22%	74,852	(3,341)	-4%	78,193	100,000	22%
6145 Hazardous material disposal	300	583	283	49%	1,391	1,091	78%	6,760	7,000	240	3%	9,123	2,363	26%	6,760	7,000	3%
6150 Derelict boat disposal	0	0	0	-	5,344	5,344	100%	114,693	90,000	(24,693)	-27%	10,092	(104,601)	-1036%	114,693	90,000	-27%
6155 Environmental Remediation/Mitigation/Monitoring	685	500	(185)	-37%	0	(685)	-	3,229	6,000	2,771	46%	5,785	2,556	44%	3,229	6,000	46%
Total Utilities	32,757	41,754	8,997	22%	42,478	9,721	23%	593,406	589,112	(4,294)	-1%	458,185	(135,222)	-30%	593,406	589,112	-1%
6200 Temporary/Contract help	0	2,500	2,500	100%	0	0	-	0	30,000	30,000	100%	16,709	16,709	100%	0	30,000	100%
6205 Janitorial services	66	30	(36)	-120%	29	(37)	-130%	435	360	(75)	-21%	378	(57)	-15%	435	360	-21%
6210 Vending machine services	125	417	292	70%	0	(125)	-	2,962	5,000	2,038	41%	2,305	(657)	-29%	2,962	5,000	41%
6245 Legal advertising	209	250	41	16%	52	(158)	-305%	1,024	3,000	1,976	66%	2,044	1,020	50%	1,024	3,000	66%
6250 Legal services	0	0	0	-	0	0	-	0	0	0	-	713	713	100%	0	0	-
6260 Consulting services	374	6,667	6,292	94%	677	303	45%	81,226	80,000	(1,226)	-2%	5,551	(75,674)	-1363%	81,226	80,000	-2%
6290 Commercial insurance	9,132	8,674	(457)	-5%	8,208	(923)	-11%	102,434	104,092	1,658	2%	94,446	(7,988)	-8%	102,434	104,092	2%
Total Professional Services	9,906	18,538	8,632	47%	8,966	(940)	-10%	188,080	222,452	34,372	15%	123,745	(64,335)	-52%	188,080	222,452	15%
6350 Employee sponsorships	0	0	0	-	(786)	(786)	100%	0	0	0	-	0	0	-	0	0	-
6351 Awards & Recognitions	0	0	0	-	0	0	-	0	0	0	-	106	106	100%	0	0	-
Total Marketing Expense	0	0	0	-	(786)	(786)	100%	0	0	0	-	106	106	100%	0	0	-
6400 Small equipment & tools	171	500	329	66%	0	(171)	-	12,614	6,000	(6,614)	-110%	8,863	(3,751)	-42%	12,614	6,000	-110%
6405 Safety/hazardous materials	240	0	(240)	-	0	(240)	-	367	0	(367)	-	639	272	43%	367	0	-
6410 Signage	0	63	63	100%	0	0	-	0	750	750	100%	132	132	100%	0	750	100%
6415 Clothing	791	283	(508)	-179%	891	100	11%	2,524	3,400	876	26%	1,763	(761)	-43%	2,524	3,400	26%
6420 Janitorial supplies	582	1,417	835	59%	1,418	836	59%	10,546	17,000	6,454	38%	16,070	5,524	34%	10,546	17,000	38%
6425 Operational supplies	810	2,542	1,732	68%	618	(192)	-31%	20,788	30,500	9,712	32%	138,976	118,189	85%	20,788	30,500	32%
6430 Equipment Rental	0	625	625	100%	106	106	100%	3,190	7,500	4,310	57%	2,558	(633)	-25%	3,190	7,500	57%
6450 Fuel - Gas	314	833	519	62%	1,902	1,588	83%	11,571	10,000	(1,571)	-16%	10,706	(864)	-8%	11,571	10,000	-16%
6455 Fuel - Diesel	335	333	(2)	-1%	0	(335)	-	7,051	4,000	(3,051)	-76%	2,026	(5,025)	-248%	7,051	4,000	-76%
6481 Propane - Retail	1,426	625	(801)	-128%	951	(475)	-50%	12,943	7,500	(5,443)	-73%	11,029	(1,914)	-17%	12,943	7,500	-73%
Total Operational Expense	4,669	7,221	2,552	35%	5,886	1,217	21%	81,594	86,650	5,056	6%	192,762	111,168	58%	81,594	86,650	6%

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

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

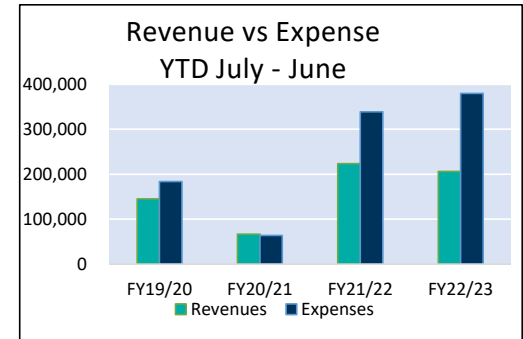
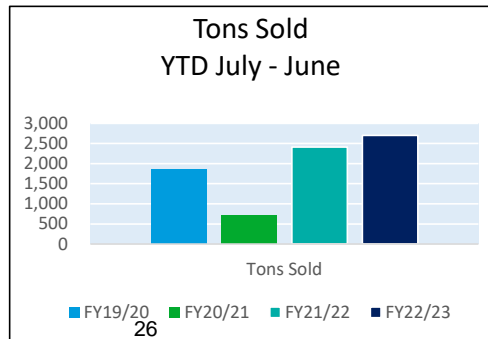
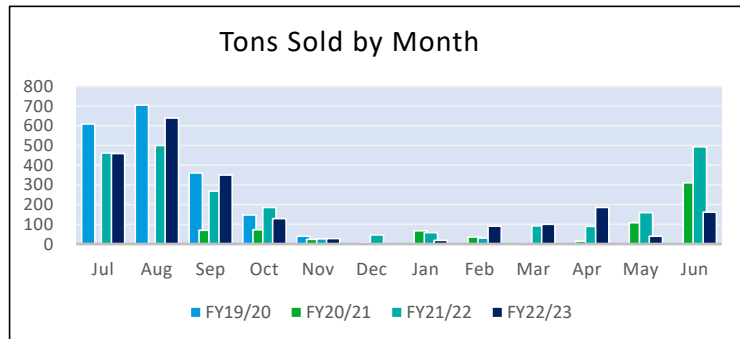
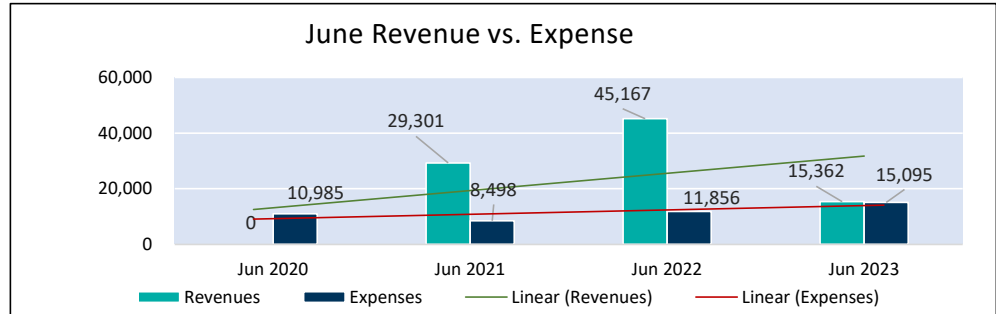
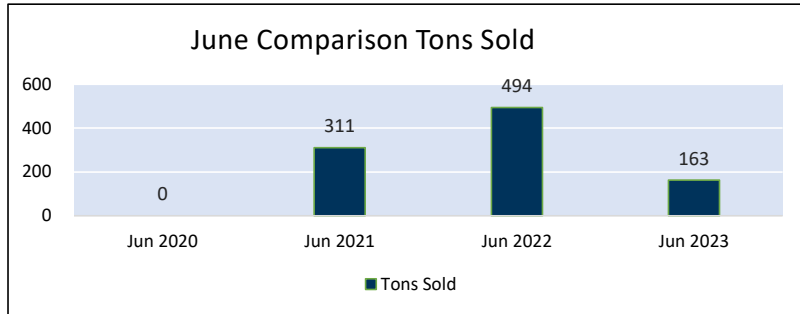
Budget: Supplemental 1



Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2023				Jun 2022			Jul 2022 - Jun 2023				Jul 2022 - Jun 2023					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Prior FYTD vs Current FYTD Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	2,238	5,000	2,762	55%	5,736	3,498	61%	82,566	60,000	(22,566)	-38%	41,114	(41,452)	-101%	82,566	60,000	-38%
6505 Repairs & maintenance vehicles	702	1,542	839	54%	5,068	4,366	86%	37,346	18,500	(18,846)	-102%	11,268	(26,078)	-231%	37,346	18,500	-102%
6510 Repairs & maintenance buildings	7,703	3,125	(4,578)	-146%	971	(6,731)	-693%	54,183	37,500	(16,683)	-44%	19,926	(34,257)	-172%	54,183	37,500	-44%
6515 Repairs & maintenance land improvements	340	250	(90)	-36%	1,015	675	67%	3,971	3,000	(971)	-32%	2,053	(1,918)	-93%	3,971	3,000	-32%
6520 Repairs & maintenance docks	332	2,083	1,751	84%	4,568	4,236	93%	21,133	25,000	3,867	15%	27,918	6,785	24%	21,133	25,000	15%
6540 Marina dredging	0	0	0	-	0	0	-	124,730	130,819	6,089	5%	0	(124,730)	-	124,730	130,819	5%
6575 Waterway Leases	0	0	0	-	0	0	-	28,632	38,000	9,368	25%	34,492	5,861	17%	28,632	38,000	25%
6580 Permits	(8,024)	0	8,024	-	0	8,024	-	8,266	5,700	(2,566)	-45%	5,706	(2,560)	-45%	8,266	5,700	-45%
Total Repair and Maintenance	3,291	12,000	8,709	73%	17,359	14,068	81%	360,825	318,519	(42,306)	-13%	142,477	(218,348)	-153%	360,825	318,519	-13%
Total Goods & Services	50,736	79,912	29,175	37%	74,024	23,288	31%	1,227,036	1,221,033	(6,003)	0%	919,589	(307,447)	-33%	1,227,036	1,221,033	0%
Total Expenses	125,541	144,282	18,741	13%	138,629	13,088	9%	1,900,061	2,058,096	158,035	8%	1,682,314	(217,747)	-13%	1,900,061	2,058,096	8%
Operating Results	56,906	149,465	(92,559)	-62%	155,056	(98,150)	-63%	463,411	535,056	(71,645)	-13%	741,824	(278,413)	-38%	463,411	535,056	-13%
Other Income & Expenses																	
Other Income																	
4450 Lodging Tax	0	0	0	-	25	(25)	-100%	146	0	146	-	136	11	8%	146	0	-
4650 Grants Received - MAP	0	0	0	-	0	0	-	0	5,000	(5,000)	-100%	0	0	-	0	5,000	-100%
4695 Grants Received - Other	5,718	0	5,718	-	0	5,718	-	80,000	75,000	5,000	7%	0	80,000	-	80,000	75,000	7%
4705 Loans Received	0	0	0	-	1,664,168	(1,664,168)	-100%	0	0	0	-	1,664,168	(1,664,168)	-100%	0	0	-
4905 Other	20,156	0	20,156	-	(58,736)	78,893	-134%	33,118	0	33,118	-	2,976	30,142	1013%	33,118	0	-
4915 Insurance Reimbursement	5,450	0	5,450	-	725,985	(720,535)	-99%	65,470	0	65,470	-	731,210	(665,740)	-91%	65,470	0	-
Total Other Income	31,324	0	31,324	-	2,331,442	(2,300,117)	-99%	178,734	80,000	98,734	123%	2,398,489	(2,219,755)	-93%	178,734	80,000	123%
Other Expenses																	
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	-	-	-	-	-	-	-	10,753.85	10,500.00	(253.85)	-2%	10,112	(642)	-6%	10,753.85	10,500.00	-2%
6745 Banking fees	-	-	-	-	-	-	-	5.00	-	(5.00)	-	0	(5)	-	5.00	-	-
6755 Insurance Claims	-	-	-	-	4,945.00	4,945.00	100%	30,235.99	-	(30,235.99)	-	125,432	95,196	76%	30,235.99	-	-
Total Taxes & Misc Expenses	-	-	-	-	4,945	4,945	100%	40,995	10,500.00	(30,495)	-290%	135,544	94,550	70%	40,995	10,500.00	-290%
Debt Services																	
7005 Principal repayment	0	0	0	-	1,584,160	1,584,160	100%	223,162	223,162	0	0%	1,803,039	1,579,877	88%	223,162	223,162	0%
7010 Interest payment	0	0	0	-	53,463	53,463	100%	149,490	149,490	0	0%	202,043	52,553	26%	149,490	149,490	0%
7020 Vehicle Principal repayment	2,019	1,305	(714)	-55%	1,932	(87)	-4%	14,068	15,665	1,597	10%	11,512	(2,556)	-22%	14,068	15,665	10%
7025 Vehicle Interest payment	266	164	(102)	-62%	353	87	25%	1,505	1,971	466	24%	1,137	(368)	-32%	1,505	1,971	24%
8010 CIP Buildings	0	2,500	2,500	100%	29,280	29,280	100%	0	30,000	30,000	100%	51,548	51,548	100%	0	30,000	100%
8011 CIP Docks	0	4,167	4,167	100%	0	0	-	50,000	50,000	0	0%	99,500	49,500	50%	50,000	50,000	0%
8020 CIP Machinery & Equipment	0	0	0	-	5,090	5,090	100%	9,100	0	(9,100)	-	73,584	64,484	88%	9,100	0	-
8025 CIP Mobile Equipment	0	0	0	-	36,757	36,757	100%	0	0	0	-	36,757	36,757	100%	0	0	-
Total Debt Services	2,285	8,136	5,851	72%	1,711,036	1,708,751	100%	447,325	470,288	22,964	5%	2,279,120	1,831,796	80%	447,325	470,288	5%
Total Other Expenses	2,285	8,136	5,851	72%	1,715,981	1,713,696	100%	488,319	480,788	(7,531)	-2%	2,414,665	1,926,345	80%	488,319	480,788	-2%
Net Other Income	29,039	(8,136)	37,175	-457%	615,460	(586,421)	-95%	(309,586)	(400,788)	91,203	-23%	(16,176)	(293,410)	1814%	(309,586)	(400,788)	-23%
Net Result	85,945	141,329	(55,384)	-39%	770,516	(684,571)	-89%	153,826	134,268	19,558	15%	725,649	(571,823)	-79%	153,826	134,268	15%

Ice Plant	Current Period		Same Month Prior Years			Year to Date					Year End		
	Jun 2023		Jun 2022	Jun 2021	Jun 2020	Jul 2022 - Jun 2023		Prior FYTD vs Current FYTD			Jul 2022 - Jun 2023		
	Actual	Budget	Actual	Actual	Actual	Actual	Budget	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Tons Sold	163	647	494	311	0	2,207	3,297	2,409	(203)	-8.41%	2,207	3,296	-33.05%
Revenues													
Ice Sales	15,362	58,876	45,167	29,301	0	206,391	300,000	223,870	(17,479)	-7.81%	206,391	300,000	-31.20%
Insurance Reimbursement	0	0	643,309	0	46,473	18,500	0	643,309	(624,809)	-97.12%	18,500	0	-
Total Revenues	15,362	58,876	688,476	29,301	46,473	224,891	300,000	867,179	(642,288)	-74.07%	224,891	300,000	-25.04%
Expenses													
Personnel Services	1,936	2,620	4,882	1,493	0	17,902	34,068	24,366	(6,464)	-26.53%	17,902	34,068	-47.45%
Utilities	3,311	7,245	4,966	5,044	73	62,495	85,000	60,574	1,921	3.17%	62,495	85,000	-26.48%
Repairs & Maintenance	7,515	1,667	11	19	0	49,478	20,000	7,448	42,030	564.34%	49,478	20,000	147.39%
Operational Supplies & Service	2,333	1,301	1,997	1,942	10,912	29,893	15,814	27,348	2,545	9.31%	29,893	15,814	89.03%
Debt Services	0	0	0	0	0	220,000	220,000	200,000	20,000	10.00%	220,000	220,000	0.00%
Total Expenses	15,095	12,832	11,856	8,498	10,985	379,768	374,881	338,923	40,844	12.05%	379,768	374,881	1.30%
Net Result	267	46,044	676,619	20,803	35,489	(154,877)	(74,881)	528,255	(683,132)	-129.32%	(154,877)	(74,881)	106.83%
Gain (loss) Per Ton	1.64	71.17	1,371.06	67.00	0.00	(70.19)	(22.71)	219.27	(289.46)	-132%	(70.19)	(22.72)	

Fisheries	Current Period		Same Month Prior Years			Year to Date			Prior FYTD vs Current FYTD			
	Jun 2023		Jun 2022	Jun 2021	Jun 2020	FY22/23			Last FY	Ton Diff	% Diff	
Albacore Tuna (Oregon) MT		0.0	0.0	0.0	0.0				2,840.6	1,460.5	1,380	94.50%
Pink Shrimp (Oregon) MT		4,375.0	3,876.9	4,477.3	3,233.1				20,689.6	20,093.8	596	2.97%
Dungeness Crab (Coos Bay) MT		71.3	6.0	9.3	2.7				3,611.4	1,721.9	1,890	109.73%



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

amounts in \$US dollars

Fund: General Fund Department: External Affairs Location: All Budget: Supplemental 1



External Affairs	Current Period				Same Month Last Year			Year to Date						Year End			
	Jun 2023				Jun 2022			Jul 2022 - Jun 2023				Prior FYTD vs Current FYTD		Jul 2022 - Jun 2023			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4180 Merchandise	0	0	0	-	0	0	-	4	0	4	-	78	(74)	-95%	4	0	-
4290 Other	25	25	0	0%	15,035	(15,010)	-100%	165,170	90,300	74,870	83%	90,085	75,085	83%	165,170	90,300	83%
Total Operating Income	25	25	0	0%	15,035	(15,010)	-100%	165,174	90,300	74,874	83%	90,163	75,011	83%	165,174	90,300	83%
Expenses																	
Personnel Services																	
5005 Salaries	11,214	7,501	(3,713)	-50%	10,121	(1,093)	-11%	99,843	102,556	2,713	3%	92,338	(7,505)	-8%	99,843	102,556	3%
5010 Other compensation	0	337	337	100%	0	0	-	0	4,377	4,377	100%	0	0	-	0	4,377	100%
Total Compensation	11,214	7,837	(3,377)	-43%	10,121	(1,093)	-11%	99,843	106,933	7,090	7%	92,338	(7,505)	-8%	99,843	106,933	7%
5100 Federal Payroll taxes	852	982	130	13%	769	(84)	-11%	7,592	12,770	5,178	41%	7,018	(574)	-8%	7,592	12,770	41%
5105 State Payroll taxes	45	0	(45)	-	2	(43)	-2283%	222	0	(222)	-	18	(204)	-1123%	222	0	-
5110 Unemployment Insurance	241	264	23	9%	253	11	5%	1,380	3,434	2,055	60%	1,375	(4)	0%	1,380	3,434	60%
5115 Workers compensation	81	65	(16)	-24%	37	(44)	-121%	878	845	(33)	-4%	438	(440)	-100%	878	845	-4%
Total Payroll Taxes	1,218	1,311	93	7%	1,060	(159)	-15%	10,072	17,050	6,978	41%	8,849	(1,222)	-14%	10,072	17,050	41%
5200 Medical insurance	1,277	2,959	1,682	57%	1,163	(114)	-10%	14,069	35,504	21,434	60%	13,150	(919)	-7%	14,069	35,504	60%
5205 Dental insurance	108	263	155	59%	108	0	0%	1,291	3,417	2,126	62%	1,291	0	0%	1,291	3,417	62%
5215 Term life insurance	13	23	11	46%	13	0	0%	150	300	150	50%	162	12	7%	150	300	50%
5220 Long Term Disability insurance	51	76	26	34%	47	(4)	-8%	607	992	384	39%	603	(4)	-1%	607	992	39%
5225 PERS Employer Contributions	2,359	2,630	271	10%	2,129	(230)	-11%	21,007	34,202	13,195	39%	19,481	(1,526)	-8%	21,007	34,202	39%
5230 PERS Employee Contributions	673	750	77	10%	607	(66)	-11%	5,991	9,753	3,763	39%	5,540	(450)	-8%	5,991	9,753	39%
Total Insured Benefits	4,480	6,701	2,221	33%	4,066	(413)	-10%	43,116	84,167	41,052	49%	40,228	(2,888)	-7%	43,116	84,167	49%
Total Personnel Services	16,912	15,849	(1,063)	-7%	15,247	(1,665)	-11%	153,031	208,150	55,119	26%	141,415	(11,615)	-8%	153,031	208,150	26%
Goods & Services																	
6020 Travel - airfare	0	83	83	100%	0	0	-	0	1,000	1,000	100%	0	0	-	0	1,000	100%
6025 Travel - lodging & transportation	0	83	83	100%	455	455	100%	630	1,000	370	37%	455	(175)	-38%	630	1,000	37%
6030 Travel - Per Diem & mileage reimbursement	0	83	83	100%	0	0	-	0	1,000	1,000	100%	0	0	-	0	1,000	100%
6035 Meals & Entertainment	0	92	92	100%	0	0	-	4,101	1,100	(3,001)	-273%	811	(3,290)	-406%	4,101	1,100	-273%
Total Travel & Entertainment	0	342	342	100%	455	455	100%	4,731	4,100	(631)	-15%	1,266	(3,465)	-274%	4,731	4,100	-15%
6050 Office supplies	0	0	0	-	0	0	-	0	0	0	-	119	119	100%	0	0	-
6075 Memberships & dues	3,253	3,194	(59)	-2%	2,591	(662)	-26%	39,214	38,332	(882)	-2%	29,475	(9,740)	-33%	39,214	38,332	-2%
Total Office Expense	3,253	3,194	(59)	-2%	2,591	(662)	-26%	39,214	38,332	(882)	-2%	29,593	(9,621)	-33%	39,214	38,332	-2%
6260 Consulting services	0	1,120	1,120	100%	0	0	-	4,871	13,440	8,569	64%	568	(4,303)	-757%	4,871	13,440	64%
Total Professional Services	0	1,120	1,120	100%	0	0	-	4,871	13,440	8,569	64%	568	(4,303)	-757%	4,871	13,440	64%

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

amounts in \$US dollars

Fund: General Fund Department: External Affairs Location: All Budget: Supplemental 1



External Affairs	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2023				Jun 2022			Jul 2022 - Jun 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	425	425	100%	0	0	-	20	5,100	5,080	100%	215	195	91%	20	5,100	100%
6315 Advertising	0	1,383	1,383	100%	0	0	-	1,361	16,600	15,239	92%	3,840	2,479	65%	1,361	16,600	92%
6320 Cargo recruitment & development	0	0	0	-	0	0	-	0	0	0	-	185	185	100%	0	0	-
6340 Legislative support	20,950	15,500	(5,450)	-35%	38,590	17,640	46%	235,594	186,000	(49,594)	-27%	188,478	(47,115)	-25%	235,594	186,000	-27%
6345 Community affairs	0	2,750	2,750	100%	2,000	2,000	100%	2,358	6,600	4,242	64%	3,500	1,142	33%	2,358	6,600	64%
Total Marketing Expense	20,950	20,058	(892)	-4%	40,590	19,640	48%	239,333	214,300	(25,033)	-12%	196,218	(43,115)	-22%	239,333	214,300	-12%
Total Goods & Services	24,204	24,714	511	2%	43,637	19,433	45%	288,150	270,172	(17,978)	-7%	227,646	(60,503)	-27%	288,150	270,172	-7%
Total Expenses	41,116	40,564	(552)	-1%	58,883	17,768	30%	441,180	478,322	37,142	8%	369,061	(72,119)	-20%	441,180	478,322	8%
Operating Results	(41,091)	(40,539)	(552)	1%	(43,848)	2,758	-6%	(276,006)	(388,022)	112,016	-29%	(278,898)	2,892	-1%	(276,006)	(388,022)	-29%
Net Result	(41,091)	(40,539)	(552)	1%	(43,848)	2,758	-6%	(276,006)	(388,022)	112,016	-29%	(278,898)	2,892	-1%	(276,006)	(388,022)	-29%

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

amounts in \$US dollars

Fund: General Fund Department: Port Ops Location: All Budget: Supplemental 1



Port Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2023		\$ Diff	% Diff	Jun 2022		% Diff	Jul 2022 - Jun 2023		% Diff	Prior FYTD vs Current FYTD		Jul 2022 - Jun 2023				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4005 Building & Dock Leases	10,579	17,350	(6,771)	-39%	15,498	(4,919)	-32%	155,385	208,203	(52,817)	-25%	153,293	2,092	1%	155,385	208,203	-25%
4010 Property Agreements	12,014	8,439	3,575	42%	10,702	1,312	12%	112,760	101,273	11,487	11%	91,272	21,487	24%	112,760	101,273	11%
4290 Other	0	1,500	(1,500)	-100%	0	0	-	0	18,000	(18,000)	-100%	5,000	(5,000)	-100%	0	18,000	-100%
Total Operating Income	22,593	27,290	(4,696)	-17%	26,200	(3,606)	-14%	268,145	327,475	(59,331)	-18%	249,565	18,579	7%	268,145	327,475	-18%
Expenses																	
Personnel Services																	
5005 Salaries	60,139	37,829	(22,311)	-59%	45,555	(14,585)	-32%	499,200	502,796	3,597	1%	420,994	(78,206)	-19%	499,200	502,796	1%
5010 Other compensation	0	29	29	100%	0	0	-	0	344	344	100%	0	0	-	0	344	100%
5015 Overtime	23	169	146	86%	0	(23)	-	171	2,198	2,027	92%	108	(63)	-58%	171	2,198	92%
5050 Merit Pool	0	258	258	100%	0	0	-	0	3,100	3,100	100%	0	0	-	0	3,100	100%
Total Compensation	60,162	38,285	(21,878)	-57%	45,555	(14,608)	-32%	499,370	508,438	9,068	2%	421,102	(78,268)	-19%	499,370	508,438	2%
5100 Federal Payroll taxes	4,520	3,529	(991)	-28%	3,371	(1,149)	-34%	37,242	46,233	8,991	19%	31,479	(5,763)	-18%	37,242	46,233	19%
5105 State Payroll taxes	236	0	(236)	-	14	(223)	-1613%	1,173	0	(1,173)	-	140	(1,034)	-741%	1,173	0	-
5110 Unemployment Insurance	1,192	1,270	78	6%	887	(305)	-34%	9,661	16,513	6,851	41%	8,327	(1,334)	-16%	9,661	16,513	41%
5115 Workers compensation	177	313	136	43%	37	(140)	-385%	1,889	3,755	1,866	50%	438	(1,450)	-331%	1,889	3,755	50%
Total Payroll Taxes	6,125	5,111	(1,014)	-20%	4,308	(1,817)	-42%	49,965	66,500	16,535	25%	40,384	(9,582)	-24%	49,965	66,500	25%
5200 Medical insurance	10,144	7,571	(2,573)	-34%	6,404	(3,739)	-58%	88,016	90,852	2,836	3%	69,117	(18,899)	-27%	88,016	90,852	3%
5205 Dental insurance	793	1,150	357	31%	529	(263)	-50%	7,368	14,953	7,585	51%	5,893	(1,475)	-25%	7,368	14,953	51%
5215 Term life insurance	113	127	14	11%	88	(25)	-29%	1,163	1,650	488	30%	1,169	7	1%	1,163	1,650	30%
5220 Long Term Disability insurance	269	302	33	11%	203	(66)	-33%	2,930	3,923	993	25%	2,663	(267)	-10%	2,930	3,923	25%
5225 PERS Employer Contributions	10,870	6,655	(4,215)	-63%	8,803	(2,067)	-23%	86,927	90,307	3,380	4%	83,983	(2,944)	-4%	86,927	90,307	4%
5230 PERS Employee Contributions	3,044	1,884	(1,160)	-62%	2,510	(533)	-21%	24,708	25,586	877	3%	23,884	(824)	-3%	24,708	25,586	3%
Total Insured Benefits	25,231	17,688	(7,543)	-43%	18,537	(6,694)	-36%	211,112	227,271	16,159	7%	186,709	(24,403)	-13%	211,112	227,271	7%
Total Personnel Services	91,519	61,084	(30,435)	-50%	68,400	(23,119)	-34%	760,447	802,209	41,762	5%	648,195	(112,252)	-17%	760,447	802,209	5%
Goods & Services																	
6020 Travel - airfare	0	83	83	100%	0	0	-	0	1,000	1,000	100%	0	0	-	0	1,000	100%
6025 Travel - lodging & transportation	0	125	125	100%	0	0	-	0	1,500	1,500	100%	0	0	-	0	1,500	100%
6030 Travel - Per Diem & mileage reimbursement	0	125	125	100%	0	0	-	475	1,500	1,025	68%	0	(475)	-	475	1,500	68%
6035 Meals & Entertainment	0	21	21	100%	0	0	-	0	250	250	100%	59	59	100%	0	250	100%
Total Travel & Entertainment	0	354	354	100%	0	0	-	475	4,250	3,775	89%	59	(416)	-706%	475	4,250	89%
6105 Telephone - mobile	0	0	0	-	0	0	-	30	0	(30)	-	0	(30)	-	30	0	-
6130 Electricity	1,567	1,508	(59)	-4%	1,194	(374)	-31%	12,618	18,100	5,482	30%	6,563	(6,054)	-92%	12,618	18,100	30%
6131 Propane - Operations	0	0	0	-	55	55	100%	162	0	(162)	-	164	2	1%	162	0	-
6135 Water/Sewer	412	350	(62)	-18%	674	261	39%	7,021	4,200	(2,821)	-67%	3,410	(3,612)	-106%	7,021	4,200	-67%
6140 Garbage/Sanitation Collection	0	0	0	-	0	0	-	665	0	(665)	-	0	(665)	-	665	0	-
6145 Hazardous material disposal	960	0	(960)	-	0	(960)	-	960	0	(960)	-	326	(634)	-194%	960	0	-
6155 Environmental Remediation/Mitigation/Monitoring	285	708	423	60%	35	(250)	-714%	3,769	8,500	4,731	56%	1,866	(1,902)	-102%	3,769	8,500	56%
Total Utilities	3,224	2,567	(658)	-26%	1,957	(1,267)	-65%	25,225	30,800	5,575	18%	12,330	(12,895)	-105%	25,225	30,800	18%

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

amounts in \$US dollars

Fund: General Fund Department: Port Ops Location: All Budget: Supplemental 1



Port Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2023		\$ Diff	% Diff	Jun 2022		% Diff	Jul 2022 - Jun 2023		% Diff	Prior FYTD vs Current FYTD		Jul 2022 - Jun 2023				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6200 Temporary/Contract help	0	833	833	100%	6,180	6,180	100%	9,372	10,000	628	6%	25,843	16,471	64%	9,372	10,000	6%
6245 Legal advertising	0	125	125	100%	0	0	-	468	1,500	1,032	69%	522	54	10%	468	1,500	69%
6260 Consulting services	116	1,025	909	89%	9,624	9,508	99%	34,559	12,300	(22,259)	-181%	40,755	6,196	15%	34,559	12,300	-181%
6290 Commercial insurance	4,266	2,477	(1,789)	-72%	2,240	(2,027)	-90%	39,035	29,723	(9,312)	-31%	18,846	(20,189)	-107%	39,035	29,723	-31%
Total Professional Services	4,382	4,460	78	2%	18,043	13,661	76%	83,434	53,523	(29,911)	-56%	85,966	2,532	3%	83,434	53,523	-56%
6400 Small equipment & tools	0	83	83	100%	0	0	-	593	1,000	407	41%	461	(132)	-29%	593	1,000	41%
6405 Safety/hazardous materials	1,261	1,417	156	11%	230	(1,031)	-448%	11,360	17,000	5,640	33%	6,689	(4,670)	-70%	11,360	17,000	33%
6410 Signage	0	125	125	100%	0	0	-	95	1,500	1,405	94%	387	293	76%	95	1,500	94%
6415 Clothing	745	411	(334)	-81%	0	(745)	-	1,905	4,935	3,030	61%	0	(1,905)	-	1,905	4,935	61%
6420 Janitorial supplies	0	42	42	100%	0	0	-	0	500	500	100%	0	0	-	0	500	100%
6425 Operational supplies	0	42	42	100%	0	0	-	158	500	342	68%	426	268	63%	158	500	68%
6450 Fuel - Gas	0	0	0	-	104	104	100%	129	0	(129)	-	238	108	46%	129	0	-
6455 Fuel - Diesel	0	0	0	-	0	0	-	0	0	0	-	63	63	100%	0	0	-
Total Operational Expense	2,006	2,120	114	5%	334	(1,671)	-500%	14,240	25,435	11,195	44%	8,264	(5,976)	-72%	14,240	25,435	44%
6500 Repairs & maintenance equipment	0	0	0	-	173	173	100%	8	0	(8)	-	173	164	95%	8	0	-
6510 Repairs & maintenance buildings	0	417	417	100%	645	645	100%	11,819	5,000	(6,819)	-136%	2,742	(9,077)	-331%	11,819	5,000	-136%
6515 Repairs & maintenance land improvements	0	208	208	100%	583	583	100%	201	2,500	2,299	92%	809	608	75%	201	2,500	92%
6520 Repairs & maintenance docks	0	417	417	100%	0	0	-	51	5,000	4,949	99%	32	(19)	-60%	51	5,000	99%
6575 Waterway Leases	0	0	0	-	0	0	-	2,256	0	(2,256)	-	2,250	(6)	0%	2,256	0	-
6580 Permits	0	0	0	-	0	0	-	3,475	7,000	3,525	50%	357	(3,118)	-873%	3,475	7,000	50%
Total Repair and Maintenance	0	1,042	1,042	100%	1,400	1,400	100%	17,811	19,500	1,689	9%	6,362	(11,449)	-180%	17,811	19,500	9%
Total Goods & Services	9,612	10,542	930	9%	21,735	12,122	56%	141,184	133,508	(7,677)	-6%	112,981	(28,204)	-25%	141,184	133,508	-6%
Total Expenses	101,131	71,627	(29,505)	-41%	90,135	(10,996)	-12%	901,631	935,716	34,085	4%	761,175	(140,456)	-18%	901,631	935,716	4%
Operating Results	(78,538)	(44,337)	(34,201)	77%	(63,935)	(14,603)	23%	(633,487)	(608,241)	(25,246)	4%	(511,610)	(121,877)	24%	(633,487)	(608,241)	4%
4695 Grants Received - Other	0	0	0	-	4,000,000	(4,000,000)	-100%	0	5,000	(5,000)	-100%	4,003,000	(4,003,000)	-100%	0	5,000	-100%
4905 Other	0	0	0	-	0	0	-	15,000	0	15,000	-	241,401	(226,401)	-94%	15,000	0	-
4915 Insurance Reimbursement	0	0	0	-	226	(226)	-100%	0	0	0	-	226	(226)	-100%	0	0	-
Total Other Income	0	0	0	-	4,000,226	(4,000,226)	-100%	15,000	5,000	10,000	200%	4,244,627	(4,229,627)	-100%	15,000	5,000	200%
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	73	0	(73)	-	125	52	42%	73	0	-
6745 Banking fees	1,696	2,500	804	32%	1,034	(662)	-64%	7,590	10,000	2,410	24%	21,678	14,089	65%	7,590	10,000	24%
Total Taxes & Misc Expenses	1,696	2,500	804	32%	1,034	(662)	-64%	7,662	10,000	2,338	23%	21,803	14,141	65%	7,662	10,000	23%
7005 Principal repayment	0	0	0	-	4,000,000	4,000,000	100%	0	0	0	-	4,000,000	4,000,000	100%	0	0	-
7010 Interest payment	23,021	9,583	(13,438)	-140%	16,359	(6,663)	-41%	68,552	115,000	46,448	40%	26,813	(41,738)	-156%	68,552	115,000	40%
8020 CIP Machinery & Equipment	0	0	0	-	0	0	-	0	0	0	-	6,760	6,760	100%	0	0	-
Total Debt Services	23,021	9,583	(13,438)	-140%	4,016,359	3,993,338	99%	68,552	115,000	46,448	40%	4,033,573	3,965,022	98%	68,552	115,000	40%
Total Other Expenses	24,717	12,083	(12,633)	-105%	4,017,392	3,992,676	99%	76,214	125,000	48,786	39%	4,055,377	3,979,163	98%	76,214	125,000	39%
Net Other Income	(24,717)	(12,083)	(12,633)	105%	(17,166)	(7,550)	44%	(61,214)	(120,000)	58,786	-49%	189,250	(250,464)	-132%	(61,214)	(120,000)	-49%
Net Result	(103,254)	(56,420)	(46,834)	83%	(81,101)	(22,153)	27%	(694,701)	(728,241)	33,540	-5%	(322,360)	(372,341)	116%	(694,701)	(728,241)	-5%

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

amounts in \$US dollars

Fund: General Fund Department: Rail Ops Location: All Budget: Supplemental 1



Rail Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2023		\$ Diff	% Diff	Jun 2022		Jul 2022 - Jun 2023		Prior FYTD vs Current FYTD		Jul 2022 - Jun 2023						
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4010 Property Agreements	30,094	18,336	11,758	64%	22,931	7,163	31%	313,869	300,000	13,869	5%	304,474	9,395	3%	313,869	300,000	5%
4260 Rail Operations Revenue	27,247	75,309	(48,062)	-64%	34,570	(7,323)	-21%	350,173	903,710	(553,537)	-61%	372,823	(22,650)	-6%	350,173	903,710	-61%
4265 Rail Surcharges	29,919	49,276	(19,357)	-39%	38,082	(8,164)	-21%	376,597	591,308	(214,710)	-36%	431,935	(55,338)	-13%	376,597	591,308	-36%
4290 Other	0	2,446,302	(2,446,302)	-100%	0	0	-	0	2,446,302	(2,446,302)	-100%	0	0	-	0	2,446,302	-100%
Total Operating Income	87,260	2,589,222	(2,501,963)	-97%	95,584	(8,324)	-9%	1,040,639	4,241,320	(3,200,681)	-75%	1,109,233	(68,593)	-6%	1,040,639	4,241,320	-75%
Expenses																	
Goods & Services																	
6260 Consulting services	15,108	11,250	(3,858)	-34%	13,081	(2,028)	-16%	169,323	135,000	(34,323)	-25%	114,440	(54,883)	-48%	169,323	135,000	-25%
6290 Commercial insurance	4,834	4,114	(720)	-18%	3,528	(1,306)	-37%	39,560	49,363	9,803	20%	40,832	1,272	3%	39,560	49,363	20%
Total Professional Services	19,942	15,364	(4,578)	-30%	16,608	(3,334)	-20%	208,883	184,363	(24,520)	-13%	155,272	(53,611)	-35%	208,883	184,363	-13%
6410 Signage	0	667	667	100%	0	0	-	0	8,000	8,000	100%	0	0	-	0	8,000	100%
Total Operational Expense	0	667	667	100%	0	0	-	0	8,000	8,000	100%	0	0	-	0	8,000	100%
6505 Repairs & maintenance vehicles	0	0	0	-	0	0	-	0	0	0	-	830	830	100%	0	0	-
6510 Repairs & maintenance buildings	0	100,000	100,000	100%	0	0	-	1,186,834	1,200,000	13,166	1%	4,184	(1,182,650)	-28265%	1,186,834	1,200,000	1%
6515 Repairs & maintenance land improvement	0	9,585	9,585	100%	0	0	-	76,911	115,021	38,110	33%	14,660	(62,251)	-425%	76,911	115,021	33%
Total Repair and Maintenance	0	109,927	109,927	100%	0	0	-	1,263,745	1,319,121	55,376	4%	19,674	(1,244,071)	-6323%	1,263,745	1,319,121	4%
Total Goods & Services	19,942	125,957	106,015	84%	16,608	(3,334)	-20%	1,472,628	1,511,484	38,856	3%	174,946	(1,297,682)	-742%	1,472,628	1,511,484	3%
Total Expenses	19,942	125,957	106,015	84%	16,608	(3,334)	-20%	1,472,628	1,511,484	38,856	3%	174,946	(1,297,682)	-742%	1,472,628	1,511,484	3%
Operating Results	67,318	2,463,265	(2,395,947)	-97%	78,976	(11,658)	-15%	(431,989)	2,729,836	(3,161,824)	-116%	934,287	(1,366,275)	-146%	(431,989)	2,729,836	-116%
Other Income & Expenses																	
Other Income																	
4480 Tax Credits	0	0	0	-	0	0	-	681,255	781,865	(100,610)	-13%	439,582	241,673	55%	681,255	781,865	-13%
4705 Loans Received	0	0	0	-	5,942,027	(5,942,027)	-100%	0	0	0	-	5,942,027	(5,942,027)	-100%	0	0	-
4905 Other	2,369	0	2,369	-	0	2,369	-	24,195	0	24,195	-	0	24,195	-	24,195	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	76,058	0	76,058	-	34,427	41,631	121%	76,058	0	-
Total Other Income	2,369	0	2,369	-	5,942,027	(5,939,658)	-100%	781,508	781,865	(357)	0%	6,416,036	(5,634,528)	-88%	781,508	781,865	0%
Other Expenses																	
6755 Insurance Claims	0	0	0	-	0	0	-	104,841	0	(104,841)	-	17,560	(87,281)	-497%	104,841	0	-
Total Taxes & Misc Expenses	0	0	0	-	0	0	-	104,841	0	(104,841)	-	17,560	(87,281)	-497%	104,841	0	-
Debt Services																	
7005 Principal repayment	0	0	0	-	5,675,190	5,675,190	100%	421,916	421,916	0	0%	6,154,592	5,732,676	93%	421,916	421,916	0%
7010 Interest payment	0	0	0	-	256,201	256,201	100%	142,812	142,812	0	0%	351,491	208,680	59%	142,812	142,812	0%
7020 Principal repayment - Vehicles	438	1,699	1,261	74%	434	(4)	-1%	5,234	20,384	15,150	74%	31,007	25,773	83%	5,234	20,384	74%
7025 Interest payment - Vehicles	6	327	321	98%	10	4	39%	99	3,926	3,827	97%	146	48	33%	99	3,926	97%
8013 CIP Construction Bridges	44,363	53,750	9,387	17%	0	(44,363)	-	49,425	645,000	595,575	92%	853,192	803,767	94%	49,425	645,000	92%
8016 CIP Construction Track	0	37,394	37,394	100%	0	0	-	0	448,730	448,730	100%	0	0	-	0	448,730	100%
8020 CIP Machinery & Equipment	0	0	0	-	10,636	10,636	100%	0	0	0	-	32,500	32,500	100%	0	0	-
8025 CIP Mobile Equipment	0	0	0	-	0	0	-	0	0	0	-	1,000	1,000	100%	0	0	-
9025 Special Payments	0	0	0	-	0	0	-	220,479	0	(220,479)	-	0	(220,479)	-	220,479	0	-
Total Debt Services	44,808	93,170	48,362	52%	5,942,471	5,897,663	99%	839,964	1,682,768	842,804	50%	7,423,928	6,583,964	89%	839,964	1,682,768	50%
Total Other Expenses	44,808	93,170	48,362	52%	5,942,471	5,897,663	99%	944,805	1,682,768	737,963	44%	7,441,488	6,496,683	87%	944,805	1,682,768	44%
Net Other Income	(42,439)	(93,170)	50,731	-54%	(444)	(41,995)	9450%	(163,297)	(900,903)	737,606	-82%	(1,025,453)	862,156	-84%	(163,297)	(900,903)	-82%
Net Result	24,879	2,370,096	(2,345,217)	-99%	78,532	(53,653)	-68%	(595,286)	1,828,933	(2,424,218)	-133%	(91,166)	(504,120)	553%	(595,286)	1,828,933	-133%

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

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Supplemental 1



Dredge Ops	Current Period				Same Month Last Year			Year to Date					Year End				
	Jun 2023		\$ Diff	% Diff	Jun 2022		% Diff	Jul 2022 - Jun 2023				Prior FYTD vs Current FYTD					
	Actual	Budget			Actual	\$ Diff		Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4287 Dredging Services	0	0	0	-	0	0	-	190,194	0	190,194	-	0	190,194	-	190,194	0	-
4290 Other	0	22,759	(22,759)	-100%	0	0	-	76,073	250,344	(174,270)	-70%	167,144	(91,071)	-54%	98,832	273,102	-64%
Total Operating Income	0	22,759	(22,759)	-100%	0	0	-	266,268	250,344	15,924	6%	167,144	99,123	59%	289,026	273,102	6%
Expenses																	
Personnel Services																	
5005 Salaries	0	1,715	1,715	100%	1,349	1,349	100%	60,875	20,588	(40,287)	-196%	1,550	(59,324)	-3827%	62,590	22,303	-181%
5015 Overtime	35	0	(35)	-	0	(35)	-	10,142	0	(10,142)	-	0	(10,142)	-	10,142	0	-
Total Compensation	35	1,715	1,680	98%	1,349	1,314	97%	71,017	20,588	(50,429)	-245%	1,550	(69,467)	-4481%	72,732	22,303	-226%
5100 Federal Payroll taxes	3	229	226	99%	97	95	97%	5,345	2,747	(2,598)	-95%	112	(5,233)	-4690%	5,573	2,976	-87%
5105 State Payroll taxes	0	0	(0)	-	1	0	72%	69	0	(69)	-	1	(69)	-12018%	69	0	-
5110 Unemployment Insurance	1	50	49	98%	37	36	97%	1,858	597	(1,261)	-211%	42	(1,816)	-4297%	1,908	647	-195%
5115 Workers compensation	0	133	133	100%	0	(0)	-	3	1,599	1,596	100%	0	(3)	-	136	1,732	92%
Total Payroll Taxes	4	412	408	99%	135	131	97%	7,274	4,943	(2,331)	-47%	154	(7,120)	-4612%	7,686	5,355	-44%
5200 Medical insurance	11	706	695	98%	409	399	97%	5,558	8,470	2,913	34%	465	(5,093)	-1096%	6,263	9,176	32%
5205 Dental insurance	0	58	58	100%	12	12	100%	380	697	316	45%	18	(362)	-1983%	438	755	42%
5215 Term life insurance	0	4	4	98%	4	4	97%	68	49	(19)	-39%	4	(63)	-1413%	72	53	-36%
5220 Long Term Disability insurance	0	10	10	98%	9	8	98%	119	126	6	5%	10	(110)	-1106%	130	136	5%
5225 PERS Employer Contributions	0	390	390	100%	305	305	100%	9,821	4,685	(5,136)	-110%	349	(9,472)	-2714%	10,211	5,076	-101%
5230 PERS Employee Contributions	0	103	103	100%	81	81	100%	2,791	1,235	(1,556)	-126%	93	(2,698)	-2901%	2,894	1,338	-116%
Total Insured Benefits	11	1,271	1,260	99%	820	809	99%	18,737	15,262	(3,476)	-23%	939	(17,798)	-1894%	20,009	16,533	-21%
Total Personnel Services	50	3,398	3,348	99%	2,304	2,254	98%	97,028	40,792	(56,236)	-138%	2,644	(94,384)	-3570%	100,427	44,191	-127%
Goods & Services																	
6005 Seminars & training	4,000	0	(4,000)	-	0	(4,000)	-	4,000	0	(4,000)	-	0	(4,000)	-	4,000	0	-
Total Staff Training	4,000	0	(4,000)	-	0	(4,000)	-	4,000	0	(4,000)	-	0	(4,000)	-	4,000	0	-
6105 Telephone - mobile	53	60	7	12%	52	(1)	-2%	573	660	87	13%	456	(117)	-26%	633	720	12%
Total Utilities	53	60	7	12%	52	(1)	-2%	573	660	87	13%	456	(117)	-26%	633	720	12%
6260 Consulting services	40,844	0	(40,844)	-	0	(40,844)	-	41,644	0	(41,644)	-	0	(41,644)	-	41,644	0	-
6290 Commercial insurance	3,774	5,266	1,492	28%	4,787	1,013	21%	54,426	57,925	3,499	6%	50,888	(3,538)	-7%	59,692	63,191	6%
Total Professional Services	44,618	5,266	(39,352)	-747%	4,787	(39,831)	-832%	96,070	57,925	(38,145)	-66%	50,888	(45,182)	-89%	101,336	63,191	-60%
6400 Small equipment & tools	0	0	0	-	0	0	-	19,429	0	(19,429)	-	214	(19,215)	-8992%	19,429	0	-
6425 Operational supplies	0	0	0	-	0	0	-	103,420	0	(103,420)	-	0	(103,420)	-	103,420	0	-
6430 Equipment Rental	0	0	0	-	0	0	-	1,054	0	(1,054)	-	0	(1,054)	-	1,054	0	-
6450 Fuel - Gas	0	0	0	-	0	0	-	2,065	0	(2,065)	-	0	(2,065)	-	2,065	0	-
6455 Fuel - Diesel	0	0	0	-	0	0	-	7,405	0	(7,405)	-	0	(7,405)	-	7,405	0	-
Total Operational Expense	0	0	0	-	0	0	-	133,373	0	(133,373)	-	214	(133,159)	-62311%	133,373	0	-

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

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Supplemental 1



Dredge Ops	Current Period				Same Month Last Year			Year to Date					Year End				
	Jun 2023		\$ Diff	% Diff	Jun 2022		% Diff	Jul 2022 - Jun 2023				Prior FYTD vs Current FYTD			Jul 2022 - Jun 2023		
	Actual	Budget			Actual	\$ Diff		Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	0	1,250	1,250	100%	24	24	100%	9,793	13,750	3,957	29%	24	(9,769)	-41411%	11,043	15,000	26%
6505 Repairs & maintenance vehicles	91	4,167	4,076	98%	1,500	1,409	94%	19,348	45,833	26,486	58%	83,181	63,833	77%	23,514	50,000	53%
Total Repair and Maintenance	91	5,417	5,326	98%	1,524	1,433	94%	29,140	59,583	30,443	51%	83,205	54,065	65%	34,557	65,000	47%
Total Goods & Services	48,762	10,743	(38,019)	-354%	6,363	(42,399)	-666%	263,156	118,169	(144,988)	-123%	134,762	(128,394)	-95%	273,899	128,911	-112%
Total Expenses	48,812	14,141	(34,671)	-245%	8,666	(40,145)	-463%	360,185	158,961	(201,224)	-127%	137,406	(222,779)	-162%	374,326	173,102	-116%
Operating Results	(48,812)	8,618	(57,429)	-666%	(8,666)	(40,145)	463%	(93,917)	91,382	(185,299)	-203%	29,738	(123,655)	-416%	(85,299)	100,000	-185%
Other Income & Expenses																	
Other Income																	
4505 Interest - Bank	2,147	0	2,147	-	255	1,891	741%	15,631	0	15,631	-	2,622	13,010	496%	15,631	0	-
Total Other Income	2,147	0	2,147	-	255	1,891	741%	15,631	0	15,631	-	2,622	13,010	496%	15,631	0	-
8020 CIP Machinery & Equipment	0	0	0	-	0	0	-	0	100,000	100,000	100%	0	0	-	0	100,000	100%
Total Debt Services	0	0	0	-	0	0	-	0	100,000	100,000	100%	0	0	-	0	100,000	100%
Total Other Expenses	0	0	0	-	0	0	-	0	100,000	100,000	100%	0	0	-	0	100,000	100%
Net Other Income	2,147	0	2,147	-	255	1,891	741%	15,631	(100,000)	115,631	-116%	2,622	13,010	496%	15,631	(100,000)	-116%
Net Result	(46,665)	8,618	(55,283)	-642%	(8,411)	(38,254)	455%	(78,286)	(8,618)	(69,668)	808%	32,360	(110,646)	-342%	(69,668)	0	-



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Margaret Barber, Director of External Affairs and Business Development

DATE: August 9, 2023

SUBJECT: Commercial/External Affairs/Marketing Management Report

Commercial:

Staff continue to work with inquiries interested in establishing operations at Terminal One in Coos Bay. Staff worked with three potential tenants and conducted two site tours of the terminal this month.

EABD staff and CBRL staff met with Central Oregon and Pacific Railroad to discuss potential for future opportunities and improved services.

Staff participated in the Northwest Marine Terminal Association quarterly meeting. The meeting was held in Port Angeles, however, staff attended meetings remotely.

Staff continue working on market research regarding imported products at west coast ports and ongoing research related to property pricing.

Staff continue to work with representatives from NorthPoint Development to secure letters of support for the upcoming Mega Grant proposal submission.

Port Property:

Monthly Commercial lease revenue for the month of July 2023 was down 3% from July 2022 year over year. Info4HR executed a month-to-month lease agreement with the Port and took occupancy of Suite 250 in the Hub building at the end of July. Staff continue to market the office building located at Terminal One and have had two showings in the last month.

Vacant Port owned properties include Fishermen's Wharf, and the two small office spaces adjacent to the Charleston Post Office, individual offices in the shared space of the Hub Building, 147 S. Broadway, as well as Suite 380 in the Hub building. The Penthouse suite 400 also remains vacant, however, there has been interest in that space and staff have shown it twice over the last month. Staff received four inquiries for 147 S. Broadway which resulted in one showing.

Staff continue to work in partnership with the West Coast Seafood Processors Association to explore the potential of creating a multi-user wastewater treatment facility on Port owned property.

This project is currently on pause; however, work continues through Crystal Shoji Planning to gain greater clarity around land use and zoning.

Marketing, Media, and Outreach:

The primary area of focus for the EABD department is the development of a communications plan in conjunction with the Port CEO and Department Heads. The goal of this project is to develop a set of protocols to provide accurate, timely, and useful information both internally for staff and externally for the public. Staff are working with department heads to develop a scope and select a vendor for website redevelopment. The new website will be intended to be more easily navigable, user friendly, and more commercially forward than the existing site.

Outreach efforts to generate letters of support for the next round of Mega Grant funding continue, with 73 letters of support already received to date. The deadline for the grant proposal is August 23, 2023.

Staff provided a briefing to the Reedsport Rotary group on the overall project and status of the Pacific Coast Intermodal Port.

Staff provided a tour of Port facilities to a staff member and board member of the Pacific Northwest Waterways Association.

Staff met with community members that were integral in developing the Coos Bay Estuary Management Plan to gain a greater understanding of the plan updates.

Staff participated in a meeting with the KoKwel tribe to discuss the PCIP project, participated in the FEMA Biological Opinion Coalition, met with Business Oregon, and attended the Charleston all staff meeting.

The Port was featured in the following news outlets:

Yahoo News: [Legislation to assist the Port of Coos Bay's potential Pacific Coast Intermodal Terminal advances.](#)

Tillamook County Pioneer: [News Update from State Representative David Gomberg: A Happy July 4th Legislative Review.](#)

KCBY: [Wyden in Bay Area to visit site for shipping container terminal.](#)

The Port's Instagram account reached 775 other accounts and engaged 144 accounts. Total followers for this account are 1,930, which increased 0.5% over the previous month. The top post for the month was "Legacy Construction is continuing work on the Cushman swing span bridge near Florence. Crews successfully replaced a steel stringer this past weekend. In total, 28 stringers will be replaced on just this bridge alone!" This post had 45 likes and reached 269 accounts.

The Port's LinkedIn page gained 18 new followers for a total of 1,158 followers, had 128 page views and 55 unique visitors. The top post for the month was "Legacy Construction is continuing work on the Cushman swing span bridge near Florence. Crews successfully replaced a steel stringer this past weekend. In total, 28 stringers will be replaced on just this bridge alone!" This post received 30 reactions and 857 impressions.

The Port's Facebook page had a reach of 3,488 accounts, engagement of 911 accounts in the last 28 days and added 9 new followers. The post with the greatest reach was: "Columbia Rail is on

site this week working with our crews on several of our locomotives! Right now, they are in the process of replacing a radiator in 3854.” This post received 570 impressions, reached 546 accounts, and 129 engagements.

Legislative/Advocacy Work:

This month Senator Ron Wyden and Congresswoman Val Hoyle hosted a joint Town Hall meeting at Marshfield Jr. High School. The event was well attended, with the PCIP project being one of the main topics discussed. Both Senator Wyden and Congresswoman Hoyle expressed their vehement support for the project. Constituents both in favor and opposed to the project were in attendance.

In addition, on Friday July 28, Senator Wyden held a press conference on the North Spit at the site of the future PCIP construction to discuss the project and once again emphasize his support in favor of its development. The conference was attended by various community leaders who engaged with Senator Wyden on the topic.

Other events held during this visit included a breakfast meeting with community leaders at the Charleston Marina RV Park, as well as a viewing and meeting regarding repairs to the North Jetty at Bastendorff Beach.

Staff are working with both Markee and Associates and FBB Federal Relations to secure letters of support for the PCIP Mega grant proposal from various State and Federal members of Congress.

Industry Articles/Information Items:

Pacific Maritime Magazine (pacmar.com): [POLB to Partially Shut Roadways for Repairs](#)

Hellenic Shipping News Worldwide: [Long-term ocean freight rates hit two-year low just as record new levels of ships enter the market and overcapacity adds further pressure](#)

Hellenic Shipping News Worldwide: [Carrier reliance on leased container fleet to support higher per diems and cash returns](#)



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Chief Port Operations Officer

DATE: August 9, 2023

SUBJECT: Port Operations/Asset Management Report

Channel Modification Project:

The resistivity study is complete, and the draft final report has been submitted to the Port team for review and comment. This work will help the team develop more accurate quantities of sand versus rock. In turn, reducing bidder risk and project costs.

A scope and schedule of engineering and design tasks for FY 2024 has been sent to the Corps for review and comment. Once approved by the Corps, the team will begin modeling work associated with the changes to the originally proposed alteration.

Rail Bridge Rehabilitation Project:

Work continues with engineering and design, permitting, contracting and construction for all phases of the project. Updates for each phase are provided below:

Vaughn Viaduct: The contractor started driving pilings for abutment 1. Steel members and materials continue to arrive for the bridge tower legs and superstructure.

Steel Swing Bridges: Six stringers have been replaced at the Cushman bridge. The contractor has a second team working on lower lateral lacing bars at the North Bend bridge.

PIDP Grant (Tie and Resurfacing Project):

The contractor will be onsite in mid-August to develop the final schedule and placement of tie and ballast for the project. Railworks will ride the line with CBRL staff and determine by track mile what ties need to be replaced. The contractor intends to have the project completed by the end of December 2024.

Dredging:

The Port received the Unified Dredging Permit 401 certification from DEQ and is waiting for EPA concurrence. Once EPA concurrence is received and DLCD makes their determination, the Corps can make their permit decision.

The Section 107 agreement for the Charleston dredging feasibility study has been executed. The USACE Portland District will begin analyzing the alternatives for alleviating the shoaling issues at Pt Adams.

North Jetty Project:

The contractor continues to work on the jetty root. They have completed about 100 feet of rehabilitation between the jetty trunk and the jetty root.

MEMORANDUM

TO: John Burns, Chief Executive Officer

FROM: Stephen Bawn, Charleston Marina Complex Manager

DATE: August 9, 2023

SUBJECT: Charleston Operations Management Report

Of the 525 moorage slips, there were 142 annuals (28%), 52 semi-annuals (11%), 42 monthlies (9%) and 488 transient nights, for a total occupancy of 48.1% for the month of July. (Staff have re-calculated the actual usable slip occupancy for Charleston.)

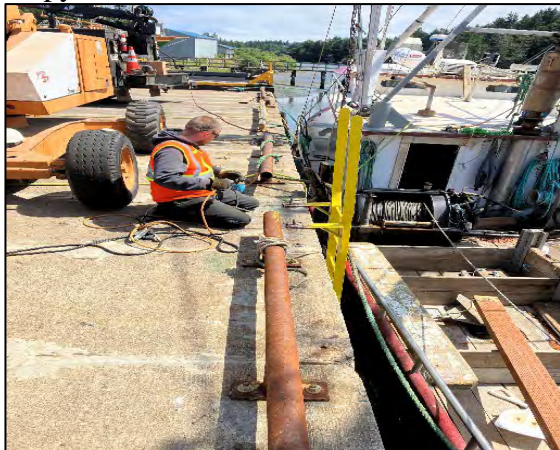
The RV Park had an average capacity of 58% in July. Out of 104 RV Park spaces, there were 42 new check-ins with total sales of \$67,703.95. Occupancy in July 2022 was 84% with sales of 67,855.83.

The Ice Plant had a volume of approximately 255 tons of ice sold for 63 total sales of \$25,472.50.

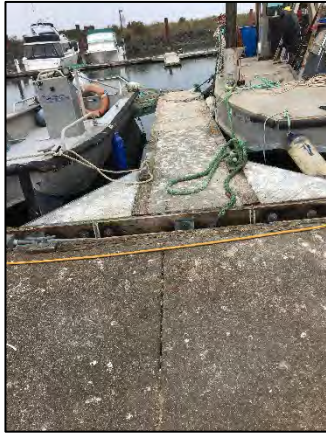
Maintenance Projects:

Charleston Maintenance Projects: Charleston Maintenance Staff have been working diligently on repairs around the inner and outer basins and the shipyard. In addition to daily maintenance and clean up, staff have worked on the following projects:

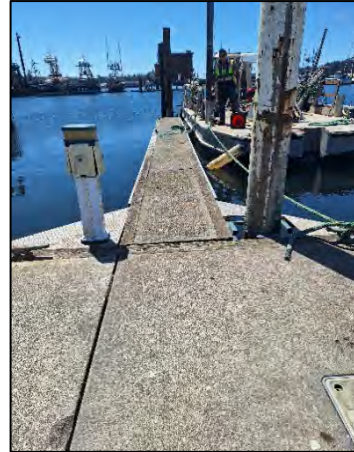
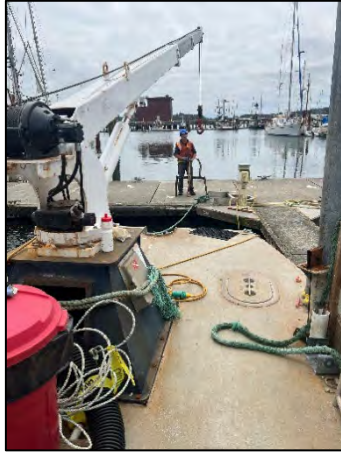
Shipyard work dock 1 access ladder- welded up and installed.



G Dock finger work - slips 51-52



D Dock finger work slips 21 ,45 and 46



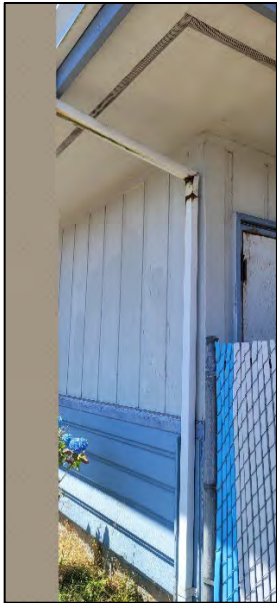
C Dock end tie

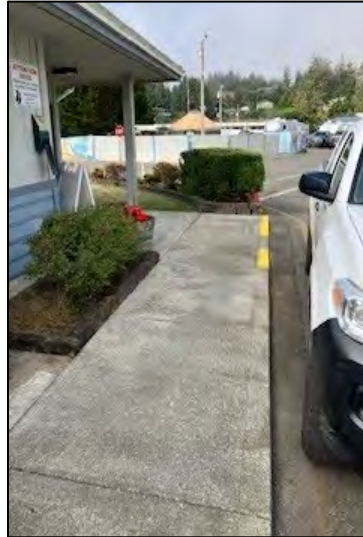


Launch Ramp - anti bird tape to keep birds off the ramps.



RV Park downspouts and refinished doors, pressure washed walkways.





Charleston Ice Plant: Port staff are moving forward with the condenser fan replacement project. The contractor is in the process of ordering parts - ETA is 6-8 weeks. Scheduling will be confirmed when parts are shipped. The ice plant will be unable to make ice for one week. Staff will prepare before shutdown and have ice made for sales during the shutdown. Deliveries will still be able to continue as long as the 150 tons of ice lasts. The job is tentatively scheduled for October.

Insurance Compliance:

Update on the insurance compliance is as follows:

Port staff have started the final phase of the insurance compliance program. There are approximately 21 customers yet to be in compliance.

The Port is now in possession of 11 vessels. There are now 24 vessels that have acquired insurance or have been removed from Port property. Port staff are working with approximately 10 vessel owners to obtain insurance or make a final decision on the disposition of their vessel.

Inner Basin Shower Project:

Marina staff have noticed a marked improvement in the conditions of the restroom facilities in the outer basin. There has been less traffic and decreased clean up. There have been 16 access cards sold to Marina moorage customers. The outer basin shower decommissioning has been delayed due to project work, now expected to be shut down within the first week of August.

Security:

Security Fencing: Port staff are still awaiting the contractor's timeline for installation of the two gates. The contractor has been met with multiple supply chain issues.

Security Gate: Port staff are now working on the inner basin G/H Dock head security gate. This project is in the 2023/24 maintenance budget. Staff are currently in the planning stages and looking at various configurations of dock head gates. With this new gate in place, staff are looking to increase security and to encourage an increase in moorage customers.

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, General Manager

DATE: August 9, 2023

SUBJECT: Railroad Department Management Report

Operations:

CBRL Carloads:

July = 473 Prior month = 468 Prior year July = 602

2023/2024 Forecasted Monthly Average = 1025

From an operational standpoint, the month of July was relatively smooth for CBRL. We had no major infrastructure or mechanical issues and the number of car loadings started out very promising.

The wood chip carloads from the Willamette Valley to the North Spit continued their upward trend, we had a slight increase in log car volumes and saw a stabilization in green lumber shipments. That, along with our normally steady shippers and the continuing uptick from some of our smaller ones, made staff optimistic about a large volume of carloads for the month. However, as the month began to wane, our log car loadings fell off, and we once again experienced a decline in green lumber shipments, causing us to fall short of our projections again.

It has become a major point of emphasis for CBRL to identify new shippers, as well as to try to increase car loadings from our existing shippers, and we have been working closely with Port staff to that end. We have a meeting scheduled with the General Managers of both Portland & Western and CORP next week to discuss how we may be able to assist one another in the future and we will be meeting with all our shippers the week of August 21.

We started off July with too many empty cars online due to UP's delivering them 7 – 10 days ahead of time. Staff were able to work with UP and our shippers to reroute and reschedule our inbound car supply and by month's end, cars were arriving just in time.

The additional four locomotives from Wells Fargo were picked up at East St. Louis on July 29th and are currently in North Platte, Nebraska. They seem to be delayed there, but we still anticipate their arrival by August 15.

Mechanical (Car and Locomotive):

Columbia Rail was onsite the week of July 16 performing the FRA mandated Triennial Air Brake Inspection and replacing the failing right hand radiators and water pump on the HLCX 3854. They also completed several minor repairs on the HLCX 3847, CBRL 1909 and CBRL 2018. Again, staff are constantly impressed by the expedience and expertise these crews possess and couldn't be happier with the work they are performing.

In addition to ensuring that every car coming on property receives a Safety Inspection, our Car Repair team has had the opportunity to perform repairs on 100% of the cars that came online in July. These repairs are integral to CBRL's financial wellbeing; therefore, it is important that we ensure that the team has time to perform those repairs on every car we receive.

Maintenance of Way (MOW):

In addition to the almost daily removal of sand from the right of way, our MOW crews were busy all month repairing broken rail, replacing ties and tamping up low spots in various locations throughout the line. This past week, crews also began the process of rebuilding Vaughn siding. This siding is critical for the operations in Noti and we look forward to regaining its use.

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 July 31, 2023, the CBRL has 2,989 days injury free. The CBRL had 0 incidents in July. Currently, CBRL has 20 employees and 8 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 preparing to install posts on the North Bend Bridge.
- On the Umpqua River Bridge in Reedsport, DTMF installation is near completion. Staff are in the process of replacing the backup generator and are working to identify a permanent solution to the power supply issue.
- The Vaughn Viaduct project is underway, site prep is completed, and West Coast Contractors started driving pilings this week.
- Railworks, the PDIP contractor, has reached out to schedule a Hy-rail tour of the line and is looking to start work in October.

Action Items

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

DATE: August 9, 2023

PROJECT TITLE: Supplemental Budget Publication Error Testimony

ACTION REQUESTED: No action required.

BACKGROUND:

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.

RECOMMENDED MOTION:

No action required.

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

DATE: August 9, 2023

PROJECT TITLE: 2023Res09: Amendments to Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits

ACTION REQUESTED: Adopt resolution 2023Res09 amending Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits.

BACKGROUND:

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 has been 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, are included within the packet following the resolution.

RECOMMENDED MOTION:

Adopt resolution 2023Res09 amending Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits.

RESOLUTION 2023Res09

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

**RESOLUTION AUTHORIZING THE AMENDMENTS TO
PORT POLICY MANUAL CHAPTER 14: PERSONNEL POLICY,
SECTION 14.5: TIME OFF & BENEFITS**

WHEREAS, the Oregon International Port of Coos Bay, a Port District organized and operated under Oregon Revised Statutes (ORS) 777, maintains a Port Personnel Policy Manual, and

WHEREAS, Port Personnel Policy Manual Section 14.5: Time Off & Benefits, outlines benefits for Port employees, including, but not limited to, the accrual and use of Paid Time Off (PTO), Holidays, Leaves of Absence, and Family Medical Leave, and

WHEREAS, Section 14.5: Time Off & Benefits must be 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, and

WHEREAS, specifically, Section 14.5: Time Off & Benefits was revised to include the following major revisions:

- A policy reflecting Paid Leave Oregon, a Paid Family and Medical Leave Insurance program within the Oregon Employment Department was added, and
- Juneteenth was added as a recognized holiday, and
- Qualifying Purposes for FMLA/OFLA were updated to reflect current law, and
- The leave calculation year for family medical leave changed 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.

WHEREAS, the policy has been reviewed and approved by the Port’s legal counsel before being presented to the Port Commission, and

WHEREAS, the policy will be effective immediately upon adoption.

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts the amendments to Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits, identified as Exhibit A, attached hereto and incorporated herein by reference.

APPROVED and ADOPTED, by the Board of Commissioners of the Oregon International Port of Coos Bay this 15th day of August 2023.

Eric Farm, President

Brianna Hanson, Vice President

POLICY 14.5 TIME OFF & BENEFITS

A. PAID TIME OFF (PTO)

Paid-Time-Off (PTO) (which combines vacation and sick leave into one accrual account) is provided to all regular employees to use at the employee’s discretion. Employees are expected to use accrued PTO responsibly to assure necessary rest, relaxation, and recovery away from work, and to maintain an appropriate balance for use in unexpected illness, emergencies, personal business and in cases of serious illness or injury.

Accrual:

All regular, full-time employees begin accruing PTO upon the first day of full-time employment and are immediately available for use. Regular, part-time employees will accrue PTO at a proportionately reduced rate. PTO accrual meets the minimum statutory requirements required by Oregon’s Sick Time Leave Law.

PTO accrual rates are as follows:

Completed Years of Service	Accrual Per Pay Period	Annual Accrual
<1 year	7.69 hours	25 days
1	8.00 hours	26 days
2	8.30 hours	27 days
3	8.62 hours	28 days
4	8.92 hours	29 days
5	9.23 hours	30 days
6	9.54 hours	31 days
7	9.85 hours	32 days
8	10.15 hours	33 days
9	10.46 hours	34 days
10+	10.77 hours	35 days

The maximum amount of PTO which may be accrued, is 75 days per employee. PTO will not continue to accrue over 75 days.

PTO is not accrued during unpaid leave.

Use of PTO:

Use of PTO for planned absence must be scheduled and approved by the department head in advance. Due to possible scheduling conflicts and operating needs, employees may not receive their requested days off. However, Supervisors will make efforts to accommodate such requests when possible. The Port reserves the right to modify or eliminate a specific time off request, if necessary, due to business needs ~~special circumstances~~.

In an event that PTO must be used for an unplanned absence, employees must contact their supervisor as soon as possible and before their scheduled starting time. If an employee must

unexpectedly leave during the work day, the supervisor must be notified before the employee leaves work.

PTO may be used in conjunction with Worker's Compensation, ~~or~~ Long-Term Disability, or Paid Leave Oregon (PLO) to bring an employee's pay to their normal weekly take home pay. Employees who request FMLA or OFLA leave, must use available PTO while absent for that leave. Employees who request PLO leave may choose to use their available PTO, but PTO use is not required before or during PLO leave. An employee who elects to use PTO in conjunction with PLO leave must provide the Port with written documentation showing the amount of benefits the employee will receive from PLO and how much PTO the employee wishes to use. When requesting FMLA/OFLA/PLO leave, the employee will be notified of ~~this requirement as well as informed of~~ available PTO and FMLA/OFLA/PLO leave.

PTO may not be used while on Unpaid Administrative Leave or Suspension Without Pay.

With the exception of an unexpected serious illness or injury, no more than two weeks (80 hours) of PTO may be used at one time unless previously approved by the Chief Executive Officer.

~~PTO hours must be exhausted before an employee may take time off without pay. Unless covered by protected leave, employees are not permitted to take time off without using approved PTO. The employee must have a sufficient balance of PTO available to cover the time off.~~

If a holiday falls during an employee's scheduled PTO, the employee will receive holiday pay and will not be charged PTO for the day.

Payment:

PTO will be paid at the employee's regular rate of base pay at the time it is used.

50% of the employee's unused accrued PTO shall be paid out at full value upon termination of employment and will be included in the final paycheck.

If an employee's PTO balance exceeds 40 days (320 hours) at the time of their anniversary date of hire, the employee may cash out PTO hours in excess of 40 days at 50% of ~~face~~ full value. The total number of hours paid out will be deducted from the employee's PTO bank and will no longer be available for use.

B. HOLIDAYS

Regular full-time employees will receive a day off with pay regardless of whether that employee is still serving their introductory period on each of these recognized holidays:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
<u>Juneteenth</u>	Day After Thanksgiving
	Christmas Day

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

When a scheduled holiday falls on an employee's regularly scheduled day off, the employee will accrue eight (8) hours of unused holiday.

If a non-exempt employee is required to work on any holiday observed by the Port, the employee shall be entitled to either eight (8) hours of standard pay for the holiday (in addition to pay at the standard rate for the hours actually worked on the holiday), or elect to use the unused holiday at a later date, subject to scheduling with the supervisor. If an exempt employee is required to work on any holiday observed by the Port, the employee shall be entitled to another day off subject to their manager's approval. Employees shall use any unused holiday within the calendar year in which it was accrued. If any unused holiday is not used within the calendar year in which it was accrued, the employee shall be paid for the unused holiday ~~worked~~ at the employee's standard rate of pay in the first pay check of the following calendar year.

Employees who are on an unpaid leave shall not receive holiday pay. Should a holiday occur during an employee's scheduled PTO, that day will not be deducted from the employee's accrued leave account.

Holiday pay is not considered time worked for the purpose of overtime calculations.

C. MEDICAL / VISION / DENTAL INSURANCE

Regular and introductory employees will receive health insurance, which includes medical, vision and dental, beginning on the first day of the full month following thirty (30) days of employment. Upon termination, an employee's health insurance will lapse on the last day of the month in which the employee was terminated. Continuous coverage (COBRA) is available and employees must contact the Human Resources department for cost and further information.

D. LIFE / DISABILITY INSURANCE

Regular and introductory employees shall receive life and long-term disability insurance beginning on the first day of the full month following ~~ninety-thirty~~ (9030) days of employment. Upon termination, this insurance will lapse on the last day of the month worked.

E. RETIREMENT PLAN

The Port contributes to a retirement system for all regular employees. New employees who have previously been members of PERS (Public Employees Retirement System) will be eligible immediately upon hiring. Other employees will be eligible on the first full pay period of the month following six months of full time employment. Contributions to this plan will end on the last day worked. More information is available from the Human Resources department.

F. COMMUNITY SERVICE

The Port provides the opportunity for employees to request community service leave of up to one hour per week of paid leave during normal business hours. Community Service Leave is defined as leave to volunteer with charitable or service organizations that provide a local community service. Community service is intended to be a personal contribution and commitment of time in a service capacity. It is not intended to cover rallies, marches or other events with a political agenda.

Community Service Leave must be pre-approved by the Human Resources Manager and scheduled with the department head in advance. Time spent on Community Service Leave must be recorded in the Port's Time & Attendance system. It is the Port's expectation that regular work be accomplished as a priority to and before any community service activity. Community Service Leave will be paid at the regular rate of pay. The Port will not be held liable for any injury suffered while volunteering on Port time. Unused Community Service Leave will not be paid out upon termination of employment with the Port.

Membership Dues and Other Fees:

Membership dues in a community service organization will not be paid by the Oregon International Port of Coos Bay unless the Port requests, in writing, an employee's membership in an organization for its benefit. Other fees such as travel expenses and meals are also not reimbursable by the Port unless the Port requests the employee's participation in a particular function.

G. EDUCATIONAL ASSISTANCE

The Port recognizes the benefits of a well-trained and properly educated work force. Educational and vocational assistance may be available to employees if the education is deemed directly related to the employee's position and if it is expected to increase the employee's knowledge within the duties expected of the position or qualify the employee for advancement.

Employees must obtain prior written approval from their manager and the Chief Executive Officer (CEO) and will be reimbursed for tuition based upon the following formula:

- 100% for a grade of "A", 75% for a "B", and 50% for a "C" for community college classes, seminars and workshops.
- 75% for a grade of "B" or above for bachelor and advance degree programs.
- Employees attending non-college training events that are offered on a pass/fail basis, must "pass" to receive reimbursement.

Classes should be taken outside the employee's normal working hours. If the class desired is only available during normal working hours, arrangements must be made with the immediate supervisor.

When attendance to a class is required by the Port, the Port will pay for or reimburse employees for the expenses of attending classes, lectures, conferences, etc. Under these circumstances, the Port will also pay the employee's regular wage while the employee is in training.

Employees are expected to demonstrate a commitment to the Port by continuing employment for at least twelve months after tuition reimbursement. If employment is terminated, for any reason, within twelve (12) months of tuition reimbursement, employees will authorize a payroll deduction for the reimbursement of a pro-rated portion of the tuition.

H. LEAVES OF ABSENCE

The (CEO) has the authority to grant leaves of absence to employees. Approval of leaves of absence should be obtained prior to the commencement of such leaves, except under extreme circumstances. Leaves of absence may be granted for a period not to exceed three months, unless required by law. Leaves of absence shall not be approved for employees accepting other employment. Employees returning from an approved leave are entitled to their previous position if they return within the period for which the leave was granted.

Paid Leaves of Absence:

Regular employees are eligible for paid leaves of absence. Eligible employees shall continue to accrue PTO during these leaves.

The following shall be considered paid leaves of absences:

- Official Appearances/Jury Duty:
Employees required to appear before a legislative committee, judicial or quasi-judicial body, or serve as a juror or represent the Port in response to subpoenas or other action by proper authority, may obtain a leave of absence. Employees who are released for full days during the proceedings, or from such appearances prior to noon, are expected to return to work that day unless they are serving in another county.
- Military Leave:
Annual active duty for training as a member of any component of the Armed Forces of the United States ~~shall~~ may entitle the employee to a leave not to exceed 15 calendar days in any calendar year, provided the employee has been employed by the Port at least six months prior to the request for leave. Refer to ORS 408.290 for additional information.
- Managerial Leave:
Regular exempt employees shall be allowed discretionary time off with pay as approved in writing by the CEO. Managers shall regulate their own use of managerial leave, and shall endeavor to provide the CEO with at least one day of notice of any day they intend to take off.

- Bereavement Leave:

In the event of a death in the employee's immediate family (immediate family is defined as spouse, domestic partner, parents, children, siblings, grandchildren or grandparents of the employee or ~~spouse~~ of the employee's spouse or domestic partner, or other members of the immediate household), an employee shall be entitled to three paid work days of bereavement leave. Leave shall be extended to five days if the funeral services requires travel outside the State of Oregon. PTO may be used to supplement this leave. (OFLA grants up to two weeks of unpaid bereavement leave to make funeral arrangements, attend the funeral or to grieve a family member who has passed away.) Reasonable proof of death (and travel if applicable) may be requested upon return to work.

Employees may also be eligible for paid leave through Paid Leave Oregon.

Unpaid Leaves of Absence:

Unpaid leaves of absence may be granted ~~where the temporary absence of an employee will not seriously hinder work or~~ as required by law.

Employees may be eligible for wage replacement benefits through Paid Leave Oregon. Prior to taking an unpaid leave of absence, employees are encouraged to inquire about benefits available through Paid Leave Oregon, administered by the Oregon Employment Department. Refer to Section J for additional information.

~~PTO hours must be exhausted before an employee may take time off without pay. Unless covered by protected leave, employees are not permitted to take time off without using approved PTO. The employee must have a sufficient balance of PTO available to cover the time off.~~

~~The Port will not pay for group health, life or disability insurance premiums during any portion of an unpaid leave of absence unless required by law. Accordingly, the premiums for such coverage are the complete responsibility of the employee. Employees on approved protected leave are entitled to continue health benefits on the same terms and conditions as active employees for the entire period of leave, as required by law. Employee paid premiums will remain the responsibility of the employee during the leave period. A payment plan must be agreed upon between the employee, their supervisor, and the Chief ~~Financial and Administrative~~ Executive Officer before the employee begins the leave. PTO does not accrue during unpaid personal leaves of absence.~~

The following shall be considered examples of unpaid leave:

- Military Leave Without Pay:

A period of active duty with the Armed Forces of the United States will be without pay. Upon honorable discharge, such employees shall be entitled to reinstatement in their position, or if unavailable, the first available comparable position with pay equal to or better than when the employee left, as provided for in ORS 408.240.

- Medical Leave Without Pay:
Employees may take medical leave without pay, as permitted by FMLA or OFLA. The Human Resources department ~~head~~ will require a certificate from the attending physician.
- Crime Victim Leave:
If an employee or a member of the employee's immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is the victim of harassment (under the public offenses statutes), the employee may be entitled to protected leave from work to attend criminal proceedings. Refer to ORS Chapter 659A for additional information.
- Domestic Violence Victim Leave:
An employee who is the victim of domestic violence, sexual assault, or stalking, or is a parent or guardian of a minor child or dependent who is a victim, may be entitled to take unpaid protected leave from work to obtain services or treatment. The Port will also provide reasonable safety accommodations in response to actual or threatened domestic violence, sexual assault, or stalking. Refer to ORS Chapter 659A for additional information.

I. FAMILY MEDICAL LEAVE

The following is a summary of Family and Medical Leave policy and procedures under the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Generally, Family Medical Leave provides up to 12 weeks of unpaid leave of absence to eligible employees for certain family or medical reasons. This section describes family medical leave under both federal and state laws. If there are greater employee rights under one law, that law will apply. In practical terms, that means in most instances Oregon family medical leave laws will apply for Oregon employees (as coverage is broader under the state laws). In all cases, applicable Oregon and federal laws, rules, policies and collective bargaining agreements govern the employee's and the Port's rights and obligations, not this policy.

Employees may be eligible for paid leave, including family, medical or safe leave through Paid Leave Oregon. Refer to Section J for additional information.

Eligibility:

Employees eligible for leave of absence under the Family Medical Leave Act ("~~FMLA~~") must have been employed by the Port for 12 months or more and have at least 1250 hours of service during the 12 months immediately preceding the leave of absence.

Under the Oregon Family Leave Act ("~~OFLA~~"), employees must have worked for a covered employer for at least 180 days and worked an average of 25 hours per week in the previous 180 days to qualify for state family leave. The employee must also work for a District with at least 25 employees in Oregon (during 20 or more work weeks in the current or preceding calendar year). Employees taking leave to care for a newborn, adopted, or newly-placed foster child only have to meet the 180 day employment requirement (regardless of the number of hours worked). During a declared public health emergency, an employee is eligible for OFLA with just 30 days of

employment if they have worked an average of 25 hours a week in the 30 days before taking leave.

Qualifying Purposes:

Employees may request family and medical leave for:

- The addition of a child to the family through birth, adoption, or placement by foster care ("parental leave").
- A serious health condition of the employee's ~~spouse, child, or parent, grandparents, grandchildren, parent-in-law and same-sex domestic partners~~ family member, as defined by FMLA and OFLA.
- A serious health condition that prevents an employee from performing his or her job.
- Pregnancy disability before or after the birth of a child or for prenatal care (pregnancy disability leave).
- To care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official.
- Under Oregon law, employees may also request family and medical leave for the care of a minor child who is ill and requires home care, even if the child does not have a serious health condition, provided another family member is not willing and able to care for the child.
- Bereavement leave of up to two weeks to attend the service for a deceased family member, to make arrangement for a deceased family member, or to grieve the death of a family member. Eligible employees are entitled to a total of two weeks of leave for this purpose during any one-year period, and the leave is counted toward the 12-week limit. The leave must be taken within 60 days of the death of the family member.
- Oregon Military Family Leave. An employee may take ~~of~~ up to 14 days of leave when their spouse or same-sex domestic partner is called to active duty or is on leave from active duty.
- Military Care Giver Leave. Under FMLA, employees may be eligible to take up to 26 weeks of leave to care for a covered veteran or service member who became seriously ill or injured on active duty in the line of duty and who is the parent, spouse, child or next of kin of the employee.
- Qualifying Exigency Leave. Under FMLA, employees may be eligible for leave because of a "qualifying exigency" arising out of a family member being on or called to active military duty in a foreign country.

In addition to the basic 12-week family leave entitlement, Oregon employees may qualify for additional family medical leave under Oregon law in the following circumstances:

- 12 weeks of leave for an illness, injury or condition related to pregnancy or childbirth that disables the employee; and

- 12 weeks of sick child leave for those employees who take 12 weeks of family leave as parental leave, provided the child does not have a serious health condition.

General Provisions:

- Notice - Employees are required to give the Port 30 days' notice of the need for leave when it is foreseeable. If the reason for the leave is unforeseeable, employees must give the Port ~~oral~~ verbal or written notice within 24 hours of beginning leave and must provide written notice within three days of returning to work. An employee must make a reasonable effort to schedule treatment for serious health conditions in a manner that does not unduly disrupt business operations.

- ~~Twelve Month Annual~~ Leave Period - The leave calculation year for family medical leave is 12 months starting with the 52-week period that begins on the Sunday before the first day family leave is taken by the employee (~~12-month-52-week~~ "looking forward" method.)

Paid, Other Leave to Run Concurrently - Paid leaves and unpaid leaves (e.g., personal leave) run concurrently with unpaid family medical leave where allowed by law. Any accrued paid leave, such as PTO, must be substituted for unpaid family medical leave and taken before the remainder of family medical leave is taken as unpaid leave. PTO use is not required before or during PLO leave. When applicable, FMLA, ~~and~~ OFLA, and PLO run concurrently.

- Medical Certification - The Port will require a medical certification of serious health conditions. The employee will be required to provide the certification in a timely manner. The Port may require returning employees to provide a certification of fitness to return to work.

Under Oregon law, employees who use sick child leave on more than three separate occasions in a 12-month leave period may be required to provide medical documentation from the child's doctor to verify that the child was ill and required home care for all subsequent uses of sick child leave in the 12-month period.

- Intermittent/Reduced Schedule - Leave generally, intermittent or reduced schedule leave is not available for family leave used for birth, adoption or foster placement. In other situations, where intermittent or reduced schedule leave is available, employees may be temporarily transferred to available alternative positions that better accommodate intermittent or reduced schedule leave.
- Reinstatement - Generally, employees returning from leave will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, unless their former position has been eliminated for bona fide business reasons where the employee may have no reinstatement rights. Under Oregon law, reinstatement following Oregon family medical leave is generally to the employee's former position, unless the position has been eliminated, in which the employee may be entitled to reinstatement to an available, equivalent job.
- Continuation of Benefits - Employees on approved protected leave are entitled to continue health benefits on the same terms and conditions as active employees for the entire period of

~~unpaid~~ leave, as required by law. The Port may recover premiums paid on behalf of an employee who does not return to work for reasons other than a serious health condition of the employee or family member or other circumstances beyond the control of the employee.

J. PAID LEAVE OREGON

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

The Port provides Paid Leave Oregon through the Oregon Employment Department. This protected leave is required by Oregon state law and provides paid time off to eligible employees when they need to take qualifying family, medical or safe leave. This is a protected leave with certain rights and responsibilities. All health-related information gathered by the insurer and the Port will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. Employees are encouraged to use the combination of time off and benefits that best meets their personal needs. Refer to ORS Chapter 657B for additional information. In all instances, applicable Oregon laws, rules, and policies govern the employee's and the Port's rights and obligations under PLO, not this policy.

Cost:

Employers and employees pay into the Paid Leave Oregon program. The Oregon Employment Department will assess the employer contribution rates and employee deductions and total gross wage cost annually and adjust as needed. Notice will be provided to employees in advance of any change.

Eligibility:

The determination of eligibility will be made by the Oregon Employment Department, not the Port. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of Leave:

An employee may qualify for up to twelve (12) weeks of leave per benefit year. A benefit year is defined as the 52-week period that begins on the Sunday before the first day an employee starts leave, (52-week "looking forward" method). An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs or limitations because of pregnancy or childbirth. Leave may be taken in single day or single week segments, and may be continuous or intermittent. The length of leave is part of the determination process.

Reasons for Leave:

Paid Leave Oregon benefits may be available for a variety of situations, including family leave, medical leave and safe leave.

Family leave is available when an employee needs to care for a family member with a serious health condition, or when caring for members of the employee's family during the birth of a

child, bonding with a child in the first year after birth, through adoption, or when the child is placed in the employee's home through foster care.

Medical leave is available when the employee needs to care for themselves when the employee has a serious health condition.

Safe leave is available for survivors of sexual assault, domestic violence, harassment, or stalking.

A qualifying life event means any of the following:

- The birth of a child,
- Bonding with a child in the first year after birth, through adoption, or when they are placed in your home through foster care,
- A family member has a serious health condition,
- You have a serious health condition,
- You or your child are a survivor of sexual assault, domestic violence, harassment or stalking.

A serious health condition is an illness, injury, impairment, or physical or mental condition that requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

A family member under Paid Leave Oregon can be any of the following:

- Your spouse or domestic partner,
- Your child (biological, adopted, stepchild, or foster child), your spouse or domestic partner's child, or the child's spouse or domestic partner,
- Your parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of your spouse or domestic partner, or your parent's spouse or domestic partner,
- Your sibling or stepsibling or their spouse or domestic partner,
- Your grandparent or your grandparent's spouse or domestic partner,
- Your grandchild or your grandchild's spouse or domestic partner,
- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

Benefit Amount:

The amount of Paid Leave Oregon benefit the employee is qualified to receive will be calculated by the Oregon Employment Department based on the employee's earnings for the prior year as compared to the state average weekly wage. This is part of the determination of coverage process.

The minimum and maximum benefit amounts, as well as the state average weekly wage, are set by the Oregon Employment Department annually and may be adjusted. For current benefit amounts, please contact the Human Resources department or go to <https://paidleave.oregon.gov/>. No employee will receive less than the minimum or more than the maximum allowable by Oregon law.

Employees may make up the difference between the Paid Leave Oregon benefit amount and their regular rate of pay, utilizing their available PTO balance. Employees will need to indicate this choice on the Leave Notification form. Employees are not required to use PTO prior to seeking benefits through Paid Leave Oregon, or in conjunction with the use of benefits through Paid Leave Oregon.

Notification of Leave:

Employees are required to provide the Port with notice of their intention to take leave. For planned events, employees are required to provide thirty (30) days written notice. For unplanned events, employees are required to notify the Port within twenty-four (24) hours of the leave and provide written notice within three (3) days. If the employee is incapacitated due to an unplanned event and is unable to meet these obligations, the employee must notify the Port as soon as possible.

The oral and/or written notice, as required by law, may be given by any other person on behalf of the employee taking leave, such as the employee's emergency contact person, or any other person otherwise designated by the employee, as reflected in the employee's personnel records.

Employees will need to complete the Leave Notification form to notify the Port of their intention to take leave. Employees may contact their supervisor or the Human Resources department to obtain a copy of this form.

Failure to provide adequate notice of leave could result in the Oregon Employment Department reducing the employee's first week benefit amount by up to 25%.

Filing a Claim for Benefits:

To file a claim for benefits, employees are encouraged to establish an account at Frances Online and file claims electronically. Frances Online is the electronic system of record for the Oregon Employment Department. Employees may also file a claim for benefits by completing a paper application available on the Paid Leave Oregon website or by calling the Oregon Employment Department.

Employees are responsible for submitting the required paperwork to the Oregon Employment Department, as well as information regarding any updates or changes to their claim. The Port is unable to complete the application process on the employee's behalf.

Job and Benefit Protection While on Leave:

If an employee has been employed with the Port for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, then the employee is entitled to a position equal to their previous position before they took leave, with equal employment benefits, pay and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained. The employee will be required to pay their portion of all elected benefits premiums, if applicable,

while on leave. If the employee does not return to work after leave, the Port may recover premiums paid on behalf of the employee, as outlined in Section I, Family Medical Leave, Continuation of Benefits.

Complaints Procedure:

Employees are encouraged to bring complaints to their supervisor or to the Human Resources department promptly and in writing.

Employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

POLICY 14.5 TIME OFF & BENEFITS

A. PAID TIME OFF (PTO)

Paid-Time-Off (PTO) (which combines vacation and sick leave into one accrual account) is provided to all regular employees to use at the employee’s discretion. Employees are expected to use accrued PTO responsibly to assure necessary rest, relaxation, and recovery away from work, and to maintain an appropriate balance for use in unexpected illness, emergencies, personal business and in cases of serious illness or injury.

Accrual:

All regular, full-time employees begin accruing PTO upon the first day of full-time employment and are immediately available for use. Regular, part-time employees will accrue PTO at a proportionately reduced rate. PTO accrual meets the minimum statutory requirements required by Oregon’s Sick Time Leave Law.

PTO accrual rates are as follows:

Completed Years of Service	Accrual Per Pay Period	Annual Accrual
<1 year	7.69 hours	25 days
1	8.00 hours	26 days
2	8.30 hours	27 days
3	8.62 hours	28 days
4	8.92 hours	29 days
5	9.23 hours	30 days
6	9.54 hours	31 days
7	9.85 hours	32 days
8	10.15 hours	33 days
9	10.46 hours	34 days
10+	10.77 hours	35 days

The maximum amount of PTO which may be accrued, is 75 days per employee. PTO will not continue to accrue over 75 days.

PTO is not accrued during unpaid leave.

Use of PTO:

Use of PTO for planned absence must be scheduled and approved by the department head in advance. Due to possible scheduling conflicts and operating needs, employees may not receive their requested days off. However, Supervisors will make efforts to accommodate such requests when possible. The Port reserves the right to modify or eliminate a specific time off request, if necessary, due to business needs.

In an event that PTO must be used for an unplanned absence, employees must contact their supervisor as soon as possible and before their scheduled starting time. If an employee must

unexpectedly leave during the work day, the supervisor must be notified before the employee leaves work.

PTO may be used in conjunction with Worker's Compensation, Long-Term Disability, or Paid Leave Oregon (PLO) to bring an employee's pay to their normal weekly take home pay. Employees who request FMLA or OFLA leave must use available PTO while absent for that leave. Employees who request PLO leave may choose to use their available PTO, but PTO use is not required before or during PLO leave. An employee who elects to use PTO in conjunction with PLO leave must provide the Port with written documentation showing the amount of benefits the employee will receive from PLO and how much PTO the employee wishes to use. When requesting FMLA/OFLA/PLO leave, the employee will be notified of available PTO and FMLA/OFLA/PLO leave.

PTO may not be used while on Unpaid Administrative Leave or Suspension Without Pay.

With the exception of an unexpected serious illness or injury, no more than two weeks (80 hours) of PTO may be used at one time unless previously approved by the Chief Executive Officer.

Unless covered by protected leave, employees are not permitted to take time off without using approved PTO. The employee must have a sufficient balance of PTO available to cover the time off.

If a holiday falls during an employee's scheduled PTO, the employee will receive holiday pay and will not be charged PTO for the day.

Payment:

PTO will be paid at the employee's regular rate of base pay at the time it is used.

50% of the employee's unused accrued PTO shall be paid out at full value upon termination of employment and will be included in the final paycheck.

If an employee's PTO balance exceeds 40 days (320 hours) at the time of their anniversary date of hire, the employee may cash out PTO hours in excess of 40 days at 50% of full value. The total number of hours paid out will be deducted from the employee's PTO bank and will no longer be available for use.

B. HOLIDAYS

Regular full-time employees will receive a day off with pay regardless of whether that employee is still serving their introductory period on each of these recognized holidays:

- | | |
|----------------------------|------------------------|
| New Year's Day | Independence Day |
| Martin Luther King Jr. Day | Labor Day |
| President's Day | Veteran's Day |
| Memorial Day | Thanksgiving Day |
| Juneteenth | Day After Thanksgiving |
| | Christmas Day |

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

When a scheduled holiday falls on an employee's regularly scheduled day off, the employee will accrue eight (8) hours of unused holiday.

If a non-exempt employee is required to work on any holiday observed by the Port, the employee shall be entitled to either eight (8) hours of standard pay for the holiday (in addition to pay at the standard rate for the hours actually worked on the holiday), or elect to use the unused holiday at a later date, subject to scheduling with the supervisor. If an exempt employee is required to work on any holiday observed by the Port, the employee shall be entitled to another day off subject to their manager's approval. Employees shall use any unused holiday within the calendar year in which it was accrued. If any unused holiday is not used within the calendar year in which it was accrued, the employee shall be paid for the unused holiday at the employee's standard rate of pay in the first pay check of the following calendar year.

Employees who are on an unpaid leave shall not receive holiday pay. Should a holiday occur during an employee's scheduled PTO, that day will not be deducted from the employee's accrued leave account.

Holiday pay is not considered time worked for the purpose of overtime calculations.

C. MEDICAL / VISION / DENTAL INSURANCE

Regular and introductory employees will receive health insurance, which includes medical, vision and dental, beginning on the first day of the full month following thirty (30) days of employment. Upon termination, an employee's health insurance will lapse on the last day of the month in which the employee was terminated. Continuous coverage (COBRA) is available and employees must contact the Human Resources department for cost and further information.

D. LIFE / DISABILITY INSURANCE

Regular and introductory employees shall receive life and long-term disability insurance beginning on the first day of the full month following thirty (30) days of employment. Upon termination, this insurance will lapse on the last day of the month worked.

E. RETIREMENT PLAN

The Port contributes to a retirement system for all regular employees. New employees who have previously been members of PERS (Public Employees Retirement System) will be eligible immediately upon hiring. Other employees will be eligible on the first full pay period of the month following six months of full time employment. Contributions to this plan will end on the last day worked. More information is available from the Human Resources department.

F. COMMUNITY SERVICE

The Port provides the opportunity for employees to request community service leave of up to one hour per week of paid leave during normal business hours. Community Service Leave is defined as leave to volunteer with charitable or service organizations that provide a local community service. Community service is intended to be a personal contribution and commitment of time in a service capacity. It is not intended to cover rallies, marches or other events with a political agenda.

Community Service Leave must be pre-approved by the Human Resources Manager and scheduled with the department head in advance. Time spent on Community Service Leave must be recorded in the Port's Time & Attendance system. It is the Port's expectation that regular work be accomplished as a priority to and before any community service activity. Community Service Leave will be paid at the regular rate of pay. The Port will not be held liable for any injury suffered while volunteering on Port time. Unused Community Service Leave will not be paid out upon termination of employment with the Port.

Membership Dues and Other Fees:

Membership dues in a community service organization will not be paid by the Oregon International Port of Coos Bay unless the Port requests, in writing, an employee's membership in an organization for its benefit. Other fees such as travel expenses and meals are also not reimbursable by the Port unless the Port requests the employee's participation in a particular function.

G. EDUCATIONAL ASSISTANCE

The Port recognizes the benefits of a well-trained and properly educated work force. Educational and vocational assistance may be available to employees if the education is deemed directly related to the employee's position and if it is expected to increase the employee's knowledge within the duties expected of the position or qualify the employee for advancement.

Employees must obtain prior written approval from their manager and the Chief Executive Officer (CEO) and will be reimbursed for tuition based upon the following formula:

- 100% for a grade of "A", 75% for a "B", and 50% for a "C" for community college classes, seminars and workshops.
- 75% for a grade of "B" or above for bachelor and advance degree programs.
- Employees attending non-college training events that are offered on a pass/fail basis, must "pass" to receive reimbursement.

Classes should be taken outside the employee's normal working hours. If the class desired is only available during normal working hours, arrangements must be made with the immediate supervisor.

When attendance to a class is required by the Port, the Port will pay for or reimburse employees for the expenses of attending classes, lectures, conferences, etc. Under these circumstances, the Port will also pay the employee's regular wage while the employee is in training.

Employees are expected to demonstrate a commitment to the Port by continuing employment for at least twelve months after tuition reimbursement. If employment is terminated, for any reason, within twelve (12) months of tuition reimbursement, employees will authorize a payroll deduction for the reimbursement of a pro-rated portion of the tuition.

H. LEAVES OF ABSENCE

The (CEO) has the authority to grant leaves of absence to employees. Approval of leaves of absence should be obtained prior to the commencement of such leaves, except under extreme circumstances. Leaves of absence may be granted for a period not to exceed three months, unless required by law. Leaves of absence shall not be approved for employees accepting other employment. Employees returning from an approved leave are entitled to their previous position if they return within the period for which the leave was granted.

Paid Leaves of Absence:

Regular employees are eligible for paid leaves of absence. Eligible employees shall continue to accrue PTO during these leaves.

The following shall be considered paid leaves of absences:

- Official Appearances/Jury Duty:
Employees required to appear before a legislative committee, judicial or quasi-judicial body, or serve as a juror or represent the Port in response to subpoenas or other action by proper authority, may obtain a leave of absence. Employees who are released for full days during the proceedings, or from such appearances prior to noon, are expected to return to work that day unless they are serving in another county.
- Military Leave:
Annual active duty for training as a member of any component of the Armed Forces of the United States may entitle the employee to a leave not to exceed 15 calendar days in any calendar year, provided the employee has been employed by the Port at least six months prior to the request for leave. Refer to ORS 408.290 for additional information.
- Managerial Leave:
Regular exempt employees shall be allowed discretionary time off with pay as approved in writing by the CEO. Managers shall regulate their own use of managerial leave, and shall endeavor to provide the CEO with at least one day of notice of any day they intend to take off.
- Bereavement Leave:
In the event of a death in the employee's immediate family (immediate family is defined as spouse, domestic partner, parents, children, siblings, grandchildren or grandparents of the

employee or of the employee's spouse or domestic partner, or other members of the immediate household), an employee shall be entitled to three paid work days of bereavement leave. Leave shall be extended to five days if the funeral services requires travel outside the State of Oregon. PTO may be used to supplement this leave. (OFLA grants up to two weeks of unpaid bereavement leave to make funeral arrangements, attend the funeral or to grieve a family member who has passed away.) Reasonable proof of death (and travel if applicable) may be requested upon return to work.

Employees may also be eligible for paid leave through Paid Leave Oregon.

Unpaid Leaves of Absence:

Unpaid leaves of absence may be granted as required by law.

Employees may be eligible for wage replacement benefits through Paid Leave Oregon. Prior to taking an unpaid leave of absence, employees are encouraged to inquire about benefits available through Paid Leave Oregon, administered by the Oregon Employment Department. Refer to Section J for additional information.

Unless covered by protected leave, employees are not permitted to take time off without using approved PTO. The employee must have a sufficient balance of PTO available to cover the time off.

Employees on approved protected leave are entitled to continue health benefits on the same terms and conditions as active employees for the entire period of leave, as required by law. Employee paid premiums will remain the responsibility of the employee during the leave period. A payment plan must be agreed upon between the employee, their supervisor, and the Chief Executive Officer before the employee begins the leave. PTO does not accrue during unpaid personal leaves of absence.

The following shall be considered examples of unpaid leave:

- Military Leave Without Pay:
A period of active duty with the Armed Forces of the United States will be without pay. Upon honorable discharge, such employees shall be entitled to reinstatement in their position, or if unavailable, the first available comparable position with pay equal to or better than when the employee left, as provided for in ORS 408.240.
- Medical Leave Without Pay:
Employees may take medical leave without pay, as permitted by FMLA or OFLA. The Human Resources department will require a certificate from the attending physician.
- Crime Victim Leave:
If an employee or a member of the employee's immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is the victim of harassment (under the public offenses statutes), the employee may be entitled to protected

leave from work to attend criminal proceedings. Refer to ORS Chapter 659A for additional information.

- Domestic Violence Victim Leave:
An employee who is the victim of domestic violence, sexual assault, or stalking, or is a parent or guardian of a minor child or dependent who is a victim, may be entitled to take unpaid protected leave from work to obtain services or treatment. The Port will also provide reasonable safety accommodations in response to actual or threatened domestic violence, sexual assault, or stalking. Refer to ORS Chapter 659A for additional information.

I. FAMILY MEDICAL LEAVE

The following is a summary of Family and Medical Leave policy and procedures under the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Generally, Family Medical Leave provides up to 12 weeks of unpaid leave of absence to eligible employees for certain family or medical reasons. This section describes family medical leave under both federal and state laws. If there are greater employee rights under one law, that law will apply. In practical terms, that means in most instances Oregon family medical leave laws will apply for Oregon employees (as coverage is broader under the state laws). In all cases, applicable Oregon and federal laws, rules, policies and collective bargaining agreements govern the employee's and the Port's rights and obligations, not this policy.

Employees may be eligible for paid leave, including family, medical or safe leave through Paid Leave Oregon. Refer to Section J for additional information.

Eligibility:

Employees eligible for leave of absence under the Family Medical Leave Act must have been employed by the Port for 12 months or more and have at least 1250 hours of service during the 12 months immediately preceding the leave of absence.

Under the Oregon Family Leave Act, employees must have worked for a covered employer for at least 180 days and worked an average of 25 hours per week in the previous 180 days to qualify for state family leave. The employee must also work for a District with at least 25 employees in Oregon (during 20 or more work weeks in the current or preceding calendar year). Employees taking leave to care for a newborn, adopted, or newly-placed foster child only have to meet the 180 day employment requirement (regardless of the number of hours worked). During a declared public health emergency, an employee is eligible for OFLA with just 30 days of employment if they have worked an average of 25 hours a week in the 30 days before taking leave.

Qualifying Purposes:

Employees may request family and medical leave for:

- The addition of a child to the family through birth, adoption, or placement by foster care ("parental leave").

- A serious health condition of the employee's family member, as defined by FMLA and OFLA.
- A serious health condition that prevents an employee from performing his or her job.
- Pregnancy disability before or after the birth of a child or for prenatal care (pregnancy disability leave).
- To care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official.
- Under Oregon law, employees may also request family and medical leave for the care of a minor child who is ill and requires home care, even if the child does not have a serious health condition, provided another family member is not willing and able to care for the child.
- Bereavement leave of up to two weeks to attend the service for a deceased family member, to make arrangement for a deceased family member, or to grieve the death of a family member. Eligible employees are entitled to a total of two weeks of leave for this purpose during any one-year period, and the leave is counted toward the 12-week limit. The leave must be taken within 60 days of the death of the family member.
- Oregon Military Family Leave. An employee may take up to 14 days of leave when their spouse or same-sex domestic partner is called to active duty or is on leave from active duty.
- Military Care Giver Leave. Under FMLA, employees may be eligible to take up to 26 weeks of leave to care for a covered veteran or service member who became seriously ill or injured on active duty in the line of duty and who is the parent, spouse, child or next of kin of the employee.
- Qualifying Exigency Leave. Under FMLA, employees may be eligible for leave because of a "qualifying exigency" arising out of a family member being on or called to active military duty in a foreign country.

In addition to the basic 12-week family leave entitlement, Oregon employees may qualify for additional family medical leave under Oregon law in the following circumstances:

- 12 weeks of leave for an illness, injury or condition related to pregnancy or childbirth that disables the employee; and
- 12 weeks of sick child leave for those employees who take 12 weeks of family leave as parental leave, provided the child does not have a serious health condition.

General Provisions:

- Notice - Employees are required to give the Port 30 days' notice of the need for leave when it is foreseeable. If the reason for the leave is unforeseeable, employees must give the Port verbal or written notice within 24 hours of beginning leave and must provide written notice within three days of returning to work. An employee must make a reasonable effort to schedule treatment for serious health conditions in a manner that does not unduly disrupt

business operations.

- Annual Leave Period - The leave calculation year for family medical leave is the 52-week period that begins on the Sunday before the first day family leave is taken by the employee (52-week "looking forward" method.)

Paid, Other Leave to Run Concurrently - Paid leaves and unpaid leaves (e.g., personal leave) run concurrently with unpaid family medical leave where allowed by law. Any accrued paid leave, such as PTO, must be substituted for unpaid family medical leave and taken before the remainder of family medical leave is taken as unpaid leave. PTO use is not required before or during PLO leave. When applicable, FMLA, OFLA, and PLO run concurrently.

- Medical Certification - The Port will require a medical certification of serious health conditions. The employee will be required to provide the certification in a timely manner. The Port may require returning employees to provide a certification of fitness to return to work.

Under Oregon law, employees who use sick child leave on more than three separate occasions in a 12-month leave period may be required to provide medical documentation from the child's doctor to verify that the child was ill and required home care for all subsequent uses of sick child leave in the 12-month period.

- Intermittent/Reduced Schedule - Leave generally, intermittent or reduced schedule leave is not available for family leave used for birth, adoption or foster placement. In other situations, where intermittent or reduced schedule leave is available, employees may be temporarily transferred to available alternative positions that better accommodate intermittent or reduced schedule leave.
- Reinstatement - Generally, employees returning from leave will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, unless their former position has been eliminated for bona fide business reasons where the employee may have no reinstatement rights. Under Oregon law, reinstatement following Oregon family medical leave is generally to the employee's former position, unless the position has been eliminated, in which the employee may be entitled to reinstatement to an available, equivalent job.
- Continuation of Benefits - Employees on approved protected leave are entitled to continue health benefits on the same terms and conditions as active employees for the entire period of leave, as required by law. The Port may recover premiums paid on behalf of an employee who does not return to work for reasons other than a serious health condition of the employee or family member or other circumstances beyond the control of the employee.

J. PAID LEAVE OREGON

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

The Port provides Paid Leave Oregon through the Oregon Employment Department. This protected leave is required by Oregon state law and provides paid time off to eligible employees when they need to take qualifying family, medical or safe leave. This is a protected leave with certain rights and responsibilities. All health-related information gathered by the insurer and the Port will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. Employees are encouraged to use the combination of time off and benefits that best meets their personal needs. Refer to ORS Chapter 657B for additional information. In all instances, applicable Oregon laws, rules, and policies govern the employee's and the Port's rights and obligations under PLO, not this policy.

Cost:

Employers and employees pay into the Paid Leave Oregon program. The Oregon Employment Department will assess the employer contribution rates and employee deductions and total gross wage cost annually and adjust as needed. Notice will be provided to employees in advance of any change.

Eligibility:

The determination of eligibility will be made by the Oregon Employment Department, not the Port. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of Leave:

An employee may qualify for up to twelve (12) weeks of leave per benefit year. A benefit year is defined as the 52-week period that begins on the Sunday before the first day an employee starts leave, (52-week "looking forward" method). An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs or limitations because of pregnancy or childbirth. Leave may be taken in single day or single week segments, and may be continuous or intermittent. The length of leave is part of the determination process.

Reasons for Leave:

Paid Leave Oregon benefits may be available for a variety of situations, including family leave, medical leave and safe leave.

Family leave is available when an employee needs to care for a family member with a serious health condition, or when caring for members of the employee's family during the birth of a child, bonding with a child in the first year after birth, through adoption, or when the child is placed in the employee's home through foster care.

Medical leave is available when the employee needs to care for themselves when the employee has a serious health condition.

Safe leave is available for survivors of sexual assault, domestic violence, harassment, or stalking.

A *qualifying life event* means any of the following:

- The birth of a child,

- Bonding with a child in the first year after birth, through adoption, or when they are placed in your home through foster care,
- A family member has a serious health condition,
- You have a serious health condition,
- You or your child are a survivor of sexual assault, domestic violence, harassment or stalking.

A serious health condition is an illness, injury, impairment, or physical or mental condition that requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

A *family member* under Paid Leave Oregon can be any of the following:

- Your spouse or domestic partner,
- Your child (biological, adopted, stepchild, or foster child), your spouse or domestic partner's child, or the child's spouse or domestic partner,
- Your parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of your spouse or domestic partner, or your parent's spouse or domestic partner,
- Your sibling or stepsibling or their spouse or domestic partner,
- Your grandparent or your grandparent's spouse or domestic partner,
- Your grandchild or your grandchild's spouse or domestic partner,
- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

Benefit Amount:

The amount of Paid Leave Oregon benefit the employee is qualified to receive will be calculated by the Oregon Employment Department based on the employee's earnings for the prior year as compared to the state average weekly wage. This is part of the determination of coverage process.

The minimum and maximum benefit amounts, as well as the state average weekly wage, are set by the Oregon Employment Department annually and may be adjusted. For current benefit amounts, please contact the Human Resources department or go to <https://paidleave.oregon.gov/>. No employee will receive less than the minimum or more than the maximum allowable by Oregon law.

Employees may make up the difference between the Paid Leave Oregon benefit amount and their regular rate of pay, utilizing their available PTO balance. Employees will need to indicate this choice on the Leave Notification form. Employees are not required to use PTO prior to seeking benefits through Paid Leave Oregon, or in conjunction with the use of benefits through Paid Leave Oregon.

Notification of Leave:

Employees are required to provide the Port with notice of their intention to take leave. For planned events, employees are required to provide thirty (30) days written notice. For unplanned events, employees are required to notify the Port within twenty-four (24) hours of the leave and

provide written notice within three (3) days. If the employee is incapacitated due to an unplanned event and is unable to meet these obligations, the employee must notify the Port as soon as possible.

The oral and/or written notice, as required by law, may be given by any other person on behalf of the employee taking leave, such as the employee's emergency contact person, or any other person otherwise designated by the employee, as reflected in the employee's personnel records.

Employees will need to complete the Leave Notification form to notify the Port of their intention to take leave. Employees may contact their supervisor or the Human Resources department to obtain a copy of this form.

Failure to provide adequate notice of leave could result in the Oregon Employment Department reducing the employee's first week benefit amount by up to 25%.

Filing a Claim for Benefits:

To file a claim for benefits, employees are encouraged to establish an account at Frances Online and file claims electronically. Frances Online is the electronic system of record for the Oregon Employment Department. Employees may also file a claim for benefits by completing a paper application available on the Paid Leave Oregon website or by calling the Oregon Employment Department.

Employees are responsible for submitting the required paperwork to the Oregon Employment Department, as well as information regarding any updates or changes to their claim. The Port is unable to complete the application process on the employee's behalf.

Job and Benefit Protection While on Leave:

If an employee has been employed with the Port for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, then the employee is entitled to a position equal to their previous position before they took leave, with equal employment benefits, pay and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained. The employee will be required to pay their portion of all elected benefits premiums, if applicable, while on leave. If the employee does not return to work after leave, the Port may recover premiums paid on behalf of the employee, as outlined in Section I, Family Medical Leave, Continuation of Benefits.

Complaints Procedure:

Employees are encouraged to bring complaints to their supervisor or to the Human Resources department promptly and in writing.

Employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

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

DATE: August 9, 2023

PROJECT TITLE: 2023Res10: Amendments to Port Policy 6.6: Disposition of Surplus Personal Property

ACTION REQUESTED: Adopt resolution 2023Res10 amending Port Policy 6.6: Disposition of Surplus Personal Property

BACKGROUND:

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 is 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.

RECOMMENDED MOTION:

Adopt resolution 2023Res10 amending Port Policy 6.6: Disposition of Surplus Personal Property.

RESOLUTION 2023Res10

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

**RESOLUTION AUTHORIZING THE AMENDMENTS TO
PORT POLICY MANUAL CHAPTER 6: LOCAL PUBLIC CONTRACTING RULES,
SECTION 6: DISPOSITION OF SURPLUS PERSONAL PROPERTY**

WHEREAS, 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, ORS 279A.065 (5) provides that a local contracting agency may adopt its own rules of procedure; and

WHEREAS, Section 6 of the Port’s Local Public Contracting Rules addresses disposition of surplus personal property, and

WHEREAS, Section 6 of the Local Public Contracting Rules have been revised with the following changes:

- The Chief Executive Officer (CEO) has the authority 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, and
- Disposition of surplus property valued greater than \$20,000 and less than \$50,000 will be listed in a “Disposition of Surplus Personal Property” memo as a consent item in the next Commission packet following the date of disposal, and
- Surplus property valued less than \$50,000 (previously \$20,000) may be sold via any method by the CEO, including by direct solicitation, and
- The CEO must make a recommendation to the LCRB to dispose of surplus property over \$50,000, and
- The value of surplus property increased from \$20,000 to \$50,000, in which an auction sale is required.

THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts the amendments to Port Policy Manual Chapter 6: Local Public Contracting Rules, Section 6: Disposition of Surplus Personal Property, identified as Exhibit A, attached hereto and incorporated herein by reference.

APPROVED and ADOPTED, by the Board of Commissioners of the Oregon International Port of Coos Bay this 15th day of August 2023.

Eric Farm, President

Brianna Hanson, Vice President

POLICY 6.6: DISPOSITION OF SURPLUS PERSONAL PROPERTY

6.1 The Chief Executive Officer shall have the authority to determine when personal property owned by the Port is surplus.

The Chief Executive Officer shall select the method of disposal which maximizes the value the Port will realize from the disposal of the surplus property. Permitted methods of disposal include, but are not limited to, transfers to other departments, transfers to other government agencies, transfers to other non-profit organizations, sale, lease, trade on the purchase of replacement personal property, auction, destruction or, where the cost of disposing of the surplus personal property exceeds the reasonable value of such property, donation to any other person or entity.

6.72 **Surplus Property - No Value:** The ~~LCRB-Chief Executive Officer~~ may authorize personal property to be destroyed; ~~disposed of;~~ transferred/~~donated~~ to another government agency, a non-profit organization or any private entity without cost; or recycled, if the ~~LCRB-Chief Executive Officer~~ determines that ~~the value and condition of~~ the property is of little to no value to the Port and does not warrant the cost of conducting a sale.

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

6.3.1 Disposition of surplus property valued greater than \$20,000 and less than \$50,000 will be listed in a “Disposition of Surplus Personal Property” memo as a consent item in the next Commission packet following the date of disposal.

~~6.3~~ ~~— Sale of surplus property may be made as follows:~~

6.3.12 When the value of each item, or combination of items, offered for sale is less than ~~\$20,000~~\$50,000, purchase offers may be directly solicited from any interested buyer. The Chief Executive Officer, or his/her designee, is not required to advertise for the sale of personal property if the value of each item, or combination of items, is less than ~~\$20,000.00~~\$50,000, but it may do so. In the event the Chief Executive Officer, or his/her designee, chooses to advertise for the sale of such surplus personal property, the advertisement must be made at least once in a newspaper of general circulation not less than one week prior to the sale. As an alternative to newspaper advertisements, the Port may give notice of the sale by posting notice of the property to be disposed of, and the means by which the property will be disposed of, on the Port internet website.

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

~~6.2~~ **6.4.1** The Chief Executive Officer shall make a recommendation to the LCRB identifying Port personal property with a value over \$50,000 which he/she has determined to be surplus ~~and the means of disposing of the surplus property.~~

6.34.2 When the value of each item, or combination of items, offered for sale as surplus property is greater than ~~\$20,000.00~~50,000, the surplus personal property shall be sold at public auction. The LCRB shall give notice of the public auction by posting notice of the means by which the property will be disposed of either on the Port Internet website, or by at least one advertisement in a newspaper of local circulation not less than one week prior to the auction. The published notice shall specify the time, place, and terms upon which the personal property shall be offered and a general description of the personal property to be sold.

6.34.3 Auction sales of surplus personal property may be conducted entirely on the internet. Any such sales shall be for cash, or cashier's check, to the highest bidder.

6.45 Surplus personal property may be sold at a fixed price retail sale where the number, value and nature of the items to be sold make it probable that the cost of conducting a sale by competitive bidding will be such that a liquidation sale will result in substantially greater net revenue to the Port.

6.56 All surplus personal property sold pursuant to this section shall be sold "as is" without any warranty, either expressed or implied, of any kind, including but not limited to warranties of title or fitness for any purpose. Upon receiving payment for the personal property from the successful purchaser, the Chief Executive Officer, or his/her designee, shall execute an appropriate bill of sale, which shall recite that the sale is without warranty as provided in this subsection.

6.67 Surplus personal property may be leased to or rented to one or more private or public entities. Any such contract shall be approved by the LCRB, which shall determine that the contract will either provide net revenue to the Port or, in the alternative, would promote the economic interests or development of the Port.

6.8 The LCRB may accept donations of personal property from any entity, and may distribute any such property so donated to the Port to other public or private entities.

6.9 Net revenues received from the sale, rental, or lease of surplus personal property shall be deposited in the general fund of the Port.

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

DATE: August 9, 2023

PROJECT TITLE: 2023Res11: Ratification of Declaration of Emergency – Timber Bridge Repair at MP 751.02

ACTION REQUESTED: 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

BACKGROUND:

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.

RECOMMENDED MOTION:

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.

RESOLUTION 2023Res11

**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 751.02**

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 279B.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 751.02.

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 #1, #2 and #20 at the timber bridge located at mile post 751.02, 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 #1, #2 and #20 at the timber bridge located at mile post 751.02. 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 15th day of August 2023.

Eric Farm, President

Brianna Hanson, Vice President

**DECLARATION OF EMERGENCY CIRCUMSTANCES
REGARDING EMERGENCY REPAIRS TO THE COOS BAY RAIL LINE
AT THE TIMBER BRIDGE AT MILEPOST 751.02
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 June 19, 2023, Port staff was notified of some damaged timber pile caps on the bridge at MP 751.02 which affected the useability of the bridge.
4. Upon closer inspection by Port staff, Stantec, and Partney Construction, caps at bents #1, 2, and 20 were failing. Replacement of these caps must be replaced 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 June 19, 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 the timber bridge repairs in general and has the ability and work force to repair the hangers in the timeframe 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

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		0.0
Sep	299	986.7	378	1,247.4	556	1,834.8	524	1,834.8		0.0
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	3,166	10,447.8

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:	3,166	rail carloads =	316,600	short tons =	10,447.8	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.