



M E M O R A N D U M

TO: Interested Parties
FROM: David Kronsteiner, President
DATE: August 12, 2019
SUBJECT: Port of Coos Bay Commission Work Session and Meeting Notice

The **Board of Commissioners of the Oregon International Port of Coos Bay** will be attending a **Strategic Planning Work Session**, beginning at **8:30 a.m., Monday, August 19, 2019**, in the Port's Conference Room, located at 125 West Central Avenue, Suite 210, Coos Bay, Oregon 97420. The work session is to review the current goals as outlined in the Port's 2015 Strategic Business Plan and to update and prioritize them to reflect changes within the Port's operations.

The **Board of Commissioners of the Oregon International Port of Coos Bay** will then hold its **Regular Commission Meeting** immediately following the Work Session at **1:00 p.m., Monday, August 19, 2019**, in the Port's Commission Chambers, located at 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420.

An **Executive Session** has also been scheduled on **Monday, August 19, 2019, immediately after the Commission Meeting**, in the Port's Commission Chambers, located at 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420, as authorized under ORS 192.660(2), to:

- (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;
- (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
- (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.

DK/lc

**OREGON INTERNATIONAL PORT OF COOS BAY
REGULAR COMMISSION MEETING
1:00 p.m., Monday, August 19, 2019**
Port Commission Chambers, 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420

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

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10. NEXT MEETING DATE – Monday, September 16, 2019, 6:30pm

11. RECESS TO EXECUTIVE SESSION

12. ADJOURN

Consent Items

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
REGULAR COMMISSION MEETING & BUDGET HEARING
6:30 p.m., Monday, June 17, 2019

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

ATTENDANCE

Commission:

David Kronsteiner, President; Brianna Hanson, Treasurer; Bob Garcia, Secretary; and James Martin, Commissioner.

Staff:

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Megan Richardson, Director of Finance; Margaret Barber, External Affairs Manager; Fiona Bai, Marketing Media Specialist; Krystal Moffett, Administrative Assistant; and Mike Stebbins, Port Legal Counsel.

Media & Guests:

Maeora Mosieur, Budget Committee; Paul Burgett, ARG Transportation; Ethan Smith, North Bend High School; Gracie Jensen, Marshfield High School; and Lisa Jensen.

1. CALL MEETING TO ORDER

President Kronsteiner called the meeting to order at 6:30 p.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

A. Scholarship Recipients Introduction

Margaret Barber stated the Port began a scholarship program this year to support graduating seniors within the Port District. The Port's mission is to promote sustainable economic development that enhances the economy of southwestern Oregon and the State. One way to cultivate the local economy is to support the development of local youth and grow the workforce of tomorrow. Applicants were selected based on criteria including academic achievement, involvement in extracurricular activities and the community, and the overall quality of their submission. This year the Port selected three students who exemplified academic success, as well as engagement in and commitment to the community. Two of those students are present at the meeting tonight.

President Kronsteiner stated this is an impressive group of students, and presented the following:

An award of \$500 to Ethan Smith, graduating from North Bend High School with a 4.0 GPA, as well as Southwestern Oregon Community College with three Associates Degrees and 4.0 GPA. Ethan has been involved with the Science National Honor Society, the National Honor Society, the Upward Bound Program, and 4-H. Ethan will attend Oregon State University in the fall to study sociology with a crime and justice option. Ethan plans to go on to law school at Willamette University to complete his Doctor of

Jurisprudence. Upon completing his studies, he plans to return to the Coos Bay area to begin a career as a deputy prosecutor, with the long-term goal of becoming a judge.

An award of \$500 to Gracie Jensen, graduating from Marshfield High School with a 4.0 GPA. Gracie has been involved in the MHS Charity Program which supports the local ARK and Share Bear Snack Pack Programs, a member of the National Honor Society, and captain of the Marshfield varsity tennis team. This fall, Gracie will attend Southern Oregon University to study psychology, with a long-term goal of becoming a mental health counselor.

An award of \$250 to Amy Annaloro, graduating from Marshfield High School with a GPA of 3.067. Amy was a member of the varsity cheer and track teams, the Marshfield bowling team, and the all-star bowling league. She is involved with the Z-club, Young Life, and the Upward Bound program. She has dedicated many hours to community service, including the Lakeside Fire Station, Prefontaine Memorial Run, the Charleston OctoberFest, and has served as a volunteer teacher's assistant at Blossom Gulch Elementary School. Amy will attend Southwestern Oregon Community College this fall and will study nursing. Her long-term goal is to work at a local hospital as a nurse.

President Kronsteiner congratulated the scholarship recipients.

3. PUBLIC COMMENT

4. CONSENT ITEMS

- A. Approval of May 20, 2019 Regular Commission Meeting Minutes
- B. Approval of May 20, 2019 Budget Committee Meeting Minutes
- C. Approval of May Invoices
- D. Approval of May Contracts Awarded

Upon a motion by Commissioner Martin (second by Commissioner Garcia), the Board of Commissioners voted to approve the May 20, 2019 Regular Commission Meeting Minutes, the May 20, 2019 Budget Committee Meeting Minutes, May Invoices and May Contracts Awarded. **Motion Passed.**

5. MANAGEMENT REPORTS

All Management Reports were included within the Meeting Packet.

6. BUDGET HEARING – FY 2019/20 BUDGET

A. Public Hearing

President Kronsteiner opened a Public Hearing for the Oregon International Port of Coos Bay's Budget Hearing for the Fiscal Year 2019/20 budget at 6:35 p.m.

B. 2019Res10: Adoption of Budget, Making Appropriations, Imposing and Categorizing Taxes – Combined for the 2019/20 Fiscal Year

The Port's Budget Committee approved the draft 2019/20 Fiscal Year Budget after its first budget committee meeting May 20, 2019. 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. The public hearing is scheduled for 6:30 p.m., June 17, 2019 prior to the regular Commission meeting.

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.

Commissioner Martin asked for clarification as to why the resolution for the establishment of the dredge fund was moved on the agenda. Megan Richardson stated the action item was moved out of the public hearing and to the regular meeting action items. The dredge fund is being created so the activity can be separated from the Port's general fund. Commissioner Martin asked Legal Counsel if creating this additional fund created any concerns. Mike Stebbins stated it should not.

President Kronsteiner asked for any public comment on the proposed budget resolution. No comments were made.

Upon a motion by Commissioner Garcia (second by Commissioner Hanson), the Board of Commissioners motioned to approve Resolution 2019Res10 a resolution adopting a budget, making appropriations, imposing and categorizing taxes – combined for the 2019/20 fiscal year. **Motion Passed.**

President Kronsteiner closed the Public Hearing at 6:39 p.m. and opened the regular Board of Commissioners meeting.

7. ACTION ITEMS/REPORTS

A. 2019Res09: Establishment of a Dredge Fund

Staff wishes to establish a Special Revenue Fund to be known as the “Dredge Fund”. The purpose of this fund is to segregate the funds received from the State of Oregon Fuel Tax allocation separately from the Port's revenue.

It is necessary to create a separate fund so the fuel tax funds can be used solely for the longevity of the state-owned asset to maintain long term success of the dredge. Additionally, expenditures and reserves for future capital needs of the dredge, will be encompassed in the Dredge Fund.

Upon a motion by Commissioner Martin (second by Commissioner Hanson), the Board of Commissioners motioned to approve Resolution 2019Res09 establishing a Dredge Fund for the revenues, expenditures and future reserves for dredge activity of the state-owned dredge. **Motion Passed.**

B. 2019Res11: Adoption of Supplemental Budget for Fiscal Year 2018/19

Under Oregon Budget Law a supplemental budget is required to reallocate appropriation authority, add new appropriation authority when the entity receives additional revenues, and to create a new

appropriation category. The Port may adopt this supplemental budget by resolution at a regularly scheduled commission meeting when the supplemental budget does not adjust any one fund by more than 10 percent and the transfer of contingency is below 15 percent.

Staff wishes to amend the FY 2018/19 budget as follows:

<u>General Fund</u>	<u>Budgeted Amounts</u>	<u>New Amounts</u>	<u>Change</u>
1 Administration	1,475,773	1,239,328	(236,445)
2 Charleston Ops	2,654,826	2,598,826	(56,000)
3 External Affairs	659,293	613,293	(46,000)
4 Port Ops	357,968	301,968	(56,000)
5 Port Development	255,416	255,416	-
6 Rail Ops	4,147,261	3,736,261	(411,000)
7 Dredge Ops	124,242	284,241	159,999
Non-Departmental			
Debt Service	974,838	902,838	(72,000)
Transfers to Other Funds -	-	-	-
Special Payments	-	902,500	902,500
Contingency	50,000	0	(50,000)
General Fund Total	10,699,617	10,834,671	135,054
Special Projects Fund			
Materials & Services	2,410,640	3,860,840	1,450,200
Transfers Out	143,200	-	(143,200)
Special Projects Fund Total	2,553,840	3,860,840	1,307,000

Two funds will be adjusted:

- General Fund:
 - Appropriations will be reallocated from Administration, Charleston Operations, External Affairs, Port Operations, Rail Operations, Non-Departmental - Debt Service, and Non-Departmental - Contingency to the new category Special Payments. This is to account for the transfer of funds to Coos Bay Rail Line, Inc. (CBRL) during the rail operations start up as it was necessary to fund the operations while CBRL was in the early stages and had not yet earned any revenue to cover their own expenses.
 - The Dredge Operations department additional appropriation authority is necessary to account for the revenues received from the state to cover unanticipated repairs and maintenance for the dredge.
- Special Projects Fund:
 - The appropriation authority is reallocated from Fund Transfers and additional authority is being added to account for the additional expenditures in the Materials & Services category. The expenditure increase in this category is related to the Channel Modification project, which is directly offset by revenues received, and non-capitalized expenditures for rail projects.

Commissioner Hanson asked for clarification that the increased expenditures in the special projects fund is offset by the non-capitalized expenditures for rail projects. Ms. Richardson stated this includes revenues received and the reallocation of expenditures related to the CBRL startup.

Upon a motion by Commissioner Hanson (second by Commissioner Garcia), the Board of Commissioners motioned to approve Resolution 2019Res11 to adopt the supplemental budget which will reallocate appropriations to add the new category and increase appropriations in the General Fund and reallocate and increase authority in the Special Projects Fund. **Motion Passed.**

C. 2019Res12: Update Signature Authority on Umpqua Bank Accounts

Port Policy Chapter 12 outlines the internal controls and authorization for financial management of the Port of Coos Bay. All Port bank accounts must be authorized and approved by the Board of Commissioners. With the separation of Chief Commercial Officer Anna Soderstrom, Port staff wishes to update the signature authority documents for the following bank accounts, to be effective June 18, 2019:

ZBA Disbursement Checking Account #2511
ZBA Payroll Checking Account #5360
Money Market Sweep Account #3394
General Concentration Sweep Account #3139

The following individuals will be authorized signatories on these Umpqua Bank accounts:

John Burns	Chief Executive Officer
Lanelle Comstock	Chief Administrative Officer
Megan Richardson	Director of Finance & Accounting
David Kronsteiner	President
Brianna Hanson	Treasurer
Eric Farm	Vice President

A resolution is required for signature authorization for the bank accounts.

Upon a motion by Commissioner Garcia (second by Commissioner Martin), the Board of Commissioners motioned to approve Resolution 2019Res12 updating signature authority for the banking accounts at Umpqua Bank, Coos Bay Branch. **Motion Passed.**

D. 2019Res13: Update Signature Authority for Oregon State Treasury Local Government Investment Pool Account

Port Policy Chapter 12 outlines the internal controls and authorization for financial management of the Port of Coos Bay. All Port bank accounts must be authorized and approved by the Board of Commissioners.

The Port invests excess cash with the Oregon State Treasury Local Government Investment Pool, which provides a higher rate of return than the Port's other bank accounts. Funds are transferred between the Local Government Investment Pool (LGIP) and the Umpqua bank accounts as needed for cash flow purposes. LGIP transfers are only permitted to and from bank accounts that are linked to the LGIP account. Changes to the linked bank accounts must be approved by two individuals.

With the separation of Chief Commercial Officer Anna Soderstrom, Port staff wishes to update the signature authority documents for the LGIP. Any two of the following individuals are required to initiate bank account information changes for the Local Government Investment Pool account #5347:

John Burns	Chief Executive Officer
Lanelle Comstock	Chief Administrative Officer
Megan Richardson	Director of Finance & Accounting
David Kronsteiner	President
Brianna Hanson	Treasurer
Eric Farm	Vice President

Upon a motion by Commissioner Martin (second by Commissioner Garcia), the Board of Commissioners motioned to approve Resolution 2019Res13 updating signature authority for bank account changes to the Local Government Investment Pool account #5347. **Motion Passed.**

E. Disposal of Surplus Property for Fiscal Year 2019/20

Over time, the Port accumulates surplus personal property as older equipment and materials are replaced with newer materials, areas of operations are phased out, or when items are abandoned and/or obtained through the auction process. When sufficient quantities of such materials and equipment are accumulated, it becomes necessary to dispose of the surplus property. The surplus property includes property the Port has determined is not needed and unlikely to be needed for Port operations.

Section 6 of the Port’s Local Public Contracting Rules requires the Chief Executive Officer to identify Port surplus property and recommend the means of its disposal to the Port Commission, as the designated Local Contract Review Board (LCRB). The policy sets forth specific criteria for the disposition of surplus personal property.

Much of the Port’s surplus property has little to no value to the Port or its operations. It is inefficient to continue to bring individual action items to the Commission for the disposal of such property. Therefore, Port staff is requesting the Commission, as the LCRB, name the Chief Executive Officer as its designee for determining and authorizing the methods of disposal of surplus property with little to no value to the Port for Fiscal Year 2019/20 in strict accordance with written policy.

All surplus property will be evaluated against policy before disposition. If any items are determined to not meet the specific criteria set forth in policy, Staff will present an action item for the Commission’s consideration upon that determination.

Commissioner Garcia asked why this action item is needed each year. Lanelle Comstock stated the policy needs to be updated.

Upon a motion by Commissioner Hanson (second by Commissioner Martin), the Board of Commissioners motioned to name the Chief Executive Officer as the Local Contract Review Board’s designee for determining and authorizing the methods of disposal of surplus property with little to no value to the Port for Fiscal Year 2019/20 in accordance with the Port’s Local Public Contracting Rules. **Motion Passed.**

F. Pacific Power Underground Right of Way Agreement

The Oregon International Port of Coos Bay executed an easement agreement with Southport Forest Products on May 27, 2011 to access their mill site. The Port owns a stretch of property that is approximately 100’ wide and runs parallel to Trans Pacific Parkway as a railroad corridor. Jason Smith of Southport Forest Products approached Port staff to activate the easement agreement in order to build a road to improve access to the mill site and better manage the flow of traffic. He also requested a right of

way agreement with Pacific Power so they can increase power to the site. Utilities will be buried at a depth of 5'6" to meet the required depth when the rail line is extended past the 2011 easement.

Upon a motion by Commissioner Martin (second by Commissioner Hanson), the Board of Commissioners motioned to approve the execution of a Right of Way agreement with Pacific Power to install underground power utilities to service the Southport Forest Products mill on the North Spit. **Motion Passed.**

G. 2019Res14: 2019/20 Charleston Marina Rate Schedule

As part of the annual budget process, the Marina Complex 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). This year, Port Staff is requesting the following adjustments to the Charleston Marina Rate Schedule:

- All Shipyard Service (excluding the environmental service charge), Storage Unit and Dry Storage rates are increasing 1.5% (rounded up).
- Moorage for vessels under 15' will receive a 10% increase.
- Annual and semi-annual moorage for vessels over 15' will receive a 1.5% increase.
- Daily and monthly moorage for vessels over 15' will receive a 10% increase.
- There will be no changes to the Launch Ramp fees, Ice Dock rates, or RV Park rates (the RV Park rates are adjusted in January).

The proposed 2019/20 Charleston Marina Rate Schedule was attached as an exhibit to the resolution included in the meeting packet. The rate schedule was discussed with the Charleston Advisory Committee. There were no objections at that time.

The Rate Schedule may be modified by resolution of the Port Commission. Upon approval by the Board, the proposed 2019/20 Charleston Marina Rate Schedule will become effective July 1, 2019.

Commissioner Hanson asked for confirmation that these were the rates included in the 2019/20 budget. John Burns confirmed.

Upon a motion by Commissioner Hanson (second by Commissioner Garcia), the Board of Commissioners motioned to approve Resolution 2019Res14 revising the Charleston Marina Rate Schedule as presented, for Fiscal Year 2019/20. **Motion Passed.**

H. David Miller and Associates Task Order #14

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).

Much of the work budgeted for calendar year 2019 will be related to engineering design and environmental and regulatory compliance matters. The estimated 2019 annual budget for the project is \$3,548,893.00.

Task Order DMA 14 in the amount of \$780,000.00 describes the tasks to be undertaken during Q3 2019, along with projected costs including work on the project's Environmental Impact Statement. Many of the task categories will continue through the end of the year. Staff is only requesting authorization for the

projected Q3 2019 budget at this time, in order to effectively monitor project spending pursuant to the updated Budget Management Plan for the project.

Funding for this Task Order will be provided through the Port's Reimbursement Agreement with Jordan Cove.

Upon a motion by Commissioner Martin (second by Commissioner Garcia), the Board of Commissioners motioned to authorize Commission President David Kronsteiner to execute Task Order DMA 14 for professional services related to the Coos Bay Channel Modification Project in an amount not to exceed \$780,000.00 for work to be performed on the project during the third quarter of 2019. **Motion Passed.**

7. **OTHER**

8. **COMMISSION COMMENTS**

9. **NEXT MEETING DATE** – Monday, August 19, 2019, 6:30pm.

Mr. Burns stated it has been proposed to change the time to 1:00 pm following the morning strategic planning session scheduled that day.

10. **ADJOURN**

President Kronsteiner adjourned the meeting at 6:53 p.m. and entered into Executive Session to:

- (a) consider the employment of a public officer, employee, staff member or individual agent;
- (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;
- (h) consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
BOARD PRACTICE ASSESSMENT
COMMISSION WORK SESSION
12:00 p.m., Thursday, June 20, 2019

Port Conference Room, 125 Central Avenue, Suite 210, Coos Bay, Oregon 97420

ATTENDANCE

Commission:

David Kronsteiner, President; Eric Farm, Vice President; Brianna Hanson, Treasurer; and James Martin, Commissioner.

Staff:

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Patrick Kerr, Director of Rail Operations; Megan Richardson, Director of Finance; Rick Adamek, Project Manager; Margaret Barber, External Affairs Manager; Krystal Moffett, Administrative Assistant; and Mike Stebbins, Port Legal Counsel.

Media & Guests:

Rob Mills, Special Districts Association of Oregon (SDAO).

1. CALL MEETING TO ORDER

The meeting began at 12:10 p.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

3. BOARD PRACTICES ASSESSMENT

Rob Mills introduced himself as a consultant for the Special Districts Association of Oregon (SDAO) and was asked to conduct the Board Practices Assessment, a guided self-assessment process with Board members looking at six areas of risk management.

A. Board Duties and Responsibilities

The first key performance area is Board duties and responsibilities. Mr. Mills asked for Board input on the Port's adherence to standards of good stewardship; the public has entrusted the Port with facilities, personnel, finances, and services.

Commissioner Hanson stated there has been progress in recent years becoming more streamlined and organized. Commissioner Martin stated when an area of dissatisfaction is identified, staff work to steadily improve. The Port has a history of stepping up to take on big public roles where others may have failed; examples include the railroad and ice dock. Commissioner Farm stated the Port has been

entrusted with the state-owned dredge and that is a testament to the fact that the State looks to the Port as good stewards of equipment and resources.

Commissioner Farm stated good governance practices begin with good leadership. With a high-caliber leader providing good communication, there are no surprises. Commissioners receive notification and more informal communications outside of the Board meetings. Staff provide management reports each month that are informative. Commissioners can talk to any member of staff and there are no inhibitors.

Commissioner Farm stated the standard operating procedures in place for almost everything allows for predictability and repeatability. The Board meetings are regular and the meeting packet has a set table of contents each month. This reduces the chance for error and increases transparency to the public.

Mr. Mills asked if there are any areas for possible improvement. Commissioner Hanson stated the accounting system has been challenging, though there are no specific suggestions for improvement. Commissioner Kronsteiner stated the audit reports have improved year after year and are now nearly perfect. Accounting for grant funding and major projects of a public entity will always be a challenge.

B. Operational Compliance

Mr. Mills asked for feedback regarding overall regulatory compliance, in areas such as laws, rules, regulations, expectations, protocols, guidelines, etc.

Commissioner Hanson stated the action items needing approval at each meeting include background information with the Oregon statute or Port rule cited. Commissioner Farm agreed and added that when things come up that may not be in compliance, it is immediately addressed, reported, and a plan is developed to get back into compliance.

Mr. Mills asked for an example. Commissioner Farm stated when the stormwater system in the Shipyard needed to be updated, it was dealt with directly and forthrightly. John Burns stated the Port opted to take a more high-tech approach that utilized a much smaller footprint. The project cost nearly \$1 million, and the materials needed for the filtration and processing add to ongoing costs. It was a decision made to be in compliance while fulfilling the Port's mission to support the fishing community. Mr. Mills asked how a decision like that is made. Mr. Burns stated that staff bring recommendations to the Board.

Mr. Mills asked about the timeliness of compliance reporting, a reference to the number of reports that are periodic and constant. Commissioner Kronsteiner stated that if reporting was not done on time, the Board would know about it ahead of time from staff. As an example with the stormwater situation, there was reporting that wasn't completed on time, causing the Port to lose an opportunity to have the system perform at a certain level. That issue has been addressed and is not expected to happen again.

Mr. Burns stated the Commissioners have been steadfast in recognizing that things can happen and taking corrective action when needed. In years past, the Port was non-compliant on a timeliness basis with audits, which became problematic. Being several years behind on audits had significant impacts on the Port operations, including the ability to secure funding. The deficiencies were recognized and changes made. Thanks to the Finance Department the Port is now in compliance with timely successful audits.

Commissioner Martin stated that the level of compliance oversight is challenging, but staff ensures that every project has the proper approvals and Commissioners are updated regularly on the progress.

Commissioner Farm stated that potential regulatory challenges may come from operating the railroad; there are no specific concerns, but it is new for the Port.

C. Budget and Finance

Mr. Mills asked about the consistency in budgeting to meet needs, a reference to the reliability of the budgeting process and how well that budget holds up over the course of the fiscal year.

Commissioner Martin stated that the Port's budget process is quiet, meaning there are not typically loud interjections in the middle of the year with unanticipated needs. The public portion of the process has improved significantly over the last several years. People are getting more complete information earlier which leads to fewer questions in the process.

Commissioner Farm stated the budget process is deliberate. Mr. Burns stated the process starts in February with each department head articulating their operating plan. The budget is a numerical interpretation of those action items, to achieve the goals and objectives for the coming year. Commissioner Farm stated the budget document includes a narrative description of the operating plan and that is just as important as the budget numbers.

Mr. Mills asked how the budget document holds up during the course of the fiscal year. Megan Richardson stated that supplemental budgets are used to correct any changes that arise. This year that included adding the railroad operations. The supplemental budget was within statutory limits of 10%.

Commissioner Martin stated that a good portion of the budget is state and federal grant money. The only budgeting issue in recent years had been the difficulty in getting projects initiated after funding was secured. This has been addressed and resolved.

Mr. Burns stated that prior to his tenure, there had been fiscal challenges that led to cutbacks in staff. Since then, fiscal resources have grown and the Port ended this most recent year in the positive. That can be attributed to people paying attention to how they ask for and manage money, and making sure available funds are spent appropriately. Ms. Richardson added that the Port has changed the way money is spent and tracked, leading to fewer surprises and more efficient operations.

D. Customers Relations

Commissioner Farm stated that customers were not happy about recent rate increases in the Marina. Rates had been held flat during the recession but then increases had to be made. Port staff are now able to maintain the facilities much better, and complaints have diminished. Commissioner Farm stated the Port is disciplined in maintaining the facilities while not charging more than what is needed.

Commissioner Kronsteiner stated the rail operations are new to the Port so there is a potential for conflict there. Staff work to stay in touch with rail customers and consistently ask for their input. Mr. Burns stated as a public entity, the Port strives for transparency whenever possible and that enables frank discussions with customers. Port staff work to maintain good rapport with customers.

Commissioner Farm stated the benefit to the customers on the rail is similar to the rate increase in Charleston. The increased revenue on the rail will be invested back into the line with maintenance and capital improvement projects. Over time, the customers will see an improvement in rail conditions and efficiency and will come to appreciate the public ownership and operation of the line.

Mr. Mills asked for any possible improvements to customer service, across all lines of business. Commissioner Kronsteiner stated the Port will continue to make improvements to rail service after years of neglect and be cognizant of the needs of customers. Commissioner Farm stated that with customer service, it is impossible to predict the next issue but wherever it comes from, it will be handled.

Mr. Burns stated the Port is not unlike other industries in the country, dealing with aging infrastructure and increased maintenance costs. It is the Port's ability to respond to those emerging needs, understand the problem and work with the customer to come up with a solution.

E. Personnel Administration

Mr. Mills asked how the Board views staff morale and the work climate. Commissioner Hanson stated the work product delivered enables Commissioners to deduce the work environment. Commissioner Kronsteiner stated that during his tenure the Port has grown significantly, and the level of work from staff has really been elevated. There are no known issues with staff morale; when an issue is observed, it is addressed.

Mr. Burns stated the Port has initiated more frequent one-on-one performance discussions rather than annual reviews. In order to ensure employees are fulfilled in their roles, understand their expectations, and know when performance needs to be improved, contact should be consistent on a narrow incremental basis. Mr. Burns stated the one-on-one discussions center around assignments that are outstanding, what roadblocks may be present, what is expected to happen in the coming weeks, and a check-in to see if guidance or assistance is needed. This is also an opportunity for coaching and goal setting. Consistent and reliable communication increases productivity and ensures that nothing slips through the cracks.

Commissioner Kronsteiner stated that the assignment of work positions aligns well with the layout of staff. Positions are constantly evolving to adapt to the work projects. Positions have been eliminated or realigned as needed.

F. Policies and Procedures

Commissioner Farm stated policies and procedures have been recently revised based on best practices. Lanelle Comstock stated the entire policy manual is being updated to ensure changes in laws and best practices are incorporated. Procedures and processes need to be enhanced. Mr. Burns stated it is difficult to balance the documentation of a process and the action of carrying out that process. It is often easier to do the work, than it is to write down and codify the steps involved. Mr. Burns stated that staff recently went through a significant review of the process and documentation related to grant management.

There is always work to be done regarding the updating of policies and procedures. It is ever evolving within any organization. Commissioner Farm stated that even though the Board has rated themselves high across all categories, there is always room for improvement and the Port will continue to look for ways to improve.

4. ADJOURN

The meeting adjourned at 1:50 p.m.

DATE: June 26, 2019

TO: Lanelle Comstock, Director of Administration
Port of Coos Bay

SUBJECT: **Consultant's Impressions and Recommendations**
Port of Coos Bay Board Practices Assessment
Conducted June 20, 2019

FROM: Rob Mills
SDAO Consulting Services

It was a pleasure meeting with your board members and conducting the Board Practices Assessment for your district. Accompanying this memo is your board's **Assessment Summary**. I trust they will find that it accurately reflects what was discussed and that it paves the way for continued discussion and follow-up actions as appropriate.

Your **Consultant's Impressions and Recommendations** are outlined below. We discussed in our meeting the importance of reviewing these documents at your next board meeting and taking action on "flags". SDAO will do a 60-day follow-up to check progress and offer additional consulting support if desired. Again, please extend to your board members my sincere thanks for participating in the Board Practices Assessment.

Impressions

Port of Coos Bay's board is comprised of both long-time and relatively new members all with close ties to their community. As appointed officials, Board members are described as "uniquely suited" to their positions with the background and experience needed to promote the Port's business interests and develop the local economy. A change in leadership in recent years has added energy, direction, and attention to detail that is reflected in the Port's current success. Staff and management take justifiable pride in what they've accomplished and share "an unabated desire to make the Port successful".

Recommendations

Board members are incisive and straightforward in assessing their successful track record. Wisely, they are also on guard against potential problem areas that can disrupt the operation, such as the railroad venture. Collaboration between staff and management, transparency in business dealings, and an expressed intent to avoid "complacency" will continue to serve this board well. No specific recommendations are offered at this time other than "stay the course".

SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT

**PORT OF COOS BAY
 June 20, 2019**

**Board: David Kronsteiner; Eric Farm; Brianna Hanson; Robert Garcia; James Martin;
 Dir. Admin: Lanelle Comstock; CEO: John Burns**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship				Board members feel they are “doing a good job of taking care of what we’ve got” and fulfilling their responsibilities as appointees in developing the area’s economy. The Port is looked to by the state to take a lead role in business development and is also proactive in supporting programs that benefit the local population, such as the Girl Scouts.
Demonstration of good governance practices				The Board attributes the Port’s stable, structured governance practices to “hiring good leadership” and striving for “no surprises”. The Board and staff have “pretty good exchanges”, are open and accessible in their communication and “follow the rules” in conducting their business. Leadership expresses “an unabated desire to make the Port successful”.
Operational Compliance				
Overall regulatory compliance				Good process controls and guidelines account for the Board feeling “very comfortable” with the Port’s management of compliance matters. As an example of its “follow the rules” approach, the Board opted for the more expensive high-tech solution to satisfy a DEQ metals regulation.
Timeliness of compliance reporting				Board members report that “if reporting was not done, we’d know about”, due largely to the practice of open communication and consistent reporting from departments.

Potential compliance challenges				The Board is involved in “stunning levels of oversight” needed to keep up with compliance requirements. The Port’s management of the newly acquired railroad presents its own challenges and the Board is alert to problems that it may present.
Budget and Finance				
Consistency in budgeting to meet needs				Budgeting is “a very deliberate process” according to Board members starting with the financial team and “substantial narrative from each department”. Standard budgeting protocols recommended for special districts are followed as well as the discipline that goes with state and grant funding.
Soundness of financial practices				“Consistent and proactive” is the Board’s description of its fiscal management with a constant cost/benefit focus. The public perception has improved in recent years – a more complete accounting with fewer questions – as a result of greater transparency.
Customer Relations				
Management of service problems				Collaboration is key to the Port’s success in improving customer satisfaction in the marina business and in the railroad operation. Staff members “stay in touch with the customers”, listen to complaints, and take corrective action when possible, even with limited funds. When customers voice problems, “we have frank discussions” that help lead to sound business solutions.
Improvements to customer service				
Personnel Administration				
Staff morale and work climate				The work environment is described as one of “respect, trust, and collaboration”. Low turnover in higher level positions indicates to the Board that those who perform well feel the Port is a good place to work.
Management of employee performance				Under its new leadership, the Board has moved from a traditional system to weekly performance update

				meetings with employees to review “assignments, roadblocks, and expectations” and provide guidance and coaching as necessary. These regular, documented sessions are seen as a less intimidating and more constructive way to provide feedback with “no surprises”.
Alignment of positions with work assignments				Position descriptions are described as “evolving” to accurately reflect current conditions as work assignments are eliminated and others added. The Board acknowledges that this is a continuous process but one they monitor closely for accuracy.
Policies and Procedures				
Soundness of administrative policies				Like most special districts, the policies/procedures of this organization are “a work in progress” in an on-going effort to keep documentation current and accurate. While it is acknowledged that much work remains, the Board's priority is documentation that has “overarching impact” on the organization.
Consistency between work practices and policies				
Efficiency of staff and work systems				

DRAFT
OREGON INTERNATIONAL PORT OF COOS BAY
Coos Bay, Oregon
REGULAR COMMISSION MEETING
10:00 a.m., Tuesday, July 9, 2019

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

ATTENDANCE

Commission:

David Kronsteiner, President; Eric Farm, Vice President; Bob Garcia, Secretary; James Martin, Commissioner.

Staff:

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Patrick Kerr, Director of Rail Operations; Jake Jacobs, Director of Infrastructure Support Services; John Buckley, Project Manager; Krystal Moffett, Administrative Assistant; and Mike Stebbins, Port Legal Counsel.

Media & Guests:

Scott Partney, Partney Construction.

1. CALL MEETING TO ORDER

Vice President Eric Farm called the meeting to order at 10:04 a.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

3. PUBLIC COMMENT

4. ACTION ITEMS/REPORTS

A. Professional Service Agreement for CBRL Railroad Bridge Inspection Services

In March 2019, Port staff prepared and released a Request for Qualifications (RFQ) for Professional Support Services for Coos Bay Rail Line Bridge Inspection Services. The scope of work focuses on annually inspecting all 121 bridges on the Coos Bay Rail Line and reporting those findings in a specified format for the Coos Bay Rail Line, Inc (CBRL) in association with the Oregon International Port of Coos Bay (OIPCB or Port), which is the owner of the Coos Bay Rail Line. As a Class III rail carrier operating solely in the state of Oregon, they are required to ensure the structural integrity of its bridges, culverts and tunnels that support railroad tracks.

The Bridge Management Program (BMP) was initiated to assist in the consistent application of sound inspection and infrastructure management practices. This BMP is a critical link in the prevention of bridge, culvert and tunnel (or their respective component) failures and assists in the protection of vital infrastructure investments. CBRL's commitment to safety had been illustrated by its accomplishment of

bridge inspections to its bridges after re-instituting rail service in the Fall of 2011 and performing immediate and planned necessary bridge repair and/or replacement when field conditions warranted attention before legislation regulated those practices.

Continuing with its progressive approach toward safety, CBRL (via implementation of this BMP) will document its current inspection/repair/replacement procedure as well as its plan of on-going railroad bridge safety implementation procedures.

The BMP is CBRL's compliance with the Rail Safety Improvement Act of 2008, Section 417 passed by the 110th Congress on January 3, 2008. Refinements are set forth in the Federal Railroad Administration (FRA) Track Safety Standards, Appendix C, 49 CFR 237 – Bridge Safety Standards published in the Federal Register, dated September 13, 2010 as well as FRA Safety Advisory 2007-03 published in the Federal Register, dated September 11, 2007. Bridge safety inspection and infrastructure management practices required by the above-mentioned regulations were established to ensure that bridge owners (such as the CBRL) had in place, necessary, sufficient bridge inspection, repair and/or replacement procedures to prevent bridge failures.

The Port received four (4) statements of qualification. Each firm/team described the depth and quality of their knowledge and experience as it relates to CBRL's Bridge Inspection Program.

An evaluation team consisting of Port staff reviewed and rated each proposal and then selected the most qualified firm. Port staff negotiated with the highest scoring submitter, Stantec, for a detailed scope of work, breakdown of costs and project schedule, however, an agreement could not be reached with Stantec due to price.

Staff terminated the negotiations with Stantec and began negotiations with the second highest scoring submitter – Wiss, Janney, Elstner Associates (WJE). An agreement has been reached with WJE. WJE is an engineering consulting firm with an office in West Linn, Oregon. WJE is a fully qualified experienced bridge inspection firm. Time continues to be of the essence due to the priority nature of this project.

Upon a motion by Commissioner Garcia (second by Commissioner Martin), the Board of Commissioners motioned to approve the award of contract for professional support services for the Coos Bay Rail Line Bridge Inspection Program project with authority for the Chief Executive Officer to enter into a Professional Services Agreement for one year with WJE Associates for a total cost of \$184,571.00.

Motion Passed.

B. Award of Contract for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project

Under previous Commission authorization, Port staff solicited proposals for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project. The work will improve the drainage of six tunnels and extend the life of the tunnels. The project will be funded by state and federal grants.

An Invitation to Bid (ITB) for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project was submitted to the three pre-qualified contractors on May 16, 2019 with the deadline for bids as June 21, 2019. Two of the three pre-qualified contractors submitted bids by the due date. Both bid packages were opened June 21, 2019 and full bid prices were read aloud. The initial bid results are listed in the table below:

Firm Name	Total Price
Strider Construction	\$16,638,802.00
Partney Construction	\$14,576,066.64

The lowest price proposal is being reviewed for responsiveness to the ITB. A copy of the proposal is available for Commission review.

Partney Construction Company is a State of Oregon, full-service construction contractor. They have completed other projects along the Coos Bay Rail Line, including work similar in scope to this project. The proposed price includes drainage rehabilitation repairs to six tunnels on the Coos Bay Rail Line.

Port procurement rule 4.5 states the Port Commission, acting in its role as the Local Contract Review Board, may award a contract for services by competitive sealed bids. Port staff requests the Commission authorize execution of a contract with Partney Construction Company for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project for the total price of \$14,576,066.64 pending final review.

Commissioner Martin asked how the contract amount compares to the anticipated budget. John Buckley stated the price is in alignment with the engineers estimate.

Upon a motion by Commissioner Kronsteiner (second by Commissioner Martin), the Board of Commissioners motioned to authorize Chief Executive Officer John Burns to negotiate and execute a contract with Partney Construction Company for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project in the amount of \$14,576,066.64. **Motion Passed.**

5. OTHER

John Burns shared that the CEP Workgroup is looking to bring the Waterfront Development Partnership Workgroup back together and stated that he will follow up with Commissioners.

6. COMMISSION COMMENTS

7. NEXT MEETING DATE – Monday, August 19, 2019, 1:00 p.m.

Mr. Burns stated the next Commission meeting is scheduled to follow the strategic planning work session on Monday, August 19, 2019 at 8:30 a.m. – 12:00 p.m.

8. ADJOURN

Vice President Eric Farm adjourned the meeting at 10:13 a.m.



M E M O R A N D U M

To: John Burns, Chief Executive Officer
From: Mary Green, Accounting Clerk
Date: August 12, 2019
Subject: Invoices Paid for Commission Approval - June and July 2019

A/P checks issued per NetSuite financial system	966,652.61
Payroll disbursement per Umpqua Bank statement	149,204.15
Misc electronic disbursements per Umpqua Bank statement	1,708,564.77
Total June Disbursements	<u>\$ 2,824,421.53</u>

A/P checks issued per NetSuite financial system	763,401.63
Payroll disbursement per Umpqua Bank statement	167,128.57
Misc electronic disbursements per Umpqua Bank statement	914,045.57
Total July Disbursements	<u>\$ 1,844,575.77</u>



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Megan Richardson, Accounting Manager

DATE: August 12, 2019

SUBJECT: June and July 2019 Contracts Awarded

The following are bids that were awarded, and contracts authorized and signed by the Chief Executive Officer during the months of June and July 2019. All solicitations comply with the requirements of the Port’s Local Public Contracting Rules 2.8.1-3.

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

Contract	Description	Cost
Koppers Railroad Structures	Change Order 3: Additional Sub-Contract Costs, Materials, Equipment and Final Demobilization	\$384,000.00
Hart Crowser, Inc.	Sediment Characterization for the Charleston Marina	\$49,698.00
Stantec Consulting	Task Order 33: Change Order 1 – Additional Safety Boat Services for Emergency Repairs to Swing Span	\$9,008.00
WJE Associates	Railroad Bridge Inspection Services for 121 Bridges on the Rail Line	\$184,571.00
Total Contracts Awarded for this period:		\$627,277.00



M E M O R A N D U M

TO: Port of Coos Bay Board of Commissioners
FROM: John Burns, Chief Executive Officer
DATE: August 12, 2019
SUBJECT: Grants Awarded

The following grant was recently awarded and accepted by the Chief Executive Officer.

Grantor	Project	Amount
Oregon Infrastructure Finance Authority – Marine Navigation Improvement Fund	Insurance Policies for State Owned Dredge	\$51,411.00



M E M O R A N D U M

TO: Port of Coos Bay Board of Commissioners
FROM: Lanelle Comstock, Chief Administrative Officer
DATE: August 12, 2019
SUBJECT: 2019 SDIS Best Practices Program – Property / Casualty Insurance Credits

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

This year, there are six opportunities to earn up to 14% toward the total discount:

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

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

- 2. Public Records Checklist (2%)** – *The Public Records Checklist must be completed.*

Please see the completed Public Records Checklist in the SDIS 2019/20 Best Practices Survey following this memo.

- 3. Public Records Policy (2%)** – *The Port must have adopted a public records policy that includes the new changes in the law pertaining to the timeframe for responding to requests.*

Port Policy 4.2, Public Record Requests, was revised to reflect the changes in law and adopted by the Port Commission at the February 20, 2018 Commission Meeting.

- 4. Online Training (2%)** – *A Public Records online training course, provided by SDAO, must be completed.*

Lanelle Comstock completed the Public Records online training, July 11, 2019.

- 5. SDAO/SDIS Training (2%)** – *At least one Port staff member or board member must attend an SDAO/SDIS training or conference during the 2019 policy year.*

John Burns, Megan Richardson, and Lanelle Comstock attended the 2019 SDAO Annual Conference in Sunriver, Oregon.

- 6. Board Practices Assessment (4%)** - *The Port must complete a Board Practices Assessment provided by the SDAO Management Consulting Program.*

The Board Practice Assessment was completed June 20, 2019. The results are following this memo.








Upon submission of the credit request, I must certify that the Oregon International Port of Coos Bay Board of Commissioners has reviewed and approved the submitted requirements.





SDIS 2019/2020 Best Practices Survey

SDIS 2019/2020

<p>Entity Name</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Oregon International Port of Coos Bay"/>	<p>Contact Name</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Lanelle Comstock"/>
<p>Contact Email</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="lcomstock@portofcoosbay.com"/>	<p>Contact Phone</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="541-267-7678"/>
<p>Total Discount %</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="14"/>	

	Check Yes if completed	Yes	Help	More Information
Affiliate Membership - 2% Credit. Is your organization a member of:				
1 Oregon Fire District Directors Association (OFDDA)?	<input type="checkbox"/>			(http://www.ofdda.com)
2 Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>			(http://www.oahhs.org/)
3 Oregon Fire Chiefs Association (OFCA)?	<input type="checkbox"/>		?	(http://www.ofca.org)
4 Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>			(https://orha.wildapricot.org)
5 Oregon Water Resources Congress (OWRC)?	<input type="checkbox"/>			(http://owrc.org)
6 Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>			(http://www.policechief.org)
7 Oregon Mosquito and Vector Control Association?	<input type="checkbox"/>			(http://www.omvca.org)
8 Oregon Recreation and Park Association (ORPA)?	<input type="checkbox"/>			(http://www.orpa.com)
9 Oregon Public Ports Association (OPPA)?	<input checked="" type="checkbox"/>			(http://www.oregonports.com)
10 Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>			(http://www.oracwa.org)
11 Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>			(https://oacd.org)
12 Cemetery Association of Oregon?	<input type="checkbox"/>			(http://www.oregoncemeteries.com)
13 Oregon APCO-NENA?	<input type="checkbox"/>			(http://www.oregonapconena.org/)
14 Oregon Transit Association (OTA)?	<input type="checkbox"/>			(http://www.oregontransit.com) <small>Resources/Support/FAQ (Pages?page=NewSiteFAQMember) SDAO.com (https://sdao.com)</small>

	Check Yes if completed	Yes	Help	More Information
15	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		 (http://www.opuda.org/)
16	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>		 (http://www.oawu.net)
17	Oregon Library Association (OLA)?	<input type="checkbox"/>		 (http://www.olaweb.org)
18	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		 (http://www.oedd.org/)
19	Oregon PRIMA?	<input type="checkbox"/>	?	 (http://orprima.org)
Board Practices Assessment - 4% Credit.				
20	Has your organization completed a Board Practices Assessment provided by the SDAO Management Consulting Services Program?	<input checked="" type="checkbox"/>	?	 (http://ref.sdao.com/bestpractices/bpa.pdf)
Online Training - 2% Credit. To receive credit, you must complete the following online course:				
21	Has your organization completed the SafePersonal Public Records Training?	<input checked="" type="checkbox"/>	?	 (https://www.safepersonnel.com/)
Public Records Checklist - 2% Credit.				
22	Has your district adopted a public records policy?	<input checked="" type="checkbox"/>		
23	Is your district aware of the statutory provisions exempting certain public records?	<input checked="" type="checkbox"/>		
24	Is your district aware that Public Records Law does not require public bodies to create public records?	<input checked="" type="checkbox"/>		
25	Does your district adopt fees for responding to public records requests?	<input checked="" type="checkbox"/>		
26	Has your district designated one person to coordinate response to public records requests?	<input checked="" type="checkbox"/>		
27	Does your district provide Request for Disclosure of Public Records form to individual requesting records?	<input checked="" type="checkbox"/>		
28	Does your district provide Response Acknowledging Public Records Request to individual requesting records?	<input checked="" type="checkbox"/>		

	Check Yes if completed	Yes	Help	More Information
29	Does your district certify that the information provided is a true copy of the paper or electronic record?	<input checked="" type="checkbox"/>		
30	Does your district cite the specific exemption(s) when denying a public record?	<input checked="" type="checkbox"/>		
31	Are you in compliance with the records retention schedule for Oregon Special Districts? See link below.	<input checked="" type="checkbox"/>		 (https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=589)
Public Records Policy - 2% Credit.				
32	In order to receive the 2% credit, your district must have adopted a public records policy that includes the new changes in the law pertaining to the timeframe for responding to requests. Select the help link to view a sample policy.	<input checked="" type="checkbox"/>		 (http://ref.sdao.com/bestpractices/policy.docx)
SDAO-SDIS Training - 2% Credit. Has a representative from your organization attended?				
33	2019 SDAO Annual Conference? (pre-conference sessions are also eligible).	<input checked="" type="checkbox"/>	?	 (http://www.sdao.com/S4/Events/S4/Events/annual-conference.aspx)
34	SDAO/SDIS spring, summer, or fall regional trainings?	<input type="checkbox"/>		 (https://www.sdao.com/EventList?InitialText=regional)
35	SDAO/SDIS onsite risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2019)?	<input type="checkbox"/>		



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Community Giving Committee

DATE: August 12, 2019

SUBJECT: Community Giving Recommendation

In January 2019, the Board of Commissioners approved Resolution 2019Res02, adopting the Port Policy Manual Section 12.5: Community Giving. Each year, the Port of Coos Bay budgets funds for Community Giving in the form of scholarships, community events, and donations to support the Port’s mission of promoting sustainable development that enhances the economy of Southwest Oregon and the State.

Community giving donation requests and event sponsorships are reviewed on a quarterly basis and awarded as budget funds allow. The Community Giving Committee makes the following recommendation, to be included in the appropriate fiscal year budget:

Community Giving Donations	Amount
Coos Art Museum – Maritime Art Exhibit	\$500
Total:	\$500

Management Reports



M E M O R A N D U M

TO: John Burns, Chief Executive Officer
FROM: Lanelle Comstock, Chief Administrative Officer
DATE: August 12, 2019
SUBJECT: Administrative Services Management Report

Upcoming Scheduled Meetings and Events:

- Strategic Planning Session: Monday, August 19, 8:30 am – noon
- August Port Commission Meeting: Monday, August 19, 1:00 pm
- CEP / WDP IGA Workgroup: Tuesday, August 20, 2:00 pm
- Coos County Urban Renewal Agency: Thursday, August 29, 7:30 am

Strategic Planning: A half day strategic planning session is scheduled for Monday, August 19, at 8:30am, in the Port’s 2nd Floor Meeting Room. The session will be to review the current goals as outlined in the 2015 Strategic Business Plan and to update them to reflect changes within the Port’s operations. This will be considered a Board Work Session and a public meeting. Lunch will be served at noon, followed by the August monthly Port Commission Meeting at 1:00 pm.

2019 SDIS Best Practices Program: Included in this month’s Consent Items within the Commission Packet is a memo regarding the 2019 SDIS Best Practices Program. Each year, the Port of Coos Bay participates in the Special Districts Insurance Services (SDIS) Best Practices Program to receive a credit on the following year’s contributions for general liability, auto liability, and property insurance. The purpose of the program is to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year, the Port fulfilled all six opportunities to earn a total of 14% off the of the 2020 SDIS general liability, auto liability, and property insurance premiums. The amount is estimated to be around **\$13,000** of savings!!

Recruitment:

- **Security Officer:** The Port of Coos Bay is seeking to hire Security Officers to actively patrol Port properties in Charleston to detect, deter and report criminal activity, assist customers and protect Port and personal assets. The ideal candidate must have at least 1 year of security experience and must possess a valid Department of Public Safety Standards and Training Private Security Training Certification or the ability to obtain. Employment will begin through a staffing agency.
- **Human Resources Generalist:** The Port is seeking to hire a dynamic and personable Human Resources professional to not only perform and enhance the general HR functions, but to also develop a superior workforce at the Port of Coos Bay and the Coos Bay Rail Line. The ideal candidate must have HR experience including extensive knowledge of employment laws and practices, benefit and compensation administration, and employee relations, as well as have excellent interpersonal skills. www.portofcoosbay.com/careers



M E M O R A N D U M

TO: John Burns, Chief Executive Officer
FROM: Megan Richardson, Director of Finance
DATE: August 12, 2019
SUBJECT: Accounting & Finance Management Report

We hereby present June and June Year-to-Date [12 month] financial results for the Port.

Operating Revenue:

Total operating revenues were \$539K or \$214K less than budget. Admin continues to fall short of budget due to not having leasable space in our own building. Dredge Ops contains a credit to the dredge operations maintenance that was billed to Business Oregon. This removes the billing and recognizes the income as a transfer from the dredge reserve.

Operating Expense:

Operating expenses totaled \$576K, which was \$116K less than budget. All departments remained within budget this month with the exception of Administration. This budget overrun is related to legal expenses that were not considered in the supplemental budget.

Operating Result:

The Port ended June with a \$37K deficit against a planned surplus of \$61K which exceeds plan by \$98K. All departments performed less than plan except External affairs, Port Development, and Port Operations. Administration had greater than planned legal fees for June which impacted their operating result. The Rail Ops department has taken a downturn due to lower rail volumes than was anticipated. Dredge Operations performance is related to the credit that was issued.

Other Income & Expense:

Total other revenues totaled \$669,775K; which is \$567K greater than budget. This surplus is due to the timing of the grant funded launch ramp replacement project. This project was budgeted to take place at the start of fiscal year 19/20, but due to deadlines of the funding from the state the pods were purchased and reimbursed in June FY18/19. Additionally, the Port billed for an insurance reimbursement in June. Other expenses totaled \$386K in June, which was \$375K greater than plan.

Net Result & Year to Date:

June Net Result amounted to a gain of \$247K compared to a budgeted surplus of \$152K resulting in a \$94K positive variance. Closing the fiscal year, the Port is ending with a positive net result of \$32K compared to a budgeted surplus of \$107K which is negative variance of \$75K. Leading up to year end it was projected that we would end the year with a deficit. This variance

underscores the importance of achieving a strong topline, in addition to managing operating expenses well.

Other comments:

The total cash balances in all bank accounts at July month end were \$ 4002,359.23 which is a decrease of \$412,142 from June with interest earnings of \$ 7,625.87. 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 remained at 2.75% pa.

Finance staff continues to focus on the closed year FY18/19. Completing year end reconciliations and schedules to prepare for the auditors in October is a top priority. This year we have added Coos Bay Rail Line, Inc. which will be part of the FY18/19 Port audit.

Another goal as we move into the new fiscal year is to better arm managers with the financial tools they require to make the best decisions for the Port. With new staff onboard with new perspectives, we are continuing to answer requests for additional data capture, reporting and more robust processes to improve the ease in which financial data can be accessed. This includes finding ways we can continue to leverage our existing software such as NetSuite and Microsoft Project.

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

amounts in \$US dollars

Fund: General Fund Department: Administration Location: All Budget: Supplemental 1



Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2019		\$ Diff	% Diff	Jun 2018		Jul 2018 - Jun 2019		Prior FYTD vs Current FYTD		Jul 2018 - Jun 2019						
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4005 Building & Dock Leases	360	6,666	(6,306)	-95%	0	360	-	4,259	42,450	(38,191)	-90%	0	4,259	-	4,259	42,450	-90%
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	-	8,983	8,963	20	0%	9,142	(159)	-2%	8,983	8,963	0%
Total Operating Income	1,360	7,666	(6,306)	-82%	1,000	360	36%	25,241	63,413	(38,172)	-60%	21,142	4,100	19%	25,241	63,413	-60%
Expenses																	
Personnel Services																	
5005 Salaries	40,979	43,555	2,576	6%	47,229	6,250	13%	545,584	566,074	20,490	4%	561,754	16,169	3%	545,584	566,074	4%
5010 Other compensation	0	0	0	-	108	108	100%	0	0	0	-	108	108	100%	0	0	-
5015 Overtime	89	58	(31)	-54%	33	(55)	-166%	649	693	44	6%	675	26	4%	649	693	6%
5020 Car Allowance	462	463	1	0%	577	115	20%	5,884	6,000	116	2%	7,548	1,663	22%	5,884	6,000	2%
Total Compensation	41,530	44,075	2,546	6%	47,947	6,418	13%	552,118	572,767	20,650	4%	570,085	17,967	3%	552,118	572,767	4%
5100 Federal Payroll taxes	3,121	3,246	125	4%	3,617	496	14%	37,393	38,954	1,561	4%	39,681	2,288	6%	37,393	38,954	4%
5105 State Payroll taxes	10	0	(10)	-	14	4	28%	151	0	(151)	-	162	10	6%	151	0	-
5110 Unemployment Insurance	409	608	199	33%	606	197	32%	7,093	7,297	205	3%	7,126	34	0%	7,093	7,297	3%
5115 Workers compensation	84	92	8	9%	975	892	91%	373	1,193	820	69%	11,702	11,330	97%	373	1,193	69%
Total Payroll Taxes	3,624	3,946	322	8%	5,213	1,589	30%	45,010	47,444	2,434	5%	58,671	13,661	23%	45,010	47,444	5%
5200 Medical insurance	2,592	4,256	1,664	39%	2,313	(279)	-12%	51,076	51,076	0	0%	38,129	(12,947)	-34%	51,076	51,076	0%
5205 Dental insurance	668	720	52	7%	632	(35)	-6%	8,640	8,640	0	0%	6,616	(2,024)	-31%	8,640	8,640	0%
5215 Term life insurance	223	74	(149)	-202%	228	5	2%	3,118	960	(2,158)	-225%	3,162	44	1%	3,118	960	-225%
5220 Long Term Disability insurance	0	272	272	100%	0	0	-	0	3,532	3,532	100%	0	0	-	0	3,532	100%
5225 PERS Employee Contributions	5,411	7,225	1,814	25%	4,953	(458)	-9%	71,079	73,784	2,705	4%	74,824	3,746	5%	71,079	73,784	4%
5230 PERS Employer Contributions	2,319	3,096	777	25%	2,123	(196)	-9%	30,463	31,622	1,159	4%	32,068	1,605	5%	30,463	31,622	4%
5295 Allocations	0	0	0	-	0	0	-	0	0	0	-	(7,015)	(7,015)	100%	0	0	-
Total Insured Benefits	11,213	15,643	4,431	28%	10,250	(963)	-9%	164,375	169,615	5,239	3%	147,784	(16,592)	-11%	164,375	169,615	3%
Total Personnel Services	56,367	63,665	7,298	11%	63,410	7,043	11%	761,503	789,826	28,323	4%	776,539	15,036	2%	761,503	789,826	4%
Goods & Services																	
6005 Seminars & training	0	137	137	100%	0	0	-	1,639	1,639	0	0%	21,878	20,239	93%	1,639	1,639	0%
6010 Educational reimbursement	34	680	646	95%	0	(34)	-	680	680	0	0%	5,546	4,866	88%	680	680	0%
Total Staff Training	34	816	783	96%	0	(34)	-	2,319	2,319	0	0%	27,423	25,105	92%	2,319	2,319	0%
6020 Travel - airfare	0	0	0	-	0	0	-	0	0	0	-	1,968	1,968	100%	0	0	-
6025 Travel - lodging & transportation	299	333	35	10%	0	(299)	-	2,970	5,000	2,030	41%	4,211	1,241	29%	2,970	5,000	41%
6030 Travel - Per Diem & mileage reimbursement	15	333	318	95%	207	192	93%	1,215	4,000	2,785	70%	5,595	4,379	78%	1,215	4,000	70%
6035 Meals & Entertainment	112	167	55	33%	25	(86)	-343%	4,218	7,500	3,282	44%	5,367	1,148	21%	4,218	7,500	44%
Total Travel & Entertainment	425	833	408	49%	233	(193)	-83%	8,403	16,500	8,097	49%	17,140	8,737	51%	8,403	16,500	49%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Supplemental 1



Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2019		\$ Diff	% Diff	Jun 2018		% Diff	Jul 2018 - Jun 2019		% Diff	Prior FYTD vs Current FYTD		Jul 2018 - Jun 2019				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6050 Office supplies	0	1,000	1,000	100%	755	755	100%	12,813	12,000	(813)	-7%	5,600	(7,213)	-129%	12,813	12,000	-7%
6055 Kitchen supplies	289	417	127	31%	255	(34)	-13%	3,635	5,000	1,365	27%	3,496	(139)	-4%	3,635	5,000	27%
6060 IT supplies	2,683	625	(2,058)	-329%	0	(2,683)	-	4,447	7,500	3,053	41%	2,302	(2,146)	-93%	4,447	7,500	41%
6070 Postage & courier services	0	500	500	100%	400	400	100%	3,184	6,000	2,816	47%	4,526	1,342	30%	3,184	6,000	47%
6075 Memberships & dues	0	0	0	-	1,599	1,599	100%	0	0	0	-	1,890	1,890	100%	0	0	-
6077 Subscriptions	0	0	0	-	0	0	-	0	0	0	-	331	331	100%	0	0	-
6080 Office lease	7,726	0	(7,726)	-	5,931	(1,796)	-30%	83,847	42,000	(41,847)	-100%	71,209	(12,638)	-18%	83,847	42,000	-100%
6085 Office equipment lease	504	0	(504)	-	0	(504)	-	2,518	2,000	(518)	-26%	1,511	(1,007)	-67%	2,518	2,000	-26%
6090 IT SW subscriptions & licenses	8,512	8,343	(169)	-2%	11,220	2,708	24%	97,981	100,119	2,138	2%	81,797	(16,184)	-20%	97,981	100,119	2%
6095 Commission expenses	0	3,625	3,625	100%	0	0	-	0	5,000	5,000	100%	3,757	3,757	100%	0	5,000	100%
Total Office Expense	19,797	14,510	(5,287)	-36%	20,160	363	2%	210,461	179,619	(30,841)	-17%	176,418	(34,042)	-19%	210,461	179,619	-17%
6100 Telephone - landline	430	583	153	26%	381	(49)	-13%	7,204	7,000	(204)	-3%	4,842	(2,362)	-49%	7,204	7,000	-3%
6105 Telephone - mobile	232	750	518	69%	685	453	66%	6,889	9,000	2,111	23%	7,457	567	8%	6,889	9,000	23%
6110 Internet services	604	650	46	7%	604	0	0%	8,225	8,000	(225)	-3%	8,134	(91)	-1%	8,225	8,000	-3%
6115 Cable TV	55	0	(55)	-	0	(55)	-	546	400	(146)	-37%	0	(546)	-	546	400	-37%
6130 Electricity	533	516	(18)	-3%	432	(102)	-24%	6,188	6,188	0	0%	4,037	(2,151)	-53%	6,188	6,188	0%
Total Utilities	1,855	2,499	644	26%	2,102	247	12%	29,052	30,588	1,536	5%	24,470	(4,582)	-19%	29,052	30,588	5%
6200 Temporary/Contract help	0	0	0	-	0	0	-	0	0	0	-	10,310	10,310	100%	0	0	-
6205 Janitorial services	484	778	294	38%	373	(111)	-30%	5,080	6,500	1,421	22%	4,103	(977)	-24%	5,080	6,500	22%
6215 Payroll services	1,140	540	(600)	-111%	729	(410)	-56%	8,156	7,000	(1,156)	-17%	6,793	(1,363)	-20%	8,156	7,000	-17%
6245 Legal advertising	1,330	500	(830)	-166%	1,340	10	1%	1,750	1,750	0	0%	2,110	360	17%	1,750	1,750	0%
6250 Legal services	49,687	8,673	(41,015)	-473%	42,522	(7,165)	-17%	104,071	104,071	0	0%	126,160	22,089	18%	104,071	104,071	0%
6255 Auditing	0	4,625	4,625	100%	0	0	-	63,825	55,500	(8,325)	-15%	49,913	(13,913)	-28%	63,825	55,500	-15%
6260 Consulting services	0	0	0	-	0	0	-	0	0	0	-	25,042	25,042	100%	0	0	-
6265 Recruiting services	13	405	392	97%	119	106	89%	4,860	4,860	0	0%	2,151	(2,710)	-126%	4,860	4,860	0%
6270 Contracted Services	0	0	0	-	0	0	-	110	0	(110)	-	2,317	2,207	95%	110	0	-
6290 Commercial insurance	1,481	1,424	(57)	-4%	393	(1,087)	-277%	17,084	17,084	0	0%	4,709	(12,375)	-263%	17,084	17,084	0%
Total Professional Services	54,134	16,944	(37,190)	-219%	45,477	(8,656)	-19%	204,936	196,766	(8,170)	-4%	233,606	28,670	12%	204,936	196,766	-4%
6310 Marketing supplies	0	0	0	-	0	0	-	110	0	(110)	-	135	25	18%	110	0	-
6315 Advertising	0	0	0	-	0	0	-	0	0	0	-	665	665	100%	0	0	-
6340 Legislative support	0	0	0	-	0	0	-	0	0	0	-	5,500	5,500	100%	0	0	-
6351 Awards & Recognitions	0	0	0	-	0	0	-	2,160	0	(2,160)	-	2,200	40	2%	2,160	0	-
Total Marketing Expense	0	0	0	-	0	0	-	2,270	0	(2,270)	-	8,500	6,229	73%	2,270	0	-
6415 Clothing	0	0	0	-	0	0	-	190	0	(190)	-	0	(190)	-	190	0	-
6420 Janitorial supplies	0	0	0	-	0	0	-	0	0	0	-	373	373	100%	0	0	-
Total Operational Expense	0	0	0	-	0	0	-	190	0	(190)	-	373	183	49%	190	0	-

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Supplemental 1



Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2019		\$ Diff	% Diff	Jun 2018		% Diff	Jul 2018 - Jun 2019		% Diff	Prior FYTD vs Current FYTD		Jul 2018 - Jun 2019				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	234	190	(44)	-23%	247	13	5%	2,278	2,278	0	0%	4,512	2,233	50%	2,278	2,278	0%
6510 Repairs & maintenance buildings	0	114	114	100%	299	299	100%	1,366	1,366	0	0%	782	(585)	-75%	1,366	1,366	0%
Total Repair and Maintenance	234	304	70	23%	546	312	57%	3,645	3,645	0	0%	5,293	1,649	31%	3,645	3,645	0%
Total Goods & Services	76,478	35,906	(40,572)	-113%	68,517	(7,961)	-12%	461,275	429,436	(31,839)	-7%	493,224	31,949	6%	461,275	429,436	-7%
Total Expenses	132,845	99,571	(33,274)	-33%	131,927	(918)	-1%	1,222,778	1,219,262	(3,516)	0%	1,269,763	46,986	4%	1,222,778	1,219,262	0%
Operating Results	(131,485)	(91,905)	(39,580)	43%	(130,927)	(558)	0%	(1,197,536)	(1,155,849)	(41,687)	4%	(1,248,622)	51,085	-4%	(1,197,536)	(1,155,849)	4%
Other Income & Expenses																	
Other Income																	
4405 Property Taxes - Current Year	33,190	19,599	13,591	69%	29,733	3,457	12%	1,683,836	1,700,000	(16,164)	-1%	1,635,454	48,382	3%	1,683,836	1,700,000	-1%
4410 Property Taxes - Prior Years	12,618	2,194	10,424	475%	7,259	5,359	74%	82,349	50,000	32,349	65%	67,977	14,371	21%	82,349	50,000	65%
4505 Interest - Bank	7,824	1,344	6,481	482%	6,443	1,381	21%	98,378	29,513	68,865	233%	62,949	35,428	56%	98,378	29,513	233%
4506 Interest - Southport Note	2,227	2,227	0	0%	2,379	(152)	-6%	27,564	27,564	0	0%	29,362	(1,798)	-6%	27,564	27,564	0%
4515 Principal Repayment - Southport Note	5,147	5,147	0	0%	4,995	152	3%	60,923	60,923	0	0%	59,125	1,798	3%	60,923	60,923	0%
4905 Other	473	0	473	-	2	471	20737%	4,252	0	4,252	-	400,042	(395,790)	-99%	4,252	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	0	0	0	-	9,733	(9,733)	-100%	0	0	-
Total Other Income	61,479	30,511	30,969	102%	50,811	10,668	21%	1,957,301	1,868,000	89,301	5%	2,264,642	(307,341)	-14%	1,957,301	1,868,000	5%
Other Expenses																	
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	173	0	(173)	-	1,751	1,577	90%	173	0	-
6740 Merchant fees	2,212	1,667	(545)	-33%	1,729	(483)	-28%	24,418	20,000	(4,418)	-22%	21,938	(2,480)	-11%	24,418	20,000	-22%
6745 Banking fees	1	66	65	99%	381	380	100%	66	66	0	0%	902	836	93%	66	66	0%
6750 Fines & Penalties	0	0	0	-	0	0	-	0	0	0	-	7	7	100%	0	0	-
Total Taxes & Misc Expenses	2,213	1,733	(480)	-28%	2,110	(102)	-5%	24,657	20,066	(4,591)	-23%	24,598	(59)	0%	24,657	20,066	-23%
Debt Services																	
7005 Principal repayment	0	2,500	2,500	100%	(21,893)	(21,893)	100%	0	18,000	18,000	100%	0	0	-	0	18,000	100%
7010 Interest payment	0	0	0	-	(308)	(308)	100%	0	0	0	-	0	0	-	0	0	-
9010 Transfers out	0	0	0	-	46,124	46,124	100%	0	0	0	-	46,124	46,124	100%	0	0	-
9015 Transfers out	0	0	0	-	350,000	350,000	100%	0	0	0	-	350,000	350,000	100%	0	0	-
Total Debt Services	0	2,500	2,500	100%	373,923	373,923	100%	0	18,000	18,000	100%	396,124	396,124	100%	0	18,000	100%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019				Jun 2018			Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD			Jul 2018 - Jun 2019		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4005 Building & Dock Leases	14,950	16,827	(1,876)	-11%	22,450	(7,499)	-33%	204,802	205,000	(198)	0%	221,135	(16,333)	-7%	204,802	205,000	0%
4010 Property Agreements	0	755	(755)	-100%	704	(704)	-100%	960	8,000	(7,040)	-88%	8,453	(7,493)	-89%	960	8,000	-88%
4100 Annual Moorage	82,629	70,376	12,253	17%	97,891	(15,263)	-16%	416,100	480,000	(63,900)	-13%	470,541	(54,440)	-12%	416,100	480,000	-13%
4105 Semi-Annual Moorage	6,860	8,757	(1,897)	-22%	4,329	2,531	58%	47,881	19,000	28,881	152%	31,278	16,603	53%	47,881	19,000	152%
4110 Monthly Moorage	18,253	20,589	(2,336)	-11%	19,875	(1,622)	-8%	196,937	200,000	(3,063)	-2%	181,670	15,267	8%	196,937	200,000	-2%
4115 Transient Moorage	5,517	6,590	(1,073)	-16%	5,712	(195)	-3%	68,331	80,000	(11,670)	-15%	77,667	(9,337)	-12%	68,331	80,000	-15%
4118 Work Dock	3,586	3,671	(85)	-2%	4,675	(1,089)	-23%	72,767	65,000	7,767	12%	63,004	9,763	15%	72,767	65,000	12%
4120 Metered Utilities	266	175	92	52%	441	(174)	-40%	1,766	6,000	(4,234)	-71%	39,489	(37,723)	-96%	1,766	6,000	-71%
4125 Launch Ramp	3,310	2,716	594	22%	3,410	(100)	-3%	34,919	43,000	(8,081)	-19%	40,159	(5,241)	-13%	34,919	43,000	-19%
4135 Storage Yard	3,136	2,717	420	15%	2,860	276	10%	39,344	35,000	4,344	12%	34,858	4,486	13%	39,344	35,000	12%
4140 Storage Unit	14,227	14,774	(548)	-4%	13,369	858	6%	171,635	177,000	(5,365)	-3%	163,245	8,389	5%	171,635	177,000	-3%
4145 Long Term Boat Storage	7,121	7,278	(158)	-2%	6,632	489	7%	82,628	90,000	(7,372)	-8%	84,489	(1,861)	-2%	82,628	90,000	-8%
4150 Short Term Boat Storage	3,478	4,102	(624)	-15%	3,969	(491)	-12%	46,110	50,000	(3,890)	-8%	39,130	6,980	18%	46,110	50,000	-8%
4155 Boat Wash	65	0	65	-	0	65	-	553	0	553	-	157	396	252%	553	0	-
4165 Space Rents	37,974	39,016	(1,043)	-3%	44,987	(7,013)	-16%	299,180	275,000	24,180	9%	289,431	9,749	3%	299,180	275,000	9%
4173 Laundry	326	159	167	105%	271	55	20%	3,782	4,000	(218)	-5%	3,566	216	6%	3,782	4,000	-5%
4175 Propane	745	895	(150)	-17%	885	(140)	-16%	9,795	10,000	(205)	-2%	9,543	253	3%	9,795	10,000	-2%
4180 Merchandise	(419)	170	(589)	-347%	306	(725)	-237%	1,542	2,000	(458)	-23%	2,358	(816)	-35%	1,542	2,000	-23%
4185 Visitor Convention Bureau Fee	203	0	203	-	3,006	(2,803)	-93%	1,476	0	1,476	-	3,006	(1,530)	-51%	1,476	0	-
4190 Ice	55,738	64,223	(8,486)	-13%	65,938	(10,201)	-15%	326,506	290,000	36,506	13%	280,450	46,056	16%	326,506	290,000	13%
4200 Boat Lifts	5,600	18,277	(12,677)	-69%	3,960	1,640	41%	63,550	75,000	(11,450)	-15%	50,560	12,990	26%	63,550	75,000	-15%
4230 Environmental Fee	1,935	2,282	(347)	-15%	1,909	26	1%	26,065	25,000	1,065	4%	22,911	3,154	14%	26,065	25,000	4%
4235 Customer Discounts	(297)	0	(297)	-	(178)	(119)	67%	(6,324)	0	(6,324)	-	(2,665)	(3,659)	137%	(6,324)	0	-
4290 Other	5,435	625	4,810	770%	7,715	(2,280)	-30%	41,334	7,500	33,834	451%	41,364	(30)	0%	41,334	7,500	451%
4295 Bad Debt Expense	0	(417)	417	-100%	(43,082)	43,082	-100%	871	(5,000)	5,871	-117%	(41,484)	42,356	-102%	871	(5,000)	-117%
Total Operating Income	270,636	284,558	(13,921)	-5%	272,033	(1,397)	-1%	2,152,508	2,141,500	11,008	1%	2,114,316	38,193	2%	2,152,508	2,141,500	1%
Expenses																	
Personnel Services																	
5005 Salaries	54,225	69,126	14,901	22%	81,995	27,770	34%	682,626	829,517	146,891	18%	834,388	151,762	18%	682,626	829,517	18%
5010 Other compensation	736	771	35	5%	1,980	1,244	63%	9,610	10,000	391	4%	7,046	(2,564)	-36%	9,610	10,000	4%
5015 Overtime	1,562	1,133	(429)	-38%	5,271	3,709	70%	21,479	14,697	(6,782)	-46%	34,733	13,254	38%	21,479	14,697	-46%
5020 Car Allowance	0	463	463	100%	577	577	100%	808	6,000	5,192	87%	6,016	5,209	87%	808	6,000	87%
Total Compensation	56,523	71,493	14,970	21%	89,823	33,300	37%	714,522	860,214	145,692	17%	882,183	167,660	19%	714,522	860,214	17%
5100 Federal Payroll taxes	4,130	5,404	1,274	24%	6,652	2,522	38%	52,398	70,090	17,692	25%	65,491	13,093	20%	52,398	70,090	25%
5105 State Payroll taxes	23	0	(23)	-	43	20	46%	346	0	(346)	-	447	101	23%	346	0	-
5110 Unemployment Insurance	1,512	1,352	(160)	-12%	2,061	550	27%	14,731	17,538	2,807	16%	18,412	3,681	20%	14,731	17,538	16%
5115 Workers compensation	1,906	2,490	585	23%	1,563	(343)	-22%	21,858	32,302	10,444	32%	18,751	(3,107)	-17%	21,858	32,302	32%
Total Payroll Taxes	7,570	9,246	1,676	18%	10,318	2,748	27%	89,333	119,930	30,597	26%	103,102	13,768	13%	89,333	119,930	26%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019				Jun 2018			Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD			Jul 2018 - Jun 2019		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
5200 Medical insurance	11,780	15,281	3,501	23%	16,402	4,622	28%	158,735	183,367	24,632	13%	171,636	12,900	8%	158,735	183,367	13%
5205 Dental insurance	1,674	1,583	(91)	-6%	1,847	173	9%	19,595	19,001	(594)	-3%	18,389	(1,206)	-7%	19,595	19,001	-3%
5215 Term life insurance	454	171	(283)	-165%	509	55	11%	5,539	2,220	(3,319)	-149%	6,034	495	8%	5,539	2,220	-149%
5220 Long Term Disability insurance	0	415	415	100%	0	0	-	0	5,380	5,380	100%	0	0	-	0	5,380	100%
5225 PERS Employee Contributions	9,008	11,048	2,040	18%	11,022	2,014	18%	110,876	143,304	32,428	23%	137,201	26,325	19%	110,876	143,304	23%
5230 PERS Employer Contributions	3,376	4,239	863	20%	4,218	842	20%	41,669	54,973	13,304	24%	52,616	10,947	21%	41,669	54,973	24%
5295 Allocations	0	0	0	-	0	0	-	0	0	0	-	(38,347)	(38,347)	100%	0	0	-
Total Insured Benefits	26,292	32,737	6,445	20%	33,998	7,706	23%	336,413	408,245	71,832	18%	347,529	11,116	3%	336,413	408,245	18%
Total Personnel Services	90,385	113,477	23,092	20%	134,139	43,754	33%	1,140,269	1,388,389	248,120	18%	1,332,814	192,545	14%	1,140,269	1,388,389	18%
Goods & Services																	
6005 Seminars & training	0	600	600	100%	0	0	-	3,006	10,000	6,994	70%	2,774	(233)	-8%	3,006	10,000	70%
6010 Educational reimbursement	0	208	208	100%	0	0	-	189	2,500	2,311	92%	0	(189)	-	189	2,500	92%
Total Staff Training	0	808	808	100%	0	0	-	3,195	12,500	9,305	74%	2,774	(422)	-15%	3,195	12,500	74%
6020 Travel - airfare	0	83	83	100%	0	0	-	969	1,000	31	3%	401	(568)	-142%	969	1,000	3%
6025 Travel - lodging & transportation	0	167	167	100%	0	0	-	0	2,000	2,000	100%	1,387	1,387	100%	0	2,000	100%
6030 Travel - Per Diem & mileage reimbursement	0	125	125	100%	673	673	100%	284	1,500	1,216	81%	2,245	1,961	87%	284	1,500	81%
6035 Meals & Entertainment	0	50	50	100%	0	0	-	18	600	582	97%	407	389	96%	18	600	97%
Total Travel & Entertainment	0	425	425	100%	673	673	100%	1,271	5,100	3,829	75%	4,440	3,169	71%	1,271	5,100	75%
6050 Office supplies	0	0	0	-	307	307	100%	387	0	(387)	-	2,155	1,769	82%	387	0	-
6055 Kitchen supplies	263	208	(55)	-26%	297	34	11%	3,025	2,500	(525)	-21%	3,272	247	8%	3,025	2,500	-21%
6060 IT supplies	0	0	0	-	0	0	-	20	0	(20)	-	1,069	1,049	98%	20	0	-
6070 Postage & courier services	0	42	42	100%	12	12	100%	47	500	453	91%	1,918	1,871	98%	47	500	91%
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	602	602	100%	0	0	-
6077 Subscriptions	0	0	0	-	0	0	-	0	0	0	-	22	22	100%	0	0	-
6085 Office equipment lease	0	0	0	-	479	479	100%	0	0	0	-	1,916	1,916	100%	0	0	-
6090 IT SW subscriptions & licenses	0	0	0	-	(4,029)	(4,029)	100%	0	0	0	-	0	0	-	0	0	-
Total Office Expense	263	250	(13)	-5%	(2,934)	(3,197)	109%	3,521	3,000	(521)	-17%	10,954	7,433	68%	3,521	3,000	-17%
6100 Telephone - landline	269	250	(19)	-7%	242	(26)	-11%	2,932	3,000	68	2%	5,344	2,411	45%	2,932	3,000	2%
6105 Telephone - mobile	405	625	220	35%	516	111	22%	5,967	7,500	1,533	20%	6,324	356	6%	5,967	7,500	20%
6110 Internet services	1,038	1,000	(38)	-4%	1,076	39	4%	14,643	12,000	(2,643)	-22%	9,795	(4,848)	-49%	14,643	12,000	-22%
6115 Cable TV	480	458	(21)	-5%	449	(31)	-7%	11,654	5,500	(6,154)	-112%	5,120	(6,534)	-128%	11,654	5,500	-112%
6130 Electricity	20,971	20,000	(971)	-5%	19,124	(1,847)	-10%	255,644	240,000	(15,644)	-7%	231,758	(23,886)	-10%	255,644	240,000	-7%
6131 Propane - Operations	190	92	(98)	-107%	83	(107)	-130%	1,131	1,500	369	25%	1,459	328	22%	1,131	1,500	25%
6135 Water/Sewer	4,170	8,465	4,294	51%	8,429	4,259	51%	70,893	75,000	4,107	5%	72,789	1,896	3%	70,893	75,000	5%
6140 Garbage/Sanitation Collection	432	3,455	3,023	87%	5,191	4,759	92%	70,272	75,000	4,728	6%	61,773	(8,500)	-14%	70,272	75,000	6%
6145 Hazardous material disposal	150	333	183	55%	0	(150)	-	2,594	4,000	1,406	35%	1,500	(1,094)	-73%	2,594	4,000	35%
6150 Derelict boat disposal	6,456	0	(6,456)	-	0	(6,456)	-	11,378	40,000	28,622	72%	34,426	23,047	67%	11,378	40,000	72%
6155 Environmental Remediation/Mitigation/Monitoring	158	370	211	57%	1,312	1,153	88%	9,162	5,500	(3,662)	-67%	10,830	1,668	15%	9,162	5,500	-67%
Total Utilities	34,719	35,048	329	1%	36,422	1,703	5%	456,272	469,000	12,728	3%	441,117	(15,155)	-3%	456,272	469,000	3%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019				Jun 2018			Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD			Jul 2018 - Jun 2019		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6200 Temporary/Contract help	7,775	1,050	(6,725)	-641%	11,326	3,550	31%	73,900	35,000	(38,900)	-111%	105,094	31,194	30%	73,900	35,000	-111%
6205 Janitorial services	53	33	(20)	-60%	0	(53)	-	683	400	(283)	-71%	364	(320)	-88%	683	400	-71%
6210 Vending machine services	0	125	125	100%	0	0	-	560	1,500	940	63%	2,408	1,848	77%	560	1,500	63%
6245 Legal advertising	0	167	167	100%	(640)	(640)	100%	406	2,000	1,594	80%	(559)	(965)	173%	406	2,000	80%
6250 Legal services	0	0	0	-	0	0	-	0	0	0	-	1,091	1,091	100%	0	0	-
6260 Consulting services	0	0	0	-	5,705	5,705	100%	0	0	0	-	7,129	7,129	100%	0	0	-
6270 Contracted Services	160	0	(160)	-	670	510	76%	5,218	0	(5,218)	-	4,963	(255)	-5%	5,218	0	-
6290 Commercial insurance	6,748	6,100	(649)	-11%	5,936	(812)	-14%	76,966	73,195	(3,771)	-5%	71,786	(5,181)	-7%	76,966	73,195	-5%
Total Professional Services	14,737	7,475	(7,262)	-97%	22,997	8,260	36%	157,734	112,095	(45,639)	-41%	192,276	34,542	18%	157,734	112,095	-41%
6300 Promotional & marketing services	0	0	0	-	0	0	-	0	0	0	-	745	745	100%	0	0	-
6305 Promotional items	0	0	0	-	0	0	-	0	0	0	-	100	100	100%	0	0	-
6315 Advertising	0	0	0	-	0	0	-	0	0	0	-	614	614	100%	0	0	-
Total Marketing Expense	0	0	0	-	0	0	-	0	0	0	-	1,459	1,459	100%	0	0	-
6400 Small equipment & tools	0	833	833	100%	71	71	100%	8,908	10,000	1,092	11%	9,253	345	4%	8,908	10,000	11%
6405 Safety/hazardous materials	34	458	424	93%	2,650	2,616	99%	7,022	5,500	(1,522)	-28%	11,463	4,440	39%	7,022	5,500	-28%
6410 Signage	0	83	83	100%	0	0	-	833	1,000	167	17%	1,858	1,025	55%	833	1,000	17%
6415 Clothing	0	417	417	100%	0	0	-	1,901	5,000	3,099	62%	2,530	629	25%	1,901	5,000	62%
6420 Janitorial supplies	815	1,000	185	19%	1,235	420	34%	10,870	12,000	1,130	9%	11,347	477	4%	10,870	12,000	9%
6425 Operational supplies	392	917	525	57%	2,016	1,624	81%	8,417	11,000	2,583	23%	11,132	2,715	24%	8,417	11,000	23%
6430 Equipment Rental	0	333	333	100%	19	19	100%	36	4,000	3,964	99%	2,778	2,742	99%	36	4,000	99%
6450 Fuel - Gas	1,051	833	(218)	-26%	1,173	122	10%	15,621	10,000	(5,621)	-56%	14,372	(1,250)	-9%	15,621	10,000	-56%
6455 Fuel - Diesel	100	208	108	52%	289	189	65%	566	2,500	1,934	77%	882	316	36%	566	2,500	77%
6481 Propane - Retail	586	500	(86)	-17%	551	(35)	-6%	6,296	6,000	(296)	-5%	6,620	324	5%	6,296	6,000	-5%
6485 Retail items	180	83	(96)	-116%	0	(180)	-	180	1,000	820	82%	416	237	57%	180	1,000	82%
Total Operational Expense	3,157	5,667	2,510	44%	8,004	4,847	61%	60,650	68,000	7,350	11%	72,650	12,000	17%	60,650	68,000	11%
6500 Repairs & maintenance equipment	2,896	2,083	(813)	-39%	3,889	993	26%	72,710	25,000	(47,710)	-191%	36,454	(36,256)	-99%	72,710	25,000	-191%
6505 Repairs & maintenance vehicles	149	1,000	851	85%	0	(149)	-	2,982	12,000	9,018	75%	14,827	11,845	80%	2,982	12,000	75%
6510 Repairs & maintenance buildings	5,231	2,700	(2,531)	-94%	0	(5,231)	-	28,343	30,000	1,657	6%	28,258	(85)	0%	28,343	30,000	6%
6515 Repairs & maintenance land improvements	214	583	369	63%	0	(214)	-	2,407	7,000	4,593	66%	9,377	6,970	74%	2,407	7,000	66%
6520 Repairs & maintenance docks	1	3,600	3,599	100%	7,611	7,610	100%	10,257	40,000	29,743	74%	51,970	41,713	80%	10,257	40,000	74%
6540 Marina dredging	0	0	0	-	0	0	-	114,926	124,242	9,316	7%	0	(114,926)	-	114,926	124,242	7%
6550 Channel Modification	0	0	0	-	0	0	-	0	0	0	-	0	0	-	0	0	-
6575 Waterway Leases	13,441	2,216	(11,225)	-507%	0	(13,441)	-	29,653	30,000	347	1%	26,622	(3,032)	-11%	29,653	30,000	1%
6580 Permits	424	0	(424)	-	0	(424)	-	4,545	2,500	(2,045)	-82%	5,639	1,094	19%	4,545	2,500	-82%
Total Repair and Maintenance	22,356	12,183	(10,173)	-84%	11,500	(10,856)	-94%	265,824	270,742	4,918	2%	173,147	(92,677)	-54%	265,824	270,742	2%
Total Goods & Services	75,232	61,856	(13,377)	-22%	76,661	1,428	2%	948,466	940,437	(8,029)	-1%	898,816	(49,650)	-6%	948,466	940,437	-1%
Total Expenses	165,617	175,332	9,715	6%	210,800	45,182	21%	2,088,735	2,328,826	240,091	10%	2,231,630	142,895	6%	2,088,735	2,328,826	10%
Operating Results	105,019	109,226	(4,206)	-4%	61,233	43,786	72%	63,773	(187,326)	251,099	-134%	(117,315)	181,088	-154%	63,773	(187,326)	-134%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019				Jun 2018			Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Other Income & Expenses																	
Other Income																	
4450 Lodging Tax	-	-	-	-	-	-	-	169	1,000	(831)	-83%	105	64	61%	169	1,000	-83%
4650 Grants Received - MAP	-	-	-	-	-	-	-	5,500	5,600	(100)	-2%	5,500	0	0%	5,500	5,600	-2%
4695 Grants Received - Other	-	-	-	-	-	-	-	18,508	70,000	(51,492)	-74%	19,489	(981)	-5%	18,508	70,000	-74%
4815 Transfer - RF	-	10,416.67	(10,416.67)	-100%	-	-	-	0	125,000	(125,000)	-100%	0	0	-	0	125,000	-100%
4900 Other Income	-	-	-	-	(2,500)	2,500	-100%	100	0	100	-	12,862	(12,762)	-99%	100	0	-
4905 Other	-	-	-	-	0	0	-	2,600	0	2,600	-	546	2,054	376%	2,600	0	-
4915 Insurance Reimbursement	-	-	-	-	6,710	(6,710)	-100%	25,135	0	25,135	-	169,178	(144,044)	-85%	25,135	0	-
Total Other Income	386,335	10,417	375,918	3609%	9,915	376,420	3797%	438,347	201,600	236,747	117%	213,385	224,961	105%	438,347	201,600	117%
Other Expenses																	
Taxes & Misc Expenses																	
6705 Grant expenses	-	-	-	-	-	-	-	-	-	-	-	14,983	14,983	100%	-	-	-
6720 Property Tax - Sublet Facilities	-	-	-	-	-	-	-	8,706	-	(8,706)	-	7,571	(1,135)	-15%	8,706	-	-
6755 Insurance Claims	-	-	-	-	30,722	30,722	100%	(540)	-	540	-	219,972	220,511	100%	(540)	-	-
Total Taxes & Misc Expenses	-	-	-	-	30,722	30,722	100%	8,166	-	(8,166)	-	242,526	234,360	97%	8,166	-	-
Debt Services																	
7005 Principal repayment	0	0	0	-	21,893	21,893	100%	76,901	87,421	10,520	12%	75,286	(1,615)	-2%	76,901	87,421	12%
7010 Interest payment	0	0	0	-	308	308	100%	62,270	70,806	8,536	12%	30,017	(32,254)	-107%	62,270	70,806	12%
8005 Construction In Progress	2	0	(2)	-	0	(2)	-	2	0	(2)	-	8,447	8,446	100%	2	0	-
8010 CIP Buildings	1,498	0	(1,498)	-	0	(1,498)	-	9,272	68,000	58,728	86%	0	(9,272)	-	9,272	68,000	86%
8011 CIP Docks	294,034	0	(294,034)	-	16,457	(277,577)	-1687%	420,855	194,000	(226,855)	-117%	56,025	(364,830)	-651%	420,855	194,000	-117%
8015 CIP Land Improvements	0	0	0	-	0	0	-	0	0	0	-	7,300	7,300	100%	0	0	-
8025 CIP Mobile Equipment	0	0	0	-	0	0	-	8,001	8,000	(1)	0%	0	(8,001)	-	8,001	8,000	0%
8060 CIP Consulting Engineering & Design	0	0	0	-	(4,899)	(4,899)	100%	0	0	0	-	0	0	-	0	0	-
Total Debt Services	295,533	0	(295,533)	-	33,759	(261,775)	-775%	577,301	428,227	(149,074)	-35%	177,076	(400,226)	-226%	577,301	428,227	-35%
Total Other Expenses	295,533	0	(295,533)	-	64,480	(231,053)	-358%	585,467	428,227	(157,240)	-37%	419,601	(165,866)	-40%	585,467	428,227	-37%
Net Other Income	90,801	10,417	80,385	772%	(54,566)	145,367	-266%	(147,121)	(226,627)	79,506	-35%	(206,216)	59,096	-29%	(147,121)	(226,627)	-35%
Net Result	195,821	119,642	76,178	64%	6,668	189,153	2837%	(83,347)	(413,953)	330,606	-80%	(323,531)	240,183	-74%	(83,347)	(413,953)	-80%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019		\$ Diff	% Diff	Jun 2018		% Diff	Jul 2018 - Jun 2019		% Diff	Prior FYTD vs Current FYTD		Jul 2018 - Jun 2019				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4180 Merchandise	602	0	602	-	0	602	-	1,074	0	1,074	-	0	1,074	-	1,074	0	-
Total Operating Income	602	0	602	-	0	602	-	1,074	0	1,074	-	0	1,074	-	1,074	0	-
Expenses																	
Personnel Services																	
5005 Salaries	11,935	19,622	7,687	39%	22,213	10,278	46%	229,498	235,465	5,967	3%	230,592	1,094	0%	229,498	235,465	3%
5010 Other compensation	0	0	0	-	0	0	-	26	0	(26)	-	0	(26)	-	26	0	-
5015 Overtime	0	139	139	100%	0	0	-	109	1,800	1,691	94%	166	57	34%	109	1,800	94%
5020 Car Allowance	462	694	232	33%	865	404	47%	8,596	9,000	404	4%	9,024	429	5%	8,596	9,000	4%
Total Compensation	12,396	20,455	8,059	39%	23,078	10,682	46%	238,228	246,265	8,037	3%	239,781	1,553	1%	238,228	246,265	3%
5100 Federal Payroll taxes	941	1,452	511	35%	1,742	800	46%	17,992	18,832	840	4%	17,358	(634)	-4%	17,992	18,832	4%
5105 State Payroll taxes	4	0	(4)	-	7	4	48%	65	0	(65)	-	75	10	13%	65	0	-
5110 Unemployment Insurance	246	227	(19)	-8%	270	24	9%	3,253	2,948	(305)	-10%	3,153	(100)	-3%	3,253	2,948	-10%
5115 Workers compensation	44	42	(2)	-4%	396	352	89%	273	551	278	50%	4,748	4,475	94%	273	551	50%
Total Payroll Taxes	1,235	1,722	487	28%	2,415	1,180	49%	21,583	22,331	748	3%	25,334	3,751	15%	21,583	22,331	3%
5200 Medical insurance	579	2,220	1,642	74%	2,220	1,642	74%	25,003	26,644	1,641	6%	25,481	478	2%	25,003	26,644	6%
5205 Dental insurance	49	219	170	78%	262	213	81%	2,928	2,622	(306)	-12%	2,665	(262)	-10%	2,928	2,622	-12%
5215 Term life insurance	149	30	(119)	-396%	120	(28)	-23%	1,784	360	(1,424)	-396%	1,515	(270)	-18%	1,784	360	-396%
5220 Long Term Disability insurance	0	106	106	100%	0	0	-	0	1,374	1,374	100%	0	0	-	0	1,374	100%
5225 PERS Employee Contributions	1,517	2,671	1,155	43%	2,579	1,062	41%	33,785	34,646	861	2%	29,074	(4,711)	-16%	33,785	34,646	2%
5230 PERS Employer Contributions	650	1,145	495	43%	1,105	455	41%	14,479	14,848	369	2%	12,460	(2,019)	-16%	14,479	14,848	2%
Total Insured Benefits	2,943	6,391	3,448	54%	6,287	3,344	53%	77,979	80,494	2,515	3%	71,195	(6,784)	-10%	77,979	80,494	3%
Total Personnel Services	16,574	28,567	11,993	42%	31,779	15,205	48%	337,791	349,090	11,299	3%	336,310	(1,480)	0%	337,791	349,090	3%
Goods & Services																	
6005 Seminars & training	0	375	375	100%	205	205	100%	1,400	4,500	3,100	69%	4,525	3,125	69%	1,400	4,500	69%
6010 Educational reimbursement	0	0	0	-	3,000	3,000	100%	4,100	6,000	1,900	32%	3,000	(1,100)	-37%	4,100	6,000	32%
Total Staff Training	0	375	375	100%	3,205	3,205	100%	5,500	10,500	5,000	48%	7,525	2,025	27%	5,500	10,500	48%
6020 Travel - airfare	1,032	0	(1,032)	-	0	(1,032)	-	1,167	6,000	4,833	81%	3,268	2,101	64%	1,167	6,000	81%
6025 Travel - lodging & transportation	0	440	440	100%	10	10	100%	5,224	5,276	52	1%	6,075	851	14%	5,224	5,276	1%
6030 Travel - Per Diem & mileage reimbursement	497	506	9	2%	1,850	1,353	73%	6,074	6,074	0	0%	7,550	1,476	20%	6,074	6,074	0%
6035 Meals & Entertainment	(168)	134	302	225%	91	259	285%	1,607	1,607	0	0%	1,983	376	19%	1,607	1,607	0%
Total Travel & Entertainment	1,361	1,080	(282)	-26%	1,951	589	30%	14,073	18,957	4,885	26%	18,876	4,803	25%	14,073	18,957	26%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019		\$ Diff	% Diff	Jun 2018		% Diff	Jul 2018 - Jun 2019		Prior FYTD vs Current FYTD			Jul 2018 - Jun 2019				
	Actual	Budget			Actual	\$ Diff		Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6050 Office supplies	58	22	(37)	-170%	0	(58)	-	260	260	0	0%	623	364	58%	260	260	0%
6060 IT supplies	0	0	0	-	0	0	-	0	0	0	-	3,525	3,525	100%	0	0	-
6070 Postage & courier services	0	0	0	-	0	0	-	0	0	0	-	108	108	100%	0	0	-
6075 Memberships & dues	1,531	2,376	845	36%	7,604	6,073	80%	28,508	28,508	0	0%	30,218	1,711	6%	28,508	28,508	0%
6077 Subscriptions	0	0	0	-	0	0	-	0	0	0	-	1,046	1,046	100%	0	0	-
6090 IT SW subscriptions & licenses	0	0	0	-	212	212	100%	0	0	0	-	6,422	6,422	100%	0	0	-
Total Office Expense	1,589	2,397	808	34%	7,816	6,227	80%	28,767	28,767	0	0%	41,942	13,175	31%	28,767	28,767	0%
6105 Telephone - mobile	157	0	(157)	-	0	(157)	-	157	0	(157)	-	0	(157)	-	157	0	-
Total Utilities	157	0	(157)	-	0	(157)	-	157	0	(157)	-	0	(157)	-	157	0	-
6250 Legal services	0	0	0	-	0	0	-	0	0	0	-	1,480	1,480	100%	0	0	-
6260 Consulting services	2,506	0	(2,506)	-	0	(2,506)	-	74,917	65,000	(9,917)	-15%	7,950	(66,967)	-842%	74,917	65,000	-15%
6270 Contracted Services	0	0	0	-	32	32	100%	16	0	(16)	-	234	218	93%	16	0	-
6290 Commercial insurance	0	0	0	-	388	388	100%	0	0	0	-	4,645	4,645	100%	0	0	-
Total Professional Services	2,506	0	(2,506)	-	420	(2,086)	-497%	74,933	65,000	(9,933)	-15%	14,310	(60,624)	-424%	74,933	65,000	-15%
6300 Promotional & marketing services	0	0	0	-	0	0	-	0	0	0	-	595	595	100%	0	0	-
6305 Promotional items	0	0	0	-	0	0	-	0	0	0	-	1,067	1,067	100%	0	0	-
6310 Marketing supplies	2,266	2,000	(266)	-13%	2,308	42	2%	6,240	8,000	1,760	22%	14,717	8,478	58%	6,240	8,000	22%
6315 Advertising	5,039	1,832	(3,208)	-175%	3,264	(1,775)	-54%	21,978	21,978	(0)	0%	20,984	(994)	-5%	21,978	21,978	0%
6320 Cargo recruitment & development	0	0	0	-	149	149	100%	10,424	14,500	4,076	28%	12,634	2,209	17%	10,424	14,500	28%
6325 Commercial Marketing	0	0	0	-	0	0	-	0	0	0	-	55	55	100%	0	0	-
6340 Legislative support	9,035	6,667	(2,369)	-36%	6,887	(2,148)	-31%	79,041	80,000	959	1%	70,667	(8,374)	-12%	79,041	80,000	1%
6345 Community affairs	500	825	325	39%	0	(500)	-	16,400	16,500	100	1%	2,742	(13,658)	-498%	16,400	16,500	1%
Total Marketing Expense	16,840	11,323	(5,517)	-49%	12,608	(4,232)	-34%	134,083	140,978	6,895	5%	123,460	(10,622)	-9%	134,083	140,978	5%
6415 Clothing	0	0	0	-	0	0	-	326	0	(326)	-	0	(326)	-	326	0	-
Total Operational Expense	0	0	0	-	0	0	-	326	0	(326)	-	0	(326)	-	326	0	-
Total Goods & Services	22,453	15,175	(7,278)	-48%	26,000	3,546	14%	257,839	264,203	6,364	2%	206,112	(51,726)	-25%	257,839	264,203	2%
Total Expenses	39,027	43,743	4,715	11%	57,779	18,752	32%	595,629	613,293	17,664	3%	542,423	(53,206)	-10%	595,629	613,293	3%
Operating Results	(38,425)	(43,743)	5,317	-12%	(57,779)	19,354	-33%	(594,555)	(613,293)	18,738	-3%	(542,423)	(52,132)	10%	(594,555)	(613,293)	-3%
Other Income & Expenses																	
Other Income																	
4695 Grants Received - Other	50,000	0	50,000	-	0	50,000	-	50,000	50,000	0	0%	0	50,000	-	50,000	50,000	0%
Total Other Income	50,000	0	50,000	-	0	50,000	-	50,000	50,000	0	0%	0	50,000	-	50,000	50,000	0%
Net Other Income	50,000	0	50,000	-	0	50,000	-	50,000	50,000	0	0%	0	50,000	-	50,000	50,000	0%
Net Result	11,575	(43,743)	55,317	-126%	(57,779)	69,354	-120%	(544,555)	(563,293)	18,738	-3%	(542,423)	(2,132)	0%	(544,555)	(563,293)	-3%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019		\$ Diff	% Diff	Jun 2018		\$ Diff	% Diff	Jul 2018 - Jun 2019		Prior FYTD vs Current FYTD						
	Actual	Budget			Actual	\$ Diff			Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget
Operating Income																	
4005 Building & Dock Leases	9,331	8,757	574	7%	9,294	37	0%	108,945	105,800	3,145	3%	112,280	(3,336)	-3%	108,945	105,800	3%
4010 Property Agreements	9,437	7,036	2,401	34%	9,235	202	2%	79,717	77,000	2,717	4%	101,066	(21,349)	-21%	79,717	77,000	4%
4240 Project Management Fees	46,305	46,314	(9)	0%	44,100	2,205	5%	542,430	542,530	(100)	0%	516,600	25,830	5%	542,430	542,530	0%
4290 Other	0	1,250	(1,250)	-100%	0	0	-	15,000	15,000	0	0%	0	15,000	-	15,000	15,000	0%
Total Operating Income	65,073	63,357	1,716	3%	62,629	2,445	4%	746,092	740,330	5,762	1%	729,946	16,146	2%	746,092	740,330	1%
Expenses																	
Personnel Services																	
5005 Salaries	12,729	12,759	29	0%	15,190	2,461	16%	162,870	165,481	2,611	2%	152,265	(10,604)	-7%	162,870	165,481	2%
5010 Other compensation	0	0	0	-	0	0	-	0	0	0	-	54	54	100%	0	0	-
5015 Overtime	0	0	0	-	0	0	-	0	0	0	-	162	162	100%	0	0	-
5020 Car Allowance	462	463	1	0%	577	115	20%	5,884	6,000	116	2%	5,439	(445)	-8%	5,884	6,000	2%
Total Compensation	13,191	13,221	30	0%	15,767	2,576	16%	168,754	171,481	2,727	2%	157,921	(10,833)	-7%	168,754	171,481	2%
5100 Federal Payroll taxes	1,009	1,011	2	0%	1,206	197	16%	12,910	13,118	208	2%	12,081	(829)	-7%	12,910	13,118	2%
5105 State Payroll taxes	3	0	(3)	-	5	2	32%	45	0	(45)	-	47	2	5%	45	0	-
5110 Unemployment Insurance	157	152	(6)	-4%	163	6	4%	2,716	1,965	(751)	-38%	2,569	(147)	-6%	2,716	1,965	-38%
5115 Workers compensation	39	32	(7)	-23%	278	239	86%	291	412	121	29%	3,341	3,050	91%	291	412	29%
Total Payroll Taxes	1,209	1,195	(14)	-1%	1,653	444	27%	15,962	15,495	(467)	-3%	18,039	2,076	12%	15,962	15,495	-3%
5200 Medical insurance	0	1,346	1,346	100%	945	945	100%	(945)	16,156	17,101	106%	4,544	5,489	121%	(945)	16,156	106%
5205 Dental insurance	204	219	14	7%	206	2	1%	2,474	2,622	148	6%	1,639	(835)	-51%	2,474	2,622	6%
5215 Term life insurance	101	18	(83)	-449%	47	(54)	-115%	1,216	240	(976)	-407%	755	(461)	-61%	1,216	240	-407%
5220 Long Term Disability insurance	0	73	73	100%	0	0	-	0	953	953	100%	0	0	-	0	953	100%
5225 PERS Employee Contributions	1,847	1,944	97	5%	1,031	(816)	-79%	21,470	23,324	1,855	8%	14,418	(7,052)	-49%	21,470	23,324	8%
5230 PERS Employer Contributions	791	800	8	1%	442	(350)	-79%	9,201	9,597	396	4%	6,179	(3,022)	-49%	9,201	9,597	4%
5295 Allocations	0	0	0	-	0	0	-	0	0	0	-	(1,085)	(1,085)	100%	0	0	-
Total Insured Benefits	2,944	4,400	1,456	33%	2,671	(273)	-10%	33,416	52,892	19,476	37%	26,450	(6,966)	-26%	33,416	52,892	37%
Total Personnel Services	17,344	18,816	1,473	8%	20,091	2,747	14%	218,132	239,868	21,736	9%	202,410	(15,723)	-8%	218,132	239,868	9%
Goods & Services																	
6005 Seminars & training	0	417	417	100%	0	0	-	3,855	5,000	1,145	23%	435	(3,420)	-786%	3,855	5,000	23%
Total Staff Training	0	417	417	100%	0	0	-	3,855	5,000	1,145	23%	435	(3,420)	-786%	3,855	5,000	23%
6020 Travel - airfare	0	48	48	100%	0	0	-	581	581	0	0%	1,912	1,331	70%	581	581	0%
6025 Travel - lodging & transportation	1,437	1,303	(134)	-10%	1,043	(394)	-38%	15,639	15,639	0	0%	14,189	(1,450)	-10%	15,639	15,639	0%
6030 Travel - Per Diem & mileage reimbursement	987	764	(223)	-29%	531	(456)	-86%	9,169	9,169	0	0%	8,465	(704)	-8%	9,169	9,169	0%
6035 Meals & Entertainment	0	59	59	100%	0	0	-	59	59	0	0%	84	25	30%	59	59	0%
Total Travel & Entertainment	2,424	2,175	(249)	-11%	1,574	(850)	-54%	25,448	25,448	0	0%	24,649	(798)	-3%	25,448	25,448	0%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019		\$ Diff	% Diff	Jun 2018		% Diff	Jul 2018 - Jun 2019		% Diff	Prior FYTD vs Current FYTD		Jul 2018 - Jun 2019				
	Actual	Budget			Actual	\$ Diff		Actual	Budget		\$ Diff	Last FY	\$ Diff	Projected	Budget	% Diff	
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	1,557	1,557	100%	0	0	-
Total Office Expense	0	0	0	-	0	0	-	0	0	0	-	1,557	1,557	100%	0	0	-
6105 Telephone - mobile	94	0	(94)	-	0	(94)	-	94	0	(94)	-	0	(94)	-	94	0	-
6115 Cable TV	0	0	0	-	43	43	100%	0	0	0	-	393	393	100%	0	0	-
6130 Electricity	135	191	57	30%	358	223	62%	2,297	2,297	0	0%	4,236	1,938	46%	2,297	2,297	0%
6135 Water/Sewer	0	0	0	-	0	0	-	0	0	0	-	327	327	100%	0	0	-
6140 Garbage/Sanitation Collection	0	0	0	-	0	0	-	63	0	(63)	-	93	30	32%	63	0	-
6155 Environmental Remediation/Mitigation/Monitoring	42	42	0	0%	0	(42)	-	42	42	0	0%	4,404	4,362	99%	42	42	0%
Total Utilities	271	234	(38)	-16%	401	130	32%	2,497	2,340	(157)	-7%	9,453	6,956	74%	2,497	2,340	-7%
6200 Temporary/Contract help	0	0	0	-	0	0	-	0	0	0	-	6,485	6,485	100%	0	0	-
6250 Legal services	0	0	0	-	0	0	-	0	0	0	-	10,620	10,620	100%	0	0	-
6260 Consulting services	0	0	0	-	0	0	-	0	0	0	-	3,765	3,765	100%	0	0	-
6270 Contracted Services	0	0	0	-	0	0	-	1,885	0	(1,885)	-	0	(1,885)	-	1,885	0	-
6290 Commercial insurance	723	677	(46)	-7%	564	(160)	-28%	8,387	8,125	(262)	-3%	6,752	(1,636)	-24%	8,387	8,125	-3%
Total Professional Services	723	677	(46)	-7%	564	(160)	-28%	10,272	8,125	(2,147)	-26%	27,621	17,349	63%	10,272	8,125	-26%
6345 Community affairs	0	0	0	-	0	0	-	90	0	(90)	-	175	85	49%	90	0	-
Total Marketing Expense	0	0	0	-	0	0	-	90	0	(90)	-	175	85	49%	90	0	-
6400 Small equipment & tools	0	0	0	-	0	0	-	0	0	0	-	225	225	100%	0	0	-
6405 Safety/hazardous materials	0	0	0	-	314	314	100%	0	0	0	-	314	314	100%	0	0	-
6410 Signage	0	10	10	100%	0	0	-	10	10	0	0%	721	711	99%	10	10	0%
6415 Clothing	0	0	0	-	0	0	-	0	0	0	-	608	608	100%	0	0	-
6425 Operational supplies	0	0	0	-	11	11	100%	0	0	0	-	96	96	100%	0	0	-
6450 Fuel - Gas	0	0	0	-	0	0	-	100	0	(100)	-	100	0	0%	100	0	-
Total Operational Expense	0	10	10	100%	325	325	100%	110	10	(100)	-978%	2,064	1,954	95%	110	10	-978%
6510 Repairs & maintenance buildings	0	15	15	100%	0	0	-	185	185	0	0%	408	223	55%	185	185	0%
6515 Repairs & maintenance land improvements	0	759	759	100%	8,288	8,288	100%	9,111	9,111	0	0%	19,501	10,390	53%	9,111	9,111	0%
6520 Repairs & maintenance docks	0	573	573	100%	0	0	-	6,882	6,882	0	0%	552	(6,329)	-1146%	6,882	6,882	0%
6575 Waterway Leases	0	208	208	100%	0	0	-	3,171	2,500	(671)	-27%	2,009	(1,162)	-58%	3,171	2,500	-27%
6580 Permits	0	208	208	100%	0	0	-	1,086	2,500	1,414	57%	1,494	408	27%	1,086	2,500	57%
Total Repair and Maintenance	0	1,765	1,765	100%	8,288	8,288	100%	20,434	21,177	743	4%	23,964	3,529	15%	20,434	21,177	4%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019		\$ Diff	% Diff	Jun 2018		\$ Diff	% Diff	Jul 2018 - Jun 2019		Prior FYTD vs Current FYTD						
	Actual	Budget			Actual	\$ Diff			% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected
Total Goods & Services	3,418	5,277	1,859	35%	11,152	7,733	69%	62,706	62,100	(606)	-1%	89,918	27,212	30%	62,706	62,100	-1%
Total Expenses	20,762	24,093	3,332	14%	31,242	10,481	34%	280,838	301,968	21,130	7%	292,328	11,489	4%	280,838	301,968	7%
Operating Results	44,311	39,263	5,048	13%	31,386	12,925	41%	465,253	438,362	26,891	6%	437,618	27,635	6%	465,253	438,362	6%
4900 Other Income	0	0	0	-	0	0	-	2,000	0	2,000	-	0	2,000	-	2,000	0	-
4915 Insurance Reimbursement	0	0	0	-	(4,000)	4,000	-100%	0	0	0	-	7,596	(7,596)	-100%	0	0	-
Total Other Income	0	0	0	-	(4,000)	4,000	-100%	2,000	0	2,000	-	7,596	(5,596)	-74%	2,000	0	-
Taxes & Misc Expenses																	
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	2	0	(2)	-	0	(2)	-	2	0	-
6755 Insurance Claims	0	0	0	-	0	0	-	0	0	0	-	12,993	12,993	100%	0	0	-
Total Taxes & Misc Expenses	0	0	0	-	0	0	-	2	0	(2)	-	12,993	12,991	100%	2	0	-
Total Other Expenses	0	0	0	-	0	0	-	2	0	(2)	-	12,993	12,991	100%	2	0	-
Net Other Income	0	0	0	-	(4,000)	4,000	-100%	1,998	0	1,998	-	(5,397)	7,395	-137%	1,998	0	-
Net Result	44,311	39,263	5,048	13%	27,386	16,925	62%	467,251	438,362	28,889	7%	432,221	35,030	8%	467,251	438,362	7%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

amounts in \$US dollars

Fund: General Fund

Department: Port Development

Location: All

Budget: Supplemental 1



Port Development	Current Period				Same Month Last Year			Year to Date						Year End			
	Jun 2019				Jun 2018			Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD		Jul 2018 - Jun 2019			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4240 Project Management Fees	0	0	0	-	0	0	-	0	0	0	-	8,530	(8,530)	-100%	0	0	-
Total Operating Income	0	0	0	-	0	0	-	0	0	0	-	8,530	(8,530)	-100%	0	0	-
Expenses																	
Personnel Services																	
5005 Salaries	11,531	12,547	1,016	8%	17,243	5,711	33%	161,781	162,740	959	1%	160,485	(1,296)	-1%	161,781	162,740	1%
5020 Car Allowance	462	463	1	0%	519	58	11%	5,711	6,000	289	5%	5,959	247	4%	5,711	6,000	5%
Total Compensation	11,993	13,010	1,017	8%	17,762	5,769	32%	167,492	168,740	1,248	1%	166,443	(1,049)	-1%	167,492	168,740	1%
5100 Federal Payroll taxes	917	996	78	8%	1,303	385	30%	12,695	12,909	214	2%	12,159	(536)	-4%	12,695	12,909	2%
5105 State Payroll taxes	3	0	(3)	-	5	1	29%	46	0	(46)	-	50	4	7%	46	0	-
5110 Unemployment Insurance	258	151	(107)	-70%	309	51	16%	2,105	1,965	(140)	-7%	2,001	(105)	-5%	2,105	1,965	-7%
5115 Workers compensation	40	38	(2)	-7%	271	230	85%	307	485	178	37%	3,248	2,941	91%	307	485	37%
Total Payroll Taxes	1,219	1,185	(34)	-3%	1,887	668	35%	15,154	15,359	205	1%	17,457	2,303	13%	15,154	15,359	1%
5200 Medical insurance	1,020	1,818	798	44%	1,819	798	44%	12,689	21,825	9,136	42%	20,873	8,184	39%	12,689	21,825	42%
5205 Dental insurance	100	172	72	42%	206	107	52%	1,368	2,067	699	34%	2,101	733	35%	1,368	2,067	34%
5215 Term life insurance	92	18	(74)	-401%	83	(9)	-11%	1,083	240	(843)	-351%	998	(84)	-8%	1,083	240	-351%
5220 Long Term Disability insurance	0	72	72	100%	0	0	-	0	937	937	100%	0	0	-	0	937	100%
5225 PERS Employee Contributions	1,679	1,822	143	8%	1,766	87	5%	21,747	23,624	1,877	8%	22,960	1,213	5%	21,747	23,624	8%
5230 PERS Employer Contributions	720	780	61	8%	757	37	5%	9,320	10,124	804	8%	9,840	520	5%	9,320	10,124	8%
Total Insured Benefits	3,611	4,683	1,072	23%	4,631	1,020	22%	46,207	58,817	12,610	21%	56,773	10,566	19%	46,207	58,817	21%
Total Personnel Services	16,823	18,878	2,055	11%	24,280	7,457	31%	228,852	242,916	14,064	6%	240,673	11,821	5%	228,852	242,916	6%
Goods & Services																	
6005 Seminars & training	0	208	208	100%	0	0	-	1,542	2,500	958	38%	289	(1,253)	-434%	1,542	2,500	38%
6010 Educational reimbursement	0	208	208	100%	0	0	-	0	2,500	2,500	100%	0	0	-	0	2,500	100%
Total Staff Training	0	417	417	100%	0	0	-	1,542	5,000	3,458	69%	289	(1,253)	-434%	1,542	5,000	69%
6020 Travel - airfare	0	125	125	100%	0	0	-	0	1,500	1,500	100%	0	0	-	0	1,500	100%
6025 Travel - lodging & transportation	0	208	208	100%	0	0	-	0	2,500	2,500	100%	417	417	100%	0	2,500	100%
6030 Travel - Per Diem & mileage reimbursement	644	292	(352)	-121%	615	(28)	-5%	1,683	3,500	1,817	52%	2,510	827	33%	1,683	3,500	52%
6035 Meals & Entertainment	0	0	0	-	0	0	-	0	0	0	-	299	299	100%	0	0	-
Total Travel & Entertainment	644	625	(19)	-3%	615	(28)	-5%	1,683	7,500	5,817	78%	3,226	1,543	48%	1,683	7,500	78%
6050 Office supplies	0	0	0	-	0	0	-	0	0	0	-	240	240	100%	0	0	-
6070 Postage & courier services	0	0	0	-	0	0	-	0	0	0	-	8	8	100%	0	0	-
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	1,281	1,281	100%	0	0	-
6090 IT SW subscriptions & licenses	0	0	0	-	0	0	-	0	0	0	-	20	20	100%	0	0	-
Total Office Expense	0	0	0	-	0	0	-	0	0	0	-	1,549	1,549	100%	0	0	-
6105 Telephone - mobile	94	0	(94)	-	0	(94)	-	94	0	(94)	-	0	(94)	-	94	0	-
6155 Environmental Remediation/Mitigation/Monitoring	0	0	0	-	0	0	-	0	0	0	-	1,025	1,025	100%	0	0	-
Total Utilities	94	0	(94)	-	0	(94)	-	94	0	(94)	-	1,025	931	91%	94	0	-

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

amounts in \$US dollars

Fund: General Fund

Department: Port Development

Location: All

Budget: Supplemental 1



Port Development	Current Period				Same Month Last Year			Year to Date					Year End				
	Jun 2019				Jun 2018			Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6245 Legal advertising	0	0	0	-	76	76	100%	0	0	0	-	190	190	100%	0	0	-
6250 Legal services	0	0	0	-	3,398	3,398	100%	0	0	0	-	6,689	6,689	100%	0	0	-
6260 Consulting services	0	0	0	-	295	295	100%	15,346	0	(15,346)	-	12,736	(2,609)	-20%	15,346	0	-
6270 Contracted Services	0	0	0	-	0	0	-	3,750	0	(3,750)	-	0	(3,750)	-	3,750	0	-
6290 Commercial insurance	0	0	0	-	564	564	100%	0	0	0	-	6,752	6,752	100%	0	0	-
Total Professional Services	0	0	0	-	4,792	4,792	100%	19,096	0	(19,096)	-	27,189	8,094	30%	19,096	0	-
6405 Safety/hazardous materials	0	0	0	-	0	0	-	1,031	0	(1,031)	-	280	(751)	-269%	1,031	0	-
6415 Clothing	0	0	0	-	0	0	-	240	0	(240)	-	8	(232)	-2900%	240	0	-
6450 Fuel - Gas	0	0	0	-	0	0	-	256	0	(256)	-	62	(194)	-311%	256	0	-
Total Operational Expense	0	0	0	-	0	0	-	1,527	0	(1,527)	-	350	(1,177)	-336%	1,527	0	-
6515 Repairs & maintenance land improvements	0	0	0	-	794	794	100%	24	0	(24)	-	1,385	1,360	98%	24	0	-
6520 Repairs & maintenance docks	0	0	0	-	0	0	-	0	0	0	-	30	30	100%	0	0	-
6580 Permits	0	0	0	-	0	0	-	0	0	0	-	250	250	100%	0	0	-
Total Repair and Maintenance	0	0	0	-	794	794	100%	24	0	(24)	-	1,664	1,640	99%	24	0	-
Total Goods & Services	738	1,042	304	29%	6,201	5,464	88%	23,966	12,500	(11,466)	-92%	35,293	11,327	32%	23,966	12,500	-92%
Total Expenses	17,561	19,919	2,359	12%	30,482	12,921	42%	252,818	255,416	2,598	1%	275,966	23,148	8%	252,818	255,416	1%
Operating Results	(17,561)	(19,919)	2,359	-12%	(30,482)	12,921	-42%	(252,818)	(255,416)	2,598	-1%	(267,436)	14,618	-5%	(252,818)	(255,416)	-1%
Other Income & Expenses																	
Other Income																	
4605 Grants Received - ODOT Lottery	728	0	728	-	13,330	(12,602)	-95%	109,328	0	109,328	-	83,401	25,927	31%	109,328	0	-
4810 Transfer - SPF	0	11,933	(11,933)	-100%	0	0	-	0	143,200	(143,200)	-100%	0	0	-	0	143,200	-100%
Total Other Income	728	11,933	(11,205)	-94%	13,330	(12,602)	-95%	109,328	143,200	(33,872)	-24%	83,401	25,927	31%	109,328	143,200	-24%
Other Expenses																	
Taxes & Misc Expenses																	
6745 Banking fees	1,071	0	(1,071)	-	0	(1,071)	-	15,154	0	(15,154)	-	0	(15,154)	-	15,154	0	-
Total Taxes & Misc Expenses	1,071	0	(1,071)	-	0	(1,071)	-	15,154	0	(15,154)	-	0	(15,154)	-	15,154	0	-
Debt Services																	
7010 Interest payment	9,346	6,833	(2,513)	-37%	0	(9,346)	-	52,459	82,000	29,541	36%	0	(52,459)	-	52,459	82,000	36%
9010 Transfers - SPF	0	0	0	-	(214)	(214)	100%	0	0	0	-	0	0	-	0	0	-
Total Debt Services	9,346	6,833	(2,513)	-37%	(214)	(9,560)	4470%	52,459	82,000	29,541	36%	0	(52,459)	-	52,459	82,000	36%
Total Other Expenses	10,418	6,833	(3,584)	-52%	(214)	(10,631)	4971%	67,613	82,000	14,387	18%	0	(67,613)	-	67,613	82,000	18%
Net Other Income	(9,689)	5,100	(14,789)	-290%	13,544	(23,233)	-172%	41,715	61,200	(19,485)	-32%	83,401	(41,686)	-50%	41,715	61,200	-32%
Net Result	(27,250)	(14,819)	(12,430)	84%	(16,938)	(10,312)	61%	(211,103)	(194,216)	(16,887)	9%	(184,036)	(27,068)	15%	(211,103)	(194,216)	9%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019				Jun 2018			Jul 2018 - Jun 2019				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																	
4010 Property Agreements	18,346	7,849	10,498	134%	7,803	10,543	135%	246,675	161,160	85,515	53%	170,753	75,922	44%	246,675	161,160	53%
4235 Customer Discounts	0	0	0	-	0	0	-	(3,500)	0	(3,500)	-	0	(3,500)	-	(3,500)	0	-
4260 Rail Operations Revenue	188,527	347,304	(158,777)	-46%	340,631	(152,104)	-45%	3,427,659	4,245,600	(817,941)	-19%	4,164,021	(736,362)	-18%	3,427,659	4,245,600	-19%
4265 Rail Surcharges	21,601	42,566	(20,965)	-49%	42,013	(20,412)	-49%	404,584	558,000	(153,416)	-27%	551,777	(147,193)	-27%	404,584	558,000	-27%
4290 Other	0	0	0	-	0	0	-	0	0	0	-	21,410	(21,410)	-100%	0	0	-
4295 Bad Debt Expense	0	0	0	-	(318,000)	318,000	-100%	0	0	0	-	(317,779)	317,779	-100%	0	0	-
Total Operating Income	228,474	397,719	(169,245)	-43%	72,446	156,027	215%	4,075,418	4,964,760	(889,342)	-18%	4,590,182	(514,764)	-11%	4,075,418	4,964,760	-18%
Expenses																	
Personnel Services																	
5005 Salaries	7,181	6,544	(638)	-10%	7,947	765	10%	94,668	84,872	(9,796)	-12%	82,650	(12,018)	-15%	94,668	84,872	-12%
5010 Other compensation	0	0	0	-	25	25	100%	0	0	0	-	25	25	100%	0	0	-
5020 Car Allowance	231	231	1	0%	288	58	20%	2,942	3,000	58	2%	3,008	66	2%	2,942	3,000	2%
Total Compensation	7,412	6,775	(637)	-9%	8,260	848	10%	97,610	87,872	(9,738)	-11%	85,683	(11,927)	-14%	97,610	87,872	-11%
5100 Federal Payroll taxes	541	518	(22)	-4%	598	58	10%	7,159	6,722	(437)	-6%	6,251	(907)	-15%	7,159	6,722	-6%
5105 State Payroll taxes	2	0	(2)	-	2	1	28%	25	0	(25)	-	26	1	5%	25	0	-
5110 Unemployment Insurance	43	76	32	43%	120	77	64%	1,254	983	(271)	-28%	1,000	(254)	-25%	1,254	983	-28%
5115 Workers compensation	417	9	(407)	-4294%	141	(276)	-196%	4,908	123	(4,785)	-3890%	1,691	(3,216)	-190%	4,908	123	-3890%
Total Payroll Taxes	1,002	604	(399)	-66%	862	(141)	-16%	13,346	7,828	(5,518)	-70%	8,969	(4,376)	-49%	13,346	7,828	-70%
5200 Medical insurance	1,454	1,346	(108)	-8%	1,346	(108)	-8%	17,209	16,156	(1,053)	-7%	15,901	(1,308)	-8%	17,209	16,156	-7%
5205 Dental insurance	154	130	(24)	-19%	156	2	1%	1,871	1,563	(308)	-20%	1,589	(282)	-18%	1,871	1,563	-20%
5215 Term life insurance	52	9	(43)	-468%	43	(9)	-22%	629	120	(509)	-424%	516	(114)	-22%	629	120	-424%
5220 Long Term Disability insurance	0	38	38	100%	0	0	-	0	489	489	100%	0	0	-	0	489	100%
5225 PERS Employee Contributions	1,038	949	(89)	-9%	920	(118)	-13%	13,194	12,302	(892)	-7%	10,726	(2,468)	-23%	13,194	12,302	-7%
5230 PERS Employer Contributions	445	406	(38)	-9%	394	(51)	-13%	5,655	5,272	(383)	-7%	4,597	(1,058)	-23%	5,655	5,272	-7%
Total Insured Benefits	3,143	2,879	(265)	-9%	2,859	(284)	-10%	38,558	35,902	(2,656)	-7%	33,328	(5,229)	-16%	38,558	35,902	-7%
Total Personnel Services	11,558	10,257	(1,301)	-13%	11,981	423	4%	149,513	131,602	(17,911)	-14%	127,981	(21,532)	-17%	149,513	131,602	-14%
Goods & Services																	
6005 Seminars & training	0	354	354	100%	0	0	-	2,781	4,250	1,469	35%	759	(2,022)	-266%	2,781	4,250	35%
Total Staff Training	0	354	354	100%	0	0	-	2,781	4,250	1,469	35%	759	(2,022)	-266%	2,781	4,250	35%
6020 Travel - airfare	346	100	(246)	-246%	0	(346)	-	346	2,000	1,654	83%	730	384	53%	346	2,000	83%
6025 Travel - lodging & transportation	0	90	90	100%	6	6	100%	2,774	1,800	(974)	-54%	2,277	(498)	-22%	2,774	1,800	-54%
6030 Travel - Per Diem & mileage reimbursement	766	93	(674)	-728%	253	(513)	-202%	2,059	1,850	(209)	-11%	2,828	769	27%	2,059	1,850	-11%
6035 Meals & Entertainment	137	42	(96)	-230%	0	(137)	-	913	500	(413)	-83%	226	(687)	-304%	913	500	-83%
Total Travel & Entertainment	1,250	324	(925)	-286%	259	(990)	-382%	6,093	6,150	57	1%	6,061	(32)	-1%	6,093	6,150	1%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019				Jun 2018			Jul 2018 - Jun 2019				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	0	0	0	-	0	0	-	7,682	0	(7,682)	-	0	(7,682)	-	7,682	0	-
6055 Kitchen supplies	0	0	0	-	0	0	-	215	0	(215)	-	0	(215)	-	215	0	-
6060 IT supplies	0	0	0	-	0	0	-	589	0	(589)	-	0	(589)	-	589	0	-
6075 Memberships & dues	0	0	0	-	0	0	-	0	0	0	-	2,996	2,996	100%	0	0	-
6090 IT SW subscriptions & licenses	90	0	(90)	-	0	(90)	-	995	0	(995)	-	0	(995)	-	995	0	-
Total Office Expense	90	0	(90)	-	0	(90)	-	9,481	0	(9,481)	-	2,996	(6,485)	-216%	9,481	0	-
6105 Telephone - mobile	63	0	(63)	-	0	(63)	-	120	0	(120)	-	0	(120)	-	120	0	-
6155 Environmental Remediation/Mitigation/Monitoring	0	0	0	-	0	0	-	80	0	(80)	-	0	(80)	-	80	0	-
Total Utilities	63	0	(63)	-	0	(63)	-	200	0	(200)	-	0	(200)	-	200	0	-
6216 Managed Service Fees	0	292	292	100%	0	0	-	0	3,500	3,500	100%	32,033	32,033	100%	0	3,500	100%
6230 Rail operations service fee	169,674	287,584	117,910	41%	306,428	136,754	45%	3,065,090	3,367,584	302,494	9%	3,685,715	620,625	17%	3,065,090	3,367,584	9%
6245 Legal advertising	0	0	0	-	0	0	-	98	0	(98)	-	0	(98)	-	98	0	-
6250 Legal services	0	0	0	-	0	0	-	203,905	0	(203,905)	-	72,164	(131,742)	-183%	203,905	0	-
6260 Consulting services	0	0	0	-	45,993	45,993	100%	11,972	0	(11,972)	-	81,039	69,068	85%	11,972	0	-
6265 Recruiting services	0	0	0	-	0	0	-	267	0	(267)	-	0	(267)	-	267	0	-
6270 Contracted Services	7,270	4,167	(3,103)	-74%	0	(7,270)	-	14,521	50,000	35,479	71%	0	(14,521)	-	14,521	50,000	71%
6290 Commercial insurance	663	1,917	1,254	65%	2,271	1,608	71%	10,827	23,000	12,173	53%	27,172	16,344	60%	10,827	23,000	53%
Total Professional Services	177,606	293,959	116,353	40%	354,691	177,085	50%	3,306,681	3,444,084	137,403	4%	3,898,436	591,754	15%	3,306,681	3,444,084	4%
6400 Small equipment & tools	0	0	0	-	0	0	-	26,257	0	(26,257)	-	0	(26,257)	-	26,257	0	-
6405 Safety/hazardous materials	0	0	0	-	0	0	-	14,008	0	(14,008)	-	150	(13,858)	-9239%	14,008	0	-
6410 Signage	0	0	0	-	0	0	-	22	0	(22)	-	0	(22)	-	22	0	-
6415 Clothing	0	0	0	-	125	125	100%	0	175	175	100%	300	300	100%	0	175	100%
6420 Janitorial supplies	0	0	0	-	0	0	-	734	0	(734)	-	0	(734)	-	734	0	-
6425 Operational supplies	0	0	0	-	0	0	-	6,202	0	(6,202)	-	23	(6,179)	-26875%	6,202	0	-
6450 Fuel - Gas	0	0	0	-	0	0	-	1,938	0	(1,938)	-	0	(1,938)	-	1,938	0	-
6455 Fuel - Diesel	0	0	0	-	0	0	-	379	0	(379)	-	0	(379)	-	379	0	-
Total Operational Expense	0	0	0	-	125	125	100%	49,540	175	(49,365)	-28209%	473	(49,067)	-10374%	49,540	175	-28209%
6500 Repairs & maintenance equipment	0	0	0	-	0	0	-	6,944	0	(6,944)	-	0	(6,944)	-	6,944	0	-
6505 Repairs & maintenance vehicles	0	0	0	-	0	0	-	1,044	0	(1,044)	-	0	(1,044)	-	1,044	0	-
6510 Repairs & maintenance buildings	0	4,167	4,167	100%	150	150	100%	407	50,000	49,593	99%	2,700	2,293	85%	407	50,000	99%
6515 Repairs & maintenance land improvements	0	8,333	8,333	100%	312,944	312,944	100%	21,730	100,000	78,270	78%	357,086	335,356	94%	21,730	100,000	78%
6580 Permits	0	0	0	-	0	0	-	1,385	0	(1,385)	-	0	(1,385)	-	1,385	0	-
Total Repair and Maintenance	0	12,500	12,500	100%	313,094	313,094	100%	31,510	150,000	118,490	79%	359,786	328,276	91%	31,510	150,000	79%
Total Goods & Services	179,008	307,137	128,129	42%	668,169	489,161	73%	3,406,285	3,604,659	198,374	6%	4,268,510	862,225	20%	3,406,285	3,604,659	6%
Total Expenses	190,567	317,394	126,828	40%	680,151	489,584	72%	3,555,798	3,736,261	180,463	5%	4,396,491	840,693	19%	3,555,798	3,736,261	5%
Operating Results	37,907	80,325	(42,417)	-53%	(607,704)	645,612	-106%	519,619	1,228,499	(708,880)	-58%	193,691	325,928	168%	519,619	1,228,499	-58%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

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 2019				Jun 2018			Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Other Income & Expenses																	
Other Income																	
4480 Tax Credits	0	0	0	-	0	0	-	0	0	0	-	317,100	(317,100)	-100%	0	0	-
4520 Green Hill Debt Service	0	0	0	-	0	0	-	0	43,500	(43,500)	-100%	43,424	(43,424)	-100%	0	43,500	-100%
4805 Transfer - GF	0	0	0	-	0	0	-	523,682	0	523,682	-	0	523,682	-	523,682	0	-
4815 Transfer - RF	0	50,099	(50,099)	-100%	0	0	-	0	601,187	(601,187)	-100%	0	0	-	0	601,187	-100%
4905 Other	0	0	0	-	0	0	-	281,676	0	281,676	-	426,655	(144,978)	-34%	281,676	0	-
4915 Insurance Reimbursement	148,750	0	148,750	-	0	148,750	-	148,750	0	148,750	-	0	148,750	-	148,750	0	-
Total Other Income	148,750	50,099	98,651	197%	0	148,750	-	954,109	644,687	309,422	48%	787,178	166,930	21%	954,109	644,687	48%
Other Expenses																	
6755 Insurance Claims	0	0	0	-	0	0	-	116,936	0	(116,936)	-	0	(116,936)	-	116,936	0	-
Total Taxes & Misc Expenses	0	0	0	-	0	0	-	116,936	0	(116,936)	-	0	(116,936)	-	116,936	0	-
Debt Services																	
7005 Principal repayment	0	0	0	-	0	0	-	322,173	322,173	0	0%	89,433	(232,740)	-260%	322,173	322,173	0%
7010 Interest payment	0	0	0	-	0	0	-	322,438	322,438	(0)	0%	31,496	(290,943)	-924%	322,438	322,438	0%
9005 Transfers - GF	(900,000)	0	900,000	-	0	900,000	-	2,500	0	(2,500)	-	0	(2,500)	-	2,500	0	-
8020 CIP Machinery & Equipment	0	0	0	-	0	0	-	13,000	0	(13,000)	-	0	(13,000)	-	13,000	0	-
9025 Special Payments	978,000	0	(978,000)	-	0	(978,000)	-	978,000	902,500	(75,500)	-8%	0	(978,000)	-	978,000	902,500	-8%
Total Debt Services	78,000	0	(78,000)	-	0	(78,000)	-	1,638,111	1,547,111	(91,000)	-6%	120,929	(1,517,182)	-1255%	1,638,111	1,547,111	-6%
Total Other Expenses	78,000	0	(78,000)	-	0	(78,000)	-	1,755,047	1,547,111	(207,936)	-13%	120,929	(1,634,118)	-1351%	1,755,047	1,547,111	-13%
Net Other Income	70,750	50,099	20,651	41%	0	70,750	-	(800,938)	(902,424)	101,486	-11%	666,250	(1,467,188)	-220%	(800,938)	(902,424)	-11%
Net Result	108,657	130,424	(21,766)	-17%	(607,704)	716,362	-118%	(281,319)	326,075	(607,394)	-186%	859,940	(1,141,260)	-133%	(281,319)	326,075	-186%

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

amounts in \$US dollars

Fund: General Fund

Department: Dredge Ops

Location: All

Budget: Supplemental 1



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2019		\$ Diff	% Diff	Jun 2018		Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD						
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Operating Income																	
4285 Mob/Demob Services	0	0	0	-	0	0	-	42,388	5,000	37,388	748%	90,328	(47,940)	-53%	42,388	5,000	748%
4287 Dredging Services	0	0	0	-	0	0	-	28,206	119,242	(91,036)	-76%	183,722	(155,517)	-85%	28,206	119,242	-76%
4290 Other	(26,888)	0	(26,888)	-	48,851	(75,739)	-155%	108,816	0	108,816	-	186,208	(77,393)	-42%	108,816	0	-
4295 Bad Debt Expense	0	0	0	-	(45,000)	45,000	-100%	0	0	0	-	(45,000)	45,000	-100%	0	0	-
Total Operating Income	(26,888)	0	(26,888)	-	3,851	(30,739)	-798%	179,410	124,242	55,168	44%	415,259	(235,849)	-57%	179,410	124,242	44%
Expenses																	
Personnel Services																	
5005 Salaries	0	4,499	4,499	100%	0	0	-	40,492	40,492	0	0%	68,935	28,442	41%	40,492	40,492	0%
5010 Other compensation	0	0	0	-	0	0	-	199	0	(199)	-	37	(162)	-442%	199	0	-
5015 Overtime	0	871	871	100%	0	0	-	7,836	7,836	0	0%	21,491	13,656	64%	7,836	7,836	0%
Total Compensation	0	5,370	5,370	100%	0	0	-	48,527	48,328	(199)	0%	90,463	41,936	46%	48,527	48,328	0%
5100 Federal Payroll taxes	0	398	398	100%	0	0	-	3,583	3,583	0	0%	6,764	3,181	47%	3,583	3,583	0%
5105 State Payroll taxes	0	3	3	100%	0	0	-	23	23	0	0%	45	22	50%	23	23	0%
5110 Unemployment Insurance	0	126	126	100%	0	0	-	1,131	1,131	0	0%	1,192	61	5%	1,131	1,131	0%
5115 Workers compensation	0	0	0	-	0	0	-	0	1,154	1,154	100%	0	0	-	0	1,154	100%
Total Payroll Taxes	0	526	526	100%	0	0	-	4,737	5,890	1,154	20%	8,001	3,265	41%	4,737	5,890	20%
5200 Medical insurance	0	0	0	-	0	0	-	6,023	5,126	(897)	-18%	10,922	4,899	45%	6,023	5,126	-18%
5205 Dental insurance	0	0	0	-	0	0	-	1,102	513	(590)	-115%	1,292	189	15%	1,102	513	-115%
5215 Term life insurance	0	0	0	-	0	0	-	365	60	(305)	-509%	349	(16)	-5%	365	60	-509%
5220 Long Term Disability insurance	0	0	0	-	0	0	-	0	12	12	100%	0	0	-	0	12	100%
5225 PERS Employee Contributions	0	863	863	100%	0	0	-	7,770	7,770	0	0%	14,163	6,392	45%	7,770	7,770	0%
5230 PERS Employer Contributions	0	264	264	100%	0	0	-	2,379	2,379	0	0%	5,258	2,879	55%	2,379	2,379	0%
5295 Allocations	0	0	0	-	0	0	-	0	0	0	-	45,362	45,362	100%	0	0	-
Total Insured Benefits	0	1,128	1,128	100%	0	0	-	17,639	15,860	(1,780)	-11%	77,345	59,705	77%	17,639	15,860	-11%
Total Personnel Services	0	7,024	7,024	100%	0	0	-	70,903	70,078	(825)	-1%	175,809	104,906	60%	70,903	70,078	-1%
Goods & Services																	
6005 Seminars & training	0	0	0	-	0	0	-	0	0	0	-	5,618	5,618	100%	0	0	-
Total Staff Training	0	0	0	-	0	0	-	0	0	0	-	5,618	5,618	100%	0	0	-
6020 Travel - airfare	0	0	0	-	0	0	-	0	0	0	-	50	50	100%	0	0	-
6025 Travel - lodging & transportation	0	0	0	-	0	0	-	0	0	0	-	34,369	34,369	100%	0	0	-
6030 Travel - Per Diem & mileage reimbursement	0	0	0	-	0	0	-	278	0	(278)	-	24,495	24,217	99%	278	0	-
Total Travel & Entertainment	0	0	0	-	0	0	-	278	0	(278)	-	58,914	58,636	100%	278	0	-

Financial Report - Actual vs. Budget
For Period Ending Jun 2019

amounts in \$US dollars

Fund: General Fund

Department: Dredge Ops

Location: All

Budget: Supplemental 1



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Jun 2019		\$ Diff	% Diff	Jun 2018		Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD						
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6105 Telephone - mobile	0	0	0	-	0	0	-	650	0	(650)	-	897	247	28%	650	0	-
6140 Garbage/Sanitation Collection	0	0	0	-	0	0	-	0	0	0	-	949	949	100%	0	0	-
6145 Hazardous material disposal	0	0	0	-	0	0	-	0	0	0	-	1,149	1,149	100%	0	0	-
6155 Environmental Remediation/Mitigation/Monitoring	0	0	0	-	0	0	-	0	0	0	-	1,041	1,041	100%	0	0	-
Total Utilities	0	0	0	-	0	0	-	650	0	(650)	-	4,036	3,386	84%	650	0	-
6200 Temporary/Contract help	0	0	0	-	0	0	-	0	0	0	-	1,300	1,300	100%	0	0	-
6250 Legal services	0	0	0	-	0	0	-	2,499	2,499	0	0%	1,337	(1,162)	-87%	2,499	2,499	0%
6255 Auditing	0	375	375	100%	0	0	-	0	4,088	4,088	100%	0	0	-	0	4,088	100%
6270 Contracted Services	0	1,071	1,071	100%	0	0	-	11,856	11,856	0	0%	19,955	8,099	41%	11,856	11,856	0%
6290 Commercial insurance	4,282	4,177	(105)	-3%	3,773	(509)	-13%	50,169	50,125	(44)	0%	44,195	(5,974)	-14%	50,169	50,125	0%
Total Professional Services	4,282	5,623	1,341	24%	3,773	(509)	-13%	64,524	68,568	4,044	6%	66,787	2,263	3%	64,524	68,568	6%
6400 Small equipment & tools	0	0	0	-	0	0	-	6,266	6,266	0	0%	4,116	(2,150)	-52%	6,266	6,266	0%
6405 Safety/hazardous materials	0	0	0	-	0	0	-	0	0	0	-	1,472	1,472	100%	0	0	-
6410 Signage	0	0	0	-	0	0	-	0	0	0	-	109	109	100%	0	0	-
6415 Clothing	0	0	0	-	0	0	-	0	0	0	-	117	117	100%	0	0	-
6425 Operational supplies	0	0	0	-	0	0	-	36,803	36,803	0	0%	32,474	(4,329)	-13%	36,803	36,803	0%
6430 Equipment Rental	0	0	0	-	0	0	-	6,436	0	(6,436)	-	25,995	19,559	75%	6,436	0	-
6450 Fuel - Gas	0	0	0	-	0	0	-	178	4,050	3,872	96%	558	380	68%	178	4,050	96%
6455 Fuel - Diesel	0	0	0	-	0	0	-	6,475	4,000	(2,475)	-62%	2,042	(4,433)	-217%	6,475	4,000	-62%
Total Operational Expense	0	0	0	-	0	0	-	56,158	51,119	(5,039)	-10%	66,883	10,725	16%	56,158	51,119	-10%
6500 Repairs & maintenance equipment	5,577	0	(5,577)	-	0	(5,577)	-	85,978	85,978	0	0%	76,160	(9,818)	-13%	85,978	85,978	0%
6505 Repairs & maintenance vehicles	0	0	0	-	0	0	-	5,421	8,498	3,077	36%	1,174	(4,248)	-362%	5,421	8,498	36%
6540 Marina dredging	0	0	0	-	0	0	-	0	0	0	-	435	435	100%	0	0	-
Total Repair and Maintenance	5,577	0	(5,577)	-	0	(5,577)	-	91,400	94,476	3,077	3%	77,769	(13,631)	-18%	91,400	94,476	3%
Total Goods & Services	9,859	5,623	(4,235)	-75%	3,773	(6,085)	-161%	213,009	214,163	1,154	1%	280,006	66,997	24%	213,009	214,163	1%
Total Expenses	9,859	12,647	2,788	22%	3,773	(6,085)	-161%	283,913	284,241	329	0%	455,815	171,903	38%	283,913	284,241	0%
Operating Results	(36,747)	(12,647)	(24,100)	191%	78	(36,824)	-47393%	(104,503)	(159,999)	55,497	-35%	(40,557)	(63,946)	158%	(104,503)	(159,999)	-35%
Other Income & Expenses																	
Other Income																	
4695 Grants Received - Other	0	0	0	-	0	0	-	0	0	0	-	29,076	(29,076)	-100%	0	0	-
4805 Transfer - GF	22,482	0	22,482	-	0	22,482	-	22,482	0	22,482	-	0	22,482	-	22,482	0	-
4815 Transfer - RF	0	0	0	-	0	0	-	5,413	0	5,413	-	72,105	(66,692)	-92%	5,413	0	-
4905 Other	0	0	0	-	0	0	-	500	0	500	-	0	500	-	500	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	25,668	0	25,668	-	2,744	22,924	835%	25,668	0	-
Total Other Income	22,482	0	22,482	-	0	22,482	-	54,063	0	54,063	-	103,925	(49,861)	-48%	54,063	0	-
Net Other Income	22,482	0	22,482	-	0	22,482	-	54,063	0	54,063	-	103,925	(49,861)	-48%	54,063	0	-
Net Result	(14,264)	(12,647)	(1,617)	13%	78	(14,342)	-18458%	(50,439)	(159,999)	109,560	-68%	63,368	(113,807)	-180%	(50,439)	(159,999)	-68%



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Margaret Barber, External Affairs Manager

DATE: August 12, 2019

SUBJECT: Commercial / External Affairs / Marketing Management Report

Commercial:

Staff are meeting with existing rail customers to gain greater insight into their individual service needs and identify any opportunities for expansion of service.

Additional meetings are being scheduled and conducted with near rail industries that could potentially utilize rail service in their business models.

Staff are conducting research into potential markets that could benefit from utilizing the Port of Coos Bay as a gateway. These markets include soybeans and other agricultural products, aggregate, ores, and potash. As a component of this research, staff are also looking to identify fees associated with vessels calling at other ports vs. the fees associated with calling at the Port of Coos Bay in an effort to effectively communicate the advantages of siting business interests within the Port district.

Staff continues to meet with leads looking at siting facilities at the Port. Leads have been catalogued and prioritized to maximize staff time and effort.

EA/BD has connected with and waits for a decision from Business Oregon in regard to furthering work on the economic impact study of one log vessel.

Staff conducted a market analysis project to determine fair market rental rates per square foot for properties in the Charleston Marina Complex.

EA/BD staff are preparing for two upcoming trade shows to market business development opportunities at the Port. These include Breakbulk Americas in Houston from October 7-10, 2019 and the Pacific Marine Expo in Seattle from November 21-23, 2019.

EA/BD is assisting the Administration department to prepare for the Strategy Session that will be held on August 19, 2019 by gathering information from each department and creating the presentation format.

Marketing and Media:

EA/BD staff is working on designing the Annual Report for FY 2018/19 set to release at the end of August. A rough draft is complete and has been sent to the leadership team for review.

EA/BD staff has concluded the “Crab Souffle ft. Margery Whitmer” video to promote the Charleston Marina. This video will be released on social media platforms.

EA/BD staff has renewed its Good Sam advertising package for the Charleston RV Park and is working with Charleston Marina staff to determine if a destination deal should be offered in the off season.

Staff is working to increase visibility and marketing efforts for vacant Port owned property at the Charleston Marina Complex. Updated photos of properties have been taken, and new marketing materials are in development. These materials will be distributed directly to potential tenants, through social media platforms, and as components of the monthly newsletter.

EA/BD staff is working with the Maritime department to develop a staff request form for drone operations and is working on establishing pricing for third-party drone requests.

Staff continues to support the annual Charleston Seafood Festival through advertising for and creating marketing material for the event.

Press Releases/ Port Perspective Articles for the past month:

- [Port of Coos Bay Welcomes Jake Jacobs as Director of Infrastructure Support Services](#)
- [Charleston Hosts 29th Annual Charleston Seafood Festival](#)

The Port was featured in the following publications this past month:

- The World Newspaper
 - [“Charleston Seafood Festival Aug. 9-11”](#)
 - [“Coos Bay planning commission recommends dredging to council”](#)
- News Review Today
 - [“It’s Time for Jordan Cove”](#)
- Capital Press
 - [“Battle against sudden oak death continues along coast”](#)
- Register-Guard
 - [“Three honored at Coos Art Museum’s maritime exhibition”](#)
- KQEN News Radio
 - [“Port Announces Leadership Hire”](#)
- The Columbian
 - [“Oregon says FERC’s Jordan Cove LNG report inadequate, sometimes incorrect.”](#)

Grants:

This past month, the monthly ConnectOregonV report and quarterly FASTLANE and ODOT reports have been submitted.

Staff continues to seek new opportunities to secure grant funding to support prioritized Port projects.

EA/BD staff has been assisting the new Director of Infrastructure Support Services with grant management and framework development. The Grant Framework project will be headed by Port Development from this point.

Staff met with a representative from Business Oregon to assist in the closeout of the Port Planning and Marketing grant, which was used to fund the feasibility study evaluating construction of a multi-use maritime terminal.

Legislative Work:

Staff met with Representative McKeown and Senator Roblan to plan for the upcoming short legislative session beginning in February of 2020.

Staff are compiling information to share with Representative DeFazio's office with regard to the Port's priorities for the Water Resources and Development Act.

Staff hosted Representative McKeown and her staff for a half day long tour of the Port to greater familiarize her staff member with the Port district, the Port's line of businesses, and provide a hands on experience to foster increased context related to the unique needs and opportunities of the Port of Coos Bay.

Port Properties:

EA/BD staff has developed an enhanced marketing plan to promote properties available for lease and will be implementing these action items until the end of the year.

Work continues to rehabilitate the Basin Café building in the Charleston Marina. The new tenants are planning to open up a pizza parlor by the end of the summer.

Staff continue to work with representatives from Verizon that are looking to lease a portion of Port property in Eastside to construct a new tower.

The old maintenance shop is now available for lease. Staff have received two inquiries thus far and shown the property twice.

M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Jake Jacobs, Infrastructure Support Services Director

CC: Mike Dunning, Patrick Kerr, Megan Richardson

DATE: August 12, 2019

SUBJECT: Infrastructure Support Services (ISS) Department Management Report

Coos Bay Rail Line:

Rail Road Bridge Inspector Professional Service Agreement: Port staff are holding a Project Kickoff meeting with WJE Associates on 13 August. Notice to proceed will be given shortly after.

Sand Removal at Cordes: ISS is working with CBRL to perform contracted short term sand removal with an eye on a larger long term contract to maintain the rail in this sand incursion zone.

Tunnel Rehabilitation Phase 1:

- **Tunnel 13 (99% complete)**
 - Prepared and placed 58 cubic yards (67 bags) of fiber reinforced shotcrete (total to date = 333 CY). This activity is now 100% complete.
 - Completed installation of the steel kickers on the new concrete end walls.
 - Final inspection of cleaned tunnel remains.
- **Tunnel 14 (99% complete)**
 - Drilled 28 rock bolts for ground support in the tunnel crown and installed shotcrete at southern portal. Final inspection of cleaned tunnel remains.



Tunnel 14: Rock bolt installation in tunnel crown

- **SCHEDULE**

Contract Time = 577 Days

NTP = April 30, 2018

Contract Final Completion = November 28, 2019

LRL's estimated completion date = August 8, 2019 per most recent Update

Estimated % Complete by Earned Value = 99% per McMillen Jacobs calculation

Estimated % Complete by Contract Time = 79% (424 Days / 577 Days)

Contract work is currently 100% complete in Tunnels 15 - 21

Tunnel Rehab Phase II:

On 6 August Port staff held a project kickoff meeting with Scott Partney Construction and their sub – H&S Construction at the Port office. It was a productive meeting and all persons involved have a good understanding of the requirements going forward in support of this project. On 16 August, a notice to proceed will be given to start the 443 day clock.

Charleston:

The Grant agreement with the Oregon State Marine Board, and the sub-agreement with the Department of Fish and Wildlife have been signed. The Port is responsible for \$32,865.00, The ODFW is providing \$55,000.00, and Oregon State Marine Board is providing up to \$300,000.00. The replacement launch ramp docks project has been Awarded to Topper Industries Inc from Woodland Washington, for \$289,000.00. Topper Industries has completed and delivered all of the required components. The final load was delivered on June 28, 2019. The first load had some bull rail damage, which required that four of the dock sections be returned for repair. Topper completed the repairs and still had all the materials re-delivered on time. Port staff will need to remove the old docks, dispose of them, and install the new docks by September 30, 2019. The new dock installation was completed on or about July 17, 2019. The last remaining piece of work is installation of the OSMB required signage. The signs are on order from the OSMB required vendor.



Maritime Industrial:

Due to the focus on the ongoing railroad projects, the ISS Department has not progressed any projects in Maritime Operations since the August 13, 2018 report.

Admin:

Currently budgeting for Project Management fees to build a new Port Office.

Crane Training: Rick Adamek attended a Mobile Crane Operators Certification Class, (he is now a Certified Telescoping/hydraulic crane Operator) a Train the Trainer Class, and a Practical Examiner Training class. Rick will work together with the Maritime Dept. training staff to develop a multi-day training course, a practical exam test site, and a written exam proctoring site.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Director of Maritime Operations

DATE: August 10, 2019

SUBJECT: Port Operations Management Report

Channel Modification Project:

The PDT continues to address 240/408 Report Dr Checks comments. The team continues to address comments on modeling results, ocean entrance, estuarine dynamics, and infrastructure impacts. These issues and environmental effects continue to be redressed and fine-tuned. The revised report is currently scheduled for resubmission the first week of September.

On July 30th, the PDT met with the Corps, ODFW, NMFS and USFWS to discuss confined underwater blasting. This meeting was held to discuss specifically what the agencies will need to conduct their analysis. We received some answers at the meeting but are waiting for additional feedback from each agency once they discuss the details internally with their teams. The Corps is still waiting for signed MOU's from each of the agencies. These MOU's document the agencies cooperative status (Cooperating agency), allowing them early access to channel project documents.

Safety and Security:

Staff is updating and promulgating security policies to encompass Charleston Security Staff and Port property. Implementing standard operating procedures will help Port Security personnel maintain an effective and efficient work environment by clearly outlining policies and procedures when conducting their daily routines.

Coos Bay Response Co-Operative (CBRC)

CBRC will be conducting a Tabletop Exercise (TTX) on September 14, 2019 at the Mill Casino. The exercise will simulate a major fuel spill during fueling operations at the K2 dock. The TTX will involve responders from the Department of Environmental Quality (DEQ), Tribe, Port, NWFF Environmental (Emergency Spill Response Contractor), Coos County Sheriff Department, and CBRC.

Eastside Mitigation Project

Staff performed the 2019 (Year Eight of Eight) (monitoring requirement adjusted due to irrigation mediation during summer of 2017) monitoring for the wetland mitigation site associated with the Trans-Pacific Parkway Realignment Project. The Trans-Pacific Parkway Realignment Project, which took place on the North Spit of Coos Bay, resulted in an unavoidable impact to 0.98 acres of palustrine emergent wetlands. These impacts were permitted by the U.S. Army Corps of Engineers ((Corps) permit # 1992-810-2)) and Oregon Department of State Lands ((DSL) permit # 36414-FP)). Wetland

mitigation was a requirement of these permits. The wetland mitigation site is at Coos County Assessors Map No. 25S13W35AA Tax Lot 500 in the Eastside area north of 550 D Street in the city of Coos Bay, Coos County, Oregon (Section 35, Township 25 South, Range 13 West) (Figure 1).



Eastside Mitigation Site (Figure 1)

Dredging:

American Construction (AC) is currently in the upper bay working on dredging RM 12-15. The contract is for dredging approximately 930,000 cubic yards. AC expected to be in the bay until October, with the potential to dredge some of the other terminals under the Unified permit. McAmis Completed dredging in the Charleston navigation channel. Following this work, McAmis was hired by Southport Lumber to complete some dredging in their barge slip under the Ports Unified permit.

M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Brandon Collura, Harbormaster

DATE: August 12, 2019

SUBJECT: Charleston Operations Management Report

July Occupancy Rates:

- **Marina** - 69% occupancy. Of the 443 moorage slips for the month of July, we had 171 annuals, 35 semi-annuals, 82 monthlies and 510 transients.
- **RV Park** - 59% occupancy. Out of 104 RV Park spaces, we had 253 check-ins for total sales of \$50,959.
- **Ice House** - We sold 634 tons of ice in the amount of \$47,587.

Dredge Maintenance: The final round of parts for the slurry pump and pillow block assembly have been received and the Port has engaged a local machine shop to help with setting the bearings in the pillow block. The pillow block assembly should be returned mid-August and a maintenance schedule has been established to finalize re-assembly and testing of the equipment. New GPS antennas have been ordered and the trailer has returned DOT certified.

Point Adams: The USACE dredged a large amount of material out of the Point Adams Eastern section during the last week of July. A large amount of sand remains along the Southern side of the building and fuel dock, but the dredged material was a great success at removing a large amount of material that had accumulated on the point over the past year.



Launch Ramp Floating Docks: Installation of the new launch ramp floating docks was completed in a one-week period in July and the crew did a fantastic job with this project keeping impact to the public at a minimum. Our team worked along side the rep from the OSMB and the final inspection went well. The last component we are waiting on is the remaining signage for the end of each set of runs. Half of the order has already been delivered with the second half due to arrive any day. New lane markers have also been provided and the driving lanes were repainted by our crew. Many comments of thanks have been offered to the Port for the successful completion of this project.



Ice House: Custom made tools were ordered from NorthStar to change the main rotor bearings in Ice Maker #2. Both the top and bottom rotor bearings will be replaced. We had a minor issue with the auger shaft on the incline screw due to normal wear and tear, but our maintenance crew did a great job repairing it in a timely manor to resume ice appointments. Lastly, the Ice House has had full day appointments for a number of weeks now since the tuna came in. Our crew has done an excellent job filling every vessel and keeping the ice house at capacity so no appointments have to be cancelled.

Tuna Season: The tuna arrived a few weeks ago which has placed a strain on our maintenance crew with the amount of carcass removal that must be undertaken. However, the economic gains seen by the Charleston Marina Complex are an excellent reminder of how important the fishing seasons are both commercially and recreationally. Ice appointments have been fully booked since the beginning of the run and the RV Park and Marina transients have boomed since the fish arrived.



New Shop: The new larger garage door in the shop is in the final stages of being trimmed by the maintenance crew. This door will allow for ease of use when storing the state-owned dredge equipment and tender, as well as larger pieces of equipment.



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Patrick Kerr, Director of Rail Operations

DATE: August 12, 2019

SUBJECT: Railroad Department Management Report

Operations:

CBRL handled 346 revenue car loadings for July 2019. July 2019 car loadings were above June 2019, by 28 cars and below by 237 cars from the 2019/20 CBRL forecasted monthly average of 583 cars. July 2019 was below July 2018 of 602 cars by 256 cars.

CBRL 2019/20 budget has 7,000 carloads at 583 per month. The current 2019/20 run rate is about 4,152 cars.

July 2019 monthly carloads of 346 is below forecast. RFP started shipping additional inbound wood chips to North Bend that helped with additional carloads. The major contributor to the lower car volume continues as a result of GP's mill closure at the end of May. Log car shipments from the Willamette Valley continue to remain sluggish due to export and tariff issues, along with a continued North American railroad down-turn in the forest products market which CBRL customers are enduring.

During the month of July, CBRL had FRA Track and Signal inspectors, ODOT Operating Practices, Walkway Clearances and Equipment inspectors on property inspecting and observing CBRL operations.

Port Rail and External Affairs staff met with several potential rail customers discussing rail operations, customer needs, traffic opportunities and planning efforts.

CBRL pulled from Coos Bay yard the CBR 3876 and interchanged with the UPRR off-line.

CBRL car repair continues to focus on inspections and repair services for inbound and outbound traffic.

CBRL contracted for track maintenance repairs for two bridge locations, miscellaneous track repair in tunnels 17 and 20. Sand between Cordes and Hauser continue to be a daily operations hindrance keeping track clear due to ATV riders and constantly shifting sand dunes. Cordes siding

remains out of service due to sand covering blocking access. Train crews utilize the Swing Span bridge to travel to North Bend to use the runaround to serve North Spit customers.

Coos Bay Rail Line July 2019:

As of Monday, August 5, 2019 the CBRL is 112 days' injury free. The CBRL had 0 incidents during the month of July. Currently CBRL has 16 employees and 7 locomotives on property.



Photo: Walker Creek, Walton, OR MP-677.05 bridge repairs

Action Items

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

DATE: August 12, 2019

PROJECT TITLE: 2019Res15: Emergency Repairs to Walker Creek Bridge at Milepost 677.05 on the Coos Bay Rail Line in July 2019

ACTION REQUESTED: Adopt resolution 2019Res15 ratifying the Declaration of Emergency for necessary repairs to Walker Creek Bridge at Milepost 677.05 on the Coos Bay Rail Line in July 2019

BACKGROUND:

On July 12, 2019 after an observation by train crew, it was reported to the track inspector and Operations Manager that the Walker Creek bridge at MP 677.05 piles were pumping 4-6 inches and had broken welds on structural pilings. This bridge had been under observation by the track inspector and reports from operating crews for a deflection when traveling across the structure due to deteriorating conditions. Bridge 677.05 already had a 5 MPH slow order.

Port/CBRL staff believed continued use of the degraded bridge had a high probability of a derailment which would be a threat to property, rail service, welfare and safety; and a risk of injury to Contract Maintenance and Operations staff. If the identified conditions were not repaired with an urgency, rail service would be declared unsafe, and all operations across this section of track would be interrupted.

Upon further inspection by the track inspector, a briefing with Rail Operations management was conducted and a decision to suspend operations due to safety concerns was put into effect. The notification of the suspension of operations was added to the railroads daily operations bulletin and crews were verbally notified as part of their daily operations briefing. On July 13, 2019, the CBRL Rail Bridge Engineer of record (Gene Davis of Stantec) was onsite with the first available vendor (Scott Partney Construction); an evaluation of the safety situation and engineering effort took place.

A preliminary drawing, scope of work and estimate was developed by Partney Construction for consideration by CBRL and the Port of Coos Bay, and presented on Sunday evening, July 14, 2019. The scope of work and design were approved by Bridge Engineer on July 15, 2019. The estimate received was in the amount of \$11,087.00

Partney Construction started gathering material and preparing for repairs after approval of the drawing and scope of work. The contractor preformed and completed the temporary repairs on July 16, 2019. The bridge was inspected and placed back into service with a 5 MPH restriction, and a train operated over the bridge on July 16, 2019 with no issues. The bridge engineer final inspection on July 19, 2019 removed the 5 MPH restriction from the bridge.

Total project costs were \$11,087, funds were available for use from the Rail Department General Fund repairs and maintenance budget. On July 22, 2019 Port Chief Executive Officer John Burns

signed the Declaration of Emergency for the necessary repairs to the bridge at milepost 677.05.

Port Procurement Rule 4.6.3 allows the Chief Executive Officer or his designee to award emergency contracts up to \$200,000 in value, and rule 4.6.5 allows the CEO to enter into a direct award for construction. These actions require the Commission Resolution to ratify the Declaration of Emergency at its next regularly scheduled meeting or as soon as practical.

RECOMMENDED MOTION:

Adopt resolution 2019Res15 ratifying the Declaration of Emergency by CEO John Burns, including the execution of a contract with Coos Bay Rail Line, Inc and Scott Partney Construction to effect emergency repairs to the bridge at milepost 677.05 on the Coos Bay Rail Line in July 2019.

RESOLUTION 2019Res15

**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 THE
COOS BAY RAIL LINE RAILROAD BRIDGE LOCATED AT MILEPOST 677.05**

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 Coos Bay Rail Line at the railroad bridge MP 677.05.

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 repairs to the Coos Bay Rail Line railroad bridge located at MP 677.05 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 the emergency repairs needed for the Coos Bay Rail Line. The Port LCRB also ratifies the decision of the CEO to exempt the contract for the bridge repairs at MP 677.05 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 19th day of August 2019.

David Kronsteiner, Commission President

Eric Farm, Vice President

DECLARATION OF EMERGENCY CIRCUMSTANCES
REGARDING EMERGENCY REPAIRS TO COOS BAY RAIL LINE BRIDGE AT
MILEPOST 677.05
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. Situation:

Who: Coos Bay Rail Line

What: Stopped rail services at Bridge taken out of service

When: Friday, 12 July 2019.

Where: Mile Post 677.05

Why: The bridge has broken stringers on bent 4. Pile has 4-6 inch pumping and broken welds on structural piling.

How: This occurred due to an aging infrastructure that supports the bridge at MP 677.05. Photos and physical evaluation demonstrate that previous repairs, prior to ownership by the Port, was aged and beginning to fail; the surrounding soil structure had changed and no longer held the structure in its required stationary load bearing design.

4. The CBRL track inspector identified the critical situation at MP 677.05. In addition, crews that were running the cars and engines across the bridge at MP 677.05 had started to provide reports to operations of a change in the track conditions. The concerns investigated, evaluated, photos and video were generated, a brief to Director of Rail Operations was conducted and a decision to suspend operations due to safety concerns was put into effect. The notification of the suspension of operations was added to the rail operations bulletin, and crews were verbally notified as well. 13 July 2019, the CBRL Rail Engineering firm of record (Stantec) was onsite with the first available vendor (Scott Partney Construction); an evaluation of the safety situation and engineering effort took place. A preliminary drawing and scope of work was developed for consideration by CBRL and the Port of Coos Bay, and presented on Monday morning, 15 July 2019. The engineering impact would be negligible and temporary (outside supports could be added to the bridge structure, as well as piling supports to the stringers within the existing footprint of the bridge). The Bid was \$11,087 (Infrastructure Support Services recommended \$12,500 be made available to handle minor changing site conditions). The vendor stated that the

work could be completed in 24-48 hours after notice to proceed. Consideration of the effort, fundability of the project, and evaluation of the LCRB and ORS regulations was conducted by the Port of Coos Bay.

5. Chief Executive Officer John Burns agreed that the situation met the conditions set forth in the LPCR to declare an emergency. Port staff (ISS Dept.), prepared to issue an emergency task order to Scott Partney, to mobilize, conduct repairs, seek evaluation of repairs and demobilize.

6. 16 July 2019, Scott Partney began the shoring effort to stabilize the bridge at MP 677.05. The repairs were anticipated to take 24 hours.

7. The results of the inspection of the shoring and bracing effort were accepted by the CBRL and Port of Coos Bay on 19 July 2019. Rail Operations were cleared to resume without restriction across the bridge at MP 677.05.

8. Therefore, pursuant to Local Public Contract Rule 4.6.3:

a. I find the above recitals are true and accurate and are incorporated herein by this reference.

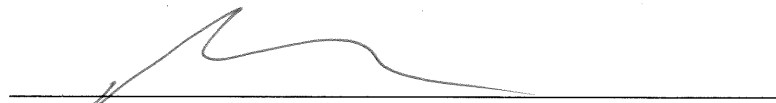
b. I declare an emergency existed that required the Port to immediately contract for inspection, scope of work development/proposal, and shoring and blocking repair work to take place at MP 677.05 to prevent further degradation of the infrastructure, and to restore safe rail operating conditions in order to reopen the CBRL for scheduled traffic.

c. ISS Director Jake Jacobs validated that funds up to \$12,500.00 were available by working with Budget and Finance Director Megan Richardson. The project would not be anti-deficient. If a change in the site condition would exceed the \$12,500 a stop work order would be issued until funds were made available based on a revised proposal.

d. I hereby ratify the award of Task Order 514 to Scott Partney Construction to provide inspection, develop a scope of work and propose on that scope of work, mobilize, complete approved repairs in a timely manner, obtain safety and engineering approval for work completed, and demobilize when the Port of Coos Bay has accepted the final work product. The estimated amount was \$11,087 with a recommended NTE by the ISS Department of \$12,500.

9. This declaration shall be placed before the Port Commission for ratification by Resolution at its next regularly scheduled meeting.

Executed 22 July 2019



JOHN BURNS, CEO, OIPCB

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

DATE: August 13, 2019

PROJECT TITLE: IGA between OIPCB and Oregon Business Development Department

ACTION REQUESTED: Authorize Commission President David Kronsteiner to execute an Intergovernmental Agreement (IGA) between and among the Port and the State of Oregon – Oregon Business Development Department for the establishment of a Business Relationship

BACKGROUND:

The State of Oregon, at the direction of key state legislators and the Oregon Business Development Commission, began a statewide strategic planning effort to determine what the State of Oregon’s interest and involvement in Oregon’s port districts should be. This led to the creation of “Ports 2010: A New Strategic Business Plan for Oregon’s Statewide Port System”. The State of Oregon’s Strategic Plan requires port districts to enter into intergovernmental agreements with the Oregon Business Development Department if they want to receive Department staff support and funding assistance.

The main components of the IGA will address the following:

- The Ports representation that it is duly and validly organized, the Port has the authority to execute and deliver this agreement and the Board of Commissioners has authorized the entering the agreement;
- The Roles, Responsibilities and Commitments of the Oregon Business Development Department;
- Roles, Responsibilities and Commitments of the Port; and
- Reporting Requirements.

The IGA, in its current draft form, has been developed and reviewed by legal counsel and Port Staff and is ready for execution. Port staff has coordinated the development of contract language with the State of Oregon’s Business Development Office.

RECOMMENDED MOTION:

Authorize Commission President David Kronsteiner to execute an Intergovernmental Agreement (IGA) between and among the Port, and the State of Oregon – Oregon Business Development Department for the establishment of a Business Relationship.

Intergovernmental Agreement
Establishing a Business Relationship between the
Oregon Business Development Department
and the Oregon International Port of Coos Bay

Under the authority in ORS 190.110, this Intergovernmental Agreement (“IGA” or “Agreement”) is made by and between the State of Oregon, acting by and through its Oregon Business Development Department (“Department”), and the Oregon International Port of Coos Bay (“Port”).

Recitals

A. At the direction of key state legislators and the Oregon Business Development Commission, the Department, in Spring 2009, commenced a statewide strategic planning effort in order to determine what the State of Oregon’s interest and involvement in Oregon’s 23 port districts should be. The result of this process was the “Ports 2010: A New Strategic Business Plan for Oregon’s Statewide Port System” (as modified or supplemented from time to time the “Statewide Ports Strategic Plan” or “Plan”).

B. On May 12, 2010, the Infrastructure Finance Authority (“IFA”) board unanimously approved the Statewide Ports Strategic Plan. On September 24, 2010, the Oregon Business Development Commission endorsed the Statewide Ports Strategic Plan and adopted the Plan as the Department’s policy and guideline for State/Port relations, activities and investments.

C. The Statewide Ports Strategic Plan, published in October 2010, requires that port districts enter into intergovernmental agreements with the Department if they want to receive Department staff support and funding assistance.

D. The Port desires to enter into this Agreement in order to be eligible for coordinated funding programs; state advocacy and support on business development, regulatory and legislative matters; and state supported training and certification programs from the Department.

E. The Department desires to enter into this Agreement to assure that (1) funding for Port projects is tied to state priorities, including key industries; (2) there is a return on investment (“ROI”) or acknowledged public benefit for state investments; (3) the Port develops and maintains the ability to operate and maintain its capital facilities; (4) the Port is committed to compliance with state and federal laws; and (5) the Port is held accountable for the proper use of state funds.

Agreement

Section 1: Purpose

This IGA is intended to (a) implement the Statewide Ports Strategic Plan by evidencing the commitment of the Department and the Port to the policies and guidelines set forth in the Plan and (b) provide a description of the roles and responsibilities of and actions to be undertaken by the Department and the Port.

Section 2: Appendix A and Appendix B to the Agreement

Appendix A that is attached to this Agreement sets forth certain representations and facts related to the Port. The Port may update these representations and facts to the Department to the Department through Port Commission resolution or written administrative action, and by posting on the Port's website.

Appendix B that is attached to this Agreement sets forth certain representations and facts related to the Department. The Department may update these representations and facts to the Port by written notice.

Section 3: Port's Acknowledgement

The Port acknowledges that it has read and understands the Statewide Ports Strategic Plan and agrees that it will implement the policies and conform to the guidelines set forth in the Plan. The Port also understands and acknowledges that the Department is relying on the Port's commitment as set out in this Agreement when making any decisions regarding the award of grants, loans, or technical assistance to the Port pursuant to ORS 285A.600-732 and that the Port's compliance with the terms of this Agreement is required for the Port to be eligible for any grant, loan or technical assistance award.

Section 4: Port's Representations

The Port represents and warrants to the Department the following:

4.1 Organization and Existence: The Port is duly and validly organized and in existence as a port under ORS Chapter 777 and a special district pursuant to ORS 198.010(20).

4.2 Authority: The Port has full legal right, power, and authority to execute and deliver this Agreement and to incur and perform its obligations hereunder.

4.3 Authorization: The Port's execution and delivery of this Agreement have been duly authorized by the Port's governing body in accordance with applicable law and the Port's requirements for filing public notices and holding public meetings, and it has been duly executed and delivered on behalf of the Port by an authorized officer of the Port.

4.4 Enforceability: This Agreement constitutes the legal, valid and binding obligation of the Port, enforceable in accordance with its terms.

4.5 No Breach or Violation: The authorization, execution and delivery of this Agreement by the Port and the performance by the Port of its obligations hereunder will not result in any breach or default, nor has the Port received notice of any claimed breach or default, under any of the terms of any State of Oregon loan or grant agreement. Nor will such action result in any violation of the provisions of the charter or other document pursuant to which the Port was created or established, or any laws, rules, regulations, ordinances, orders, resolutions, loan agreements or court orders to which the Port or its properties or operations is subject.

4.6 Continuing Representations: The representations and warranties of the Port contained herein are true on the Effective Date of this Agreement and will remain true at all times thereafter until the final performance, observance and discharge of all duties, covenants, agreements and obligations of the Port under this Agreement, except that the representations of the Port contained in Appendix A may be updated by the Port from time to time by written notice to the Department.

Section 5: Conditions Precedent to this Agreement

This Agreement is not effective until the date (“Effective Date”) that this Agreement is fully executed and has received all required approvals, and the following have been delivered to the Department, in form and substance satisfactory to the Department and its counsel:

- 5.1** A copy of the organizational documents of the Port certified by an authorized officer of the Port as being a true and complete copy; and
- 5.2** A certified copy of the meeting minutes, resolution or ordinance documenting the official action of the Port authorizing the execution, delivery and performance of this Agreement, which must also be posted on the Port website not more than 90 days after approval by the Port Commission.

Section 6: Roles, Responsibilities & Commitments of the Department

The Department, in order to fulfill the recommendations of the Statewide Ports Strategic Plan, agrees to undertake the following implementation actions:

6.1 Revise State Ports Program Institutional Structure: The Department shall restructure its Ports Program so as to promote the coordination of State/Port-related functions. In the short-term (defined as up to three years), the Department shall endeavor to establish memoranda of understanding with other relevant State agencies to obtain commitments for assistance with the Port Program. Over the longer-term (three to ten years), the Department shall use good faith efforts to provide additional technical assistance including coordination for environmental compliance, regulatory agency reviews, and permitting on major Port projects requiring environmental review.

6.2 State and Federal Coordination: The Department shall continue to provide federal coordination assistance on funding requests and regulatory and permitting issues. The Department will use good faith efforts to include, in any memoranda of understanding described in Section 6.1 above, ways to streamline permitting and regulatory processes where practical, while also supporting regional efforts aimed at accomplishing the same goal with federal agencies. The Department will cooperate with the Oregon Public Ports Association (“OPPA”) to convene the cargo ports to discuss and identify priorities for marine transportation system navigation improvements, dredging, and jetty repairs and coordinate federal funding requests based on those priorities to the Oregon congressional delegation.

6.3 Capital Facilities Plan: To assist ports with their capital facilities funding needs, the Department will work with OPPA and the ports to create a six-year state-wide Capital Facilities Plan (“CFP”) identifying the top state-wide priorities for state funding and existing funding sources as well as any shortfall of funds for projects. The projects will be based on rankings developed by a committee appointed by OPPA with Department participation and separated into small/medium and large port categories. The CFP will be updated every biennium.

6.4 Funding of Port by the Department: OPPA and the Department shall establish eligibility criteria for any Port request(s) for funding by the Department. The criteria include but are not limited to the following:

- 6.4.1** The Port’s compliance with the terms of this Agreement.

6.4.2. Whether the Port has submitted and received approval from the Department for periodic updates to its Strategic Business Plan based on a Department template.

6.4.3 Whether the Port has a current basic Capital Facilities Plan identifying its capital project priorities as described in Appendix A, in form and substance acceptable to the Department.

6.4.4. Whether the Port has complied with the terms of any loan agreements or other funding agreements between the Port and the Department or any other agency of the State of Oregon.

The Port understands and acknowledges that it may not be awarded funding it seeks due to: lack of funds, the Port not in compliance with Department loan agreements, or as the result of an underwriting analysis done by the Department at the time of the Port’s application for funding. This Agreement is not a commitment by the Department to provide the Port with any funding.

6.5 Training Program: Working with OPPA and the Special Districts Association of Oregon (“SDAO”), the Department will seek to identify appropriate training programs and opportunities for Port Commissioners, Port CEOs, and other Port employees.

Section 7: Roles, Responsibilities & Commitments of the Port

While the Port is responsible for managing its assets and liabilities, to fulfill its obligations under this Agreement, the Port agrees to implement the following required policies, plans and programs:

7.1 Port Plan: The Port shall adopt a Strategic Business Plan and a Capital Facility Plan (collectively and individually without distinction, the “Port Plans”), and periodically update them every five years or more often if required by circumstance. The Port Plan must be consistent with the templates included in the Statewide Ports Strategic Plan. The Department will provide funding assistance to support those planning efforts set forth in Appendix A, subject to the availability of funds, the Department’s approval of Port’s application, the requirements of program rules, and the execution of a funding contract. The Port shall identify one or more core functions that the Port provides and current and new industries and economic development that the Port expects to support and promote. Targeted industries in the Port’s Strategic Business Plan must be consistent with the Department’s identified key industries list or regionally important industries identified in the Port’s Strategic Business Plan.

7.2 Planning Process: When preparing or updating its Port Plans, which must occur not less than every five years, the Port shall prepare, distribute and publicize a work program and schedule for the planning process. The work program must identify specific opportunities for government stakeholders, residents of the district and Port businesses and tenants to submit to the Port verbal and written comments on the draft interim and final components of the Port Plans. The Port Plans must also identify links to the Department’s key industries or regionally important industries, including new or emerging industries, which the Port’s activities or facilities support.

7.3 Plan Amendment: The Port may amend its Port Plans in response to unforeseen business opportunities or circumstances. Any amendments to Port Plans in response to unforeseen business opportunities or circumstances must be consistent with the requirements of this Agreement, must be copied to the Department in writing or by email, and posted on the Port’s website.

7.4 New Business Opportunities: The Port will evaluate opportunities for new business in the marketplace for suitability based on the Department key industry list and the regionally important

industries identified in the Port's Strategic Business Plan. To qualify for Department funds to attract a new business, the Port shall verify the existence and viability of the market for the proposed new business opportunity by conducting a market feasibility study or providing other research and analysis, subject to review and approval by the Department, that shows the business opportunity is consistent with the Port's Strategic Business Plan.

7.5 Statewide Capital Facilities Plan: As stated in Section 6.3 above, the Department has committed to supporting the creation of a Statewide CFP for ports in coordination with OPPA. The Port will participate in the preparation of the CFP and its updates as requested by OPPA or the Department or both.

7.6 Governance: The Port shall maintain and enforce governance policies, both for the Port Commission and for Port staff and operations, that are consistent with best management practices; both of which must comply with state ethics laws pertaining to conflict of interest and fiduciary responsibilities.

7.7 Training: The Port will work to ensure that newly elected Port Commissioners undergo the general board training provided by SDAO and any specialized training provided through OPPA by adopting policies on board and staff training. Ongoing board training and other training opportunities for sitting Port Commissioners and the Port CEO should be encouraged, to remain current on statutory and policy changes (see Appendix A).

7.8 Audited Financial Statements: The Port shall promptly notify the Department of any delay beyond one calendar week of its applicable filing date for submitting audited annual financial statements to the Oregon Secretary of State's Office.

Section 8: Reporting Requirements

8.1 New Department Programs: The Department shall, from time to time, update the Port on the implementation of any new programs.

8.2 Reports: The Port shall comply in a timely manner with all reporting requirements set forth in its funding agreements with the Department. Further, within 180 days of the end of its fiscal year ending each June 30, the Port shall provide to the Department, on a consolidated basis, in a format approved by the Department, (1) a progress report regarding the status of all projects funded by state grants or loans and (2) an itemization of all expenditures made in the fiscal year for all state grants and loans.

8.3 Notification of Meeting Dates: The Port shall post the dates of commission meetings and other public meetings on its website.

8.4 Plan Changes: The Port shall provide the Department with draft plan changes and components for all planning and marketing programs (such as its Port Plans) to allow for review and comment before adoption.

Section 9: General Terms

9.1 Term; Termination: The term of this Intergovernmental Agreement commences on the Effective Date of this Agreement and ends on the anniversary of the Effective Date; provided however

that this Agreement renews automatically unless either party gives to the other notice at least thirty (30) days prior to the current applicable anniversary.

This Agreement may be terminated by written mutual consent of the parties. In addition, this Agreement may be terminated by either party with not less than ninety (90) days' written notice to the other party.

Termination of this Agreement does not terminate any other agreement between the Department and the Port unless the other agreement expressly so provides.

9.2 Notice: All notices to be given under this Agreement must be in writing and addressed as shown below, or to other addresses that either party may hereafter indicate pursuant to this section. Notices may be mailed, postage prepaid, which become effective five calendar days after mailing. Notices may be personally delivered, which become effective upon actual delivery. Notices may be emailed, which become effective upon verification of receipt of email.

Notices to Department:

Oregon Business Development Department
775 Summer Street N.E., Suite 200
Salem, OR 97301-1280
(Attention: Dave Harlan, Ports Program Manager)
Facsimile Number: (503) 581-5115

Notices to Port:

Oregon International Port of Coos Bay
(Attention: Chief Executive Officer)
Facsimile Number: (541-269-1475)

9.3 No Third Party Beneficiaries: Department and the Port are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or is to be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons any greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

9.4 Independent Contractors: The parties agree and acknowledge that their relationship is that of independent contracting parties and that the Port is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

9.5 Successors and Assigns: This Intergovernmental Agreement inures to the benefit of and is binding upon the Department and the Port and their respective successors and permitted assigns. Port shall not assign or transfer any interest in this Agreement without the prior written approval of Department.

9.6 Amendments: This Intergovernmental Agreement may be amended only by an amendment signed by both parties. No waiver or consent becomes effective unless in writing and signed by the party against whom enforcement is sought.

9.7 Severability: In the event any provisions of this Intergovernmental Agreement are held invalid or unenforceable by any court of competent jurisdiction, such holding does not invalidate or render unenforceable any other provisions hereof.

9.8 Headings: All headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

9.9 No Construction against Drafter: Both parties acknowledge that they are each represented by and have sought the advice of counsel in connection with this Agreement and the transactions contemplated hereby and have read and understand the terms of this Agreement. The terms of this Agreement are not to be construed against either Party as the drafter hereof.

9.10 Governing Law: This Agreement is to be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.

9.11 Counterparts: This Agreement may be executed in several counterparts, each of which constitutes an original and all of which when taken together constitutes one agreement binding on all parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their authorized representatives. The Port, by signature of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.



STATE OF OREGON
acting by and through the
Oregon Business Development Department

OREGON INTERNATIONAL PORT OF COOS BAY

By: _____
Chris Cummings, Assistant Director
Economic Development

By: _____
David Kronsteiner, President

Date: _____

Date: _____

APPENDIX A - Port

Section 1. Port Contact Person. The Port's contact person for this Agreement is the Chief Executive Officer (John Burns or successor).

Section 2. Certain Representations of the Port.

2.1 The governing body of the Port is the Board of Commissioners, comprised of five members, who are appointed by the Governor of the State of Oregon to serve for four (4) year terms. The executive officer of the Port is the Chief Executive Officer.

2.2 The Port's primary business lines include: The **Charleston Marina Complex** which includes: 450 commercial and recreational vessel mooring slips, 100 space RV Park, Ice Plant, Fuel Dock, various commercial fish landing and processing docks, office, restaurant, retail, and various other buildings, and a Shipyard. The **Coos Bay Rail Line** consists of 134 miles of rail infrastructure including tunnels, bridges, and rail and track. The Coos Bay Rail Line also operates the railroad with a fleet of Port owned locomotives and hy-rail vehicles. The Port's **Maritime Sector** encompasses the Navigation Channel in Coos Bay, commercial real estate holdings including docks and properties yet to be developed for marine terminal operations. The Oregon International Port of Coos Bay mission is to serve as the major economic development body for Southwest Oregon

Section 3. Additional Eligibility Criteria for Streamlined Funding Process. Below are additional eligibility criteria to streamline the process for review of the Port's request(s) for funding by the Department:

3.1 Commitment to Implement Strategic Plan: The Port shall demonstrate good faith efforts to follow and implement its adopted Strategic Business Plan, including as demonstrated by activities listed in its adopted annual budget.

3.2 Governance Policies: The Port shall maintain and adhere to a Commission Governance Policy clearly defining the roles and responsibilities of the commission and staff. The adopted policies must be based on Special Districts Association of Oregon (SDAO) recommended policies or other best practice examples mutually acceptable to the Port and the Department. Policies must include measures to protect the Port against breach of policies by elected officials or staff. Policies have been in place since April 16, 2009.

3.3 Capital Facilities Plan: To comply with the requirement in 6.4.3 regarding a current Capital Facilities Plan, the Port shall develop and maintain a Capital Facilities Plan (CFP) as described in its adopted July 2015 Strategic Business Plan. Site-specific capital facilities plans may be developed as components of the Port's overall CFP. The Port will routinely review and update its CFP as part of its annual budget process.

3.4 Best Management Practices: The Port shall adopt appropriate best management practice policies, as outlined in the Financial Plan section of its adopted Strategic Business Plan; review, update and adopt appropriate environmental management policies for its activities and facilities, including Port lease policies and documents. Policies have been in place since May 26, 2015.

Section 4. Department’s Funding Assistance for Port Planning Efforts. Consistent with item 7.1 of this IGA, the Port may seek to submit funding applications for up to two planning efforts for the following projects listed below per biennium, contingent on the availability of funds. Consideration may be given for funding additional projects for unanticipated opportunities.

Section 5. Training. The Port shall require that its Commissioners, CEO and at least one other employee undergo SDAO or other approved training in accordance with the following schedule:

All newly elected or appointed Commissioners shall participate in relevant SDAO board training within one (1) year of their election or appointment. The Executive Director and (designated assistant manager) will participate in port-specific training at least once a year. Training requirements can be met through participation in SDAO programs, OPPA meetings, or other appropriate training sessions or meetings. Port Commissioners and other staff will be encouraged to participate in additional training and development activities according to the Port’s Training and Development policy.

Section 6. Priority Tasks involving the Department. The Port intends to pursue the following priority tasks with Department assistance within 24 months. This list may be updated at any time upon mutual written agreement of the Port and the Department.

TASK	TIMELINE
CBRL Bridge, Tunnel and Track rehabilitation and improvements	12 to 24 months
CBRL Access Improvements	12 to 24 months
Charleston Marina, RV Park, Shipyard, and Building improvements	6 to 18 months
Navigation Channel Deepening Project	6 to 24 months
Charleston Marina Ice Plant condenser replacement	6 to 12 months
Oregon Gateway Multiuse Terminal on the North Spit	12 to 24 months

APPENDIX B - Department

Section 1. Department Contact Person. The Department’s Ports Program Manager (Dave Harlan, or other designated staff) will serve as the Department’s contact person for this Agreement.

Section 2. Notifications of Meeting Dates and Plan Changes. The Department shall regularly update the Port on public or Oregon Business Development Commission meetings. On request, the Department shall, in a timely manner, provide examples to the Port of components for all planning and marketing programs (such as the Strategic Business Plan, marketing plans and capital facilities plans) during any changes/updates.

Section 3. Training. On request, the Department shall, in a timely manner, identify or confirm training opportunities for Port Appointed Officials, the Port Chief Executive Officer and other Port staff that will assist the Port in meeting the training requirements of this Agreement.

Section 4. Best Practices Handbook. The Department shall identify and distribute Best Management Practices policies, examples and related training opportunities to the Port.

Section 5. Federal Advocacy: The Department will continue to provide good faith advocacy and assistance to the Port on federal navigation channel operations and maintenance and other port-related federal policies and funding opportunities.

Section 6. Project Coordination: The Department will provide good faith project coordination with other state and federal agencies as requested by the Port.

Other

Informational Items

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, July 17, 2019
Charleston Marina RV Park, Recreation Room**

DRAFT MINUTES

ATTENDANCE

Advisory Members:

Nick Nylander, Chair; Mark Fleck, Vice Chair; Lou Leberti; Kyle Cox; and Michael Armstrong.

Port Staff:

Brandon Collura, Harbormaster; Lanelle Comstock, Chief Administrative Officer; Mike Stonesifer, Maintenance Manager; Cheryl Charitar, Charleston Office Administrator; Fiona Bai, Marketing Media Specialist; and Krystal Moffett, Administrative Assistant.

Guests:

John Payne; Michael Nagy; Kathleen Hornstuen; Knute Nemeth; and Ed Fleming.

1. CALL MEETING TO ORDER

Chair Nick Nylander called the meeting to order at 12:16 p.m.

2. INTRODUCTION OF GUESTS

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of April 18, 2018; July 19, 2018; and April 30, 2019 Meeting Minutes.

Upon a motion by Lou Leberti (Second by Michael Armstrong), the Charleston Advisory Committee Members voted to approve the April 18, 2018; July 19, 2018; and April 30, 2019 Meeting Minutes.
Motion Passed.

4. FINANCIAL DATA REVIEW

Harbormaster Brandon Collura reviewed financial data for Charleston Operations. Preliminary results for the fiscal year to date show operating income of \$2,149,700. Personnel expenses totaled \$1,140,269 while other expenses accounted for \$940,405 for total expenses of \$2,080,674 which put the operating results at a positive \$69,026. The net result for the year was a loss of \$348,480 compared to a budgeted loss of \$413,952. Factors that contributed include higher than expected revenue in the RV Park and lower personnel expenses due to vacancies.

5. MEMBERSHIP APPOINTMENTS AND RENEWALS

Lou Leberti confirmed that he will renew his membership term. Mr. Collura stated there are several vacant positions on the committee that need to be filled. Margery Whitmer's term has expired and she declined to renew. Mr. Leberti confirmed that positions are not assigned to categories. Commercial fishermen are hit and miss when they are able to attend meetings. Lanelle Comstock stated that in the past vacancies were advertised in the newspaper; then it goes to the Board of Commissioners for approval. Knute Nemeth and Kathleen Hornstuen volunteered to join the committee. Ms. Comstock stated a letter of interest should be submitted. Nick Nylander stated interested candidates are encouraged to volunteer.

Michael Armstrong asked about amending the bylaws regarding quorum. In the past, it has been difficult to get a quorum together. Perhaps changing the bylaws to three or more members present would alleviate the issue. Ms. Comstock stated the Committee could recommend changing the bylaws, then it would need to go to the Board of Commissioners for approval. Mr. Armstrong asked if there is an ORS designating the quorum requirements. Ms. Comstock stated Port staff would ask legal counsel, though typically quorum is a majority. Mr. Nylander asked Port staff to look into what would be required to amend the bylaws and report back. Ms. Comstock confirmed.

6. NEW ISSUES/PROJECTS

Mr. Collura stated the launch ramp project is nearly completed. There are a few odds and ends to finish including signage for all three ramps. The Maintenance team did a great job getting those installed in a very timely and organized manner. There are new pile hoops on order for E dock.

Mike Stonesifer stated the PVC waterline on the deck of the ice house dock will be replaced with pex and the water line will be run down the outside of the bull rail so it is accessible. Deteriorated dock boards will be replaced, especially on the public buying dock section, and it will be much safer. This is an area of high traffic, including foot traffic, forklift and other vehicles. Mr. Stonesifer stated the new floating dock was installed in front of the ice plant and unfortunately one cleat has already been torn completely out. The bigger boats need to tie to pilings instead of the cleats. There are new lane delineators ordered for the launch ramp lanes; they are spring loaded so people can back over them easier. The lines will be repainted.

Mr. Armstrong stated over the weekend there were large vessels parked in front of the fish cleaning station blocking the access. Mr. Stonesifer stated it is posted as 15-minute parking, but staff can look into getting a stencil painted.

Mr. Nylander asked for an update regarding the fuel dock. Mr. Stonesifer stated that the lessee is in the process of replacing underground tanks. Mr. Leberti asked if that responsibility was on the Port or the lessee. Mr. Stonesifer confirmed it is on the lessee, though the Port is involved with the process. Mr. Leberti asked if boat owners who have to pull out to fuel will then be required to pay a launch ramp fee. Cheryl Charitar stated it is a unique situation and staff will look into this. Mark Fleck asked if gas would be available in the Marina moving forward. Mr. Stonesifer stated his understanding that the lessee is working to restore fuel service for gasoline. Ms. Hornstuen asked about writing letters of support to help with the permitting process. Mr. Stonesifer stated the lessee is pursuing the permits to upgrade the tanks and Port staff are providing support.

Mr. Nylander asked for an update on dredging the fuel dock area. Mr. Collura stated the Corps had informed the Port they will be dredging in that area but there aren't specifics at this time.

Mr. Nemeth suggested repair or replacement of the dock by the Shipyard; then also suggested the redevelopment of the property next to the kayak launch by the Distant Water Fleet, to include cleanup, moving the parking lot, adding picnic tables, garbage cans, and restroom facilities. If this area were fenced, it would close off the only area the public has to access to the South Slough east of the bridge. Redevelopment would be best use of the property for recreational users.

Mr. Nemeth stated the repair of the Shipyard dock is greatly needed. People are taking their vessels to other locations because they can't pull in there. Those businesses are losing money because the lack of workable docks. Mr. Nemeth stated there is money available in the Harbor Maintenance Fund that could be applied to these projects. Kyle Cox stated those docks have been a problem for a long time.

Ms. Hornstuen asked if the Port had recently hired someone for grant writing. Ms. Comstock stated that position is more related to grant management. The External Affairs team will still help with the grant writing aspect. Mr. Cox stated his company had applied for a MARAD grant but was unsuccessful and will re-apply next year. Mr. Fleck stated the railways and the docks in the Shipyard are much needed to bring in more boats. Mr. Cox stated the problem with the ways is only being able to haul one boat out at a time. There are different options but the funding is needed. Mr. Fleck stated to look at the bigger picture and possibly a 650-ton lift. Mr. Cox stated the long term issue is driving the lift around the property. The mudflats need to be filled in and that creates the need for mitigation. A decent temporary fix on the ways might cost \$250,000 to keep going for a few years; then in the long term plan for a \$5-6 million project. Dredge spoils would fill in the mudflats nicely.

Ms. Hornstuen asked if this project was included in the Charleston Master Plan. Mr. Cox stated it was included in the plan but that needs to be looked at for an update. Mr. Nylander asked if this program would fit in with the money allocated for the Harbor Maintenance Fund. Mr. Nemeth confirmed it would. Mr. Nylander stated that retaining a grant writer who is familiar with that type of funding would be beneficial to access that money. Mr. Fleck asked the scope of responsibility for the new position. Ms. Comstock stated he is Port infrastructure in general, and not specifically rail. Jake Jacobs is the Director of Infrastructure Support Services, and oversees all Port procurement, contracting, contract management, grant management and reporting. He will work closely with External Affairs to find grants. Ms. Hornstuen stated that many businesses in Charleston are available to write letters of support for those grant applications.

Mr. Cox said the Master Plan prioritized projects but the Plan needs to be revisited as priorities and conditions have changed. He said the docks are a big problem as there is only one floating dock, leaving everyone to tie up to the work docks; it is damaging to the boats and the docks. He also noted that accessibility is also an issue with the ladders.

Mr. Armstrong stated that master plans are typically 5 years or 20 years but need to be reevaluated annually. Ms. Hornstuen stated people come to Charleston instead of other locations because it is a working fishing village. Mr. Cox stated the businesses in Charleston are turning away work and losing money because of the condition of the ways and the lack of dock space to park. Mr. Nemeth stated that these boats are coming from all over including Alaska, and those big jobs create a lot of revenue for the entire community. Mr. Cox stated in one recent year his company turned away \$14.5 million in work

and that the cost of the project to improve the ways and mitigate the mudflats could be recouped, and the economy of Charleston would benefit.

Mr. Armstrong asked if it would be helpful to recommend annual review of the Master Plan. The other key issue is the availability of funding for the identified projects. The long term master plan was whittled down to a smaller “mini plan” and now the bigger picture needs to be revisited. Ms. Comstock stated this will be added to the agenda for the next meeting.

Mr. Nemeth spoke of the importance of the Shipyard to the local economy. Fish landings in Charleston account for approx. \$50 million in revenue each year and these fishermen need to haul their boats out to perform regular and emergency maintenance. If the Shipyard is not functional or services are not available, they will move their boats elsewhere and that revenue will be lost. Mr. Cox stated this is already happening. Mr. Fleck spoke of the capability to attract business to the area. This is a deep water port with multiple attractions, it just needs a bit of refinement.

Mr. Armstrong stated the perception that the Marina doesn't get the attention it deserves. Mr. Leberti stated that the railroad is taking the time and attention of the Administrative staff, and they don't want to ask for funding for the Marina because it is needed for the railroad. Mr. Leberti stated that Port Commissioners need to attend Committee meetings when available. Mr. Armstrong stated more could be accomplished. Ms. Comstock stated Port staff will report this back to Commissioners.

John Payne spoke of the derelict vessels that need to be moved out of the way. Mr. Cox stated the Port has been working hard on that issue. Mr. Stonesifer stated that nearly 12 derelict vessels have been disposed of this year, more than in years previous. There are another 10 or 12 in the water now that need to be hauled out. Port staff will continue to work on cleaning up the derelict vessels.

Mr. Fleck asked about net repair in the parking lot. Mr. Stonesifer stated staff will gather up the nets and place them in storage. This is an unusual event; they were inadvertently left behind when the vessel went to Alaska.

7. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Mr. Fleming stated the loading dock that was removed in the shipyard prevents access from the water, asking why it had to be removed and what the replacement timeframe is. The only dock there now is the commercial dock that is typically full of large vessels. Mr. Stonesifer stated the dock was broken in half and the pilings were sheared off. Mr. Fleming asked the process to get a new dock. Mr. Stonesifer stated the whole dock assembly and pilings will need to be replaced. This issue has not gone unnoticed. Mr. Stonesifer stated that a short term solution is being discussed, as well as the long term; this is a high priority issue.

Michael Nagy stated that half of the docks are tilted at a 30 degree angle and asked why they are not being fixed. Also, half of the steel bars that hold the fingers in place are rotted. On C dock there is a big water leak. Mr. Stonesifer asked where the water leak is at and stated he will send staff to take a look. Mr. Nagy also asked why there is no Wi-Fi in the Marina. Mr. Fleming asked whether the RV Park Wi-Fi signal is strong enough to extend to the Marina; it is, but the problem is limited broadband. Ms. Comstock stated there is talk of bringing Wi-Fi to the Marina.

Mr. Payne stated there is a lot of undesirable activity such as theft and property destruction and asked what the Port can do to prevent this. Police do patrol through the area. Mr. Cox asked what it would take to hire a police officer instead of security officers. Mr. Armstrong stated it should be possible, but the Port would have to look into the overall cost. Security cameras need to be updated as well.

8. PUBLIC COMMENT

Chair Nick Nylander thanked those who came in to share information and concerns.

9. COMMITTEE COMMENT

There were no additional committee comments.

10. NEXT MEETING DATE

The next Charleston Advisory Committee Meeting is scheduled for Wednesday, October 16, 2019 at 12:00 p.m.

11. ADJOURN

Chair Nick Nylander adjourned the meeting at 1:43 p.m.

Coos Bay Rail Line serving western Lane, western Douglas and Coos Counties in Southwest Oregon Owned and Operated by the Oregon International Port of Coos Bay, Operations by the Coos Bay Rail Line Inc.

Monthly Revenue Car Loads and Equivalent Highway Truck Loads / 2015 - 2019

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

Month	2015		2016		2017		2018		2019	
	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads	Railcar Loads	Equivalent Truck Loads
Jan	633	2,088.9	594	1,960.2	528	1,742.4	580	1,914.0	611	2,016.30
Feb	609	2,009.7	691	2,280.3	520	1,716.0	618	2,039.4	465	1,534.50
March	685	2,260.5	678	2,237.4	536	1,768.8	627	2,069.1	548	1,808.40
April	636	2,098.8	618	2,039.4	582	1,920.6	574	1,894.2	521	1,719.30
May	446	1,471.8	646	2,131.8	727	2,399.1	623	2,055.9	439	1,448.70
June	644	2,225.2	653	2,154.9	721	2,379.3	594	1,960.2	318	1,049.40
July	693	2,286.9	529	1,745.7	593	1,956.9	602	1,986.6	346	1,141.80
Aug	573	1,890.9	645	2,128.5	601	1,983.3	602	1,986.6		-
Sept	555	1,831.5	607	2,003.1	615	2,029.5	472	1,557.6		-
Oct	662	2,184.6	682	2,250.6	616	2,032.8	469	1,547.7		-
Nov	530	1,749.0	514	1,696.2	565	1,864.5	268	884.4		-
Dec	675	2,227.5	594	1,960.2	569	1,877.7	399	1,316.7		-
Annual	7,341	24,225.30	7,435	24,535.50	7,173	23,670.90	6,428	21,212.40	3,248.00	10,718.40

Start up: 2011 4th Quarter / Oct – Dec: 194 railcar loads / 640.2 equivalent truck loads

2012 Full Year: 2,480 railcar loads / 8,184.0 equivalent truck loads.

2013 Full Year: 4,845 railcar loads / 15,988.5 equivalent truck loads.

The Coos Bay rail line Owned and Operated by the Oregon International Port of Coos Bay, Operations by the Coos Bay Rail Line Inc.

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 2019 are as follows:

2011-2013:	7,519	revenue car loads =	751,900	short tons
2014:	7,509	revenue car loads =	750,900	short tons
2015:	7,341	revenue car loads =	734,100	short tons
2016:	7,435	revenue car loads =	743,500	short tons
2017:	7,173	revenue car loads =	717,300	short tons
2018:	6,428	revenue car loads =	642,800	short tons
2019:	3,248	revenue car loads =	324,800	Short Tons

*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.

Coos Bay Rail Line-CBRL 112 days of injury-free as of August 5, 2019!