



## M E M O R A N D U M

TO: Interested Parties

FROM: David Kronsteiner, President

DATE: February 11, 2019

SUBJECT: Port of Coos Bay Commission Meeting Notice

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The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold its Regular Commission Meeting at 6:30 p.m., Tuesday, February 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 Tuesday, February 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;
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments; and
- (n) discuss information about review or approval of programs relating to the security of a number of specified structures, activities and materials relevant to the operation of the state's infrastructure.

DK/km

**OREGON INTERNATIONAL PORT OF COOS BAY**  
**REGULAR COMMISSION MEETING**  
**6:30 p.m., Tuesday, February 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**

**1. CALL MEETING TO ORDER**

**2. INTRODUCTION OF GUESTS AND PORT STAFF**

**3. PUBLIC COMMENT**

**4. PORT PROJECT UPDATE**

- A. Safety Program Presentation .....Thomas Durand

**5. CONSENT ITEMS**

**Page**

- A. Approval of January 19, 2019 Regular Commission Meeting Minutes ..... 4  
B. Approval of January Invoices..... 17  
C. Approval of January Contracts Awarded ..... 18  
D. Approval of Fisherman's Wharf Lease Agreement..... 19

**6. MANAGEMENT REPORTS**

**Page**

- A. Administration..... 21  
B. Finance ..... 22  
C. Commercial / External Affairs / Marketing..... 45  
D. Port Operations..... 49  
E. Charleston Operations ..... 51  
F. Railroad Operations..... 54

**7. ACTION ITEMS**

**Page**

- A. 2019Res04: Amendments to Port Policy Manual Chapter 8.2 .....Thomas Durand, 58  
B. 2019Res05: Amendments to Port Policy Manual Chapter 8.3 .....Thomas Durand, 65  
C. 2019Res06: Amendments to Port Policy Manual Chapter 14.8 .....Thomas Durand, 71  
D. 2019Res07: Adoption of Port Policy Manual Chapter 4.3 .....Fiona Bai, 84  
E. Assignment of Track Miles for 45G Tax Credit.....Patrick Kerr, 88  
F. Appointment of FY 2019/20 Budget Officer ..... John Burns, 89  
G. CEO Annual Performance Evaluation & Salary Increase .....David Kronsteiner, 90  
H. Amendment to the CEO's Employment Agreement .....David Kronsteiner, 92

**8. OTHER**

**9. INFORMATION ITEMS**

**Page**

- A. Coos Bay Rail Revenue Car Loads – January 2019 ..... 95

**10. COMMISSION COMMENTS**

**11. NEXT MEETING DATE** – Monday, March 18, 2019, 6:30 p.m.

**12. RECESS TO EXECUTIVE SESSION**

**13. ADJOURN**

# Consent Items

**DRAFT**  
**OREGON INTERNATIONAL PORT OF COOS BAY**  
**Coos Bay, Oregon**  
**REGULAR COMMISSION MEETING**

**6:30 p.m., Tuesday, January 22, 2019**

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

**ATTENDANCE**

**Commission:**

David Kronsteiner, President; Eric Farm, Vice President; Brianna Hanson, Treasurer; and James Martin, Commissioner. Bob Garcia, Secretary was excused.

**Staff:**

John Burns, Chief Executive Officer; Anna Soderstrom, Chief Commercial Officer; Lanelle Comstock, Chief Administrative Officer; Patrick Kerr, Director of Rail Operations; Megan Richardson, Director of Finance; Mike Dunning, Director of Maritime Operations; John Buckley, Project Manager; Ray Dwire, Security Officer; Krystal Moffett, Administrative Assistant; and Mike Stebbins, Port Legal Counsel.

**Media & Guests:**

Elise Hamner, SWOCC Foundation; Amanda McCleary-Moore, Moss Adams; Lesley Daggitt, Moss Adams; Maeora Mosieur, Budget Committee; Doug Kaminski; George Wales, Coos Bay Pilots; Paul Burgett, ARG Transportation Services; Katy Eymann, Citizens for Renewables; and Kathy Dodds, Citizens for Renewables.

**1. CALL MEETING TO ORDER**

President Kronsteiner called the meeting to order at 6:32 p.m.

**2. INTRODUCTION OF GUESTS AND PORT STAFF**

**A. Presentation of 2017/18 Annual Financial Report**

John Burns invited Amanda McCleary-Moore of Moss Adams to present the 2017/18 annual financial report. Ms. McCleary-Moore introduced Lesley Daggitt to begin the presentation. Ms. Daggitt stated the nature of services provided include auditing the Port financial statements in accordance with generally accepted audit standards, compliance testing and reporting under Oregon Minimum Standards, reporting of overall audit plan and results, communicating internal control findings and noncompliance. Ms. Daggitt stated Moss Adams issued two communication letters and copies have been provided to Commissioners with the audit report.

Critical audit areas include internal control which is tested to develop the audit plan, cash and investments, revenues and receivables, capital assets including new additions and reasonableness, long term debt balances and payments, PERS and OPEB (GASB 75 required all Oregon post-employee benefits to be added to balance sheets this fiscal year), financial close and reporting, and Oregon Minimum Standards. Local budget laws, cash and insurance, fidelity bond coverage, and procurement are all areas that are looked at under the Oregon Minimum Standards.

Ms. Daggitt stated Moss Adams issued two reports with the financial statements. The first being the independent auditors report, with an unmodified or clean opinion this year, the highest opinion possible. For the Oregon Minimum Standards report, there were no findings to report. There were two instances of noncompliance, which were two over-expenditures and the special projects fund had a deficit balance at the end of the year. Management is working so that doesn't happen in the future.

Ms. McCleary-Moore stated that Port staff have worked hard to get caught up on audit reporting, and one area of communication included planning and timing. This year the audit was completed and submitted to the state on time; a great achievement showing progress over the last few years. There were a number of other communications, such as significant accounting policies, in note one of the financial statement; there were no material changes to the policies over the last year. A new standard was implemented this year, related to post employee benefits, a change from the previous year but not significant.

When compiling financial statements, there are a number of estimates for management to put together utilizing information, actuary or historical, to create estimates that are materially correct. In the Port's financial statements this includes the useful lives of capital assets, whether equipment or buildings that needs to be evaluated periodically for reasonableness; another is pension amounts, a large estimate based on information from PERS. Auditors ensure the assumptions are reasonable and the information given to PERS by the Port is accurate. Another item for accounting to estimate is the allowance for doubtful accounts; management needs to evaluate how collectable the receivables are and leave some allowance for doubtful receivables.

Ms. McCleary-Moore stated during the audit if a needed adjustment was found over a certain threshold, it is required to be reported. An uncorrected adjustment would be something found that was below the threshold that management determined not to record, though that finding would still be communicated. There were no audit adjustments, either uncorrected or corrected.

The next few items being communicated, while there is nothing to report, are items that would be included if found. There was no consultation with other accountants; there were also no disagreements with management or difficulties in conducting the audit. Management was prepared and needed information was available to complete the audit on time. There were no significant control deficiencies identified.

Two areas of possible improvement were communicated; one related to the Oregon Minimum Standards and two line items that went over budget. Improvements have been made on completing supplemental budgets on time. Being over budget is relatively common, and monitoring year end cut off will be an important piece to improvement. The last item is capital assets and having a well defined policy to follow will ensure a good estimate.

Ms. McCleary-Moore asked for any questions, then spoke briefly about future standards. With federal grant awards, there will be an additional audit required next year called a single audit, performed under the uniform guidance. This year there were two audit reports issued, next year there will be four. Uniform guidance does have a number of compliance requirements, and management is aware that next year's audit will be somewhat different, focused more on compliance with federal grant standards for procurement, matching, and allowable costs.

There are new standards that will affect future financial statements. One to highlight for the Port is GASB No. 87, related to leases. Currently the only requirement to record leases on financial statements is if the lease is considered a capital lease, typically a financed asset. In the future all leases will be required on the balance sheet, effective for the June 30, 2021 fiscal year. Ms. McCleary-Moore recommended looking at the types of current leases and the documentation associated.

President Kronsteiner thanked Moss Adams for the report and thanked the finance department for their work in achieving the fine audit report. Commissioners thanked Port staff and the volunteers on the budget committee.

### **3. PUBLIC COMMENT**

Elise Hamner of SWOCC Foundation, encouraged the Commissioners to approve the Community Enhancement Plan, and to reach out to other community entities scheduled to vote. Ms. Hamner spoke of the history of the plan. The conversation started with the Port in 2006; a community member came before the Commission and spoke of capturing royalties or revenues off of natural gas as it passes through our community. In 2011, the community enhancement plan concept was introduced. At that time looking at poverty rates, there were 75% of elementary students at all schools in Coos County (except one charter school) that were receiving free or reduced lunches. At one school, it was as high as 90%. The concept behind the community enhancement plan is investing tax revenues to improve education. In Oregon, tax money is distributed statewide through an equalization formula, which is not such a good thing when money is lost and schools are failing. Ms. Hamner stated failing means Oregon dropouts are twice as likely to go to prison than graduates and argued that in Coos County that number would be higher. Investing in education means investing in the future workforce, critical to building capacity for businesses. Under the proposed plan, 55% of the local taxes that would be paid would go to supporting education, money that would be lost through the equalization formula without the plan. Ms. Hamner encouraged investment in needed intellectual infrastructure.

Katy Eymann of Citizens for Renewables, spoke in opposition to the Community Enhancement Plan. Ms. Eymann spoke of the planned 55% distribution to local schools; in speaking with the Oregon Department of Revenue, it is not clear whether that money would reduce the equalization amount received from the state. The law is unclear and it would likely be a political decision. There is no guarantee that Coos County would receive that equalization money, so in effect it would result in a zero net gain in educational money. Ms. Eymann spoke of the needed research to ensure that equalization money is not lost. Ms. Eymann also spoke of opposition to the planned 25% designated for infrastructure and economic development; stating this money could potentially be used by the tax payer, Jordan Cove, to further their own projects. Ms. Eymann spoke of opposition to even granting a tax exemption for Jordan Cove; essentially the tax exemption program is intended primarily to provide an incentive for the business to locate here, but Jordan Cove is already intent on locating here. Ms. Eymann asked that if the Community Enhancement Plan is approved, that a condition be added to ensure that the money local schools receive will not be lost through the equalization fund, and if that does occur that adjustments could be made to the distribution.

Written comment was provided by Jody McCaffree and copies given to all Commissioners.

### **4. CONSENT ITEMS**

A. Approval of December 17, 2018 Regular Commission Meeting Minutes

- B. Approval of December Invoices
- C. Approval of December Contracts Awarded

Upon a motion by Commissioner Martin (second by Commissioner Farm), the Board of Commissioners voted to approve the December 17, 2018 Regular Commission Meeting Minutes, December Invoices and December Contracts Awarded. **Motion Passed.**

## **5. MANAGEMENT REPORTS**

All Management Reports were included within the Meeting Packet. President Kronsteiner thanked staff for the written reports.

## **6. ACTION ITEMS/REPORTS**

### **A. 2017/18 Annual Financial Report**

Moss Adams has completed the annual financial report on behalf of the Oregon International Port of Coos Bay for fiscal year ending June 30, 2018.

The financial statements are presented in accordance with the financial reporting model in the Governmental Accounting Standard Board (GASB) Statement No. 34.

There were no adjustments that had a material effect on the Port's reporting process. There were also no material weaknesses or reportable conditions for internal control, or any instances of non-compliance to the general-purpose financial statements. There are suggestions to management on areas for Port staff to strengthen their internal control.

Ms. Amanda McCleary-Moore of Moss Adams attended this Commission meeting and presented the audit. A copy of the audit has been provided to Commissioners for review.

Upon a motion by Commissioner Farm (second by Commissioner Hanson), the Board of Commissioners motioned to approve the annual financial report for Fiscal Year 2017/18. **Motion Passed.**

### **B. Bay Area Enterprise Zone Agreement with GMA Garnet**

In 1986, the governing bodies of the Cities of Coos Bay and North Bend, Coos County, and the Oregon International Port of Coos Bay entered into an Intergovernmental Agreement (IGA) with the approval of the State of Oregon which created an enterprise zone within Coos County. That enterprise zone is now known as the Bay Area Enterprise Zone. The Bay Area Enterprise Zone is approximately 10.24 square miles with areas in and adjacent to the Cities of Coos Bay and North Bend. As part of the IGA, the CCD Business Development Corporation serves as the Bay Area Enterprise Zone Manager. Representatives from Coos Bay, North Bend, Port, and County serve on the Bay Area Enterprise Zone Committee which evaluates applications for tax abatement incentives as allowed under Oregon law.

An Enterprise Zone program or zone is designed to encourage businesses of all sizes to make new or additional investments that will improve employment opportunities, spur economic growth, and diversify business activity within the communities each zone encompasses. The primary benefit to qualifying businesses is 100 percent abatement from local property taxes for at least three years; and in

some cases, five years on plant and equipment newly invested in the zones. Property tax exemptions of 7 to 15 years may be available to businesses making a sizeable investment and bringing well-paying jobs.

GMA Garnet began operations at the former ORC site in Bunkerhill. GMA is a worldwide Garnet mining company which started with a single mine in Geraldton, Australia. They currently have three processing facilities in the United States and a mining operation in Montana. Garnet is primarily used for blasting as well as waterjet cutting. Raw material is mined in South Africa and transported by vessel to Coos Bay where it is being stored at GMA's site in Bunkerhill. At their facility, GMA will be washing the raw material to eliminate Chlorides. Once the material is washed and dried, the Garnet is separated from other materials. The end products are then bagged and shipped out. GMA's plant includes both wet processing and dry processing. GMA's plant will employ 20 full-time employees.

GMA has met the statutory requirements for an initial three-year abatement from local property taxes. They have submitted an application to receive an extended abatement (additional two years). To receive the extended abatement, an applicant or business firm and its property must satisfy and remain in compliance with their application, employment, and other requirements necessary for the normal three-year exemption during the entire four- or five-year period. The business must achieve the following which are specific to the extended abatement:

1. Compensation Standard – established under state statutes – during each of the four- or five-years of an extended enterprise zone abatement, average compensation for all new employees must be at least 150 percent (or 1.5 times) the average annual wage, based on the zone's high-wage county – Coos County's average annual wage based on 2015 (the latest report) is \$35,949 and 150% is \$53,924. This compensation includes not only wages and salary but also overtime, bonuses, insurance, and other financial benefits not mandated by federal, state, or local law. All eligible full-time and permanent "employees" are averaged for each year and businesses need count only NEW positions that are created.
2. Written Agreement – all eligible business firms seeking an extended abatement must have a written agreement between it and the local enterprise zone sponsor that confirms the aforementioned compensation standard, grants either "one" or "two" extra years, and specifies any additional requirements requested by the sponsor. Each city, county, or port government that sponsors the zone must approve this agreement, either separately or through a common action or body. This written agreement is valid only if concluded before the business firm is approved for authorization. An authorization application must be submitted prior to the commencement of any physical work on the property. The approval for authorization is not required for such work to proceed and usually entails little more than a technical determination by the local enterprise zone manager and the county assessor. Approval for authorization might even be delayed to accommodate official endorsement of the agreement for an extended abatement.
3. Local Requirements – The sponsoring jurisdictions may make the extended abatement contingent on certain additional requirements jointly requested by each city or county. The zone sponsor as opposed to the county assessor is primarily responsible for monitoring and enforcing such requirements during the exemption period. The requirements could have a very broad reach and special consequences, although state statutes insist on reasonableness. These requirements are ADDITIONAL to statutory compensation and employment levels and may not effectively lower or raise the stringency of such levels. Once a track record has been established, local governments



might become somewhat bound by the nature of requirements previously requested in a particular zone.

As GMA meets the statutory compensation standard requirements the Enterprise Zone Committee has recommended approval of two-year Enterprise Zone Extension which would provide GMA Garnet a total of five-year local property tax exemption, with a local requirement that they provide \$15,000 a year to the Bunkerhill Sanitary District. GMA Garnet has agreed to the local requirement contribution.

Commissioner Martin clarified that GMA Garnet is now in business at and owns the site where ORC used to be located. The two companies are separate business entities and GMA Garnet is providing a new investment in the site.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to authorize CEO John Burns to execute the Bay Area Enterprise Zone Extended Abatement agreement with GMA Garnet. Commissioner Hanson abstained from the vote. **Motion Passed.**

### **C. Bay Area Enterprise Zone Agreement with Jordan Cove Energy Project L.P.**

In 1986, the governing bodies of the Cities of Coos Bay and North Bend, Coos County, and the Oregon International Port of Coos Bay entered into an Intergovernmental Agreement (IGA) with the approval of the State of Oregon which created an enterprise zone within Coos County. That enterprise zone is now known as the Bay Area Enterprise Zone. The Bay Area Enterprise Zone is approximately 10.24 square miles with areas in and adjacent to the Cities of Coos Bay and North Bend. As part of the IGA, the CCD Business Development Corporation serves as the Bay Area Enterprise Zone Manager. Representatives from Coos Bay, North Bend, Port, and County serve on the Bay Area Enterprise Zone Committee which evaluates applications for tax abatement incentives as allowed under Oregon law.

An Enterprise Zone program or zone is designed to encourage businesses of all sizes to make new or additional investments that will improve employment opportunities, spur economic growth, and diversify business activity within the communities each zone encompasses. The primary benefit to qualifying businesses is 100 percent abatement from local property taxes for at least three years; and in some cases, five years on plant and equipment newly invested in the zones. Property tax exemptions of 7 to 15 years may be available to businesses making a sizeable investment and bringing well-paying jobs.

JCEP is in the process of securing permits to construct and operate a Liquefied Natural Gas (LNG) facility at the Jordan Cove site on the North Spit of Coos Bay. JCEP will secure natural gas from locations in both the United States of America and Canada which will be transported via pipeline from its source to the North Spit facility. Once the natural gas is liquified, it will be loaded on oceangoing LNG tankers for markets in Asia. It is anticipated that JCEP will employ approximately 200 regular full-time employees at the LNG Facility, Pipeline and Office.

JCEP has submitted an application to receive a Long-Term Rural Enterprise Zone abatement for 7 – 15 years. To receive the Long-Term abatement, an applicant or business firm and its property must satisfy and remain in compliance with their application, employment, and other requirements necessary for the normal exemption and during the entire seven- or fifteen-year period. The business must achieve the following which are specific to the extended abatement:

1. The Facility will encompass acreage in the Bay Area Enterprise Zone comprising one or more buildings and other structures;
2. The Total Cost of the Facility will be at least \$7,300,000,000.00 (\$7.3B);
3. Construction of the Facility will commence in 2019;
4. The Facility will be placed into Service within approximately 60 months, by in any event no later than 120 months, following the commencement of construction;
5. The proposed workforce that will be engaged by or on behalf of JCEP or its affiliates will consist of not less than fifty (50) high-paying permanent jobs to support the operation and maintenance of the Facility, provided that the actual number of employees may vary from time to time; and
6. At the commencement of operations, the average annual compensation (including benefits as determined under OAR 123-690-4600 (1)) for all workers at the Facility will be at least 150% of the County average annual wage as of the start of the construction, as published in the State of Oregon Employment Department's Labor Market Information – Coos County Economic Indicators, at which point the minimum for the rest of the exemption period will be established, subject to adjustment only if and to the minimum extent required by OAR 123-690-4600 (4).

As JCEP has agreed to meet the statutory requirements, the Enterprise Zone Committee has recommended approval of the Long-Term Rural Enterprise Zone Extension which would provide JCEP a seven to fifteen year local property tax exemption, with local requirements. JCEP has agreed to the local requirement of a Community Service Fee contribution.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to authorize Commission President David Kronsteiner to execute the Oregon Long Term Rural Enterprise Zone Extended Abatement agreement with Jordan Cove Energy Project L.P. **Motion Passed.**

#### **D. Bay Area Enterprise Zone Community Service Fee Distribution Intergovernmental Agreement**

In 1986, the governing bodies of the Cities of Coos Bay and North Bend, Coos County, and the Oregon International Port of Coos Bay entered into an Intergovernmental Agreement (IGA) with the approval of the State of Oregon which created an enterprise zone within Coos County. That enterprise zone is now known as the Bay Area Enterprise Zone. The Bay Area Enterprise Zone is approximately 10.24 square miles with areas in and adjacent to the Cities of Coos Bay and North Bend. As part of the IGA, the CCD Business Development Corporation serves as the Bay Area Enterprise Zone Manager. Representatives from Coos Bay, North Bend, Port, and County serve on the Bay Area Enterprise Zone Committee which evaluates applications for tax abatement incentives as allowed under Oregon law.

The Zone Sponsors have been working with community stakeholders for several years and conducted numerous public meetings to develop a sensible distribution process regarding Community Service Fees that will be collected during both construction and operational phases of the Jordan Cove Energy Project.

On December 6, 2018, a public meeting was held at the City of Coos Bay Council Chambers and was attended by designated representatives from each of the four Zone Sponsors. At that meeting, a vote

was taken of the members and the recommendation made that the Plan for Distribution of Community Service Fee, Intergovernmental Agreement be presented to each governing body for ratification.

The IGA which the representatives of the Zone Sponsors endorsed to be brought before each governing body included:

1. TERM of the Agreement, which will remain in effect from the date of execution until unanimous ratification for termination.
2. PAYMENT CALCULATION will be performed by a CPA firm (the current firm of record is Harwood, MacAdam, Wartnik, Fisher, and Gorman) pursuant to the terms of their engagement letter.
3. PAYMENT PROCESSING will be made pursuant to the Enterprise Zone Agreement. CCD Business Development Corporation shall be the Agent for handling the collection and distribution of funds.
4. PAYMENT DISTRIBUTION will be conducted in two phases. The first is the Construction Phase and the second will be the Operations Phase. The distribution percentage are to be found in section 8 of the IGA.
5. AMENDMENTS can be made by unanimous consent of the Zone Sponsors after being so moved by at least two of the Zone Sponsors.

This process has been one that is born from the true sense of building consensus through a process of give and take. The intent of the IGA has always been to find the best path forward for the entire community and to look to creating a mechanism to focus on the future of our schools, the community and our citizens and this agreement delivers on that desired outcome.

Commissioner Martin stated that the long term abatement period for Jordan Cove will equate to the same amount of money paid in the community service fee as would be paid in taxes. The community enhancement plan will keep control of the funds local and ensure decision making that will best utilize them; it will not make Jordan Cove more or less likely to locate here. Commissioner Martin stated this is an opportunity to build a legacy for our community.

Upon a motion by Commissioner Martin (second by Commissioner Farm), the Board of Commissioners motioned to authorize Commission President David Kronsteiner to execute the Intergovernmental Agreement between the Bay Area Enterprise Zone Sponsors addressing the Distribution of the Community Service Fee associated with the Jordan Cove Enterprise Zone Agreement. **Motion Passed.**

#### **E. 2019Res01: Amendments to Port Policy Manual Chapter 14.6**

Over the last few months, the Port of Coos Bay Leadership Team has been discussing replacing annual performance reviews with One-on-One meetings. One-on-Ones are frequent (once a week), informal, documented discussions between managers and employees to review projects and workloads, prioritize projects, set goals and expectations, discuss new/important information, provide feedback on performance, and coach.

One-on-Ones are favored over annual performance reviews because:

- Performance reviews tend to be generalized and based on recent activity (unless we're doing a really good job documenting, we don't always recall specific examples from throughout the last year);
- Managers spend a lot of time on performance reviews (and we don't get much out of them);
- Performance Reviews sometimes end up causing more harm than good (in the past, some employees did not want to sign and accept their performance review, which means the discussion didn't go very well, which leads to poor morale, disgruntled employees, and poor performance);
- Sometimes employees feel blindsided by their performance review (if the employee is surprised by the feedback this means the manager pretty much failed at communicating with the employee throughout the year);
- Pay increases tend to be expected with performance reviews (combining pay increases with performance reviews ultimately defeats the purpose of a performance review. The employee, who is eagerly awaiting a compensation adjustment, largely tunes out the feedback part. Then if the employee does not receive the compensation adjustment they expect, they will tie it to their "bad" review.);
- The upcoming work force thrives on more frequent feedback (but really, who doesn't thrive on more feedback?); and
- Frequent feedback provides more timely information that employees can use to learn and be more effective.

The Leadership Team has received a presentation on how to effectively conduct One-on-Ones (regularly and consistently, without interruptions, etc.); effectively document action items, goals, dialogue, decisions, and coaching from the One-on-Ones; and how to make One-on-Ones successful (be prepared, use specific examples, actively listen, provide clear and relevant feedback, etc.).

Section 14.6: Performance Reviews has been revised to replace Annual Performance Evaluations with One-on-Ones and has been renamed as Performance Discussions. The Port's Leadership Team and legal counsel has reviewed and revised the proposed policy before being presented to the Port Commission.

The red lined tracked version of the changes, as well as a final version of the recommended revisions, were included within the packet.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to approve Resolution 2019Res01 authorizing the amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.6: Performance Reviews (Performance Discussions). **Motion Passed.**

#### **F. 2019Res02: Adoption of Port Policy Manual Chapter 12.5**

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.

To oversee the budgeted funds for donations, the Port has created a Community Giving Committee comprised of Port Staff. The Committee will develop donation and scholarship recipient criteria, review and evaluate donation and scholarship requests, and recommend donation and scholarship recipients. The Committee also created a Community Giving policy and process, establishing the guidelines of the committee and the donation request process.

Port's legal counsel has reviewed the proposed policy before being presented to the Port Commission. The draft policy and internal process were included within the packet.

Upon a motion by Commissioner Farm (second by Commissioner Hanson), the Board of Commissioners motioned to approve resolution 2019Res02 adopting Port Policy Manual Section 12.5: Community Giving. **Motion Passed.**

#### **G. Representative Peter DeFazio District Office Sublease Renewal**

The Port's sublease agreement with Representative Peter DeFazio expired on January 2, 2019. Port staff worked with Representative DeFazio's district office staff to begin the process of completing a new sublease agreement for the 2019-2021 biennium. The Port subleases approximately 200 square feet of office space to Representative DeFazio for use as a District Office. The renewed lease has a two-year term and will expire on January 2, 2021. The Port has provided office space for Representative DeFazio's district office since 1997. Terms and conditions of the renewed lease are consistent with the most recent executed lease for the space.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to approve a renewed sub lease agreement with Representative Peter DeFazio for office space located at 125 Central Avenue, Suite 350 for use as a district office. **Motion Passed.**

#### **H. CBRL Tunnel Drainage Rehabilitation Project Contract**

Under previous Commission authorization, Port staff solicited proposals for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project. The work will improve the drainage and extend the life of tunnels 15, 17, 18, 19, 20 and 21. The project will be funded by state and federal grants.

A Request for Proposals (RFP) for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project was originally submitted via two pre-qualified contractors on November 17, 2018 with the deadline for proposals as January 11, 2019. Both of the two pre-qualified contractors submitted proposals by the due date. Both proposals were opened January 11, 2019 and full bid prices were read aloud. The initial bid results are listed in the table below:

<b>Firm Name</b>	<b>Total Price</b>
Stacy and Witbeck	\$20,616,695
Strider Construction	\$17,149,980

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

Strider Construction Company is a full-service heavy civil project contractor with over 30 years of experience specializing in Roadway and Underground Utilities work. Strider Construction is using Railworks Track Systems, Inc. as a subcontractor to perform the new rail installation. The proposed price includes drainage repairs to tunnels 15, 17, 18, 19, 20 and 21 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 Strider Construction Company for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project for the total price of \$17,149,980 pending final review.

Commissioner Martin asked how the bid amounts compared to the engineer's estimate. John Buckley stated that bids were about \$3 million over the estimate. Commissioner Hanson asked the source of funding. Mr. Buckley stated it is a combination of ODOT lottery bonds and the FASTLANE Grant.

Upon a motion by Commissioner Farm (second by Commissioner Hanson), the Board of Commissioners motioned to authorize Chief Executive Officer John Burns to negotiate and execute a contract with Strider Construction Company for the Coos Bay Rail Line Tunnel Drainage Rehabilitation Project in the amount of \$17,149,980. **Motion Passed.**

## **I. 2019Res03: Declaration of Emergency at Milepost 734.48**

The rail bed on the north end of, and inside, tunnel 18 at about MP-734.48 currently has a 5 MPH slow order placed on it due to poor track conditions. On Tuesday, November 13, 2018 the CBRL Track Inspector determined that the track condition had deteriorated to a point where the train had a high probability of a derailment. The Track Inspector has placed this repair item at the top of his list, however the magnitude and location of the repair is outside the capability of CBRL staff. CBRL staff indicated an immediate repair of the identified condition was necessary to maintain safe continued rail service on the line. Port/CBRL staff immediately began work to clarify and confirm the scope of work necessary to affect the required repairs, and the time required to bring the track back into service.

Port/CBRL staff believe continued use of the degraded track has a high probability of a derailment which is a threat to property, rail service, welfare and safety; and a risk of injury to Contract Maintenance and Operations staff. If the identified conditions are not repaired urgently, a rail service shutdown will be required, as it will be unsafe to operate trains on this section of track.

On Thursday, November 15, 2018, Port staff contacted H&S Construction Railroad & Salvage. H&S Construction has the experience working within the CBRL tunnels, the equipment and schedule availability necessary to complete the repairs. Port staff reviewed H&S Construction's estimated cost and schedule for the identified work to ensure the contract with H&S Construction will be the most-timely and cost-effective means to address the emergency repairs on the track at milepost 734.48 inside tunnel 18.

On Friday, November 30, 2018, H&S Construction began work. On December 2, 2018, all emergency work operations were completed. The line was returned to service on December 2, 2018, with cars delivered to Roseburg Forest Products.

Total project costs were \$21,400. Port cost share for the project is expected to be between \$4,000 and \$6,000 and will be funded from the Rail Department General Fund repairs and maintenance budget. On Friday, November 16, 2018 Port Chief Executive Officer John Burns signed the Declaration of Emergency for the necessary repairs to the track at milepost 734.48.

Port Procurement Rule 6.4.6 allows the Chief Executive Officer or his designee to award emergency contracts up to \$200,000 in value and requires a Commission Resolution to ratify the Declaration of Emergency at its next regularly scheduled meeting or as soon as practical.

Upon a motion by Commissioner Martin (second by Commissioner Farm), the Board of Commissioners motioned to adopt resolution 2019Res03 ratifying the Declaration of Emergency by CEO John Burns, including the execution of a contract with Coos Bay Rail Line, Inc and H&S Construction Railroad and Salvage to effect emergency repairs to track at milepost 734.48 on the Coos Bay Rail Line in November 2018. **Motion Passed.**

**J. Stantec Change Order #1 to Task Order #26**

In April 2018, the Port Commission authorized Stantec Task Order 26, Reedsport Bridge (MP740.84) Stabilization Plan Engineering and Monitoring Project, to monitor, develop a repair plan, provide construction management, and provide post construction monitoring for this bridge, including general tasks or requests to accomplish administrative assignments that did not warrant independent task orders for the not to exceed fee of \$107,170.

Stantec designed a repair plan that went out to bid. Due to the higher than anticipated cost of the bids received, the Port canceled the project. The Port decided to “Sole Source” the repair and asked Stantec to work with the Contractor’s suggestions to redesign the repair, perform PDA pile testing, continue the monitoring of the bridge, and to provide construction management support throughout the remainder of the project.

Staff requests the Port Commission authorize Change Order 1 for Stantec Task Order 26 for an additional not to exceed amount of \$81,000.

The requested change order amount exceeds the 25% cumulative total amendment threshold allowed by Port Procurement rule 5.2.3, and therefore requires Commission authorization.

Upon a motion by Commissioner Farm (second by Commissioner Martin), the Board of Commissioners motioned to authorize Chief Executive Officer John Burns to execute Change Order 1 to Stantec Consulting Services, Inc. Task Order 26 for Stabilization Plan Engineering and Monitoring on the Reedsport Bridge at MP 740.84 for the additional not to exceed amount of \$81,000. **Motion Passed.**

**K. Stantec Change Order #1 to Task Order #28**

In May 2018, the Port Commission authorized Stantec Task Order 28, Repair Plan Engineering for Emergency Repairs to the Coos Bay Rail Line Bridge at MP 763.55, to develop a repair plan, provide construction management, support contractor selection, provide environmental permitting, and provide non-destructive testing (NDT) of the pins and eye bars, including general tasks or requests to accomplish administrative assignments that did not warrant independent task orders for the not to exceed fee of \$172,000.

After the initial repair plan went out to bid, it was determined to authorize Koppers Railroad Structures to perform the repairs. Koppers offered an alternative solution that did not require the replacement of the pins and eye bars, but would require additional NDT, a second more detailed inspection of the two truss components (requiring a safety boat), all of which extended the duration to approximately 10 months.

Staff requests the Port Commission authorize Change Order 1 for Stantec Task Order 28 for an additional not to exceed amount of \$170,000.

The requested change order amount exceeds the 25% cumulative total amendment threshold allowed by Port Procurement rule 5.2.3, and therefore requires Commission authorization.

Commissioner Martin asked for an update on bridge repairs. Patrick Kerr stated that the contractor is in the process of shoring up the top part of the old house and tension has been taken off the bridge itself. In the next few weeks that will be shored up, put into a neutral position, then crews will begin disassembling the bridge. It is anticipated the bridge will be turned in mid to late February in order to effect necessary adjustments. Return to service is anticipated in March.

Upon a motion by Commissioner Farm (second by Commissioner Hanson), the Board of Commissioners motioned to authorize Chief Executive Officer John Burns to execute Change Order 1 to Stantec Consulting Services, Inc. Task Order 28 for emergency repair plan engineering for the Coos Bay Swingspan Bridge at MP 763.55 for the additional not to exceed amount of \$170,000. **Motion Passed.**

**7. OTHER**

**8. COMMISSION COMMENTS**

**9. NEXT MEETING DATE – Tuesday, February 19, 2019 at 6:30 p.m.**

**10. ADJOURN**

President Kronsteiner adjourned the meeting at 7:30 p.m. and entered into Executive Session to:

- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (h) consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed;
- (i) review and evaluate the job performance of a chief executive officer, other officers, employees and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing; and
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.





M E M O R A N D U M

**To:** John Burns, Chief Executive Officer  
**From:** Megan Richardson, Director of Finance & Accounting  
**Date:** February 11, 2019  
**Subject:** Invoices Paid for Commission Approval through January 31, 2019

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A/P checks issued per NetSuite financial system	954,296.62
Payroll disbursement per Umpqua Bank statement	176,152.25
Misc electronic disbursements per Umpqua Bank statement	4,188,754.90
<b>Total Disbursements</b>	<b><u>\$ 5,319,203.77</u></b>



## M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Megan Richardson, Accounting Manager

DATE: February 11, 2019

SUBJECT: January Contracts Awarded

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The following are bids that were awarded, and contracts authorized and signed by the Chief Executive Officer during the month of January. 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
Y Marina, Inc.	Two new motors for Ms. Soco	\$33,726.00
Scott Partney Construction	Repair/Replacement of Bent #3 and Related Components	\$416,900.00
Meever USA	Piling Purchase	\$44,800.00
Stantec Consulting	Change Order 1: Task Order 26-Stabilization Plan for BR740.84	\$81,000.00
Stantec Consulting	Change Order 1: Task Order 28-Permitting/Design/Engineering for Repairs of BR763.55	\$170,000.00
AKS Engineering	Change Order1: Progress Survey and Volume Calculations for Dredging	\$1,500.00
<b>Total Contracts Awarded for this period:</b>		<b>\$747,926.00</b>



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Margaret Barber, External Affairs Manager

DATE: February 11, 2019

SUBJECT: Lease Agreement

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The Fishermen's Wharf, located at 63534 Kingfisher Road on Dock "D" has a new owner, Sid DuRette. Mr. DuRette purchased the building and business from Cathy Jo and Mike LeDoux. The Port has entered into a commercial month-to-month lease for the dock space where the building is located.

# **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: February 11, 2019  
SUBJECT: Administrative Services Management Report

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### **Training and Development:**

- **Continuing Education - Bai:** Marketing Media Specialist Fiona Bai recently completed her second term of attending online courses through Jones Graduate School of Business at Rice University with the goal of attaining a Master of Business Administration Degree. Fiona received educational assistance reimbursement from the Port to increase her knowledge within the duties expected of her position.
- **Continuing Education - Buckley:** Project Manager John Buckley recently began online courses with the goal to attain a Project Management Professional certification.
- **SDAO 2019 Annual Conference:** The Port's Chief Executive Officer John Burns, Director of Finance & Accounting Megan Richardson, and I attended the Special District Association of Oregon's 2019 Annual Conference in Sunriver, Oregon, February 7-10. We participated in the pre-conference seminar covering Special District Boards: Rules & Responsibilities and attended other courses such as Pay Equity Compliance & Administration, Cyber-Security, Internal Controls for Small Governments, Public Meetings Overview & Executive Sessions, Municipal Finance: Continuing Disclosure – New Rules & Regulations, and Priority Planning. We also attended the Ports Caucus meeting and learned of bills in the current legislation that could have a significant impact on the Port of Coos Bay.
- **Manager's Boot Camp:** Port of Coos Bay managers and supervisors attended a 'Manager's Boot Camp' training from Special District Association of Oregon. The training covered supervisor challenges, wage and hour rules, leave laws, protected classes, safety and risk management, and HR 101.
- **Pay Equity Law:** I attended a seminar hosted by the South Coast Oregon Employer Council regarding "Oregon's Pay Equity Act". The seminar reviewed changes to the law, protected classes, work of comparable character, and conducting a pay analysis.

**Charleston Harbormaster Recruitment:** I continue to recruit for a Harbormaster to oversee the successful operation of the Charleston Marina Complex, which includes over 400 moorage slips for recreational and commercial vessels, a six lane launch ramp, multiple restaurants and businesses, over 100 full service RV camping sites, and a bustling shipyard for the building, repairing, and storing of vessels. The ideal candidate must have a Bachelor's degree in Business Administration or related field, and five years of managerial experience in marina operations and maintenance; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position; and in depth knowledge of harbor and port operations, management, and regulations, commercial and leisure vessel operations, project management, personnel management, customer service, and budgeting and accounting.



## M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Megan Richardson, Director of Finance

DATE: February 11, 2019

SUBJECT: Accounting & Finance Management Report

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We hereby present December and December Year-to-Date [6 month] financial results for the Port.

### **Operating Revenue:**

Total operating revenues were \$483K or \$153K less than budget. Apart from Admin and External Affairs, all departments were unsuccessful in meeting their projected revenues. Revenues for the Rail Ops were lower than expected due to the lower traffic on the line due to service interruptions. The dredge has not yet begun operations resulting in no revenue in December.

### **Operating Expense:**

Operating expenses totaled \$608K, which was \$182K less than budget. Operating expenses remained within budget except for Port Development, Port Ops, and Dredge Ops. Port Development and Port Ops overruns are salary related. The additional compensation was budgeted in Admin to be allocated to departments as needed. Dredge Ops has exceeded December's budget due to the timing of the dredge. The budget allocation was built on the expectation that dredge operations would have been more active in December.

### **Operating Result:**

The Port ended December with a \$126K deficit, against a planned deficit of \$154K which is better than plan by \$28K. Administration, External Affairs, and Charleston Ops performed better than budget in December.

### **Other Income & Expense:**

Total other revenues were \$443K; which is \$45K greater than budget. This surplus is due to a timing issue related to property taxes. The shortfall that was presented in November was received in December. Other expenses totaled \$208K; which was \$646K less than budget. This is a timing issue related to the debt service payments that were made in November and budgeted to be paid in December.

### **Net Result & Year to Date:**

December Net Result amounted to a surplus of \$112K compared to a budgeted deficit of \$608K resulting in a \$719K positive variance. If the Port were to maintain this trend, we could expect a positive net result, and which would be close to the \$242K positive net result budgeted.

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 January month end were \$4,667,495.27 which is decrease of \$2.68 Million from December with interest earnings of \$10,583.66. No interest was earned in the money market account because the balance has been managed to meet the required minimum for banking fees and cashflow needs. The Local Government Investment Pool (LGIP) interest rate increased to 2.75% pa.

Lisa Wiles has been dedicated to developing and implementing reporting to assist the project managers working on the rail rehabilitation. The focus is to provide better tools for project managers to verify information that is tracked for projects and grants is complete and accurate, helping them to make informed decisions in the future.

Finance has scheduled the interim audit in the beginning of April 2019. This scheduled visit from the auditors will focus on the Port's compliance with federal and state grants. As reported to the Commission in January, the amount of federal funds spent this year will require a Single Audit. We are focused on preparing for that field work and being ready to close year end.

Financial Report - Actual vs. Budget - General Fund  
For Period Ending Dec 2018



		Current Period				Same Month Last Year			Year to Date							Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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
1	<b>Operating Income</b>																	
2	Administration	1,350	1,350	0	0%	1,005	345	34%	8,110	8,100	10	0%	6,114	1,996	33%	63,423	63,413	0%
3	External Affairs	28	0	28	-	0	28	-	408	0	408	-	0	408	-	408	0	-
4	Port Development	0	0	0	-	350	(350)	(100%)	0	0	0	-	8,180	(8,180)	(100%)	0	0	-
5	Port Operations	66,262	81,659	(15,398)	(19%)	87,683	(21,421)	(24%)	361,165	374,617	(13,452)	(4%)	373,111	(11,946)	(3%)	726,878	740,330	(2%)
6	Railroad Operations	287,882	391,945	(104,063)	(27%)	400,583	(112,700)	(28%)	1,996,307	2,517,030	(520,723)	(21%)	2,493,100	(496,792)	(20%)	4,444,037	4,964,760	(10%)
7	Dredge Operations	0	29,811	(29,811)	(100%)	0	0	-	0	91,932	(91,932)	(100%)	59,659	(59,659)	(100%)	32,311	124,242	(74%)
8	<b>Charleston Operations</b>																	
9	Building & Dock Leases	18,374	17,582	792	5%	19,472	(1,098)	(6%)	109,463	104,264	5,200	5%	108,070	1,393	1%	210,200	205,000	3%
10	Property Agreements	0	1,379	(1,379)	(100%)	704	(704)	(100%)	960	3,468	(2,508)	(72%)	4,226	(3,266)	(77%)	5,492	8,000	(31%)
11	Marina	55,925	71,990	(16,065)	(22%)	78,234	(22,309)	(29%)	498,555	485,181	13,374	3%	531,258	(32,703)	(6%)	975,374	962,000	1%
12	Shipyard	27,102	23,811	3,292	14%	22,493	4,610	20%	130,563	140,440	(9,877)	(7%)	121,093	9,470	8%	255,123	265,000	(4%)
13	RV Park	13,186	6,798	6,388	94%	8,029	5,158	64%	201,159	179,323	21,836	12%	189,026	12,133	6%	296,836	275,000	8%
14	Ice Plant	9,363	3,780	5,582	148%	1,985	7,378	372%	216,348	177,819	38,529	22%	166,328	50,020	30%	328,529	290,000	13%
16	Travel Lift	2,965	705	2,260	321%	1,036	1,929	186%	21,059	19,692	1,367	7%	29,223	(8,164)	(28%)	76,367	75,000	2%
17	Other	173	4,863	(4,691)	(96%)	208	(36)	(17%)	2,268	32,591	(30,324)	(93%)	(5,511)	7,779	(141%)	31,176	61,500	(49%)
18	<b>Total Charleston Operations</b>	127,088	130,907	(3,819)	(3%)	132,161	(5,073)	(4%)	1,180,374	1,142,778	37,597	3%	1,143,712	36,662	3%	2,179,097	2,141,500	2%
19	<b>Total Operating Income</b>	<b>482,610</b>	<b>635,672</b>	<b>(153,062)</b>	<b>(24%)</b>	<b>621,782</b>	<b>(139,172)</b>	<b>(22%)</b>	<b>3,546,365</b>	<b>4,134,456</b>	<b>(588,092)</b>	<b>(14%)</b>	<b>4,083,876</b>	<b>(537,512)</b>	<b>(13%)</b>	<b>7,446,153</b>	<b>8,034,245</b>	<b>(7%)</b>
21	<b>Operating Expenses</b>																	
22	Administration	93,955	123,803	29,848	24%	113,342	19,387	17%	715,346	752,756	37,410	5%	614,753	(100,593)	(16%)	1,467,362	1,504,772	2%
23	External Affairs	42,010	53,248	11,239	21%	43,710	1,700	4%	253,594	376,094	122,501	33%	274,248	20,654	(8%)	536,793	659,293	(19%)
24	Port Development	23,070	19,876	(3,194)	(16%)	21,362	(1,708)	(8%)	136,894	127,686	(9,208)	(7%)	137,720	826	(1%)	264,624	255,416	4%
25	Port Operations	29,260	28,399	(860)	(3%)	23,143	(6,117)	(26%)	138,928	178,962	40,034	22%	148,419	9,491	(6%)	317,934	357,968	(11%)
26	Railroad Operations	245,583	332,101	86,518	26%	325,714	80,131	25%	1,711,541	2,070,186	358,645	17%	2,010,255	298,714	(15%)	3,788,616	4,147,261	(9%)
27	Dredge Operations	23,691	20,331	(3,359)	(17%)	93,606	69,915	75%	78,327	79,754	1,427	2%	298,061	219,734	(74%)	122,816	124,242	(1%)
28	Charleston Operations	151,264	212,638	61,374	29%	197,363	46,099	23%	1,055,828	1,295,665	239,837	19%	1,141,666	85,838	(8%)	2,144,988	2,384,825	(10%)
29	<b>Total Expenses</b>	<b>608,833</b>	<b>790,397</b>	<b>181,565</b>	<b>23%</b>	<b>818,240</b>	<b>209,407</b>	<b>26%</b>	<b>4,090,458</b>	<b>4,881,103</b>	<b>790,645</b>	<b>16%</b>	<b>4,625,121</b>	<b>534,663</b>	<b>12%</b>	<b>8,643,132</b>	<b>9,433,777</b>	<b>8%</b>
31	<b>Operating Results</b>																	
32	Administration	(92,605)	(122,453)	29,848	(24%)	(112,337)	19,732	(18%)	(707,236)	(744,656)	37,420	(5%)	(608,639)	(98,597)	16%	(1,403,939)	(1,441,359)	(3%)
33	External Affairs	(41,982)	(53,248)	11,267	(21%)	(43,710)	1,728	(4%)	(253,186)	(376,094)	122,909	(33%)	(274,248)	21,062	(8%)	(536,385)	(659,293)	(19%)
34	Port Development	(23,070)	(19,876)	(3,194)	16%	(21,012)	(2,058)	10%	(136,894)	(127,686)	(9,208)	7%	(129,540)	(7,354)	6%	(264,624)	(255,416)	4%
35	Port Operations	37,002	53,260	(16,258)	(31%)	64,541	(27,539)	(43%)	222,237	195,655	26,582	14%	224,692	(2,455)	(1%)	408,944	382,362	7%
36	Railroad Operations	42,299	59,844	(17,544)	(29%)	74,868	(32,569)	(44%)	284,766	446,844	(162,078)	(36%)	482,845	(198,079)	(41%)	655,421	817,499	(20%)
37	Dredge Operations	(23,691)	9,479	(33,170)	(350%)	(93,606)	69,915	(75%)	(78,327)	12,178	(90,505)	(743%)	(238,401)	160,074	(67%)	(90,505)	(0)	25140211%
38	Charleston Operations	(24,176)	(81,731)	57,554	(70%)	(65,203)	41,026	(63%)	124,547	(152,887)	277,434	(181%)	2,047	122,500	5986%	34,109	(243,325)	(114%)
39	<b>Totals Operating Results</b>	<b>(126,223)</b>	<b>(154,725)</b>	<b>28,503</b>	<b>(18%)</b>	<b>(196,458)</b>	<b>70,235</b>	<b>(36%)</b>	<b>(544,093)</b>	<b>(746,646)</b>	<b>202,553</b>	<b>(27%)</b>	<b>(541,245)</b>	<b>(2,848)</b>	<b>1%</b>	<b>(1,196,979)</b>	<b>(1,399,532)</b>	<b>(14%)</b>
41	Tax Collected	386,295	307,454	78,840	26%	353,230	33,065	9%	1,621,656	1,621,709	(53)	(0%)	1,558,930	62,726	4%	1,750,947	1,751,000	(0%)
42	Financial Income	17,077	10,221	6,856	67%	12,411	4,665	38%	90,599	100,026	(9,426)	(9%)	110,719	(20,119)	(18%)	152,074	161,500	(6%)
43	Grant Income	14,414	8,333	6,081	73%	0	14,414	-	86,034	108,559	(22,525)	(21%)	44,576	41,458	93%	103,075	125,600	(18%)
45	Other Income	25,241	72,449	(47,208)	(65%)	16,933	8,308	49%	580,608	434,693	145,914	34%	19,973	560,634	2807%	1,015,301	869,387	17%
46	<b>Total Other Income</b>	<b>443,027</b>	<b>398,458</b>	<b>44,569</b>	<b>11%</b>	<b>382,574</b>	<b>60,453</b>	<b>16%</b>	<b>2,378,897</b>	<b>2,264,987</b>	<b>113,909</b>	<b>5%</b>	<b>1,734,198</b>	<b>644,699</b>	<b>37%</b>	<b>3,021,396</b>	<b>2,907,487</b>	<b>4%</b>
48	Financial Expenses & Taxes	4,005	1,750	(2,255)	129%	56,170	52,165	(93%)	36,127	10,500	(25,627)	244%	102,600	66,473	(65%)	46,627	21,000	(122%)
49	Debt Service	1,276	785,526	784,250	(100%)	180,935	179,659	(99%)	780,314	873,015	92,701	(11%)	195,313	(585,002)	300%	882,137	974,838	10%
50	Capital Outlays	0	64,100	64,100	(100%)	0	0	-	31,422	190,900	159,478	(84%)	7,142	(24,280)	340%	110,522	270,000	59%
51	Interfund Transfers	200,000	0	(200,000)	-	0	(200,000)	-	452,500	0	(452,500)	-	9,979	(442,521)	4435%	452,500	0	-
52	<b>Total Other Expenses</b>	<b>205,281</b>	<b>851,376</b>	<b>646,095</b>	<b>(76%)</b>	<b>237,105</b>	<b>31,823</b>	<b>(13%)</b>	<b>1,300,364</b>	<b>1,074,415</b>	<b>(225,948)</b>	<b>21%</b>	<b>315,033</b>	<b>(985,330)</b>	<b>313%</b>	<b>1,491,786</b>	<b>1,265,838</b>	<b>(18%)</b>
54	<b>Net Result</b>	<b>111,523</b>	<b>(607,643)</b>	<b>719,166</b>	<b>(118%)</b>	<b>(50,988)</b>	<b>162,511</b>	<b>(319%)</b>	<b>534,440</b>	<b>443,926</b>	<b>90,515</b>	<b>20%</b>	<b>877,920</b>	<b>(343,480)</b>	<b>(39%)</b>	<b>332,631</b>	<b>242,117</b>	<b>37%</b>



Financial Report - Actual vs. Budget  
For Period Ending Dec 2018  
amounts in \$US dollars



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

Administration		Current Period				Same Month Last Year			Year to Date							Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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	350	350	0	0%	0	350	-	2,100	2,100	0	0%	0	2,100	-	42,450	42,450	0%
4245	CCURA	1,000	1,000	0	0%	1,000	0	0%	6,000	6,000	0	0%	6,000	0	0%	12,000	12,000	0%
4290	Other	0	0	0	-	5	(5)	-100%	10	0	10	-	114	(104)	-91%	8,973	8,963	0%
Total Operating Income		1,350	1,350	0	0%	1,005	345	34%	8,110	8,100	10	0%	6,114	1,996	33%	63,423	63,413	0%
Expenses																		
Personnel Services																		
5005	Salaries	49,564	44,634	(4,930)	-11%	44,629	(4,935)	-11%	256,726	290,150	33,424	12%	274,830	18,105	7%	546,992	580,416	6%
5015	Overtime	15	85	70	83%	0	(15)	-	235	551	316	57%	395	160	40%	786	1,102	29%
5020	Car Allowance	462	461	(0)	0%	692	231	33%	2,885	2,999	115	4%	4,351	1,467	34%	5,885	6,000	2%
5050	Merit Pool	0	2,440	2,440	100%	0	0	-	0	15,864	15,864	100%	0	0	-	15,871	31,735	50%
Total Compensation		50,040	47,621	(2,420)	-5%	45,321	(4,719)	-10%	259,845	309,565	49,720	16%	279,576	19,731	7%	569,533	619,253	8%
5100	Federal Payroll taxes	2,830	3,285	455	14%	2,550	(280)	-11%	15,429	21,353	5,924	28%	17,589	2,160	12%	36,790	42,714	14%
5105	State Payroll taxes	13	0	(13)	-	13	(0)	0%	78	0	(78)	-	81	3	4%	78	0	-
5110	Unemployment Insurance	169	651	482	74%	170	1	0%	1,355	4,235	2,880	68%	1,564	209	13%	5,591	8,471	34%
5115	Workers compensation	84	92	8	9%	975	892	91%	(129)	597	725	122%	5,851	5,980	102%	468	1,193	61%
Total Payroll Taxes		3,096	4,028	932	23%	3,708	612	17%	16,733	26,184	9,451	36%	25,086	8,353	33%	42,927	52,378	18%
5200	Medical insurance	4,823	5,929	1,105	19%	3,532	(1,292)	-37%	26,257	35,573	9,315	26%	20,291	(5,966)	-29%	61,830	71,145	13%
5205	Dental insurance	775	777	2	0%	559	(216)	-39%	4,248	4,664	416	9%	3,399	(848)	-25%	8,912	9,328	4%
5215	Term life insurance	263	74	(189)	-257%	285	22	8%	1,555	480	(1,075)	-224%	1,684	129	8%	2,035	960	-112%
5220	Long Term Disability insurance	0	272	272	100%	0	0	-	0	1,766	1,766	100%	0	0	-	1,766	3,532	50%
5225	PERS Employee Contributions	6,357	6,667	310	5%	6,345	(12)	0%	34,399	43,339	8,940	21%	40,495	6,096	15%	77,756	86,696	10%
5230	PERS Employer Contributions	2,724	2,857	133	5%	2,719	(5)	0%	14,743	18,574	3,831	21%	17,355	2,613	15%	33,324	37,155	10%
5295	Allocations	0	0	0	-	(1,100)	(1,100)	100%	0	0	0	-	(5,285)	(5,285)	100%	0	0	-
Total Insured Benefits		14,943	16,576	1,633	10%	12,340	(2,603)	-21%	81,201	104,395	23,194	22%	77,941	(3,261)	-4%	185,622	208,816	11%
Total Personnel Services		68,080	68,224	145	0%	61,370	(6,710)	-11%	357,779	440,144	82,365	19%	382,602	24,823	6%	798,082	880,447	9%
Goods & Services																		
6005	Seminars & training	0	1,133	1,133	100%	4,560	4,560	100%	655	7,402	6,747	91%	16,334	15,679	96%	8,253	15,000	45%
6010	Educational reimbursement	0	834	834	100%	0	0	-	3,147	4,167	1,020	24%	3,045	(103)	-3%	6,480	7,500	14%
Total Staff Training		0	1,967	1,967	100%	4,560	4,560	100%	3,802	11,569	7,767	67%	19,378	15,576	80%	14,733	22,500	35%
6020	Travel - airfare	0	250	250	100%	0	0	-	0	1,500	1,500	100%	1,968	1,968	100%	1,500	3,000	50%
6025	Travel - lodging & transportation	498	333	(164)	-49%	399	(99)	-25%	769	2,000	1,231	62%	1,782	1,014	57%	3,769	5,000	25%
6030	Travel - Per Diem & mileage reimbursement	19	333	315	94%	585	566	97%	675	2,000	1,325	66%	2,129	1,455	68%	2,675	4,000	33%
6035	Meals & Entertainment	2,353	4,000	1,648	41%	2,398	45	2%	3,267	5,100	1,833	36%	4,362	1,095	25%	5,667	7,500	24%
Total Travel & Entertainment		2,869	4,917	2,048	42%	3,381	512	15%	4,710	10,600	5,890	56%	10,242	5,532	54%	13,610	19,500	30%

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018

amounts in \$US dollars

Fund: General Fund

Department: Administration

Location: All

Budget: Adopted



Administration		Current Period				Same Month Last Year			Year to Date								Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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	
6050	Office supplies	645	1,000	355	36%	575	(70)	-12%	5,942	6,000	58	1%	2,448	(3,495)	-143%	11,942	12,000	0%	
6055	Kitchen supplies	281	417	136	33%	308	27	9%	1,858	2,500	642	26%	1,732	(126)	-7%	4,358	5,000	13%	
6060	IT supplies	15	625	610	98%	14	(1)	-6%	231	3,750	3,519	94%	908	677	75%	3,981	7,500	47%	
6070	Postage & courier services	216	500	284	57%	400	184	46%	1,483	3,000	1,517	51%	2,386	904	38%	4,483	6,000	25%	
6075	Memberships & dues	0	0	0	-	0	0	-	1,518	0	(1,518)	-	150	(1,368)	-912%	1,518	0	-	
6077	Subscriptions	0	0	0	-	0	0	-	0	0	0	-	331	331	100%	0	0	-	
6080	Office lease	5,931	6,000	69	1%	5,860	(71)	-1%	35,584	36,000	416	1%	35,158	(426)	-1%	41,584	42,000	1%	
6085	Office equipment lease	504	0	(504)	-	504	0	0%	1,511	1,000	(511)	-51%	1,007	(504)	-50%	2,511	2,000	-26%	
6090	IT SW subscriptions & licenses	7,588	8,850	1,262	14%	6,511	(1,077)	-17%	46,843	54,100	7,257	13%	37,338	(9,505)	-25%	103,743	111,000	7%	
6095	Commission expenses	0	125	125	100%	0	0	-	0	750	750	100%	265	265	100%	4,250	5,000	15%	
Total Office Expense		15,337	17,517	2,180	12%	14,172	(1,165)	-8%	96,579	107,100	10,521	10%	81,723	(14,856)	-18%	179,979	190,500	6%	
6100	Telephone - landline	385	583	199	34%	148	(237)	-160%	2,687	3,500	813	23%	2,297	(390)	-17%	6,187	7,000	12%	
6105	Telephone - mobile	602	750	148	20%	1,255	654	52%	3,667	4,500	833	19%	3,642	(24)	-1%	8,167	9,000	9%	
6110	Internet services	604	650	46	7%	604	0	0%	4,603	3,900	(703)	-18%	4,463	(140)	-3%	8,703	8,000	-9%	
6115	Cable TV	43	57	14	24%	0	(43)	-	259	343	84	24%	0	(259)	-	316	400	21%	
6130	Electricity	579	500	(79)	-16%	535	(45)	-8%	3,049	3,000	(49)	-2%	1,819	(1,230)	-68%	15,049	15,000	0%	
6135	Water/Sewer	0	0	0	-	0	0	-	0	0	0	-	0	0	-	6,000	6,000	0%	
6140	Garbage/Sanitation Collection	0	0	0	-	0	0	-	0	0	0	-	0	0	-	3,000	3,000	0%	
Total Utilities		2,212	2,540	328	13%	2,541	329	13%	14,265	15,243	978	6%	12,221	(2,044)	-17%	47,422	48,400	2%	
6200	Temporary/Contract help	0	0	0	-	0	0	-	0	0	0	-	8,857	8,857	100%	0	0	-	
6205	Janitorial services	373	373	0	0%	373	0	0%	2,238	2,238	0	0%	2,238	0	0%	6,500	6,500	0%	
6215	Payroll services	704	538	(166)	-31%	523	(182)	-35%	3,191	3,499	308	9%	3,040	(152)	-5%	6,692	7,000	4%	
6245	Legal advertising	0	900	900	100%	0	0	-	315	1,400	1,085	78%	655	340	52%	1,915	3,000	36%	
6250	Legal services	2,515	12,500	9,985	80%	6,462	3,947	61%	184,050	75,000	(109,050)	-145%	44,152	(139,898)	-317%	259,050	150,000	-73%	
6255	Auditing	0	4,625	4,625	100%	16,500	16,500	100%	35,200	27,750	(7,450)	-27%	29,288	(5,913)	-20%	62,950	55,500	-13%	
6260	Consulting services	0	2,500	2,500	100%	0	0	-	0	15,000	15,000	100%	9,142	9,142	100%	15,000	30,000	50%	
6265	Recruiting services	210	833	624	75%	963	753	78%	1,394	5,000	3,606	72%	1,166	(228)	-20%	6,394	10,000	36%	
6270	Contracted Services	0	0	0	-	0	0	-	29	0	(29)	-	2,317	2,288	99%	29	0	-	
6290	Commercial insurance	1,367	1,785	419	23%	392	(975)	-249%	8,201	10,713	2,512	23%	2,350	(5,851)	-249%	18,913	21,425	12%	
Total Professional Services		5,168	24,055	18,887	79%	25,212	20,044	80%	234,618	140,600	(94,018)	-67%	103,205	(131,413)	-127%	377,443	283,425	-33%	
6310	Marketing supplies	0	0	0	-	0	0	-	0	0	0	-	135	135	100%	0	0	-	
6315	Advertising	0	0	0	-	0	0	-	0	0	0	-	665	665	100%	0	0	-	
6351	Awards & Recognitions	70	0	(70)	-	1,859	1,789	96%	2,160	0	(2,160)	-	2,074	(86)	-4%	2,160	0	-	
Total Marketing Expense		70	0	(70)	-	1,859	1,789	96%	2,160	0	(2,160)	-	2,874	714	25%	2,160	0	-	

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018

amounts in \$US dollars

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



Administration		Current Period				Same Month Last Year			Year to Date						Year End			
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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
6500	Repairs & maintenance equipment	219	417	197	47%	247	28	11%	476	2,500	2,024	81%	2,449	1,973	81%	2,976	5,000	40%
6510	Repairs & maintenance buildings	0	0	0	-	0	0	-	957	0	(957)	-	59	(898)	-1527%	5,957	5,000	-19%
Total Repair and Maintenance		219	417	197	47%	247	28	11%	1,433	2,500	1,067	43%	2,508	1,075	43%	8,933	10,000	11%
6599	Budget Contingency	0	4,167	4,167	100%	0	0	-	0	25,000	25,000	100%	0	0	-	25,000	50,000	50%
Total Goods & Services		25,876	55,579	29,703	53%	51,972	26,097	50%	357,567	312,612	(44,955)	-14%	232,150	(125,417)	-54%	669,280	624,325	-7%
Total Expenses		93,955	123,803	29,848	24%	113,342	19,387	17%	715,346	752,756	37,410	5%	614,753	(100,593)	-16%	1,467,362	1,504,772	2%
Operating Results		(92,605)	(122,453)	29,848	-24%	(112,337)	19,732	-18%	(707,236)	(744,656)	37,420	-5%	(608,639)	(98,597)	16%	(1,403,939)	(1,441,359)	-3%
Other Income & Expenses																		
Other Income																		
4405	Property Taxes - Current Year	380,162	304,302	75,859	25%	348,764	31,398	9%	1,573,525	1,588,333	(14,808)	-1%	1,517,189	56,336	4%	1,685,192	1,700,000	-1%
4410	Property Taxes - Prior Years	6,133	3,152	2,981	95%	4,467	1,667	37%	47,993	32,638	15,354	47%	41,661	6,332	15%	65,354	50,000	31%
4505	Interest - Bank	9,703	2,847	6,856	241%	5,037	4,665	93%	46,356	12,282	34,074	277%	23,051	23,305	101%	63,587	29,513	115%
4506	Interest - Southport Note	2,304	2,304	0	0%	2,453	(150)	-6%	14,010	14,010	0	0%	14,903	(892)	-6%	27,564	27,564	0%
4515	Principal Repayment - Southport Note	5,070	5,070	0	0%	4,921	150	3%	30,233	30,233	0	0%	29,341	892	3%	60,923	60,923	0%
4905	Other	0	0	0	-	0	0	-	3,779	0	3,779	-	4	3,775	99600%	3,779	0	-
Total Other Income		403,372	317,676	85,696	27%	365,642	37,730	10%	1,715,896	1,677,497	38,399	2%	1,626,148	89,748	6%	1,906,399	1,868,000	2%
Other Expenses																		
Taxes & Misc Expenses																		
6720	Property Tax - Sublet Facilities	0	0	0	-	0	0	-	173	0	(173)	-	0	(173)	-	173	0	-
6740	Merchant fees	1,456	1,667	211	13%	1,176	(281)	-24%	15,166	10,000	(5,166)	-52%	14,333	(833)	-6%	25,166	20,000	-26%
6745	Banking fees	0	83	83	100%	19	19	98%	10,104	500	(9,604)	-1921%	229	(9,875)	-4312%	10,604	1,000	-960%
Total Taxes & Misc Expenses		1,456	1,750	294	17%	1,195	(262)	-22%	25,443	10,500	(14,943)	-142%	14,562	(10,881)	-75%	35,943	21,000	-71%
Debt Services																		
7005	Principal repayment	0	2,500	2,500	100%	0	0	-	0	15,000	15,000	100%	0	0	-	15,000	30,000	50%
7010	Interest payment	0	5,000	5,000	100%	0	0	-	0	30,000	30,000	100%	0	0	-	30,000	60,000	50%
Total Debt Services		0	7,500	7,500	100%	0	0	-	0	45,000	45,000	100%	0	0	-	45,000	90,000	50%
Total Other Expenses		1,456	9,250	7,794	84%	1,195	(262)	-22%	25,443	55,500	30,057	54%	14,562	(10,881)	-75%	80,943	111,000	27%
Net Other Income		401,915	308,426	93,490	30%	364,447	37,469	10%	1,690,453	1,621,997	68,456	4%	1,611,586	78,867	5%	1,825,456	1,757,000	4%
Net Result		309,310	185,972	123,338	66%	252,110	57,200	23%	983,217	877,342	105,876	12%	1,002,948	(19,731)	-2%	421,517	315,641	34%

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018

amounts in \$US dollars

Fund: General Fund

Department: External Affairs

Location: All

Budget: Adopted



External Affairs		Current Period				Same Month Last Year			Year to Date							Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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																		
4180	Merchandise	28	0	28	-	0	28	-	408	0	408	-	0	408	-	408	0	-
Total Operating Income		28	0	28	-	0	28	-	408	0	408	-	0	408	-	408	0	-
Expenses																		
Personnel Services																		
5005	Salaries	21,941	18,200	(3,741)	-21%	17,675	(4,266)	-24%	117,452	118,310	858	1%	111,166	(6,286)	-6%	235,810	236,668	0%
5010	Other compensation	0	0	0	-	0	0	-	26	0	(26)	-	0	(26)	-	26	0	-
5015	Overtime	0	138	138	100%	0	0	-	0	900	900	100%	139	139	100%	900	1,800	50%
5020	Car Allowance	692	692	(0)	0%	692	0	0%	4,327	4,499	172	4%	4,351	25	1%	8,828	9,000	2%
Total Compensation		22,633	19,030	(3,603)	-19%	18,367	(4,266)	-23%	121,805	123,709	1,904	2%	115,657	(6,148)	-5%	245,564	247,468	1%
5100	Federal Payroll taxes	1,709	1,448	(261)	-18%	795	(915)	-115%	9,204	9,414	211	2%	7,982	(1,222)	-15%	18,621	18,832	1%
5105	State Payroll taxes	6	0	(6)	-	5	(1)	-18%	36	0	(36)	-	35	(1)	-4%	36	0	-
5110	Unemployment Insurance	57	227	170	75%	82	25	31%	514	1,474	960	65%	720	206	29%	1,988	2,948	33%
5115	Workers compensation	44	42	(2)	-4%	396	352	89%	9	275	267	97%	2,374	2,365	100%	284	551	48%
Total Payroll Taxes		1,816	1,717	(99)	-6%	1,277	(539)	-42%	9,762	11,163	1,401	13%	11,110	1,348	12%	20,930	22,331	6%
5200	Medical insurance	2,220	2,220	(0)	0%	2,115	(106)	-5%	13,322	13,322	(0)	0%	12,688	(635)	-5%	26,644	26,644	0%
5205	Dental insurance	262	219	(43)	-20%	219	(43)	-20%	1,570	1,311	(259)	-20%	1,311	(259)	-20%	2,881	2,622	-10%
5215	Term life insurance	149	30	(119)	-396%	120	(28)	-23%	892	180	(712)	-396%	781	(111)	-14%	1,072	360	-198%
5220	Long Term Disability insurance	0	106	106	100%	0	0	-	0	687	687	100%	0	0	-	687	1,374	50%
5225	PERS Employee Contributions	3,169	2,664	(504)	-19%	2,571	(597)	-23%	17,705	17,320	(385)	-2%	12,348	(5,356)	-43%	35,031	34,646	-1%
5230	PERS Employer Contributions	1,358	1,142	(216)	-19%	1,102	(256)	-23%	7,588	7,423	(165)	-2%	5,292	(2,296)	-43%	15,013	14,848	-1%
Total Insured Benefits		7,157	6,381	(777)	-12%	6,127	(1,030)	-17%	41,077	40,242	(836)	-2%	32,420	(8,657)	-27%	81,330	80,494	-1%
Total Personnel Services		31,607	27,128	(4,478)	-17%	25,772	(5,835)	-23%	172,645	175,114	2,470	1%	159,187	(13,457)	-8%	347,823	350,293	1%
Goods & Services																		
6005	Seminars & training	0	375	375	100%	200	200	100%	200	2,250	2,050	91%	2,810	2,610	93%	2,450	4,500	46%
6010	Educational reimbursement	0	0	0	-	0	0	-	3,000	3,000	0	0%	0	(3,000)	-	6,000	6,000	0%
Total Staff Training		0	375	375	100%	200	200	100%	3,200	5,250	2,050	39%	2,810	(390)	-14%	8,450	10,500	20%
6020	Travel - airfare	0	0	0	-	0	0	-	135	3,000	2,865	96%	809	674	83%	3,135	6,000	48%
6025	Travel - lodging & transportation	845	320	(525)	-164%	147	(698)	-475%	3,698	4,480	782	17%	3,221	(477)	-15%	7,218	8,000	10%
6030	Travel - Per Diem & mileage reimbursement	714	500	(214)	-43%	1,399	684	49%	2,749	5,500	2,751	50%	3,707	958	26%	7,249	10,000	28%
6035	Meals & Entertainment	148	400	252	63%	26	(122)	-469%	766	5,300	4,534	86%	506	(260)	-51%	5,466	10,000	45%
Total Travel & Entertainment		1,708	1,220	(488)	-40%	1,572	(136)	-9%	7,348	18,280	10,932	60%	8,242	893	11%	23,068	34,000	32%
6050	Office supplies	372	42	(330)	-793%	0	(372)	-	471	250	(221)	-88%	258	(213)	-83%	721	500	-44%
6060	IT supplies	0	0	0	-	0	0	-	0	0	0	-	2,993	2,993	100%	0	0	-
6075	Memberships & dues	881	3,333	2,453	74%	859	(22)	-3%	16,476	20,000	3,524	18%	15,426	(1,050)	-7%	36,476	40,000	9%

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018

amounts in \$US dollars

Fund: General Fund

Department: External Affairs

Location: All

Budget: Adopted



External Affairs		Current Period				Same Month Last Year			Year to Date							Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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
6077	Subscriptions	0	0	0	-	165	165	100%	0	0	0	-	1,046	1,046	100%	0	0	-
6090	IT SW subscriptions & licenses	0	0	0	-	30	30	100%	0	0	0	-	43	43	100%	0	0	-
Total Office Expense		1,253	3,375	2,122	63%	1,054	(199)	-19%	16,947	20,250	3,303	16%	19,765	2,818	14%	37,197	40,500	8%
6250	Legal services	0	0	0	-	1,480	1,480	100%	0	0	0	-	1,480	1,480	100%	0	0	-
6260	Consulting services	0	10,833	10,833	100%	0	0	-	0	65,000	65,000	100%	7,950	7,950	100%	0	65,000	100%
6270	Contracted Services	0	0	0	-	0	0	-	0	0	0	-	186	186	100%	0	0	-
6290	Commercial insurance	0	0	0	-	386	386	100%	0	0	0	-	2,318	2,318	100%	0	0	-
Total Professional Services		0	10,833	10,833	100%	1,867	1,867	100%	0	65,000	65,000	100%	11,935	11,935	100%	0	65,000	100%
6300	Promotional & marketing services	0	0	0	-	0	0	-	0	0	0	-	245	245	100%	0	0	-
6305	Promotional items	0	0	0	-	0	0	-	0	0	0	-	1,046	1,046	100%	0	0	-
6310	Marketing supplies	1,229	0	(1,229)	-	6,268	5,039	80%	3,296	5,200	1,904	37%	10,869	7,573	70%	6,096	8,000	24%
6315	Advertising	0	2,000	2,000	100%	1,009	1,009	100%	10,324	22,000	11,676	53%	12,387	2,063	17%	28,324	40,000	29%
6320	Cargo recruitment & development	0	0	0	-	0	0	-	3,024	10,150	7,126	70%	9,486	6,462	68%	7,374	14,500	49%
6325	Commercial Marketing	0	0	0	-	0	0	-	0	0	0	-	55	55	100%	0	0	-
6340	Legislative support	6,214	6,667	453	7%	5,969	(244)	-4%	35,809	40,000	4,191	10%	36,204	395	1%	75,809	80,000	5%
6345	Community affairs	0	1,650	1,650	100%	0	0	-	1,000	14,850	13,850	93%	2,017	1,017	50%	2,650	16,500	84%
Total Marketing Expense		7,442	10,317	2,874	28%	13,246	5,803	44%	53,454	92,200	38,746	42%	72,309	18,856	26%	120,254	159,000	24%
Total Goods & Services		10,403	26,120	15,717	60%	17,938	7,535	42%	80,949	200,980	120,031	60%	115,061	34,112	30%	188,969	309,000	39%
Total Expenses		42,010	53,248	11,239	21%	43,710	1,700	4%	253,594	376,094	122,501	33%	274,248	20,654	8%	536,793	659,293	19%
Operating Results		(41,982)	(53,248)	11,267	-21%	(43,710)	1,728	-4%	(253,186)	(376,094)	122,909	-33%	(274,248)	21,062	-8%	(536,385)	(659,293)	-19%
Other Income & Expenses																		
Other Income																		
4695	Grants Received - Other	0	8,333	(8,333)	-100%	0	0	-	0	50,000	(50,000)	-100%	0	0	-	0	50,000	-100%
Total Other Income		0	8,333	(8,333)	-100%	0	0	-	0	50,000	(50,000)	-100%	0	0	-	0	50,000	-100%
Net Other Income		0	8,333	(8,333)	-100%	0	0	-	0	50,000	(50,000)	-100%	0	0	-	0	50,000	-100%
Net Result		(41,982)	(44,915)	2,933	-7%	(43,710)	1,728	-4%	(253,186)	(326,094)	72,909	-22%	(274,248)	21,062	-8%	(536,385)	(609,293)	-12%

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018  
amounts in \$US dollars



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

Port Development		Current Period				Same Month Last Year			Year to Date								Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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																			
4240	Project Management Fees	0	0	0	-	350	(350)	-100%	0	0	0	-	8,180	(8,180)	-100%	0	0	-	
Total Operating Income		0	0	0	-	350	(350)	-100%	0	0	0	-	8,180	(8,180)	-100%	0	0	-	
Expenses																			
Personnel Services																			
5005	Salaries	15,634	12,515	(3,119)	-25%	12,154	(3,480)	-29%	86,828	81,354	(5,474)	-7%	76,396	(10,432)	-14%	168,214	162,740	-3%	
5020	Car Allowance	462	461	(0)	0%	462	0	0%	2,711	2,999	288	10%	2,901	190	7%	5,712	6,000	5%	
Total Compensation		16,095	12,976	(3,119)	-24%	12,615	(3,480)	-28%	89,539	84,353	(5,186)	-6%	79,297	(10,242)	-13%	173,926	168,740	-3%	
5100	Federal Payroll taxes	1,231	993	(239)	-24%	917	(314)	-34%	6,731	6,453	(278)	-4%	5,788	(943)	-16%	13,187	12,909	-2%	
5105	State Payroll taxes	4	0	(4)	-	3	(1)	-26%	24	0	(24)	-	24	(0)	0%	24	0	-	
5110	Unemployment Insurance	0	151	151	100%	0	0	-	0	982	982	100%	36	36	100%	983	1,965	50%	
5115	Workers compensation	40	37	(3)	-8%	271	230	85%	66	242	176	73%	1,624	1,558	96%	309	485	36%	
Total Payroll Taxes		1,276	1,181	(95)	-8%	1,192	(84)	-7%	6,822	7,678	856	11%	7,472	650	9%	14,503	15,359	6%	
5200	Medical insurance	1,346	1,819	472	26%	1,732	386	22%	7,606	10,913	3,307	30%	10,393	2,787	27%	18,518	21,825	15%	
5205	Dental insurance	0	172	172	100%	172	172	100%	262	1,034	772	75%	1,034	772	75%	1,295	2,067	37%	
5215	Term life insurance	(105)	18	124	671%	83	189	227%	158	120	(38)	-32%	499	341	68%	278	240	-16%	
5220	Long Term Disability insurance	0	72	72	100%	0	0	-	0	469	469	100%	0	0	-	468	937	50%	
5225	PERS Employee Contributions	2,253	1,817	(437)	-24%	1,766	(487)	-28%	10,833	11,809	976	8%	11,480	647	6%	22,648	23,624	4%	
5230	PERS Employer Contributions	966	779	(187)	-24%	757	(209)	-28%	4,643	5,061	418	8%	4,920	277	6%	9,706	10,124	4%	
5295	Allocations	0	0	0	-	0	0	-	0	0	0	-	(1,160)	(1,160)	100%	0	0	-	
Total Insured Benefits		4,460	4,677	217	5%	4,511	51	1%	23,502	29,406	5,903	20%	27,166	3,664	13%	52,914	58,817	10%	
Total Personnel Services		21,831	18,834	(2,997)	-16%	18,318	(3,513)	-19%	119,863	121,436	1,574	1%	113,935	(5,928)	-5%	241,342	242,916	1%	
Goods & Services																			
6005	Seminars & training	0	208	208	100%	0	0	-	0	1,250	1,250	100%	264	264	100%	1,250	2,500	50%	
6010	Educational reimbursement	0	208	208	100%	0	0	-	0	1,250	1,250	100%	0	0	-	1,250	2,500	50%	
Total Staff Training		0	417	417	100%	0	0	-	0	2,500	2,500	100%	264	264	100%	2,500	5,000	50%	
6020	Travel - airfare	0	125	125	100%	0	0	-	0	750	750	100%	0	0	-	750	1,500	50%	
6025	Travel - lodging & transportation	0	208	208	100%	0	0	-	0	1,250	1,250	100%	417	417	100%	1,250	2,500	50%	
6030	Travel - Per Diem & mileage reimbursement	157	292	135	46%	91	(66)	-73%	340	1,750	1,410	81%	1,317	977	74%	2,090	3,500	40%	
6035	Meals & Entertainment	0	0	0	-	13	13	100%	0	0	0	-	111	111	100%	0	0	-	
Total Travel & Entertainment		157	625	468	75%	104	(53)	-51%	340	3,750	3,410	91%	1,846	1,506	82%	4,090	7,500	45%	
6050	Office supplies	0	0	0	-	0	0	-	0	0	0	-	204	204	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	-	363	363	100%	0	0	0	-	997	997	100%	0	0	-	
6090	IT SW subscriptions & licenses	0	0	0	-	0	0	-	0	0	0	-	20	20	100%	0	0	-	

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018  
amounts in \$US dollars



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

Port Development		Current Period				Same Month Last Year			Year to Date							Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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
Total Office Expense		0	0	0	-	363	363	100%	0	0	0	-	1,229	1,229	100%	0	0	-
6155	Environmental Remediation/Mitigation/Monitoring	0	0	0	-	0	0	-	0	0	0	-	1,025	1,025	100%	0	0	-
Total Utilities		0	0	0	-	0	0	-	0	0	0	-	1,025	1,025	100%	0	0	-
6245	Legal advertising	0	0	0	-	0	0	-	0	0	0	-	114	114	100%	0	0	-
6250	Legal services	0	0	0	-	1,766	1,766	100%	0	0	0	-	2,670	2,670	100%	0	0	-
6260	Consulting services	0	0	0	-	0	0	-	15,346	0	(15,346)	-	12,139	(3,207)	-26%	15,346	0	-
6290	Commercial insurance	0	0	0	-	562	562	100%	0	0	0	-	3,370	3,370	100%	0	0	-
Total Professional Services		0	0	0	-	2,327	2,327	100%	15,346	0	(15,346)	-	18,293	2,948	16%	15,346	0	-
6405	Safety/hazardous materials	990	0	(990)	-	0	(990)	-	990	0	(990)	-	280	(710)	-254%	990	0	-
6415	Clothing	0	0	0	-	0	0	-	240	0	(240)	-	8	(232)	-2900%	240	0	-
6450	Fuel - Gas	92	0	(92)	-	0	(92)	-	92	0	(92)	-	0	(92)	-	92	0	-
Total Operational Expense		1,082	0	(1,082)	-	0	(1,082)	-	1,322	0	(1,322)	-	288	(1,034)	-360%	1,322	0	-
6515	Repairs & maintenance land improvements	0	0	0	-	0	0	-	24	0	(24)	-	591	566	96%	24	0	-
6580	Permits	0	0	0	-	250	250	100%	0	0	0	-	250	250	100%	0	0	-
Total Repair and Maintenance		0	0	0	-	250	250	100%	24	0	(24)	-	841	816	97%	24	0	-
Total Goods & Services		1,239	1,042	(197)	-19%	3,044	1,805	59%	17,032	6,250	(10,782)	-173%	23,786	6,754	28%	23,282	12,500	-86%
Total Expenses		23,070	19,876	(3,194)	-16%	21,362	(1,708)	-8%	136,894	127,686	(9,208)	-7%	137,720	826	1%	264,624	255,416	-4%
Operating Results		(23,070)	(19,876)	(3,194)	16%	(21,012)	(2,058)	10%	(136,894)	(127,686)	(9,208)	7%	(129,540)	(7,354)	6%	(264,624)	(255,416)	4%
Other Income & Expenses																		
Other Income																		
4605	Grants Received - ODOT Lottery	8,914	0	8,914	-	0	8,914	-	62,026	0	62,026	-	0	62,026	-	62,026	0	-
4810	Transfer - SPF	0	11,933	(11,933)	-100%	0	0	-	0	71,600	(71,600)	-100%	0	0	-	71,600	143,200	-50%
Total Other Income		8,914	11,933	(3,019)	-25%	0	8,914	-	62,026	71,600	(9,574)	-13%	0	62,026	-	133,626	143,200	-7%
Other Expenses																		
Taxes & Misc Expenses																		
6745	Banking fees	2,549	0	(2,549)	-	0	(2,549)	-	2,549	0	(2,549)	-	0	(2,549)	-	2,549	0	-
Total Taxes & Misc Expenses		2,549	0	(2,549)	-	0	(2,549)	-	2,549	0	(2,549)	-	0	(2,549)	-	2,549	0	-
Debt Services																		
7010	Interest payment	1,276	6,833	5,557	81%	0	(1,276)	-	5,195	41,000	35,805	87%	0	(5,195)	-	46,195	82,000	44%
9005	Transfers - GF	0	0	0	-	0	0	-	0	0	0	-	9,765	9,765	100%	0	0	-
9010	Transfers - SPF	0	0	0	-	0	0	-	0	0	0	-	214	214	100%	0	0	-
8095	CIP Capitalized Labor	0	0	0	-	0	0	-	0	0	0	-	(8,605)	(8,605)	100%	0	0	-



Port Development	Current Period				Same Month Last Year			Year to Date							Year End		
	Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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
Total Debt Services	1,276	6,833	5,557	81%	0	(1,276)	-	5,195	41,000	35,805	87%	1,374	(3,821)	-278%	46,195	82,000	44%
Total Other Expenses	3,825	6,833	3,008	44%	0	(3,825)	-	7,744	41,000	33,256	81%	1,374	(6,370)	-464%	48,744	82,000	41%
Net Other Income	5,089	5,100	(11)	0%	0	5,089	-	54,282	30,600	23,682	77%	(1,374)	55,656	-4051%	84,882	61,200	39%
Net Result	(17,980)	(14,776)	(3,205)	22%	(21,012)	3,031	-14%	(82,613)	(97,086)	14,474	-15%	(130,914)	48,302	-37%	(179,742)	(194,216)	-7%



**Financial Report - Actual vs. Budget**  
**For Period Ending Dec 2018**

amounts in \$US dollars

Fund: General Fund

Department: Port Ops

Location: All

Budget: Adopted



Port Ops		Current Period				Same Month Last Year			Year to Date						Year End			
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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	9,438	7,815	1,623	21%	8,294	1,144	14%	54,156	53,256	900	2%	56,518	(2,362)	-4%	106,700	105,800	1%
4010	Property Agreements	12,724	28,486	(15,762)	-55%	37,390	(24,665)	-66%	42,409	49,212	(6,803)	-14%	64,593	(22,184)	-34%	70,197	77,000	-9%
4240	Project Management Fees	44,100	44,108	(8)	0%	42,000	2,100	5%	264,600	264,649	(49)	0%	252,000	12,600	5%	542,481	542,530	0%
4290	Other	0	1,250	(1,250)	-100%	0	0	-	0	7,500	(7,500)	-100%	0	0	-	7,500	15,000	-50%
Total Operating Income		66,262	81,659	(15,398)	-19%	87,683	(21,421)	-24%	361,165	374,617	(13,452)	-4%	373,111	(11,946)	-3%	726,878	740,330	-2%
Expenses																		
Personnel Services																		
5005	Salaries	14,577	12,725	(1,851)	-15%	12,515	(2,061)	-16%	80,129	82,724	2,595	3%	78,668	(1,461)	-2%	162,886	165,481	2%
5020	Car Allowance	462	461	(0)	0%	462	0	0%	2,885	2,999	115	4%	2,901	16	1%	5,885	6,000	2%
Total Compensation		15,038	13,187	(1,851)	-14%	12,977	(2,061)	-16%	83,013	85,723	2,710	3%	81,569	(1,444)	-2%	168,771	171,481	2%
ck																		
5100	Federal Payroll taxes	1,150	1,009	(142)	-14%	993	(158)	-16%	6,351	6,558	207	3%	6,240	(111)	-2%	12,911	13,118	2%
5105	State Payroll taxes	4	0	(4)	-	4	1	14%	24	0	(24)	-	26	2	6%	24	0	-
5110	Unemployment Insurance	0	151	151	100%	32	32	100%	557	982	425	43%	922	365	40%	1,540	1,965	22%
5115	Workers compensation	39	32	(8)	-24%	278	239	86%	55	206	151	73%	1,671	1,615	97%	262	412	37%
Total Payroll Taxes		1,194	1,192	(2)	0%	1,307	114	9%	6,988	7,746	758	10%	8,858	1,871	21%	14,737	15,495	5%
5200	Medical insurance	0	1,346	1,346	100%	450	450	100%	(945)	8,078	9,023	112%	2,250	3,194	142%	7,133	16,156	56%
5205	Dental insurance	206	219	12	6%	130	(76)	-58%	1,238	1,311	73	6%	782	(457)	-58%	2,549	2,622	3%
5215	Term life insurance	101	18	(83)	-449%	85	(16)	-19%	608	120	(488)	-407%	396	(212)	-53%	728	240	-203%
5220	Long Term Disability insurance	0	73	73	100%	0	0	-	0	476	476	100%	0	0	-	477	953	50%
5225	PERS Employee Contributions	2,105	1,846	(259)	-14%	1,031	(1,075)	-104%	9,466	12,001	2,535	21%	6,699	(2,767)	-41%	21,472	24,007	11%
5230	PERS Employer Contributions	902	791	(111)	-14%	442	(461)	-104%	4,057	5,143	1,087	21%	2,871	(1,186)	-41%	9,202	10,289	11%
5295	Allocations	0	0	0	-	0	0	-	0	0	0	-	(1,085)	(1,085)	100%	0	0	-
Total Insured Benefits		3,315	4,294	979	23%	2,138	(1,178)	-55%	14,424	27,130	12,706	47%	11,913	(2,511)	-21%	41,561	54,267	23%
Total Personnel Services		19,547	18,672	(875)	-5%	16,422	(3,125)	-19%	104,425	120,599	16,174	13%	102,340	(2,085)	-2%	225,069	241,243	7%
Goods & Services																		
6005	Seminars & training	0	417	417	100%	0	0	-	325	2,500	2,175	87%	295	(30)	-10%	2,825	5,000	44%
6010	Educational reimbursement	0	125	125	100%	0	0	-	0	750	750	100%	0	0	-	750	1,500	50%
Total Staff Training		0	542	542	100%	0	0	-	325	3,250	2,925	90%	295	(30)	-10%	3,575	6,500	45%
6020	Travel - airfare	0	667	667	100%	0	0	-	25	4,000	3,975	99%	1,862	1,837	99%	4,025	8,000	50%
6025	Travel - lodging & transportation	673	1,375	702	51%	1,509	836	55%	8,438	8,250	(188)	-2%	7,396	(1,042)	-14%	16,688	16,500	-1%
6030	Travel - Per Diem & mileage reimbursement	474	833	359	43%	874	400	46%	5,056	5,000	(56)	-1%	4,744	(312)	-7%	10,056	10,000	-1%
6035	Meals & Entertainment	0	42	42	100%	0	0	-	32	250	218	87%	23	(9)	-39%	282	500	44%
Total Travel & Entertainment		1,147	2,917	1,770	61%	2,383	1,236	52%	13,552	17,500	3,948	23%	14,025	473	3%	31,052	35,000	11%

**Financial Report - Actual vs. Budget**  
**For Period Ending Dec 2018**  
*amounts in \$US dollars*



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

Port Ops		Current Period				Same Month Last Year			Year to Date								Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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	
6075	Memberships & dues	0	0	0	-	0	0	-	1,885	0	(1,885)	-	1,557	(328)	-21%	1,885	0	-	
Total Office Expense		0	0	0	-	0	0	-	1,885	0	(1,885)	-	1,557	(328)	-21%	1,885	0	-	
6115	Cable TV	0	0	0	-	38	38	100%	0	0	0	-	151	151	100%	0	0	-	
6130	Electricity	223	317	93	29%	27	(196)	-717%	1,201	1,900	699	37%	1,891	689	36%	3,101	3,800	18%	
6135	Water/Sewer	0	25	25	100%	0	0	-	0	150	150	100%	327	327	100%	150	300	50%	
6140	Garbage/Sanitation Collection	0	0	0	-	0	0	-	63	0	(63)	-	0	(63)	-	63	0	-	
6155	Environmental Remediation/Mitigation/Monitoring	0	208	208	100%	700	700	100%	0	1,250	1,250	100%	3,542	3,542	100%	1,250	2,500	50%	
Total Utilities		223	550	327	59%	765	541	71%	1,264	3,300	2,036	62%	5,911	4,646	79%	4,564	6,600	31%	
6200	Temporary/Contract help	0	417	417	100%	786	786	100%	0	2,500	2,500	100%	4,716	4,716	100%	2,500	5,000	50%	
6250	Legal services	0	0	0	-	501	501	100%	0	0	0	-	8,877	8,877	100%	0	0	-	
6260	Consulting services	0	833	833	100%	1,715	1,715	100%	0	5,000	5,000	100%	3,232	3,232	100%	5,000	10,000	50%	
6270	Contracted Services	0	0	0	-	0	0	-	1,770	0	(1,770)	-	0	(1,770)	-	1,770	0	-	
6290	Commercial insurance	675	677	2	0%	562	(113)	-20%	4,048	4,062	15	0%	3,370	(677)	-20%	8,110	8,125	0%	
Total Professional Services		675	1,927	1,252	65%	3,564	2,889	81%	5,818	11,562	5,745	50%	20,195	14,378	71%	17,380	23,125	25%	
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	42	42	100%	0	0	-	0	250	250	100%	225	225	100%	250	500	50%	
6405	Safety/hazardous materials	0	42	42	100%	0	0	-	0	250	250	100%	0	0	-	250	500	50%	
6410	Signage	0	167	167	100%	0	0	-	10	1,000	990	99%	681	671	98%	1,010	2,000	49%	
6415	Clothing	0	42	42	100%	0	0	-	0	250	250	100%	367	367	100%	250	500	50%	
6430	Equipment Rental	0	167	167	100%	0	0	-	0	1,000	1,000	100%	0	0	-	1,000	2,000	50%	
6450	Fuel - Gas	0	0	0	-	0	0	-	100	0	(100)	-	60	(40)	-67%	100	0	-	
Total Operational Expense		0	458	458	100%	0	0	-	110	2,750	2,640	96%	1,333	1,222	92%	2,860	5,500	48%	
6510	Repairs & maintenance buildings	0	417	417	100%	0	0	-	160	2,500	2,340	94%	408	248	61%	2,660	5,000	47%	
6515	Repairs & maintenance land improvements	7,668	1,667	(6,001)	-360%	0	(7,668)	-	9,111	10,000	889	9%	134	(8,976)	-6681%	19,111	20,000	4%	
6520	Repairs & maintenance docks	0	833	833	100%	0	0	-	0	5,000	5,000	100%	552	552	100%	5,000	10,000	50%	
6575	Waterway Leases	0	208	208	100%	0	0	-	1,102	1,250	148	12%	0	(1,102)	-	2,352	2,500	6%	
6580	Permits	0	208	208	100%	10	10	100%	1,086	1,250	164	13%	1,494	408	27%	2,336	2,500	7%	
Total Repair and Maintenance		7,668	3,333	(4,335)	-130%	10	(7,659)	-80616%	11,458	20,000	8,542	43%	2,588	(8,870)	-343%	31,458	40,000	21%	
Total Goods & Services		9,713	9,727	14	0%	6,721	(2,992)	-45%	34,503	58,363	23,860	41%	46,079	11,576	25%	92,865	116,725	20%	
Total Expenses		29,260	28,399	(860)	-3%	23,143	(6,117)	-26%	138,928	178,962	40,034	22%	148,419	9,491	6%	317,934	357,968	11%	
Operating Results		37,002	53,260	(16,258)	-31%	64,541	(27,539)	-43%	222,237	195,655	26,582	14%	224,692	(2,455)	-1%	408,944	382,362	7%	

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018  
amounts in \$US dollars

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



Port Ops		Current Period				Same Month Last Year			Year to Date							Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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
Other Income & Expenses																		
Other Income																		
Other Expenses																		
Taxes & Misc Expenses																		
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	-	0	0	0	-	12,993	12,993	100%	0	0	-
Total Other Expenses		0	0	0	-	0	0	-	0	0	0	-	12,993	12,993	100%	0	0	-
Net Other Income		0	0	0	-	0	0	-	0	0	0	-	(12,993)	12,993	-100%	0	0	-
Net Result		37,002	53,260	(16,258)	-31%	64,541	(27,539)	-43%	222,237	195,655	26,582	14%	211,699	10,538	5%	408,944	382,362	7%

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops			Current Period				Same Month Last Year			Year to Date						Year End			
			Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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		18,374	17,582	792	5%	19,472	(1,098)	-6%	109,463	104,264	5,200	5%	108,070	1,393	1%	210,200	205,000	3%
4010	Property Agreements		0	1,379	(1,379)	-100%	704	(704)	-100%	960	3,468	(2,508)	-72%	4,226	(3,266)	-77%	5,492	8,000	-31%
4100	Annual Moorage		15,206	39,461	(24,255)	-61%	39,461	(24,255)	-61%	211,405	225,596	(14,191)	-6%	222,711	(11,306)	-5%	465,809	480,000	-3%
4105	Semi-Annual Moorage		2,198	234	1,963	838%	771	1,426	185%	19,409	3,189	16,220	509%	10,500	8,910	85%	35,220	19,000	85%
4110	Monthly Moorage		14,963	14,946	18	0%	13,945	1,018	7%	97,686	111,702	(14,016)	-13%	101,750	(4,064)	-4%	185,984	200,000	-7%
4115	Transient Moorage		3,569	2,669	900	34%	2,255	1,314	58%	42,939	51,757	(8,818)	-17%	46,583	(3,644)	-8%	71,182	80,000	-11%
4118	Work Dock		11,545	6,692	4,854	73%	6,469	5,077	78%	33,462	35,362	(1,899)	-5%	32,968	494	1%	63,101	65,000	-3%
4120	Metered Utilities		47	593	(546)	-92%	3,372	(3,325)	-99%	954	3,377	(2,423)	-72%	27,132	(26,178)	-96%	3,577	6,000	-40%
4125	Launch Ramp		3,220	3,716	(496)	-13%	3,406	(186)	-5%	18,668	22,517	(3,849)	-17%	20,126	(1,458)	-7%	39,151	43,000	-9%
4135	Storage Yard		3,172	2,914	257	9%	2,539	632	25%	19,478	18,458	1,020	6%	17,890	1,588	9%	36,020	35,000	3%
4140	Storage Unit		14,338	14,086	252	2%	12,783	1,555	12%	86,204	89,560	(3,357)	-4%	82,612	3,591	4%	173,643	177,000	-2%
4145	Long Term Boat Storage		6,854	7,680	(826)	-11%	7,363	(508)	-7%	41,619	45,823	(4,204)	-9%	42,947	(1,328)	-3%	85,796	90,000	-5%
4150	Short Term Boat Storage		3,773	4,536	(763)	-17%	4,005	(232)	-6%	24,695	28,248	(3,553)	-13%	20,451	4,244	21%	46,447	50,000	-7%
4155	Boat Wash		0	0	0	-	0	0	-	228	0	228	-	31	196	625%	228	0	-
4165	Space Rents		12,623	6,798	5,825	86%	7,235	5,389	74%	198,282	179,323	18,959	11%	183,049	15,233	8%	293,959	275,000	7%
4173	Laundry		163	258	(95)	-37%	245	(82)	-33%	2,519	2,683	(164)	-6%	2,314	206	9%	3,836	4,000	-4%
4175	Propane		607	634	(27)	-4%	523	84	16%	4,784	4,688	96	2%	4,720	64	1%	10,096	10,000	1%
4180	Merchandise		17	47	(30)	-64%	37	(20)	-54%	1,716	1,453	263	18%	1,652	63	4%	2,263	2,000	13%
4190	Ice		9,363	3,780	5,582	148%	1,985	7,378	372%	214,562	177,819	36,743	21%	166,117	48,446	29%	326,743	290,000	13%
4200	Boat Lifts		2,720	705	2,015	286%	950	1,770	186%	23,190	19,692	3,498	18%	26,550	(3,360)	-13%	78,498	75,000	5%
4230	Environmental Fee		2,412	1,989	423	21%	1,807	605	33%	12,066	12,548	(483)	-4%	11,653	412	4%	24,517	25,000	-2%
4235	Customer Discounts		(43)	0	(43)	-	(11)	(33)	311%	(5,748)	0	(5,748)	-	(2,374)	(3,373)	142%	(5,748)	0	-
4290	Other		1,967	625	1,342	215%	2,786	(819)	-29%	20,962	3,750	17,212	459%	16,883	4,079	24%	24,712	7,500	229%
4295	Bad Debt Expense		0	(417)	417	-100%	58	(58)	-100%	871	(2,500)	3,371	-135%	(4,847)	5,719	-118%	(1,629)	(5,000)	-67%
Total Operating Income			127,088	130,907	(3,819)	-3%	132,161	(5,073)	-4%	1,180,374	1,142,778	37,597	3%	1,143,712	36,662	3%	2,179,097	2,141,500	2%
Expenses																			
Personnel Services																			
5005	Salaries		47,920	68,096	20,176	30%	53,639	5,720	11%	357,220	442,670	85,450	19%	404,943	47,723	12%	800,066	885,516	10%
5010	Other compensation		0	769	769	100%	0	0	-	2,744	4,999	2,256	45%	3,481	737	21%	7,745	10,000	23%
5015	Overtime		1,314	1,130	(184)	-16%	965	(350)	-36%	13,570	7,347	(6,223)	-85%	19,738	6,168	31%	20,920	14,697	-42%
5020	Car Allowance		0	461	461	100%	462	462	100%	808	2,999	2,192	73%	2,901	2,093	72%	3,808	6,000	37%
Total Compensation			49,234	70,457	21,223	30%	55,066	5,832	11%	374,341	458,015	83,674	18%	431,063	56,722	13%	832,539	916,213	9%
5100	Federal Payroll taxes		3,584	5,390	1,806	34%	4,084	500	12%	27,483	35,038	7,555	22%	32,058	4,575	14%	62,535	70,090	11%
5105	State Payroll taxes		29	0	(29)	-	30	0	1%	192	0	(192)	-	225	33	15%	192	0	-
5110	Unemployment Insurance		367	1,349	982	73%	470	103	22%	5,612	8,767	3,155	36%	7,599	1,987	26%	14,383	17,538	18%
5115	Workers compensation		1,906	2,484	578	23%	1,563	(343)	-22%	10,424	16,148	5,724	35%	9,376	(1,049)	-11%	26,578	32,302	18%
Total Payroll Taxes			5,885	9,223	3,338	36%	6,146	260	4%	43,711	59,953	16,242	27%	49,257	5,546	11%	103,688	119,930	14%
5200	Medical insurance		15,949	15,281	(668)	-4%	11,546	(4,403)	-38%	89,672	91,683	2,011	2%	86,256	(3,416)	-4%	181,356	183,367	1%

**Financial Report - Actual vs. Budget**  
**For Period Ending Dec 2018**

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops		Current Period				Same Month Last Year			Year to Date							Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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
5205	Dental insurance	1,892	1,583	(309)	-20%	1,172	(720)	-61%	10,851	9,501	(1,350)	-14%	9,072	(1,779)	-20%	20,351	19,001	-7%
5215	Term life insurance	571	171	(400)	-234%	417	(154)	-37%	3,459	1,110	(2,349)	-212%	3,043	(416)	-14%	4,569	2,220	-106%
5220	Long Term Disability insurance	0	414	414	100%	0	0	-	0	2,689	2,689	100%	0	0	-	2,691	5,380	50%
5225	PERS Employee Contributions	8,456	11,020	2,564	23%	8,519	63	1%	60,425	71,638	11,213	16%	69,685	9,260	13%	132,091	143,304	8%
5230	PERS Employer Contributions	3,106	4,227	1,121	27%	3,304	198	6%	22,403	27,481	5,078	18%	26,818	4,415	16%	49,895	54,973	9%
5295	Allocations	0	0	0	-	(5,520)	(5,520)	100%	0	0	0	-	(31,447)	(31,447)	100%	0	0	-
Total Insured Benefits		29,974	32,696	2,722	8%	19,438	(10,536)	-54%	186,811	204,102	17,291	8%	163,428	(23,383)	-14%	390,954	408,245	4%
Total Personnel Services		85,094	112,375	27,282	24%	80,649	(4,444)	-6%	604,863	722,070	117,207	16%	643,748	38,885	6%	1,327,181	1,444,388	8%
Goods & Services																		
6005	Seminars & training	65	600	535	89%	0	(65)	-	2,534	6,000	3,466	58%	1,159	(1,376)	-119%	6,534	10,000	35%
6010	Educational reimbursement	0	208	208	100%	0	0	-	0	1,250	1,250	100%	0	0	-	1,250	2,500	50%
Total Staff Training		65	808	743	92%	0	(65)	-	2,534	7,250	4,716	65%	1,159	(1,376)	-119%	7,784	12,500	38%
6020	Travel - airfare	0	83	83	100%	0	0	-	0	500	500	100%	401	401	100%	500	1,000	50%
6025	Travel - lodging & transportation	0	167	167	100%	0	0	-	0	1,000	1,000	100%	673	673	100%	1,000	2,000	50%
6030	Travel - Per Diem & mileage reimbursement	0	125	125	100%	0	0	-	0	750	750	100%	1,204	1,204	100%	750	1,500	50%
6035	Meals & Entertainment	0	50	50	100%	0	0	-	0	300	300	100%	246	246	100%	300	600	50%
Total Travel & Entertainment		0	425	425	100%	0	0	-	0	2,550	2,550	100%	2,524	2,524	100%	2,550	5,100	50%
6050	Office supplies	19	0	(19)	-	130	111	85%	340	0	(340)	-	1,488	1,148	77%	340	0	-
6055	Kitchen supplies	336	208	(128)	-61%	305	(31)	-10%	1,602	1,250	(352)	-28%	1,580	(22)	-1%	2,852	2,500	-14%
6060	IT supplies	0	0	0	-	154	154	100%	0	0	0	-	185	185	100%	0	0	-
6070	Postage & courier services	0	42	42	100%	0	0	-	47	250	203	81%	220	173	78%	297	500	41%
6075	Memberships & dues	0	0	0	-	265	265	100%	34	0	(34)	-	589	555	94%	34	0	-
6077	Subscriptions	0	0	0	-	11	11	100%	0	0	0	-	11	11	100%	0	0	-
6085	Office equipment lease	0	0	0	-	0	0	-	0	0	0	-	958	958	100%	0	0	-
Total Office Expense		355	250	(105)	-42%	865	510	59%	2,065	1,500	(565)	-38%	5,031	2,966	59%	3,565	3,000	-19%
6100	Telephone - landline	274	250	(24)	-9%	859	585	68%	1,345	1,500	155	10%	3,263	1,918	59%	2,845	3,000	5%
6105	Telephone - mobile	470	625	155	25%	1,041	571	55%	3,036	3,750	714	19%	3,091	55	2%	6,786	7,500	10%
6110	Internet services	1,372	1,000	(372)	-37%	687	(685)	-100%	6,569	6,000	(569)	-9%	3,509	(3,060)	-87%	12,569	12,000	-5%
6115	Cable TV	480	458	(21)	-5%	449	(31)	-7%	8,776	2,750	(6,026)	-219%	2,878	(5,898)	-205%	11,526	5,500	-110%
6130	Electricity	21,821	20,000	(1,821)	-9%	21,956	135	1%	128,422	120,000	(8,422)	-7%	106,623	(21,799)	-20%	248,422	240,000	-4%
6131	Propane - Operations	32	94	62	66%	307	275	90%	539	887	348	39%	860	321	37%	1,152	1,500	23%
6135	Water/Sewer	4,245	5,506	1,261	23%	4,535	290	6%	41,064	35,949	(5,115)	-14%	38,771	(2,293)	-6%	80,115	75,000	-7%
6140	Garbage/Sanitation Collection	7,222	5,253	(1,969)	-37%	5,192	(2,030)	-39%	39,739	48,213	8,474	18%	28,642	(11,096)	-39%	66,526	75,000	11%
6145	Hazardous material disposal	150	333	183	55%	0	(150)	-	1,684	2,000	316	16%	1,185	(499)	-42%	3,684	4,000	8%
6150	Derelict boat disposal	0	0	0	-	0	0	-	4,907	40,000	35,093	88%	34,173	29,266	86%	4,907	40,000	88%
6155	Environmental Remediation/Mitigation/Monitoring	335	571	236	41%	449	115	26%	1,264	2,645	1,381	52%	5,029	3,765	75%	4,119	5,500	25%

**Financial Report - Actual vs. Budget**  
**For Period Ending Dec 2018**

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops		Current Period				Same Month Last Year			Year to Date						Year End			
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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
Total Utilities		36,400	34,091	(2,310)	-7%	35,476	(925)	-3%	237,345	263,694	26,349	10%	228,025	(9,320)	-4%	442,651	469,000	6%
6200	Temporary/Contract help	2,629	4,200	1,571	37%	10,364	7,735	75%	41,155	24,294	(16,861)	-69%	47,660	6,505	14%	51,861	35,000	-48%
6205	Janitorial services	52	33	(19)	-57%	49	(3)	-7%	334	200	(134)	-67%	314	(19)	-6%	534	400	-33%
6210	Vending machine services	0	125	125	100%	0	0	-	280	750	470	63%	1,925	1,645	85%	1,030	1,500	31%
6245	Legal advertising	0	167	167	100%	0	0	-	0	1,000	1,000	100%	0	0	-	1,000	2,000	50%
6250	Legal services	0	0	0	-	0	0	-	0	0	0	-	1,043	1,043	100%	0	0	-
6260	Consulting services	0	0	0	-	0	0	-	0	0	0	-	(336)	(336)	100%	0	0	-
6270	Contracted Services	160	0	(160)	-	180	20	11%	1,713	0	(1,713)	-	2,863	1,151	40%	1,713	0	-
6290	Commercial insurance	6,080	6,100	20	0%	6,001	(78)	-1%	36,478	36,597	120	0%	36,704	227	1%	73,075	73,195	0%
Total Professional Services		8,921	10,625	1,704	16%	16,594	7,673	46%	79,959	62,841	(17,118)	-27%	90,175	10,216	11%	129,213	112,095	-15%
6300	Promotional & marketing services	0	0	0	-	745	745	100%	0	0	0	-	745	745	100%	0	0	-
Total Marketing Expense		0	0	0	-	745	745	100%	0	0	0	-	745	745	100%	0	0	-
6400	Small equipment & tools	237	833	596	72%	716	479	67%	2,033	5,000	2,967	59%	2,650	617	23%	7,033	10,000	30%
6405	Safety/hazardous materials	292	458	166	36%	2,177	1,885	87%	3,469	2,750	(719)	-26%	3,506	37	1%	6,219	5,500	-13%
6410	Signage	0	83	83	100%	0	0	-	737	500	(237)	-47%	1,666	929	56%	1,237	1,000	-24%
6415	Clothing	0	417	417	100%	0	0	-	1,246	2,500	1,254	50%	1,881	635	34%	3,746	5,000	25%
6420	Janitorial supplies	813	1,000	187	19%	731	(82)	-11%	5,809	6,000	191	3%	6,680	871	13%	11,809	12,000	2%
6425	Operational supplies	1,798	917	(881)	-96%	108	(1,690)	-1565%	4,431	5,500	1,069	19%	5,364	933	17%	9,931	11,000	10%
6430	Equipment Rental	0	333	333	100%	0	0	-	36	2,000	1,964	98%	0	(36)	-	2,036	4,000	49%
6450	Fuel - Gas	959	833	(125)	-15%	0	(959)	-	5,848	5,000	(848)	-17%	8,953	3,105	35%	10,848	10,000	-8%
6455	Fuel - Diesel	0	208	208	100%	0	0	-	150	1,250	1,100	88%	343	193	56%	1,400	2,500	44%
6481	Propane - Retail	343	500	157	31%	242	(101)	-42%	2,895	3,000	105	4%	2,998	103	3%	5,895	6,000	2%
6485	Retail items	0	83	83	100%	15	15	100%	0	500	500	100%	416	416	100%	500	1,000	50%
Total Operational Expense		4,442	5,667	1,225	22%	3,989	(453)	-11%	26,654	34,000	7,346	22%	34,459	7,805	23%	60,654	68,000	11%
6500	Repairs & maintenance equipment	8,234	2,083	(6,151)	-295%	2,390	(5,844)	-244%	31,393	12,500	(18,893)	-151%	20,995	(10,398)	-50%	43,893	25,000	-76%
6505	Repairs & maintenance vehicles	163	1,000	837	84%	141	(22)	-16%	694	6,000	5,306	88%	6,368	5,674	89%	6,694	12,000	44%
6510	Repairs & maintenance buildings	114	2,700	2,586	96%	7,392	7,277	98%	19,206	13,200	(6,006)	-46%	22,462	3,255	14%	36,006	30,000	-20%
6515	Repairs & maintenance land improvements	0	583	583	100%	3,100	3,100	100%	243	3,500	3,257	93%	9,179	8,936	97%	3,743	7,000	47%
6520	Repairs & maintenance docks	7,476	2,000	(5,476)	-274%	43,548	36,072	83%	33,367	20,400	(12,967)	-64%	71,442	38,075	53%	52,967	40,000	-32%
6540	Marina dredging	0	31,061	31,061	100%	0	0	-	11,103	124,242	113,140	91%	0	(11,103)	-	11,103	124,242	91%
6575	Waterway Leases	0	6,641	6,641	100%	0	0	-	2,548	19,587	17,039	87%	1,069	(1,479)	-138%	12,961	30,000	57%
6580	Permits	0	2,330	2,330	100%	2,474	2,474	100%	3,854	2,330	(1,524)	-65%	4,286	432	10%	4,024	2,500	-61%
Total Repair and Maintenance		15,987	48,398	32,411	67%	59,045	43,058	73%	102,408	201,759	99,351	49%	135,801	33,393	25%	171,391	270,742	37%
Total Goods & Services		66,170	100,263	34,092	34%	116,714	50,544	43%	450,965	573,595	122,629	21%	497,918	46,953	9%	817,808	940,437	13%
Total Expenses		151,264	212,638	61,374	29%	197,363	46,099	23%	1,055,828	1,295,665	239,837	19%	1,141,666	85,838	8%	2,144,988	2,384,825	10%
Operating Results		(24,176)	(81,731)	57,554	-70%	(65,203)	41,026	-63%	124,547	(152,887)	277,434	-181%	2,047	122,500	5986%	34,109	(243,325)	-114%

**Financial Report - Actual vs. Budget**  
**For Period Ending Dec 2018**

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



Charleston Ops		Current Period				Same Month Last Year			Year to Date				Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				Prior FYTD vs Current FYTD		
		Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff
Other Income & Expenses															
Other Income															
4450	Lodging Tax	0	0	0	-	0	0	-	138	738	(600)	-81%	81	57	71%
4650	Grants Received - MAP	5,500	0	5,500	-	0	5,500	-	5,500	5,600	(100)	-2%	5,500	0	0%
4695	Grants Received - Other	0	0	0	-	0	0	-	18,508	52,959	(34,451)	-65%	10,000	8,508	85%
4815	Transfer - RF	0	10,417	(10,417)	-100%	0	0	-	0	62,500	(62,500)	-100%	0	0	-
4900	Other Income	0	0	0	-	0	0	-	0	0	0	-	50	(50)	-100%
4905	Other	2,500	0	2,500	-	0	2,500	-	2,600	0	2,600	-	46	2,554	5569%
4915	Insurance Reimbursement	(1,000)	0	(1,000)	-	16,933	(17,933)	-106%	24,877	0	24,877	-	17,130	7,748	45%
Total Other Income		7,000	10,417	(3,417)	-33%	16,933	(9,933)	-59%	51,624	121,797	(70,173)	-58%	32,806	18,817	57%
Other Expenses															
Taxes & Misc Expenses															
6705	Grant expenses	0	0	0	-	13,963	13,963	100%	0	0	0	-	13,963	13,963	100%
6720	Property Tax - Sublet Facilities	0	0	0	-	0	0	-	8,706	0	(8,706)	-	7,571	(1,135)	-15%
6755	Insurance Claims	0	0	0	-	41,012	41,012	100%	(571)	0	571	-	53,510	54,081	101%
Total Taxes & Misc Expenses		0	0	0	-	54,975	54,975	100%	8,135	0	(8,135)	-	75,045	66,910	89%
Debt Services															
7005	Principal repayment	0	69,937	69,937	100%	31,857	31,857	100%	68,375	78,679	10,304	13%	45,173	(23,202)	-51%
7010	Interest payment	0	56,645	56,645	100%	28,149	28,149	100%	62,133	63,725	1,592	2%	29,211	(32,922)	-113%
8005	Construction In Progress	0	0	0	-	0	0	-	0	0	0	-	8,447	8,447	100%
8010	CIP Buildings	0	13,600	13,600	100%	0	0	-	0	37,400	37,400	100%	0	0	-
8011	CIP Docks	0	48,500	48,500	100%	0	0	-	10,421	145,500	135,079	93%	0	(10,421)	-
8015	CIP Land Improvements	0	0	0	-	0	0	-	0	0	0	-	7,300	7,300	100%
8025	CIP Mobile Equipment	0	2,000	2,000	100%	0	0	-	8,001	8,000	(1)	0%	0	(8,001)	-
Total Debt Services		0	190,682	190,682	100%	60,006	60,006	100%	148,931	333,304	184,374	55%	90,131	(58,799)	-65%
Total Other Expenses		0	190,682	190,682	100%	114,981	114,981	100%	157,066	333,304	176,239	53%	165,176	8,110	5%
Net Other Income		7,000	(180,265)	187,265	-104%	(98,048)	105,048	-107%	(105,442)	(211,508)	106,066	-50%	(132,370)	26,928	-20%
Net Result		(17,176)	(261,996)	244,819	-93%	(163,251)	146,075	-89%	19,105	(364,395)	383,499	-105%	(130,323)	149,428	-115%



Financial Report - Actual vs. Budget  
For Period Ending Dec 2018

amounts in \$US dollars

Fund: General Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops			Current Period				Same Month Last Year			Year to Date						Year End			
			Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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																			
4285	Mob/Demob Services		0	0	0	-	0	0	-	0	2,500	(2,500)	-100%	50,123	(50,123)	-100%	2,500	5,000	-50%
4287	Dredginng Services		0	29,811	(29,811)	-100%	0	0	-	0	89,432	(89,432)	-100%	0	0	-	29,811	119,242	-75%
4290	Other		0	0	0	-	0	0	-	0	0	0	-	9,537	(9,537)	-100%	0	0	-
Total Operating Income			0	29,811	(29,811)	-100%	0	0	-	0	91,932	(91,932)	-100%	59,659	(59,659)	-100%	32,311	124,242	-74%
Expenses																			
Personnel Services																			
5005	Salaries		7,426	6,481	(945)	-15%	18,035	10,609	59%	8,014	19,442	11,428	59%	36,958	28,944	78%	14,495	25,923	44%
5010	Other compensation		0	0	0	-	0	0	-	0	0	0	-	37	37	100%	0	0	-
5015	Overtime		191	0	(191)	-	6,750	6,558	97%	191	0	(191)	-	13,705	13,514	99%	191	0	-
Total Compensation			7,617	6,481	(1,136)	-18%	24,785	17,168	69%	8,206	19,442	11,237	58%	50,700	42,494	84%	14,686	25,923	43%
ck																			
5100	Federal Payroll taxes		563	496	(68)	-14%	1,849	1,286	70%	607	1,487	880	59%	3,779	3,172	84%	1,103	1,983	44%
5105	State Payroll taxes		5	0	(5)	-	11	6	59%	5	0	(5)	-	23	18	79%	5	0	-
5110	Unemployment Insurance		38	162	124	77%	70	32	46%	42	486	444	91%	216	175	81%	204	648	69%
5115	Workers compensation		0	288	288	100%	0	0	-	0	865	865	100%	0	0	-	288	1,154	75%
Total Payroll Taxes			606	946	340	36%	1,930	1,324	69%	654	2,839	2,185	77%	4,019	3,365	84%	1,600	3,785	58%
5200	Medical insurance		0	1,281	1,281	100%	3,414	3,414	100%	0	3,844	3,844	100%	6,899	6,899	100%	1,281	5,126	75%
5205	Dental insurance		0	128	128	100%	450	450	100%	0	384	384	100%	874	874	100%	128	513	75%
5215	Term life insurance		0	15	15	100%	117	117	100%	0	45	45	100%	232	232	100%	15	60	75%
5220	Long Term Disability insurance		0	3	3	100%	0	0	-	0	9	9	100%	0	0	-	3	12	75%
5225	PERS Employee Contributions		0	1,099	1,099	100%	4,068	4,068	100%	0	3,296	3,296	100%	8,305	8,305	100%	1,099	4,395	75%
5230	PERS Employer Contributions		0	389	389	100%	1,487	1,487	100%	0	1,167	1,167	100%	3,043	3,043	100%	389	1,555	75%
5295	Allocations		0	0	0	-	6,620	6,620	100%	0	0	0	-	36,732	36,732	100%	0	0	-
Total Insured Benefits			0	2,915	2,915	100%	16,155	16,155	100%	0	8,746	8,746	100%	56,085	56,085	100%	2,915	11,661	75%
Total Personnel Services			8,223	10,342	2,120	20%	42,871	34,648	81%	8,859	31,027	22,168	71%	110,803	101,944	92%	19,202	41,369	54%
Goods & Services																			
6005	Seminars & training		0	0	0	-	0	0	-	0	0	0	-	1,577	1,577	100%	0	0	-
Total Staff Training			0	0	0	-	0	0	-	0	0	0	-	1,577	1,577	100%	0	0	-
6025	Travel - lodging & transportation		0	0	0	-	9,573	9,573	100%	0	0	0	-	20,081	20,081	100%	0	0	-
6030	Travel - Per Diem & mileage reimbursement		0	0	0	-	6,492	6,492	100%	156	0	(156)	-	14,370	14,214	99%	156	0	-
Total Travel & Entertainment			0	0	0	-	16,064	16,064	100%	156	0	(156)	-	34,451	34,295	100%	156	0	-



**Financial Report - Actual vs. Budget**  
**For Period Ending Dec 2018**

amounts in \$US dollars

**Fund: General Fund**

**Department: Dredge Ops**

**Location: All**

**Budget: Adopted**



Dredge Ops		Current Period				Same Month Last Year			Year to Date						Year End			
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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
6105	Telephone - mobile	95	0	(95)	-	188	94	50%	518	0	(518)	-	564	47	8%	518	0	-
6140	Garbage/Sanitation Collection	0	0	0	-	949	949	100%	0	0	0	-	949	949	100%	0	0	-
6145	Hazardous material disposal	0	0	0	-	600	600	100%	0	0	0	-	600	600	100%	0	0	-
6155	Environmental Remediation/Mitigation/Monitoring	0	0	0	-	1,041	1,041	100%	0	0	0	-	1,041	1,041	100%	0	0	-
Total Utilities		95	0	(95)	-	2,778	2,683	97%	518	0	(518)	-	3,154	2,636	84%	518	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	-	358	358	100%	0	0	0	-	358	358	100%	0	0	-
6255	Auditing	0	375	375	100%	0	0	-	0	2,250	2,250	100%	0	0	-	2,250	4,500	50%
6270	Contracted Services	900	0	(900)	-	0	(900)	-	900	5,200	4,300	83%	17,655	16,755	95%	2,200	6,500	66%
6290	Commercial insurance	3,874	4,177	303	7%	3,813	(61)	-2%	23,116	25,062	1,947	8%	21,555	(1,560)	-7%	48,178	50,125	4%
Total Professional Services		4,774	4,552	(222)	-5%	4,171	(603)	-14%	24,016	32,512	8,497	26%	40,868	16,853	41%	52,628	61,125	14%
6400	Small equipment & tools	2,621	0	(2,621)	-	105	(2,516)	-2396%	6,174	0	(6,174)	-	1,654	(4,520)	-273%	6,174	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	-
6425	Operational supplies	1,099	1,000	(99)	-10%	39	(1,060)	-2722%	26,326	3,000	(23,326)	-778%	32,287	5,961	18%	27,326	4,000	-583%
6430	Equipment Rental	3,351	0	(3,351)	-	0	(3,351)	-	3,351	0	(3,351)	-	0	(3,351)	-	3,351	0	-
6450	Fuel - Gas	0	1,013	1,013	100%	0	0	-	0	3,038	3,038	100%	324	324	100%	1,013	4,050	75%
6455	Fuel - Diesel	0	1,000	1,000	100%	298	298	100%	0	3,000	3,000	100%	1,352	1,352	100%	1,000	4,000	75%
Total Operational Expense		7,071	3,013	(4,058)	-135%	442	(6,629)	-1501%	35,851	9,038	(26,814)	-297%	37,197	1,346	4%	38,864	12,050	-223%
6500	Repairs & maintenance equipment	3,529	300	(3,229)	-1076%	27,281	23,752	87%	8,927	888	(8,039)	-905%	68,402	59,475	87%	9,239	1,200	-670%
6505	Repairs & maintenance vehicles	0	2,125	2,125	100%	0	0	-	0	6,289	6,289	100%	1,174	1,174	100%	2,209	8,498	74%
6540	Marina dredging	0	0	0	-	0	0	-	0	0	0	-	435	435	100%	0	0	-
Total Repair and Maintenance		3,529	2,425	(1,104)	-46%	27,281	23,752	87%	8,927	7,177	(1,750)	-24%	70,011	61,084	87%	11,448	9,698	-18%
Total Goods & Services		15,468	9,989	(5,479)	-55%	50,735	35,267	70%	69,467	48,727	(20,741)	-43%	187,257	117,790	63%	103,614	82,873	-25%
Total Expenses		23,691	20,331	(3,359)	-17%	93,606	69,915	75%	78,327	79,754	1,427	2%	298,061	219,734	74%	122,816	124,242	1%
Operating Results		(23,691)	9,479	(33,170)	-350%	(93,606)	69,915	-75%	(78,327)	12,178	(90,505)	-743%	(238,401)	160,074	-67%	(90,505)	(0)	25140211%
Other Income & Expenses																		
Other Income																		
4695	Grants Received - Other	0	0	0	-	0	0	-	0	0	0	-	29,076	(29,076)	-100%	0	0	-
4915	Insurance Reimbursement	23,741	0	23,741	-	0	23,741	-	25,668	0	25,668	-	2,744	22,924	835%	25,668	0	-
Total Other Income		23,741	0	23,741	-	0	23,741	-	25,668	0	25,668	-	31,820	(6,152)	-19%	25,668	0	-
Net Other Income		23,741	0	23,741	-	0	23,741	-	25,668	0	25,668	-	31,820	(6,152)	-19%	25,668	0	-
Net Result		50	9,479	(9,429)	-99%	(93,606)	93,656	-100%	(52,659)	12,178	(64,837)	-532%	(206,581)	153,923	-75%	(64,837)	(0)	18010211%

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018

amounts in \$US dollars

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



Rail Ops			Current Period				Same Month Last Year			Year to Date					Year End				
			Dec 2018				Dec 2017			Jul 2018 - Dec 2018				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																			
4010	Property Agreements		24,577	2,401	22,175	923%	18,031	6,546	36%	140,994	86,285	54,709	63%	90,290	50,704	56%	215,869	161,160	34%
4235	Customer Discounts		0	0	0	-	0	0	-	(3,500)	0	(3,500)	-	0	(3,500)	-	(3,500)	0	-
4260	Rail Operations Revenue		235,044	343,612	(108,569)	-32%	337,010	(101,966)	-30%	1,656,851	2,143,342	(486,491)	-23%	2,102,157	(445,306)	-21%	3,759,109	4,245,600	-11%
4265	Rail Surcharges		28,262	45,931	(17,669)	-38%	45,426	(17,164)	-38%	201,962	287,403	(85,441)	-30%	284,242	(82,280)	-29%	472,559	558,000	-15%
4290	Other		0	0	0	-	116	(116)	-100%	0	0	0	-	16,410	(16,410)	-100%	0	0	-
Total Operating Income			287,882	391,945	(104,063)	-27%	400,583	(112,700)	-28%	1,996,307	2,517,030	(520,723)	-21%	2,493,100	(496,792)	-20%	4,444,037	4,964,760	-10%
Expenses																			
Personnel Services																			
5005	Salaries		9,029	6,527	(2,502)	-38%	6,338	(2,690)	-42%	47,988	42,428	(5,561)	-13%	39,842	(8,146)	-20%	90,433	84,872	-7%
5020	Car Allowance		231	231	(0)	0%	231	0	0%	1,442	1,500	57	4%	1,450	8	1%	2,943	3,000	2%
Total Compensation			9,260	6,757	(2,502)	-37%	6,569	(2,690)	-41%	49,430	43,927	(5,503)	-13%	41,292	(8,138)	-20%	93,375	87,872	-6%
5100	Federal Payroll taxes		682	517	(165)	-32%	478	(205)	-43%	3,630	3,360	(270)	-8%	3,014	(616)	-20%	6,992	6,722	-4%
5105	State Payroll taxes		2	0	(2)	-	2	(1)	-33%	14	0	(14)	-	12	(2)	-17%	14	0	-
5110	Unemployment Insurance		0	76	76	100%	0	0	-	118	491	374	76%	18	(100)	-564%	609	983	38%
5115	Workers compensation		417	9	(407)	-4303%	141	(276)	-196%	2,408	61	(2,347)	-3817%	846	(1,563)	-185%	2,470	123	-1908%
Total Payroll Taxes			1,101	602	(499)	-83%	620	(481)	-78%	6,171	3,913	(2,258)	-58%	3,890	(2,281)	-59%	10,086	7,828	-29%
5200	Medical insurance		1,346	1,346	(0)	0%	1,282	(64)	-5%	9,023	8,078	(945)	-12%	8,144	(880)	-11%	17,101	16,156	-6%
5205	Dental insurance		156	130	(26)	-20%	130	(26)	-20%	936	782	(155)	-20%	782	(155)	-20%	1,718	1,563	-10%
5215	Term life insurance		52	9	(43)	-468%	43	(9)	-22%	315	60	(255)	-424%	258	(57)	-22%	375	120	-212%
5220	Long Term Disability insurance		0	38	38	100%	0	0	-	0	244	244	100%	0	0	-	245	489	50%
5225	PERS Employee Contributions		1,296	946	(350)	-37%	920	(377)	-41%	6,449	6,150	(299)	-5%	4,748	(1,701)	-36%	12,601	12,302	-2%
5230	PERS Employer Contributions		556	405	(150)	-37%	394	(161)	-41%	2,764	2,635	(128)	-5%	2,035	(729)	-36%	5,400	5,272	-2%
Total Insured Benefits			3,407	2,875	(532)	-19%	2,769	(637)	-23%	19,486	17,949	(1,537)	-9%	15,965	(3,521)	-22%	37,439	35,902	-4%
Total Personnel Services			13,767	10,234	(3,533)	-35%	9,959	(3,809)	-38%	75,087	65,790	(9,298)	-14%	61,147	(13,940)	-23%	140,900	131,602	-7%
Goods & Services																			
6005	Seminars & training		0	354	354	100%	0	0	-	2,206	2,125	(81)	-4%	289	(1,917)	-663%	4,331	4,250	-2%
Total Staff Training			0	354	354	100%	0	0	-	2,206	2,125	(81)	-4%	289	(1,917)	-663%	4,331	4,250	-2%
6020	Travel - airfare		0	100	100	100%	0	0	-	0	1,000	1,000	100%	299	299	100%	1,000	2,000	50%
6025	Travel - lodging & transportation		0	90	90	100%	0	0	-	13	900	887	99%	1,201	1,188	99%	913	1,800	49%
6030	Travel - Per Diem & mileage reimbursement		0	93	93	100%	0	0	-	808	962	154	16%	1,421	612	43%	1,696	1,850	8%
6035	Meals & Entertainment		0	42	42	100%	24	24	100%	457	250	(207)	-83%	99	(358)	-361%	707	500	-41%
Total Travel & Entertainment			0	324	324	100%	24	24	100%	1,278	3,112	1,834	59%	3,020	1,742	58%	4,316	6,150	30%

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018

amounts in \$US dollars

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



Rail Ops		Current Period				Same Month Last Year			Year to Date				Year End		
		Dec 2018				Dec 2017			Jul 2018 - Dec 2018				Prior FYTD vs Current FYTD		
		Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff
6050	Office supplies	0	0	0	-	0	0	-	7,682	0	(7,682)	-	0	(7,682)	-
6055	Kitchen supplies	0	0	0	-	0	0	-	215	0	(215)	-	0	(215)	-
6060	IT supplies	489	0	(489)	-	0	(489)	-	589	0	(589)	-	0	(589)	-
6075	Memberships & dues	0	0	0	-	0	0	-	16	0	(16)	-	19	3	16%
6090	IT SW subscriptions & licenses	0	0	0	-	0	0	-	852	0	(852)	-	0	(852)	-
Total Office Expense		489	0	(489)	-	0	(489)	-	9,353	0	(9,353)	-	19	(9,334)	-49284%
6105	Telephone - mobile	0	0	0	-	0	0	-	57	0	(57)	-	0	(57)	-
6155	Environmental Remediation/Mitigation/Monitoring	80	0	(80)	-	0	(80)	-	80	0	(80)	-	0	(80)	-
Total Utilities		80	0	(80)	-	0	(80)	-	137	0	(137)	-	0	(137)	-
6216	Managed Service Fees	0	292	292	100%	864	864	100%	0	1,750	1,750	100%	18,414	18,414	100%
6230	Rail operations service fee	226,734	302,314	75,579	25%	294,884	68,149	23%	1,474,993	1,885,735	410,742	22%	1,839,388	364,395	20%
6245	Legal advertising	0	0	0	-	0	0	-	98	0	(98)	-	0	(98)	-
6250	Legal services	0	0	0	-	12,791	12,791	100%	38,606	0	(38,606)	-	27,077	(11,529)	-43%
6260	Consulting services	0	0	0	-	0	0	-	11,972	0	(11,972)	-	6,463	(5,509)	-85%
6265	Recruiting services	0	0	0	-	0	0	-	267	0	(267)	-	0	(267)	-
6270	Contracted Services	0	4,167	4,167	100%	0	0	-	7,236	25,000	17,764	71%	0	(7,236)	-
6290	Commercial insurance	2,012	1,917	(95)	-5%	2,260	248	11%	11,607	11,500	(107)	-1%	13,562	1,955	14%
Total Professional Services		228,746	308,689	79,942	26%	310,799	82,052	26%	1,544,779	1,923,985	379,205	20%	1,904,904	360,124	19%
6400	Small equipment & tools	0	0	0	-	0	0	-	26,164	0	(26,164)	-	0	(26,164)	-
6405	Safety/hazardous materials	0	0	0	-	0	0	-	13,997	0	(13,997)	-	0	(13,997)	-
6410	Signage	22	0	(22)	-	0	(22)	-	22	0	(22)	-	0	(22)	-
6415	Clothing	0	0	0	-	0	0	-	0	175	175	100%	0	0	-
6420	Janitorial supplies	0	0	0	-	0	0	-	734	0	(734)	-	0	(734)	-
6425	Operational supplies	2,373	0	(2,373)	-	0	(2,373)	-	5,994	0	(5,994)	-	0	(5,994)	-
6450	Fuel - Gas	0	0	0	-	0	0	-	1,658	0	(1,658)	-	0	(1,658)	-
6455	Fuel - Diesel	94	0	(94)	-	0	(94)	-	279	0	(279)	-	0	(279)	-
Total Operational Expense		2,488	0	(2,488)	-	0	(2,488)	-	48,848	175	(48,673)	-27813%	0	(48,848)	-
6500	Repairs & maintenance equipment	0	0	0	-	0	0	-	6,944	0	(6,944)	-	0	(6,944)	-
6505	Repairs & maintenance vehicles	12	0	(12)	-	0	(12)	-	800	0	(800)	-	0	(800)	-
6510	Repairs & maintenance buildings	0	4,167	4,167	100%	300	300	100%	378	25,000	24,622	98%	1,800	1,422	79%
6515	Repairs & maintenance land improvements	0	8,333	8,333	100%	4,632	4,632	100%	21,730	50,000	28,270	57%	39,076	17,346	44%
Total Repair and Maintenance		12	12,500	12,488	100%	4,932	4,920	100%	29,852	75,000	45,148	60%	40,876	11,024	27%
Total Goods & Services		231,816	321,867	90,051	28%	315,756	83,940	27%	1,636,454	2,004,397	367,943	18%	1,949,107	312,654	16%
Total Expenses		245,583	332,101	86,518	26%	325,714	80,131	25%	1,711,541	2,070,186	358,645	17%	2,010,255	298,714	15%
Operating Results		42,299	59,844	(17,544)	-29%	74,868	(32,569)	-44%	284,766	446,844	(162,078)	-36%	482,845	(198,079)	-41%

Financial Report - Actual vs. Budget  
For Period Ending Dec 2018

amounts in \$US dollars

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



Rail Ops	Current Period				Same Month Last Year			Year to Date				Year End		
	Dec 2018				Dec 2017			Jul 2018 - Dec 2018				Prior FYTD vs Current FYTD		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff
Other Income & Expenses														
Other Income														
4520    Green Hill Debt Service	0	0	0	-	0	0	-	0	43,500	(43,500)	-100%	43,424	(43,424)	-100%
4805    Transfer - GF	0	0	0	-	0	0	-	523,682	0	523,682	-	0	523,682	-
4815    Transfer - RF	0	50,099	(50,099)	-100%	0	0	-	0	300,594	(300,594)	-100%	0	0	-
Total Other Income	0	50,099	(50,099)	-100%	0	0	-	523,682	344,094	179,589	52%	43,424	480,259	1106%
Other Expenses														
Debt Services														
7005    Principal repayment	0	322,173	322,173	100%	89,433	89,433	100%	322,173	322,173	0	0%	89,433	(232,740)	-260%
7010    Interest payment	0	322,438	322,438	100%	31,496	31,496	100%	322,438	322,438	(0)	0%	31,496	(290,943)	-924%
9005    Transfers - GF	200,000	0	(200,000)	-	0	(200,000)	-	452,500	0	(452,500)	-	0	(452,500)	-
8020    CIP Machinery & Equipment	0	0	0	-	0	0	-	13,000	0	(13,000)	-	0	(13,000)	-
Total Debt Services	200,000	644,611	444,611	69%	120,929	(79,071)	-65%	1,110,111	644,611	(465,500)	-72%	120,929	(989,182)	-818%
Total Other Expenses	200,000	644,611	444,611	69%	120,929	(79,071)	-65%	1,110,111	644,611	(465,500)	-72%	120,929	(989,182)	-818%
Net Other Income	(200,000)	(594,512)	394,512	-66%	(120,929)	(79,071)	65%	(586,429)	(300,517)	(285,911)	95%	(77,505)	(508,924)	657%
Net Result	(157,701)	(534,669)	376,968	-71%	(46,060)	(111,640)	242%	(301,663)	146,326	(447,989)	-306%	405,340	(707,003)	-174%



## M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Anna Soderstrom, Chief Commercial Officer

DATE: February 11, 2019

SUBJECT: Commercial/ External Affairs/ Marketing Management Report

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### **Commercial:**

External Affairs is working with each Line of Business to identify measurable goals for each respective department that can be tracked and analyzed in order to maximize resources and outcomes.

EA/BD is pulling together a framework for an Awareness Campaign. The purpose is to expand comprehension of Ports in general and in particular OIPCB. Oregon has 23 public ports supporting the maritime sector in multiple ways. There were over 12,000 maritime sector jobs in Oregon in 2017 and nearly 14% of those jobs were in Southwestern Oregon. This sector encompasses an array of industries, with an average annual wage of \$46,996 which represents 21% higher than the average for all jobs in the region. For Coos County, maritime sector jobs are a large portion of the total workforce and ranks 4th statewide at 1,065 jobs. Maritime industries include a vast array of activities including fishing, maritime manufacturing and maritime transportation. In this vein, staff is also looking to conduct an economic impact study of effects and benefits to the community of a log ship. The group is meeting with state economists to better comprehend available secondary data. External Affairs is also collecting data directly by inquiring with local and state transportation providers and shippers.

EA/BD staff attended the Northwest Marine Terminal Association (NWMTA) Winter meeting discussing and exchanging information with other deepwater ports and marine terminal operators in Oregon and Washington.

Port staff will participate and also speak at the Pacific Northwest Association of Rail Shippers (March 6-7, in Portland) and this year's focus is on reliability of the transportation partners (topic: "Can we ship with confidence?"). All local mills are represented at this event.

Staff is also participating at the Governor's Market Place Conference (March 20 – 21, in Salem). The objective is to "create access, connection and opportunities for Oregon's Businesses". The Port will have its expo on site together with informational material identifying the Port's commercial advantages.

EA/BD will be presenting at the Maritime Commerce Club, the Columbia River chapter (April 16, in Portland) at its annual "State of the Port" breakfast. This is a great venue to share with the

maritime community on OIPCB's new developments, business and progress over the past year.

**Internal and External Communications:**

Several articles and blog posts went out in January. These include:

1. Derelict Vessel article
2. Annual Charleston Crab Feed
3. Three Ways to Use Social Media Data and Analytics
4. How to Catch and Eat Oregon Dungeness Crab
5. Swing Span Bridge Update
6. Year in Review: Letter from the CEO

All are accessible through the Port website at [www.portofcoosbay.com/news-room/](http://www.portofcoosbay.com/news-room/).

EA/BD staff assisted in providing public comment for the Jordan Cove LNG Removal Fill permit with the Oregon Department of State Lands, submitting both written and verbal comments.

**Marketing and Media:**

Ads have been renewed for the Charleston Marina for the 101 Things and Mile-by-Mile Guide magazines.

EA/BD staff worked with the Charleston Merchants Association and the Coos Bay/North Bend VCB to promote the annual Crab Feed on February 9.

Media coverage for the past month include:

[USDOT Awards 2018 BUILD Grants](#)  
[Historic Coos Bay Swing Span Bridge Motor Has New Home](#)  
[Building a Freight Rail Future in Southwestern Oregon](#)  
[Importance of Dredging Highlighted](#)

The Port will also be highlighted in the next AAPA Seaports Magazine coming out second quarter 2019.

**Grants:**

EA/BD staff submitted the February ConnectOregonV grant report for the Coos Bay Rail Line Tunnel Rehabilitation project. January 20 was also the submittal date for the MARAD quarterly report for the FAST lane grant.

Staff submitted the quarterly report for the 2013 ODOT lottery backed bond. The contract has been fully executed for the 2015 ODOT lottery backed bond and funds are available for use.

A cross sectional (Port staff) group consisting of Finance, Executive, Rail and External Affairs had a conference call with MARAD addressing the BUILD grant and next steps.

External Affairs is working with Finance to best capture the budget items associated with the rail infrastructure improvement projects and forecast of the same.

**Legislative Work:**

EA/BD staff are participating in OPPA's Legislative Committee, AAPA's Governmental Relations Committee, and PNWA's Government Relations Committee.

Staff reached out to Representative DeFazio and Senators Merkley and Wyden's offices in support of HR510 and S203, legislation that would make the 45G short line tax credit permanent. The credit provides approximately \$300,000 annually to invest in infrastructure along the Coos Bay Rail Line.

The 2019 Oregon Legislative Session has begun. Port staff are working with Markee and Associates to review and monitor relevant bills. Staff receives a weekly bill report from Markee and Associates, reviews new legislation, and then coordinates with Markee and Associates to establish relevance and positions. The priority this session is securing lottery bond funding from the 2007 legislation that committed \$60 million in lottery bond funding to support the Channel Modification Project.

**Port Property:**

EA/BD staff are in negotiations with Verizon to site a new cell tower on Port property in Eastside. A teleconference with Verizon representatives was held the week of February 4 to discuss a second round of amendments to the draft lease agreement.

Fishermen's Wharf has a new owner and Port staff have completed a new month-to-month commercial lease agreement.

EA/BD staff are working on 5 easement agreements requested by both public and private entities.

Bandon Pacific's lease on the warehouse in Charleston will conclude February 28, 2019. Port staff have participated in walk throughs of the facility to assess its condition and are in communications with Bandon Pacific staff regarding any necessary repairs at lease termination.

Port staff are working to make updates to the lease agreement with Clausen Oysters to clarify the terms of the rental rate, and to update the document as the ownership structure has changed.

Staff are coordinating facilities improvements requested by Sharky's Charters to install additional fencing.

**Community Outreach:**

EA/BD staff attended the Charleston Community Enhancement Corporation (CCEC) meeting. CCEC is working on a project to put up interpretive signs in Charleston and starting to get ready for the annual Oyster Feed.

The Community Giving application and guidelines are now available on the Port's website at: [www.portofcoosbay.com/community-giving/](http://www.portofcoosbay.com/community-giving/). Port staff also reached out to the guidance counselors at both Marshfield and North Bend High Schools to provide information and instruction for how students can access the scholarship program.

Port staff attended Jordan Cove's open house for their new office space. EA/BD staff provided a brief statement about the project and the new location.

EA/BD staff attended an information meeting hosted by the League of Women Voters about the Jordan Cove Project and the Port's Channel Modification project.

Port staff attended the annual Bay Area Chamber of Commerce Awards Banquet.





## M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Director of Maritime Operations

DATE: February 11, 2019

SUBJECT: Port Operations Management Report

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### **Channel Modification Project:**

The PDT continues to work on the draft 204/408 report, which includes the engineering appendix. While this report begins to take shape, the team is working with the Corps team to officially close out 60% Engineering and Design comments in Dr. Checks. This is being done in three batches. The team continues to work with Corps on issues related to offshore dynamics and side slopes of the channel.

The second round of water quality modeling is complete and undergoing post processing review. As these results are analyzed and shared with the agencies, they will be incorporated into the 204/408 report. The modeling work was validated against measured data points (historical) in the estuary. The major focus of this modeling effort is salinity and residence time.

The USACE is scheduling a meeting (March) with the Port and cooperating agencies to discuss the project and provide updates for discussion and feedback. It is critical to the project schedule that other state and federal agencies understand what the project is and what studies and analyses are being done for the agency review. This may also help curb some of the misinformation being proffered by public agencies concerning project details and scope.

### **Sewer Line Easement/Utility Agreement:**

Port staff is working with the City of Coos Bay to finalize an easement/utility agreement for the new force main at Eastside and under the rail right of way on Front Street.

### **Safety and Security:**

Port Staff is currently reviewing and revising all Port Safety Policies and Programs to include updated best management practices, new and revised safety programs, and implementation of a new Risk Assessment Tool. The GAR model will be presented to the Commission as a part of the Safety Policy Review and Update presentation at the Commission meeting.

Investigation into the damage of both outboard engines on the State Dredge tender Ms. SoCo has been completed. A root cause analysis has been done and preventative measures are being taken to avoid accidents like this in the future. A Heavy Weather Plan will be developed to better prepare for severe weather and potential hazards.

Members of the Safety Committee conducted a quarterly inspection of the Charleston marina docks. A list of minor discrepancies was forwarded to the Harbormaster's office and maintenance personnel are addressing these discrepancies.

A training matrix is being developed to include both marina and rail personnel. This matrix will include required safety training as well as operators training for specific equipment.

The Phase 3 Work Plan (Navigation Safety Assessment form) for the Coos Bay Railroad swing span bridge has been completed and is ready for dissemination to the USCG and maritime stakeholders.



## MEMORANDUM

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Director of Maritime Operations

DATE: February 11, 2019

SUBJECT: Charleston Operations Management Report

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Of the 443 moorage slips for the month of January we had 181 annuals, 17 semi-annuals, 47 monthlies and 177 transients. We sold over 127 tons of ice or \$9,488.00. Out of the 104 RV Park spaces, we had 32 check-ins for total sales of over \$5,202.00.

### **Dredging:**

The travel lift slip dredging is complete. The contractor removed approximately 160 CY from the slip and placed the material in the upland disposal site (Barview). This will greatly enhance our ability to operate the travel lift through a larger tidal window, improving operational efficiency.

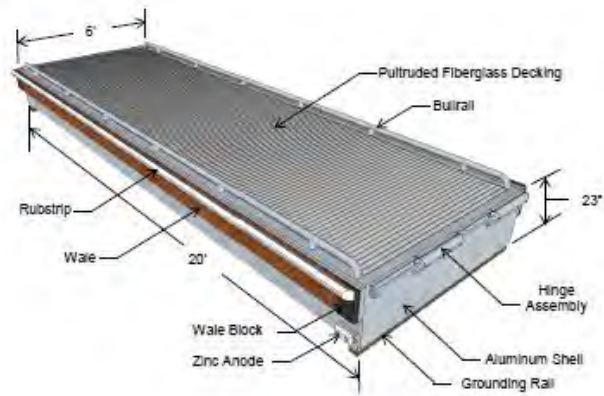


Marina dredging has been delayed due to unforeseen mechanical breakdowns. The first issue was internal delamination of the suction hose between the cutterhead and the slurry pump. This was repaired with a new suction hose. One week later, the slurry pump motor and hydraulic drive failed. According to Ellicott, they can last 1-5 years. This is the fourth dredging season for this equipment. The old motor and pump will be rebuilt and placed into inventory for future repairs. Staff requested and received a variance to continue dredging through March 1. The regular In Water Work Period (IWWP) ends on February 15.



### **Launch Ramp Floating Docks:**

The Marina launch ramp boarding float replacement project is in the engineering and design and permitting phase. The engineering and design is being completed by the Oregon State Marine Board and Port staff has already submitted the permit application to the USACE. The OSMB estimates the project materials will cost around \$380,000.00 (with contingency). This does not include removal and installation. As the Port's match, the Port proposed \$30,000.00 in cash and \$30,000.00 in-kind match for the project. Port staff will manage the procurement process, permitting, and removal and installation. The current plan is to award a contract for construction of the new floats and build them in FY 18/19. The new floats will be installed in Q1 of FY 19/20.



01 - DOCK OVERVIEW

Photo: New Floating Dock Design

### **Piling Work:**

The piling arrived in Coos Bay and is scheduled for installation the week of February 11. As a precautionary measure, staff requested and received a one-week IWWP variance to complete the work.

### **Budget:**

Staff is starting to develop the FY 19/20 budget for Charleston operations. This work will include an indepth analysis of operational needs, maintenance and repairs, and potential opportunities for new revenue.





## M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Patrick Kerr, Director of Rail Operations

DATE: February 11, 2019

SUBJECT: Railroad Department Management Report

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### **Operations:**

CBRL handled 611 revenue car loadings for January 2019. January 2019 car loadings were above December 2018, by 212 cars and over by 1 car from the 2018/19 CBR forecasted monthly average of 610 cars. January 2019 was above December 2018 of 580 cars by 31 cars.

CBRL 2018/19 budget has 7,320 car loads at 610 per month. The estimated 2018/19 run rate using current carloads is about 5,868 cars, 1,452 cars or 20% below forecast budget. Estimated 2018/19 run rate car volume improved by 252 cars or 3% better over last month.

January 2019 monthly carloads of 611 is on pace with forecast due to having adequate locomotive power and crew's availability to effectively service rail customers and interchange consistently. Current lumber market remains soft, prices are down, however, consistent reliable rail service is providing the delta between the current soft market and interchanging forecasted carloads.

Port and CBRL staff started railroad operations under the Coos Bay Rail Line Inc. on November 1, 2018. Currently CBRL has 16 employees and 6 locomotives on property.

Port staff and team continue to work on repair plans for the North Bend Swing Span bridge, Scofield Creek bridge, Tunnel Phase I, Phase II and ongoing Port timber bridge rehab project.

### **Coos Bay Rail Line:**

As of Wednesday, February 6, 2019, the CBRL is 97 days' injury free.

### **Scofield Creek Br740.84 in Reedsport Bridge Rehab Project:**

For the month of January 2019, the following was accomplished:

- The Contract was signed on January 3, 2019.
- January 4-6, SPC, Stantec, and GRL drove the other two batter piles without coming up with hard data to design around. Stantec will complete the final design based upon the information available.
- Stantec sent the Port the stamped drawings on January 15, 2019.

**Tunnel Project Phase 1:**

Contract Time = 577 Days

NTP = April 30, 2018

Final Completion = November 28, 2019

LRL's estimated completion date = October 21, 2019 per most recent update

Estimated % Complete by Earned Value = 40% per McMillen Jacobs calculation

Estimated % Complete by Contract Time = 48% (277 Days / 577 Days)

The final acceptance walk-through of Tunnel 18 was completed on January 31, 2019. The Port, LRL and McMillen Jacobs walked through Tunnel 18 and confirmed that all contract work was 100% complete. The Port subsequently issued RFI #11 to reconcile the final accounting of Tunnel 18 pay item quantities. The preconstruction walk-throughs at Tunnel 20 and Tunnel 21 were completed on January 31, 2019.

Work completed in Tunnel 15 includes preparing and placing 132 CY (153 bags) of fiber reinforced shotcrete in the four timber-lined sections that require shotcrete overlay. A total of 249 CY has been placed to date. Compared to 530 CY total estimated overlay quantity, this activity is about 50% complete.

Tunnel 18 is 100% complete.

Work completed in Tunnel 19 includes drilling and grouting 1 rock bolt in the existing concrete footing wall, for a total of 12 each. This activity is now 100% complete. Also completed drilling 54 rock bolts for ground support in the tunnel crown; and grouting all 86 rock bolts. The final count was 86 each. This activity is now 100% complete.

**Tunnel Project Phase II:**

Negotiations continue with contractor.

**2018 Timber Bridge Repair Project:**

For the month of January 2019, the following was accomplished:

- The Port has SPC working on pricing of some additional work. This will be included on CO #11 if approved. The work includes bridges 18, 24, 28, 30, and 39. (\$45,010.00 total cost)
- The ballast rock placement and tamping of the bridge approaches is scheduled to take place starting in February. They will work from the north end of the line towards the south.
- The following bridges were worked on in the month of January: 6, 13, 18, 24, and CO #10, with bridge 18 being completed.
- Bridges completed (Base Contract) as of January 30, 2019: 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 23, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, & 37.

**Swing Span Bridge MP-763.55:**

For the month of January 2019, the following was accomplished:

- Stantec believes that the USACE may need to be involved with the SHPO process. The Port will have Mike Dunning get involved to determine the next course of action.
- Stantec, H&H, and Koppers are determining the best approach to strengthening the drive gear mounting plate. The deterioration is greater than originally believed.

- All of the center shoring materials are on site and the replacement structural steel is all fabricated and is at the paint shop for painting prior to delivery by early February.
- A break in the cross bracing of the North/East side of span number 7 has been discovered and Koppers is working on a cost to replace the members and Stantec is looking into the possibility of a temporary repair to get us by until the Build grant money is available.
- Two additional columns are showing signs of inherent weakness, U12/L12 and U15/L15, and Stantec/Koppers are working on determining if we need to replace them now and if so, what the cost going to be.
- The center shoring tower jacks have been installed. This involved removing some rail and ties that they did not originally believe would have to be done.
- The Port authorized Stantec to move forward with the SHPO documentation, as required by SHPO.
- Two days of work were lost due to severe winds. (30-90 mph)
- The mechanical house and the old motor were removed from the bridge. The old drive motor has been delivered to the Oregon Coast Historical Railway Museum.
- The bridge end jacking structures were completed and have begun taking load.
- The contracts for Koppers Railroad Structures and H&H Engineering have been finalized this month.
- All of the pilings for the end jacking structures and related bracing have been installed.



# Action Items

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

**DATE:** February 11, 2019

**PROJECT TITLE:** 2019Res04 - Amendments to Port Policy Manual Chapter 8: Safety Policy Section 8.2: Safety and Loss Prevention

**ACTION REQUESTED:** Approve Resolution 2019Res04 Authorizing the Amendments to Port Policy Manual Chapter 8: Safety Policy Section 8.2: Safety and Loss Prevention

**BACKGROUND:**

Port of Coos Bay Staff is currently reviewing and revising all Port Safety Policies and Programs to include updated best management practices, new and revised safety programs, and implementation of a new Risk Assessment Tool.

Section 8.2: Safety and Loss Prevention has been revised with updates to include the new safety programs, risk management tool, responsibilities and duties of key personnel within the organization, introduction of Standard Operating Procedures, and Personnel Qualification Standards. The red lined tracked version of the changes, as well as a clean draft version of the recommended revisions, are included within the packet following this backgrounder.

The major revisions within Section 8.2, include:

- 8.2.A – All of the initial policy statement was revised to include language that is standard throughout all safety programs.
- 8.2.B – The Port created a comprehensive safety and health program which encompasses OSHA required hazard specific programs. These programs include: Emergency Response Management Plan, Fall Protection, Hazard Communications, Ladder/Scaffolding Safety, Lock Out/Tag Out, Railroad Safety, Respirator Protection and Risk Assessment programs.
- 8.2.C – Safety Education and Training section added.
- 8.2.D – Safety Committee section added.
- 8.2.E – Standard Operating Procedures added.
- 8.2.F – Personnel Qualification Standards added.

**RECOMMENDED MOTION:**

Approve Resolution 2019Res04 Authorizing the Amendments to Port Policy Manual Chapter 8: Safety and Loss Prevention Section 8.2 Safety and Loss Prevention Policy.

**RESOLUTION 2019Res04**

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

**RESOLUTION AUTHORIZING THE AMENDMENTS TO  
PORT POLICY MANUAL CHAPTER 8: SAFETY AND LOSS PREVENTION  
SECTION 8.2: SAFETY AND LOSS PREVENTION**

**WHEREAS**, the Oregon International Port of Coos Bay, a Port District organized and operated under Oregon Revised Statutes (ORS) 777, has maintained a Personnel Policy as an ongoing component of the Port Policy Manual, and

**WHEREAS**, the Port Policy Manual Chapter 8: Safety and Loss Prevention Section 8.2: Safety and Loss Prevention shall be modified to include the standard Port Safety Policy statement, address the Port Safety Manual and programs, change responsibility from Risk Manager to Safety Manager for the day to day responsibilities of these programs, add sections to include; Safety Education and Training, Safety Committee, Standard Operating Procedures and Personnel Qualification Standards, and

**WHEREAS**, the policy has been reviewed and revised by Port Staff and the Port's legal counsel before being presented to the Port Commission.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts the amendments to Chapter 8: Safety and Loss Prevention Policy Section 8.2: Safety and Loss Prevention of the Port's Policy Manual, identified as Exhibit A, attached hereto and incorporated herein by reference.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 19<sup>th</sup> day of February 2019.

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David Kronsteiner, President

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Eric Farm, Vice President

## **POLICY 8.2: SAFETY AND LOSS PREVENTION**

### **A. PROMOTION OF SAFETY**

The safety and health of all Port employees, contractors, volunteers and the general public is paramount to successfully achieving the Port's mission and goals.

The Port will comply with all applicable Oregon Occupational Safety and Health Administration (OR-OSHA), Code of Federal Regulations (CFR), and Federal Railroad Administration (FRA) workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.

### **B. ADMINISTRATION OF SAFETY PROGRAMS**

The Port has created a comprehensive safety and health program to administer required hazard specific programs. These safety programs can be found in the Port Safety Manual, and include, but are not limited to:

- Emergency Response Management Plan
- Fall Protection Program
- Hazard Communications Program
- Ladder / Scaffolding Safety Program
- Lock Out / Tag Out Program
- Railroad Safety Programs
- Respirator Protection Program
- Risk Assessment

The Chief Executive Officer or his/her designee, the Safety Manager, shall be responsible for the day-to-day administration of the Port's safety and loss prevention programs, including:

1. Implementation of necessary loss prevention and risk control policies and programs, including the following:
  - a) Participation by and accountability for all officers and employees in loss prevention activities.
  - b) Hazard assessments and control.
  - c) Accident investigations.
  - d) Personal protective and safety equipment programs.
  - e) Training programs.
  - f) Operations evaluations.

2. Legal compliance with all federal, state and local safety and health regulations.
3. Provide personnel with needed resources to ensure compliance with the Port's loss prevention and control policies.
4. Review of loss data and accident investigation findings, evaluation of loss prevention activities, and maintenance of necessary records of activities.
5. Consulting with the Port's insurance agents, carriers, and attorneys in developing loss control policies and procedures.
6. Ensuring personnel policies, manuals, job descriptions, and job placement practices are in place and that all volunteers, employees and officers are in compliance.

C. SAFETY EDUCATION AND TRAINING

The Port recognizes the value in providing education and training to employees as a method of preventing workplace injuries and accidents from occurring. The Safety Manager will ensure all mandatory compliance training and other required employee training (e.g. HAZCOM, SDS, respirator protection, etc.) is regularly scheduled and properly recorded.

D. SAFETY COMMITTEE

The Port will incorporate a Safety Committee, consisting of Port Staff, whose responsibility is to reduce, eliminate, and/or mitigate potential hazards, which can result in workplace injuries and accidents. This is achieved through the proactive and conscious effort by all employees to effectively manage a safe, effective and productive work environment (see Safety Committee Bylaws).

E. STANDARD OPERATING PROCEDURES

A standard operating procedure, or SOP, is a set of step-by-step instructions developed by the Port to help workers carry out complex and/or high-risk operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with Port and industry regulations. The Port will develop SOPs for operations deemed to be complex or high risk. The SOP generally lists the associated hazards involved in performing a task, what risk score is associated with the hazards (using a risk matrix), what personal protective equipment is required, and the steps involved to complete the activity safely.

F. PERSONNEL QUALIFICATION STANDARDS

Personnel Qualification Standards (PQS) are a compilation of minimum knowledge and skills necessary to qualify for a specific job, maintain specific equipment, or perform as a team member within an organization. The PQS program is not a stand-alone training program but provides a key element of a well-structured and dynamic training program. The Port will employ PQSs in areas that require specific expertise to operate heavy equipment, boat operations, or any other area where minimum knowledge and skills are required to perform a specific job.

## **POLICY 8.2: SAFETY AND LOSS PREVENTION ~~POLICY~~**

### **A. PROMOTION OF SAFETY**

~~It is the policy of the Port to promote safety in all phases of operations. To that end, the Port shall strive to provide safe equipment, necessary personal protection, and adequate training. It is the responsibility of every employee and officer to cooperate in promoting safety and integrating safety procedures into all operations.~~

The safety and health of all Port employees, contractors, volunteers and the general public is paramount to successfully achieving the Port's mission and goals.

The Port will comply with all applicable Oregon Occupational Safety and Health Administration (OR-OSHA), Code of Federal Regulations (CFR), and Federal Railroad Administration (FRA) workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.

### **B. ADMINISTRATION OF SAFETY PROGRAMS**

The Port has created a comprehensive safety and health program to administer required hazard specific programs. These safety programs can be found in the Port Safety Manual, and include, but are not limited to:

- Emergency Response Management Plan
- Fall Protection Program
- Hazard Communications Program
- Ladder / Scaffolding Safety Program
- Lock Out / Tag Out Program
- Railroad Safety Programs
- Respirator Protection Program
- Risk Assessment

The Chief Executive Officer or his/her designee, the ~~Risk~~-Safety Manager, shall be responsible for the day-to-day administration of the Port's safety and loss prevention programs, including:

1. Implementation of necessary loss prevention and risk control policies and programs, including the following:
  - a) Participation by and accountability for all officers and employees in loss prevention activities.
  - b) Hazard assessments and control.
  - c) Accident investigations.
  - d) Personal protective and safety equipment programs.

- e) Training programs.
  - f) Operations evaluations.
  - g) ~~Claims management and early return to work efforts.~~
2. Legal compliance with all federal, state and local safety and health regulations.
  3. Provide personnel with needed resources to ensure compliance with the Port's loss prevention and control policies.
  4. Review of loss data and accident investigation findings, evaluation of loss prevention activities, and maintenance of necessary records of activities.
  5. Consulting with the Port's insurance agents, ~~and carriers,~~ and attorneys in developing loss control policies and procedures.
  6. ~~Creating and managing an early return to work program for injured employees.~~
  7. Ensuring personnel policies, manuals, job descriptions, and job placement practices are in place and that all volunteers, employees and officers are in compliance.

#### C. SAFETY EDUCATION AND TRAINING

The Port recognizes the value in providing education and training to employees as a method of preventing workplace injuries and accidents from occurring. The Safety Manager will ensure all mandatory compliance training and other required employee training (e.g. HAZCOM, SDS, respirator protection, etc.) is regularly scheduled and properly recorded.

#### D. SAFETY COMMITTEE

The Port will incorporate a Safety Committee, consisting of Port Staff, whose responsibility is to reduce, eliminate, and/or mitigate potential hazards, which can result in workplace injuries and accidents. This is achieved through the proactive and conscious effort by all employees to effectively manage a safe, effective and productive work environment (see Safety Committee Bylaws).

#### E. STANDARD OPERATING PROCEDURES

A standard operating procedure, or SOP, is a set of step-by-step instructions developed by the Port to help workers carry out complex and/or high-risk operations. SOP's aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with Port and industry regulations. The Port will develop SOP's for operations deemed to be complex or high risk. The SOP generally lists the associated hazards involved in performing a task, what risk score is associated with the hazards (using a risk matrix), what personal protective equipment is required, and the steps involved to complete the activity safely.

#### F. PERSONNEL QUALIFICATION STANDARDS

Personnel Qualification Standards (PQS) are a compilation of minimum knowledge and skills necessary to qualify for a specific job, maintain specific equipment, or perform as a team

member within an organization. The PQS program is not a stand-alone training program but provides a key element of a well-structured and dynamic training program. The Port will employ PQS's in areas that require specific expertise to operate heavy equipment, boat operations, or any other area where minimum knowledge and skills are required to perform a specific job.



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

**DATE:** February 11, 2019

**PROJECT TITLE:** 2019Res05 - Amendments to Port Policy Manual Chapter 8: Safety Policy Section 8.3: Employee's Personal Protective Equipment

**ACTION REQUESTED:** Approve Resolution 2019Res05 Authorizing the Amendments to Port Policy Manual Chapter 8: Safety Policy Section 8.3: Employee's Personal Protective Equipment

**BACKGROUND:**

Port of Coos Bay Staff is currently reviewing and revising all Port Safety Policies and Programs to include updated best management practices, new and revised safety programs, and implementation of a new Risk Assessment Tool.

Section 8.3: Employee's Personal Protective Equipment (PPE) has been revised with updates to include a standard policy statement, additional PPE provided by the Port (Reflective Safety Vest, Fall Protection), and clarification of personal protective equipment reimbursement policy. The red lined tracked version of the changes, as well as a clean draft version of the recommended revisions, are included within the packet following this backgrounder.

The major revisions within Section 8.3, include:

- 8.3.A – Standard Port Safety Policy statement added.
- 8.3.B – added additional PPE provided by the Port.
- 8.3.C – Clarified language pertaining to Port reimbursement of certain safety equipment (leather steel toed boots, rain gear and rubber boots).

**RECOMMENDED MOTION:**

Approve Resolution 2019Res05 Authorizing the Amendments to Port Policy Manual Chapter 8: Safety and Loss Prevention Section 8.3 Employee's Personal Protective Equipment.

**RESOLUTION 2019Res05**

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

**RESOLUTION AUTHORIZING THE AMENDMENTS TO  
PORT POLICY MANUAL CHAPTER 8: SAFETY AND LOSS PREVENTION  
SECTION 8.3: EMPLOYEES PERSONAL PROTECTIVE EQUIPMENT**

**WHEREAS**, the Oregon International Port of Coos Bay, a Port District organized and operated under Oregon Revised Statutes (ORS) 777, has maintained a Personnel Policy as an ongoing component of the Port Policy Manual, and

**WHEREAS**, the Port Policy Manual Chapter 8: Safety and Loss Prevention Section 8.3: Employees Personal Protective Equipment (PPE) shall be modified to include the standard Port Safety Policy statement, updated personal protective equipment provided to employees by the Port, added language for PPE reimbursement, and

**WHEREAS**, the policy has been reviewed and revised by Port Staff and the Port's legal counsel before being presented to the Port Commission.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts the amendments to Chapter 8: Safety and Loss Prevention Policy Section 8.3: Employees Personal Protective Equipment (PPE) of the Port's Policy Manual, identified as Exhibit A, attached hereto and incorporated herein by reference.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 19<sup>th</sup> day of February 2019.

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David Kronsteiner, President

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Eric Farm, Vice President

## **POLICY 8.3 EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT**

### **A. PORT PROVIDED PERSONAL PROTECTIVE EQUIPMENT**

The following is a list of personal protective equipment (PPE) provided by the Oregon International Port of Coos Bay and shall be used by employees of the Port in their general work environment when required when required by Port policy, state or federal law or regulation (OR-OSHA 437-002-0120 Adopted by Reference, 29 CFR 1910.132 General Requirements).

Provided PPE includes, but is not limited to:

	<b>Personal Protective Equipment</b>	<b>Reference</b>
1.	Safety Glasses	OR-OSHA 437-002-0130, 29 CFR 1910.133
2.	Ear Plugs	29 CFR 1910.95
3.	Cutting Goggles (w/extra lens)	OR-OSHA 437-002-0130, 29 CFR 1910.133
4.	Full Face Shield (clear and shaded)	OR-OSHA 437-002-0130, 29 CFR 1910.133
5.	Rubber/Latex Gloves	OR-OSHA 437-002-0136, 29 CFR 1910.138
6.	Welding Leathers (jacket, bib, gloves, and apron)	OR-OSHA 437-002-0280, 29 CFR 1910.252
7.	Welding Hoods (w/extra lens)	OR-OSHA 437-002-0130, 29 CFR 1910.133
8.	PFD's (Personal Flotation Devices – life preservers, for each employee)	OR-OSHA 437-002-1139, 437-002-0139
9.	Hard Hat	OR-OSHA 437-002-0135, 29 CFR 1910.135
10.	Gloves (Regular cotton, 12 pairs per fiscal year.)	OR-OSHA437-002-0136, 29 CFR 1910.138
11.	Leather Steel Toe Boots	OR-OSHA-437-002-0137, 29 CFR 1910.136
12.	Fall Protection Equipment (Harness, Rescue ladder, Lanyards, etc.)	OSHA 29 CFR 1910 subpart D
13.	Reflective Safety Vest	(not required by OSHA)
14.	Back Support Brace	(not required by OSHA)
15.	Chain Saw Chaps	(not required by OSHA)

B. REIMBURSED PERSONAL PROTECTIVE EQUIPMENT

The Port will reimburse employees for the following personal protective equipment, when necessary to effectively and safely perform the functions of their job:

- Leather steel toe work boots, up to \$175.00
- Rain gear, up to \$175.00
- Rubber boots, up to \$75.00

Employees who use their own PPE on a daily basis (maintenance, security, and rail positions) may request PPE reimbursement for the above items annually. Employees must submit actual itemized receipts for reimbursement in a timely manner to the Finance Department for reimbursement.

Employees will be responsible for maintaining their own personal protective equipment. Should an employee's personal protective equipment become damaged to the point where it needs to be replaced prior to the replacement schedule, it shall be the employee's responsibility to replace it.

## POLICY 8.3 EMPLOYEE'S PERSONAL PROTECTIVE EQUIPMENT POLICY

### A. PORT PROVIDED PERSONAL PROTECTIVE EQUIPMENT

The following is a list of personal protective equipment (PPE) ~~that is~~ provided by the Oregon International Port of Coos Bay, and shall ~~be required to~~ be used by employees of the Port in their general work environment when required by Port policy, state or federal law or regulation (OR-OSHA 437-002-0120 Adopted by Reference, 29 CFR 1910.132 General Requirements).

Provided PPE includes, but is not limited to:

	Personal Protective Equipment	Reference
1.	Safety Glasses <del>(Marina/Shipyards areas)</del>	OR-OSHA 437-002-0130, 29 CFR 1910.133
2.	Ear Plugs <del>(Marina/Shipyards areas)</del>	29 CFR 1910.95
3.	Cutting Goggles (w/extra lens)	OR-OSHA 437-002-0130, 29 CFR 1910.133
4.	Full Face Shield (clear and shaded)	OR-OSHA 437-002-0130, 29 CFR 1910.133
5.	Rubber/Latex Gloves <del>(dispensing propane and cleaning restrooms)</del>	OR-OSHA 437-002-0136, 29 CFR 1910.138
6.	Welding Leathers (jacket, bib, gloves, and apron)	OR-OSHA 437-002-0280, 29 CFR 1910.252
7.	Welding Hoods (w/extra lens)	OR-OSHA 437-002-0130, 29 CFR 1910.133
8.	PFD's (Personal Flotation Devices – life preservers, for each employee)	OR-OSHA 437-002-1139, 437-002-0139
9.	Hard Hat <del>(Marina/Shipyards areas)</del>	OR-OSHA 437-002-0135, 29 CFR 1910.135
10.	Gloves <del>(Marina/Shipyards)</del> (Regular cotton, 12 pairs per fiscal year.)	OR-OSHA 437-002-0136, 29 CFR 1910.138
11.	Leather <u>Steel Toe</u> Boots <del>(Maintenance Workers)</del>	OR-OSHA-437-002-0137, 29 CFR 1910.136
<u>12.</u>	<u>Fall Protection Equipment (Harness, Rescue ladder, Lanyards, etc.)</u>	<u>OSHA 29 CFR 1910 subpart D</u>
<u>13.</u>	<u>Reflective Safety Vest</u>	<u>(not required by OSHA)</u>
<u>14.</u>	<u>Back Support Brace</u>	<u>(not required by OSHA)</u>
<u>15.</u>	<u>Chain Saw Chaps</u>	<u>(not required by OSHA)</u>

## B. REIMBURSED PERSONAL PROTECTIVE EQUIPMENT

The Port will reimburse ~~each~~ employees for the following personal protective equipment, when necessary to effectively and safely perform the functions of their job:

- for one pair of L~~each~~ leather steel toe work boots, ~~every two years~~ up to \$175.00 ~~(with receipt).~~
- ~~The Port will provide up to \$175 for r~~Rain gear, up to \$175.00 for maintenance ~~employees every two years.~~
- Rubber boots, up to \$75.00

Employees who use their own PPE on a daily basis (maintenance, security, and rail positions) may request PPE reimbursement for the above items annually. Employees must submit actual itemized receipts for reimbursement in a timely manner to the Finance Department for reimbursement.

Employees will be responsible for maintaining their own ~~rain gear~~personal protective equipment. Should an employee's personal protective equipment~~rain gear~~ become damaged to the point where it needs to be replaced prior to the replacement schedule, it shall be the employee's responsibility to replace it.

~~The following are additional items that are provided by the Oregon International Port of Coos Bay, which are no longer required by OR-OSHA. These items are available to be used by employees of the Port in their general work environment.~~

- ~~Back Support Brace~~
- ~~Rubber Boots up to \$75~~

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

**DATE:** February 11, 2019

**PROJECT TITLE:** 2019Res06 - Amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.8: Safety and Accidents

**ACTION REQUESTED:** Approve Resolution 2019Res06 Authorizing the Amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.8: Safety and Accidents

**BACKGROUND:**

Port of Coos Bay Staff is currently reviewing and revising all Port Safety Policies and Programs to include updated best management practices, new and revised safety programs, and implementation of a new Risk Assessment Tool.

Section 14.8: Safety and Accidents policy has been revised with updates to include a standard policy statement. The red lined tracked version of the changes, as well as a clean draft version of the recommended revisions, are included within the packet following this backgrounder.

The major revisions within Section 14.8, include:

- 14.8.A – Standard Port Safety Policy statement added.
- 14.8.B – Roles and Responsibilities section delineates employee and management responsibilities into a bulletized format to provide better clarity to responsibilities.
- 14.8.C – Unsafe Conditions: Added language for Stop Work authority to every Port employee who feels a job is unsafe.
- 14.8.D – Accident and Incident Reporting: added Near Miss reporting to assist in mitigating a hazard prior to an injury occurring.
- 14.8.E – Employee Injury Report: Added requirement to investigate every lost time injury report.
- 14.8.G – Work Place Violence policy moved to Section 14.9

**RECOMMENDED MOTION:**

Approve Resolution 2019Res06 authorizing the amendments to Port Policy Manual Chapter 14: Personnel Policy Section 14.8: Safety and Accidents.

**RESOLUTION 2019Res06**

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

**RESOLUTION AUTHORIZING THE AMENDMENTS TO  
PORT POLICY MANUAL CHAPTER 14: PERSONNEL POLICY  
SECTION 14.8: SAFETY AND ACCIDENTS**

**WHEREAS**, the Oregon International Port of Coos Bay, a Port District organized and operated under Oregon Revised Statutes (ORS) 777, has maintained a Personnel Policy as an ongoing component of the Port Policy Manual, and

**WHEREAS**, the Port Policy Manual Chapter 14: Personnel Policy Section 14.8: Safety and Accidents shall be modified to include the standard Port Safety Policy statement, delineate the roles and responsibilities of employees and managers, include language pertaining to “Near Misses” and investigation of every lost time injury, move section on Workplace Violence to section 14.9, and

**WHEREAS**, the policy has been reviewed and revised by Port Staff and the Port’s legal counsel before being presented to the Port Commission.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts the amendments to Chapter 14: Personnel Policy Section 14.8: Safety and Accident of the Port’s Policy Manual, identified as Exhibit A, attached hereto and incorporated herein by reference.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 19<sup>th</sup> day of February 2019.

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David Kronsteiner, President

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Eric Farm, Vice President



## **POLICY 14.8 SAFETY AND ACCIDENTS**

### **A. SAFETY POLICY STATEMENT**

The safety and health of all Port employees, contractors, volunteers and the general public is paramount to successfully achieving the Port's missions and goals.

The Port will comply with all applicable Oregon Occupational Safety and Health Administration (OR-OSHA), Code of Federal Regulations (CFR), and Federal Railroad Administration (FRA) workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.

The Port has created a comprehensive safety and health program to administer required hazard specific programs (see Port Policy Manual Chapter 8: Safety and Loss Prevention).

### **B. ROLES AND RESPONSIBILITIES**

Employee Responsibility: It is the responsibility of all employees to:

- Create and maintain a safe and healthy work environment by working together in a collaborative and cooperative effort to improve and encourage safety and health on the job.
- Adhere to and follow the safety policy and associated safety programs.
- Review the safety policies at least annually, or when updates or changes to the policies have been made.
- Review and evaluate accidents and incidents and take appropriate actions to manage risk.
- Ensure mechanical and physical safeguards are in place where required or necessary.
- Actively participate in safety and health programs and activities. Provide suggestions and recommendations for establishing a safe and healthy workplace.
- Report injuries immediately to the person in charge or other responsible representative of the Port, to include, the Risk Manager, Safety Officer and Human Resources Manager.
- Operate only the equipment on which proper training and certification has been received.
- Not operate equipment while on prescribed medication without a doctor's written approval; or if under the influence of drugs or alcohol.
- Use personal protective equipment as required or necessary.
- Not remove, deface, or destroy any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other employee.
- Observe and identify conditions which could pose a hazard to employees, contractors, volunteers or to the public.

Management Responsibility: It is the responsibility of all managers and supervisors to:

- Provide all necessary resources and support to effectively implement and manage Port safety policies and programs.
- Provide the necessary training that allows employees to complete projects and tasks safely and without injury.
- Provide employees with the necessary personal protective equipment as required by each task.
- Enforce Port safety and health standards and require all employees to follow these standards as a condition of employment.
- Implement and require the use of the Port's Risk Assessment Program.

Safety Officer Responsibility: It is the responsibility of the Safety Officer to:

- Manage and provide oversight of the safety program for the organization.
- Promote a positive health and safety culture in the workplace.
- Promulgate all organizational safety policies.

Safety Manager Responsibility: It is the responsibility of the Safety Manager to:

- Monitor workplace activities to ensure employees comply with company policies and government safety regulations.
- Develop policies, conduct workplace safety inspections and accident/incident investigations, administer safety training, and ensure regulatory compliance with the federal Occupational Safety & Health Administration (OSHA).

Risk Manager Responsibility: It is the responsibility of the Risk Manager to:

- Design and implement an overall risk management process for the organization, which includes an analysis of the financial impact on the company when risks occur.
- Perform risk assessments: Analyze current risks and identify potential risks that can affect the organization.
- Perform risk evaluations: Evaluate the company's previous handling of risks and comparing potential risks with criteria set out by the company such as costs and legal requirements.
- Establish the level of risk the company are willing to take.
- Prepare risk management and insurance budgets.
- Implement health and safety measures and purchasing insurance. Conduct policy and compliance audits, which will include liaising with internal and external auditors.
- Maintain records of insurance policies and claims.

Marina and Railroad Safety Representatives Responsibility: It is the responsibility of the Marina and Railroad Safety Representatives to:

- Work with the Safety Manager to identify hazards that have an impact on worker safety and health, analyze employer safety programs, and evaluate whether adequate protections are provided to employees.
- Investigate and analyze workplace accidents, incidents, and injuries to identify contributing factors and determine violations of OR-OSHA and/or FRA standards.

C. UNSAFE CONDITIONS

It is every employee's responsibility and obligation to observe and identify conditions which could pose a hazard to employees or to the general public, and to stop work (all employees have the Stop Work Authority) when a perceived unsafe condition or act could result in an undesirable event.

No employee will be required to do a job that they consider unsafe. If an employee observes an unsafe act or condition that might result in an incident, they should immediately stop work and reassess the situation to mitigate safety hazards prior to continuing work. If safety risks or hazards cannot be mitigated onsite, employees shall contact their supervisor and brief them of the situation.

D. ACCIDENT AND INCIDENT REPORTING

Accidents and incidents involving the Port, Port property, Port employees, or Port customers must be reported in detail as soon after the occurrence as possible to their supervisor.

Employees are also encouraged to report "near misses". A near miss is an incident where no injury occurred, but under slightly different circumstances, could have involved in an injury. These incidents provide an opportunity to mitigate a hazard prior to an injury occurring.

E. EMPLOYEE INJURY REPORT

In case of an accident involving personal injury to an employee, regardless of how serious, a supervisor must be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and state laws, leading to difficulties in processing insurance and benefit claims.

An Accident/Incident Report form and a Worker's Compensation Report form must be completed and submitted as soon as possible to the Human Resources Manager, with copies to the Safety Manager. All injuries must be reported in a timely manner to avoid risk of claim denial. The Human Resources Manager will provide assistance to any employee completing an Accident/Incident Report or a Worker's Compensation Report.

The Port will investigate every lost time injury that an employee sustains from a workplace accident to determine the cause and means to prevent a reoccurrence. The Port will promptly

install any safeguards or take any corrective measure indicated or found advisable. Employees will be notified of the findings, and if necessary, provide training and/or equipment to prevent reoccurrence.

If an accident results in the death of an employee, then the supervisor shall immediately notify the Safety Manager and the Human Resources Manager, who in turn, shall immediately notify OR-OSHA and FRA (8-hour reporting requirement), State Worker's Compensation Department and the Port's insurance carrier by phone. The Human Resource Manager will then proceed to process a claim report form.

F. WORKERS' COMPENSATION INSURANCE

If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the State Workers' Compensation Law. The Port carries Workers' Compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

G. RETURN TO WORK POLICY

All requests to return to work from a work-related injury must be accompanied by a dated, written release signed by the Port's Workers' Compensation physician. This release must clearly specify whether the employee is released for their former job or if they are restricted in any way.

The Port may request a written release from the employee's doctor for non-work-related injuries that resulted in a leave of absence. This release must clearly specify whether the employee is released for their former job or if they are restricted in any way.

Light Duty: Disabled employees who are temporarily assigned light duty work as a reasonable accommodation and are unable to perform the essential duties of their regular job may be required to provide a medical evaluation after thirty (30) calendar days from their attending physician so that the Port may determine whether the employee is capable at that time of performing the essential functions of their regular job, with or without reasonable accommodation.

The Port may offer light duty accommodations only for those employees who the Port may anticipate will recover the ability to perform all the essential functions of the job with or without reasonable accommodation and within a reasonable time. If recovery becomes doubtful, the Port may discontinue the light duty assignment. No light duty assignment is intended to become permanent. A light duty assignment is not guaranteed.

## **POLICY 14.8 SAFETY AND ACCIDENTS**

### **A. SAFETY POLICY STATEMENT**

~~The Port's objective is to provide and maintain a clean, safe and healthy work environment. It is the responsibility of each employee to maintain a safe, neat work area and ensure that all working documents, desks, cabinets and equipment are secure at the close of the work shift. The Safety program includes:~~

- ~~• Continued ongoing safety education programs to reduce reportable time loss accidents;~~
- ~~• Continued workplace ergonomics;~~
- ~~• Continued monthly safety training and information seminars for all Port employees;~~
- ~~• Continued inspections of Port facilities, with specific areas for the inspections to be designated by the Safety Committee. Inspections shall include employee personal protective items;~~
- ~~• Perform drug testing at the time of hiring an employee when appropriate, and may conduct drug testing when an employee is involved in an accident; or an accident involving a major injury as defined in OR OSHA regulations; or if it results in a fatality.~~

~~Nothing is of greater concern to the Port than the safety of its employees and the public. For the employee's protection, job related injuries or illness must be reported immediately in accordance with the Port's safety and accident policy. Employees are expected to use common sense and good judgment in work habits; to follow safe work practices; and to bring any unsafe condition to the attention of a manager. Employees should:~~

- ~~• Use the safety equipment that has been provided for use;~~
- ~~• Not operate equipment while on medication without a doctor's written approval; or if drugs or alcohol are present in the body;~~
- ~~• Operate only the equipment on which they have received training;~~
- ~~• Warn co-workers and management of unsafe conditions or practices. Accept with appreciation the warning of a co-worker or manager as an expression of concern for their own well being; report dangerous or unsafe conditions observed at work; and~~
- ~~• Refrain from horseplay at all times.~~

The safety and health of all Port employees, contractors, volunteers and the general public is paramount to successfully achieving the Port's missions and goals.

The Port will comply with all applicable Oregon Occupational Safety and Health Administration (OR-OSHA), Code of Federal Regulations (CFR), and Federal Railroad Administration (FRA) workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.

The Port has created a comprehensive safety and health program to administer required hazard specific programs (see Port Policy Manual Chapter 8: Safety and Loss Prevention).

### **B. ROLES AND RESPONSIBILITIES**

~~1. Employee Responsibility: Every employee is responsible for safety as a specific job assignment. To achieve the Port's goal of providing a safe work place, everyone must be aware of safety at all times. Employees shall report immediately any unsafe or hazardous condition directly to a supervisor, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible. It is the responsibility of all employees to:~~

- ~~• Create and maintain a safe and healthy work environment by working together in a collaborative and cooperative effort to improve and encourage safety and health on the job.~~
- ~~• Adhere to and follow the safety policy and associated safety programs.~~
- ~~• Review the safety policies at least annually, or when updates or changes to the policies have been made.~~
- ~~• Review and evaluate accidents and incidents and take appropriate actions to manage risk.~~
- ~~• Ensure mechanical and physical safeguards are in place where required or necessary.~~
- ~~• Actively participate in safety and health programs and activities. Provide suggestions and recommendations for establishing a safe and healthy workplace.~~
- ~~• Report injuries immediately to the person in charge or other responsible representative of the Port, to include, the Risk Manager, Safety Officer and Human Resources Manager.~~
- ~~• Operate only the equipment on which proper training and certification has been received.~~
- ~~• Not operate equipment while on prescribed medication without a doctor's written approval; or if under the influence of drugs or alcohol.~~
- ~~• Use personal protective equipment as required or necessary.~~
- ~~• Not remove, deface, or destroy any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other employee.~~
- ~~• Observe and identify conditions which could pose a hazard to employees, contractors, volunteers or to the public.~~

~~2. Management Responsibility: Each department supervisor shall frequently review the need for implementing safety practices, policies, or procedures warranted by hazards. Each accident or "near miss" is cause for review. A copy of such policies shall be delivered to all employees. Department heads will periodically involve employees in the process. The need for periodic training shall be considered and arranged as determined by the department head. It is the responsibility of all managers and supervisors to:~~

- ~~• Provide all necessary resources and support to effectively implement and manage Port safety policies and programs.~~
- ~~• Provide the necessary training that allows employees to complete projects and tasks safely and without injury.~~

- Provide employees with the necessary personal protective equipment as required by each task.
- Enforce Port safety and health standards and require all employees to follow these standards as a condition of employment.
- Implement and require the use of the Port's Risk Assessment Program.

Safety Officer Responsibility: It is the responsibility of the Safety Officer to:

- Manage and provide oversight of the safety program for the organization.
- Promote a positive health and safety culture in the workplace.
- Promulgate all organizational safety policies.

Safety Manager Responsibility: It is the responsibility of the Safety Manager to:

- Monitor workplace activities to ensure employees comply with company policies and government safety regulations.
- Develop policies, conduct workplace safety inspections and accident/incident investigations, administer safety training, and ensure regulatory compliance with the federal Occupational Safety & Health Administration (OSHA).

Risk Manager Responsibility: It is the responsibility of the Risk Manager to:

- Design and implement an overall risk management process for the organization, which includes an analysis of the financial impact on the company when risks occur.
- Perform risk assessments: Analyze current risks and identify potential risks that can affect the organization.
- Perform risk evaluations: Evaluate the company's previous handling of risks and comparing potential risks with criteria set out by the company such as costs and legal requirements.
- Establish the level of risk the company are willing to take.
- Prepare risk management and insurance budgets.
- Implement health and safety measures and purchasing insurance. Conduct policy and compliance audits, which will include liaising with internal and external auditors.
- Maintain records of insurance policies and claims.

Marina and Railroad Safety Representatives Responsibility: It is the responsibility of the Marina and Railroad Safety Representatives to:

- Work with the Safety Manager to identify hazards that have an impact on worker safety and health, analyze employer safety programs, and evaluate whether adequate protections are provided to employees.

- Investigate and analyze workplace accidents, incidents, and injuries to identify contributing factors and determine violations of OR-OSHA and/or FRA standards.

### 3.C. - ~~Managing Unsafe Conditions.~~ UNSAFE CONDITIONS

It is every employee's responsibility and obligation to observe and identify conditions which could pose a hazard to employees or to the general public. ~~After identifying a problem, employees at the scene are expected to:~~ and to stop work (all employees have the Stop Work Authority) when a perceived unsafe condition or act could result in an undesirable event.

- ~~Obtain necessary assistance and safely eliminate the hazard;~~
- ~~Safely control the hazard by enclosure or guard;~~
- ~~Employ avoidance procedures; and~~
- ~~Use personal protective equipment as appropriate.~~
- 

No employee will be required to do a job that they consider unsafe. If an employee observes an unsafe act or condition that might result in an incident, they should immediately stop work and reassess the situation to mitigate safety hazards prior to continuing work. If safety risks or hazards cannot be mitigated onsite, employees shall contact their supervisor and brief them of the situation.

### ED. ACCIDENT AND INCIDENT REPORTING

Accidents and incidents involving the Port, Port property, Port employees, or Port customers must be reported in detail as soon after the occurrence as possible. ~~All accident reports should be submitted to their supervisor. Director of Finance and Administration.~~

Employees are also encouraged to report "near misses". A near miss is an incident where no injury occurred, but under slightly different circumstances, could have involved in an injury. These incidents provide an opportunity to mitigate a hazard prior to an injury occurring.

### DE. EMPLOYEE INJURY REPORT

In case of an accident involving personal injury to an employee, regardless of how serious, a supervisor ~~and the Director of Finance and Administration should~~ must be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and state laws, leading to difficulties in processing insurance and benefit claims.

~~Injured workers must fill out a~~ An Accident/Incident Report form and a Worker's Compensation Report form must be completed and ~~submitted~~ it as soon as possible to the Human Resources Manager, with copies to the Safety Manager. ~~Director of Finance and Administration.~~ All injuries must be reported in a timely manner to avoid risk of claim denial. The ~~Director of Finance and Administration~~ Human Resources Manager will provide ~~advice and~~ assistance to any



~~person-employee filling out~~ completing an Accident/Incident Report or a Worker's Compensation Report.

The Port will investigate every lost time injury that an employee sustains from a workplace accident to determine the cause and means to prevent a reoccurrence. The Port will promptly install any safeguards or take any corrective measure indicated or found advisable. Employees will be notified of the findings, and if necessary, provide training and/or equipment to prevent reoccurrence.

If an ~~injury-accident~~ results in the death of an employee, then the supervisor shall immediately notify the ~~Risk-Safety~~ Manager and the Human Resources Manager, who, in turn, shall immediately notify OR-OSHA and FRA (8-hour reporting requirement), the State Worker's Compensation Department and the Port's insurance carrier by phone. The ~~Director of Finance and Administration~~ Human Resource Manager will then proceed to process a claim report form.

#### ~~EF.~~ WORKERS' COMPENSATION INSURANCE

If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the State Workers' Compensation Law. The Port carries Workers' Compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

#### ~~FG.~~ RETURN TO WORK POLICY

All requests to return to work from a work-related injury must be accompanied by a dated, written release signed by the Port's Workers' Compensation physician. This release must clearly specify whether the employee is released for their former job or if they are restricted in any way.

The Port may request a written release from the employee's doctor for non-work-related injuries that resulted in a leave of absence. This release must clearly specify whether the employee is released for their former job or if they are restricted in any way.

Light Duty: Disabled employees who are temporarily assigned light duty work as a reasonable accommodation and are unable to perform the essential duties of their regular job may be required to provide a medical evaluation after thirty (30) calendar days from their attending physician so that the Port may determine whether the employee is capable at that time of performing the essential functions of their regular job, with or without reasonable accommodation.

The Port ~~may~~ offers light duty accommodations only for those employees who the ~~company-Port~~ may anticipate will recover the ability to perform all the essential functions of the job with or without reasonable accommodation and within a reasonable time. If recovery becomes doubtful, the Port may discontinue the light duty assignment. No light duty assignment is intended to become permanent. A light duty assignment is not guaranteed.

~~G. VIOLENCE IN THE WORKPLACE (MOVED TO SECTION 14.9)~~

~~The Port is absolutely committed to providing a workplace which is free of harassment, threats, intimidation, and violent acts. Each Port employee is entitled to come to work without fear of being the target of such actions; the Port has a zero tolerance policy. Such acts will not be permitted to occur. This prohibition includes verbal or physical harassment; verbal or physical threats; any menacing behavior; any actual aggressive or angry touching of a co-worker; verbal confrontations; name-calling or profanity directed against anyone personally; explosions of anger; and any other actions that cause others to feel unsafe, harassed, or threatened. This policy is in addition to the Port's harassment policy.~~

~~Other examples of behavior that will not be tolerated include, but are not limited to, continually making fun of another person; angry outbursts or threats to others which cause them to feel unsafe and intimidated; employees "ganging up" to ridicule or tease an employee who does not quite "fit in" with the rest of the group; employees refusing to train, work with, help or cooperate with another person when necessary; off the job harassment, threats, unwelcome advances or stalking of a co-worker, which causes workplace consequences; and any other conduct which causes a tense and stressful workplace filled with interpersonal conflict.~~

~~For purposes of this policy, violent behavior is defined as:~~

- ~~1. The actual or implied threat of harm to an individual, group of individuals, or associates of those individuals.~~
- ~~2. The possession of weapons of any kind, or the brandishing of any object that could reasonably be construed as a weapon, in Port facilities.~~
- ~~3. Loud, angry, or disruptive behavior ("temper tantrums"). Such outbursts are clearly not an acceptable part of the Port's work environment.~~
- ~~4. Negligent or intentional disregard for the physical safety or well being of others.~~
- ~~5. Willful destruction of the Port's or other employees' property.~~
- ~~6. Commission of any violent crime on Port property.~~
- ~~7. Any other conduct that a reasonable person would perceive as constituting actual or threatened violence.~~

~~Anyone engaging in any acts of harassment, threats, intimidation, or violence against a fellow employee will be subject to discipline, up to and including immediate termination.~~

~~This policy is not intended to take away employees' freedom of speech or to keep employees from engaging in lighthearted banter in the work place. However, there is a clear line between lighthearted kidding and banter, and subjecting a fellow employee to ridicule, threats or other action, which makes for a hostile or violent work place. It takes only a little common sense to~~

~~realize that, if an employee would be uncomfortable in a co-worker's shoes, the line has been crossed and the employee's behavior is inappropriate. Each employee should respect the other's feelings, as they would expect their own feelings to be respected.~~

~~Any employee who is subjected to, witnesses, or has knowledge of actions that could be perceived as harassment, threats, intimidation, or violence; or has reason to believe that such actions may occur, is required to report them immediately to a manager. Employees may raise concerns and make reports without fear of reprisal. Such communications will be kept confidential to the fullest extent possible under the circumstances.~~

~~The Port reserves the right to inspect, with or without notice, all Port property. The Port also reserves the right to conduct ongoing background checks on employees in compliance with applicable law and to remove any individuals from Port owned premises that present safety risks to others.~~

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

**DATE:** February 11, 2019

**PROJECT TITLE:** 2019Res07 - Port Policy Manual Section 4.3: Social Media

**ACTION REQUESTED:** Approve Resolution 2019Res07 adopting Port Policy Manual Section 4.3: Social Media

**BACKGROUND:**

The Port of Coos Bay currently manages multiple social media sites to communicate information to the public about Port projects, programs and activities.

A Social Media policy and internal process was created to set guidelines for the establishment and management of official Port of Coos Bay social media accounts by authorized Port employees and to set a general public notice terms of service.

Port's legal counsel and the appropriate Port Staff have reviewed the proposed policy before being presented to the Port Commission. The draft policy is included within the packet following this backgrounder.

**RECOMMENDED MOTION:**

Approve Resolution 2019Res07 adopting Port Policy Manual Section 4.3: Social Media.

**RESOLUTION 2019Res07**

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

**RESOLUTION ADOPTING PORT POLICY MANUAL  
CHAPTER 4: PUBLIC RECORDS SECTION 4.3: SOCIAL MEDIA**

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

**WHEREAS**, the Port of Coos Bay currently manages multiple social media sites to communicate information to the public about Port projects, programs and activities, and

**WHEREAS**, a social media policy and internal process was created to set guidelines for the establishment and management of official Port of Coos Bay social media accounts by authorized Port employees and to set a general public notice terms of service, and

**WHEREAS**, the policy has been reviewed by Port staff and the Port's legal counsel before being presented to the Port Commission.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay approves and adopts Chapter 4: Public Records Section 4.3: Social Media of the Port's Policy Manual, identified as Exhibit A, attached hereto and incorporated herein by reference.

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 19<sup>th</sup> day of February 2019.

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David Kronsteiner, President

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Eric Farm, Vice President

## **POLICY 4.3 SOCIAL MEDIA**

### **A. SOCIAL MEDIA POLICY**

Official Port social media accounts support Port goals and objectives by communicating information to the public about Port projects, programs and activities, and general public service announcements. While social media accounts facilitate interaction between Port staff and the public, they are not an official means for members of the public to communicate concerns to the Port.

### **B. USE OF OFFICIAL PORT SOCIAL MEDIA ACCOUNTS**

Official Port social media accounts shall be effectively utilized as tactical components of advancing the Port's Marketing & Communications Strategy.

Official Port social media accounts shall be used to:

- Support the Port's mission, values, image, and interests;
- Provide information or educational material;
- Support community engagement and outreach;
- Support marketing and promotional campaigns;
- Facilitate public conversation on subjects regarding the Port; and
- Assist with recruitment efforts.

Official Port social media accounts shall not be used for:

- Subjects that are irrelevant to the Port;
- Personal/individual promotion or agendas;
- Political campaigning;
- Solicitation of favors;
- Unethical or illegal activity;
- Disclosure of confidential or security-sensitive information;
- Posting of content or conduct which would violate another Port policy; or
- Any other prohibited purpose identified in this policy.

Information posted on official Port social media accounts is intended to supplement, not replace, required notices and standard methods of communication. A social media post may respond to a question or a request for information, preferably by linking to content that already exists on the Port website.

C. PUBLIC NOTICE TERMS OF SERVICE

The Oregon International Port of Coos Bay (Port) may create one or more social media sites, the purpose of which shall be to communicate information to the public about Port projects, programs and activities, and general public service announcements. Social media accounts are not an official means for members of the public to communicate concerns to the Port. Any notices or requests for Port services must be made via communication methods identified on the Port's website. No comments or posts on a Port social media site will be construed as providing notice to the Port of any claim, deficiency, dangerous condition, request, or other matter.

The Port will monitor comments posted to Port social media sites to the greatest extent possible and practicable. The Port reserves the right to remove or hide any comment that is deemed in violation of the Port's social media policy, or any applicable law, including, but not limited to, comments that are spam; incite violence; threaten or defame any person or organization; are abusive or offensive, or contain profane language or content; include sexual content or links to sexual content; violate the intellectual property rights of another party; copyright infringement; promote illegal activity; promote commercial products or services; promote discrimination on an unlawful basis; are not topically related to the original posting; or contain information that may tend to compromise the safety or security of the public or public systems.

The Port reserves the right to remove or hide articles, messages, posts, comments, images, video or other content containing any of the prohibited content described above as soon as possible. Comments posted by a member of the public on a Port social media site are the opinion of the commenter, and publication of comments does not imply endorsement of or agreement by the Port, nor do such comments necessarily reflect the opinions or policies of the Port.

All posts and comments are public record and subject to disclosure.

Social media accounts are not continuously monitored. The Port disclaims any and all responsibility or liability for any materials that the Port deems inappropriate for posting which cannot be removed in an expeditious and otherwise timely manner.

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

**DATE:** February 11, 2019

**PROJECT TITLE:** Assignment of Coos Bay Rail Line Track Miles for Tax Credit under Section 45G of the Internal Revenue Code

**ACTION REQUESTED:** Commission Approval of the Agreement to Assign Coos Bay Rail Line Track Miles for Purposes of the Tax Credit under Section 45G of the Internal Revenue Code

**BACKGROUND:**

Port staff has worked with Mickelson & Company in the past to arrange assignment of the Port's Section 45G tax credit on behalf of its 151 track miles of rail line to a third-party Class II railroad for allowable track mile maintenance tax credits. Mickelson & Company has again proposed to enter into an assignment agreement with the Port for the 2018 tax year.

The Short Line Railroad Rehabilitation and Investment Act of 2013, Section 45G of the Internal Revenue Code, created an incentive for the private sector to invest in rail infrastructure by providing a tax credit of 50 cents for every dollar a railroad spends on track improvements. The credit is based on a track mile formula and is limited to \$3,500 per mile of rail line owned, leased or assigned by Class II or Class III railroads at the end of the railroad's taxable year. Efforts to make the tax credit permanent have not yet succeeded, and the 45G tax credit had been repeatedly extended through December 31, 2017. Mickelson & Company anticipate the credit will be extended effective through December 31, 2018.

For 2018, Mickelson & Company has proposed to assign 151 track miles at a rate of \$2,100 per mile, or \$317,100 total. Mickelson & Company's fee for the 2018 assignment is covered by the current Professional Services agreement we have in place, and will be \$138 per mile, for a total fee of \$20,838. Total revenue to be realized for this assignment will be \$296,262. Funds from these assignments were typically deposited in the Port's General Fund to offset emergency repairs, overhead, and other expenses related to the Port's ownership of the rail line.

The final assignment agreement is pending legislative extension of the credit and will be reviewed by legal counsel prior to execution.

**RECOMMENDED MOTION:**

Approve an agreement to assign track miles for the purpose of receiving tax credit revenue under Section 45G of the Internal Revenue Code including signature authority for the Port Chief Executive Officer John Burns to execute the document, contingent on legislative extension for the tax credit and legal review of the final assignment agreement.



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

**DATE:**

February 11, 2019

**PROJECT TITLE:**

Appointment of FY 2019/20 Budget Officer

**ACTION REQUESTED:**

Approve the appointment of Director of Finance & Accounting Megan Richardson as the Budget Officer for the FY 2019/20 budget process

**BACKGROUND:**

Oregon Local Budget Law (ORS 294.305 through 294.565) governs the preparation of the Port's annual budget. Pursuant to ORS 294.331, the Port Commission is required to designate one person to serve as the Budget Officer, who shall prepare or be responsible for preparing the budget document under the direction of the Chief Executive Officer. The Budget Officer also presents a balanced budget to the budget committee, publishes all notices required by Local Budget Law, monitors budget expenditures during the budget year and notifies the governing body of the need to make any budget changes required after adoption.

Port staff recommends Port Director of Finance & Accounting Megan Richardson to be appointed as the Budget Officer for the fiscal year 2019/20 budget process.

**RECOMMENDED MOTION:**

Approve the appointment of Director of Finance & Accounting Megan Richardson as the Budget Officer for the FY 2019/20 budget process.

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

**DATE:**

February 11, 2019

**PROJECT TITLE:**

Chief Executive Officer Annual Performance Evaluation & Increase to Salary

**ACTION REQUESTED:**

Approve an approximate 5% increase to Chief Executive Officer John Burns' salary, retroactive to January 1, 2019.

**BACKGROUND:**

The Oregon International Port of Coos Bay Board of Commissioners met with Chief Executive Officer John Burns during Executive Session on January 22, 2019, to review the results of the Chief Executive Officer Annual Performance Evaluation. The Chief Executive Officer's 2019 Performance Evaluation Agreement is included in the packet following this background.

The Commission acknowledged Mr. Burns' great efforts and diligence in accomplishments such as becoming operator of the railroad; improvement in staff morale, effectiveness, and growth under Mr. Burns' guidance; and a successful financial audit.

Based on the Chief Executive Officer's notable performance evaluation and increased responsibilities, the Oregon International Port of Coos Bay Board of Commissioners recommends an approximate 5% increase to the Chief Executive Officer's salary, retroactive to January 1, 2019.

**RECOMMENDED MOTION:**

Approve an approximate 5% increase to Chief Executive Officer John Burns' salary, retroactive to January 1, 2019.



The Oregon International Port of Coos Bay Board of Commissioners met with Chief Executive Officer John Burns during Executive Session on January 22, 2019, to review the results of the Chief Executive Officer Annual Performance Evaluation.

Each Commissioner completed an evaluation form regarding the Chief Executive Officer's performance in the following areas:

- overall organizational performance,
- community leadership,
- administration and human resources,
- financial sustainability and mission impact, and
- relationship with the Commission.

The Chief Executive Officer was rated on a scale of 1-4, with 4 being excellent. The final average score in all areas was 3.50. Additional general comments about his performance were also provided.

The Commission acknowledged Mr. Burns' great efforts and diligence in becoming operator of the railroad; recognized improvement in staff morale, effectiveness, and growth under Mr. Burns' guidance; and commended Mr. Burns on a successful financial audit.

Over the next year, the Commission asked Mr. Burns to establish and continue positive relationships and increased communication with stakeholders.

Overall, the Commission is appreciative of Mr. Burns' leadership, can-do-attitude, and firmness, and looks forward to another successful year with Mr. Burns guiding the Oregon International Port of Coos Bay.

Based on the Chief Executive Officer's notable performance evaluation and increased responsibilities, the Oregon International Port of Coos Bay Board of Commissioners will motion at the February 19, 2019 Regular Commission Meeting to approve an approximate 5% increase to the Chief Executive Officer's salary, retroactive to January 1, 2019. The Commission will also motion to amend the Chief Executive Officer's Employment Agreement, changing annual performance reviews to quarterly performance discussions to reflect the Port's recent policy revision of replacing annual performance reviews with frequent One-on-One meetings.

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John Burns, Chief Executive Officer

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David Kronsteiner, Commission President

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

**DATE:**

February 11, 2019

**PROJECT TITLE:**

Amendment to the Chief Executive Officer's Employment Agreement

**ACTION REQUESTED:**

Amend Chief Executive Officer John Burns' Employment Agreement to replace annual performance reviews with quarterly performance discussions.

**BACKGROUND:**

At the January 2019 Port of Coos Bay Regular Commission Meeting, the Port of Coos Bay Commissioners approved Resolution 2019Res01, authorizing amendments to Port Personnel Policy, Section 14.6: Performance Discussions, replacing annual performance reviews with One-on-One meetings.

One-on-Ones are frequent (once a week), informal, documented discussions between managers and employees to review projects and workloads, prioritize projects, set goals and expectations, discuss new/important information, provide feedback on performance, and coach.

To reflect the Port's recent policy revision of replacing annual performance reviews with frequent One-on-One meetings, the Oregon International Port of Coos Bay Board of Commissioners recommends amending the Chief Executive Officer's Employment Agreement replacing annual performance reviews with quarterly performance discussions.

**RECOMMENDED MOTION:**

Amend Chief Executive Officer John Burns' Employment Agreement to replace annual performance reviews with quarterly performance discussions.

# Other

# **Informational Items**

**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

	2015		2016		2017		2018		2019	
Month	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		-
March	685	2,260.5	678	2,237.4	536	1,768.8	627	2,069.1		-
April	636	2,098.8	618	2,039.4	582	1,920.6	574	1,894.2		-
May	446	1,471.8	646	2,131.8	727	2,399.1	623	2,055.9		-
June	644	2,225.2	653	2,154.9	721	2,379.3	594	1,960.2		-
July	693	2,286.9	529	1,745.7	593	1,956.9	602	1,986.6		-
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	<b>7,341</b>	<b>24,225.30</b>	<b>7,435</b>	<b>24,535.50</b>	<b>7,173</b>	<b>23,670.90</b>	<b>6,428</b>	<b>21,212.40</b>	<b>611.00</b>	<b>2,016.30</b>

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:	611	revenue car loads =	61,100	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 97 days of injury-free as of February 6, 2019!**