



M E M O R A N D U M

TO: Interested Parties  
FROM: Brianna Hanson, Vice President  
DATE: June 11, 2024  
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 and Budget Hearing at **11:00 a.m., Tuesday, June 18, 2024**, in the Port’s Commission Chambers located at 125 W Central Avenue, Suite 230, Coos Bay, Oregon 97420, and live on YouTube.

The purpose of the hearing is to discuss with interested persons the FY 2024/25 budget as approved by the Oregon International Port of Coos Bay’s Budget Committee. Copies of the budget document may be inspected or obtained at [www.portofcoosbay.com/finances](http://www.portofcoosbay.com/finances) or by calling the Administrative office at 541-267-7678.

A supplemental budget for the current fiscal year 2023/24 will be considered at this meeting.

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

Members of the public may provide public comments in person, via Zoom, or in writing. If members of the public would like to provide public comments during the meeting via Zoom, please call the Administrative office at 541-267-7678 by 9:00 a.m. on Tuesday, June 18, 2024. Written comment will be accepted until 9:00 a.m. on Tuesday, June 18, 2024, by sending an email to [portcoos@portofcoosbay.com](mailto:portcoos@portofcoosbay.com) with the subject line ‘Public Comment’.

An **Executive Session** has also been scheduled on **Tuesday, June 18, 2024**, immediately after the Commission Meeting, as authorized under ORS 192.660(2), to:

- (a) consider the employment of a public officer, employee, staff member or individual agent;
- (d) conduct deliberations with person designated by the governing body to carry on labor negotiations;
- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (f) consider information or records that are exempt by law from public inspection; and
- (j) carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

BH/lc

**OREGON INTERNATIONAL PORT OF COOS BAY  
REGULAR COMMISSION MEETING**

**11:00 a.m., Tuesday, June 18, 2024**

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

Watch Live on YouTube: [www.youtube.com/portcoos](http://www.youtube.com/portcoos)

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- 12. NEXT MEETING DATE – Tuesday, July 16, 2024 (TBD)**
- 13. RECESS TO EXECUTIVE SESSION**
- 14. ADJOURN**

# Consent Items

**DRAFT**  
**OREGON INTERNATIONAL PORT OF COOS BAY**  
**BUDGET COMMITTEE MEETING**

**Monday, May 20, 2024, 3:00 p.m. – 5:00 p.m.**

Port of Coos Bay Commission Chambers, 125 W. Central Ave, Suite 230, Coos Bay, OR 97420

**ATTENDANCE**

**Commission:**

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

**Budget Committee:**

Maeora Mosieur; Lou Leberti; Elise Hamner; Shane McGowne; and George Wales.

**Staff:**

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Megan Richardson, Director of Finance and Accounting; Matt Friesen, Director of External Affairs; Mike Dunning, Chief Port Operations Officer; Ray Dwire, Charleston Marina Manager; Brian Early, CBRL General Manager; Mary Green, Accounting Supervisor; Thomas Morton, Procurement Specialist; and Krystal Karcher, Human Resources Generalist.

**Media & Guests:**

None Present.

**1. CALL MEETING TO ORDER**

President Farm called the meeting to order at 12:00 p.m.

**2. INTRODUCTIONS**

**3. SELECTION OF BUDGET COMMITTEE CHAIR**

Upon a motion by Lou Leberti (second by George Wales), the Budget Committee voted to appoint Eric Farm as Budget Committee Chair. (Ayes: Farm, Hanson, Stevens, and Edwards. Mosieur, Leberti, Wales, Hamner, and McGowne. Nays: None. Absent: ViksneHill.) **Motion Passed Unanimously.**

**4. RECEIVE FY 2024/25 BUDGET MESSAGE BY JOHN BURNS, CHIEF EXECUTIVE OFFICER**

John Burns stated the budget for fiscal year 2024/25 comes after the current fiscal year where conditions were not as robust as anticipated. There are numerous reasons, including the reduced number of rail car movements which reduces the money transferred from the Railroad to the Port. In

the current budget cycle, staff have looked for ways to do much more with much less. Revenue projections are down this year compared to last year. Again, due largely to the over-enthusiasm of last year's budget, which has been tempered back this year. Personnel expenses are also much lower. There are five full-time positions that are not budgeted for this year. Those roles and responsibilities will be absorbed by existing staff members. Staff will work to continue improving the infrastructure. Plans are in place to get more work done in Charleston. The maintenance team has been working to update the maintenance and repair plan and to identify and prioritize the areas most in need.

## **5. REVIEW THE PROPOSED BUDGET DOCUMENT**

### **A. Overview of the Budget Funds: General, Special Projects, Reserve, and Dredge – Megan Richardson, Director of Finance & Accounting**

Megan Richardson reviewed the proposed budget for the 2024/25 fiscal year, stating the document was revised after a budgeting error in CBRL's budget which led to adjustments in the Port's budget. The interest expense for the line of credit was reduced to account for the reduced revenue from CBRL.

The budget consists of four funds: the General Fund, the Special Projects Fund, the Reserve Fund, and the Dredge Fund. Oregon Budget Law requires that all proposed funds must balance revenues with expenditures. The General Fund is made up of five departments: Administration, Charleston Operations, External Affairs, Port Operations, and Railroad Operations. These funds will be discussed later in further detail by the department manager.

The proposed budget for the General Fund FY 2024/25 anticipates total income of \$8.1 million and gross expenses of \$8.1 million. Revenues in the General Fund are made up of fees for services (68%), property taxes (26%), and other (6%) which includes small grants and interest earned.

The Special Projects Fund includes capital and other major projects. Those are predominately funded by money from outside of the Port's General Fund revenues. In 2024/25, staff anticipates about \$75.9 million of major capital projects. These are funded by the federal BUILD grant, state grants from the Oregon Department of Transportation and Business Oregon, and other grants. This fund does not carry any fund balances.

The Reserve Fund includes money allocated for the Railroad Reserve, Asset Replacement Reserve, Dredge Reserve, Real Property Reserve, and a General Reserve. There is about \$1 million allocated to this Fund.

The Dredge Fund includes the revenue from the Oregon State Fuel Tax and dredging operations. The state fuel tax funds are used solely to support the maintenance, repair, operations, and future capital needs of the dredge. The budget includes expenses to dredge the Port of Garibaldi during the FY 2024/25 in-water-work window.

### **B. Administration – Lanelle Comstock, Chief Administrative Officer**

Lanelle Comstock stated the Administration department oversees all of the administrative functions for the Port and the Railroad. Revenues for the Administration department include anticipated property tax revenues of \$2.1 million, interest earnings, and the CCURA administration fee. Other

revenue is a pass-through of property taxes paid by Hub Building leaseholders. There is a \$50,000 grant budgeted from Business Oregon to complete the update to the Port's Strategic Business Plan. Lease revenue from the Hub Building is budgeted at full occupancy. Revenue projections also include the Southport principal note repayment.

Expenses include personnel services for 7.0 FTEs. The Administrative Assistant position is not included in the current budget and will not be filled. There are no new positions proposed for the Administration department. In previous years, Charleston administrative staff were included in this budget but have now been moved to Charleston to more accurately depict Charleston's expenses. The primary cost for materials and services include the overhead costs of maintaining the Port's administrative office, management of the Hub Building and the costs necessary to support the administrative functions. Many of the expenses decreased this year, due to redirecting funds to other departments such as Charleston office supplies and IT subscriptions. The large increase in consulting services is for a consultant for the update of the Strategic Business Plan. This large expense will be offset by the grant from Business Oregon. Capital outlay projects include maintenance to the Hub Building, including roof and window repairs, and replacement of aging HVAC systems.

Overall, the budget for the Administration department decreased from this current year's budget of \$2.1 million to FY 2024/25 at \$1.7 million.

Commissioner Hanson asked about Hub Building occupancy. Ms. Richardson stated the Port purchased the Hub Building to offset the expense of paying rent, as purchasing the building was less of a loss than renting. Commissioner Hanson asked if the other costs of ownership were factored in. Ms. Richardson confirmed. Lou Leberti asked about Hub Building prices compared to Charleston and to new construction buildings downtown. Mr. Burns stated the Port charges approximately \$1.00 per square foot while new construction prices are closer to \$3.00 per square foot. This price is consistent with other older buildings in downtown Coos Bay.

Maeora Mosieur asked what the current occupancy percentage is of the Hub Building. Ms. Comstock stated there are currently only two vacant spaces, both of which are being marketed. Mr. Burns estimated the occupancy at about 85%.

### **C. Business Development/External Affairs – Matt Friesen, Director of External Affairs**

Matt Friesen stated the External Affairs department is responsible for developing, managing, and delivering the Port's communications and messaging. This includes all media relations and serving as the primary Port contact, as well as working with lobbyists and regulatory agencies to develop policies and track legislation.

The mission of the External Affairs department is to develop an enduring, trusted relationship with the community that builds awareness, support and advocacy for the Port's mission so the economy and families can prosper. Much of the work of the External Affairs department is connected to supporting the work of others throughout the Port. There has been a concerted effort by Port staff to be more proactive with communicating information. Staff are also working to emphasize internal communications. Staff have been prioritizing community outreach and stakeholder engagement. Staff will devote time to researching and analyzing new funding opportunities.

Adjustments made to this year's budget include an increase to staff travel, due to expected travel to Salem for the long legislative session. There has been a reduction in FTEs. Last year's budget included a Content Creator position that is not budgeted for this year. Professional services was higher last year due to the website development. Legislative support is down this year, while the community affairs line item has been increased to allow for more sponsorships in the community.

Commissioner Stevens asked if there was room in the budget to increase the community affairs support. Mr. Burns stated there could be contingency in the budget that could be moved.

Commissioner Edwards asked whether the Port shares the cost for legislative support. Mr. Burns stated this is all funded by the Port, and that number has been reduced in this budget year.

#### **D. Port Operations/Asset Management – Mike Dunning, Chief Port Operations Officer**

Mike Dunning stated the mission and strategic emphasis of the Port Operations department remains unchanged with a focus on the Channel Modification Project and the Pacific Coast Intermodal Port Project. The Port Ops department provides project management for the Railroad and Charleston. This includes permitting for the Shipyard Improvement Project; although the grant has not been awarded, staff are working to move the permitting process forward. Staff continue work to develop future opportunities for Terminal One. Staff will continue to focus on safety and training programs.

The Port Ops department is budgeting revenues of about \$275,000 from property leases. Personnel services this year include 2 FTEs. This department previously included five Security personnel who have been moved to Charleston's budget. There were also two other positions in this department that have not been included in the budget.

Expenses include staff travel, operational and safety supplies, utilities and environmental mitigation, temporary contract help, legal advertising, contracting and consulting services, insurance, and repairs and maintenance to equipment, buildings, land and docks.

Interest costs are up slightly this year due to multiple projects occurring. Ms. Richardson stated the interest is budgeted as one line item on page 12 within the debt services section of the requirements. Debt service is managed internally by department but is budgeted at the fund level. The interest increased this year because more of the credit line was being used and the interest rates were higher.

#### **E. Railroad Operations – Brian Early, General Manager, Coos Bay Rail Line Inc.**

Brian Early stated the Coos Bay Rail Line, Inc. just completed their budget committee meeting immediately prior to this meeting. CBRL is budgeting for approximately 7,700 carloads this year. That is down considerably from the current year's budgeted number, which will not be realized. There are several factors that have contributed to this. There are not enough chip cars within the national system to accommodate the amount of wood chips available. One of CBRL's shippers only produces green lumber and the market for this is very volatile. Another factor is the continued geopolitical and economic conditions of the export market. Most all the logs and chips that CBRL transports are exported, and the market is constantly shifting. This year, staff have toned down the expectations to a more realistic attainable number.

The income from CBRL operations is about \$2.5 million, detailed on page 11 of the budget document. Expenses for the Railroad Operations department include an increase in insurance costs, and a decrease in professional services. Repairs and maintenance of bridges includes the on-call bridge repair contracts that allows the Port to repair bridges immediately and reduce downtime of the railroad.

Mr. Leberti asked what the number of carloads translates to in dollars. Mr. Early stated the CBRL budget is approximately \$7 million, which means about \$2.5 million is transferred to the Port. The operations revenue of \$460,343 is the money realized from CBRL to the Port. This is a gross of about \$600 per carload depending on the distance traveled. Mr. Burns further clarified that the anticipated revenue from CBRL's estimated 7,700 carloads is about \$4.6 million. That number comes from the CBRL proposed budget, which is a separate document. President Farm stated the \$2.5 million in the Port's budget for Railroad Operations revenue is the net result revenue from CBRL to the Port. Mr. Early confirmed.

#### **F. Charleston & Dredge Operations – Ray Dwire, Charleston Marina Manager**

Ray Dwire stated the Charleston Marina supports both the commercial and recreational fleet. Operational goals include increased involvement with the local community, organizations and committees. The Port is striving to be a partner within the community. Staff will work to improve existing relationships with current tenants and encourage relationships with future tenants and businesses.

There are 16 FTEs in the Charleston Marina. Some of those staff were previously budgeted in other departments but work solely in the Marina so they are now budgeted within Charleston. There is one position that was budgeted previously but will not be filled in this current budget cycle. Those funds will be redirected to more maintenance and repairs. Staff includes three in the office, eight in maintenance, and five in security. This count of FTEs does not include the support that Charleston receives from the Admin office, including finance and executive.

Projected revenues for Charleston are detailed on page 10, which includes building leases, environmental surcharges, ice sales, propane sales, annual and monthly moorages, launch ramp fees, Shipyard work areas and boat washes, and RV Park space rents. The revenue for Charleston totals about \$2.8 million. This includes a 10% rate increase for most of the services in the Marina. This excludes the work docks, which are budgeted at a 2.5% increase, and the gravel short-term area of the Shipyard will not see an increase. The paved area of the short-term area will see the 10% increase. There is no increase in the long-term work area this budget year.

Commissioner Stevens asked what rate increases new tenants will see for a new property lease or for railroad customers. Mr. Burns stated the pricing for rail customers is set by Union Pacific. Interline customers will see an increase that matches the UP increase. For property leases, the rate increase is based on the cost of living adjustments.

Mr. Dwire stated there was a question received regarding the budget estimate for the annual moorages, and what looks like a large increase from the current fiscal year budget at \$540,000 to this year's budget at \$726,185. Currently the Port is at about a 25% increase in moorage year over year. Last year's budget number was down due to the number of derelict vessels. The increase in moorages,



both annual and semi-annual, combined with the rate increase accounts for the large increase in these budget line items.

Ms. Mosieur asked about the bad debt expense and the ratio to the income, and whether that has been the same as in the past. Mr. Dwire stated the bad debt expense is expected to be less; FY 2022/23 and 2023/24 saw the impact of the insurance compliance requirements and the increased number of derelict boats abandoned. Ms. Mosieur asked whether there should be bad debt expense budgeted in other areas with tenant activity. Mr. Burns stated that historically there has not been bad debt incurred within other areas of the operation.

Ms. Mosieur asked for information behind the declining RV Park revenues and what the current park occupancy is at. Mr. Dwire stated the occupancy is low and staff have been looking to find a new niche for Charleston and what could draw people in. Ms. Mosieur asked if these efforts were built into the budget. Mr. Dwire stated staff have been looking primarily at maintenance needs including repairs to the yurts. Staff will conduct an RV Park analysis to determine where the park can improve to meet the needs of customers.

Commissioner Hanson asked if increased fees have been a factor in the declining revenue for the RV Park. Mr. Dwire stated there was a small rate increase in January. Compared to other similar marinas, Charleston is on the lower end of cost. Most places have an increased rate in the summer and many do not offer the monthly rates that Charleston does.

Elise Hamner asked about the marketing of the Marina. Mr. Dwire stated staff do work with the Coos Bay North Bend Visitors Center and staff have been doing social media posts to highlight the work begin done. Ms. Hamner asked if these marketing efforts were included in the budget. Staff confirmed that is budgeted within the External Affairs department.

Commissioner Edwards asked about the budget for pilings within the marina, excluding the Shipyard. Mr. Dwire stated piling is budgeted at \$100,000 which will get approximately three or four piling after the cost of mob/demob. Staff will be looking at the condition of all piling and hope to do a larger piling replacement project in future budget years. Commissioner Edwards stated there needs to be a 30' dock at the Ice Plant Dock with three new pilings so the dock and Ice Plant are better protected. There are more pilings needed than are included in the budget.

Commissioner Edwards asked about plans to build larger storage facilities in Charleston. Mr. Burns stated the research has been done to look at the cost of construction and what needs to be done. Staff will look to move forward with this project in the next budget cycle after more planning has been completed.

Expenses for Charleston include salary and benefits for 16 FTEs. Another large expense is utilities, including electricity. Two years ago, the rate was approximately \$0.081 per kilowatt hour. Today the rate is now \$0.01158 per kilowatt hour. That's more than a 40% increase with another rate increase of approximately 17% expected in January 2025. Anticipated electric costs for next year in Charleston are \$283,000. The docks average \$12,000 to \$14,000 per month. The Ice Plant is more than \$2,000 per month. In March, there were 10 tons of ice sold for gross sales of \$1,000 and the electric bill was over \$3,000. It costs close to \$200 per ton to make ice. Summer months tend to see higher sales and staff have looked at options to shut down in the winter, but the electric costs would still remain high during that time, so the facility remains open. The increased costs have necessitated

a 10% increase in the cost of ice. Commissioner Edwards stated the increase in cost will be devastating to fishermen. Mr. Dwire stated that he presented to the Charleston Advisory Committee recently with the costs of doing business in Charleston. For FY 2022/23 expenses for the Ice Plant totaled \$353,219 with revenues only totaling \$206,000.

Additional expenses include vehicle and vessel maintenance, buildings and land maintenance, temporary contract help for landscaping, derelict vessel disposal, insurance, small equipment and tools, and clothing reimbursement. As reported previously, there is about ten years of work for repairs and maintenance of the docks. Staff continue efforts this year with \$132,900 budgeted. This includes electrical repairs, fingers, and repairs to the docks themselves. Repairs and maintenance to equipment is budgeted at \$59,000. The line item for marina dredging include \$110,000 for the Section 107 survey and feasibility study, and \$200,000 to dredge the shoaling area at Pt. Adams with a clamshell dredge. Mr. Dunning stated the Section 107 study is about a \$600,000 project, of which the Port is responsible for a cost share of about \$280,000. The alternative analysis has been approved by the Division. There will be a 10% construction cost share to the Port for the initial dredging if the Army Corps approves this.

Ms. Hamner encouraged staff to consider increasing the marketing budget. Attracting more visitors to the RV Park will benefit the community and local businesses.

Capital outlay expenses include \$150,000 to repair the Pt. Adams building, as well as a new roof for Building 30/31 and repairs to the former Sea Basket Restaurant. Capital outlay expenses for the docks include piling and the D-dock approach.

Charleston's total budgeted expenses are \$3.3 million, with approximately \$2.8 million in projected revenue.

President Farm asked if an adjustment could be made to the External Affairs or Charleston budget to accommodate the recommendation to increase advertising for the RV Park. Mr. Burns stated an adjustment can be made to the contingency line item, moving and additional \$5,000 to advertising and \$5,000 to community affairs, both within External Affairs.

## **6. CONCLUDING COMMENTS BY JOHN BURNS, CHIEF EXECUTIVE OFFICER**

Mr. Burns stated it is unfortunate that rates need to be increased to continue providing services. Staff have tried to deliver the best possible services with limited resources. FTE counts have been reduced, expenses have been tightened in as many areas as possible, and staff continue to work diligently to establish new lines of revenue. Mr. Burns thanked the Budget Committee members and Commissioners for their time and attention.

## **7. PUBLIC/ COMMITTEE COMMENT**

There were no members of the public present to offer comments or questions. President Farm asked if any committee members had additional comments.

**8. PRESENT THE MOTIONS TO RECOMMEND THE BUDGET TO THE PORT COMMISSION FOR ADOPTION, OR SCHEDULE A FOLLOW UP MEETING**

Upon a motion by Elise Hamner (second by George Wales) the Budget Committee voted to approve imposing the Port's maximum permanent tax rate of \$0.6119 per \$1,000 taxable assessed value for fiscal year 2024/25. (Ayes: Farm, Hanson, Stevens, and Edwards. Mosieur, Leberti, Wales, Hamner, and McGowne. Nays: None. Absent: ViksneHill.) **Motion Passed Unanimously.**

Upon a motion by George Wales (second by Maera Mosieur) the Budget Committee voted to approve the proposed budget for fiscal year 2024/25, with the recommended changes to community affairs and marketing, and recommend to the Board of Commissioners for adoption. (Ayes: Farm, Hanson, Stevens, and Edwards. Mosieur, Leberti, Wales, Hamner, and McGowne. Nays: None. Absent: ViksneHill.) **Motion Passed Unanimously.**

**9. ADJOURN MEETING**

President Farm adjourned the meeting at 5:10 p.m.

**DRAFT**  
**OREGON INTERNATIONAL PORT OF COOS BAY**  
**Coos Bay, Oregon**  
**REGULAR COMMISSION MEETING**  
**11:00 a.m., Tuesday, May 21, 2024**

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

**ATTENDANCE**

**Commission:**

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

**Staff:**

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Mike Dunning, Chief Port Operations Officer; Megan Richardson, Director of Finance and Accounting; Matt Friesen, Director of External Affairs; Rick Adamek, Director of Asset Management; Brian Early, General Manager, Coos Bay Rail Line; Ray Dwire, Charleston Marina Manager; and Krystal Karcher, Human Resources Generalist.

**Media & Guests:**

Ross Williamson, Port Legal Counsel; Jimmy Burns; Anne Donnelly; Nicole Rutherford, Coos Bay City Manager; and Scott Frasier.

**1. CALL MEETING TO ORDER**

President Farm called the meeting to order at 11:01 a.m.

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

**3. PUBLIC COMMENT**

A. Jimmy Burns stated he has been a fisherman in Charlston for nearly 50 years and has three boats in Charleston. Dredging in the Charleston Shipyard is necessary for safe navigation. Mr. Burns stated he parks his boats at the end of F Dock and the condition of the dock is lopsided and very hazardous. Commissioner Edwards thanked Mr. Burns for his comments. Mr. Burns further stated that conditions in the Shipyard make it awkward to get work done and the docks are in disrepair. The current depth of the channel in the Shipyard at 10' on low tide means that larger boats won't attempt access unless at half tide or more.

B. Kari Silva

Commissioner Hanson read into record the following written comment received from Kari Silva, regarding the channel entering the Charleston Shipyard:

*Good morning, commissioners.*

*For the record, my name is Karie Silva, I am a co-owner of the fishing vessel Jeanette Marrie. An attempt was made on May 13 to re-launch our vessel back into the water. Jon, the other co-owner, was apprehensive about the re-launch. We had discussions the night before of how difficult it might be to execute a successful launch because of the lower water levels of 6.2 feet during high tide along with the deteriorated rail system. He had informed me that when Jeanette Marrie was hauled out, he had to increase the throttle or the likelihood of a successful haul out would have failed. The tide level at that time was 6.7 feet. Had he not increased the throttle, she never would have made it out of the water.*

*As I stated in my email on May 13, it is critical for the Charleston fleet to have a functional shipyard with the ability to move vessels to and from the water via rails. The rails or waves as I like to call them, must be maintained, and the waterway must be dredged.*

*I've been informed that two sections of railing have been lost due to rotting wood caused by improper structure maintenance. Furthermore, it has come to my attention that the channel adjacent to the shipyard has not been dredged in over a decade. It is imperative that owners and captains have access to a safe channel for navigating to and from the shipyard. They have the right to a channel that is clearly marked with the appropriate buoys that ensure their safety and prevent them from running aground and possibly becoming stranded on a sandbar until the next high tide. They should feel confident that the security of the rail system will safely haul their vessels out for maintenance or repairs and back into the water with ease. With great respect for the port commissioners, I consider the safety, maintenance of the rails, and secure navigation of the channel to be your responsibility. I respectfully request that the port commissioners seek funding to restore the rails' structure, add the two sections that were lost, and dredge and mark the channel.*

*As vessel owners, we work hard to maintain and preserve our vessels and keep them in excellent condition in order to assure our crew's safety. I feel it is your obligation as commissioners to guarantee that the rail system and channel are in excellent condition for the safety of the fleet.*

*Ensuring safety on our vessels has always been the main priority in the fishing industry. I feel confident that the commissioners are committed to ensure the safety of the captains and their vessels in regard to the infrastructure of the rail system and the waterways.*

*Thank you.*

C. Rex Leach

Commissioner Edwards read into record the following written comment received from Rex Leach, regarding the channel entering the Charleston Shipyard and pilings needing repair:

*I would like it to be put on record that for safety and the ability to utilize the Charleston shipyard with larger vessels we need to have the channel dredged so we can access without a high tide and have the channel marked with buoys for safer navigation. I have also requested that the pilling be repaired on my to slips in the Charleston marina. They have rotted out have been tearing up my tie up lines on a monthly basis. It's gotten bad enough where I need to put chain around the pilling to save my tie up lines. Thank you for your time.*

#### 4. CONSENT ITEMS

- A. Approval of March 19, 2024 Regular Commission Meeting Minutes
- B. Approval of March and April Invoices
- C. Approval of March and April Contracts Awarded

Upon a motion by Commissioner Hanson (second by Commissioner Edwards), the Board of Commissioners voted to approve the March 19, 2024 Regular Commission Meeting Minutes, March and April Invoices and March and April Contracts Awarded. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

#### 5. MANAGEMENT REPORTS

All Management Reports were included within the Meeting Packet.

#### 6. ACTION ITEMS/REPORTS

##### A. **Neptune's Vault Lease Agreement**

On April 8, 2024, Neptune's Vault and the Oregon International Port of Coos Bay signed a one-year Commercial Lease Agreement, for Neptune's Vault to lease Building #30, located at 63472 Pelican Road in the Charleston Marina, beginning June 1, 2024.

Building #30, which is adjacent to and connected to the Charleston Marina Maintenance Shop, is approximately 1,480 square feet and consists of a store front, warehouse, Connex refrigerator unit, and a restroom. The negotiated rate for the one-year agreement is \$1,171.35 per month with CPI increases each July 1.

Neptune's Vault also has an annual moorage agreement to use 100 feet of moorage space within the marina, and a monthly dry storage/land lease agreement to use 800 square feet of property.

Per the lease agreement, the tenant has the option to renew the lease for four additional one year terms.

Commissioner Hanson asked if the lease is gross or triple net. Ms. Comstock said the lease is triple net, as the Customer pays taxes on the property and utilities.

Upon a motion by Commissioner Edwards (second by Commissioner Hanson), the Board of Commissioners motioned to ratify the execution of a one-year lease agreement with Neptune's Vault to lease Building #30 in the Charleston Marina. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

##### B. **Date Avenue Street Vacation**

Per Oregon Revised Statutes 271.180 and 271.190, municipalities are required to seek approval from Ports and other adjoining property owners for proposed vacation of streets, alleys, and common public places within 5,000 feet of the harbor or pier head lines of the Port. Port Policy Manual Section 13.6

Street Vacations in the Cities of Coos Bay and North Bend, states anything within 1,000 feet from the harbor and pier head lines requires Port Commission approval.

The Coos Bay City Council has requested the vacation of Date Avenue east of N Front Street (highlighted in red in the image below). The vacated land would be distributed to the adjacent property owners: the southern half (30 feet) would go to 896 N. Front Street (Heidi Sause) and the northern half (30 feet) would go to 912 N. Front Street (Sause Bros Inc.). The purpose of this vacation is for private use, however per the City of Coos Bay, Oregon Statewide Planning Goal 17 and the 6th Implementation Requirement, a public access easement should be retained.



Port staff have reviewed the area of the proposed vacation and believe the street right of way vacation action will not create a negative impact on the rail or marine transportation infrastructure serving the Coos Bay harbor.

Prior to the City of Coos Bay taking any formal action on the proposed right-of-way, the Port's Board of Commissioners must approve the vacation.

Upon a motion by Commissioner Hanson (second by Commissioner ViksneHill), the Board of Commissioners motioned to approve the request for consent from the Coos Bay City Council to vacate Date Avenue east of N Front Street in Coos Bay. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

### C. Charleston Advisory Committee Appointment

The Charleston Advisory Committee was established by the Board of Commissioners of the Oregon International Port of Coos Bay on September 17, 2003 to serve in an advisory capacity to the Port Commission in developing strategies and guidelines for various projects and issues concerning the Charleston Marina Complex. The function of the Committee includes but is not limited to:

- Review of proposed projects within or affecting the Charleston Marina, RV Park and Shipyard.
- Review and monitor project progress.
- Monitor and make recommendations to the Port Commission regarding various issues. Any recommendations or proposals submitted by the Committee shall be considered in an advisory nature, and shall be given due consideration by the Port Commission for feasibility and implementation.

The term of Michael Armstrong expired in January 2024. Port Staff thanks Mr. Armstrong for nearly 20 years of service on the Committee.

In March, the Port announced the Committee vacancy and published an ad in the World Newspaper. The Port received two letters of interest to fill the vacancy. Port Staff recommends appointing John Blanchard, owner of Sharky's Charters, to the Charleston Advisory Committee. Mr. Blanchard's letter of interest was included in the meeting packet.

Commissioner Edwards said John Blanchard has increased the recreation footprint in Charleston and he is going to be a great addition to the Charleston Advisory Committee.

Commissioner Hansen asked how the Port Commission is advised by the Charleston Advisory Committee. Mr. Burns said draft minutes are published in the Commissioner's meeting packets after each meeting. Commissioner Hansen asked if a summary of the minutes could also be provided, with concerns and priorities identified. Mr. Burns confirmed.

Upon a motion by Commissioner Edwards (second by Commissioner Stevens), the Board of Commissioners motioned to appoint John Blanchard to the Charleston Advisory Committee for a three-year term expiring January 31, 2027. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

#### **D. DMA Task Order #18**

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

In April of 2024, the Oregon Governor signed House Bill 5201, which revised language to the allowable use of lottery bond funds set in place by section 15, chapter 746, of Oregon Laws 2007. This change in language allows funds to be used for the design, engineering, permitting, and land acquisition efforts related to the Pacific Coast Intermodal Port. As such, the scope of services for the prime contractor, DMA, is being expanded in Task Order #18 to include work associated with environmental baseline studies, permitting, and consultation with engineers to inform NEPA and permitting work.

Task Order DMA #18 in the amount of \$16,722,100 describes the tasks to be undertaken during FY 2024/25, along with projected costs including work on the project's Environmental Impact Statement, environmental baselines studies for the terminal and rail improvements, and permitting.

Funding for this Task Order will be provided by state grant funds, future Federal grant awards, and private partner funds. Funding received from these three sources will ultimately determine the level of expenditure under Task Order #18.

Recommended motion is to authorize Commission President Eric Farm to execute Task Order DMA #18 for professional services related to the Coos Bay Channel Modification Project and Pacific Coast Intermodal Port in an amount not to exceed \$16,722,100 for work to be performed on the project during FY 2024/25.

Commissioner Hanson stated more information is needed prior to moving forward. President Farm called for a motion on the action request. **Action item failed due to lack of motion.**



## **E. Rail Engineering Service Agreement**

As part of the Permitting/NEPA process associated with the Pacific Coast Intermodal Project, each element of the project will need to meet prescribed levels of design and engineering. Port staff have engaged RailPros, Inc to conduct this level of design work to aid in the advancement of the project.

RailPros conducted the preliminary design of the rail infrastructure that will be needed to accommodate the level of projected rail traffic to support PCIP. While the contract price of \$247,049 is within the authority of the Port CEO, it is an unbudgeted item and therefore must be brought before the Local Contracting Board for approval. This work will also be used in support of various funding applications such as CRISI, RRIF, and INFRA.

Funding source for this contract is State of Oregon, Channel Deepening and PCIP Permitting, Engineering Planning funding. Commissioner Stevens asked where this contract appears in the budget. Mr. Burns stated it is budgeted within the Special Projects Fund.

Upon a motion by Commissioner Hanson (second by Commissioner ViksneHill), the Board of Commissioners motioned to approve the execution of a professional service agreement between the Oregon International Port of Coos Bay and RailPros, Inc. for 10% design of the Coos Bay Rail Line to support the PCIP Project. **Motion Passed Unanimously.** (Ayes: Farm, Hanson, ViksneHill, Stevens, and Edwards. Nays: None).

## **7. OTHER**

## **8. COMMISSION COMMENTS**

Commissioner Edwards asked for an update on the progress staff has made with the additional work in the Shipyard. The Commission had voted 3-2 to move forward with the connection of docks 1 and 2 for the ConnectOregon application, with a motion to direct Port staff to come up with additional funding and a plan for connecting docks 2 and 3. Mr. Burns stated staff continue work to identify funding sources and also to look at additional engineering work needed for the project. Mr. Burns stated staff are also working to ensure that funding is secured for the first phase of the project.

## **9. NEXT MEETING DATE – Tuesday, June 18, 2024, 11:00 a.m.**

## **10. ADJOURN**

President Farm adjourned the meeting at 11:34 a.m. and entered into Executive Session to:

- (d) conduct deliberations with person designated by the governing body to carry on labor negotiations;
- (e) conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- (f) consider information or records that are exempt by law from public inspection;

- (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:** Mary Green, Accounting Clerk  
**Date:** June 11, 2024  
**Subject:** Invoices Paid for Commission Approval through May, 2024

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A/P checks issued per NetSuite financial system	516,928.73
Payroll disbursement per Umpqua Bank statement	153,947.49
Misc electronic disbursements per Umpqua Bank statement	4,365,328.12
<b>Total Disbursements</b>	<b><u>\$ 5,036,204.34</u></b>



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Megan Richardson, Director of Finance and Accounting

DATE: June 11, 2024

SUBJECT: May 2024 Contracts Awarded

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

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

<b>Contract</b>	<b>Description</b>	<b>Cost</b>
Corps of Engineers	Channel Deepening Project – Task Order #3	\$400,000.00
West Coast Contractors	Vaughn Viaduct Rehabilitation CO #2	\$207,761.00
<b>Total Contracts Awarded for May:</b>		<b>\$607,761.00</b>

# **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: June 11, 2024  
SUBJECT: Administrative Services Management Report

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**Upcoming Scheduled Meetings and Events:**

- CBRL Budget Hearing & Regular Board Meeting: Tuesday, June 18, 10:30 am
- June Port Budget Hearing & Regular Commission Meeting: Tuesday, June 18, 11:00 am
- Juneteenth (Offices Closed): Wednesday, June 19
- Independence Day (Offices Closed): Thursday, July 4
- July Regular Commission Meeting: Tuesday, July 16, 11:00 am
- Charleston Advisory Committee Meeting: Wednesday, July 17, noon

**ADMINISTRATION**

**JoyRails:** The rail bikes that operate on the Coos Bay rail line near Coquille, previously known as Oregon Coast Rail Riders, is now owned and operated by JoyRails. JoyRails is currently open for the season, operating Thursday through Monday, departing from Sturdivant Park in Coquille. The four seater rail bike adventure is a 13 mile round trip ride through the Coquille valley on the railroad and lasts about two hours. Reservations may be made online at <https://joyrails.com>

**REPOST - Charleston Advisory Committee Meeting:** The Charleston Advisory Committee met on Wednesday, May 8 to discuss the proposed budget for the Charleston Marina, current projects in the Charleston Marina and maintenance needs. A recurring hot topic of the Committee is the maintenance of Troller Road leading into the Charleston Shipyard. The maintenance of Troller Rd. has been deferred by the County for many years, requiring adjacent property owners to invest extensive money and time into making repairs. The Committee is requesting the assistance of the Commission in determining a solution with the County to improve this road. Draft minutes, and a summary of these minutes, are included in this Commission packet. The Charleston Advisory Committee meetings are currently scheduled quarterly (Jan, Apr, July, Oct) on the third Wednesday of the month at noon in the Charleston RV Park Rec Room. Commissioner presence is always welcome and encouraged.

**HUMAN RESOURCES**

**Recruitment - Charleston Marina RV Park Camp Host:** The Port of Coos Bay is looking for a volunteer Camp Host to reside at the Charleston Marina RV Park and provide hosting services. The RV Park Camp Host will accommodate the needs of guests in the RV Park, provide essential care of the park, and will be the primary point of contact after hours and on weekends for RV Park guests. The RV Park Camp Host will provide hosting services for a minimum of 20 hours

per week, which will include evenings, weekends, and holidays. Additional information can be found on the Port’s website at <https://www.portofcoosbay.com/rv-park-camp-host>

## **LEASE MANAGEMENT**

**Building Leases:** Two lease spaces (one in the Charleston Marina and one in the Hub Building) are in the pre-rental process with both leases expected to be finalized for a July 1 rental.

Below is a listing of leasable Port property and the status of each space.

<b>Property Address</b>	<b>Sq. Ft.</b>	<b>Tenant Name</b>	<b>Lease End Date</b>
<b>HUB:</b>			
101 Central Ave	1,822	H&R Block, Wombly Tax Svc.	4/30/2026
125 Central Ave. Ste. 250	650	Info4HR, Mike & Deborah Will	Monthly
125 Central Ave. Ste. 380	1,140	Vacant (Actively Marketed)	
125 Central Ave. Ste. 400	3,122	Waste Connections of Oregon, Inc.	8/31/2024
145 Central Ave. (A)	193	Shoji Planning / Crystal Shoji	7/31/2024
145 Central Ave. (D)	764	Bay Area Chamber of Commerce	7/31/2024
145 S. Broadway	1,421	Wild Coast Running Company	10/31/2024
147 S. Broadway	2,366	Vacant (Actively Marketed)	
<b>Charleston:</b>			
Bldg. # 6 & 7	2095	Monkey Business / Jon McUne	3/31/2025
Bldg. # 8 (Basin Tackle)	1995	Vacant (Under Maintenance)	
Bldg. # 9, 10, 11 (Sea Basket)	3820	Vacant (Under Maintenance)	
Dock # 13	-	Oregon Seafoods	12/31/2026
Dock # 15	2875	Long Fisheries	4/30/2025
Bldg. # 19	1170	Charleston Fishing Families	Monthly
Bldg. # 20	440	Sharky's Charters	Monthly
Bldg. # 21	313.5	Oregon Trawl Foundation	Monthly
Bldg. # 30	1480	Neptune’s Vault	06/01/2025
Bldg. # 32 (Office Space)	320	Vacant	
Bldg. # 33	646	Charleston Post Office	Monthly
Bldg. # 35	939	Betty Kay Fishing	Monthly
Dock # 36	4200	Bandon Pacific	11/30/2029
Dock # 37	-	Russel Marine	Renewal in negotiations
Bldg. # 38 (Point Adams)	10,000	Vacant (Under Maintenance)	
Bldg. # 41	1,296	Sharky's Charters	3/8/2025
<b>Terminal One:</b>			
Office	3,040	Vacant	



M E M O R A N D U M

TO: John Burns, Chief Executive Officer  
FROM: Megan Richardson, Director of Finance  
DATE: June 11, 2024  
SUBJECT: Accounting & Finance Management Report

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We hereby present April and April Year-to-Date (10 months) of financial results for the Port.

**Operating Revenue:**

Total operating revenues were \$282K, which was \$150K less than the budget. All departments reported revenues that fell short of budget. In the Admin department we have had vacant space in the Hub building for the last several months. Port Ops' revenue shortfall was due to a budgeting error. They had an annual lease that was incorrectly calculated as a monthly lease, which overstated the budgeted revenue for the year. Rail Ops fell short this month due to lower rail car movements which affects the surcharges received and the management fee billed to CBRL. Rail had 456 total car movements for April compared to a budget projection of 1,400 cars. Charleston's losses were due to vacant commercial property in the Marina, lower tenancy in the RV Park, and lower than projected ice sales.

**Operating Expense:**

Operating expenses totaled \$490K, which was \$47K less than the budget. All departments, except Rail Ops, underspent their budgets this month. The overspending in the Rail Ops department was for bridge repairs.

**Operating Result:**

The Port ended April with a net loss of \$208K against a planned net loss of \$105K, which is a greater loss than planned by \$103K. All departments performed better than planned except for Rail Ops. The unfavorable operating result is due to lower than projected revenues and greater expenses.

**Other Income & Expense:**

Other revenues totaled \$90K, which is greater than the budget by \$62K. This increase is due to the repayment of the temporary loan provided to CBRL. Other Expenses are overspent by \$7K. This overspending is due to the expense of the temporary loan provided to CBRL. The Revenue and Expense of this temporary loan have a net zero effect to the Port.

**Net Result & Year to Date:**

April had a net loss of \$188K compared to a budgeted net loss of \$140K resulting in a \$48K negative variance. This greater loss, combined with the year-to-date losses, put the Port at net loss of \$1.78 Million for the fiscal year. This variance underscores the importance of achieving a strong topline, in addition to managing operating expenses well.



**Other Comments:**

May Total Cash Balance	Unrestricted OIPCB Funds	Total Restricted	Restricted Detail		
			Project Crafty	State Dredge Funds	IFA Channel Mod
5,182,430.53	674,543.25	4,507,887.28	4,798.94	381,425.45	4,121,662.89

The total cash balances in all bank accounts for the May month end were \$5,182,430.53 which is a decrease from April of \$1.7 million. Restricted funds are detailed in the table above. Total interest earnings totaled \$11,333.34 with \$0 of that interest earned on unrestricted funds. Interest earned on restricted funds goes to the restricted fund balance and interest earned on the unrestricted funds is earned by the General Fund. No interest was earned in the money market account because the balance has been managed to meet the required minimum for banking fees and cashflow needs. The Local Government Investment Pool (LGIP) interest rate remained at 5.20% pa. This is an increase in the pool interest rate of 1.09% since the beginning of the fiscal year.

Financial Report - Actual vs. Budget - General Fund  
For Period Ending Apr 2024



	Current Period				Same Month Last Year			Year to Date				Year End					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Jul 2023 - Jun 2024					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
Administration	11,592	17,524	(5,931)	(34%)	11,076	516	5%	111,430	175,237	(63,807)	(36%)	129,303	(17,873)	(14%)	146,477	210,284	(30%)
External Affairs	10,000	10,029	(29)	0%	15,000	(5,000)	(33%)	100,139	100,292	(153)	(0%)	150,149	(50,010)	(33%)	120,197	120,350	(0%)
Port Operations	23,504	37,884	(14,380)	(38%)	28,234	(4,730)	(17%)	256,323	400,986	(144,663)	(36%)	227,142	29,181	13%	336,945	481,609	(30%)
Railroad Operations	69,894	139,645	(69,751)	(50%)	64,868	5,027	8%	780,965	1,519,435	(738,469)	(49%)	873,728	(92,763)	(11%)	2,104,072	2,842,542	(26%)
<b>Charleston Operations</b>																	
Building & Dock Leases	16,238	27,201	(10,963)	(40%)	26,033	(9,795)	(38%)	223,893	272,014	(48,121)	(18%)	259,957	(36,064)	(14%)	278,296	326,416	(15%)
Marina	98,733	108,825	(10,091)	(9%)	100,409	(1,676)	(2%)	893,923	860,482	33,441	4%	849,429	44,495	5%	1,181,316	1,147,875	3%
Shipyard	30,742	20,506	10,236	50%	20,380	10,362	51%	260,956	205,062	55,895	27%	228,324	32,632	14%	301,968	246,074	23%
RV Park	14,766	15,107	(341)	(2%)	12,692	2,073	16%	316,169	404,786	(88,617)	(22%)	345,618	(29,449)	(9%)	398,083	486,700	(18%)
Ice Plant	13,608	21,600	(7,992)	(37%)	17,017	(3,409)	(20%)	140,237	245,700	(105,463)	(43%)	187,373	(47,136)	(25%)	164,537	270,000	(39%)
Travel Lift	3,618	4,850	(1,232)	(25%)	5,759	(2,141)	(37%)	32,975	35,890	(2,915)	(8%)	40,528	(7,553)	(19%)	45,585	48,500	(6%)
Other	(10,584)	28,667	(39,250)	(137%)	1,098	(11,681)	(1064%)	(82,683)	44,417	(127,100)	(286%)	46,287	(128,970)	(279%)	(106,100)	21,000	(605%)
<b>Total Charleston Operations</b>	167,121	226,756	(59,634)	(26%)	183,388	(16,266)	(9%)	1,785,470	2,068,350	(282,880)	(14%)	1,957,515	(172,045)	(9%)	2,263,685	2,546,565	(11%)
<b>Total Operating Income</b>	<b>282,112</b>	<b>431,838</b>	<b>(149,725)</b>	<b>(35%)</b>	<b>302,566</b>	<b>(20,454)</b>	<b>(7%)</b>	<b>3,034,327</b>	<b>4,264,299</b>	<b>(1,229,973)</b>	<b>(29%)</b>	<b>3,337,837</b>	<b>(303,510)</b>	<b>(9%)</b>	<b>4,971,377</b>	<b>6,201,350</b>	<b>(20%)</b>
<b>Operating Expenses</b>																	
Administration	136,413	161,654	25,241	16%	126,381	(10,031)	(8%)	1,563,103	1,714,996	151,893	9%	1,387,058	(176,046)	(13%)	2,065,467	2,217,360	7%
External Affairs	35,418	46,919	11,501	25%	41,299	5,881	14%	358,263	487,004	128,741	26%	363,334	5,070	(1%)	452,102	580,843	(22%)
Port Operations	65,335	88,400	23,065	26%	69,399	4,063	6%	782,644	953,624	170,980	18%	728,783	(53,861)	7%	959,444	1,130,424	(15%)
Railroad Operations	119,630	36,600	(83,030)	(227%)	157,450	37,820	24%	998,325	366,000	(632,325)	(173%)	1,251,763	253,438	(20%)	1,071,525	439,200	144%
Charleston Operations	133,087	203,130	70,043	34%	129,320	(3,767)	(3%)	1,671,114	2,048,257	377,143	18%	1,639,837	(31,277)	2%	2,067,946	2,445,089	(15%)
<b>Total Expenses</b>	<b>489,883</b>	<b>536,704</b>	<b>46,821</b>	<b>9%</b>	<b>523,849</b>	<b>33,966</b>	<b>6%</b>	<b>5,373,450</b>	<b>5,569,882</b>	<b>196,432</b>	<b>4%</b>	<b>5,370,775</b>	<b>(2,675)</b>	<b>(0%)</b>	<b>6,616,485</b>	<b>6,812,917</b>	<b>3%</b>
<b>Operating Results</b>																	
Administration	(124,820)	(144,130)	19,310	(13%)	(115,305)	(9,515)	8%	(1,451,673)	(1,539,759)	88,086	(6%)	(1,257,755)	(193,918)	15%	(1,918,990)	(2,007,076)	(4%)
External Affairs	(25,418)	(36,890)	11,472	(31%)	(26,299)	881	(3%)	(258,124)	(386,713)	128,588	(33%)	(213,185)	(44,940)	21%	(331,905)	(460,493)	(28%)
Port Operations	(41,831)	(50,516)	8,685	(17%)	(41,164)	(667)	2%	(526,321)	(552,638)	26,317	(5%)	(501,641)	(24,680)	5%	(622,498)	(648,815)	(4%)
Railroad Operations	(49,735)	103,045	(152,780)	(148%)	(92,582)	42,847	(46%)	(217,360)	1,153,435	(1,370,795)	(119%)	(378,035)	160,675	(43%)	1,032,547	2,403,342	(57%)
Charleston Operations	34,034	23,625	10,409	44%	54,068	(20,034)	(37%)	114,356	20,093	94,263	469%	317,678	(203,323)	(64%)	195,739	101,476	93%
<b>Totals Operating Results</b>	<b>(207,771)</b>	<b>(104,866)</b>	<b>(102,904)</b>	<b>98%</b>	<b>(221,282)</b>	<b>13,512</b>	<b>(6%)</b>	<b>(2,339,123)</b>	<b>(1,305,582)</b>	<b>(1,033,541)</b>	<b>79%</b>	<b>(2,032,938)</b>	<b>(306,185)</b>	<b>15%</b>	<b>(1,645,108)</b>	<b>(611,567)</b>	<b>169%</b>
Tax Collected	12,608	14,097	(1,489)	(11%)	16,084	(3,475)	(22%)	2,326,547	2,802,925	(476,378)	(17%)	2,650,729	(324,183)	(12%)	2,373,537	2,849,915	(17%)
Financial Income	11,097	13,207	(2,110)	(16%)	14,051	(2,954)	(21%)	110,662	132,073	(21,411)	(16%)	142,043	(31,381)	(22%)	137,076	158,487	(14%)
Grant Income	0	0	0	-	0	0	-	10,300	25,000	(14,700)	(59%)	69,282	(58,982)	(85%)	10,300	25,000	(59%)
Loan Receipts	-	0	0	-	0	0	-	0	80,000	(80,000)	(100%)	0	0	-	0	80,000	(100%)
Other Income	66,040	0	66,040	-	88,515	(22,475)	(25%)	488,874	0	488,874	-	235,307	253,567	108%	488,874	0	-
<b>Total Other Income</b>	<b>89,745</b>	<b>27,304</b>	<b>62,441</b>	<b>229%</b>	<b>118,650</b>	<b>(28,905)</b>	<b>(24%)</b>	<b>2,936,382</b>	<b>3,039,998</b>	<b>(103,616)</b>	<b>(3%)</b>	<b>3,097,361</b>	<b>(160,979)</b>	<b>(5%)</b>	<b>3,009,787</b>	<b>3,113,402</b>	<b>(3%)</b>
Financial Expenses & Taxes	2,120	3,835	1,715	(45%)	116,802	114,682	(98%)	148,235	73,529	(74,706)	102%	193,743	45,508	(23%)	157,856	83,150	(90%)
Debt Service	1,910	4,998	3,088	(62%)	1,910	0	0%	1,208,400	1,012,926	(195,474)	19%	958,204	(250,195)	26%	1,467,160	1,271,686	(15%)
Capital Outlays	0	53,917	53,917	(100%)	7,997	7,997	(100%)	700,657	1,039,167	338,510	(33%)	90,381	(610,276)	675%	808,490	1,147,000	30%
Interfund Transfers	66,040	0	(66,040)	-	0	(66,040)	-	322,740	0	(322,740)	-	0	(322,740)	-	322,740	0	-
<b>Total Other Expenses</b>	<b>70,070</b>	<b>62,749</b>	<b>(7,321)</b>	<b>12%</b>	<b>126,709</b>	<b>56,639</b>	<b>(45%)</b>	<b>2,380,031</b>	<b>2,125,621</b>	<b>(254,410)</b>	<b>12%</b>	<b>1,242,328</b>	<b>(1,137,703)</b>	<b>92%</b>	<b>2,756,245</b>	<b>2,501,836</b>	<b>10%</b>
<b>Net Result</b>	<b>(188,096)</b>	<b>(140,311)</b>	<b>(47,784)</b>	<b>(34%)</b>	<b>(229,342)</b>	<b>41,246</b>	<b>(18%)</b>	<b>(1,782,772)</b>	<b>(391,206)</b>	<b>(1,391,566)</b>	<b>(356%)</b>	<b>(177,905)</b>	<b>(1,604,867)</b>	<b>(902%)</b>	<b>(1,391,566)</b>	<b>0</b>	<b>(139156605000%)</b>

Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

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					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	10,342	16,274	(5,931)	-36%	10,076	266	3%	98,905	162,737	(63,832)	-39%	118,583	(19,678)	-17%	131,452	195,284	-33%
4245 CCURA	1,250	1,250	0	0%	1,000	250	25%	12,500	12,500	0	0%	10,000	2,500	25%	15,000	15,000	0%
4290 Other	0	0	0	-	0	0	-	25	0	25	-	720	(695)	-97%	25	0	-
<b>Total Operating Income</b>	<b>11,592</b>	<b>17,524</b>	<b>(5,931)</b>	<b>-34%</b>	<b>11,076</b>	<b>516</b>	<b>5%</b>	<b>111,430</b>	<b>175,237</b>	<b>(63,807)</b>	<b>-36%</b>	<b>129,303</b>	<b>(17,873)</b>	<b>-14%</b>	<b>146,477</b>	<b>210,284</b>	<b>-30%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	65,906	71,814	5,908	8%	60,284	(5,623)	-9%	729,390	790,237	60,847	8%	637,487	(91,903)	-14%	873,019	933,866	7%
5010 Other compensation	0	663	663	100%	0	0	-	0	7,294	7,294	100%	0	0	-	1,326	8,619	85%
5015 Overtime	0	0	0	-	0	0	-	47	0	(47)	-	13	(35)	-271%	47	0	-
5050 Merit Pool	0	0	0	-	0	0	-	0	0	0	-	0	0	-	20,000	20,000	0%
<b>Total Compensation</b>	<b>65,906</b>	<b>72,477</b>	<b>6,571</b>	<b>9%</b>	<b>60,284</b>	<b>(5,623)</b>	<b>-9%</b>	<b>729,437</b>	<b>797,531</b>	<b>68,093</b>	<b>9%</b>	<b>637,500</b>	<b>(91,938)</b>	<b>-14%</b>	<b>894,392</b>	<b>962,485</b>	<b>7%</b>
5100 Federal Payroll taxes	4,891	5,178	288	6%	4,503	(387)	-9%	48,780	56,981	8,201	14%	41,808	(6,972)	-17%	59,137	67,337	12%
5105 State Payroll taxes	256	0	(256)	-	228	(28)	-12%	2,369	0	(2,369)	-	1,146	(1,222)	-107%	2,369	0	-
5110 Unemployment Insurance	1,293	1,354	61	4%	1,097	(196)	-18%	11,578	14,897	3,319	22%	9,707	(1,870)	-19%	14,285	17,604	19%
5115 Workers compensation	230	283	53	19%	233	3	1%	1,748	3,114	1,367	44%	1,744	(4)	0%	2,314	3,680	37%
<b>Total Payroll Taxes</b>	<b>6,669</b>	<b>6,815</b>	<b>146</b>	<b>2%</b>	<b>6,061</b>	<b>(609)</b>	<b>-10%</b>	<b>64,474</b>	<b>74,991</b>	<b>10,517</b>	<b>14%</b>	<b>54,406</b>	<b>(10,068)</b>	<b>-19%</b>	<b>78,104</b>	<b>88,621</b>	<b>12%</b>
5200 Medical insurance	11,367	14,789	3,422	23%	8,621	(2,746)	-32%	119,177	147,888	28,711	19%	85,106	(34,072)	-40%	148,755	177,466	16%
5205 Dental insurance	998	1,341	343	26%	1,086	88	8%	10,056	13,409	3,353	25%	10,594	538	5%	12,737	16,091	21%
5215 Term life insurance	108	138	29	21%	108	0	0%	1,163	1,375	212	15%	1,069	(94)	-9%	1,438	1,650	13%
5220 Long Term Disability insurance	385	438	53	12%	354	(31)	-9%	3,984	4,820	837	17%	3,521	(463)	-13%	4,860	5,697	15%
5225 PERS Employer Contributions	14,647	15,907	1,259	8%	12,801	(1,846)	-14%	151,512	175,034	23,522	13%	124,511	(27,002)	-22%	183,326	206,847	11%
5230 PERS Employee Contributions	3,904	4,246	342	8%	3,576	(328)	-9%	39,977	46,720	6,743	14%	34,721	(5,255)	-15%	48,468	55,212	12%
5295 Allocations	0	(165)	(165)	100%	0	0	-	0	(1,813)	(1,813)	100%	0	0	-	(330)	(2,143)	85%
<b>Total Insured Benefits</b>	<b>31,409</b>	<b>36,693</b>	<b>5,284</b>	<b>14%</b>	<b>26,546</b>	<b>(4,863)</b>	<b>-18%</b>	<b>325,869</b>	<b>387,434</b>	<b>61,565</b>	<b>16%</b>	<b>259,521</b>	<b>(66,348)</b>	<b>-26%</b>	<b>399,254</b>	<b>460,819</b>	<b>13%</b>
<b>Total Personnel Services</b>	<b>103,985</b>	<b>115,985</b>	<b>12,000</b>	<b>10%</b>	<b>92,890</b>	<b>(11,094)</b>	<b>-12%</b>	<b>1,119,780</b>	<b>1,259,956</b>	<b>140,176</b>	<b>11%</b>	<b>951,427</b>	<b>(168,354)</b>	<b>-18%</b>	<b>1,371,750</b>	<b>1,511,926</b>	<b>9%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	450	1,340	890	66%	375	(75)	-20%	13,932	13,396	(537)	-4%	9,550	(4,382)	-46%	16,612	16,075	-3%
6010 Educational reimbursement	0	83	83	100%	0	0	-	1,104	833	(271)	-32%	1,187	83	7%	1,271	1,000	-27%
<b>Total Staff Training</b>	<b>450</b>	<b>1,423</b>	<b>973</b>	<b>68%</b>	<b>375</b>	<b>(75)</b>	<b>-20%</b>	<b>15,036</b>	<b>14,229</b>	<b>(807)</b>	<b>-6%</b>	<b>10,737</b>	<b>(4,299)</b>	<b>-40%</b>	<b>17,882</b>	<b>17,075</b>	<b>-5%</b>
6020 Travel - airfare	0	83	83	100%	0	0	-	0	833	833	100%	3,964	3,964	100%	167	1,000	83%
6025 Travel - lodging & transportation	0	167	167	100%	5	5	100%	1,644	1,667	23	1%	1,374	(270)	-20%	1,977	2,000	1%
6030 Travel - Per Diem & mileage reimbursement	0	250	250	100%	842	842	100%	1,195	2,500	1,305	52%	1,428	233	16%	1,695	3,000	43%
6035 Meals & Entertainment	0	146	146	100%	327	327	100%	1,422	1,458	37	3%	1,778	356	20%	1,713	1,750	2%
<b>Total Travel &amp; Entertainment</b>	<b>0</b>	<b>646</b>	<b>646</b>	<b>100%</b>	<b>1,174</b>	<b>1,174</b>	<b>100%</b>	<b>4,260</b>	<b>6,458</b>	<b>2,198</b>	<b>34%</b>	<b>8,544</b>	<b>4,283</b>	<b>50%</b>	<b>5,552</b>	<b>7,750</b>	<b>28%</b>

Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

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					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6050 Office supplies	462	779	317	41%	357	(105)	-29%	6,422	7,792	1,370	18%	8,107	1,685	21%	7,980	9,350	15%
6055 Kitchen supplies	19	279	260	93%	142	123	87%	1,504	2,790	1,286	46%	1,523	19	1%	2,062	3,348	38%
6060 IT supplies	0	1,000	1,000	100%	945	945	100%	3,109	10,000	6,891	69%	11,952	8,843	74%	5,109	12,000	57%
6070 Postage & courier services	0	333	333	100%	371	371	100%	2,402	3,333	932	28%	3,260	858	26%	3,069	4,000	23%
6085 Office equipment lease	0	154	154	100%	0	0	-	1,385	1,539	154	10%	1,531	146	10%	1,693	1,847	8%
6087 Office equipment repairs & maintenance	149	375	226	60%	200	51	25%	2,174	3,750	1,576	42%	2,412	238	10%	2,924	4,500	35%
6090 IT SW subscriptions & licenses	16,676	13,764	(2,912)	-21%	13,405	(3,272)	-24%	170,699	137,639	(33,060)	-24%	129,383	(41,316)	-32%	198,227	165,167	-20%
6095 Commission expenses	0	640	640	100%	0	0	-	378	6,400	6,022	94%	3,004	2,626	87%	1,658	7,680	78%
<b>Total Office Expense</b>	<b>17,306</b>	<b>17,324</b>	<b>18</b>	<b>0%</b>	<b>15,420</b>	<b>(1,886)</b>	<b>-12%</b>	<b>188,072</b>	<b>173,243</b>	<b>(14,829)</b>	<b>-9%</b>	<b>161,172</b>	<b>(26,900)</b>	<b>-17%</b>	<b>222,721</b>	<b>207,892</b>	<b>-7%</b>
6100 Telephone - landline	458	460	2	1%	733	275	38%	4,495	4,600	105	2%	4,954	459	9%	5,415	5,520	2%
6105 Telephone - mobile	733	625	(108)	-17%	1,692	959	57%	8,033	6,250	(1,783)	-29%	5,692	(2,341)	-41%	9,283	7,500	-24%
6110 Internet services	633	637	4	1%	619	(14)	-2%	6,284	6,367	83	1%	6,157	(126)	-2%	7,557	7,640	1%
6130 Electricity	1,225	1,410	185	13%	1,572	347	22%	11,516	12,249	733	6%	11,842	326	3%	13,667	14,400	5%
6135 Water/Sewer	233	250	17	7%	212	(21)	-10%	2,222	2,500	278	11%	2,030	(192)	-9%	2,722	3,000	9%
6140 Garbage/Sanitation Collection	0	300	300	100%	311	311	100%	2,778	3,000	222	7%	2,831	53	2%	3,378	3,600	6%
<b>Total Utilities</b>	<b>3,282</b>	<b>3,682</b>	<b>400</b>	<b>11%</b>	<b>5,139</b>	<b>1,857</b>	<b>36%</b>	<b>35,328</b>	<b>34,966</b>	<b>(362)</b>	<b>-1%</b>	<b>33,507</b>	<b>(1,821)</b>	<b>-5%</b>	<b>42,022</b>	<b>41,660</b>	<b>-1%</b>
6205 Janitorial services	882	857	(25)	-3%	1,324	442	33%	8,568	8,567	(1)	0%	13,905	5,337	38%	10,281	10,280	0%
6215 Payroll services	642	703	60	9%	711	69	10%	6,757	7,025	268	4%	7,454	698	9%	8,162	8,430	3%
6245 Legal advertising	0	167	167	100%	0	0	-	14	1,667	1,653	99%	170	156	92%	347	2,000	83%
6250 Legal services	2,266	8,333	6,067	73%	4,445	2,179	49%	59,527	83,333	23,806	29%	30,830	(28,697)	-93%	76,194	100,000	24%
6255 Auditing	0	6,250	6,250	100%	0	0	-	66,600	62,500	(4,100)	-7%	66,950	350	1%	79,100	75,000	-5%
6260 Consulting services	0	67	67	100%	0	0	-	146	667	521	78%	10,770	10,624	99%	279	800	65%
6265 Recruiting services	0	0	0	-	0	0	-	0	0	0	-	2,151	2,151	100%	0	0	-
6290 Commercial insurance	6,114	3,129	(2,985)	-95%	2,484	(3,630)	-146%	40,340	31,286	(9,054)	-29%	25,332	(15,007)	-59%	46,597	37,543	-24%
<b>Total Professional Services</b>	<b>9,904</b>	<b>19,504</b>	<b>9,601</b>	<b>49%</b>	<b>8,963</b>	<b>(941)</b>	<b>-10%</b>	<b>181,951</b>	<b>195,044</b>	<b>13,093</b>	<b>7%</b>	<b>157,563</b>	<b>(24,388)</b>	<b>-15%</b>	<b>220,960</b>	<b>234,053</b>	<b>6%</b>
6351 Awards & Recognitions	33	446	413	93%	0	(33)	-	3,975	4,458	483	11%	3,985	9	0%	4,867	5,350	9%
<b>Total Marketing Expense</b>	<b>33</b>	<b>446</b>	<b>413</b>	<b>93%</b>	<b>0</b>	<b>(33)</b>	<b>-</b>	<b>3,975</b>	<b>4,458</b>	<b>483</b>	<b>11%</b>	<b>3,985</b>	<b>9</b>	<b>0%</b>	<b>4,867</b>	<b>5,350</b>	<b>9%</b>
6400 Small equipment & tools	143	63	(80)	-128%	283	141	50%	1,481	625	(856)	-137%	826	(655)	-79%	1,606	750	-114%
6405 Safety/hazardous materials	0	0	0	-	0	0	-	676	0	(676)	-	0	(676)	-	676	0	-
6420 Janitorial supplies	270	125	(145)	-116%	0	(270)	-	1,648	1,250	(398)	-32%	991	(657)	-66%	1,898	1,500	-27%
6425 Operational supplies	200	0	(200)	-	0	(200)	-	312	0	(312)	-	33	(279)	-851%	312	0	-
6430 Equipment Rental	0	0	0	-	0	0	-	0	0	0	-	94	94	100%	0	0	-
6450 Fuel - Gas	0	0	0	-	193	193	100%	0	0	0	-	3,271	3,271	100%	0	0	-
<b>Total Operational Expense</b>	<b>613</b>	<b>188</b>	<b>(425)</b>	<b>-227%</b>	<b>476</b>	<b>(136)</b>	<b>-29%</b>	<b>4,118</b>	<b>1,875</b>	<b>(2,243)</b>	<b>-120%</b>	<b>5,215</b>	<b>1,097</b>	<b>21%</b>	<b>4,493</b>	<b>2,250</b>	<b>-100%</b>

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For Period Ending Apr 2024

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Administration	Current Period				Same Month Last Year			Year to Date				Year End					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	0	0	0	-	0	0	-	48	0	(48)	-	0	(48)	-	48	0	-
6505 Repairs & maintenance vehicles	17	542	524	97%	17	0	0%	17	5,417	5,399	100%	568	551	97%	1,101	6,500	83%
6510 Repairs & maintenance buildings	823	1,907	1,083	57%	1,927	1,104	57%	10,241	19,067	8,826	46%	53,805	43,564	81%	14,054	22,880	39%
6580 Permits	0	0	0	-	0	0	-	0	200	200	100%	525	525	100%	0	200	100%
<b>Total Repair and Maintenance</b>	<b>841</b>	<b>2,457</b>	<b>1,616</b>	<b>66%</b>	<b>1,944</b>	<b>1,104</b>	<b>57%</b>	<b>10,582</b>	<b>24,767</b>	<b>14,185</b>	<b>57%</b>	<b>54,909</b>	<b>44,327</b>	<b>81%</b>	<b>15,495</b>	<b>29,680</b>	<b>48%</b>
6599 Budget Contingency	0	0	0	-	0	0	-	0	0	0	-	0	0	-	159,725	159,725	0%
<b>Total Goods &amp; Services</b>	<b>32,428</b>	<b>45,669</b>	<b>13,241</b>	<b>29%</b>	<b>33,491</b>	<b>1,063</b>	<b>3%</b>	<b>443,323</b>	<b>455,040</b>	<b>11,717</b>	<b>3%</b>	<b>435,631</b>	<b>(7,692)</b>	<b>-2%</b>	<b>693,717</b>	<b>705,435</b>	<b>2%</b>
<b>Total Expenses</b>	<b>136,413</b>	<b>161,654</b>	<b>25,241</b>	<b>16%</b>	<b>126,381</b>	<b>(10,031)</b>	<b>-8%</b>	<b>1,563,103</b>	<b>1,714,996</b>	<b>151,893</b>	<b>9%</b>	<b>1,387,058</b>	<b>(176,046)</b>	<b>-13%</b>	<b>2,065,467</b>	<b>2,217,360</b>	<b>7%</b>
<b>Operating Results</b>	<b>(124,820)</b>	<b>(144,130)</b>	<b>19,310</b>	<b>-13%</b>	<b>(115,305)</b>	<b>(9,515)</b>	<b>8%</b>	<b>(1,451,673)</b>	<b>(1,539,759)</b>	<b>88,086</b>	<b>-6%</b>	<b>(1,257,755)</b>	<b>(193,918)</b>	<b>15%</b>	<b>(1,918,990)</b>	<b>(2,007,075.93)</b>	<b>-4%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4405 Property Taxes - Current Year	9,849	13,752	(3,903)	-28%	13,545	(3,696)	-27%	1,948,032	1,947,210	822	0%	1,922,651	25,381	1%	1,993,872	1,993,050	0%
4410 Property Taxes - Prior Years	2,723	345	2,378	689%	2,538	185	7%	45,677	48,850	(3,173)	-6%	46,706	(1,029)	-2%	46,827	50,000	-6%
4470 Property Taxes - Sublet Facilities	0	0	0	-	0	0	-	0	13,000	(13,000)	-100%	0	0	-	0	13,000	-100%
4505 Interest - Bank	3,723	5,833	(2,110)	-36%	6,677	(2,954)	-44%	36,922	58,333	(21,411)	-37%	68,303	(31,381)	-46%	48,589	70,000	-31%
4506 Interest - Southport Note	1,425	1,425	0	0%	1,601	(176)	-11%	14,913	14,913	0	0%	16,649	(1,736)	-10%	17,718	17,718	0%
4515 Principal Repayment - Southport Note	5,949	5,949	0	0%	5,773	176	3%	58,827	58,827	0	0%	57,090	1,736	3%	70,769	70,769	0%
4905 Other	0	0	0	-	257	(257)	-100%	508	0	508	-	48,466	(47,958)	-99%	508	0	-
4915 Insurance Reimbursement	0	0	0	-	0	0	-	8,537	0	8,537	-	1,250	7,287	583%	8,537	0	-
<b>Total Other Income</b>	<b>23,669</b>	<b>27,304</b>	<b>(3,635)</b>	<b>-13%</b>	<b>30,391</b>	<b>(6,722)</b>	<b>-22%</b>	<b>2,113,416</b>	<b>2,141,133</b>	<b>(27,716)</b>	<b>-1%</b>	<b>2,161,116</b>	<b>(47,699)</b>	<b>-2%</b>	<b>2,186,821</b>	<b>2,214,537</b>	<b>-1%</b>
<b>Other Expenses</b>																	
<b>Taxes &amp; Misc Expenses</b>																	
6710 Reimbursable Expenses	0	0	0	-	0	0	-	103,302	0	(103,302)	-	0	(103,302)	-	103,302	0	-
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	43	13,000	12,957	100%	2,856	2,813	98%	43	13,000	100%
6740 Merchant fees	2,061	3,168	1,107	35%	2,646	585	22%	28,149	34,212	6,063	18%	28,577	428	1%	33,937	40,000	15%
6745 Banking fees	53	667	614	92%	278	225	81%	2,516	6,667	4,150	62%	1,432	(1,084)	-76%	3,850	8,000	52%
6755 Insurance Claims	0	0	0	-	9,037	9,037	100%	2,002	0	(2,002)	-	10,287	8,285	81%	2,002	0	-
<b>Total Taxes &amp; Misc Expenses</b>	<b>2,114</b>	<b>3,835</b>	<b>1,721</b>	<b>45%</b>	<b>11,961</b>	<b>9,847</b>	<b>82%</b>	<b>136,012</b>	<b>53,879</b>	<b>(82,133)</b>	<b>-152%</b>	<b>43,152</b>	<b>(92,860)</b>	<b>-215%</b>	<b>143,133</b>	<b>61,000</b>	<b>-135%</b>
<b>Debt Services</b>																	
7005 Principal repayment	0	0	0	-	0	0	-	0	0	0	-	0	0	-	115,000	115,000	0%
7010 Interest payment	0	0	0	-	0	0	-	34,590	34,590	0	0%	35,897	1,307	4%	69,179	69,179	0%
7020 Principal repayment - Vehicles	0	0	0	-	560	560	100%	0	0	0	-	5,504	5,504	100%	0	0	-
7025 Interest payment - Vehicles	0	0	0	-	102	102	100%	0	0	0	-	1,117	1,117	100%	0	0	-
8010 CIP Buildings	0	2,500	2,500	100%	7,997	7,997	100%	10,324	25,000	14,676	59%	15,994	5,670	35%	15,324	30,000	49%
8020 CIP Machinery & Equipment	0	0	0	-	0	0	-	0	0	0	-	10,225	10,225	100%	0	0	-
9025 Special Payments	0	0	0	-	0	0	-	0	0	0	-	(220,479)	(220,479)	100%	0	0	-
<b>Total Debt Services</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>100%</b>	<b>8,659</b>	<b>8,659</b>	<b>100%</b>	<b>44,913</b>	<b>59,590</b>	<b>14,676</b>	<b>25%</b>	<b>(151,742)</b>	<b>(196,655)</b>	<b>130%</b>	<b>199,503</b>	<b>214,179</b>	<b>7%</b>
<b>Total Other Expenses</b>	<b>2,114</b>	<b>6,335</b>	<b>4,221</b>	<b>67%</b>	<b>20,620</b>	<b>18,506</b>	<b>90%</b>	<b>180,925</b>	<b>113,468</b>	<b>(67,457)</b>	<b>-59%</b>	<b>(108,590)</b>	<b>(289,515)</b>	<b>267%</b>	<b>342,636</b>	<b>275,179</b>	<b>-25%</b>
<b>Net Other Income</b>	<b>21,556</b>	<b>20,970</b>	<b>586</b>	<b>3%</b>	<b>9,771</b>	<b>11,784</b>	<b>121%</b>	<b>1,932,491</b>	<b>2,027,664</b>	<b>(95,173)</b>	<b>-5%</b>	<b>2,269,706</b>	<b>(337,214)</b>	<b>-15%</b>	<b>1,844,185</b>	<b>1,939,358</b>	<b>-5%</b>
<b>Net Result</b>	<b>(103,265)</b>	<b>(123,161)</b>	<b>19,896</b>	<b>-16%</b>	<b>(105,534)</b>	<b>2,269</b>	<b>-2%</b>	<b>480,818</b>	<b>487,905</b>	<b>(7,087)</b>	<b>-1%</b>	<b>1,011,951</b>	<b>(531,133)</b>	<b>-52%</b>	<b>(74,805)</b>	<b>(67,718)</b>	<b>10%</b>

Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

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						
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024			
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff	
<b>Operating Income</b>																		
4005 Building & Dock Leases	16,238	27,201	(10,963)	-40%	26,033	(9,795)	-38%	223,893	272,014	(48,121)	-18%	259,957	(36,064)	-14%	278,296	326,416	-15%	
4100 Annual Moorage	40,539	42,500	(1,961)	-5%	39,525	1,014	3%	278,393	306,000	(27,607)	-9%	294,543	(16,151)	-5%	397,393	425,000	-6%	
4105 Semi-Annual Moorage	18,488	11,500	6,988	61%	17,373	1,115	6%	122,636	82,800	39,836	48%	87,401	35,235	40%	154,836	115,000	35%	
4110 Monthly Moorage	11,943	20,000	(8,057)	-40%	12,874	(930)	-7%	125,529	144,000	(18,471)	-13%	148,445	(22,916)	-15%	181,529	200,000	-9%	
4115 Transient Moorage	2,635	11,030	(8,395)	-76%	7,981	(5,346)	-67%	116,626	79,416	37,210	47%	82,828	33,798	41%	147,510	110,300	34%	
4118 Work Dock	7,613	3,500	4,113	118%	2,678	4,935	184%	56,090	35,000	21,090	60%	29,698	26,392	89%	63,090	42,000	50%	
4120 Metered Utilities	0	30	(30)	-100%	30	(30)	-100%	0	300	(300)	-100%	300	(300)	-100%	60	360	-83%	
4125 Launch Ramp	2,989	2,580	409	16%	2,638	351	13%	38,208	36,120	2,088	6%	34,937	3,271	9%	45,088	43,000	5%	
4130 Public Buying Dock	0	17	(17)	-100%	0	0	-	0	167	(167)	-100%	0	0	-	33	200	-83%	
4135 Storage Yard	4,138	5,146	(1,007)	-20%	4,002	137	3%	41,802	51,456	(9,654)	-19%	33,743	8,059	24%	52,093	61,747	-16%	
4140 Storage Unit	17,783	17,000	783	5%	16,627	1,156	7%	179,880	170,000	9,880	6%	166,454	13,426	8%	213,880	204,000	5%	
4145 Long Term Boat Storage	10,699	9,167	1,533	17%	8,887	1,813	20%	107,376	91,667	15,709	17%	95,266	12,109	13%	125,709	110,000	14%	
4150 Short Term Boat Storage	5,718	3,412	2,306	68%	3,433	2,285	67%	40,093	34,118	5,975	18%	49,135	(9,042)	-18%	46,917	40,942	15%	
4155 Boat Wash	0	83	(83)	-100%	74	(74)	-100%	245	833	(588)	-71%	74	171	230%	412	1,000	-59%	
4165 Space Rents	14,250	14,040	210	1%	12,364	1,885	15%	304,016	388,440	(84,424)	-22%	319,668	(15,651)	-5%	383,576	468,000	-18%	
4173 Laundry	79	275	(197)	-71%	274	(196)	-71%	2,572	4,730	(2,159)	-46%	5,183	(2,611)	-50%	3,342	5,500	-39%	
4175 Propane	385	792	(407)	-51%	947	(562)	-59%	8,135	11,616	(3,481)	-30%	13,365	(5,230)	-39%	9,719	13,200	-26%	
4180 Merchandise	2	0	2	-	7	(5)	-71%	503	0	503	-	372	130	35%	503	0	-	
4185 Visitor Convention Bureau Fee	0	0	0	-	0	0	-	0	0	0	-	2,157	(2,157)	-100%	0	0	-	
4190 Ice	15,058	21,600	(6,542)	-30%	17,017	(1,959)	-12%	141,687	245,700	(104,013)	-42%	187,373	(45,686)	-24%	165,987	270,000	-39%	
4200 Boat Lifts	3,618	4,850	(1,232)	-25%	5,759	(2,141)	-37%	33,302	35,890	(2,588)	-7%	42,354	(9,053)	-21%	45,912	48,500	-5%	
4230 Environmental Fee	4,374	3,367	1,007	30%	3,372	1,002	30%	37,652	33,667	3,985	12%	34,296	3,356	10%	44,385	40,400	10%	
4235 Customer Discounts	0	0	0	-	0	0	-	(1,482)	0	(1,482)	-	(2,976)	1,494	-50%	(1,482)	0	-	
4290 Other	(9,428)	28,667	(38,094)	-133%	1,494	(10,922)	-731%	57,337	286,667	(229,330)	-80%	99,765	(42,428)	-43%	114,670	344,000	-67%	
4295 Bad Debt Expense	0	0	0	-	0	0	-	(129,020)	(242,250)	113,230	-47%	(26,821)	(102,200)	381%	(209,770)	(323,000)	-35%	
<b>Total Operating Income</b>	<b>167,121</b>	<b>226,756</b>	<b>(59,634)</b>	<b>-26%</b>	<b>183,388</b>	<b>(16,266)</b>	<b>-9%</b>	<b>1,785,470</b>	<b>2,068,350</b>	<b>(282,880)</b>	<b>-14%</b>	<b>1,957,515</b>	<b>(172,045)</b>	<b>-9%</b>	<b>2,263,685</b>	<b>2,546,565</b>	<b>-11%</b>	
<b>Expenses</b>																		
<b>Personnel Services</b>																		
5005 Salaries	35,374	35,279	(95)	0%	27,608	(7,766)	-28%	390,187	388,210	(1,977)	-1%	297,218	(92,969)	-31%	460,745	458,769	0%	
5010 Other compensation	0	339	339	100%	0	0	-	4,827	3,733	(1,094)	-29%	8,846	4,020	45%	5,505	4,411	-25%	
5015 Overtime	900	1,670	770	46%	1,284	384	30%	8,039	18,374	10,335	56%	11,860	3,821	32%	11,378	21,713	48%	
<b>Total Compensation</b>	<b>36,274</b>	<b>37,288</b>	<b>1,014</b>	<b>3%</b>	<b>28,892</b>	<b>(7,382)</b>	<b>-26%</b>	<b>403,053</b>	<b>410,316</b>	<b>7,264</b>	<b>2%</b>	<b>317,925</b>	<b>(85,128)</b>	<b>-27%</b>	<b>477,629</b>	<b>484,893</b>	<b>1%</b>	
5100 Federal Payroll taxes	2,720	2,853	132	5%	2,193	(527)	-24%	30,405	31,389	984	3%	24,080	(6,325)	-26%	36,110	37,094	3%	
5105 State Payroll taxes	142	0	(142)	-	115	(28)	-24%	1,590	0	(1,590)	-	620	(970)	-156%	1,590	0	-	
5110 Unemployment Insurance	1,031	1,027	(4)	0%	774	(257)	-33%	10,163	11,305	1,142	10%	8,589	(1,574)	-18%	12,218	13,360	9%	
5115 Workers compensation	4,412	2,603	(1,809)	-69%	4,442	31	1%	30,988	28,646	(2,342)	-8%	37,924	6,935	18%	36,195	33,853	-7%	
<b>Total Payroll Taxes</b>	<b>8,305</b>	<b>6,483</b>	<b>(1,822)</b>	<b>-28%</b>	<b>7,524</b>	<b>(781)</b>	<b>-10%</b>	<b>73,147</b>	<b>71,340</b>	<b>(1,806)</b>	<b>-3%</b>	<b>71,213</b>	<b>(1,934)</b>	<b>-3%</b>	<b>86,113</b>	<b>84,307</b>	<b>-2%</b>	
5200 Medical insurance	11,698	13,176	1,478	11%	4,918	(6,781)	-138%	120,820	131,760	10,940	8%	87,682	(33,138)	-38%	147,172	158,112	7%	
5205 Dental insurance	759	853	94	11%	565	(193)	-34%	8,523	8,529	7	0%	6,833	(1,689)	-25%	10,229	10,235	0%	
5215 Term life insurance	98	113	14	13%	73	(25)	-35%	1,074	1,125	51	5%	1,020	(54)	-5%	1,299	1,350	4%	
5220 Long Term Disability insurance	192	244	52	21%	160	(32)	-20%	2,111	2,442	331	14%	1,958	(153)	-8%	2,600	2,931	11%	
5225 PERS Employer Contributions	6,660	8,169	1,510	18%	6,096	(564)	-9%	58,824	89,896	31,072	35%	50,190	(8,635)	-17%	75,163	106,235	29%	
5230 PERS Employee Contributions	1,807	2,217	410	18%	1,738	(69)	-4%	15,934	24,395	8,461	35%	13,935	(1,999)	-14%	20,368	28,829	29%	
5295 Allocations	0	(2,292)	(2,292)	100%	0	0	-	0	(25,217)	(25,217)	100%	0	0	-	(4,583)	(29,800)	85%	
<b>Total Insured Benefits</b>	<b>21,214</b>	<b>22,480</b>	<b>1,266</b>	<b>6%</b>	<b>13,550</b>	<b>(7,664)</b>	<b>-57%</b>	<b>207,286</b>	<b>232,931</b>	<b>25,644</b>	<b>11%</b>	<b>161,618</b>	<b>(45,669)</b>	<b>-28%</b>	<b>252,247</b>	<b>277,892</b>	<b>9%</b>	



Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

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					
	Apr 2024		\$ Diff	% Diff	Apr 2023		\$ Diff	% Diff	Jul 2023 - Apr 2024		Prior FYTD vs Current FYTD						
	Actual	Budget			Actual	\$ Diff			Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget
<b>Total Personnel Services</b>	65,793	66,252	458	1%	49,966	(15,828)	-32%	683,486	714,587	31,102	4%	550,755	(132,731)	-24%	815,990	847,091	4%
<b>Goods &amp; Services</b>																	
6020 Travel - airfare	0	42	42	100%	0	0	-	0	417	417	100%	0	0	-	83	500	83%
6025 Travel - lodging & transportation	0	83	83	100%	0	0	-	0	833	833	100%	634	634	100%	167	1,000	83%
6030 Travel - Per Diem & mileage reimbursement	0	167	167	100%	0	0	-	0	1,667	1,667	100%	0	0	-	333	2,000	83%
6035 Meals & Entertainment	0	25	25	100%	0	0	-	497	250	(247)	-99%	170	(327)	-192%	547	300	-82%
<b>Total Travel &amp; Entertainment</b>	<b>0</b>	<b>317</b>	<b>317</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>497</b>	<b>3,167</b>	<b>2,670</b>	<b>84%</b>	<b>804</b>	<b>307</b>	<b>38%</b>	<b>1,130</b>	<b>3,800</b>	<b>70%</b>
6050 Office supplies	(374)	0	374	-	0	374	-	0	0	0	-	0	0	-	0	0	-
6055 Kitchen supplies	106	167	61	36%	126	20	16%	1,750	1,667	(84)	-5%	1,757	7	0%	2,084	2,000	-4%
6060 IT supplies	0	0	0	-	0	0	-	35	0	(35)	-	0	(35)	-	35	0	-
6070 Postage & courier services	68	13	(56)	-444%	63	(5)	-8%	200	125	(75)	-60%	123	(77)	-63%	225	150	-50%
<b>Total Office Expense</b>	<b>(200)</b>	<b>179</b>	<b>379</b>	<b>212%</b>	<b>189</b>	<b>389</b>	<b>206%</b>	<b>1,985</b>	<b>1,792</b>	<b>(194)</b>	<b>-11%</b>	<b>1,880</b>	<b>(105)</b>	<b>-6%</b>	<b>2,344</b>	<b>2,150</b>	<b>-9%</b>
6100 Telephone - landline	262	208	(54)	-26%	224	(38)	-17%	2,583	2,083	(499)	-24%	2,083	(499)	-24%	2,999	2,500	-20%
6105 Telephone - mobile	452	600	148	25%	1,011	558	55%	5,141	6,000	859	14%	5,228	88	2%	6,341	7,200	12%
6110 Internet services	1,949	2,000	51	3%	1,922	(27)	-1%	19,410	20,000	590	3%	19,255	(154)	-1%	23,410	24,000	2%
6115 Cable TV	935	1,072	137	13%	925	(10)	-1%	9,290	10,720	1,430	13%	9,221	(70)	-1%	11,434	12,864	11%
6130 Electricity	23,575	25,034	1,458	6%	23,722	147	1%	211,416	214,221	2,805	1%	204,923	(6,493)	-3%	252,455	255,260	1%
6131 Propane - Operations	40	167	126	76%	213	173	81%	1,319	1,667	348	21%	1,748	429	25%	1,652	2,000	17%
6135 Water/Sewer	7,376	7,467	91	1%	8,061	685	8%	98,205	75,467	(22,738)	-30%	88,229	(9,976)	-11%	112,738	90,000	-25%
6140 Garbage/Sanitation Collection	5,514	9,167	3,652	40%	5,134	(380)	-7%	74,956	91,667	16,710	18%	65,767	(9,189)	-14%	93,290	110,000	15%
6145 Hazardous material disposal	405	0	(405)	-	540	135	25%	2,425	0	(2,425)	-	6,460	4,035	62%	2,425	0	-
6150 Derelict boat disposal	0	4,167	4,167	100%	0	0	-	685	41,667	40,982	98%	114,693	114,008	99%	9,018	50,000	82%
6155 Environmental Remediation/Mitigation/Monitoring	276	292	16	5%	469	193	41%	1,277	2,917	1,640	56%	1,797	520	29%	1,860	3,500	47%
<b>Total Utilities</b>	<b>40,785</b>	<b>50,172</b>	<b>9,387</b>	<b>19%</b>	<b>42,221</b>	<b>1,436</b>	<b>3%</b>	<b>426,706</b>	<b>466,408</b>	<b>39,702</b>	<b>9%</b>	<b>519,404</b>	<b>92,698</b>	<b>18%</b>	<b>517,622</b>	<b>557,324</b>	<b>7%</b>
6200 Temporary/Contract help	0	1,300	1,300	100%	0	0	-	6,200	13,000	6,800	52%	0	(6,200)	-	8,800	15,600	44%
6205 Janitorial services	33	32	(1)	-4%	32	(2)	-5%	448	320	(128)	-40%	337	(111)	-33%	512	384	-33%
6210 Vending machine services	125	258	133	52%	125	0	0%	1,250	2,583	1,333	52%	2,712	1,462	54%	1,767	3,100	43%
6245 Legal advertising	0	250	250	100%	0	0	-	1,196	2,500	1,304	52%	584	(612)	-105%	1,696	3,000	43%
6260 Consulting services	914	4,088	3,174	78%	364	(550)	-151%	8,221	40,875	32,654	80%	74,769	66,549	89%	16,396	49,050	67%
6290 Commercial insurance	10,113	9,992	(121)	-1%	9,132	(982)	-11%	95,242	99,917	4,675	5%	84,171	(11,071)	-13%	115,225	119,900	4%
<b>Total Professional Services</b>	<b>10,945</b>	<b>15,920</b>	<b>4,974</b>	<b>31%</b>	<b>9,653</b>	<b>(1,293)</b>	<b>-13%</b>	<b>112,557</b>	<b>159,195</b>	<b>46,638</b>	<b>29%</b>	<b>162,573</b>	<b>50,016</b>	<b>31%</b>	<b>144,396</b>	<b>191,034</b>	<b>24%</b>
6305 Promotional items	0	0	0	-	0	0	-	120	0	(120)	-	0	(120)	-	120	0	-
<b>Total Marketing Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>120</b>	<b>0</b>	<b>(120)</b>	<b>-</b>	<b>0</b>	<b>(120)</b>	<b>-</b>	<b>120</b>	<b>0</b>	<b>-</b>
6400 Small equipment & tools	100	1,017	917	90%	493	393	80%	12,636	10,167	(2,470)	-24%	9,296	(3,340)	-36%	14,670	12,200	-20%
6405 Safety/hazardous materials	61	0	(61)	-	0	(61)	-	438	0	(438)	-	0	(438)	-	438	0	-
6410 Signage	0	42	42	100%	0	0	-	232	417	184	44%	0	(232)	-	316	500	37%
6415 Clothing	235	283	48	17%	0	(235)	-	1,373	2,833	1,461	52%	1,733	360	21%	1,939	3,400	43%
6420 Janitorial supplies	117	1,167	1,049	90%	762	645	85%	7,312	11,667	4,355	37%	9,020	1,708	19%	9,645	14,000	31%
6425 Operational supplies	856	1,500	644	43%	771	(85)	-11%	31,909	15,000	(16,909)	-113%	18,982	(12,927)	-68%	34,909	18,000	-94%
6430 Equipment Rental	0	625	625	100%	285	285	100%	2,302	6,250	3,948	63%	3,190	888	28%	3,552	7,500	53%
6450 Fuel - Gas	0	1,000	1,000	100%	1,292	1,292	100%	8,639	10,000	1,361	14%	9,473	834	9%	10,639	12,000	11%
6455 Fuel - Diesel	1,860	558	(1,302)	-233%	268	(1,592)	-593%	5,225	5,583	358	6%	5,891	666	11%	6,342	6,700	5%
6481 Propane - Retail	252	767	515	67%	2,325	2,074	89%	5,497	7,667	2,169	28%	10,748	5,250	49%	7,031	9,200	24%
6485 Retail items	0	0	0	-	0	0	-	62	0	(62)	-	0	(62)	-	62	0	-
<b>Total Operational Expense</b>	<b>3,482</b>	<b>6,958</b>	<b>3,476</b>	<b>50%</b>	<b>6,197</b>	<b>2,715</b>	<b>44%</b>	<b>75,625</b>	<b>69,583</b>	<b>(6,042)</b>	<b>-9%</b>	<b>68,333</b>	<b>(7,292)</b>	<b>-11%</b>	<b>89,542</b>	<b>83,500</b>	<b>-7%</b>

Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

amounts in \$US dollars

Fund: General Fund

Department: Charleston Ops

Location: All

Budget: Adopted



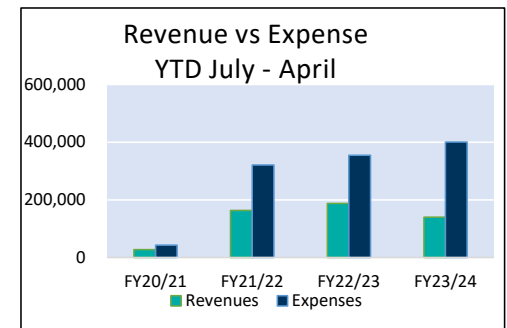
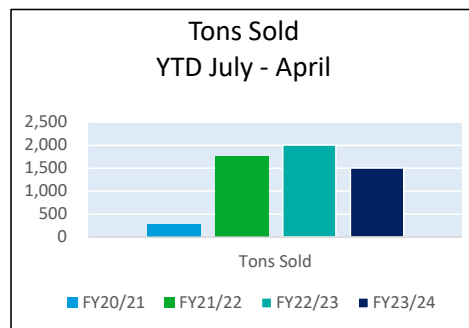
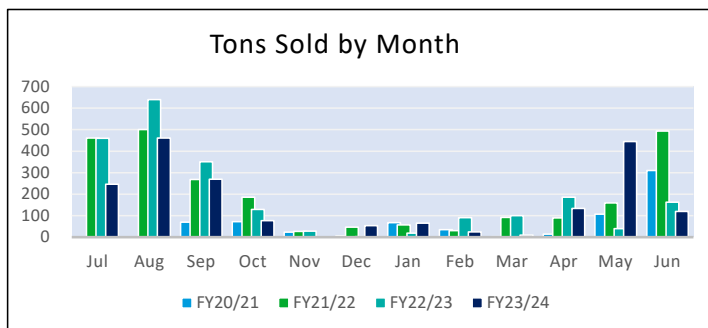
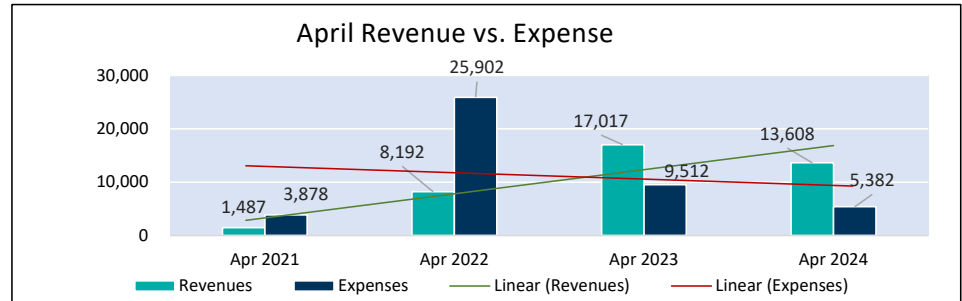
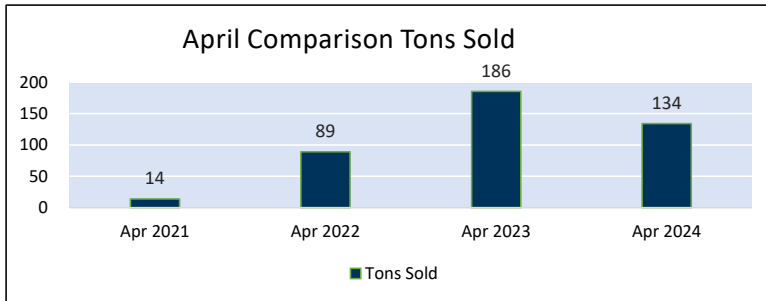
Charleston Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6500 Repairs & maintenance equipment	1,395	6,053	4,658	77%	14	(1,382)	-10237%	104,073	60,533	(43,540)	-72%	79,963	(24,110)	-30%	116,180	72,640	-60%
6505 Repairs & maintenance vehicles	686	1,917	1,231	64%	1,120	434	39%	6,426	19,167	12,741	66%	35,635	29,209	82%	10,259	23,000	55%
6510 Repairs & maintenance buildings	4,090	14,192	10,101	71%	6,219	2,129	34%	24,524	141,917	117,393	83%	28,851	4,327	15%	52,907	170,300	69%
6515 Repairs & maintenance land improvements	4,576	417	(4,159)	-998%	827	(3,750)	-454%	7,342	4,167	(3,175)	-76%	2,143	(5,199)	-243%	8,175	5,000	-64%
6520 Repairs & maintenance docks	598	24,492	23,894	98%	326	(272)	-83%	44,074	244,917	200,842	82%	20,801	(23,274)	-112%	93,058	293,900	68%
6540 Marina dredging	0	12,500	12,500	100%	0	0	-	150,000	125,000	(25,000)	-20%	124,730	(25,270)	-20%	175,000	150,000	-17%
6575 Waterway Leases	0	3,167	3,167	100%	0	0	-	29,359	31,667	2,308	7%	28,632	(727)	-3%	35,692	38,000	6%
6580 Permits	936	596	(340)	-57%	12,589	11,653	93%	4,339	6,158	1,819	30%	15,333	10,994	72%	5,531	7,350	25%
<b>Total Repair and Maintenance</b>	<b>12,282</b>	<b>63,332</b>	<b>51,051</b>	<b>81%</b>	<b>21,094</b>	<b>8,813</b>	<b>42%</b>	<b>370,137</b>	<b>633,525</b>	<b>263,388</b>	<b>42%</b>	<b>336,088</b>	<b>(34,050)</b>	<b>-10%</b>	<b>496,802</b>	<b>760,190</b>	<b>35%</b>
<b>Total Goods &amp; Services</b>	<b>67,294</b>	<b>136,879</b>	<b>69,585</b>	<b>51%</b>	<b>79,354</b>	<b>12,060</b>	<b>15%</b>	<b>987,629</b>	<b>1,333,670</b>	<b>346,041</b>	<b>26%</b>	<b>1,089,082</b>	<b>101,453</b>	<b>9%</b>	<b>1,251,957</b>	<b>1,597,998</b>	<b>22%</b>
<b>Total Expenses</b>	<b>133,087</b>	<b>203,130</b>	<b>70,043</b>	<b>34%</b>	<b>129,320</b>	<b>(3,767)</b>	<b>-3%</b>	<b>1,671,114</b>	<b>2,048,257</b>	<b>377,143</b>	<b>18%</b>	<b>1,639,837</b>	<b>(31,277)</b>	<b>-2%</b>	<b>2,067,946</b>	<b>2,445,089</b>	<b>15%</b>
<b>Operating Results</b>	<b>34,034</b>	<b>23,625</b>	<b>10,409</b>	<b>44%</b>	<b>54,068</b>	<b>(20,034)</b>	<b>-37%</b>	<b>114,356</b>	<b>20,093</b>	<b>94,263</b>	<b>469%</b>	<b>317,678</b>	<b>(203,323)</b>	<b>-64%</b>	<b>195,739</b>	<b>101,476</b>	<b>93%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4450 Lodging Tax	36	0	36	-	0	36	-	638	0	638	-	118	520	442%	638	0	-
4470 Property Taxes - Sublet Facilities	0	0	0	-	0	0	-	0	12,000	(12,000)	-100%	0	0	-	0	12,000	-100%
4650 Grants Received - MAP	0	0	0	-	0	0	-	10,300	5,000	5,300	106%	0	10,300	-	10,300	5,000	106%
4695 Grants Received - Other	0	0	0	-	0	0	-	0	15,000	(15,000)	-100%	69,282	(69,282)	-100%	0	15,000	-100%
4905 Other	0	0	0	-	75	(75)	-100%	10,788	0	10,788	-	12,687	(1,899)	-15%	10,788	0	-
4915 Insurance Reimbursement	0	0	0	-	12,126	(12,126)	-100%	0	0	0	-	60,020	(60,020)	-100%	0	0	-
<b>Total Other Income</b>	<b>36</b>	<b>0</b>	<b>36</b>	<b>-</b>	<b>12,201</b>	<b>(12,165)</b>	<b>-100%</b>	<b>21,726</b>	<b>32,000</b>	<b>(10,274)</b>	<b>-32%</b>	<b>142,106</b>	<b>(120,380)</b>	<b>-85%</b>	<b>21,726</b>	<b>32,000</b>	<b>-32%</b>
<b>Other Expenses</b>																	
<b>Taxes &amp; Misc Expenses</b>																	
6720 Property Tax - Sublet Facilities	-	-	-	-	-	-	-	10,900.39	12,000.00	1,099.61	9%	10,754	(147)	-1%	10,900.39	12,000.00	9%
6745 Banking fees	-	-	-	-	-	-	-	35.00	-	(35.00)	-	5	(30)	-600%	35.00	-	-
6750 Fines & Penalties	6.25	-	(6.25)	-	-	(6.25)	-	136.10	-	(136.10)	-	0	(136)	-	136.10	-	-
6755 Insurance Claims	-	-	-	-	-	-	-	168.00	-	(168.00)	-	29,024	28,856	99%	168.00	-	-
<b>Total Taxes &amp; Misc Expenses</b>	<b>6.25</b>	<b>-</b>	<b>(6.25)</b>	<b>-</b>	<b>0</b>	<b>(6)</b>	<b>-</b>	<b>11,239</b>	<b>12,000.00</b>	<b>761</b>	<b>6%</b>	<b>39,783</b>	<b>28,543</b>	<b>72%</b>	<b>11,239</b>	<b>12,000.00</b>	<b>6%</b>
<b>Debt Services</b>																	
7005 Principal repayment	0	0	0	-	0	0	-	247,675	247,675	0	0%	223,162	(24,513)	-11%	247,675	247,675	0%
7010 Interest payment	0	0	0	-	0	0	-	128,054	127,617	(437)	0%	131,238	3,184	2%	145,870	145,433	0%
7020 Vehicle Principal repayment	792	2,652	1,860	70%	741	(50)	-7%	11,670	18,557	6,888	37%	11,272	(398)	-4%	14,412	21,299	32%
7025 Vehicle Interest payment	12	320	308	96%	63	50	80%	814	2,275	1,462	64%	1,211	398	33%	1,053	2,514	58%
8010 CIP Buildings	0	2,500	2,500	100%	0	0	-	33,493	25,000	(8,493)	-34%	0	(33,493)	-	38,493	30,000	-28%
8011 CIP Docks	0	12,083	12,083	100%	0	0	-	162,633	120,833	(41,800)	-35%	50,000	(112,633)	-225%	186,800	145,000	-29%
8015 CIP Land Improvements	0	0	0	-	0	0	-	16,425	0	(16,425)	-	0	(16,425)	-	16,425	0	-
8020 CIP Machinery & Equipment	0	0	0	-	0	0	-	48,363	150,000	101,637	68%	9,100	(39,263)	-431%	48,363	150,000	68%
8025 CIP Mobile Equipment	0	0	0	-	0	0	-	0	20,000	20,000	100%	0	0	-	0	20,000	100%
<b>Total Debt Services</b>	<b>804</b>	<b>17,555</b>	<b>16,751</b>	<b>95%</b>	<b>804</b>	<b>0</b>	<b>0%</b>	<b>649,127</b>	<b>711,959</b>	<b>62,832</b>	<b>9%</b>	<b>425,983</b>	<b>(223,144)</b>	<b>-52%</b>	<b>699,090</b>	<b>761,922</b>	<b>8%</b>
<b>Total Other Expenses</b>	<b>810</b>	<b>17,555</b>	<b>16,745</b>	<b>95%</b>	<b>804</b>	<b>(6)</b>	<b>-1%</b>	<b>660,366</b>	<b>723,959</b>	<b>63,593</b>	<b>9%</b>	<b>465,766</b>	<b>(194,600)</b>	<b>-42%</b>	<b>710,329</b>	<b>773,922</b>	<b>8%</b>
<b>Net Other Income</b>	<b>(774)</b>	<b>(17,555)</b>	<b>16,781</b>	<b>-96%</b>	<b>11,397</b>	<b>(12,171)</b>	<b>-107%</b>	<b>(638,640)</b>	<b>(691,959)</b>	<b>53,318</b>	<b>-8%</b>	<b>(323,660)</b>	<b>(314,980)</b>	<b>97%</b>	<b>(688,604)</b>	<b>(741,922)</b>	<b>-7%</b>
<b>Net Result</b>	<b>33,260</b>	<b>6,070</b>	<b>27,190</b>	<b>448%</b>	<b>65,465</b>	<b>(32,205)</b>	<b>-49%</b>	<b>(524,285)</b>	<b>(671,866)</b>	<b>147,581</b>	<b>-22%</b>	<b>(5,982)</b>	<b>(518,303)</b>	<b>8664%</b>	<b>(492,865)</b>	<b>(640,446)</b>	<b>-23%</b>



Ice Plant	Current Period		Same Month Prior Years			Year to Date					Year End		
	Apr 2024		Apr 2023	Apr 2022	Apr 2021	Jul 2023 - Apr 2024		Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	Actual	Actual	Actual	Actual	Budget	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Tons Sold	134	216	186	89	14	1,341	2,700	2,005	(664)	-33.13%	1,938	3,296	-41.22%
<b>Revenues</b>													
Ice Sales	13,608	21,600	17,017	8,192	1,487	140,237	245,700	187,373	(47,136)	-25.16%	164,537	270,000	-39.06%
Insurance Reimbursement	0	0	0	0	46,473	0	0	18,500	(18,500)	-100.00%	0	0	-
<b>Total Revenues</b>	<b>13,608</b>	<b>21,600</b>	<b>17,017</b>	<b>8,192</b>	<b>47,960</b>	<b>140,237</b>	<b>245,700</b>	<b>205,873</b>	<b>(65,636)</b>	<b>-31.88%</b>	<b>164,537</b>	<b>270,000</b>	<b>-39.06%</b>
<b>Expenses</b>													
Personnel Services	670	0	715	586	387	19,173	0	14,181	4,993	35.21%	19,173	0	-
Utilities	4,659	7,860	4,961	4,123	4,174	53,828	68,200	53,879	(51)	-0.09%	66,348	80,720	-17.80%
Repairs & Maintenance	0	2,292	1,450	0	205	21,345	22,917	41,183	(19,838)	-48.17%	25,928	27,500	-5.72%
Operational Supplies & Service	53	160	2,386	2,693	(889)	17,391	1,800	25,180	(7,789)	-30.93%	17,711	2,120	735.44%
Debt Services	0	0	0	0	0	240,000	0	220,000	20,000	9.09%	240,000	240,000	0.00%
Capital Outlay	0	0	0	0	0	48,363	50,000	0	48,363	-	48,363	50,000	-3.27%
<b>Total Expenses</b>	<b>5,382</b>	<b>10,312</b>	<b>9,512</b>	<b>25,902</b>	<b>3,878</b>	<b>400,269</b>	<b>142,917</b>	<b>354,423</b>	<b>45,846</b>	<b>12.94%</b>	<b>417,692</b>	<b>400,340</b>	<b>4.33%</b>
<b>Net Result</b>	<b>8,226</b>	<b>11,288</b>	<b>7,505</b>	<b>(17,710)</b>	<b>44,082</b>	<b>(260,032)</b>	<b>102,783</b>	<b>(148,550)</b>	<b>(111,482)</b>	<b>75.05%</b>	<b>(253,156)</b>	<b>(130,340)</b>	<b>94.23%</b>
<b>Gain (loss) Per Ton</b>	<b>61.39</b>	<b>52.26</b>	<b>40.46</b>	<b>(198.99)</b>	<b>3,148.74</b>	<b>(193.98)</b>	<b>38.07</b>	<b>(74.11)</b>	<b>(119.87)</b>	<b>162%</b>	<b>(130.67)</b>	<b>(39.54)</b>	

Fisheries	Current Period		Same Month Prior Years			Year to Date			Prior FYTD vs Current FYTD		
	Apr 2024		Apr 2023	Apr 2022	Apr 2021	FY23/24			Last FY	Ton Diff	% Diff
Albacore Tuna (Oregon) MT	0.0	0.0	0.0	0.0	0.0			1,091.0	2,840.6	(1,750)	-61.59%
Pink Shrimp (Oregon) MT	0.0	0.0	521.0	0.0	592.5			12,301.4	13,497.9	(1,197)	-8.86%
Dungeness Crab (Coos Bay) MT	58.8	0.0	297.0	20.1	55.0			1,984.0	3,386.6	(1,403)	-41.42%



Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

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					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4180 Merchandise	0	0	0	-	0	0	-	14	0	14	-	4	10	250%	14	0	-
4290 Other	10,000	10,029	(29)	0%	15,000	(5,000)	-33%	100,125	100,292	(167)	0%	150,145	(50,020)	-33%	120,183	120,350	0%
<b>Total Operating Income</b>	<b>10,000</b>	<b>10,029</b>	<b>(29)</b>	<b>0%</b>	<b>15,000</b>	<b>(5,000)</b>	<b>-33%</b>	<b>100,139</b>	<b>100,292</b>	<b>(153)</b>	<b>0%</b>	<b>150,149</b>	<b>(50,010)</b>	<b>-33%</b>	<b>120,197</b>	<b>120,350</b>	<b>0%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	7,538	12,729	5,191	41%	7,658	120	2%	76,814	140,071	63,257	45%	80,971	4,157	5%	102,273	165,530	38%
5010 Other compensation	0	122	122	100%	0	0	-	0	1,347	1,347	100%	0	0	-	245	1,592	85%
<b>Total Compensation</b>	<b>7,538</b>	<b>12,852</b>	<b>5,313</b>	<b>41%</b>	<b>7,658</b>	<b>120</b>	<b>2%</b>	<b>76,814</b>	<b>141,418</b>	<b>64,604</b>	<b>46%</b>	<b>80,971</b>	<b>4,157</b>	<b>5%</b>	<b>102,517</b>	<b>167,121</b>	<b>39%</b>
5100 Federal Payroll taxes	565	983	418	43%	582	17	3%	5,809	10,818	5,010	46%	6,158	349	6%	7,775	12,785	39%
5105 State Payroll taxes	30	0	(30)	-	30	1	3%	304	0	(304)	-	147	(156)	-106%	304	0	-
5110 Unemployment Insurance	214	263	49	18%	205	(9)	-4%	1,474	2,892	1,418	49%	933	(541)	-58%	1,999	3,417	41%
5115 Workers compensation	79	65	(14)	-22%	80	1	1%	503	716	213	30%	718	215	30%	633	846	25%
<b>Total Payroll Taxes</b>	<b>888</b>	<b>1,311</b>	<b>423</b>	<b>32%</b>	<b>898</b>	<b>10</b>	<b>1%</b>	<b>8,089</b>	<b>14,426</b>	<b>6,336</b>	<b>44%</b>	<b>7,956</b>	<b>(133)</b>	<b>-2%</b>	<b>10,711</b>	<b>17,048</b>	<b>37%</b>
5200 Medical insurance	694	3,467	2,773	80%	1,163	469	40%	6,717	34,674	27,956	81%	11,629	4,912	42%	13,652	41,609	67%
5205 Dental insurance	45	253	208	82%	108	63	59%	469	2,526	2,057	81%	1,076	607	56%	975	3,032	68%
5215 Term life insurance	13	25	13	50%	13	0	0%	100	250	150	60%	125	25	20%	150	300	50%
5220 Long Term Disability insurance	50	84	34	41%	51	1	2%	410	841	431	51%	506	96	19%	578	1,010	43%
5225 PERS Employer Contributions	1,667	2,814	1,148	41%	1,611	(55)	-3%	16,702	30,970	14,268	46%	17,036	335	2%	22,331	36,599	39%
5230 PERS Employee Contributions	452	764	311	41%	459	7	2%	4,522	8,404	3,882	46%	4,858	336	7%	6,050	9,932	39%
<b>Total Insured Benefits</b>	<b>2,920</b>	<b>7,407</b>	<b>4,488</b>	<b>61%</b>	<b>3,404</b>	<b>485</b>	<b>14%</b>	<b>28,920</b>	<b>77,666</b>	<b>48,745</b>	<b>63%</b>	<b>35,231</b>	<b>6,311</b>	<b>18%</b>	<b>43,735</b>	<b>92,480</b>	<b>53%</b>
<b>Total Personnel Services</b>	<b>11,347</b>	<b>21,570</b>	<b>10,223</b>	<b>47%</b>	<b>11,960</b>	<b>614</b>	<b>5%</b>	<b>113,824</b>	<b>233,509</b>	<b>119,686</b>	<b>51%</b>	<b>124,158</b>	<b>10,335</b>	<b>8%</b>	<b>156,964</b>	<b>276,649</b>	<b>43%</b>
<b>Goods &amp; Services</b>																	
6025 Travel - lodging & transportation	0	75	75	100%	0	0	-	289	750	461	62%	630	341	54%	439	900	51%
6030 Travel - Per Diem & mileage reimbursement	0	25	25	100%	0	0	-	0	250	250	100%	0	0	-	50	300	83%
6035 Meals & Entertainment	0	104	104	100%	0	0	-	90	1,042	952	91%	4,101	4,012	98%	298	1,250	76%
<b>Total Travel &amp; Entertainment</b>	<b>0</b>	<b>204</b>	<b>204</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>378</b>	<b>2,042</b>	<b>1,663</b>	<b>81%</b>	<b>4,731</b>	<b>4,353</b>	<b>92%</b>	<b>787</b>	<b>2,450</b>	<b>68%</b>
6075 Memberships & dues	3,097	3,410	312	9%	3,253	156	5%	30,886	34,098	3,212	9%	32,708	1,822	6%	37,706	40,918	8%
<b>Total Office Expense</b>	<b>3,097</b>	<b>3,410</b>	<b>312</b>	<b>9%</b>	<b>3,253</b>	<b>156</b>	<b>5%</b>	<b>30,886</b>	<b>34,098</b>	<b>3,212</b>	<b>9%</b>	<b>32,708</b>	<b>1,822</b>	<b>6%</b>	<b>37,706</b>	<b>40,918</b>	<b>8%</b>
6260 Consulting services	0	852	852	100%	2,617	2,617	100%	106	8,522	8,416	99%	4,871	4,766	98%	1,810	10,226	82%
<b>Total Professional Services</b>	<b>0</b>	<b>852</b>	<b>852</b>	<b>100%</b>	<b>2,617</b>	<b>2,617</b>	<b>100%</b>	<b>106</b>	<b>8,522</b>	<b>8,416</b>	<b>99%</b>	<b>4,871</b>	<b>4,766</b>	<b>98%</b>	<b>1,810</b>	<b>10,226</b>	<b>82%</b>

Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

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					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6310 Marketing supplies	0	17	17	100%	0	0	-	0	167	167	100%	20	20	100%	33	200	83%
6315 Advertising	0	92	92	100%	0	0	-	510	917	407	44%	1,361	851	63%	693	1,100	37%
6340 Legislative support	20,974	20,775	(199)	-1%	22,468	1,494	7%	212,060	207,750	(4,310)	-2%	193,626	(18,434)	-10%	253,610	249,300	-2%
6345 Community affairs	0	0	0	-	1,000	1,000	100%	500	0	(500)	-	1,858	1,358	73%	500	0	-
<b>Total Marketing Expense</b>	<b>20,974</b>	<b>20,883</b>	<b>(91)</b>	<b>0%</b>	<b>23,468</b>	<b>2,494</b>	<b>11%</b>	<b>213,070</b>	<b>208,833</b>	<b>(4,237)</b>	<b>-2%</b>	<b>196,865</b>	<b>(16,205)</b>	<b>-8%</b>	<b>254,837</b>	<b>250,600</b>	<b>-2%</b>
<b>Total Goods &amp; Services</b>	<b>24,072</b>	<b>25,350</b>	<b>1,278</b>	<b>5%</b>	<b>29,338</b>	<b>5,267</b>	<b>18%</b>	<b>244,440</b>	<b>253,495</b>	<b>9,055</b>	<b>4%</b>	<b>239,175</b>	<b>(5,264)</b>	<b>-2%</b>	<b>295,139</b>	<b>304,194</b>	<b>3%</b>
<b>Total Expenses</b>	<b>35,418</b>	<b>46,919</b>	<b>11,501</b>	<b>25%</b>	<b>41,299</b>	<b>5,881</b>	<b>14%</b>	<b>358,263</b>	<b>487,004</b>	<b>128,741</b>	<b>26%</b>	<b>363,334</b>	<b>5,070</b>	<b>1%</b>	<b>452,102</b>	<b>580,843</b>	<b>22%</b>
<b>Operating Results</b>	<b>(25,418)</b>	<b>(36,890)</b>	<b>11,472</b>	<b>-31%</b>	<b>(26,299)</b>	<b>881</b>	<b>-3%</b>	<b>(258,124)</b>	<b>(386,713)</b>	<b>128,588</b>	<b>-33%</b>	<b>(213,185)</b>	<b>(44,940)</b>	<b>21%</b>	<b>(331,905)</b>	<b>(460,493)</b>	<b>-28%</b>
<b>Net Result</b>	<b>(25,418)</b>	<b>(36,890)</b>	<b>11,472</b>	<b>-31%</b>	<b>(26,299)</b>	<b>881</b>	<b>-3%</b>	<b>(258,124)</b>	<b>(386,713)</b>	<b>128,588</b>	<b>-33%</b>	<b>(213,185)</b>	<b>(44,940)</b>	<b>21%</b>	<b>(331,905)</b>	<b>(460,493)</b>	<b>-28%</b>

Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

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					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4005 Building & Dock Leases	10,882	12,776	(1,894)	-15%	10,579	303	3%	124,151	127,757	(3,607)	-3%	134,227	(10,077)	-8%	149,702	153,309	-2%
4010 Property Agreements	7,296	25,108	(17,812)	-71%	17,655	(10,359)	-59%	91,122	266,659	(175,537)	-66%	92,915	(1,793)	-2%	146,193	321,730	-55%
4135 Storage Yard	5,326	0	5,326	-	0	5,326	-	19,751	0	19,751	-	0	19,751	-	19,751	0	-
4290 Other	0	0	0	-	0	0	-	21,300	6,570	14,730	224%	0	21,300	-	21,300	6,570	224%
<b>Total Operating Income</b>	<b>23,504</b>	<b>37,884</b>	<b>(14,380)</b>	<b>-38%</b>	<b>28,234</b>	<b>(4,730)</b>	<b>-17%</b>	<b>256,323</b>	<b>400,986</b>	<b>(144,663)</b>	<b>-36%</b>	<b>227,142</b>	<b>29,181</b>	<b>13%</b>	<b>336,945</b>	<b>481,609</b>	<b>-30%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	35,686	43,337	7,651	18%	38,250	2,564	7%	439,934	476,879	36,945	8%	398,429	(41,506)	-10%	526,609	563,553	7%
5010 Other compensation	0	664	664	100%	0	0	-	0	7,303	7,303	100%	0	0	-	1,327	8,630	85%
5015 Overtime	0	223	223	100%	0	0	-	541	2,450	1,910	78%	123	(418)	-341%	986	2,896	66%
<b>Total Compensation</b>	<b>35,686</b>	<b>44,224</b>	<b>8,538</b>	<b>19%</b>	<b>38,250</b>	<b>2,564</b>	<b>7%</b>	<b>440,475</b>	<b>486,632</b>	<b>46,157</b>	<b>9%</b>	<b>398,551</b>	<b>(41,924)</b>	<b>-11%</b>	<b>528,922</b>	<b>575,079</b>	<b>8%</b>
5100 Federal Payroll taxes	2,687	3,383	697	21%	2,841	154	5%	33,287	37,227	3,940	11%	29,672	(3,616)	-12%	40,054	43,994	9%
5105 State Payroll taxes	140	0	(140)	-	149	8	5%	1,727	0	(1,727)	-	778	(949)	-122%	1,727	0	-
5110 Unemployment Insurance	1,018	1,031	13	1%	1,003	(16)	-2%	8,774	11,350	2,576	23%	7,533	(1,241)	-16%	10,837	13,413	19%
5115 Workers compensation	166	2,243	2,077	93%	170	4	2%	1,256	24,686	23,430	95%	1,541	285	19%	5,743	29,173	80%
<b>Total Payroll Taxes</b>	<b>4,011</b>	<b>6,658</b>	<b>2,647</b>	<b>40%</b>	<b>4,162</b>	<b>150</b>	<b>4%</b>	<b>45,044</b>	<b>73,263</b>	<b>28,219</b>	<b>39%</b>	<b>39,524</b>	<b>(5,520)</b>	<b>-14%</b>	<b>58,360</b>	<b>86,579</b>	<b>33%</b>
5200 Medical insurance	4,122	11,629	7,507	65%	7,560	3,438	45%	80,192	116,290	36,098	31%	72,156	(8,036)	-11%	103,450	139,548	26%
5205 Dental insurance	327	807	480	59%	637	310	49%	5,473	8,069	2,596	32%	6,094	621	10%	7,087	9,683	27%
5215 Term life insurance	75	113	38	33%	100	25	25%	1,150	1,125	(25)	-2%	963	(188)	-19%	1,375	1,350	-2%
5220 Long Term Disability insurance	231	288	57	20%	249	18	7%	2,993	2,879	(114)	-4%	2,420	(573)	-24%	3,569	3,455	-3%
5225 PERS Employer Contributions	8,641	9,631	991	10%	6,147	(2,493)	-41%	97,978	105,980	8,002	8%	68,766	(29,212)	-42%	117,240	125,242	6%
5230 PERS Employee Contributions	2,345	2,614	269	10%	1,753	(592)	-34%	26,409	28,760	2,351	8%	19,610	(6,799)	-35%	31,636	33,987	7%
<b>Total Insured Benefits</b>	<b>15,741</b>	<b>25,081</b>	<b>9,340</b>	<b>37%</b>	<b>16,447</b>	<b>706</b>	<b>4%</b>	<b>214,195</b>	<b>263,103</b>	<b>48,908</b>	<b>19%</b>	<b>170,009</b>	<b>(44,186)</b>	<b>-26%</b>	<b>264,357</b>	<b>313,266</b>	<b>16%</b>
<b>Total Personnel Services</b>	<b>55,438</b>	<b>75,963</b>	<b>20,525</b>	<b>27%</b>	<b>58,858</b>	<b>3,420</b>	<b>6%</b>	<b>699,714</b>	<b>822,999</b>	<b>123,284</b>	<b>15%</b>	<b>608,084</b>	<b>(91,630)</b>	<b>-15%</b>	<b>851,639</b>	<b>974,924</b>	<b>13%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	0	0	-	0	0	-	13	0	(13)	-	0	(13)	-	13	0	-
<b>Total Staff Training</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>13</b>	<b>0</b>	<b>(13)</b>	<b>-</b>	<b>0</b>	<b>(13)</b>	<b>-</b>	<b>13</b>	<b>0</b>	<b>-</b>
6020 Travel - airfare	0	42	42	100%	0	0	-	0	417	417	100%	0	0	-	83	500	83%
6025 Travel - lodging & transportation	0	0	0	-	0	0	-	6	0	(6)	-	0	(6)	-	6	0	-
6030 Travel - Per Diem & mileage reimbursement	0	583	583	100%	0	0	-	1,199	5,833	4,635	79%	214	(985)	-461%	2,365	7,000	66%
6035 Meals & Entertainment	0	21	21	100%	0	0	-	0	208	208	100%	0	0	-	42	250	83%
<b>Total Travel &amp; Entertainment</b>	<b>0</b>	<b>646</b>	<b>646</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>1,205</b>	<b>6,458</b>	<b>5,254</b>	<b>81%</b>	<b>214</b>	<b>(991)</b>	<b>-464%</b>	<b>2,496</b>	<b>7,750</b>	<b>68%</b>
6105 Telephone - mobile	0	0	0	-	0	0	-	0	0	0	-	30	30	100%	0	0	-
6130 Electricity	1,315	1,000	(315)	-32%	1,155	(161)	-14%	9,889	10,000	111	1%	10,086	197	2%	11,889	12,000	1%
6131 Propane - Operations	0	0	0	-	0	0	-	0	0	0	-	162	162	100%	0	0	-
6135 Water/Sewer	569	458	(111)	-24%	521	(49)	-9%	6,163	4,583	(1,580)	-34%	6,197	34	1%	7,080	5,500	-29%
6140 Garbage/Sanitation Collection	0	292	292	100%	0	0	-	0	2,917	2,917	100%	665	665	100%	583	3,500	83%
6155 Environmental Remediation/Mitigation/Monitoring	538	708	170	24%	0	(538)	-	3,593	7,083	3,490	49%	2,104	(1,490)	-71%	5,010	8,500	41%
<b>Total Utilities</b>	<b>2,423</b>	<b>2,458</b>	<b>36</b>	<b>1%</b>	<b>1,675</b>	<b>(747)</b>	<b>-45%</b>	<b>19,645</b>	<b>24,583</b>	<b>4,938</b>	<b>20%</b>	<b>19,244</b>	<b>(402)</b>	<b>-2%</b>	<b>24,562</b>	<b>29,500</b>	<b>17%</b>

Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

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					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6200 Temporary/Contract help	0	0	0	-	0	0	-	0	0	0	-	9,372	9,372	100%	0	0	-
6245 Legal advertising	0	83	83	100%	0	0	-	0	833	833	100%	468	468	100%	167	1,000	83%
6260 Consulting services	2,706	1,025	(1,681)	-164%	116	(2,590)	-2233%	2,938	10,250	7,312	71%	34,327	31,389	91%	4,988	12,300	59%
6290 Commercial insurance	4,768	4,883	115	2%	4,266	(502)	-12%	44,671	48,833	4,163	9%	30,502	(14,169)	-46%	54,437	58,600	7%
<b>Total Professional Services</b>	<b>7,475</b>	<b>5,992</b>	<b>(1,483)</b>	<b>-25%</b>	<b>4,382</b>	<b>(3,093)</b>	<b>-71%</b>	<b>47,609</b>	<b>59,917</b>	<b>12,307</b>	<b>21%</b>	<b>74,670</b>	<b>27,060</b>	<b>36%</b>	<b>59,593</b>	<b>71,900</b>	<b>17%</b>
6400 Small equipment & tools	0	333	333	100%	0	0	-	529	4,083	3,555	87%	593	64	11%	1,195	4,750	75%
6405 Safety/hazardous materials	0	1,217	1,217	100%	4,451	4,451	100%	3,035	12,167	9,131	75%	9,999	6,963	70%	5,469	14,600	63%
6410 Signage	0	42	42	100%	0	0	-	0	417	417	100%	95	95	100%	83	500	83%
6415 Clothing	0	354	354	100%	0	0	-	2,524	3,542	1,018	29%	1,120	(1,404)	-125%	3,232	4,250	24%
6425 Operational supplies	(200)	0	200	-	0	200	-	0	0	0	-	158	158	100%	0	0	-
6450 Fuel - Gas	0	42	42	100%	0	0	-	185	417	232	56%	129	(55)	-43%	268	500	46%
6455 Fuel - Diesel	0	0	0	-	0	0	-	165	0	(165)	-	0	(165)	-	165	0	-
<b>Total Operational Expense</b>	<b>(200)</b>	<b>1,988</b>	<b>2,188</b>	<b>110%</b>	<b>4,451</b>	<b>4,651</b>	<b>104%</b>	<b>6,437</b>	<b>20,625</b>	<b>14,188</b>	<b>69%</b>	<b>12,094</b>	<b>5,657</b>	<b>47%</b>	<b>10,412</b>	<b>24,600</b>	<b>58%</b>
6500 Repairs & maintenance equipment	0	188	188	100%	0	0	-	4,435	1,875	(2,560)	-137%	8	(4,427)	-53464%	4,810	2,250	-114%
6505 Repairs & maintenance vehicles	0	0	0	-	0	0	-	330	0	(330)	-	0	(330)	-	330	0	-
6510 Repairs & maintenance buildings	0	625	625	100%	32	32	100%	202	6,250	6,048	97%	9,187	8,985	98%	1,452	7,500	81%
6515 Repairs & maintenance land improvements	200	83	(117)	-140%	0	(200)	-	462	833	371	45%	(500)	(962)	192%	629	1,000	37%
6520 Repairs & maintenance docks	0	208	208	100%	0	0	-	0	2,083	2,083	100%	51	51	100%	417	2,500	83%
6575 Waterway Leases	0	0	0	-	0	0	-	708	3,000	2,292	76%	2,256	1,548	69%	708	3,000	76%
6580 Permits	0	250	250	100%	0	0	-	1,883	5,000	3,117	62%	3,475	1,592	46%	2,383	5,500	57%
<b>Total Repair and Maintenance</b>	<b>200</b>	<b>1,354</b>	<b>1,154</b>	<b>85%</b>	<b>32</b>	<b>(168)</b>	<b>-530%</b>	<b>8,021</b>	<b>19,042</b>	<b>11,021</b>	<b>58%</b>	<b>14,478</b>	<b>6,458</b>	<b>45%</b>	<b>10,729</b>	<b>21,750</b>	<b>51%</b>
<b>Total Goods &amp; Services</b>	<b>9,897</b>	<b>12,438</b>	<b>2,540</b>	<b>20%</b>	<b>10,540</b>	<b>643</b>	<b>6%</b>	<b>82,930</b>	<b>130,625</b>	<b>47,695</b>	<b>37%</b>	<b>120,699</b>	<b>37,770</b>	<b>31%</b>	<b>107,805</b>	<b>155,500</b>	<b>31%</b>
<b>Total Expenses</b>	<b>65,335</b>	<b>88,400</b>	<b>23,065</b>	<b>26%</b>	<b>69,399</b>	<b>4,063</b>	<b>6%</b>	<b>782,644</b>	<b>953,624</b>	<b>170,980</b>	<b>18%</b>	<b>728,783</b>	<b>(53,861)</b>	<b>-7%</b>	<b>959,444</b>	<b>1,130,424</b>	<b>15%</b>
<b>Operating Results</b>	<b>(41,831)</b>	<b>(50,516)</b>	<b>8,685</b>	<b>-17%</b>	<b>(41,164)</b>	<b>(667)</b>	<b>2%</b>	<b>(526,321)</b>	<b>(552,638)</b>	<b>26,317</b>	<b>-5%</b>	<b>(501,641)</b>	<b>(24,680)</b>	<b>5%</b>	<b>(622,498)</b>	<b>(648,815)</b>	<b>-4%</b>
4695 Grants Received - Other	0	0	0	-	0	0	-	0	5,000	(5,000)	-100%	0	0	-	0	5,000	-100%
4905 Other	0	0	0	-	0	0	-	0	0	0	-	15,000	(15,000)	-100%	0	0	-
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>5,000</b>	<b>(5,000)</b>	<b>-100%</b>	<b>15,000</b>	<b>(15,000)</b>	<b>-100%</b>	<b>0</b>	<b>5,000</b>	<b>-100%</b>
<b>Taxes &amp; Misc Expenses</b>																	
6720 Property Tax - Sublet Facilities	0	0	0	-	0	0	-	0	150	150	100%	73	73	100%	0	150	100%
6745 Banking fees	0	0	0	-	0	0	-	920	7,500	6,580	88%	5,894	4,974	84%	3,420	10,000	66%
6750 Fines & Penalties	0	0	0	-	0	0	-	63	0	(63)	-	0	(63)	-	63	0	-
<b>Total Taxes &amp; Misc Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>983</b>	<b>7,650</b>	<b>6,667</b>	<b>87%</b>	<b>5,967</b>	<b>4,983</b>	<b>84%</b>	<b>3,483</b>	<b>10,150</b>	<b>66%</b>
7010 Interest payment	0	0	0	-	0	0	-	264,894	60,000	(204,894)	-341%	45,531	(219,364)	-482%	284,894	80,000	-256%
<b>Total Debt Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>264,894</b>	<b>60,000</b>	<b>(204,894)</b>	<b>-341%</b>	<b>45,531</b>	<b>(219,364)</b>	<b>-482%</b>	<b>284,894</b>	<b>80,000</b>	<b>-256%</b>
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>265,878</b>	<b>67,650</b>	<b>(198,228)</b>	<b>-293%</b>	<b>51,497</b>	<b>(214,380)</b>	<b>-416%</b>	<b>288,378</b>	<b>90,150</b>	<b>-220%</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>(265,878)</b>	<b>(62,650)</b>	<b>(203,228)</b>	<b>324%</b>	<b>(36,497)</b>	<b>(229,380)</b>	<b>628%</b>	<b>(288,378)</b>	<b>(85,150)</b>	<b>239%</b>
<b>Net Result</b>	<b>(41,831)</b>	<b>(50,516)</b>	<b>8,685</b>	<b>-17%</b>	<b>(41,164)</b>	<b>(667)</b>	<b>2%</b>	<b>(792,199)</b>	<b>(615,288)</b>	<b>(176,911)</b>	<b>29%</b>	<b>(538,138)</b>	<b>(254,060)</b>	<b>47%</b>	<b>(910,876)</b>	<b>(733,965)</b>	<b>24%</b>

Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

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					
	Apr 2024		\$ Diff	% Diff	Apr 2023			Jul 2023 - Apr 2024				Jul 2023 - Jun 2024					
	Actual	Budget			Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Prior FYTD vs Current FYTD Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4010 Property Agreements	13,322	15,940	(2,617)	-16%	12,991	332	3%	248,200	282,383	(34,183)	-12%	260,803	(12,602)	-5%	294,330	328,512	-10%
4260 Rail Operations Revenue	26,881	63,132	(36,251)	-57%	24,932	1,949	8%	251,529	631,322	(379,793)	-60%	296,056	(44,527)	-15%	377,793	757,587	-50%
4265 Rail Surcharges	29,691	60,573	(30,882)	-51%	26,945	2,746	10%	281,236	605,729	(324,493)	-54%	316,869	(35,633)	-11%	402,382	726,875	-45%
4290 Other	0	0	0	-	0	0	-	0	0	0	-	0	0	-	1,029,567	1,029,567	0%
<b>Total Operating Income</b>	<b>69,894</b>	<b>139,645</b>	<b>(69,751)</b>	<b>-50%</b>	<b>64,868</b>	<b>5,027</b>	<b>8%</b>	<b>780,965</b>	<b>1,519,435</b>	<b>(738,469)</b>	<b>-49%</b>	<b>873,728</b>	<b>(92,763)</b>	<b>-11%</b>	<b>2,104,072</b>	<b>2,842,542</b>	<b>-26%</b>
<b>Expenses</b>																	
<b>Goods &amp; Services</b>																	
6070 Postage & courier services	0	0	0	-	0	0	-	51,380	0	(51,380)	-	0	(51,380)	-	51,380	0	-
<b>Total Office Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>51,380</b>	<b>0</b>	<b>(51,380)</b>	<b>-</b>	<b>0</b>	<b>(51,380)</b>	<b>-</b>	<b>51,380</b>	<b>0</b>	<b>-</b>
6260 Consulting services	19,959	18,000	(1,959)	-11%	0	(19,959)	-	119,883	180,000	60,117	33%	154,215	34,332	22%	155,883	216,000	28%
6290 Commercial insurance	3,067	6,100	3,033	50%	4,834	1,767	37%	43,105	61,000	17,895	29%	29,893	(13,212)	-44%	55,305	73,200	24%
<b>Total Professional Services</b>	<b>23,026</b>	<b>24,100</b>	<b>1,074</b>	<b>4%</b>	<b>4,834</b>	<b>(18,192)</b>	<b>-376%</b>	<b>162,988</b>	<b>241,000</b>	<b>78,012</b>	<b>32%</b>	<b>184,107</b>	<b>21,120</b>	<b>11%</b>	<b>211,188</b>	<b>289,200</b>	<b>27%</b>
6430 Equipment Rental	0	0	0	-	0	0	-	47	0	(47)	-	0	(47)	-	47	0	-
<b>Total Operational Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>47</b>	<b>0</b>	<b>(47)</b>	<b>-</b>	<b>0</b>	<b>(47)</b>	<b>-</b>	<b>47</b>	<b>0</b>	<b>-</b>
6505 Repairs & maintenance vehicles	36	0	(36)	-	0	(36)	-	994	0	(994)	-	0	(994)	-	994	0	-
6510 Repairs & maintenance buildings	96,567	12,500	(84,067)	-673%	75,846	(20,721)	-27%	632,318	125,000	(507,318)	-406%	990,816	358,498	36%	657,318	150,000	-338%
6515 Repairs & maintenance land improve	0	0	0	-	76,770	76,770	100%	150,599	0	(150,599)	-	76,840	(73,759)	-96%	150,599	0	-
<b>Total Repair and Maintenance</b>	<b>96,603</b>	<b>12,500</b>	<b>(84,103)</b>	<b>-673%</b>	<b>152,616</b>	<b>56,013</b>	<b>37%</b>	<b>783,910</b>	<b>125,000</b>	<b>(658,910)</b>	<b>-527%</b>	<b>1,067,656</b>	<b>283,746</b>	<b>27%</b>	<b>808,910</b>	<b>150,000</b>	<b>-439%</b>
<b>Total Goods &amp; Services</b>	<b>119,630</b>	<b>36,600</b>	<b>(83,030)</b>	<b>-227%</b>	<b>157,450</b>	<b>37,820</b>	<b>24%</b>	<b>998,325</b>	<b>366,000</b>	<b>(632,325)</b>	<b>-173%</b>	<b>1,251,763</b>	<b>253,438</b>	<b>20%</b>	<b>1,071,525</b>	<b>439,200</b>	<b>-144%</b>
<b>Total Expenses</b>	<b>119,630</b>	<b>36,600</b>	<b>(83,030)</b>	<b>-227%</b>	<b>157,450</b>	<b>37,820</b>	<b>24%</b>	<b>998,325</b>	<b>366,000</b>	<b>(632,325)</b>	<b>-173%</b>	<b>1,251,763</b>	<b>253,438</b>	<b>20%</b>	<b>1,071,525</b>	<b>439,200</b>	<b>-144%</b>
<b>Operating Results</b>	<b>(49,735)</b>	<b>103,045</b>	<b>(152,780)</b>	<b>-148%</b>	<b>(92,582)</b>	<b>42,847</b>	<b>-46%</b>	<b>(217,360)</b>	<b>1,153,435</b>	<b>(1,370,795)</b>	<b>-119%</b>	<b>(378,035)</b>	<b>160,675</b>	<b>-43%</b>	<b>1,032,547</b>	<b>2,403,342</b>	<b>-57%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4480 Tax Credits	0	0	0	-	0	0	-	332,200	781,865	(449,665)	-58%	681,255	(349,055)	-51%	332,200	781,865	-58%
4705 Loans Received	0	0	0	-	0	0	-	0	80,000	(80,000)	-100%	0	0	-	0	80,000	-100%
4905 Other	0	0	0	-	0	0	-	403,000	0	403,000	-	21,826	381,174	1746%	403,000	0	-
4915 Insurance Reimbursement	0	0	0	-	76,058	(76,058)	-100%	0	0	0	-	76,058	(76,058)	-100%	0	0	-
4918 Special Payments Received	66,040	0	66,040	-	0	66,040	-	66,040	0	66,040	-	0	66,040	-	66,040	0	-
<b>Total Other Income</b>	<b>66,040</b>	<b>0</b>	<b>66,040</b>	<b>-</b>	<b>76,058</b>	<b>(10,018)</b>	<b>-13%</b>	<b>801,240</b>	<b>861,865</b>	<b>(60,625)</b>	<b>-7%</b>	<b>779,139</b>	<b>22,101</b>	<b>3%</b>	<b>801,240</b>	<b>861,865</b>	<b>-7%</b>
<b>Other Expenses</b>																	
6755 Insurance Claims	0	0	0	-	104,841	104,841	100%	0	0	0	-	104,841	104,841	100%	0	0	-
<b>Total Taxes &amp; Misc Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>104,841</b>	<b>104,841</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>104,841</b>	<b>104,841</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Debt Services</b>																	
7005 Principal repayment	0	0	0	-	0	0	-	433,532	433,532	0	0%	421,916	(11,616)	-3%	433,532	433,532	0%
7010 Interest payment	0	0	0	-	0	0	-	69,996	68,420	(1,576)	-2%	76,913	6,917	9%	134,319	132,743	-1%
7020 Principal repayment - Vehicles	1,026	1,708	682	40%	437	(589)	-135%	15,587	17,063	1,477	9%	4,359	(11,228)	-258%	19,003	20,480	7%
7025 Interest payment - Vehicles	80	318	238	75%	7	(73)	-1041%	1,588	3,196	1,607	50%	85	(1,503)	-1758%	2,223	3,831	42%
8013 CIP Construction Bridges	0	28,667	28,667	100%	0	0	-	184,152	286,667	102,515	36%	5,062	(179,091)	-3538%	241,485	344,000	30%
8016 CIP Construction Track	0	8,167	8,167	100%	0	0	-	0	81,667	81,667	100%	0	0	-	16,333	98,000	83%
8020 CIP Machinery & Equipment	0	0	0	-	0	0	-	25,583	330,000	304,417	92%	0	(25,583)	-	25,583	330,000	92%
8025 CIP Mobile Equipment	0	0	0	-	0	0	-	219,684	0	(219,684)	-	0	(219,684)	-	219,684	0	-
9025 Special Payments	66,040	0	(66,040)	-	0	(66,040)	-	322,740	0	(322,740)	-	220,479	(102,261)	-46%	322,740	0	-
<b>Total Debt Services</b>	<b>67,146</b>	<b>38,859</b>	<b>(28,287)</b>	<b>-73%</b>	<b>444</b>	<b>(66,702)</b>	<b>-15009%</b>	<b>1,272,862</b>	<b>1,220,544</b>	<b>(52,318)</b>	<b>-4%</b>	<b>728,813</b>	<b>(544,049)</b>	<b>-75%</b>	<b>1,414,902</b>	<b>1,362,585</b>	<b>-4%</b>
<b>Total Other Expenses</b>	<b>67,146</b>	<b>38,859</b>	<b>(28,287)</b>	<b>-73%</b>	<b>105,286</b>	<b>38,139</b>	<b>36%</b>	<b>1,272,862</b>	<b>1,220,544</b>	<b>(52,318)</b>	<b>-4%</b>	<b>833,654</b>	<b>(439,208)</b>	<b>-53%</b>	<b>1,414,902</b>	<b>1,362,585</b>	<b>-4%</b>
<b>Net Other Income</b>	<b>(1,106)</b>	<b>(38,859)</b>	<b>37,753</b>	<b>-97%</b>	<b>(29,228)</b>	<b>28,121</b>	<b>-96%</b>	<b>(471,622)</b>	<b>(358,679)</b>	<b>(112,943)</b>	<b>31%</b>	<b>(54,515)</b>	<b>(417,107)</b>	<b>765%</b>	<b>(613,662)</b>	<b>(500,720)</b>	<b>23%</b>
<b>Net Result</b>	<b>(50,842)</b>	<b>64,186</b>	<b>(115,028)</b>	<b>-179%</b>	<b>(121,810)</b>	<b>70,968</b>	<b>-58%</b>	<b>(688,982)</b>	<b>794,755</b>	<b>(1,483,737)</b>	<b>-187%</b>	<b>(432,550)</b>	<b>(256,432)</b>	<b>59%</b>	<b>418,885</b>	<b>1,902,622</b>	<b>-78%</b>

Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date				Year End					
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD					
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
<b>Operating Income</b>																	
4287 Dredging Services	0	0	0	-	0	0	-	0	0	0	-	190,194	(190,194)	-100%	0	0	-
4290 Other	42,231	36,667	5,564	15%	0	42,231	-	304,371	366,667	(62,295)	-17%	76,073	228,298	300%	377,705	440,000	-14%
<b>Total Operating Income</b>	<b>42,231</b>	<b>36,667</b>	<b>5,564</b>	<b>15%</b>	<b>0</b>	<b>42,231</b>	<b>-</b>	<b>304,371</b>	<b>366,667</b>	<b>(62,295)</b>	<b>-17%</b>	<b>266,268</b>	<b>38,104</b>	<b>14%</b>	<b>377,705</b>	<b>440,000</b>	<b>-14%</b>
<b>Expenses</b>																	
<b>Personnel Services</b>																	
5005 Salaries	525	1,298	773	60%	781	256	33%	5,463	14,282	8,819	62%	60,875	55,411	91%	8,059	16,878	52%
5015 Overtime	0	0	0	-	0	0	-	51	0	(51)	-	10,107	10,056	99%	51	0	-
<b>Total Compensation</b>	<b>525</b>	<b>1,298</b>	<b>773</b>	<b>60%</b>	<b>781</b>	<b>256</b>	<b>33%</b>	<b>5,514</b>	<b>14,282</b>	<b>8,768</b>	<b>61%</b>	<b>70,982</b>	<b>65,468</b>	<b>92%</b>	<b>8,110</b>	<b>16,878</b>	<b>52%</b>
5100 Federal Payroll taxes	40	99	59	60%	59	18	31%	420	1,093	672	62%	5,342	4,922	92%	619	1,291	52%
5105 State Payroll taxes	2	0	(2)	-	3	1	31%	22	0	(22)	-	69	47	68%	22	0	-
5110 Unemployment Insurance	15	40	25	62%	21	5	26%	158	443	285	64%	1,857	1,699	91%	238	523	54%
5115 Workers compensation	0	99	99	100%	0	0	45%	2	1,092	1,090	100%	3	1	28%	201	1,291	84%
<b>Total Payroll Taxes</b>	<b>58</b>	<b>239</b>	<b>181</b>	<b>76%</b>	<b>83</b>	<b>25</b>	<b>30%</b>	<b>602</b>	<b>2,628</b>	<b>2,025</b>	<b>77%</b>	<b>7,270</b>	<b>6,668</b>	<b>92%</b>	<b>1,080</b>	<b>3,105</b>	<b>65%</b>
5200 Medical insurance	265	548	283	52%	215	(50)	-23%	1,591	5,477	3,886	71%	5,547	3,956	71%	2,687	6,572	59%
5205 Dental insurance	35	41	5	13%	27	(9)	-32%	99	407	308	76%	380	281	74%	181	488	63%
5215 Term life insurance	2	4	3	58%	2	0	15%	13	43	30	69%	68	55	81%	22	52	58%
5220 Long Term Disability insurance	3	9	6	66%	4	1	31%	22	86	64	75%	119	98	82%	39	103	62%
5225 PERS Employer Contributions	116	287	171	60%	62	(54)	-88%	1,146	3,158	2,012	64%	9,821	8,675	88%	1,720	3,732	54%
5230 PERS Employee Contributions	32	78	46	60%	18	(14)	-79%	311	857	546	64%	2,791	2,480	89%	467	1,013	54%
<b>Total Insured Benefits</b>	<b>453</b>	<b>966</b>	<b>513</b>	<b>53%</b>	<b>327</b>	<b>(125)</b>	<b>-38%</b>	<b>3,183</b>	<b>10,027</b>	<b>6,844</b>	<b>68%</b>	<b>18,727</b>	<b>15,544</b>	<b>83%</b>	<b>5,115</b>	<b>11,959</b>	<b>57%</b>
<b>Total Personnel Services</b>	<b>1,036</b>	<b>2,503</b>	<b>1,467</b>	<b>59%</b>	<b>1,191</b>	<b>155</b>	<b>13%</b>	<b>9,299</b>	<b>26,937</b>	<b>17,638</b>	<b>65%</b>	<b>96,979</b>	<b>87,680</b>	<b>90%</b>	<b>14,305</b>	<b>31,943</b>	<b>55%</b>
<b>Goods &amp; Services</b>																	
6005 Seminars & training	0	42	42	100%	0	0	-	0	417	417	100%	0	0	-	83	500	83%
<b>Total Staff Training</b>	<b>0</b>	<b>42</b>	<b>42</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>417</b>	<b>417</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>83</b>	<b>500</b>	<b>83%</b>
6090 IT SW subscriptions & licenses	0	0	0	-	0	0	-	5,460	0	(5,460)	-	0	(5,460)	-	5,460	0	-
<b>Total Office Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>5,460</b>	<b>0</b>	<b>(5,460)</b>	<b>-</b>	<b>0</b>	<b>(5,460)</b>	<b>-</b>	<b>5,460</b>	<b>0</b>	<b>-</b>
6105 Telephone - mobile	53	60	7	12%	53	(0)	0%	529	600	71	12%	521	(8)	-2%	649	720	10%
<b>Total Utilities</b>	<b>53</b>	<b>60</b>	<b>7</b>	<b>12%</b>	<b>53</b>	<b>(0)</b>	<b>0%</b>	<b>529</b>	<b>600</b>	<b>71</b>	<b>12%</b>	<b>521</b>	<b>(8)</b>	<b>-2%</b>	<b>649</b>	<b>720</b>	<b>10%</b>
6260 Consulting services	6,817	0	(6,817)	-	0	(6,817)	-	31,419	0	(31,419)	-	800	(30,619)	-3827%	31,419	0	-
6290 Commercial insurance	5,950	5,793	(157)	-3%	5,300	(650)	-12%	55,601	57,925	2,324	4%	50,652	(4,949)	-10%	67,186	69,510	3%
<b>Total Professional Services</b>	<b>12,767</b>	<b>5,793</b>	<b>(6,975)</b>	<b>-120%</b>	<b>5,300</b>	<b>(7,467)</b>	<b>-141%</b>	<b>87,020</b>	<b>57,925</b>	<b>(29,095)</b>	<b>-50%</b>	<b>51,452</b>	<b>(35,568)</b>	<b>-69%</b>	<b>98,605</b>	<b>69,510</b>	<b>-42%</b>



Financial Report - Actual vs. Budget  
For Period Ending Apr 2024

amounts in \$US dollars

Fund: Dredge Fund

Department: Dredge Ops

Location: All

Budget: Adopted



Dredge Ops	Current Period				Same Month Last Year			Year to Date					Year End				
	Apr 2024				Apr 2023			Jul 2023 - Apr 2024				Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	\$ Diff	% Diff	Actual	\$ Diff	% Diff	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
6400 Small equipment & tools	0	83	83	100%	19	19	100%	494	833	339	41%	19,429	18,935	97%	661	1,000	34%
6405 Safety/hazardous materials	0	17	17	100%	0	0	-	0	167	167	100%	0	0	-	33	200	83%
6420 Janitorial supplies	0	17	17	100%	0	0	-	0	167	167	100%	0	0	-	33	200	83%
6425 Operational supplies	0	17	17	100%	47	47	100%	986	167	(820)	-492%	103,420	102,434	99%	1,020	200	-410%
6430 Equipment Rental	0	0	0	-	0	0	-	0	0	0	-	1,054	1,054	100%	0	0	-
6450 Fuel - Gas	0	33	33	100%	0	0	-	160	333	174	52%	2,065	1,905	92%	226	400	43%
6455 Fuel - Diesel	0	33	33	100%	0	0	-	0	333	333	100%	7,405	7,405	100%	67	400	83%
<b>Total Operational Expense</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>100%</b>	<b>66</b>	<b>66</b>	<b>100%</b>	<b>1,640</b>	<b>2,000</b>	<b>360</b>	<b>18%</b>	<b>133,373</b>	<b>131,732</b>	<b>99%</b>	<b>2,040</b>	<b>2,400</b>	<b>15%</b>
6500 Repairs & maintenance equipment	1,356	13,750	12,394	90%	0	(1,356)	-	94,982	137,500	42,518	31%	9,793	(85,189)	-870%	122,482	165,000	26%
6505 Repairs & maintenance vehicles	0	7,125	7,125	100%	720	720	100%	50,414	71,250	20,836	29%	19,257	(31,158)	-162%	64,664	85,500	24%
<b>Total Repair and Maintenance</b>	<b>1,356</b>	<b>20,875</b>	<b>19,519</b>	<b>94%</b>	<b>720</b>	<b>(636)</b>	<b>-88%</b>	<b>145,396</b>	<b>208,750</b>	<b>63,354</b>	<b>30%</b>	<b>29,049</b>	<b>(116,347)</b>	<b>-401%</b>	<b>187,146</b>	<b>250,500</b>	<b>25%</b>
<b>Total Goods &amp; Services</b>	<b>14,176</b>	<b>26,969</b>	<b>12,793</b>	<b>47%</b>	<b>6,139</b>	<b>(8,037)</b>	<b>-131%</b>	<b>240,045</b>	<b>269,692</b>	<b>29,647</b>	<b>11%</b>	<b>214,394</b>	<b>(25,651)</b>	<b>-12%</b>	<b>293,984</b>	<b>323,630</b>	<b>9%</b>
<b>Total Expenses</b>	<b>15,212</b>	<b>29,472</b>	<b>14,260</b>	<b>48%</b>	<b>7,331</b>	<b>(7,882)</b>	<b>-108%</b>	<b>249,344</b>	<b>296,629</b>	<b>47,284</b>	<b>16%</b>	<b>311,373</b>	<b>62,029</b>	<b>20%</b>	<b>308,288</b>	<b>355,573</b>	<b>13%</b>
<b>Operating Results</b>	<b>27,019</b>	<b>7,195</b>	<b>19,824</b>	<b>276%</b>	<b>(7,331)</b>	<b>34,350</b>	<b>-469%</b>	<b>55,027</b>	<b>70,038</b>	<b>(15,011)</b>	<b>-21%</b>	<b>(45,105)</b>	<b>100,132</b>	<b>-222%</b>	<b>69,416</b>	<b>84,427</b>	<b>-18%</b>
<b>Other Income &amp; Expenses</b>																	
<b>Other Income</b>																	
4505 Interest - Bank	1,474	0	1,474	-	2,172	(698)	-32%	18,416	0	18,416	-	13,485	4,931	37%	18,416	0	-
<b>Total Other Income</b>	<b>1,474</b>	<b>0</b>	<b>1,474</b>	<b>-</b>	<b>2,172</b>	<b>(698)</b>	<b>-32%</b>	<b>18,416</b>	<b>0</b>	<b>18,416</b>	<b>-</b>	<b>13,485</b>	<b>4,931</b>	<b>37%</b>	<b>18,416</b>	<b>0</b>	<b>-</b>
<b>Net Other Income</b>	<b>1,474</b>	<b>0</b>	<b>1,474</b>	<b>-</b>	<b>2,172</b>	<b>(698)</b>	<b>-32%</b>	<b>18,416</b>	<b>0</b>	<b>18,416</b>	<b>-</b>	<b>13,485</b>	<b>4,931</b>	<b>37%</b>	<b>18,416</b>	<b>0</b>	<b>-</b>
<b>Net Result</b>	<b>28,493</b>	<b>7,195</b>	<b>21,298</b>	<b>296%</b>	<b>(5,158)</b>	<b>33,651</b>	<b>-652%</b>	<b>73,443</b>	<b>70,038</b>	<b>3,405</b>	<b>5%</b>	<b>(31,621)</b>	<b>105,064</b>	<b>-332%</b>	<b>87,832</b>	<b>84,427</b>	<b>4%</b>





M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Matt Friesen, Director of External Affairs

DATE: June 11, 2024

SUBJECT: External Affairs Management Report

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**Communications, Media, and Outreach:**

Staff assisted with the Charleston Fisherman Memorial’s Blessing of the Fleet event. Staff helped with event planning and communications support efforts around their annual event. Port posted content to the web and was able to get local media to share the Press Release and cover the event.

Staff continue to proactively meet with community groups and local leaders to build inroads and find opportunities for collaboration. Staff recently joined and attended the first meeting with the Downtown Association Revitalization Workgroup. Staff met with the Coos Bay Visitors Association and SCDC to learn about additional opportunities to partner and to provide updates. Staff attended the Bay Area Chamber of Commerce Board meeting and Chamber Luncheon.

Staff attended Town Halls for Senator Ron Wyden and Senator Jeff Merkley and met with Senator Merkley and local government officials prior to his Town Hall. Staff also attended DLCD’s Community meeting on the offshore wind energy project.

Staff coordinated with project partners to request Letters of Support for the next round of grants for the PCIP. As part of the letters the team called stakeholders individually to offer updates and answer questions. Approximately 70 letters have been requested over the last month.

Staff developed a Community Engagement Plan to lay the groundwork for broader PCIP outreach based on a shared decision-making model that will continue to be developed in coming weeks.

Port staff continued conversations with Coos Bay city staff and Business Oregon to discuss the possibility of applying for a grant to reinforce the walking path on the dike that sits along the downtown waterfront.

Ten requests for information or general queries were received through the public portal during the month of May which staff has or is responding to.

Port’s Facebook posts continue to receive very good engagement from the community. The Port continued its “Tenant Tuesday” social media program spotlighting its partnership with tenants and promoting their activities to the Ports 5.3K page followers. Staff is beginning development on a new program to share information about partners and customers in other lines of its operations to continue helping update the public on day-to-day happenings occurring at the Port.

The state legislature held its quarterly series of committee hearings in Salem known as “legislative days”. Staff monitored hearings and the initiation of the state’s transportation package that held their first presentations and Road Show in the Portland area. The Road Show will travel around the state in coming months gathering information about local transportation needs.

Congresswomen Hoyle announced she is seeking funding for the Charleston Shipyard Capacity Enhancement project as part of her next opportunity for direct appropriations.

**Relevant Stories:**

[U.S. Rep. Hoyle requests over \\$28 million in funding for 15 local projects \(yahoo.com\)](#)

[Oregon transportation committee on 12 stop tour to hear public concerns - KOBITV NBC5 / KOTI-TV NBC2 \(kobi5.com\)](#)

[Port of Astoria eyes new wastewater treatment strategy for seafood processors \(yahoo.com\)](#)

[Coos County fights offshore wind energy project \(kval.com\)](#)

[Oregon, California universities collaborate to research offshore wind - OPB](#)

[Oregon lawmakers address transportation policy and hit the road - OPB](#)

[State Senate Leadership Shifts Fall into Place as Steiner Seeks Statewide Office - The Corvallis Advocate](#)



M E M O R A N D U M

TO: John Burns, Chief Executive Officer

FROM: Mike Dunning, Chief Port Operations Officer

DATE: June 11, 2024

SUBJECT: Port Operations/Asset Management Report

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**Channel Modification Project/PCIP:**

The Port project team met with the USACE Portland District at the beginning of June. The purpose of this meeting was to provide updates on the Channel Modification project and PCIP. The Port team is still on schedule to submit the draft 204(f)/408 by the end of June 2024. In an effort for a more expedient review, the Port has been submitting appendices in advance for Corps review.

The Project held a second meeting with the Corps while in Portland to discuss permitting and NEPA for the PCIP project as a whole. These meetings went well and the Port has a clear understanding about the path forward as it pertains to submission of permits and the start of NEPA. The Port expects to submit permit applications, one for each leg of the project, in late Summer or early Fall. Permit submission will be followed by the Notice of Intent (NOI) by the Corps in the December 2024 timeframe. The next USACE project meeting is scheduled for early August 2024.

**Rail Bridge Rehabilitation Project:**

Vaughn Viaduct: The contractor is wrapping up the punch list for project closeout.

Steel Swing Bridges: The contractor is mobilizing the barge and equipment to Coos Bay to start installation of stringers and other components of the project.

**PIDP Grant (Tie and Resurfacing Project):**

The contractor has mobilized additional surfacing equipment to wrap up this project. Staff expects to start project closeout in the coming weeks. Almost all of the track conditions slow orders have been removed as a result of this project.

**Dredging:**

Staff received notice from the Portland District that the RM 12-15 solicitation is being re-solicited and a contract is expected to be awarded in late July 2024. This will put the contractor on a very tight schedule to complete the work before the winter season.

The coastal clam shell contract is expected to be awarded in June 2024. This is the contract that will remove material at the northern entrance of the marina. Pending budget approval, staff will contract with this dredge to remove portions of the shoal that are in the Port's dredge prisms.



MEMORANDUM

TO: John Burns, Chief Executive Officer

FROM: Raymond Dwire, Charleston Marina Complex Manager

DATE: June 11, 2024

SUBJECT: Charleston Operations Management Report

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**Monthly Statistics:**

Of the 525 moorage slips, there were 127 annuals (24.19%), 63 semi-annuals (12.00%), 35 monthlies (6.67%), and 347 transient nights, for a total occupancy of 45.06% for the month.

The RV Park had an average capacity of 18.90% in May. Out of 104 RV Park spaces, we had 47 new check-ins with total sales of \$21,964.82. Occupancy in May 2023 was 25.43% with sales of \$23,740.28

There were 463 tons of ice sold in the month of May for a total of \$46,314.00. In comparison, May 2023, 40 tons of ice sold for a total of \$3,656.50.

**Charleston Marina Staff:**

- Marina Office and RV Park Office Staff remains one person short. This FTE will not be budgeted in FY 24/25. This reduction in staff will definitely be felt but our Marina Office Staff, Cheryl Charitar and Julie Williams, will be there to assist all our customers and guests.
- Marina's Maintenance Staff remains fully staffed with eight full-time employees.
- Port Security welcomes Max Croxton as the newest Security Officer at the Charleston Marina. This brings Port Security back up to five full-time employees.

**Oregon Department of Fish and Wildlife Tours Charleston Marina:**

On Thursday, June 6, Janine Belleque, Boating Facilities Manager from the Oregon State Marine Board and a group of visitors from the US Fish and Wildlife Service from the Portland Offices toured the Charleston Marina. The entourage consisted of grant specialists for BIG, CVA and SFR along with the Chief to Finance Staff. Highlighted during the visit were some of our needs along with an opportunity for them to see how previous grant dollars were put to use in the Charleston Marina.

**2024 Blessing of The Fleet, May 27, 2024. Charleston Marina Complex, Charleston, OR:**

It was a day of remembrance honoring those individuals in our fishing community who have gone before us. Beautiful weather set the stage as the USCG Color Guard Detail presented the colors for the ceremony. The M/V Princess Haru, inbound headed for Oregon Chip Terminal, complimented our backdrop for the Annual Blessing of The Fleet. An unexpected flyover by The Oregon Air National Guard during the blessing prayer highlighted the morning. The Charleston Fishing Families hosted a reception with Coffee and Cake. Thank you to all who attended.





**Fisherman's Memorial Plaque**

**Fishing Industry Plaque**



J. B. John Elliott Burgess	Gary "Bear" Gene Warren
John Frank Hatten	Richard "Dick" Lilienthal
Gladys Johnston	Doris L. Hockema
Spud Murphy	Alice I. Gunnari
Captain James L. Moore	Holly Hall Stamper
Don G Burks	

Roy C. Cameron	Michael L. Workman
Amos Allen "Red" Astor	James "Jim" Nash
W.A. "Rusty" Shield	Scott Heath

The above names were added this year to the Memorial Plaques.

***All Across Oregon* hosted by Vinny DiCostanzo visits Monkey Business Restaurant & Marina Market:**

On May 27, 2024, The Charleston Marina had another visitor who is well-known to foodies across America. Vinny DiConstanzo, host of **All Across Oregon**, was onsite filming for a future episode at our own Monkey Business.

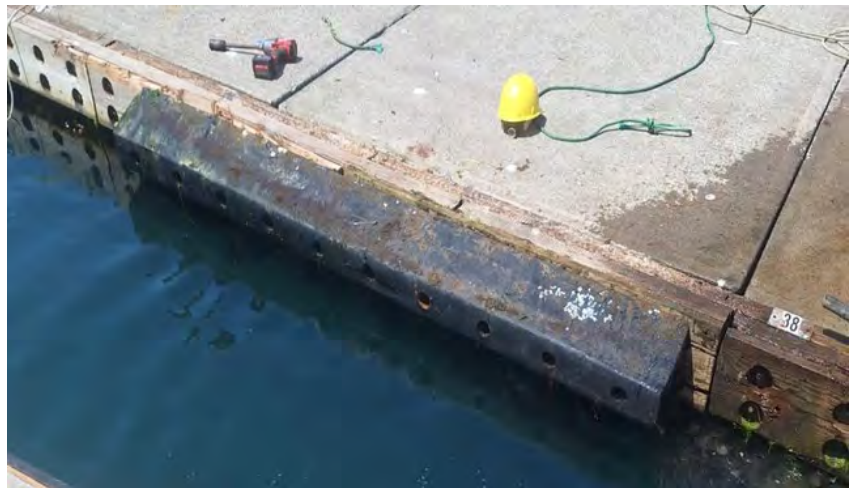
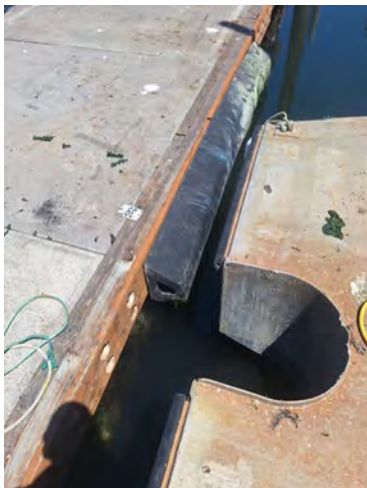
The PBS website invites us to “Follow Vinny DiConstanzo on his travels throughout the state in search of good eats, interesting people and exciting things to do. Let him be your guide as he acquaints you with all that Oregon has to offer.”

During filming of the show, some of the amazing tartar sauce dripped on Vinny's shirt so he was presented with an official Monkey Business T-Shirt to cover up the mess left on his shirt (pictured below). This episode is expected to air sometime next year on PBS.



### Dock Work Projects:

Maintenance Staff Attends to Unfinished Business on D-Dock.



The Bumpers on the Marina Docks help protect the docks and the vessels. Last week, Charleston Maintenance Crews replaced some whalers and rub boards on a section of D-Dock shown above and below. With the bumpers re-installed these slips should be good to go.







### **A Temporary Repair:**

Normally we see piling start to fail under the water line. This piling needed a patch job well above the water line. Hopefully, this will hold this piling over till we can do our next piling project.

### **Charleston Shipyard and Travel Lift:**

Port Staff at the Charleston Shipyard has been so busy hauling vessels that we are now experiencing a shortage of boat stands. No worries, our fabricators are also able to fill that need with custom made stands. Shown below, a factory-made stand is used as a pattern for the stands made by our Maintenance Staff. Thank you for all you do for us.



### **State Dredge - Dredge Pipe Floats:**

To assist mariners and provide extra visibility of the dredge pipe when Charleston Crews are dredging, the State of Oregon has recently added these dredge pipe floats to its list of equipment. This purchase is in hopes to reduce the times vessels run over the dredge pipe during dredging operations. We look forward to trying these out in October in Garibaldi.



MEMORANDUM

TO: John Burns, Chief Executive Officer

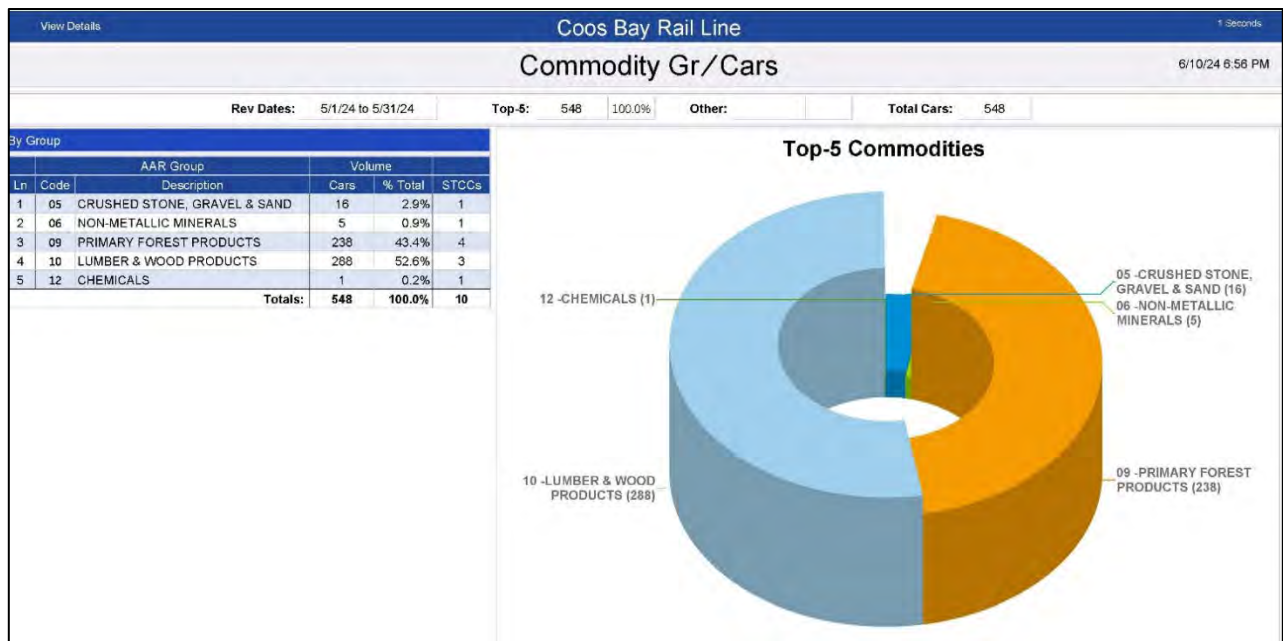
FROM: Brian Early, General Manager, CBRL

DATE: June 11, 2024

SUBJECT: Railroad Department Management Report

**Operations:**

Car loadings began creeping up in May, mostly due to an increase in log car volume. Staff expects this trend to continue as the shipper has made a commitment to move more log cars using CBRL. Incoming mineral shipments also picked up in May, while dimensional lumber and wood chips remained steady.



May was a busy month for training. CBRL and Port Staff all participated in annual Railway Worker Protection (RWP) refreshers, as well as initial training for the newer members of both teams. CBRL facilitated RWP training for some of our contractors and MOW staff received advanced training in track inspection and annual firefighting refreshers.

Management Staff also participated in advanced instruction in the training and testing of both train and MOW crews as well as enhanced education with regards to FRA's newest compliance expectations.





CBRL's annual herbicide application took place the week of May 13, beginning in Coquille and terminating in Eugene. This is an important piece of CBRL's Fire Prevention Program along with ongoing mowing and brush removal along our right of way.

**Mechanical (Locomotive):**

Columbia Rail was onsite the week of May 13, performing two periodic inspections and affecting other mechanical repairs on the balance of the fleet.

**Mechanical (Car):**

The car supply from Union Pacific was heavy for the month and inspections and repairs were made more challenging than normal because the PIDP project was working in and around Mapleton where the inspections and repairs are performed. The cars had to be moved several times before they were released to allow for the siding and main tracks to receive ties and surfacing, but all cars received from Interchange were attended to.

**Maintenance of Way (MOW):**

Our MOW team continued to have a good deal of their time spent supervising the contractors currently on property, inspecting the work as it's completed and repairing broken rails on the north end of the line. The bulk of the tie replacement portion of the PIDP project has been completed, with the surfacing portion of the project shooting for a mid-June completion. Working with the contractor, our crews were able to rehabilitate a crossing utilized by one of our shippers in Noti. This crossing was causing some delays in train movement due to its condition and was becoming a safety concern to all parties.



**ODOT/FRA:**

CBRL had one on-site visit from ODOT's Signal and Crossing Inspector in May, and two defects were recommended for violation. Management staff responded promptly, and no civil penalties are expected.

**Coos Bay Rail Line:**

As of May 31st, 2024, CBRL has worked 156 days injury free. Currently, CBRL has 23 employees and 10 locomotives on property.

# **Supplemental Budget Hearing**

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

**DATE:** June 11, 2024

**PROJECT TITLE:** Resolution 2024Res03: Adoption of Supplemental Budget for Fiscal Year 2023/24

**ACTION REQUESTED:** Adopt Resolution 2024Res03 adopting the supplemental budget reallocating and increasing appropriations to incorporate changes in the Port’s General Fund.

**BACKGROUND:**  
Staff wishes to reallocate department appropriations and contingency in the General Fund as well as an increase in appropriation in the General Fund. In the General Fund, the reallocation of appropriation from the departments and the contingency category is to account for the unforeseen repairs on the rail line bridges expensed in the Rail Operations department. The increase in the General Fund is to account for unexpected revenue in the Rail Operations department for the sale of surplus property.

Staff wishes to amend the 2023/24 budget as follows:

<b><u>General Fund</u></b>	<b><u>Budgeted Amounts</u></b>	<b><u>New Amounts</u></b>	<b><u>Change</u></b>
Administration	2,148,636	2,190,785	42,149
Charleston Operations	2,802,089	2,428,845	(373,244)
External Affairs	580,843	444,606	(136,237)
Port Operations	1,140,574	955,728	(184,846)
Rail Operations	1,211,200	1,656,481	445,281
Debt Service	1,271,686	1,536,528	264,842
Transfers to other funds	-	-	-
Contingency	159,725	-	(159,725)
Special Payments	-	220,479	220,479
<b>General Fund Total</b>	<b>\$ 9,314,753</b>	<b>\$ 9,433,452</b>	<b>\$ 118,699</b>

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

**RECOMMENDED MOTION:**  
Approve Resolution 2024Res03 adopting the supplemental budget reallocating and increasing appropriations to incorporate changes in the Port’s General Fund.

**RESOLUTION 2024Res03**

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

**RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2023/24**

**WHEREAS**, a supplemental budget is required when occurrences or conditions, which were not known at the time the budget was prepared, require changes in financial planning, and

**WHEREAS**, unforeseen events were incurred by the Port of Coos Bay during the current fiscal year, and

**WHEREAS**, recommended changes do not exceed 10% to any Fund except, and

**WHEREAS**, the increase to General Fund is due to the unanticipated revenue received by the fund, and

**THEREFORE, BE IT RESOLVED** that the 2023/24 budget be modified, reallocating appropriation level between departments in the General Fund, as well as adding additional appropriation where additional resources were made available to cover non-funded expenditures.

<u>General Fund</u>	<u>Budgeted Amounts</u>	<u>New Amounts</u>	<u>Change</u>
1 Administration	2,148,636	2,190,785	42,149
2 Charleston Ops	2,802,089	2,428,845	(373,244)
3 External Affairs	580,843	444,606	(136,237)
4 Port Ops	1,140,574	955,728	(184,846)
6 Rail Ops	1,211,200	1,656,481	445,281
Non-Departmental			
Debt Service	1,271,686	1,536,528,	264,842
Transfers to Other Funds	-		-
Contingency	159,725	-	(159,725)
Special Payments	-	220,479	220,479
<b>General Fund Total</b>	<b>\$ 9,314,753</b>	<b>\$ 9,433,452</b>	<b>\$ 118,699</b>

**APPROVED and ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 18<sup>th</sup> day of June 2024.

\_\_\_\_\_  
Eric Farm

\_\_\_\_\_  
Brianna Hanson

# Budget Hearing

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

**DATE:** June 11, 2024

**PROJECT TITLE:** Resolution 2024Res04: Adoption of Budget, Making Appropriations, Imposing and Categorizing Taxes – Combined for the 2024/25 Fiscal Year

**ACTION REQUESTED:** Approval of Resolution 2024Res04: Adoption of Budget, Making Appropriations, Imposing and Categorizing Taxes – Combined for the 2024/25 Fiscal Year

**BACKGROUND:**

The Port’s Budget Committee approved the proposed 2024/25 Fiscal Year Budget after its first budget committee meeting on May 20, 2024. Each year, following the Budget Committee’s approval of the budget, the Commission is required to hold a public hearing. The objective of the public hearing is to receive testimony from any person present. The public hearing is scheduled for 11:00 a.m., Tuesday, June 18, 2024, prior to the regular Commission meeting.

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

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

**RECOMMENDED MOTION:**

Approve Resolution 2024Res04: a resolution adopting a budget, making appropriations, imposing and categorizing taxes – combined for the 2024/25 Fiscal Year.

**Resolution 2024Res04**

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

**A RESOLUTION ADOPTING A BUDGET, MAKING APPROPRIATIONS, IMPOSING AND  
CATEGORIZING TAXES - COMBINED FOR THE FISCAL YEAR 2024/2025**

BE IT RESOLVED that the Board of Commissioners of the Oregon International Port of Coos Bay adopts the 2024/2025 fiscal year budget as approved by the Budget Committee in the amount of \$85,789,373 now on file at the Oregon International Port of Coos Bay.

BE IT ALSO RESOLVED that the Board of Commissioners of the Oregon International Port of Coos Bay hereby imposes the taxes provided for in the adopted budget at the rate of .6119 per \$1,000 of assessed value and no taxes imposed this year for bonds. These taxes are hereby imposed and categorized for tax year 2024/2025 upon the assessed value of all taxable property within the district as of January 1, 2024.

	<u>General Government</u>	<u>Excluded from Limitation</u>
General Fund	Tax Rate = \$.0006119	

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below are hereby appropriated as follows:

<u>GENERAL FUND</u>		
Administration	\$	1,745,518
Charleston Operations		3,300,920
External Affairs		372,249
Port Ops		512,609
Railroad Operations		760,716
Non-departmental		
Debt Service		1,353,135
Transfers to other funds		-
Contingency		28,009
TOTAL GENERAL FUND	\$	8,073,156
 <u>SPECIAL PROJECTS FUND:</u>		
Materials and Services	\$	68,262,100
Capital Outlay		7,632,409
Transfers to other funds		-
TOTAL SPECIAL PROJECTS FUND		75,894,509
 <u>RESERVE FUND</u>		
Transfers to other funds		-
TOTAL RESERVE FUND		-
 <u>DREDGE FUND</u>		
Personnel Services		136,458
Materials & Services		685,250
TOTAL DREDGE FUND		821,708
 TOTAL APPROPRIATIONS ALL FUNDS	\$	84,789,373
 <b>TOTAL APPROPRIATIONS</b>	\$	84,789,373
 <b>UNAPPROPRIATED ENDING BALANCE &amp; RESERVED FOR FUTURE EXPENDITURE</b>		1,000,000
Total budget	\$	85,789,373

APPROVED AND ADOPTED by the Board of Commissioners of the Oregon International Port of Coos Bay this 18th day of June 2024.

\_\_\_\_\_  
Eric Farm

\_\_\_\_\_  
Brianna Hanson

# Action Items



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

**DATE:** June 11, 2024

**PROJECT TITLE:** Update Signature Authority for Oregon State Treasury Local Government Investment Pool

**ACTION REQUESTED:** Approve updating signature authority for bank account changes to the Local Government Investment Pool account #5347.

**BACKGROUND:**

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

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

With the resignation of Commission President Eric Farm, and former Chief Executive Officer John Burns, Port staff wishes to update the signature authority documents for the LGIP. Any two of the following individuals are required to initiate bank account information changes for the Local Government Investment Pool account #5347:

Lanelle Comstock	Chief Administrative Officer
Mike Dunning	Chief Port Operations Officer
Megan Richardson	Director of Finance & Accounting
Brianna Hanson	Vice President
Kyle ViskneHill	Treasurer

**RECOMMENDED MOTION:**

Approve updating signature authority for bank account changes to the Local Government Investment Pool account #5347.

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

**DATE:** June 11, 2024

**PROJECT TITLE:** 2024Res05: Update Signature Authority on Umpqua Bank Accounts

**ACTION REQUESTED:** Approve Resolution 2024Res05 updating signature authority for the banking accounts at Umpqua Bank, Coos Bay Branch.

**BACKGROUND:**

Port Policy Chapter 12 outlines the internal controls and authorization for financial management of the Port of Coos Bay. All Port bank accounts must be authorized and approved by the Board of Commissioners. With the resignation of President Eric Farm, and Chief Executive Officer John Burns, Port staff wishes to update the signature authority documents for the following bank accounts, to be effective June 18, 2024:

ZBA Disbursement Checking Account #2511  
ZBA Payroll Checking Account #5360  
Money Market Sweep Account #3394  
General Concentration Sweep Account #3139  
Business Development #0198

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

Lanelle Comstock	Chief Administrative Officer
Mike Dunning	Chief Port Operations Officer
Megan Richardson	Director of Finance & Accounting
Brianna Hanson	Vice President
Kyle ViskneHill	Treasurer

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

**RECOMMENDED MOTION:**

Approve Resolution 2024Res05 updating signature authority for the banking accounts at Umpqua Bank, Coos Bay Branch.

**RESOLUTION 2024Res05**

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

**RESOLUTION CHANGING THE SIGNATURE AUTHORIZATION FOR THE  
BANK ACCOUNTS AT UMPQUA BANK**

**WHEREAS**, the Oregon International Port of Coos Bay has designated Umpqua Bank as a bank and depository for funds of the Port, which may be withdrawn on checks, drafts, receipts or advices of debt given or signed in the Port’s name; and

**WHEREAS**, the Port wishes to update the names of the individuals authorized to initiate changes to the bank accounts listed below, effective June 18, 2024:

- ZBA Disbursement Checking Account #2511
- ZBA Payroll Checking Account #5360
- Money Market Sweep Account #3394
- General Concentration Sweep Account #3139
- Business Development #0198

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

- |                  |                                  |
|------------------|----------------------------------|
| Lanelle Comstock | Chief Administrative Officer     |
| Mike Dunning     | Chief Port Operations Officer    |
| Megan Richardson | Director of Finance & Accounting |
| Brianna Hanson   | Vice President                   |
| Kyle ViksneHill  | Treasurer                        |

**WHEREAS**, said Bank shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any person or persons signing the same.

**APPROVED AND ADOPTED**, by the Board of Commissioners of the Oregon International Port of Coos Bay this 18th day of June 2024.

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Eric Farm

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Brianna Hanson

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

**DATE:** June 11, 2024

**PROJECT TITLE:** 2024Res06: Amendments to Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits

**ACTION REQUESTED:** Adopt resolution 2024Res06 amending Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits.

**BACKGROUND:**

Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits, outlines employee benefits including, but not limited to, the accrual and use of Paid Time Off (PTO), Holidays, Leaves of Absence, and Family Medical Leave. Section 14.5: Time Off & Benefits has been revised to reflect the recent changes in legislation made to the Oregon Family Leave Act (OFLA) and Paid Leave Oregon (PLO) protected leave programs and to provide any necessary clarity.

In 2019, the Oregon Legislature established a Paid Family and Medical Leave Insurance program within the Oregon Employment Department, branded as Paid Leave Oregon. This program went into effect on September 3, 2023, offering employees wage replacement benefits when they need to take leave for qualifying family, medical, and safe leave purposes.

In the 2024 legislative session, the Oregon Legislature passed Senate Bills 999 and 1515, which made revisions to OFLA in order to better align OFLA benefits with PLO. Many of the qualifying purposes for leave remain unchanged; however, effective July 1, 2024, leave will either be covered by OFLA or PLO depending on the qualifying purpose but not both.

The red lined tracked version of the changes are included within the packet following the resolution.

**RECOMMENDED MOTION:**

Adopt resolution 2024Res06 amending Port Policy Manual Chapter 14: Personnel Policy, Section 14.5: Time Off & Benefits.

**RESOLUTION 2024Res06**

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

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

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

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

**WHEREAS**, Section 14.5: Time Off & Benefits must be revised to reflect the recent changes in legislation made to the Oregon Family Leave Act (OFLA) and Paid Leave Oregon (PLO) protected leave programs and to provide any necessary clarity, and

**WHEREAS**, the policy will be effective July 1, 2024.

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

**APPROVED and ADOPTED**, by the Board of Commissioners of the Oregon International Port of Coos Bay this 18th day of June 2024.

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Eric Farm

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Brianna Hanson

## **POLICY 14.5 TIME OFF & BENEFITS**

### **A. PAID TIME OFF (PTO)**

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

#### Accrual:

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

PTO accrual rates are as follows:

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

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

PTO is not accrued during unpaid leave.

#### Use of PTO:

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

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

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

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

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

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

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

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

Payment:

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

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

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

**B. HOLIDAYS**

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

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

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

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

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

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

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

#### C. MEDICAL / VISION / DENTAL INSURANCE

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

#### D. LIFE / DISABILITY INSURANCE

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

#### E. RETIREMENT PLAN

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



## F. COMMUNITY SERVICE

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

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

### Membership Dues and Other Fees:

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

## G. EDUCATIONAL ASSISTANCE

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

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

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

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

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

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

#### H. LEAVES OF ABSENCE

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

##### Paid Leaves of Absence:

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

The following shall be considered paid leaves of absences:

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

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

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

#### Unpaid Leaves of Absence:

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

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

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

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

The following shall be considered examples of unpaid leave:

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

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

- Domestic Violence Victim Leave:

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

## I. FAMILY MEDICAL LEAVE

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

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

### Eligibility:

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

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

### Qualifying Purposes:

Qualifying purposes are different for FMLA, OFLA, and PLO. Employees may qualify for one or more types of leave, or may not qualify, depending on the purpose of leave. Contact the Human Resources department for more information.

Employees may request family and medical leave for:

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

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

- 2 weeks of paid leave for limitations related to pregnancy, childbirth, or a related condition.
- 12 weeks of leave for an illness, injury or condition related to pregnancy or childbirth that disables the employee. ~~and~~

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

#### General Provisions:

- Notice - Employees are required to give the Port 30 days' notice of the need for leave when it is foreseeable. If the reason for the leave is unforeseeable, employees must give the Port verbal or written notice within 24 hours of beginning leave and must provide written notice within three days of returning to work. An employee must make a reasonable effort to schedule treatment for serious health conditions in a manner that does not unduly disrupt business operations.
- Annual Leave Period - The leave calculation year for family medical leave is the 52-week period that begins on the Sunday before the first day family leave is taken by the employee (52-week "looking forward" method.)

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

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

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

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

who does not return to work for reasons other than a serious health condition of the employee or family member or other circumstances beyond the control of the employee.

## J. PAID LEAVE OREGON

In 2019, the Oregon Legislature passed House Bill (HB) 2005, which established a Paid Family and Medical Leave Insurance (PFMLI) program within the Oregon Employment Department (OED). The program provides employees with wage replacement benefits when they need to take family, medical or safe leave. The program has been branded as Paid Leave Oregon (PLO). The Port provides Paid Leave Oregon through the Oregon Employment Department. This protected leave is required by Oregon state law and provides paid time off to eligible employees when they need to take qualifying family, medical or safe leave. This is a protected leave with certain rights and responsibilities. All health-related information gathered by the insurer and the Port will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. Employees are encouraged to use the combination of time off and benefits that best meets their personal needs. Refer to ORS Chapter 657B for additional information. In all instances, applicable Oregon laws, rules, and policies govern the employee's and the Port's rights and obligations under PLO, not this policy.

### Cost:

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

### Eligibility:

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

### Length of Leave:

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

### Reasons for Leave:

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

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

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

*Safe leave* is available for survivors of sexual assault, domestic violence, harassment, bias crimes or stalking to obtain legal or law enforcement assistance, seek medical treatment or recover from injuries, obtain counseling or support services, or relocate or take other steps to secure the health and safety of themselves or their dependent child.

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

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

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

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

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

#### Benefit Amount:

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

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



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

#### Notification of Leave:

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

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

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

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

#### Filing a Claim for Benefits:

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

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

#### Job and Benefit Protection While on Leave:

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

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

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

Complaints Procedure:

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

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

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

**DATE:** June 11, 2024

**PROJECT TITLE:** 2024Res07: Publication of 2024/25 Port of Coos Bay Rate Schedule

**ACTION REQUESTED:** Adoption of Resolution 2024Res07 modifying and publishing the revised Port of Coos Bay Rate Schedule for Fiscal Year 2024/25

**BACKGROUND:**

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

A 10% increase to the Charleston Marina rates was presented to and discussed at the Port of Coos Bay Budget Committee meeting, and the projected budgeted revenues of the Charleston Marina were based on these revised rates. All services will increase 10%, excluding the Shipyard work docks (2.5%), graveled short term work area (0%), long-term work area (0%), and Environmental Fee (0%). Impound Fees were increased due to the staff time and resources need to process impounds. The daily launch ramp fee increased from \$5 to \$7.

In addition, fees were added to the Rate Schedule for additional hours and no shows at the Boat Lift. Due to the cost of merchant processing fees, a 2.5% credit card processing fee has also been added to the Rate Schedule and will be applied to each credit card transaction, of the total sale amount.

The proposed red lined 2024/25 Port of Coos Bay Rate Schedule is attached as Exhibit A to the following resolution.

The Rate Schedule may be modified and published by resolution of the Port Commission. Upon approval by the Board, the proposed 2024/25 Port of Coos Bay Rate Schedule will become effective July 1, 2024.

**RECOMMENDED MOTION:**

Approve Resolution 2024Res07 modifying and publishing the Port of Coos Bay Rate Schedule as presented, for Fiscal Year 2024/25.

**RESOLUTION 2024Res07**

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

**RESOLUTION AUTHORIZING THE  
2024/25 PORT OF COOS BAY RATE SCHEDULE**

**WHEREAS**, Port of Coos Bay rates are reviewed each year during the budget development process, and

**WHEREAS**, Port of Coos Bay rates may be adjusted by the Consumer Price Index and/or by market analysis, and

**WHEREAS**, Port of Coos Bay rates are listed on the published Port of Coos Bay Rate Schedule, and

**WHEREAS**, owners and/or operators of vessels using Port moorage facilities, owners of property contained within Port storage areas, and users of Port services, are responsible for the charges outlined in the Port of Coos Bay Rate Schedule, and

**WHEREAS**, the Port of Coos Bay Rate Schedule may be modified by, and must be reviewed, approved, and published by, the Port’s Budget Committee and Board of Commissioners.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Oregon International Port of Coos Bay that, as authorized by Ordinance No. 143, hereby adopts the Port of Coos Bay Rate Schedule effective July 1, 2024, identified as Exhibit A, attached hereto and incorporated herein by this reference.

**APPROVED AND ADOPTED**, by the Board of Commissioners of the Oregon International Port of Coos Bay this 18th day of June 2024.

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Eric Farm

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Brianna Hanson



# 2023/24 2024/25 Port of Coos Bay Rate Schedule - DRAFT

Effective January July 1, 2024

<b>Administration Office:</b>	125 Central Avenue, Suite 300, Coos Bay, Oregon 97420	(541) 267-7678
<b>Charleston Marina Office:</b>	63534 Kingfisher Rd, Charleston, Oregon 97420	(541) 888-2548
<b>Charleston Marina RV Park:</b>	63402 Kingfisher Rd, Charleston, Oregon 97420	(541) 888-9512
<b>Charleston Marina Shipyard:</b>	63131 Troller Rd, Charleston, Oregon 97420	(541) 888-3703

## Charleston Marina Services

### Moorage - Boats 15' and Under

Day.....	<del>\$8.86</del> <u>\$9.75</u>
Week .....	<del>\$47.62</del> <u>\$52.38</u>
Month.....	<del>\$136.07</del> <u>\$149.68</u>

### Moorage - Vessels Greater Than 15'

Moorage Rates for vessels greater than 15 feet are charged by foot length on average. All rates include electric power and water.

Daily, Per Foot .....	<del>\$0.680</del> <u>\$0.748</u>
Monthly, Per Foot .....	<del>\$0.348</del> <u>\$0.383</u>
Semi-Annual, Per Foot.....	<del>\$0.219</del> <u>\$0.241</u>
Annual, Per Foot.....	<del>\$0.207</del> <u>\$0.228</u>

### Launch Ramp

Daily Fee .....	<del>\$5.00</del> <u>\$7.00</u>
Annual Permit.....	<del>\$74.00</del> <u>\$81.40</u>

### Ice - Regular Business Hours

Per Ton .....	<del>\$100.00</del> <u>\$110.00</u>
Minimum Ice Order .....	<del>\$67.00</del> <u>\$73.70</u>
No Show Fee, Cancellation with less than six hours' notice .....	<del>\$82.50</del> <u>\$90.75</u>

### Ice - After Hours & Holidays

Per Ton .....	<del>\$100.00</del> <u>\$110.00</u>
Per Ton Surcharge .....	<del>\$16.50</del> <u>\$18.15</u>
Minimum Ice Order .....	<del>\$67.00</del> <u>\$110.00</u>
Minimum Surcharge.....	<del>\$67.00</del> <u>\$73.70</u>
No Show Fee, Cancellation with less than six hours' notice .....	<del>\$82.50</del> <u>\$110.00</u>

### Public ~~Buying~~ Dock Hoist

Per Hour .....	<del>\$27.50</del> <u>\$30.25</u>
Cable Non-Return Fee .....	\$500.00

### Showers

3 Minutes Per Token .....	\$1.00
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## Charleston Marina Shipyard Services

### Short Term Paved Work Area – Utility Services

Minimum Per Month .....	<del>\$64.02</del> <u>\$70.42</u>
1-30 Days, Per Foot, Per Day.....	<del>\$0.19</del> <u>\$0.21</u>
31-90 Days, Per Foot, Per Day.....	<del>\$0.32</del> <u>\$0.35</u>
91-180 Days, Per Foot, Per Day.....	<del>\$0.47</del> <u>\$0.52</u>
Over 180 Days, Per Foot, Per Day .....	<del>\$0.63</del> <u>\$0.69</u>

### Short Term Gravel Work Area – Utility Services

Minimum Per Month .....	<del>\$64.02</del> <u>\$64.02</u>
1-30 Days, Per Foot, Per Day.....	<del>\$0.19</del> <u>\$0.19</u>
31-90 Days, Per Foot, Per Day.....	<del>\$0.32</del> <u>\$0.32</u>
91-180 Days, Per Foot, Per Day.....	<del>\$0.47</del> <u>\$0.47</u>
Over 180 Days, Per Foot, Per Day .....	<del>\$0.63</del> <u>\$0.63</u>

### Long Term Work Area – No Utility Services

Minimum Per Month .....	\$147.00
1-6 Months, Per Foot, Per Calendar Month (starting July 1, 2022) .....	\$4.90
7-12 Months, Per Foot, Per Calendar Month.....	\$6.13
13-18 Months, Per Foot, Per Calendar Month.....	\$7.66
19-24 Months, Per Foot, Per Calendar Month.....	\$9.57
Over 24 Months, Per Foot, Per Calendar Month .....	\$11.96

### Environmental Service Charge

Added to all Charleston Shipyard Invoices.....	15%
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### Concrete Work Dock

Per Foot, Up To 4 Hours .....	<del>\$0.90</del> <u>\$0.92</u>
Per Foot, Per Full Day .....	<del>\$1.49</del> <u>\$1.53</u>

### Floating Work Dock

Per Foot, Up To 4 Hours .....	<del>\$0.48</del> <u>\$0.49</u>
Per Foot, Per Full Day .....	<del>\$0.77</del> <u>\$0.79</u>

### Boat Travel Lift - Includes 1 Hour Boat Wash, 3 Hours Total Max Time

Two Moves .....	<del>\$703.86</del> <u>\$774.25</u>
Single Move.....	<del>\$502.23</del> <u>\$552.45</u>
After Hours Move Surcharge.....	<del>\$326.57</del> <u>\$359.23</u>
Boat Wash Each Additional Hour .....	<del>\$81.64</del> <u>\$89.80</u>
<u>Lift Time, Each Additional Hour.....</u>	<u>\$150.00</u>
<u>No Show Fee.....</u>	<u>\$150.00</u>

### Forklift Service

Per Hour .....	<del>\$103.92</del> <u>\$114.31</u>
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### Dustless Sanders

Per Day .....	<del>\$15.61</del> <u>\$15.61</u>
Per Week.....	<del>\$75.45</del> <u>\$75.45</u>

## Charleston Marina RV Park

### Additional Fees Added to RV Park Rates

Charleston Area Lodging Tax.....	9.5%
Oregon State Lodging Tax .....	1.5%
Late Check Out .....	\$30.00

### Standard Hook Up – Rows B & E, 30-34 feet long

Daily.....	\$47.72
Weekly .....	\$263.68
Monthly (6 month stay limit within a 12 month period) .....	\$703.94

### Deluxe Hook Up – Rows A & D, 40 feet long

Daily.....	\$50.11
Weekly .....	\$280.39
Monthly (6 month stay limit within a 12 month period) .....	\$744.50

### Pull-Through Hook Up – Row C, 55-60 feet long

Daily.....	\$53.70
Weekly .....	\$295.89
Monthly (6 month stay limit within a 12 month period) .....	\$783.88

### Pull-Through Deluxe Hook Up

Daily.....	\$57.73
Weekly .....	\$318.08
Monthly (6 month stay limit within a 12 month period) .....	\$842.67

### Yurts

Daily.....	\$68.02
Weekly .....	\$319.75
Lost Key .....	\$50.00

### RV Storage

Electrical hookup only, winter season only, subject to availability.

Monthly .....	\$125.00
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### RV Dump

Per Use .....	\$15.00
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### Propane

Per Gallon .....	varies on delivered price
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### Recreational Room Reservations

5 Hour Use.....	\$50.00
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## Charleston Marina Storage Units

### Storage Unit Rates

Dimensions: Door - 9'2" x 10' Inside - 10' x 11'/15'

5' x 10', Per Month .....	<del>\$70.51</del> <del>\$77.56</del>
10' x 15', Per Month .....	<del>\$147.21</del> <del>\$161.93</del>
10' x 20', Per Month .....	<del>\$171.95</del> <del>\$189.15</del>
10' x 25', Per Month .....	<del>\$194.21</del> <del>\$213.63</del>
10' x 30', Per Month .....	<del>\$214.01</del> <del>\$235.41</del>
10' x 35', Per Month .....	<del>\$230.09</del> <del>\$253.10</del>

## Charleston Marina Dry Storage

### Boat Trailers

Per Month .....	<del>\$29.69</del> <del>\$32.66</del>
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### Boat & Trailer

Per Foot, Per Month.....	<del>\$2.88</del> <del>\$3.17</del>
Minimum .....	<del>\$86.40</del> <del>\$95.10</del>

### Crab Pots & Fishing Gear

<del>Per Item</del> <u>Minimum Charge Per Item or Calculated by Square Foot, Whichever is Greater</u> .....	<del>\$17.31</del> <del>\$19.04</del>
Per Square Foot Per Month.....	<del>\$0.23</del> <del>\$0.25</del>
Prepaid Deposit For Each ID Tag .....	<del>\$6.80</del> <del>\$7.48</del>

## Charleston Marina Administrative Services

### Credit Card Processing Fee

<u>Per Transaction, Of Total Sale Amount</u> .....	2.5%
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### Key Cards

New Card .....	\$10.00
Replacement Card .....	\$25.00

### Animal Violations

Per Ordinance 143, 11A.2.B.6 .....	\$25.00
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### Business Licenses

Charter Operations, Per Month .....	\$100.00
General Services, Per Month.....	\$100.00
Food Vendors, Self-Contained, Per Year .....	\$100.00
Fuel Delivery, Per Year .....	\$100.00
Fuel Delivery, Per Gallon.....	\$0.05

### Impound Fee

Storage Units .....	<del>\$50.00</del> <del>\$250.00</del>
Vessels.....	<del>\$100.00</del> <del>\$600.00</del>

### Ordinance Violation

Civil Penalty, Each Day, Not to Exceed .....	\$500.00
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## General Administrative Services

### Tenant / Lessee Credit Check

Individual, Per Report.....	\$25.00
Business / Commercial, Per Report.....	\$50.00

### Labor

Port Staff Labor, Per Hour .....	\$75.00
Attorney / Legal Counsel .....	Current Hourly Rate Charged to Port

### Public Records

Black and White Copies, Per Page.....	\$0.25
Color Copies, Per Page .....	\$0.75
Fax, per page .....	\$1.00
Scan to PDF, Per Page.....	\$0.25
Digital Files Copied to Digital Media, per CD / Flash Drive .....	\$5.00
Mailed copies, up to 2 pages (plus additional postage fee over 2 pages) .....	\$5.00
Mailed Digital File Copied to Digital Media.....	\$10.00

### Non-Commercial Firewood Gathering Permit

30 day permit, Valid November Through April .....	\$5.00
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## Insurance Requirements

A current Certificate of Insurance listing the Oregon International Port of Coos Bay as an additional insured and listing the following minimum limits, is required and must be provided by all agreement/license holders. The Oregon International Port of Coos Bay must receive notice of cancellation of any required insurance.

### Moored Vessels

General Liability, Must Include Wreck Removal and Pollution Liability .....	\$500,000
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### Charter/Guide Vessels

General Liability, Must Include Wreck Removal and Pollution Liability .....	\$1,000,000
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### Travel Lift Services and Short Term Storage of Vessels (in Shipyard)

General Liability, Must Include Wreck Removal and Pollution Liability .....	\$500,000
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### Long Term Storage of Vessels (in Shipyard)

General Liability, Must Include Pollution Liability.....	\$250,000
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## Railroad Property Access and Occupancy

Fees for any other Railroad access or occupancy not specified below will be reviewed and rate quoted on an individual basis.

### Administrative Fees

Application for New Agreement, Non-Refundable .....	\$1,200.00
Application for Adoption/Assignment of Existing Agreement, Non-Refundable .....	\$1,500.00
Expedited Processing .....	\$1,000.00
Engineering Review Fee .....	\$1,750.00

### Access Fees

Allows limited access for 90 days with advanced notice to Railroad.

Right of Entry.....	\$1,000.00
Right of Entry Extension, Per Additional 90 Days .....	\$500.00
Temporary Grade Crossing, Not to Exceed One Year, Minimum \$500.00.....	Negotiated
Temporary Track Lease .....	\$25.00 per track foot, plus \$0.15 per sq. ft.

### Grade Crossing Occupancy Fees

Per foot per year, due annually in advance. 3% CPI increase annually.

Recreational, Minimum 16 Feet.....	\$45.00
Farm/Residential, Minimum 16 Feet .....	\$58.00
Industrial/Commercial, Minimum 24 Feet.....	\$65.00

### Track Lease Occupancy Fees

Per track foot per year plus additional land rate, due annually in advance. 3% CPI increase annually.

Lessee Maintained Track, Minimum 100 Feet .....	\$25.00
Railroad Maintained Track, Minimum 100 Feet .....	\$30.00
Land for Leased Track Use, Lessee or Railroad Maintained, Per Square Foot.....	\$0.30
Hazardous, Minimum 100 Feet.....	\$60.00
Land for Leased Track Use, Hazardous, Per Square Foot.....	\$0.45
Switch Maintenance Fee, Applies if Less Than Negotiated Carloads Annually.....	\$2,500.00

### Wireline Crossing Occupancy Fees

Per wire per year, due annually in advance. 3% CPI increase annually.

Power .....	\$750.00
Communications .....	\$1,100.00
Cable TV.....	\$1,800.00
Fiber Optics .....	\$2,500.00
Poles, Pole Attachments, Anchors, Guy Wires, Bridge Attachments.....	\$300.00

### Pipeline Crossing Occupancy Fees

Base rate plus additional fee per inch of carrier pipe per year, due annually in advance. 3% CPI increase annually.

Sewer or Water .....	\$750.00
Sewer or Water, Add Per Inch of Carrier Pipe.....	\$32.00
Gas or Oil .....	\$1,000.00
Gas or Oil, Add Per Inch of Carrier Pipe .....	\$35.00
Open Culverts or Other Drainage.....	\$1,000.00
Manholes, Hydrants .....	\$300.00

## Railroad Property Access and Occupancy, continued

### Wireline and Pipeline Longitudinal Crossing

Rate as specified above per wire or pipe, plus additional rate based on length of occupancy. 3% CPI increase annually.

Longitudinal Crossing, Per Foot..... \$1.50

### Outdoor Advertising Occupancy Fees

Base rate per sign per year or percentage of revenue, whichever is greater. Base rate due annually in advance. 3% CPI increase annually. Right of Entry Agreement required for installation. Notice to Railroad required for all other access.

Signal Box, Per Face..... \$450.00

Signage, 4' x 8' or less ..... \$750.00

Billboard, 10' x 40' or less ..... \$2,000.00

Billboard, greater than 10' x 40'..... \$4,000.00

### Land Lease Occupancy Fees

Per square foot per year, due annually in advance. 3% CPI increase annually. Land to be used for cultivation or other purposes. No permanent structures or other installations allowed. Minimum \$500 per agreement.

Land Lease ..... \$0.80

### Miscellaneous

Unloading Platforms, Lessee Maintained ..... \$950.00

Overhead Conveyor, Lessee Maintained ..... \$950.00

Weight Scales, Lessee Maintained ..... \$950.00

### Crossing Removal Fee

Removal and Disposal Fee, Due to Account Delinquency Status..... \$500.00

Additional Labor and Equipment, Per Hour ..... \$100.00

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

**DATE:** June 11, 2024

**PROJECT TITLE:** 2024Res08: Ratification of Declaration of Emergency – North Bend Swing Span Bridge

**ACTION REQUESTED:** Adopt resolution 2024Res08 ratifying the Declaration of Emergency for emergency repairs to the North Bend Swing Span Bridge

**BACKGROUND:**

On Wednesday May 29, 2024, CBRL staff was notified by the railroad Bridge Engineer, Stantec, that they had completed a review of the detailed inspection of the North Bend swing span bridge performed in November of 2023, and that there were 9 areas of extreme concern not included in the BUILD grant repairs. Personnel from Stantec arrived on Thursday, May 30, and performed a visual inspection of the identified areas of concern. At this time, it was determined that in an effort to continue rail operations, train traffic could continue to cross the bridge at reduced speed pending a daily inspection from CBRL’s Bridge Inspector, but the repairs must immediately be tended to.

The emergency repairs not included in the BUILD grant include:

1. Span 2, L0 to L1 bottom chord west truss line
2. Span 1, L0 to L1 bottom chord west truss line
3. Span 1, L1 to L2 bottom chord west truss line
4. Span 2, L4 to L5 bottom chord west truss line
5. Span 1, L0 to L1 bottom chord east truss line
6. Span 1, L5 to L6 bottom chord east truss line
7. Span 7, L5 to L6 bottom chord west truss line
8. Span 8, M9 to L10 diagonal east truss line
9. Span 11, L4 to L5 stringer west side

During the daily inspection of the bridge on Monday, June 3, it was discovered that a new crack had occurred in span 2, further compromising the integrity of the bridge in spans 1 and 2, and the bridge was immediately taken out of service.

Port Staff was notified by the staff of Coos Bay Rail Line that the North Bend swing span bridge had been taken out of service and of an immediate need to repair spans 1 and 2, and until permanent repairs were to be made, rail service would be interrupted. Without timely repairs, CBRL customers would have been without service for an excessive amount of time.

On Monday, June 3, 2024, Chief Executive Officer John Burns declared an emergency and authorized the Port to enter into a sole source contract with Scott Partney Construction to repair spans 1 and 2 to resolve the current emergency condition and to expeditiously perform the additional emergency repairs needed not covered in the BUILD grant.

Scott Partney Construction has extensive construction knowledge of bridge repairs and had the ability and work force to repair the spans in the time frame necessary to limit the rail down time. The contracted total price of the nine location repairs is approximately \$500,000.00 and will be further defined as the engineering for the remainder of the repairs is completed.

Scott Partney Construction performed immediate repairs to span 2 to place the bridge back into service on June 12, 2024. Span 1 will be repaired before the end of the month. The remaining emergency repairs will be completed by the end of August.

Until all emergency repairs are completed, train traffic may continue to cross the bridge at reduced speed pending a daily inspection from CBRL's Bridge Inspector.

**RECOMMENDED MOTION:**

Adopt resolution 2024Res08 ratifying the Declaration of Emergency for emergency repairs to the North Bend swing span bridge.

**RESOLUTION 2024Res08**

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

**ACTING IN ITS CAPACITY AS ITS OWN LOCAL CONTRACT REVIEW BOARD**

**RATIFYING THE EMERGENCY DECLARATION  
FOR EMERGENCY REPAIRS OF THE NORTH BEND SWING SPAN BRIDGE**

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

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

**WHEREAS**, the Chief Executive Officer of the Port has authority under ORS 279C.320, ORS 279B.080, and Section 4.6.3 of the Port's local public contracting rules to declare the existence of an emergency and authorize entry into an emergency procurement for public improvement contracts; and

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

**WHEREAS**, the Board of Commissioners of the Oregon International Port of Coos Bay, acting in its capacity as its own LCRB, has determined that emergency circumstances did exist which required the Port to promptly solicit and execute a contract for emergency repairs of the North Bend swing span bridge.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The recitals above are true and accurate and are incorporated herein by this reference.
2. The findings contained in the Emergency Declaration by Port Chief Executive Officer, John Burns, identified as Exhibit "A" to this resolution, attached hereto and incorporated herein by this reference, document the nature of the emergency and describe the methods used by Port for the selection of Scott Partney Construction for emergency repairs of the North Bend swing span bridge, are hereby adopted and ratified by the LCRB for the Oregon International Port of Coos Bay.
3. Based upon the contents of Exhibit "A", the LCRB hereby ratifies the declaration of an emergency by the Chief Executive Officer of the Port and further authorizes and ratifies the decision of the Chief Executive Officer, to solicit and enter into a contract with Scott Partney Construction for emergency repairs of the North Bend swing span bridge. The Port LCRB also ratifies the decision of the CEO to exempt the contract for the repairs from the competitive bidding requirements of ORS Chapter 279C. The LCRB finds that the documents supporting this emergency declaration fully meet and satisfy the requirements of ORS 279C.320 (1), ORS 279B.080 and OAR 137-049-0150, as well as the requirements of LCRB Rule 4.6.3.

**APPROVED AND ADOPTED** by the Board of Commissioners of the Oregon International Port of Coos Bay this 18th day of June 2024.

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Eric Farm

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Brianna Hanson

**DECLARATION OF EMERGENCY CIRCUMSTANCES  
REGARDING EMERGENCY REPAIRS TO THE COOS BAY RAIL LINE  
AT THE NORTH BEND SWING SPAN BRIDGE  
BY THE OREGON INTERNATIONAL PORT OF COOS BAY**

**RECITALS**

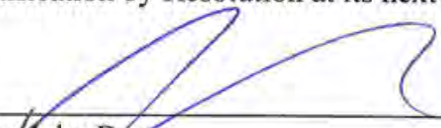
1. The Oregon International Port of Coos Bay (Port) is an Oregon State Port organized and operated pursuant to ORS 777.915 to 777.953.
2. The Port of Coos Bay owns the Coos Bay Rail Line, which is a railroad with rail lines from Eugene, Oregon to Coquille, Oregon. Coos Bay Rail Line, Inc. (“CBRL”) has provided rail service on the rail line for the Port since November 1, 2018.
3. On Wednesday May 29, 2024, CBRL staff was notified by the railroad Bridge Engineer, Stantec, that they had completed a review of the detailed inspection of the North Bend swing span bridge performed in November 2023, and that there were 9 areas of extreme concern not included in the BUILD grant repairs that needed emergency repairs.
4. The emergency repairs not included in the BUILD grant include:
  1. Span 2, L0 to L1 bottom chord west truss line
  2. Span 1, L0 to L1 bottom chord west truss line
  3. Span 1, L1 to L2 bottom chord west truss line
  4. Span 2, L4 to L5 bottom chord west truss line
  5. Span 1, L0 to L1 bottom chord east truss line
  6. Span 1, L5 to L6 bottom chord east truss line
  7. Span 7, L5 to L6 bottom chord west truss line
  8. Span 8, M9 to L10 diagonal east truss line
  9. Span 11, L4 to L5 stringer west side
5. On June 3, 2024, during a daily inspection of the North Bend swing span bridge, CBRL’s bridge inspector discovered a crack in span 2, compromising the integrity of the bridge in spans 1 and 2. The bridge was immediately taken out of service.
6. Until permanent repairs could be accomplished, rail service would be interrupted. Without timely repairs, CBRL customers would be without service for an excessive amount of time.
7. On June 3, 2024, Port staff determined it is in the public’s best interest to sole source Scott Partney Construction to affect the repairs to spans 1 and 2 to resolve the current emergency condition and to expeditiously perform the additional emergency repairs needed not covered in the BUILD grant, pursuant to ORS 279B.075, based on the following:
  - a. Repairs must be expedited in an effort to mitigate the time-of-service interruption.

- b. Scott Partney Construction has extensive construction knowledge of the swing span bridge repairs in general and has the ability and work force to repair the bridge in the time frame necessary to limit the rail down time to our customers.

Therefore, pursuant to Local Contract Rule 4.6.3:

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

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



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By: John Burns  
Chief Executive Officer



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

**DATE:** June 11, 2024

**PROJECT TITLE:** David Miller & Associates Task Order #18

**ACTION REQUESTED:** Authorize Commission Vice President Brianna Hanson to execute Task Order DMA #18 for professional services related to the Coos Bay Channel Modification Project and Pacific Coast Intermodal Port

**BACKGROUND:**

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

In April of 2024, the Oregon Governor signed House Bill 5201, which revised language to the allowable use of lottery bond funds set in place by section 15, chapter 746, of Oregon Laws 2007. This change in language allows funds to be used for the design, engineering, permitting, and land acquisition efforts related to the Pacific Coast Intermodal Port. As such, the scope of services for the prime contractor, DMA, is being expanded in Task Order #18 to include work associated with environmental baseline studies, permitting, and consultation with engineers to inform NEPA and permitting work.

Task Order DMA #18 in the amount of \$16,722,100 describes the tasks to be undertaken during FY 2024/25, along with projected costs including work on the project's Environmental Impact Statement, environmental baselines studies for the terminal and rail improvements, and permitting.

Funding for this Task Order will be provided by state grant funds, future Federal grant awards, and private partner funds. Funding received from these three sources will ultimately determine the level of expenditure under Task Order #18.

**RECOMMENDED MOTION:**

Authorize Commission Vice President Brianna Hanson to execute Task Order DMA #18 for professional services related to the Coos Bay Channel Modification Project and Pacific Coast Intermodal Port in an amount not to exceed \$16,722,100 for work to be performed on the project during FY 2024/25.

# Coos Bay Channel Modification Project

## Fiscal Year 2025 Task Order #18

### Scope of Services

#### Introduction

The Oregon International Port of Coos Bay (OICCB) is planning to deepen and widen a portion of the existing federal navigation project at the Port of Coos Bay, Oregon from the ocean to a terminal on the North Spit. OIPCB is planning this project to meet the demand for cargo services the OIPCB provides now and is projected to provide in the future. Section 204(f) of WRDA 1986 allows the Assistant Secretary of the Army for Civil Works to approve requests by non-federal entities to design and construct improvements to federal navigation projects at their own expense and to approve federal assumption of operations and maintenance responsibility for the project.

This document describes the services that David Miller and Associates, Inc. (DMA) and its sub-consultants (referred to hereafter as Consultant) shall perform for the Oregon International Port of Coos Bay (Client, referred to as Port) under this Task Order.

Efforts in three areas are part of this SOS:

1. Channel Improvement Project;
2. Terminal and Railyard; and
3. Rail Upgrades

#### 1 Section 204(f) / 408 Project Tasks and Cost

The Coos Bay Channel Modification Project Section 204 (Water Resources Development Act [WRDA], of 1986) Report (Section 204 Report or Project) was reset in 2014, transitioning from a Section 203 Feasibility Study to a Section 204 project. This reset was also brought about due to changes in guidelines set by the U.S. Army Corps of Engineers (USACE), and subsequent changes in Section 204 Report requirements. The Port must obtain permission to modify the existing federal navigation project; therefore the planning effort must generate two major federal decision documents: (1) a Section 204(f)/408 Report; and (2) a Joint Permit Application (JPA) / Environmental Impact Statement (EIS). The JPA/EIS will be used to support three decisions: 1) Section 204(f) Assumption of Maintenance decision, 2) the 33 United States Code (USC) 408 decision, and 3) the Section 404/10 Permit Application decision.

The Draft Section 204(f)/408 Report will be submitted to the Portland District, USACE for review (Agency Technical Review) prior to the beginning of FY 2025. Additional comment response, reviews, edits, and backcheck work will take place in FY 2025 on the report. As such, much of the work under this TO for the Section 204(f) / 408 Project is geared toward responding to comments provided during the US Army Corps of Engineers review process, revision of documents or analyses, completion of the Environmental Impact Statement, and permitting activities.

This Scope of Services (SOS) describes the tasks to be accomplished by the Consultant during Fiscal Year 2025. Major tasks include the following:

1. Geotechnical Investigation
2. Engineering
3. Economics Studies
4. Environmental Studies / EIS

5. Section 204(f)/408 Report
6. Real Estate Analysis
7. Government Relations
8. Project Delivery Team Coordination
9. Project Management
10. Legal Costs
11. USACE Coordination

### **1.1 Geotechnical Investigations**

Geotechnical Investigation activities to be performed during FY 2025 as part of this SOS consist of the following:

- Meetings, conference calls, post-meeting support (6 multi day meetings assumed)
- USACE and internal comment review and response generation
- Geotechnical Sub-appendix and sub-attachments revisions

### **1.2 Engineering**

Engineering activities to be performed during FY 2025 as part of this SOS consist of the following:

- Address USACE Dr. Checks comments (Finalize / Revise Engineering Appendix)
- Submit Final Appendix and Sub-Appendices
- Coordination / progress meetings in Portland with project team.
- Provide required documentation for EIS and review content
- Coordination calls internally and with project team.
- Update 90% design drawings.
- Additional Analyses / Studies / Renderings / Etc. for the EIS and Permitting efforts

### **1.3 Economics Studies**

Economics studies activities to be performed during FY 2025 as part of this SOS consist of the following:

- Address USACE Dr. Checks comments (Finalize / Revise Economics Appendix)
- Coordinate with the USACE Deep Draft Center of Expertise to obtain one-time model use approval from the Corps.
- Submit Final Appendix and Sub-Appendices
- Coordination / progress meetings in Portland with project team.
- Coordination calls internally and with project team.
- Additional Analyses / Studies / Renderings / Etc. for the EIS and Permitting efforts

### **1.4 Environmental Studies / EIS**

Environmental studies to be performed during FY 2025 as part of this SOS consist of the following:

- Coordination with the USDOT, USACE, and any other agencies identified by the Federal Infrastructure Projects Permitting Council (e.g., all other federal and state agencies) in the process of developing and submitting an Joint Permit Application for the Pacific Coast International Port

(PCIP) project. This would include all actions for the development of a comprehensive environmental report that would be used by the lead and cooperating federal agencies in fulfilling all of their requirements under NEPA.

- Assist the Portland District, USACE in the conduct of a meeting or series of meetings with resource agencies (e.g., ODFW, ODEQ, ODSL, ODLCD, USFWS, NMFS, USEPA, US Coast Guard, Federal Aviation Administration, BLM, etc.) to afford them an opportunity to learn more about the project, ask questions, and provide information on the scope of the analysis in the EIS.
- Permitting/approvals/coordination activities during FY 2025 as part of this SOS to address the following:
  - Dredged material suitability determination memorandum (SDM) with PSET
  - Biological Assessments (BAs) (with both NMFS and USFWS)
  - Incidental Harassment Authorization (IHA) under the Marine Mammal Protection Act (NMFS)
  - USDO/BLM consistency with Coastal and Resource Management Plan
  - FAA Confirmation of Height Restrictions for Turning Basin(s)
  - Section 404/10 application (CENWP Regulatory)
  - Removal fill application with Oregon Dept of State Lands
  - Oregon State Water Quality Certification (ODEQ - Section 401)
  - US Coast Guard Approval of Relocation of ATONs
  - Oregon Dept of Land Conservation and Development Land Use and Coastal Zone Compliance
  - Compliance with the Oregon Department of Fish and Wildlife Habitat Mitigation Policy
  - Revision to Estuary Management Plans (e.g., Coos County, CBEMP/NBEMP)
  - Section 103 disposal site and beneficial use designation permitting/approvals with USEPA and CENWP
  - Oregon SHPO Coordination, Development of a Programmatic Agreement with USACE and SHPO
  - Development and coordination of a compensatory mitigation plan, including site selection, design, and development of a monitoring plan
  - Coordination with the Portland District USACE to support government-to-government coordination with Tribes

## **1.5 Section 204(f)/408 Report**

The 204(f)/408 Report will be submitted to the Portland District, USACE for review toward the end of during FY 2024. Efforts for FY 2025 will be geared toward eventual submittal to the Assistant Secretary of the Army, Civil Works (ASA (CW)), which include:

1. Document Quality Control Reviews, response, edits, and revisions;
2. Agency Technical Reviews, response, edits, and revisions;
3. DRChecks comment/response tracking;
4. Pre-submittal meetings with ASA(CW) and HQUSACE representatives to discuss comments on the Preliminary Draft Report;
5. Submittal of Final Draft Section 204(f)/408 Report to ASA(CW);

6. ASA(CW) Reviews, response, edits, and revisions;

### **1.6 Real Estate Analysis**

Real estate studies to be performed during FY 2025 as part of this SOS have been estimated using prior budgeted and realized costs.

### **1.7 Governmental Relations**

The Consultant Team will continue to provide governmental relations support to the Port with Corps, Secretary of the Army, and Congressional staff.

### **1.8 Project Delivery Team (PDT) Coordination**

The PDT will support the Port in stakeholder coordination meetings with its local partners, customers, pilots, etc. Contractual coordination, budgeting and billing support will be provided.

### **1.9 Project Management**

Consultant will provide project management support to the Port, maintaining project schedules and budgets, managing subcontractors, conducting technical coordination of team activities, and coordinating with the Port and its customers.

### **1.10 Legal Costs**

In FY 2025, it is expected that a land use zoning change for the Project will be necessary. Legal costs associated with a land use zoning change have been estimated using prior budgeted and realized costs.

### **1.11 USACE Coordination (Non-Consultant Cost)**

Coordination with the Portland District, Northwestern Division, and HQUSACE will continue during FY 2025. This will include at least quarterly meetings with the Portland District, In Progress Review meetings with the Vertical Team, and preparation of Memoranda and Letters raising issues for resolution and documenting agreements reached.

## SOS Budget – Section 204(f) / 408 Project Portion

The Fiscal Year 2025 consultant activities related to the Section 204(f) / 408 project report portion of the project is \$5,273,350. The following table shows a breakdown of the FY 2025 budget estimate.

### FY 2025 SOS Estimate – Section 204(f) / 408 Project Portion

Task	Task Description	Cost
1	Geotechnical Investigation	105,200
2	Engineering	945,000
3	Economics Studies	375,750
4	Environmental Studies / EIS	1,858,250
5	Section 204(f)/408 Report	225,000
6	Real Estate Analysis	31,500
7	Governmental Relations	50,000
8	Project Delivery Team Coordination	175,000
9	Project Management (DMA Only)	250,000
10	Legal Costs	52,500
	<b>SUBTOTAL CONSULTANT COSTS</b>	<b>4,068,200</b>
11	USACE (CW) Coordination	<b>400,000</b>
	<b>CONTINGENCY <sup>1</sup></b>	<b>785,150</b>
	<b>TOTAL ALL COSTS</b>	<b>\$5,253,350</b>

<sup>1</sup> Contingency fund managed by the OIPCB and released to Consultant as needed and approved by OIPCB

**Total costs for all activities in FY 2025 related to the Section 204/408 project are estimated to equal \$5,273,350.**

## 2 Terminal and Railyard Tasks

Development of a new, state-of-the-art intermodal container terminal on approximately 175 acres of Port-owned property on the North Spit of the Coos Bay estuary has been initiated. The new terminal and railyard would provide 100-percent ship-to-rail capability and the capacity to process 1.2 million TEUs of container cargo each year or approximately 500,000 40-ft containers per year. Terminal cargo would be moved through the on-dock railyard and conceptual terminal layouts were developed for a container terminal and on-dock railyard to be located within the property owned by the Port.

The wharf component would be a two-berth facility, and the selected design ship for the terminal provides 13,000 TEU container capacity with a wharf length suitable to provide berthing for two vessels with mooring line space at the ends and between the berthed ships. The wharf is anticipated to be a pile supported off-shore structure to minimize dredging for access to and berthing at the wharf, minimize the extension of the wharf beyond the terminal parcels; and minimize the length of landside wharf connection bridges.

All large equipment within the terminal and railyard would be operated by electric motors and the electrical demand is estimated to be between 18 and 30 MVA. The railyard would include over 16,000 feet of receiving and departure track, 4,00 feet of run-around track, 33,500 feet of support track, and 24,500 feet of working track in the start-up layout.

Terminal and railyard will require baseline environmental studies of the project area. The results of these studies will be used for the effects analyses in the NEPA analyses, permit/approval applications, and Tribal coordination. The following is a list of baseline studies that may be necessary to characterize the affected environment prior to developing the analyses.

### 2.1 Geotechnical Investigations

- surficial soils mapping
- near surface soils (identify layers of driftwood, peat, clay, sand, etc.)
- upland geotechnical borings (characterize near-surface stratigraphy)
- aeolian processes of dune habitat to the west (may need more than one year's data)
- shoreline erosion near terminal and proposed berth
- seismic, liquefaction potential, and tsunami hazard characterization

### 2.2 Engineering Investigations

#### 2.2.1 Bathymetry

- Existing condition of shallows at berth(s)

#### 2.2.2 Groundwater Characterization

- Install and monitor piezometer array to determine seasonal changes in groundwater elevation
- Install and sample groundwater wells to evaluate groundwater storage and yield and to sample and chemically characterize the groundwater quality

#### 2.2.3 Hazardous, Toxic, and Radioactive Waste

- Phase I Environmental Site Assessment
  - entire project area (HTRW) (including shooting range and area of shoreline, tidal, and deepwater sediment disturbance) and any potential mitigation site(s)
- Phase II Environmental Site Assessment
  - characterization of potentially contaminated upland soils to be disturbed.
  - characterization of potentially contaminated sediments to be disturbed/removed

- groundwater contaminant profile characterization (if necessary)

#### 2.2.4 Surface Water Characterization

- mapping of surface freshwater in the project area
- surface water quality in freshwater wetlands, surface streams, and ponds in project area
- characterization of baseline estuarine water quality (e.g., temp, DO, other water quality parameters) at access channel/berths

### 2.3 **Environmental Statutory & Regulatory Compliance**

#### 2.3.1 Habitat Characterization and Mapping

- upland habitat assemblages (species ID and community mapping)
- tidal habitat (salt marsh) assemblages (species ID and community mapping)
- freshwater wetland characterization and jurisdictional delineation (e.g., deflation plain)
- tidal wetland characterization and jurisdictional delineation
- sub-tidal habitat assemblages and mapping (e.g., macroalgae community)
- federally and state-listed plant survey
- traditionally and culturally-important plant survey (incl. Tribal coordination)
- invasive plant survey for abundance, diversity, and mapping

#### 2.3.2 Wildlife Surveys

- Field surveys will not be conducted within the upland project area for wildlife and potential habitat for protected species. If suitable habitat exists, the evaluation will presume presence of the common species. Includes entire project area including uplands, intertidal area, mudflats/shoreline, subtidal, and all potential mitigation sites. mapping ODFW designated clamming areas (from existing data/polygons)
- mapping Native (Olympia) oysters and habitat (from existing data/polygons) project area and nearby oyster lease mapping (from existing data/polygons)

#### 2.3.3 Historic, Archeological, Paleontological, Traditional Cultural Property Surveys

- Phase I archeological survey of entire project area (entire area of potential effects)
- Phase II Geo-archeological (borings, shovel testing, pit tests)

#### 2.3.4 Land Use/Land Ownership

- GIS consolidation of mapping and compilation of project area
- Coos Bay Estuary Management Plan designations mapping (e.g., natural aquatic, deep draft navigation channel, conservation aquatic, etc.)
- Coos County Zoning Designations (CZMP)
- North Bend Zoning Designations
- land ownership boundaries (professional land survey system boundary)
- existing residences within one mile
- structures within ¼ mile



### 2.3.5 Aesthetics

- Viewshed baseline for both day and nighttime from nearby recreation areas, communities, and locations within project area

### 2.3.6 Ambient Light Baseline

- At nearby recreation areas, nearby communities, and at locations within project area

### 2.3.7 Noise

- baseline airborne noise at adjacent recreation areas (e.g., BLM properties, Oregon Dunes)
- baseline airborne noise at nearby community/neighborhood border
- baseline airborne noise at railyard, terminal, and berth(s)
- nearby sensitive noise receptor mapping
- baseline in-water noise at terminal berth, turning basin, and access channel

### 2.3.8 Recreation Baseline

- GIS mapping of informal recreational land use in the project area
- survey of recent in-water recreation
  - ODFW clamming and crabbing area use
- survey of recent recreation use
  - BLM North Spit Special Recreation Management Area
  - lands owned by the USACE and North Jetty
  - Oregon Dunes National Recreation Area (US Forest Service)
  - Oregon Island National Wildlife Refuge (Nearshore)
  - Bastendorff Beach
  - South Slough National Estuarine Research Reserve (ODSL)
  - Yoakam Point State Natural Area
  - boat ramp use (BLM boat ramp)
  - RV park use (e.g., Midway, Mystic Woods)

### 2.3.9 Socioeconomics of Project Area Communities

- demographics (census tract population)
- employment and income
- housing (home ownership, rental property, percent vacancy, etc.)
- Environmental Justice baseline

### 2.3.10 Transportation: Baseline Passenger, Truck, Train, Airplane, and Vessel Traffic

- roadway passenger vehicle traffic for access roads/worker housing routes/RR crossings
- truck traffic (access roads)
- train traffic (CBRL)
- commercial and private aviation at North Bend Airport (existing/projected)
- deep draft vessel traffic (existing/projected)

- tug traffic (existing/projected)
- recreational boat traffic

## 2.4 Project Management

Consultant will provide project management support to the Port, maintaining project schedules and budgets, managing subcontractors, conducting technical coordination of team activities, and coordinating with the Port and its customers.

## 2.5 Legal Costs

In FY 2025, it is expected that a land use zoning change for the Project may be necessary. Legal costs associated with a land use zoning change have been estimated using prior budgeted and realized costs.

## SOS Budget – Terminal and Railyard Project Portion

The Fiscal Year 2025 consultant activities related to the Terminal and Railyard portion of the project is \$7,087,500. The following table shows a breakdown of the FY 2025 budget estimate.

### FY 2025 SOS Estimate – Terminal and Railyard Project Portion

Task	Task Description	Cost
1	Geotechnical Investigation	2,000,000
2	Engineering	656,250
3	Environmental Studies	2,976,750
4	Project Management (DMA Only)	250,000
5	Legal Costs	52,500
	<b>SUBTOTAL CONSULTANT COSTS</b>	<b>5,935,500</b>
	<b>CONTINGENCY <sup>1</sup></b>	<b>1,152,000</b>
	<b>TOTAL ALL COSTS</b>	<b>\$7,087,500</b>

<sup>1</sup> Contingency fund managed by the OIPCB and released to Consultant as needed and approved by OIPCB

**Total costs for all activities in FY 2025 related to the Terminal and Railyard project are estimated to equal \$7,087,500.**

### 3 Scope of Services Tasks – Rail Upgrade Tasks

The Coos Bay Rail Line (CBRL) is wholly owned by the Port and provides interchange rail service connection to Union Pacific in Eugene, Oregon approximately 115 miles from the Coos Bay North Spit. The CBRL's North Spit Branch terminates approximately one mile from the proposed site of the intermodal container terminal and represents an important opportunity for improving intermodal capacity on the US west coast.

In order to serve the intermodal terminal, the following upgrades to the CBRL would be necessary:

- Replacing 108 miles of track with 136-pound continuous welded rail, new ballast, and replace 42-percent of the existing ties so that the track can meet Class 2 and Class 3 track standards;
- Rehabilitating select bridges;
- Increasing the clearance within nine tunnels along the line to accommodate double-stack container cars; and
- Constructing seven, 8,000 foot long sidings along the route to allow trains to pass one another.

New construction at the North Spit would include a new double-track from CBRL's main line to the North Spit in order to expedite trains into and out of the terminal area. New construction to tie into the Union Pacific's Eugene rail yard would include:

- Re-installing four interchange tracks within the existing footprint of the existing Union Pacific Eugene rail yard to allow exchange of rail cars between the Union Pacific and the CBRL,
- Re-installing tracks on existing Union Pacific ROW that were previously removed,
- Constructing a grade separate Green Hill Road (road over railroad) between West Eugene and the Eugene Airport,
- Creating quiet zones and new crossing surfaces at four existing at-grade crossings in west Eugene that are currently maintained by Union Pacific,
- Improving crossings at Fern Ridge Trail (Amazon Creek) and evaluating the need for active warning devices or grade separation,
- Improving track near Green Hill Road in West Eugene, to increase efficiency of CBRL,
- Creating quiet zones in Reedsport and Lakeside, and
- Constructing grade separation in Venita and Reedsport.

Additionally, two new maintenance facilities would be constructed and equipped with dispatch systems and safety technology including Positive Train Control (PTC).

Evaluation of the environmental effects of the proposed rail line improvements, associated features, and compensatory mitigation site(s) requires a comprehensive articulation of the construction assumptions for how/when/where all features may be built.

- Staging areas/construction laydowns,
- Construction footprint of all rail line work,
- All sidings,
- All bridges;
- All water crossing(s),
- Tunnel enlargements,
- Features in Eugene,
- New-extended utilities ROW signalized intersections, and

- Locations for all potential compensatory mitigation site(s)

### **3.1 Engineering**

#### **3.1.1 HTRW**

Phase I survey to be conducted within the entire project area where surface disturbance (including mitigation site(s)) is part of the proposed action. Phase I survey for areas of cut/fill including temporary and permanent disturbance for soil disturbing actions at sidings, bridges, culverts/crossings, and any other areas of potential soil disturbance for feature or compensatory mitigation construction.

#### **3.1.2 Floodplain mapping and GIS Baseline**

Baseline mapping to enable assessment of the potential effect to the floodplain where actions on the CBRL could affect flood surface elevation, etc.

### **3.2 Environmental Studies**

#### **3.2.1 Vegetation – Complete Flora and Mapping of Terrestrial, Wetland, and SAV at all In-Water Locations**

Field surveys to be conducted within the entire project area and potential mitigation site(s) for flora, protected species, potential habitat for protected species, invasive species, and Tribally-important plant species. The range of potential influence and consideration of overlap with these listed avian species assumed to be 0.25 miles from the generation of any heavy equipment operation noise based on recommendations provided by WSDOT and USFWS.

- Terrestrial Vegetation (i.e., upland) mapping and species/community characterization per ODFW habitat mitigation policy),
- Wetlands (jurisdictional mapping and species/community characterization),
- Invasive Species, and
- Identify/map/characterize any protected status species (federal and state-) and Tribally-important plant species).

Wetland mapping and community characterization may be used to develop a wetland functional assessment if the wetlands are deemed jurisdictional (Section 404 of the CWA) to determine the expected loss of function and value for the wetlands for evaluation of compensatory mitigation.

#### **3.2.2 Wildlife - Terrestrial and Aquatic**

Project will assume the presence of all species of interest because the habitat exists, all the terrestrial and aquatic wildlife (including T&E) of interest or concern to resource agencies are presumed to be present. As such, there may be no need to conduct any wildlife survey work. Limited field work will review construction corridor for riparian/gallery forest rookeries, bald eagle nests, or other similar special habitats. Assemble a comprehensive appendix that identifies and cites the basis for all taxa listed below.

- Breeding (summer residents) and wintering birds,
- Mammals,
- Herps,
- Aquatic Benthics (streams/ponds/lakes/rivers at bridges/crossings or culverts),
- Invasive Species, and
- Identify/Characterize any protected status wildlife species (federal and state-listed and Tribally-important wildlife species).

### 3.2.3 Cultural Resources

Based on coordination with the Oregon State Historic Preservation Officer (SHPO) and the lead agencies, the scale and location of Stage I cultural resources surveys to be conducted in support of the project (including mitigation site(s)) is part of the proposed action. In addition, because the rail line has already been determined to be eligible for listing on the National Register of Historic Places, the Phase I for this work will be COMPREHENSIVE. Early coordination on this with SHPO and Tribal Historic Preservation Officers (THPOs) will establish the extent of the data needed to meet the requirements of Section 106 of the National Historic Preservation Act for the CBRL improvements.

- terrestrial archeology for APE on landside;
- evaluation of railway's architectural features (e.g., bridges and tunnels);
- SHPO Coordination;
- Tribal/THPO Coordination;
- Possible recommendation to develop and execute a Programmatic Agreement between the USACE, USDOT/FRA/MARAD, the OIPCB, and OR SHPO for the CBRL improvement work.

### 3.2.4 Local Traffic Study

Assemble most recent baseline car and truck traffic (e.g., peak vehicles per hour, vehicles per day/trucks per day, etc.) at intersections of RR and surface roads as well at all locations where rail work proposes new crossings, lighting or traffic control devices, flyovers, or any other proposed changes to roadways as a result of proposed changes to the rail line. Identify and geo-locate all locations where rail line crosses driveways to residences and businesses.

### 3.2.5 Local Noise Baseline Investigation

Conduct an airborne and (if appropriate at locations where work in rivers) underwater noise survey baseline (e.g., airborne, in-water, residential community, where train noise is of concern near neighborhoods to include surveys of land and under water).

### 3.2.6 Aesthetic/Viewshed Baseline

Evaluation of aesthetic/viewshed impacts where changes made to the CBRL and operations of the CBRL under the proposal needs the baseline.

### 3.2.7 Environmental Justice Baseline

Identification of all the EJ neighborhoods that could be affected by the CBRL actions and changes to operation. The baseline would include demographics, socioeconomics, poverty, race, employment, and all other factors germane to an EJ analysis.

## SOS Budget –Rail Upgrade Project Portion

The Fiscal Year 2025 consultant activities related to the Rail Upgrade portion of the project is \$4,381,250. The following table shows a breakdown of the FY 2025 budget estimate.

### FY 2025 SOS Estimate –Rail Upgrade Project Portion

Task	Task Description	Cost
1	Engineering	619,500
2	Environmental Studies	2,808,750
3	Project Management (DMA Only)	250,000
	<b>SUBTOTAL CONSULTANT COSTS</b>	<b>3,678,250</b>
	<b>CONTINGENCY <sup>1</sup></b>	<b>703,000</b>
	<b>TOTAL ALL COSTS</b>	<b>\$4,381,250</b>

<sup>1</sup> Contingency fund managed by the OIPCB and released to Consultant as needed and approved by OIPCB

**Total costs for all activities in FY 2025 related to the Rail Upgrade project are estimated to equal \$4,381,250.**

## 4 Entire SOS Budget for FY 2025

The total SOS budget for Fiscal Year 2025 consultant activities is \$16,722,100. The following table shows a breakdown of the FY 2025 budget estimate separated by project element.

Task Description	Section 204(f)/408	Terminal & Railyard	Rail Upgrade	Total Cost
Geotechnical Investigations	105,200	2,000,000		2,105,200
Engineering	945,000	656,250	619,500	2,220,750
Economics Studies	375,750			375,750
Environmental Studies / EIS	1,858,250	2,976,750	2,808,750	7,643,750
Section 204(f)/408 Report	225,000			225,000
Real Estate Analysis	31,500			31,500
Governmental Relations	50,000			50,000
Project Delivery Team Coordination	175,000			175,000
Project Management (DMA Only)	250,000	250,000	250,000	750,000
Legal Costs	52,500	52,500		105,000
				-
<b>SUBTOTAL CONSULTANT COSTS</b>	<b>4,068,200</b>	<b>5,935,500</b>	<b>3,678,250</b>	<b>13,681,950</b>
				-
<b>USACE (CW) Coordination</b>	<b>400,000</b>			<b>400,000</b>
				-
<b>CONTINGENCY</b>	<b>785,150</b>	<b>1,152,000</b>	<b>703,000</b>	<b>2,640,150</b>
				-
<b>TOTAL ALL COSTS</b>	<b>\$5,253,350</b>	<b>\$7,087,500</b>	<b>\$4,381,250</b>	<b>16,722,100</b>

Total costs for all activities in FY 2025 related to the Section 204/408 project, the Terminal & Railyard project, and the Rail Upgrade project are estimated to equal a total cost of \$16,722,100.

FOR DAVID MILLER & ASSOCIATES, INC.

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David J. Miller, President

DAVID MILLER & ASSOCIATES, INC.

FOR THE OREGON INTERNATIONAL PORT OF COOS BAY

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Eric Farm, Commission President

OREGON INTERNATIONAL PORT OF COOS BAY

**Other**



# **Informational Items**

**SUMMARY OF  
CHARLESTON MARINA ADVISORY COMMITTEE MEETING  
12:00 p.m., Wednesday, May 8, 2024**

A quorum was not present.

The Marina Manager provided an update on current marina projects and discussed the ConnectOregon grant application for Shipyard improvements.

Discussion continued regarding repairing Troller Road to the Shipyard. This road has been in disrepair for many years. An estimate received to repair this road is \$180,000. The County acknowledges ownership of the road but won't commit to repairing it. The Committee believes a cooperative between the property owners, the County and the Port needs to be established to move this project forward, and that Port Commissioners get together with County Staff and property owners to discuss a plan to repair the road.

Guest Anne Donnelly urged the Port to manage their properties consistent with the economic development mission, suggested the Port look at grant opportunities that are not just maritime related, and said the Committee membership should be expanded to include more people with different perspectives.

The Marina Manager provided a powerpoint presentation regarding Charleston's expenses with the underlying message that Charleston operates at a loss every year (basic operating expenses exceed revenues). He discussed the proposed FY 2024/25 budget, planned projects, and the recommended rate increase.

**OREGON INTERNATIONAL PORT OF COOS BAY  
CHARLESTON MARINA ADVISORY COMMITTEE MEETING  
12:00 p.m., Wednesday, May 8, 2024  
Charleston Marina RV Park, Recreation Room**

**DRAFT MINUTES**

**ATTENDANCE**

**Advisory Members:**

Nick Nylander, Chair; Kathleen Hornstuen; and Knute Nemeth. Lou Leberti; Kyle Cox; and Tyler Long were absent.

**Port Staff:**

Ray Dwire, Charleston Marina Manager; Lanelle Comstock, Chief Administrative Officer; Megan Richardson, Director of Finance & Accounting; Cheryl Charitar, Charleston Office Administrator; Julie Williams, Charleston Office Assistant; and Krystal Karcher, Human Resources Generalist.

**Guests:**

Ed Fleming, SV Merganser; Bryan Juveland; Susan and Doug Dodge, RV Park guests; Anne Donnelly; and David Young.

**1. CALL MEETING TO ORDER**

Chair Nick Nylander called the meeting to order at 12:05 p.m.

**2. INTRODUCTION OF GUESTS**

Nick Nylander began introductions by asking for a moment of silence in honor of Lou Leberti's wife who passed away. Kathy Hornstuen suggested sending a card of condolence to the Leberti family.

**3. REVIEW AND APPROVAL OF MEETING MINUTES**

**A. Approval of January 17, 2024 Meeting Minutes**

In the absence of a quorum, minutes were reviewed and will be voted on at the next meeting.

**4. CURRENT PROJECTS UPDATE**

Ray Dwire provided an update on current marina projects. Sharky's Charters is now located on D Dock. Staff continues their work on the marina docks, currently focused on F Dock, as well as rehabilitation work in Building 30 to prepare for a new tenant. The RV Park is gearing up and preparing for summer guests. Staff have been busy in the Shipyard cleaning up and reorganizing the long term area. Staff plan to destroy more of the derelict boats currently in the Shipyard, which will then create more short term workspace so more people can work on their boats.

Mr. Dwire shared that staff received authorization at February's Port Commission meeting to apply for a ConnectOregon grant for Shipyard improvements. The project will be \$5 million to improve the work docks and the travel lift slip. Anne Donnelly asked if there were adjustments made to the scope of the application after the Commission meeting. Mr. Dwire stated the application was exactly as the Commission approved. The Port anticipates grant awards to be announced in September. Ed Fleming asked the timeline that the travel lift would be out of service if the Port were to be awarded the grant. Mr. Dwire stated the in-water-work window is limited and staff would prioritize minimizing the downtime of the travel lift.

Ms. Hornstuen asked about the key card access to G & H docks. Mr. Dwire stated this has been resolved. There are key cards available at the office for guests on that dock and there is also passcode access for those who are staying short term. Ms. Hornstuen asked for an update on dredging for the shoaling issue. Mr. Dwire stated the Port is still in discussions with the Army Corps regarding the Section 107 study. There will be a clamshell dredge here this summer that the Port will utilize at a cost of about \$200,000. The Coast Guard put a caution buoy in this area. Ms. Hornstuen asked about the Lazio dock and the L&S dock. It was discussed at the last meeting to see if there was something the Port could do for commercial offloading space. Mr. Dwire stated staff are still looking into options.

Knute Nemeth asked about discussion of Troller Road. Mr. Dwire stated donated oyster shells have been spread as a temporary fix. Mr. Nemeth stated the Troller Road issues have been discussed for years but the road is vital to the Shipyard. Mr. Nemeth stated a property owner received an estimate from Knife River, which came in at \$180,000. Troller Road is also a public area for viewing the South Slough. Road improvement could include parking spots next to the boat launch with a restroom. Mr. Nemeth stated he talked with County Commissioner John Sweet about the situation. The County acknowledges ownership of the road. Ms. Hornstuen suggested a grant could help with funding. Mr. Nemeth stated ConnectOregon grants are used for transportation and economic development. Fixing this road needs to be addressed to keep the Shipyard open, and keep the area both attractive and safe. A cooperative between the property owners, the County and the Port needs to be established to move this project forward. Mr. Nemeth asked that Port Commissioners get together with County Staff and property owners to discuss what can be done. Mr. Fleming added that emergency vehicle access to the Shipyard should also be considered. This is an industrial area where people are working and the current conditions of the road would slow access for emergency services.

Ms. Donnelly stated this issue speaks to her larger concern of the Port's operation of the Marina and Shipyard. The Port as an entity of economic development should manage all assets for optimal economic benefit consistent with Port solvency. This includes the composition of the Charleston Advisory Committee and the topics discussed. Ms. Donnelly stated the advocacy reach of this group is limited because people are only advising on maintenance needs. The issue that Mr. Nemeth brings up with Troller Road is not just access for the fishermen, it's access for the community and the economic potential of the Shipyard. Ms. Donnelly urged the Port to manage their properties consistent with the economic development mission, and suggested the Port look at grant opportunities that are not just maritime related. Ms. Donnelly stated the Committee membership should be expanded to include more people with different perspectives.

Mr. Dwire stated the issue of Troller Road is more than just a Port issue. Ms. Donnelly stated the larger issue she is speaking of is very much a Port issue. Mr. Dwire stated the Port is aggressively trying to develop properties for the benefit of the community and for economic development.

## **5. FINANCIAL DATA REVIEW**

Megan Richardson reviewed the financial data for Charleston Operations. Information included in the meeting packet are the year-to-date financials for July through March. Operating income was about \$1.6 million compared to the budget of about \$1.8 million, which is about a \$224K shortfall. Total expenses were about \$1.5 million compared to the budget of about \$1.8 million, so expenses were underspent by about \$307K. The operating result was positive by about \$80K compared to the projected loss of about \$4K, leading to results better than plan by about \$83K. Charleston total net results for the year-to-date is a loss of \$558K, compared to a budgeted loss of \$678K, leading to results better than plan by \$120K.

Based on the current information if Charleston were to perform to budget for the remainder of the fiscal year, it would end with an \$83K better net result than budget, which is still an overall loss of \$520K. Even with expenses underspent, revenues are less than budget by \$224K so far this year.

## **6. DISCUSSION OF PROPOSED BUDGET FOR FY 2024/25**

Mr. Dwire presented information about Charleston's operational expenses. Employees in Charleston include four office staff (one of these positions is vacant and will not be filled), eight maintenance staff, and five security staff. Total personnel expenses are \$1,317,017 for 16 employees. Mr. Dwire stated electricity costs are about \$291K, water is \$52K, sewer is over \$4K per month, garbage service is just over \$100K which is down from previous years, and commercial insurance is \$137K. This is just liability insurance for Charleston properties and has gone up about 20%. Utility and insurance expenses total \$629,205. Annual debt repayment totals \$430,787 for the Ice Plant, stormwater system, travel lift, and Port vehicles.

Expenses for employees, utilities and insurance, and debt repayment total \$2,377,044. Total operating income for FY 2022/23 was \$2,353,336 which is less than total operating costs, with no repairs and maintenance or any projects completed. Mr. Dwire stated the expenses do not include Administrative staff in the downtown office and no money from Charleston is being taken by the Railroad.

Mr. Dwire offered further financial details regarding the Ice Plant. In FY 2022/23 debt repayment was \$220K and electricity was over \$53K. The electricity rate on the Ice Plant is high, whether or not the facility is being used, because it is a high-demand system. Maintenance and repair expenses were close to \$53K, Port staff time was \$18K, and water was \$9K, for total Ice Plant expenses of \$353,219. Total ice sales in FY 2022/23 was \$206,391. The overall loss for the Ice Plant was nearly \$150K.

Shipyard expenses in FY 2022/23 includes derelict boat disposal at \$101K and debt repayment for the travel lift and stormwater system at \$82K. Other expenses include staff time, media replacement, electricity, water, sewer and trash. Total expenses for the Shipyard were \$370,917 with revenues totaling \$360,376 for an overall loss of \$10,540.

Ms. Hornstuen asked about the derelict boat disposal cost. Mr. Dwire stated this cost will always be there, but the goal is to get the number of vessels down so the cost is manageable. Mr. Fleming asked if the state had a fund to assist with destroying derelict boats. Mr. Dwire stated they do have a new program that was recently funded, but are not sure how the money will be dispersed. A marina customer asked if any of the debt service for vehicles or the travel lift is close to being paid off. Mr. Dwire stated there

are two vehicles that will be paid off this year. Ms. Richardson stated the larger debt service loans are approximately twenty years.

Mr. Dwire stated the utility costs are rising for everyone including Charleston. Electricity rates for the docks in June 2022 was about \$0.0816 per kilowatt-hour. In June 2023, the rate increased by 17.8% to \$0.0961. In April 2024, the cost went up to \$0.1158 which is a 20.5% increase. There is another rate increase anticipated in January 2025, about 17-18%.

Proposed projects for FY 2024/25 total \$688,000. These projects include clamshell dredging, the Section 107 study, piling replacement, dock repairs, building repairs, derelict boat disposal, D-dock approach, rock for Shipyard, and rock and rip/rap for Marina. Mr. Dwire stated staff will continue their efforts to save expenses by being smart with resources and completing work in house. An example of this is the D-dock approach. A contractor had supplied a bid of \$50K but Port staff will make the repair for \$20K. The income brought in by Charleston does not cover the proposed projects; this money will need to come from elsewhere in the Port budget. That could be from the Railroad, or the tax revenues received.

Mr. Dwire stated that staff are preparing to bring recommendations to the Port Commission for rate increases to be effective July 1, 2024. Mr. Fleming asked about the launch ramp fee. Mr. Dwire stated the daily fee is set by the State Marine Board and Port staff cannot change it. Mr. Fleming stated there are a number of vacant moorage slips and the RV Park is being under-utilized. Mr. Dwire stated the Port is looking at multiple options to increase revenues. Mr. Dwire stated efforts will continue to eliminate any waste of resources and keep expenses down, while building up the infrastructure of the Charleston community.

## **7. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS**

Maintenance needs have been discussed and there are no additional concerns to add.

## **8. PUBLIC COMMENT**

Mr. Fleming asked about the proposed rate increase that will go to the budget committee. Mr. Dwire stated the numbers are still being determined but could be similar to the 10% increase of last year. Mr. Fleming stated the Committee is typically given notice at this meeting of what increases are planned. Mr. Dwire stated some of the Shipyard services will not see the 10% increase. That information will be available as soon as it is finalized.

Mr. Dwire stated there was public comment received from John Blanchard, as follows: "I'd like to add public comment on a maintenance idea for the marina facility. I noticed this growth of marine life on the power and waterlines leading to D dock and investigated it some. Please see attached photos. The support brackets for the lines are nearly failing under the weight of the growth and have deteriorated in the marine environment. This is directly under the gang plank leading to the dock and I am concerned if it breaks the lines could be damaged and cost more to repair or prevent electrical service to D-Dock."

Mr. Dwire shared the photos Mr. Blanchard had sent and stated this issue has been addressed. This area was underneath the dock approach and not readily visible. Mr. Dwire stated staff are thankful this was brought to their attention and are now aware of additional areas to inspect.

**9. COMMITTEE COMMENT**

Ms. Hornstuen shared that the Charleston Fishermen's Memorial Committee has met to determine the names that will be added to the memorial plaque on Monday, May 27 at 10:00 am. The Charleston Fishing Families will host cake and coffee after the service and everyone is invited to attend.

This year, the Industry plaque will honor: Roy C. Cameron, Michael L. Workman, Amos Allen "Red" Astor, James "Jim" Nash, W.A. "Rusty" Shield, and Scott Heath. The Fishermen's Memorial Plaque will honor: J. B. John Elliott Burgess, Gary "Bear" Gene Warren, John Frank Hatten, Richard "Dick" Lilienthal, Gladys Johnston, Doris L. Hockema, Spud Murphy, Alice I. Gunnari, Captain James L. Moore, Holly Hall Stamper, and Don G. Burks.

Mr. Nemeth stated the Mayfly Festival is coming up on May 18 at Mingus Park and will have family friendly activities for people to learn about the watershed. In October, there will be the Octoberfish Festival held at the Marine Biology School. This is a fundraiser for the Charleston Food Bank.

**10. NEXT MEETING DATE**

The next meeting is scheduled for Wednesday, July 17, 2024 at 12:00 p.m.

**11. ADJOURN**

Chair Nick Nylander adjourned the meeting at 1:26 p.m.



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

Owned by the Oregon International Port of Coos Bay

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

**Monthly Revenue Car Loads and Equivalent Highway Truck Loads / 2020-2024**

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

	2020		2021		2022		2023		2024	
	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads	Railcar Loads	Truck Loads
Jan	409	1,349.7	346	1,141.8	445	1,468.5	473	1,560.9	363	1,197.9
Feb	400	1,320.0	390	1,287.0	502	1,656.6	393	1,296.9	598	1,973.4
Mar	432	1,425.6	566	1,867.8	694	2,290.2	498	1,643.4	488	1,610.4
Apr	350	1,155.0	621	2,049.3	668	2,204.4	407	1,343.1	456	1,504.8
May	394	1,300.2	599	1,976.7	707	2,333.1	454	1,498.2	548	1,808.4
Jun	534	1,762.2	625	2,062.5	595	1,963.5	468	1,544.4	0	0.0
Jul	485	1,600.5	503	1,659.9	530	1,749.0	473	1,560.9	0	0.0
Aug	467	1,541.1	485	1,600.5	597	1,970.1	388	1,280.4	0	0.0
Sep	378	1,247.4	556	1,834.8	524	1,729.2	372	1,227.6	0	0.0
Oct	431	1,422.3	521	1,719.3	488	1,610.4	393	1,296.9	0	0.0
Nov	349	1,151.7	548	1,808.4	512	1,689.6	409	1,349.7	0	0.0
Dec	499	1,646.7	453	1,494.9	493	1,626.9	440	1,452.0	0	0.0
<b>Total</b>	<b>5,128</b>	<b>16,922.4</b>	<b>6,213</b>	<b>20,502.9</b>	<b>6,755</b>	<b>22,291.5</b>	<b>5,168</b>	<b>17,054.4</b>	<b>2,453</b>	<b>8,094.9</b>

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 2024 are as follows:

*2011:	194	rail carloads =	19,400	short tons =	640.2	highway truck loads
2012:	2,480	rail carloads =	248,000	short tons =	8,184.0	highway truck loads
2013:	4,850	rail carloads =	485,000	short tons =	16,005.0	highway truck loads
2014:	7,509	rail carloads =	750,900	short tons =	24,779.7	highway truck loads
2015:	7,341	rail carloads =	734,100	short tons =	24,225.3	highway truck loads
2016:	7,434	rail carloads =	743,400	short tons =	24,532.2	highway truck loads
2017:	7,172	rail carloads =	717,200	short tons =	23,667.6	highway truck loads
2018:	6,428	rail carloads =	642,800	short tons =	21,212.4	highway truck loads
2019:	4,950	rail carloads =	495,000	short tons =	16,335.0	highway truck loads
2020:	5,128	rail carloads =	512,800	short tons =	16,922.4	highway truck loads
2021:	6,213	rail carloads =	621,300	short tons =	20,502.9	highway truck loads
2022:	6,755	rail carloads =	675,500	short tons =	22,291.5	highway truck loads
2023:	5,168	rail carloads =	516,800	short tons =	17,054.4	highway truck loads
2024:	2,453	rail carloads =	245,300	short tons =	8,094.9	highway truck loads

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

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