



PORT OF GUAM

ATURIDAT I PUETTON GUAHAN

Jose D. Leon Guerrero Commercial Port

1026 Cabras Highway, Suite 201, Piti, Guam 96925

Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445

Website: www.portguam.com



Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lieutenant Governor

REGULAR MEETING OF THE BOARD OF DIRECTORS

Jose D. Leon Guerrero Commercial Port

Thursday, May 27, 2021

Virtual Board Meeting

3:00 p.m.

A G E N D A

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 1. April 29, 2021 – Regular Board Meeting
- III. PUBLIC COMMENTS:
 - a. Public Comments
 - b. Employee Comments
 - c. PAGGMA Association
- IV. GENERAL MANAGER'S REPORT (deferred to Old/New Business Items)
- V. OLD BUSINESS
- VI. NEW BUSINESS
 1. Resolution No. 2021-05 Relative to adopting and implementing a uniform notice of area availability (NOAA) application process for proposals and interests in port property by the general public
 2. Resolution No. 2021-06 Relative to adopting and implementing Board policy on records management at the Port Authority of Guam
 3. Board Policy Memorandum No. 2021-01 ACH Transfer Policy
 4. Property Lease Relates: SPPC, Hanson Permanente Cement & Mobil Oil Guam
 5. Rent Deferral Program
- VII. ADJOURNMENT



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**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, April 29, 2021**

I. CALL TO ORDER

There being a quorum, the regular meeting of the Board of Directors was called to order at 3:03 p.m., Thursday, April 29, 2021. Present at the meeting were:

Francisco G. Santos, Chairman
Nathan T. Taimanglo, Vice Chairman
Isa Marie C. Koki, Board Secretary
Dorothy P. Harris, Board Member
Rory J. Respicio, General Manager
Dominic G. Muna, Deputy General Manager, Operations
Luis R. Baza, Deputy General Manager, Admin/Finance
Atty. Christine K. Claveria, Port Staff Attorney

Also present was Deloitte & Touche-Lee Vensel and Port Staff.

II. APPROVAL OF MINUTES

a. **March 25, 2021 – Regular Board Meeting.** Director Koki made motion to approve the minutes of March 25, 2021, subject to correction. The motion was seconded by the Vice Chairman and was unanimously passed.

III. PUBLIC COMMENTS

- a. **Public Comments:** None.
- b. **Employee Comments:** None.
- c. **PAGGMA Association:** None.

IV. GENERAL MANAGER'S REPORT

1. **Port Clinic.** The Port Clinic closed on March 27, 2021 because the overall pandemic is stabilizing thanks to all that the Administration and our community are doing to keeping the COVID-19 positives to a minimum and the Governor's aggressive efforts to vaccinate as many people as possible. The Port Clinic has been operational for a little over a year, registering 55,555 clinic visits since its inception.

We would like to take this opportunity to thank the Port Clinic staff for their amazing work to provide the Port employees, its tenants, and customers peace of mind in

knowing that health care professional are on hand to perform health COVID-19 health screenings, to answer health questions or concerns, as well as clearing vessel crew members pursuant to the Governor and Public Health's mandates. Thank you also to Governor Lou Leon Guerrero, Lt. Governor Josh Tenorio, and DPHSS Director Art San Agustin for making the Port Clinic possible and to all the health care professionals detailed and keeping this critical operation operational.

2. **COVID-19 Vaccination Dashboard.** Port employees vaccinated is 178 or 51%.
3. **General Manager's Notes for YTD Finances, as of March 31, 2021.** We are providing the following summary:

REVENUES AND CARGO THROUGHPUT:

- The Port's Total YTD Operating revenue for March 2021 is \$27.2 million, 2.5% or \$710K lower than the YTD March FY21 budget projection of \$27.9M. One reason for the negative variance is due to the late arrival of APL vessel that was supposed to be completed before the end of March.
- The total number of containers handled as of March 2021 is 41,711, which is 2.9% lower or 1,258 fewer containers than last year's February 2020 total of 42,969. The variance would have been lower if one of the APL vessel was completed before March 31, 2021.

OPERATING EXPENSES:

- Overall YTD Operating expense, as of March 31, 2021, is \$25.0M, which is 6.2% lower than the YTD budget as of February of \$26.7 M, or \$1.6M in YTD cost avoidances.

OVERTIME EXPENSE AND DIRECT LABOR REVENUE:

- Overtime YTD for Divisions involved in Operations is \$603,893, which is 6.2% or \$40K lower than YTD overtime budget of \$644,046. The overtime for March resulted in a decrease of 18% or \$23K compared to February, from \$127,731 in February to \$104,651 in March.
- Direct Labor reimbursement is \$1.6M, which is 2.0% or \$31K lower than the FY21 budget of \$1.62M. Here is the breakdown:

Direct Labor Revenue:	\$1,598,411
Operations Overtime:	\$ 603,893
Variance:	\$ 994,518

YTD OPERATING REVENUES MINUS YTD EXPENSES

- Operating revenues minus operating expenses resulted in an operating income of \$2.1 million. The final result for the month of March is a net loss of \$393K, after deducting net of Other Income/Expense totaling to a -\$2.5 million.

Other Financial Highlights, as of March 31, 2021.

- The debt service ratio is 11% higher than the Bond Indenture Debt service ratio requirement.
- Days Cash on Hand is 873 days, which is 75% or 373 days higher than the 500 days requirement of Moody’s Rating agency.

DEBT SERVICE RATIO – MARCH 2021

Projected Annual Debt Service Coverage	1.87
Debt Service Coverage Requirement	1.25
Variance	0.13
% Above the Indenture Requirement	11%

4. **Port Achieves 2nd Consecutive Year Designation as a Low-Risk Auditee.** Guam Public Auditor Benjamin J. Cruz congratulated the Port Authority of Guam for once again achieving the designation as a Low-Risk Auditee during the annual financial audit, which revealed a clean audit with no deficiencies. Public Auditor Cruz states: “I commend and congratulate the Port Authority for protecting their Low-Risk Status for a 2nd consecutive year and also finally resolving a long-standing recurring Finding that they had three major lease arrangements that had not been committed to a written lease agreement”. Independent auditors Deloitte & Touche, LLP rendered clean opinions of the Port Authority of Guam’s (PAG) FY 2020 financial statements and compliance over major federal programs. Also, no material weaknesses and significant deficiencies in internal controls were identified by the auditors.

For FY 2020, the PAG recognized operating revenues of \$54.6M. The total number of containers handled was 85,143 containers, an increase of .02% compared to FY 2019’s container count of 84,954. In comparison to FY 2019, PAG experienced a decrease in revenues by 1% (\$608K), from \$55.2M in FY 2019 to \$54.6M in FY 2020. The drop in proceeds was from the Port’s primary source of revenue, cargo throughput charges of \$537K, as well as from crane surcharge (\$64K), wharfage charges (\$132K), special services (\$61K), and other operating income (\$150K). The Port experienced an increase in revenues of \$359K for equipment and space rental compared to the previous fiscal year.

PAG’s operating expenses increased by 15% (\$7.3M) from \$48.4M in FY 2019 to \$55.7M in FY 2020. The increase in operating expenses includes management and administration (\$2.7M), equipment maintenance (\$315K), transportation services (\$854K), stevedoring services (\$600K), retiree healthcare and other benefits (\$2.5M), terminal services (\$458K), insurance (\$482K), and facility maintenance (\$154K). A decrease was recognized compared to the previous fiscal year for expenses in depreciation (\$405K), general expenses (\$182K), and utilities (\$208K).

The result of the net operating revenues minus operating expenses in Fiscal Year 2020 was a \$5.9 million income from operations before depreciation. After adding depreciation

expenses, non-operating expenses, and federal grant revenues, the Port's net position decreased by \$919 thousand for the fiscal year primarily due to the recognition of Other Post-Employment Benefits and pension expenses as required by the Government Accounting Standards Board (GASB) regulations.

Further highlighted in the FY 2020 audit are the PAG's capital assets and long-term debt and procurement delegation. After 14 years since the agency lost its procurement delegation, the Chief Procurement Officer restored the full delegation in May 2020. The audit also recognized the impact of COVID-19 and the Port's ability to remain 100% operational, ensuring that the flow of goods and supplies into our community was not interrupted. Every precautionary measure was taken to protect its employees, tenants, and customers who do business with the Port, including opening the Port Clinic at Governor Lou Leon Guerrero's direction.

5. **Moody's Removes Port from Credit Watch.** Moody's Investors Service issued a credit report that removed the Port Authority of Guam from credit watch based on strong finances with financial stability expected to grow over the next year. The report indicated that despite the COVID-19 pandemic, the Port continues to have the same rating since 2018. The report further recognized that the Port remained fully operational during the coronavirus pandemic, that we have demonstrated good cost control in fiscal year 2020 and year-to-date fiscal year 2021, and the unaudited results as of September 30, 2020 show that general and administrative expenses came in 1.5% below the prior year and 8.2% below budget. This report is attributed to the success to our efforts to strengthening the Port's financial affairs division. We have worked tirelessly to provide responsible and transparent financial management, and our efforts are being recognized by national investment services, the Guam Public Auditor, and has even won us awards on a local and national level.

6. **Quadrennial Certification Inspection – Gantry Cranes.** A Quadrennial Certification Inspection was performed on March 24-26, 2021 on the Port's Gantry Crane Nos. 4, 5, and 6. The following provides the results of the inspection.

Gantry Crane	Findings	Remedy
No. 4	Minor corrosion due to environmental exposure.	Continued regular maintenance.
No. 5	Minor corrosion due to environmental exposure.	Continued regular maintenance.
No. 6	Worn rear trolley trucks.	The rear trolley trucks were removed and replaced on April 2-6, 2021 using parts from another Hitachi gantry of the same model. Replacement units were thoroughly inspected and reconditioned.

We are proud to announce success in the inspection of Port's cranes. An OSHA Maritime Crane Certification of Completion (Form 71) was issued for Gantry Crane Nos. 4, 5 and 6.

7. **Issuance of Swimming & Fishing Permits.** On March 27, 2014, the prior Board of Directors approved a vendor fee for all non-tenant dive operators for “for-profit” operations at Outhouse Beach and facility use fees for Family and Port Beach for the purposes of cost recovery for the administrative processing, staff monitoring, control and maintenance of these Port facilities. A review of previous Board action revealed there were no authorization by prior management and Board to direct the division to begin to issue swimming and fishing permits. As a result, Commercial division was advised that effective immediately, fishing and swimming permits will no longer be issued by the Port. The only permits the division is to continue to issue are the diving and use of the Port and Family Beaches.

8. **Change Order Approval for GHD Contract – CMS on H-Wharf Rehabilitation and Reconstruction of Route 11 Roadway.** On April 15, 2021, the Port’s Construction Management Services consultant GHD submitted proposed change order to provide pre-bid and bid phase services. These additional scope of work were initially provided in GHD’s bid packet submission; however, during negotiations with PAG team then, it was mentioned that that part of the scope of work would be handled by PAG personnel. Having thoroughly reviewed GHD’s proposal, it was determined best to accept the change order as proposed by GHD as we found that the scope of the additional subject services provided is adequate and sufficient to manage this critical project, and minimizes any further unwarranted time delays or additional costs. The amount for the change order is \$198,140.16 which was found to be fair and reasonable.

9. **Update on Migration into E1 Financial Management System.** In May 2019, Management initiated a project to upgrade the Port Authority’s 2000 JDE World Financial Management System to a more robust and technological system. After extensive research and ascertaining the most feasible upgrades, management chose to invest in a system known as the Oracle JDE Enterprise One which was launched in August 2020. Since then, the Port project team has worked closely with the Oracle Project Team. The Oracle E1 project is currently at Phase 3 - Training and User Acceptance Stage covering all finance modules led by PAG subject matter experts for each module. Training has taken place for end-users in payroll timekeeping, purchase requisitions, and budget entry. Ongoing modules include Work Order, Capital Asset Management and Job Costing with end-user training to follow once these modules are completed. Phase 4 – E1 Go-Live and Phase 5 - Oracle E1 Support is anticipated for May 2021.

This is a major accomplishment for the Port Authority and I want to recognize the project team members for the time and effort they’ve put in this project to ensure that we get the financial system that best serves the Port and for keeping us on track with our timelines. This is a whole new level of transparency and accountability for the Port and having a strong financial system goes in line with our mission to modernize the Port into a world class facility.

Upon full implementation, the Port expects the following outcomes:

- To be able to efficiently plan, direct, organize, monitor and control its current and future financial resources and events.
- To improve the Port's financial reporting and budgeting, business activity reports, forecasts, procurement, planning and human resource information reporting.
- Enhance or implement financial management system's internal controls over financial resources with the objective of ensuring efficient resource utilization.
- Possess the opportunity to expand end-to-end processes through further module integration as the Port's business needs grow.

The E1 Financial Management System aims to improve reporting capabilities and will also have the ability to streamline processes that reduce non-value activity such as paper filing, spreadsheet reconciliations, manual calculation of interests and collection of late payments, manual inventory processes and manual financial document delivery. E1 also has the ability to fully implement Job Costing and Work Order system that integrates to the General Ledger and other financial modules which was not possible with the previous system. The new system also has the ability to move systems such as Special Service Request invoicing, Operations Time Entry, check printing, W2 processing, requisition and purchase order processing for local GSA transactions, tax table update and financial required reports into the new JDE Enterprise One system. As this project nears completion, the Port is excited and motivated to fully launch Enterprise One and ultimately realize the benefits of better financial capabilities, better security, better features and functionalities, better efficiency with business processes, and greater reliability with the new system.

10. **PAG Docket 21-03 Petition for Removal and Demolition of Cranes and Heavy Equipment.** We received the PUC's Administrative Law Judge's report on PAG Docket 21-03 which is the petition for removal and demolition of cranes and heavy equipment. We are pleased to announce that the ALJ recommends to the PUC Commissioners to approve the proposed contract with Guam Shipyard, at a cost of \$ 2,573,155.00. The ALJ's recommendation was based on the information that by removal of these port assets: 1) would present the Port with financial opportunities to generate revenue by creating additional berthing space for ships along the wharfs; 2) will eliminate the potential for falling objects (crane parts) to damage Port wharfs, and eliminate unsafe conditions; 3) PAG anticipates an increase in cargo as a result of the military build-up in 2023; 4) would allow the Port to expand the use of its container yard and stage the cargoes without limitations; and 5) would allow the Port to conduct relocation of its waterline infrastructure in the terminal yard, and that waterfront facilities, especially F4 and F6, would be fully utilized by berthing a domestic vessel, conventional vessel and roll-on roll-off vessel. Furthermore, the ALJ finds that the demolition and disposal of five (5) inoperable port cranes and removal and disposal of Barge YFN 816 aligns with PAG's efforts to modernize, and to continue to streamline and expand its operations. PAG Docket 21-03 is scheduled before the PUC Commissioners this evening at 6:30pm. PAG Management will be in attendance.

11. Public Hearing on the Creation of a Transshipment Task Force. On April 21, 2021, we submitted testimony in favor of Bill 2-36 (LS), which proposes to develop a plan to implement a transshipment industry through the creation of a transshipment task force.

12. Pacific Ports Partners. A virtual coordination meeting with Pacific Ports Partners was held on April 27, 2021. Representatives included PAG, CNMI, Hawaii and a member of the American Association of Port Authorities. AAPA Director Jim Walker of Government Relations addressed the following topics:

- Emerging harbor funding assurance in Water Resources & Development Act 2020
- Small harbors expanded uses program in Water Resources & Development Act 2020
- REPAIR Act for financing, including ports. AAPA seeking to include US territories along with States
- Report on resumption of cruises
- Federal Infrastructure Plan/Build Back Better Plan/American Jobs Plan
- Congress' discretionary project request
- USACE assistance
- Guam, CNMI, and American Samoa needs

13. Training & Development.

- **Procurement Process Workshop.** Deputy General Manager Luis Baza together with Procurement personnel conducted a Procurement Process Workshop on April 9 & 12, 2021 to Port end-users. The following topic areas were addressed:
 - What is procurement.
 - Agency responsibility.
 - The procurement process for:
 - Small purchase of \$500 or less
 - Small purchase between \$500 and \$24,999
 - Blanket Purchase Agreement for small purchases
 - Other methods of discussion: drawdown method, sole source, emergency procurement, continuing contracts

14. Earth Month Islandwide Beautification Cleanup. An islandwide cleanup was held on April 24, 2021 lead by Lt. Governor Josh Tenorio and IBTF Chairman. The Port's designated location was from Fisheye Marine Park to PAG entrance. It was a remarkable presence and support of over 130 individuals. Special thanks to Port employees, Rotary Club of Guam, Rotary Club of Northern Guam, Rotary Club of Tumon Bay, Rotary Club of Sunrise and Rotoract. Further appreciation is made to the Piti Mayor's Office for the safety markers and Fisheye Marine for overflow parking. We would also like to recognize the logistical support from the following that made this event a success.

- EQMR Division - Supplies (trash bags/gloves), pick up and disposal of trash bags
- Transportation Division – Transportation of volunteers to and from assigned areas

- Safety Division – Safety briefing, distribution of supplies
- Police Division – Safety and visibility
- Management – Refreshments
- PAGGMA – Bottled water donations
- Marketing – PAG signage and photos

Also, kudos to the divisions of EQMR and Operations for their part of the clean-up on Friday, April 23rd from the PAG entrance to Family Beach.

15. Guam National Guard Training at Port. Students of the Guam National Guard’s ongoing Advanced Leaders Course conducted training exercises near the Port Authority of Guam from April 27-28. The exercise took place near Port Beach along Route 18 and included the use of blank ammunition and “flash-bang” simulators. This training is critical to the success of our Guam National Guard and the security of our island and region. We are proud to be a partner with our Guam National Guard and we look forward to more opportunities to assist with efforts to defend our island and our nation. The command team of the Guam National Guard publicly thanked the Port Authority for partnership and support of their ongoing readiness requirements.

16. Grant Awards and On-going Grant Submissions.

a. **EDA Grant Application.** The Port had a conference call on April 27, 2021 with EDA Legal Team to discuss final inquiries regarding the Port’s administrative authority over the impacted area of the fuel pipeline connectivity project. The Port anticipates the EDA award notification in May 2021 in the amount of \$3.016M; EDA Share - \$2.41M (80% Cost Share). PAG Share - \$603K (20% Cost Share).

b. Department of Agriculture Grant.

1. **Harbor of Refuge (HOR)** - On February 24th, Governor Leon Guerrero signed the HOR MOU. The MOU will now allow significant improvements to HOR in the installation of a pump station, wastewater ejector pump, and mooring blocks. Next steps – Planning will work with Procurement and Engineering to develop the project Scope and procurement planning stage.
2. **Agat Marina Dock B and Public Boat Ramp Repairs** - Amended MOU is being reviewed by Office of the Attorney General. Upon final approval by all parties, Guam Department of Agriculture will issue a Notice to Proceed to the PAG. Next steps: 1) The Port will follow up with DoAG on the status of the Amended MOU and 2) Planning will work with procurement and engineering staff to develop the draft scope of work in the procurement planning stages. 3) Issuance of IFB.

c. Gantry Crane Acquisition.

1. **USDA Direct Loan.** Pre-Application is completed for a \$15M direct loan. PAG Planning Division met with USDA via Zoom to discuss the application. The application is anticipated to be complete in May 2021.
2. **EDA Grant.** Grant application is currently on hold pending the grant program that it will be submitted and advisement by EDA. The estimated cost is \$30M for two STS cranes, with the Port's share at \$15M.

d. **FEMA BRIC Grant Application – Rehabilitation and Upgrade of Port Wharves F1-F6.** The Governor's Office, through the GAR, has ranked the PAG's application as priority #1 for Guam. Currently awaiting on FEMA's initial review findings. Grant Application is \$22,660,014.67 with a 75%/25% cost share.

e. **MARAD Marine Highway Program – Guam/CNMI Joint Marine Route Designation and Equipment Designation Applications.** Both the route and equipment designation has been submitted to MARAD; currently awaiting review and decision.

f. **Office of Local Defense Community Cooperation (Formerly Office of Economic Adjustment – OEA) - \$1.5M grant award for the Port's Owner's Agent Engineer (OAE) Services.** The OLDCC awarded the Port \$1.5M to continue its efforts to modernize the Port of Guam. An OAE Services RFP is currently in the procurement process.

g. **MARAD Infrastructure for Rebuilding America (INFRA) Grant Program.** The INFRA program provides financial assistance to jurisdictions' capital improvement projects, highway and freight projects that enhances transportation movement both on land and sea. *Update:* Currently waiting on MARAD's review/decision on PAG's application submitted March 19, 2021, competing for \$8,380,625.00 (Cost Share: Fed 60%/PAG 40%) for ground improvements to F4 thru F6 which includes assessment and soil stabilization.

17. **Port Revenue Bonds Project Status.** As of April 23, 2021, the attachment provides information on the status of the revenue bond projects that consist of rehabilitation of hotel wharf, golf pier repairs and improvements, waterline replacement/relocation, EQMR building and warehouse 1 repair/upgrades, new admin annex building, and other priority projects.

V. OLD BUSINESS

1. **Port Audit Fiscal Year 2020.** At this time, the members recognized the presence of Mr. Lee Vensel, Deloitte & Touche. Mr. Vensel thanked the members and said the Port Authority's report on the financial position for the year ending September 30, 2020 is an unqualified opinion, which generally means the financial statements is a clean audit. This is the second year that the Port achieved the designation of a low-risk auditee. He pointed out that the

Port withstood the pandemic fairly well. Although there was small reduction in revenues, but overall the COVID-19 pandemic did not have a significant impact on the revenue operations of the Port Authority.

Mr. Vensel presented the following:

Statements of Revenues, Expenses and Changes in Net Position

- Operating expenses increased about \$7M from 2019, of which \$4M is due largely in part on the pension cost and OPEB cost (Other Post-Employment Benefits) because of the reduction in discount rates.
- Other expense dropped to \$300K in 2020 as compared to \$3M in 2019 due to the estimated results of settlements on personnel cases.
- Interest expense increased by \$1.1M, almost exclusively not interest expense, but actually a reduction of interest income because the interest rates dropped significantly in 2020, and therefore the funds invested, the return on those funds dropped by \$1.1M.
- Federal capital grants \$2.5M in 2020. \$1.8M being from the acquisition of top lifters.
- The unaudited results showed a net increase of about \$4M, but after recording the results of the OPEB report and the pension report – it went from an income of about \$4M plus to a loss of about \$900K.

Balance Sheet

- Assets have increased about \$2M due to cash receivables.
- Depreciable property, plant and equipment decreased by \$3M due to asset depreciation.
- Nondepreciable property, plant and equipment increased by \$3M due to projects and construction in progress.
- Deferred outflows of resources from pension increased by about \$7M; and for OPEB increased by about \$15M.
- The liability on deferred inflows of resources from pension increased by about \$8M; and for OPEB increased by almost \$25M.

Mr. Vensel shared that the results on the OPEB is no different from other government agencies. He said the entire Government of Guam in OPEB liability increased by almost \$700M due largely in part by a reduction in the discount rate of 2019 that was used as the measurement date. Mr. Vensel expects the same impact in Fiscal Year 2021 because the Actuaries may use the 2020 measurement date, and in that year the interest rate dropped even more. He mentioned that when the interest rate drops, the liability goes up, the deferred inflows will drop considerably and the expense will increase, which will definitely have a financial impact on the Port as well as the entire Government of Guam.

Cash Flow

- The Port Authority has very good cash flow, almost \$9.5M from operation activities.

- Cash and cash equivalents at end of year about \$115M. The bulk of the cash is restricted for revenue bond funded projects and capital improvement projects.

On behalf of the Board members, Director Koki extended appreciation to the PAG Management team and staff for continually demonstrating sound financial management, and transparency as shown in the audit report. Congratulations to everyone for their hard work and efforts.

VI. NEW BUSINESS

1. **RFP-PAG-020-004 Banking Services.** The General Manager mentioned that the request for proposal on the banking services received four (4) prospective offerors and only one (1) submitted a proposal. The evaluation committee completed the evaluation, scoring and ranking of the bid submission. Thereafter, the notice of intent to award was issued to Bank of Guam. The Port's cost negotiation committee then engaged with Bank of Guam and both parties have reached an agreement of a fair and reasonable rates/fees and services. Board approval is now being requested to award the contract to Bank of Guam that has been deemed responsive and responsible and has met all the requirements and specifications set forth in the request for proposal, which is consistent with Guam Procurement Regulations.

The Vice Chairman made motion to approve the Request for Proposal 020-004 Banking Services award to Bank of Guam for a period of five (5) years, seconded by Director Harris. Motion on the floor was approved by majority vote with the Chairman, Vice Chairman and Director Harris with an affirmative vote. Director Koki recused herself from voting on this matter due to a conflict of interest as she is currently employed with Bank of Guam.

2. **IFB-PAG-CIP-021-001 Supply and Installation of New 24 Each Cylindrical Fendering System at Wharf F3 and 10 Each New Rubber Leg Arch Fender at Wharf F4 to F6.** The General Manager said nine (9) companies officially picked up IFB packets; however, only three (3) companies participated in the bid opening held on November 17, 2021. During the bid opening review, it was determined that the responsible and responsive bidder with the lowest prices was Guam Industrial Services, Inc. dba Guam Shipyard with a submitted bid amount of \$298,259.00. As a result, management requests Board approval on the award to Guam Industrial Services, Inc. dba Guam Shipyard that has been deemed to have met all the requirements set forth in the IFB and is consistent with the Guam Procurement Regulations. Funding for this project is made possible through FEMA Public Assistance Program-Event Typhoon Mangkhut Project. No local funds or Port funds are being used to fund or supplement this project.

The Vice Chairman made motion to approve the contract award to Guam Industrial Services, Inc. dba Guam Shipyard for IFB-PAG-CIP-021-001 Supply and Installation of New 24 Each Cylindrical Fendering System at Wharf F3 and 10 Each New Rubber Leg Arch Fender at Wharf F4 to F6. Motion was seconded by Director Koki. Motion was unanimously approved.

3. **Performance Appraisal System.** The Port's Board of Directors on August 27, 2019, and at management's request, rescinded prior Board action, which reduced the salary increment from three (3) sub-steps to six (6) sub-sets and reinstated the Board's policy on the salary increment for five (5) sub-steps plus one (1) sub-set for educational achievements. At that meeting, the Board instructed management to work with Human Resources staff to complete the performance evaluation forms and procedures to be used under the Port's Classification & Compensation Plan. On December 22, 2020, the Board was provided a status update on the completion of the Port Compensation and Classification work products, performance appraisal evaluation forms and procedures, and that awareness workshops was conducted with division heads on the new appraisal procedures, incorporating the KPIs for each position. In January 2021, the Port converted on an interim basis from the old performance appraisal system to the new performance appraisal system to determine its effectiveness. During this transitional period, it was discovered that employees may potentially earn up to nine (9) sub-steps on performance and personal development contrary to and will be in contravention to the Port's Personnel Rules and Regulations and Board's policy which only allows five (5) sub-steps for performance and an additional one (1) sub-step for educational achievements—allowing a maximum of six (6) salary sub-steps. The full implementation of the new performance appraisal system will also have a fiscal impact on the Port's operational requirements.

Upon knowing the performance pay's rating scale and the results, a maximum of five (5) sub-steps for performance and an additional one (1) sub-step was only implemented. In the meantime, further review was made on the new performance appraisal system and the benefits and issues encountered with such forms and procedures. The findings concluded that these forms are burdensome and time-consuming for the supervisors and managers to complete on a quarterly, as well as, let alone on an annual basis, and fear that unintended consequences may lead management to resort to providing port employees with forced increments, giving them satisfactory ratings or two (2) sub-steps, and not reflective of what is rightfully and justifiable due to them.

In light of the above, Board approval is being requested to utilize the old performance evaluation appraisal system and its template for calculation purposes; however, the KPI will still be a part of the basis to determine the performance evaluation. Doing so will also address the maximum five (5) sub-steps for performance and an additional one (1) sub-step for educational achievements and streamline the unnecessary administrative burden associated with the performance appraisals.

The Vice Chairman commented that if reverting back to the old performance evaluation appraisal system has the support of the Port management, then he is supportive. He mentioned that a performance management system should have the ease of use because in order for a performance feedback to become effective it has to be done in a very easy to understand way. He agrees that the new performance appraisal system to be completed for each and every port employee can be very cumbersome and does not have any objections to the change that is requested. The Chairman expressed the same sentiments, so long as there is no violation to the Personnel Rules and Regulations.

performance feedback to become effective it has to be done in a very easy to understand way. He agrees that the new performance appraisal system to be completed for each and every port employee can be very cumbersome and does not have any objections to the change that is requested. The Chairman expressed the same sentiments, so long as there is no violation to the Personnel Rules and Regulations.

Director Koki made motion to approve the request to utilize the old performance evaluation appraisal system and its template for calculation purposes; however, the KPI will still be a part of the basis to determine the performance evaluation. Doing so will also address the maximum five (5) sub-steps for performance and an additional one (1) sub-step for educational achievements and streamline the unnecessary administrative burden associated with the performance appraisals. Motion was seconded by the Vice Chairman and was unanimously approved.

VII. ADJOURNMENT

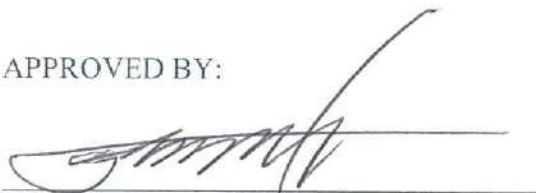
There being no further business to discuss, it was moved by Director Koki and seconded by the Vice Chairman to adjourn the meeting at 4:21 p.m. The motion was unanimously passed.



Digitally signed by Isa Marie C. Koki
Date: 2021.05.28 09:02:08 +10'00'

ISA MARIE C. KOKI, Board Secretary
Board of Directors

APPROVED BY:



FRANCISCO G. SANTOS, Chairman
Board of Directors





PORT OF GUAM
ATURIDATI PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: www.portguam.com



Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

General Manager's Report for Board of Directors
May 27, 2021

1. **COVID-19 Vaccination Dashboard.** Port employees vaccinated is 220 out of 347, or 63%.
2. **Port Vaccination Outreach Clinic.** We are working with Governor Lou Leon Guerrero, employees at the Department of Public Health & Social Services, and Guam National Guard (Surgeon Cell) to have a vaccination outreach clinic at the Port Authority. We are opening this up to port employees, Customs, Port Users Group, and their families.

Port Community Vaccine Update.

- Kickoff June 2, 2021, from 7:00 am-10:00 am
 - Location: Formally Port Clinic. Discussions taking place on accommodating both drive-thru and walk-ins.
 - Vaccinations: Pfizer 12 year-old and up; Johnson & Johnson 18-year-old and up
3. **Port records destroyed in the Dewitt Guam Facility fire.** On May 17, 2021, the Port Authority was issued a notice by DeWitt Guam of their fire incident on May 12, 2021, informing us that this warehouse fire destroyed all of the records stored in their Records Management Section. DeWitt indicated that the fire and water damage was extensive, and nothing seems to be salvageable.

The following Port records stored at the DeWitt facility:

- Shipping documents - FY2015 thru FY2020 (retention schedule of 6 years)
- Port Police logbooks - FY1989 to FY2017 (permanent)
- Harbor Master radio station logbooks - FY1995 thru FY1998 (permanent)
- Regular & Special Board Meeting Minutes - FY1976 thru FY2004

- 4. Moody's Bond Upgrade.** On May 14, 2021 Moody's Investors Service raised its outlook for the Port Authority of Guam from negative to stable, pointing to low leverage, strong liquidity and the Port's ability to remain fully operational during the coronavirus pandemic. The service also affirmed the Baa2 rating assigned to the Port Authority of Guam's senior port revenue bonds. The affirmation of the Baa2 rating and outlook change to stable follows Moody's rating action on the Government of Guam's general obligation bonds rating which was affirmed at Ba1 with a stable outlook on 4 May 2021.

The Moody's report also indicated that Moody's expects that the authority will maintain healthy credit metrics with debt service coverage (DSCR) around 2.0x through the cycle. DSCR based on the indenture calculation dropped to 1.26x in 2020 (Moody's net revenue DSCR 1.75x in fiscal 2020) and recovered to 1.7x as of Jan 2021 based on an unaudited basis. Constraining credit factors include the small scale, high customer concentration, exposure to weather-related events, the linkages to the credit quality of the Government of Guam and a high fixed cost base as an operator port.

The report stated that our liquidity position remains strong, partially also because of a high amount of unspent 2018 bond proceeds,. It noted that Total cash and investments as of January 31, 2021 were around \$109 million, of which \$49 million is reserved for construction projects and around \$2.0 million is for the debt service reserve. The rest of the funds are for operations, crane acquisitions reserves, facility maintenance, crane related operations, operations reserves and other funds that are required in the bond indenture. According to Moody's, the Baa2 rating indicated that leverage is low (3.4x adjusted debt to operating revenue in fiscal 2020) and liquidity remains strong.

News of the actions by Moody's was met with praise by Governor Lou Leon Guerrero who issued a statement that said, "The Port's most recent efforts to ensure the stabilization of the agency's finances is to be commended and is consistent with our Administration's work with the Government of Guam's General Fund. Lt. Governor Josh Tenorio and I want to congratulate the Board of Directors and the management and staff for yet another major success in the area of their finances. The Port's work to stabilize finances and provide transparency and accountability has not gone unnoticed and has been recognized on local and national levels."

5. **General Manager's Notes for YTD Finances, as of April 30, 2021.** We are providing the following summary:

REVENUES AND CARGO THROUGHPUT:

- The Port's Total YTD Operating revenue for April 2021 is \$32.1 million, 1.3% or \$438K lower than the YTD April FY21 budget projection of \$32.5M.
- The total number of containers handled as of April 2021 is 49,355, which is 1.8% lower or 906 fewer containers than last year's April 2020 total of 50,261.

OPERATING EXPENSES:

- Overall YTD Operating expense, as of April 30, 2021, is \$29.1M, which is 6.5% lower than the YTD budget as of April of \$31.1M, or \$2.0M in YTD cost avoidances.

OVERTIME EXPENSE AND DIRECT LABOR REVENUE:

- Overtime YTD for Divisions involved in Operations is \$729,838, which is 2.9% or \$21K lower than YTD overtime budget of \$751,387. The overtime for April resulted in a decrease of 15% or \$18K compared to March, from \$125K in March to \$107,109 in April.
- Direct Labor reimbursement is \$1.9M, which is 1% or \$12K lower than the FY21 budget of \$1.9M. Here is the breakdown:

Direct Labor Revenue:	\$1,888,778
Operations Overtime:	<u>\$ 729,838</u>
Variance:	\$1,158,940

YTD OPERATING REVENUES MINUS YTD EXPENSES

- Operating revenues minus operating expenses resulted in an operating income of \$3.0 million. The final result for the month of April is a net loss of \$144K, after deducting net of Other Income/Expense totaling to a -\$3.1 million.

Other Financial Highlights, as of April 30, 2021.

- The debt service ratio of 1.51 is 21% higher than the Bond Indenture Debt service ratio requirement.

- Days Cash on Hand is 874 days, which is 75% or 374 days higher than the 500 days requirement of Moody's Rating agency.

DEBT SERVICE RATIO – APRIL 2021

Projected Annual Debt Service Coverage	1.51
Debt Service Coverage Requirement	1.25
Variance	0.26
% Above the Indenture Requirement	21%

6. **CSC Case No. 17-AA17T Anthony Sanders: Merit Hearing.** A Civil Service Commission Hearing, namely Anthony Sanders (port employee) v. Port Authority (management), was held on May 18, 2021. Charges against the employee include unlawful manufacture, distribution, dispensing, possession, or use of controlled substances while on the job or on the Authority's premises, including operating the Authority's equipment. The Port was represented by DGMA Luis R. Baza, assisted by Port in-house Counsel Attorney Christine Claveria, and held via Zoom. DGMO Dominic Muna and I also attended this merit hearing via Zoom. And, by a vote of 6-0, the CSC Commissioners voted in favor of management.
7. **Commercial Cargo Activity at Marinas is Prohibited.** We issued a public notice on May 25, 2021, reminding individuals that commercial cargo activity at the Hagåtña and Agat marinas is strictly prohibited and that the Port will continue to enforce this prohibition.

We subsequently issued the procedures to those who have inquired about legally engaging in commercial cargo activity. Here are the procedures to import or export commercial cargo at the Port Authority of Guam, as issued by the Port's Harbor Master Chris Flores:

NOTICE OF ARRIVAL FORM

Fill out a "Notice of Arrival" form and send it to the Harbor Masters Office email (hmo@portofguam.com) or hand it in personally.

PROCESS WITH A SHIPPING AGENT

If you desire a vessel agent, have your agent fill out the "Declaration of Acceptance of Agency ship" form, and they will do all the work for you. "NOA" form will secure a

pier spot, date, and time for your operation. Include your manifest customs declaration form for import or export of cargo.

Prior to entry of Apra Harbor, you are required to contact the Harbor Masters Office on VHF channel 13 for traffic clearance.

PROCESS WITHOUT AN AGENT

If you don't attain an agent, stop by our Tariff office to prepay a predetermined amount for services (wharfage, line handling, entrance fee, stevedoring, equipment usage fee) and establish an account. You will have to fill out a 'Special Service Request' form for services. Include a copy of your NOA and manifest customs declaration form to determine your charges as per the Port Terminal Tariff.

TWIC CARD REQUIREMENT, IF BERTHED AT F-3

If you or your crew desire to step foot onto the pier, you will be required to obtain a TWIC ID card. You will need to email or personally supply copies of you and your crew's ID cards (Drivers license, TWIC ID) to Port Authority Police 24 hours in advance for clearance prior to you docking your vessel or anyone needing to enter the Port operations yard. Any vehicle used to enter the Port operations yard will require a \$1M insurance policy (inquire with Port Authority Police of policy requirements).

PRE-OPERATIONS MEETINGS

Pre operations meetings are scheduled every Monday and Friday at 10:30 am for vessel operation sequence, and it is beneficial to meet the operations personnel, Safety, Harbor Master personnel, and agents. An excellent opportunity to understand how operations are conducted.

FOR ADDITIONAL INFORMATION

The Harbor Rules and Regulations, Port Terminal Tariff, and Marina Rules and Regulations are all available on the Port website.

CONTACT INFORMATION

Please contact Mr. Christopher Flores, Port's Harbor Master at 477-8697 should you have any additional questions or concerns.

8. Yard Equipment Status Update:

DATE: 5/26/2021	ON HAND	OPERATIONAL
GANTRY	3	3
TOP LIFTERS	9	5
20T FORKLIFT	2	2
IOT FORKLIFT	4	3
5T FORKLIFT	8	6
TRACTORS	23	14

9. **Update on Crane Removal Bid Process.** Bid awarded to GSY. The contract is currently under review by both GSY and the Port.
10. **PAG Tariff - Implementation of an interim tariff fee schedule for Vessel Planning.** We are in the process of implementing an existing tariff charge, which has never been implemented.

Terminal Tariff, Page 52, Item# 80, Labor Charge-Out Rates, provides hourly rates that include straight time, overtime, holiday, OT differential, holiday differential, and night shift differential for services billed under the labor charge out rate. Currently, the Vessel Planner and Tariff Technician Rate do not exist in the Tariff.

A Vessel Planner and Tariff Technician rate is needed for a special service request for manifest service or open entry. Because these rates don't exist, the Port currently assesses the Cargo Checker and Account Technician rate.

Vessel Planner was a change made to the cargo checker super users when the Navis system was implemented. Previously it was an accounting technician who would perform the open entry services. Due to the changes in personnel providing these services interim rate is recommended.

Attached is the staffing pattern for these two positions, which includes benefits. Based on the average rate per category, we added 30% overhead costs and a 10% profit to determine the following rates below:

	Straight Time	Overtime	Overtime Diff.	Holiday Diff.	Night Diff.
Vessel Planner	65.31	97.96	32.65	43.49	4.31
Tariff Technician	47.60	71.40	23.80	31.70	3.14

The General Manager can establish terminal Tariff; page 22, R-13, states, "Special services and interim rates for 6 months until sufficient cost data are available to establish a rate. Therefore, we recommend that the above interim rates for Vessel Planner and Tariff Technician be established to ensure the Port is charging accordingly for services provided and recovering its costs.

11. **JDE Enterprise One Financial Management System.** The Port's Enterprise One FMS Project went live last week! The new financial system is a more robust and technologically advanced system. The Project Team has spent months prepare for the live integration and it was a success. This new system will provide the port improved reporting capability and flexibility essential for making business-critical decisions. Congratulations to everyone involved in making this project a reality.

12. **Acquisition and Installation of Surveillance Cameras at the Gregorio D. Perez Marina.** Three (3) long-range pan, tilt, zoom (PTZ) cameras have recently been installed at the Hagatna Marina. The cameras have been mounted on a 15-ft. pole, which was fabricated and erected by the PAG EQMR and Facilities personnel. These cameras, which have a 360° rotation, provide coverage of the marina and surrounding areas. With the installation of these cameras, the PAG has expanded its monitoring and surveillance capability beyond the Port facility. Port Police officers are now able to monitor activity at the marina from the Port Command Center, located here at Cabras Island. In addition, the system is capable of recording, retaining and if need be, extracting footage. This project further enhances the Division's real time ability to prevent, prepare for, respond to, and recover from incidents that may adversely impact this off-site asset. The contractor is G4S, funded by the 2016 Port Security Grant Program.

13. **Association of Pacific Ports (APP).** The Port Authority has been a member with the Association of Pacific Ports for over 20 years and is also a Regional Representative of the Executive Committee. APP is a trade and information association founded in 1913 as the Pacific Coast Association of Port Authorities (PCAPA) for the purpose of promoting increased efficiency and effectiveness of the ports of the Pacific. Programs of the APP are aimed at enhancing the technical and governance expertise of commissioners and other port officials through meetings, educational seminars, and the exchange of appropriate communications.

A virtual Executive Committee Board Meeting was held on May 4, 2021. During the meeting, discussions took place on the Association's finances including a 10-year trend showing an imbalance between operations and membership dues that has resulted in a slow draw-down on equity. Additional expense related to the executive management search, transition in executive directors, membership attrition that included five port members and eight associate members, and loss of revenue from the cancellation of two conferences, resulting in APP's deficit for this current fiscal year in the amount of \$50K. Proposed before the Executive Committee Members is to receive support in implementing a 75% levy on this year's membership dues and sponsorship commitment on APP's Conference scheduled for October 24-27, 2021.

Earlier today, we received information from APP that to date, over half of APP Port Members have confirmed their support of the membership levy. For the conference sponsorship, to date, APP has raised \$29,500. And for those port and associate members who have yet to respond, APP is confident that they will reach the goal of \$50K.

14. **Proclamation Signing "Click It or Ticket."** By way of invitation, the Port attended a Proclamation Signing in observance of the 2021 Click it or Ticket National Enforcement Mobilization Campaign held on May 12, 2021 via zoom. This year's Click It or Ticket campaign is being observed from May 17, 2021, to June 6, 2021, emphasizing High-Visibility Enforcement (HVE), a universal traffic safety approach designed to create deterrence and change unlawful traffic behaviors.
15. **Department of Youth Affairs Summer Youth Employment.** In anticipation of the upcoming DYA 2021 Summer Youth Employment Internship Program, the Port Authority will be hosting up to four summer youth employment participants tentatively scheduled to start on June 14, 2021. This program will allow selected youth to gain work experience and skills in the varying career paths at the Port.

16. Grant Awards and On-going Grant Submissions.

- a. **EDA Grant Application.** On May 7, 2020, a letter was submitted to EDA addressing their inquiry on Port's administrative authority over the impacted area of the fuel pipeline connectivity project, which is still under review. The EDA grant award is in the amount of \$3.016M; EDA Share - \$2.41M (80% Cost Share). PAG Share - \$603K (20% Cost Share).
- b. **Department of Agriculture Grant.**
 1. **Harbor of Refuge (HOR)** - Planning will work with Procurement and Engineering to develop the project Scope and procurement planning stage. The MOU allows for significant improvements to HOR in installing a pump station, wastewater ejector pump, and mooring blocks.
 2. **Agat Marina Dock B and Public Boat Ramp Repairs** - Amended MOU is being reviewed by the Attorney General's Office. Upon final approval by all parties, Guam Department of Agriculture will issue a Notice to Proceed to the PAG. Next steps: 1) The Port will follow up with DoAG on the status of the Amended MOU, and 2) Planning will work with procurement and engineering staff to develop the draft scope of work in the procurement planning stages. 3) Issuance of IFB.
- c. **Gantry Crane Acquisition.**
 1. **USDA Direct Loan.** Pre-Application is completed for a \$15M direct loan. PAG Planning Division met with USDA via Zoom to discuss the application. USDA is currently reviewing the pre-application before official submission by the PAG.
 2. **EDA Grant. *No new development.*** A grant application is currently on hold pending the grant program to be submitted and advisement by EDA. The estimated cost is \$30M for two STS cranes, with the Port's share at \$15M.
- d. **FEMA BRIC Grant Application - Rehabilitation and Upgrade of Port Wharves F1-F6. *No new development.*** The Governor's Office, through the GAR, has ranked the PAG's application as priority #1 for Guam. Currently waiting on FEMA's initial review findings. Grant Application is \$22,660,014.67 with a 75%/25% cost share.

- e. **MARAD Marine Highway Program - Guam/CNMI Joint Marine Route Designation and Equipment Designation Applications.** *No new development.* Both the route and equipment designation has been submitted to MARAD; currently awaiting review and decision.
 - f. **Office of Local Defense Community Cooperation (Formerly Office of Economic Adjustment - OEA) - \$1.5M grant award for the Port's Owner's Agent Engineer (OAE) Services.** The Memorandum of Agreement was signed by Governor Leon Guerrero on May 12, 2021. The OLDCC awarded the Port \$1.5M to continue its efforts to modernize the Port of Guam. An OAE Services RFP is currently in the procurement process.
 - g. **MARAD Infrastructure for Rebuilding America (INFRA) Grant Program.** *No new development.* Currently waiting on MARAD's review/decision on PAG's application submitted March 19, 2021, competing for \$8,380,625.00 (Cost Share: Fed 60%/PAG 40%) for ground improvements to F4 thru F6, which includes assessment and soil stabilization. The INFRA program provides financial assistance to jurisdictions' capital improvement projects, highway and freight projects that enhance transportation movement on land and sea.
 - h. **Port Security Grant Program.** On May 13, 2021, PAG submitted its application on the Non-Disaster grant for the following Investment Justifications:
 - 1. Acquisition of Radar Intrusion and Vessel Tracking System
 - 2. Acquisition of Transportation Worker Identification Credential (TWIC) SystemGrant application amount is \$488,334.25 (Cost Share: Fed 75%/ PAG 25%).
17. **Port Revenue Bonds Project Status.** As of May 21, 2021, the attachment provides information on the status of the revenue bond projects that consist of rehabilitation of hotel wharf, golf pier repairs and improvements, waterline replacement/relocation, EQMR building, and warehouse 1 repair/upgrades, new admin annex building, and other priority projects.

Respectfully submitted,



Rory J. Respicio
General Manager

2018 Port Revenue Bonds Status Report
As of May 21, 2021

Bond Project	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT IFB/RFP/PO Number	Status
Rehabilitation of "H" Wharf (Federal Share & Port Share)	\$10,000,000.00 \$13,774,255.00	\$0.00 \$664,383.45	\$10,000,000.00 \$13,109,871.55	PO No. 16332-OF for Coral Relocation at \$482,700.00 to WSP awarded on February 18, 2020. PO No. 17043-OF for \$2,249,945.54 awarded to GHD Inc. for CM Services. Change Order No. 1 PO No. 17159-OF for \$198,140.16 Total - 2,448,085.70	Draft IFB procurement packet for the construction phase is pending review by CM Services contractor GHD. Additional reports provided to GHD for their review of the design. Change Order No. 1. Purchase Order issued on May 12, 2021 for additional services during the pre-bid and bid phases of H-Wharf Construction. Anticipated Completion Date: 08/2023
Golf Pier Repairs and Improvements	\$2,000,000.00	\$354,876.53	\$1,645,123.47	RFP No. 2019-02: A&E Design for \$484,000.17 awarded to NC Macario	Requisition 19199-OC has been submitted by Engineering. Pending scheduling of Procurement Planning meeting. Status Quo. Anticipated Completion Date: 09/2022
Waterline Replacement and Relocation	\$6,000,000.00	\$277,801.71	\$5,722,198.29	RFP No. 2019-03: A&E Design for \$1,406,427.48 awarded to NC Macario	Requisition 19399-OC has been submitted by Engineering. Procurement Planning meeting to be rescheduled. Anticipated Completion Date: 12/2022
EQMR Building Repairs and Upgrades	\$3,628,800.00	\$395,333.19	\$3,233,466.81	RFP No. 2019-03: A&E Design for \$1,406,427.48 awarded to NC Macario	Requisition 19480-OC has been submitted by Engineering. Procurement Planning meeting to be rescheduled. Anticipated Completion Date: 12/2022
Warehouse 1 Repairs	\$2,000,000.00	\$395,333.19	\$1,604,666.81	RFP No. 2019-03: A&E Design for \$1,406,427.48 awarded to NC Macario	Requisition 19492-OC has been submitted by Engineering. Pending scheduling of Procurement Planning meeting. Status Quo. Anticipated Completion Date: 12/2022
Other Priority Projects - Repair of F-1 Fuel Pier - Repair of F-3, F-4, F-5, and F-6 waterfront facilities - Upgrade of the Port's IT system and integration of TOS	\$4,980,745.00	\$0.00	\$4,980,745.00		1. The PAG is currently awaiting review/approval on its Hazard Mitigation Grant Program grant application submitted to FEMA's Building Resilient Infrastructure & Communities (BRIC) grant program. The project name is PAG Wharves Service Life Extension - Hardening of F1 - F6 in the amount of \$22,660,014.67. Status Quo. 2. PAG has developed a plan to exercise the TOS Cloud option. This is currently pending the appropriate documentation.
Other Priority Projects - EnterpriseOne Financial Management System	\$2,500,000.00	\$1,304,408.43	\$1,195,591.57		E1 went Live on May 18, 2021. There will be a 2 year system support by Oracle.
New Admin. Annex Building	\$10,445,000.00	\$0.00	\$10,445,000.00		Three draft layout options for the Admin Building has been completed by the PAG's OAE and is being reviewed by Management. No decision on which option has been selected as of this report. Status Quo.
Grand Total	\$55,328,800.00	\$3,392,136.50	\$51,936,663.50		



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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

May 24, 2021

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager 

SUBJECT: Resolution No. 2021-05

Brought before the Board of Directors, the Port Authority of Guam (PAG) presents Resolution No. 2021-05, "Relative To Adopting And Implementing A Uniform Notice Of Area Availability (NOAA) Application Process For Proposals And Interests In The Port Property By The General Public".

Resolution 2021-05 has been generated, and brought before you for final approval, to provide an institutional and lawful basis to support our ongoing letting process at the PAG.

Currently, the PAG continues to operate pursuant to its powers granted and codified in Title 12 GCA § 10101, and has exercised its authority granted by the legislature, to control and manage PAG real property, to include jurisdiction found in Cabras Island, Drydock Island, Harbor of Safe Refuge, Agat Small Boat Marina, and Gregorio D. Perez Marina. However, those letting procedures, particularly concerning month-to-month, five (5) year, and Exceptional Term leases, have yet to be formalized and implemented by the Board of Directors.

Our Legal Counsel determined that there is no law today that requires the PAG to first solicit interests to either lease, permit, or contract, available real properties within the PAG's jurisdiction. However, to avoid any questions of lack of transparency, the PAG, in good faith, may instead issue a Notice of Area Availability. A Notice of Area Availability is not a Request for Proposal or an Invitation for Bid, as an intent to lease commercial property is not a matter of procurement. Rather, a Notice of Area Availability allows parties who may be interested in available PAG real properties, to share their business plans with the Board of Directors. Thus, because the Board of Directors has the authority under its enabling legislation to enter into commercial leases between one (1) and five (5) year periods, the proposals to lease should be submitted first to the Board of Directors so that they may either approve or decline such application, or alternatively, issue a Notice of Availability of the identified space to ascertain potential interest. In other words, the requests to lease certain PAG properties should be presented in its entirety to the Board of Directors. If sufficient, the Board may exercise its authority to approve leases between one (1) and five (5) years. If not, the Board may either decline the applicant's proposal or put out a Notice of Availability to ascertain if there may be others interested in proposing similar concepts on the

Memo to Board of Directors
RE: Resolution No. 2021-05
May 24, 2021
Page 2

subject PAG property. However, if the Board approves the request to lease, and the term exceeds five (5) years, then the "Exceptional Term Contracts" requirement would apply pursuant to Title 5 GCA § 5127.

Thus, whether a Notice of Availability should be issued to determine if there are interested parties in PAG properties should be presented and left to the Board of Directors to decide on a case-by-case basis, or after a presentation of applicants already submitted. In other words, the Board of Directors should be given the opportunity to consider and/or accept all interests to lease PAG to determine the best offer in the best interest of the PAG.

I am available for any questions you may have.

BOARD OF DIRECTORS
Francisco G. Santos, Chairman
Nathan T. Taimanglo, Vice Chairman
Isa Marie C. Koki, Board Secretary
Dorothy P. Harris, Member



Resolution No. 2021-05

RELATIVE TO ADOPTING AND IMPLEMENTING A UNIFORM NOTICE OF AREA AVAILABILITY (NOAA) APPLICATION PROCESS FOR PROPOSALS AND INTERESTS IN PORT PROPERTY BY THE GENERAL PUBLIC

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PORT AUTHORITY OF GUAM:

WHEREAS, *I Liheslaturan Guahån*, through its enactment of PL 13-87, established the Port Authority of Guam (“the Port” or “PAG”) as a “public corporation and autonomous instrumentality of the government of Guam” with specific powers and duties as codified in Title 12 GCA § 10101, *et seq.*; and

WHEREAS, through its enabling legislation, *I Liheslaturan Guahån* granted the PAG Board of Directors the authority to control and manage certain real property. Specifically, Title 12 GCA § 10104(f) provides: “(f) In accordance with law, control, manage and have jurisdiction over all government of Guam lands within the boundaries of Cabras Island and Drydock Island and seaward therefrom to the limits of the Glass Breakwater and all areas designated as small boat basins or recreational boating facilities, including submerged lands except for the following: (1) those facilities under the control and jurisdiction of departments or agencies of the United States government; and (2) all seashore properties and facilities which fall under the Territorial Parks System and boat launching ramps under the jurisdiction of the Department of Parks and Recreation.” *Id.*; and

WHEREAS, also through its enabling legislation, the PAG Board of Directors may “[e]nter into and perform such contracts, leases, . . . and other transactions . . . with any person, firm, association or corporation, as may be deemed necessary for the execution of its responsibilities” and to “make, negotiate and enter into a commercial lease, or issue a permit or license for the use of its real property and other related facilities for a term not to exceed five years,” notwithstanding any other law. *See* 12 GCA §§ 10105(a) and 10105(i); and

WHEREAS, it is further provided that legislative approval is required however, only for those contracts or leases known to be in excess of five (5) years, inclusive of any extension, option or renewal. *See* 5 GCA §§ 5127 (a) and (b) (defining “Exceptional Term Contracts” and requirements for solicitation); *see also* PL 34-99 and Title 21 GCA § 60112(a); and

WHEREAS, when read together, 12 GCA § 10105(i), 5 GCA §§ 5127 (a) and (b), and 21 GCA § 60112(a), authorizes the PAG Board of Directors to exercise its powers to approve contracts regarding the use and availability of PAG real property for leasing, licensing, or permitting, for terms not exceeding five (5) years; and

WHEREAS, the Port intends to establish and issue a standard Notice of Area Availability application process for all vacant and usable real property within the Port’s jurisdiction to ascertain unsolicited and potential interests on identified Port properties from the general public for commercial leases, licenses, or permits for short term leases of five (5) years or less; and

WHEREAS, upon response to the Notice of Area Availability, designated Port staff shall review all applications and proposals and respond with its recommendation to the General Manager. Thereafter, the General Manager shall present such interests to the Board of Directors for final review and approval; and


NOW THEREFORE BE IT RESOLVED, that the Board of Directors, approves the use and application of a standard Notice of Area Availability process for all vacant and usable real property within the Port’s jurisdiction to ascertain potential interests on identified Port properties from the general public for commercial leases, licenses, or permits for short term leases of five (5) years or less; and be it further

RESOLVED, if a term of more than five (5) is proposed, the Board of Directors hereby authorizes the General Manager to issue a Determination of Need to solicit an Exceptional Term Contracts pursuant to PL 34-99, and subject to board and legislative approval. *See* 5 GCA §§ 5127 (a) and (b); and be it further


RESOLVED, the Board of Directors authorizes the General Manager to accept and timely review all applications and proposals in response to the Notice of Area Availability and thereafter, present such interest to the Board of Directors for final review and approval in accordance with 12 GCA § 10105(i), 5 GCA §§ 5127 (a) and (b), and 21 GCA § 60112(a); and be it further

RESOLVED, the Chairman certify to, and the Secretary attest to, the adoption hereof.

PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS THIS 27th DAY OF MAY, 2021.


FRANCISCO G. SANTOS
CHAIRMAN, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM




ISA MARIE C. KOKI
SECRETARY, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

Digitally signed by isa Marie C. Koki
Date: 2021.05.28 09:01:06 +10'00'



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: www.portguam.com




Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

May 25, 2021

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager 

SUBJECT: Resolution 2021-06

Brought before the Board of Directors, the Port Authority of Guam (“PAG”) presents Resolution No. 2021-06, “Relative To Adopting And Implementing Board Policy on Records Management at the Port Authority of Guam”.

Resolution 2021-06 has been generated, and brought before you for final approval, along with the PAG’s Records Retention/Disposal Schedule and the Department of Administration’s (“DOA”) Records Management Handbook, to provide a clear and secure records management policy at the PAG.

As a result of recent and unforeseen catastrophic events resulting in the irreparable loss of documents of historical value, it is crucial that the PAG establish an updated Records Management Policy in conformance with the Records Management Act (Title 5 GCA § 20601, et seq.) and aligned with DOA’s Rules and Regulations as outlined in the Records Management Handbook.

In addition to the procedures outlined in the “Records Management Handbook”, the PAG intends to establish an updated records retention and disposal schedule in accordance with all procedures, controls, applicable laws, rules and regulations, and in accordance with Title 5 GCA § 20608. Thus, the PAG intends to establish an updated records policy whereby all “Records” as defined by Title 5 GCA § 20602(a) henceforth shall be electronically copied and digitally filed and retained in accordance with the PAG’s Official Records Retention/Disposal Schedule attached hereto, and all original and physical “Records” which have been electronically scanned shall remain physically filed at the PAG and shall not leave or be released from PAG property without written approval by the General Manager.

Thus, I respectfully request that the Board of Directors certify and adopt the Resolution attached hereto, as well as the Records Management Policy and PAG Official Records Retention/Disposal Schedule adopted and approved DOA therewith.

I am available for any questions you may have.

BOARD OF DIRECTORS
Francisco G. Santos, Chairman
Nathan T. Taimanglo, Vice Chairman
Isa Marie C. Koki, Board Secretary
Dorothy P. Harris, Member



Resolution No. 2021-06

**RELATIVE TO ADOPTING AND IMPLEMENTING BOARD POLICY ON
RECORDS MANAGEMENT AT THE PORT AUTHORITY OF GUAM**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PORT AUTHORITY OF GUAM:

WHEREAS, *I Liheslaturan Guahån*, through its enactment of PL 6-64, established the "Records Management Act" relating to the establishment of continuing programs for the efficient and economical management of government records. *See 5 GCA §§ 20601, et seq.; see also 2 GAR §§ 10101, et seq.*; and

WHEREAS, Title 5 GCA § 20602(a) defines "Records" as "document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristic, made or received pursuant to law or in connection with the transaction of official business; and

WHEREAS, Title 5 GCA § 20602(b) defines "Agency" as "any department, office, commission, board or other [unit] of the government of Guam; and

WHEREAS, Title 5 GCA § 20605 defines the duties of the Agency Head as follows: "(a) Establish and maintain an active, continuing program for the economical and efficient management of the records of the agency; (b) Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency designed to furnish information to protect the legal and financial rights of the government and of persons affected by the agency's activities; (c) Submit to the Director, in accordance with the standards established by him, schedules proposing the length of time each government record warrants retention for administrative, legal or fiscal purposes after it has been received by the agency. The head of each agency also shall submit lists of government records in his custody that are not needed in the transaction of current business and that do not have sufficient administrative, legal or fiscal value to warrant their further keeping for disposal in conformity with the requirements of § 20608 . . . ; [and] Cooperate with the Director in the conduct of surveys made by him pursuant to the provision of this article." *See 5 GCA §§ 20605(a) to (d); and*

WHEREAS, since the "Records Management Act" was signed into effect on February 26, 1962, the Department of Administration subsequently established "Rules and Regulations" for the purpose of carrying out the Act; and

WHEREAS, on April 18, 1980, *I Magah'lähi Guahån*, established and promulgated the "Records Management Handbook" to advise all departments and agencies within the Government of Guam of the schedules, instructions, procedures, maintenance, and authority of all government agency files therein; and

WHEREAS, the Port Authority of Guam ("PAG"), through the adoption of this board resolution establishes an updated Records Management Policy in conformance with the "Records Management Act" and aligned with the Department of Administration's "Rules and Regulations" as outlined in the "Records Management Handbook"; and

WHEREAS, in addition to the procedures outlined in the "Records Management Handbook", the PAG establishes herein an updated records retention and disposal schedule in accordance with all procedures, controls, applicable laws, rules and regulations, and in accordance with Title 5 GCA § 20608; and

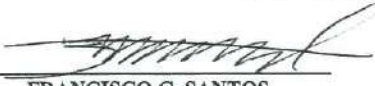
WHEREAS, the PAG further establishes an updated records policy whereby all "Records" as defined by Title 5 GCA § 20602(a) henceforth shall be electronically copied and digitally filed and retained in accordance with the PAG's Official Records Retention/Disposal Schedule attached hereto, and all original and physical "Records" which have been electronically scanned shall remain physically filed at the PAG and shall not leave or be released from PAG property without written approval by the General Manager; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors, hereby approves the adoption and implementation of the attached Official Records Retention/Disposal Schedule and Policy of the PAG; and be it further

RESOLVED, that the Board of Directors hereby affirms that all PAG "Records" as defined by Title 5 GCA § 20602(a) henceforth shall be electronically copied and digitally filed and retained, and all original and physical "Records" which have been electronically scanned shall remain physically filed and securely stored at the PAG, and shall not leave or be released from PAG property without written approval by the General Manager; and be it further

RESOLVED, the Chairman certify to, and the Secretary attest to, the adoption hereof.

**PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF
DIRECTORS THIS 27th DAY OF MAY, 2021.**


FRANCISCO G. SANTOS
CHAIRMAN, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM


ISA MARIE C. KOKI
SECRETARY, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

Digitally signed by Isa Marie C.
Koki
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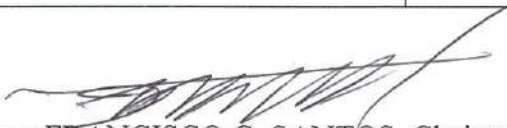


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 Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
 Website: www.portguam.com



Lourdes A. Leon Guerrero
 Governor of Guam
Joshua F. Tenorio
 Lieutenant Governor

BOARD POLICY MEMORANDUM NO. 2021-01

To: Finance Division	Subject: Automated Clearing House (ACH) Transfer Policy
Effective Date: May 27, 2021	Revision Date:
Approved by:  FRANCISCO G. SANTOS, Chairman, Board of Directors	

I. PURPOSE

- A. To establish procedures for the disbursement of funds through a safe, secure, efficient, and economical method, other than paper check payments and collections.
- B. To allow for accurate and timely cash disbursements (payments) that ensure funds are disbursed for only valid business purposes after approvals by authorized persons and in compliance with applicable Port Authority of Guam (PAG), government, federal, and regulatory requirements.

II. GENERAL INFORMATION

- A. Disbursements must conform to the policies and restrictions of PAG and, in many instances, those of the government, federal, and regulatory requirements.
- B. Electronic funds transfer (EFT) refers to the disbursement from a bank account by means of wire, direct deposit, Automated Clearing House (ACH), or other electronic means.
- C. An ACH transfer refers to an electronic payment in which funds are electronically deposited in financial institutions and payments are made online, through the use of the ACH network (a network of banks and other financial institutions that uses batch processing to transfer funds from bank to bank). ACH payments can be sent to the vendor's account in less than three business days and allow for better monitoring by PAG's Finance Division, because funds are drawn down as soon as the ACH payment is credited to the vendor's account.

- D. A wire transfer is an electronic payment that sends money from one bank account to a different bank, with the bank acting as the middleman for the payment.
- E. The ACH Payment Vendor Enrollment Form authorizes PAG to have all future payments paid directly to the vendor's bank account, as detailed within the form. Refer to Appendix 1 for the prescribed form.

III. CONTROL

- A. ACH payments must not be made to unauthorized vendors. An unauthorized vendor is one that does not exist in PAG's financial management information system (FMIS).
- B. ACH payments are authorized based on the following required approved documentation:
 - 1. Purchase Order
 - 2. Invoice
 - 3. Accounts Payable (AP) Voucher
 - 4. ACH Payment Vendor Enrollment Form on file with PAG's Finance Division
- C. Payments due to Government of Guam agencies are allowed to be processed via direct payment.
- D. Direct payments (disbursements without a purchase order or contract) due on non-governmental invoices must include the following attachments to the invoice:
 - 1. Justification and supporting documents; and
 - 2. Approvals of the respective business unit, the Financial Affairs Controller, and the General Manager.
- E. ACH payments will be made based on the approval signatures of the following authorized positions:
 - 1. Financial Affairs Controller; **and**
 - 2. General Manager.

The Deputy General Manager of Administration & Finance (DGMA) or the Deputy General Manager of Operations (DGMO) will sign in the absence of either the Financial Affairs Controller or the General Manager.

- F. The vendor's ACH transfer payment records are kept in PAG's FMIS and any request for change must be made by way of authorization through PAG's Finance Division. The vendor's official record with PAG must include a manual signature on the ACH Payment Vendor Enrollment Form and a physical voided check to match.

IV. RESPONSIBILITIES

A. Vendor

1. Ensures that the identification information completed on the ACH Payment Vendor Enrollment Form matches the vendor's official record in PAG's FMIS. The vendor's ACH transfer payments will not start if the identification information does not match.
2. Assumes responsibility for ensuring the routing and account numbers written on the ACH Payment Vendor Enrollment Form are correct.
3. Assumes responsibility for communicating with its financial institution that the ACH transfer is reflected in its account.
4. Assumes responsibility for any loss that may arise by reason of error, mistake, or fraud on information provided on the ACH Payment Vendor Enrollment Form.

B. Expense General Accounting Supervisor

1. Reviews ACH Payment Vendor Enrollment Form submissions.
2. Enters information from the ACH Payment Vendor Enrollment Form into PAG's FMIS upon receipt of the Financial Affairs Controller's approval.
3. Generates a report of AP vouchers ready for payment, then transmits the report for the Financial Affairs Controller's certification of available funds.
4. Prepares one memorandum with an attached list of vendors to be paid via ACH, then transmits the memorandum for the approvals of the Financial Affairs Controller and the General Manager.
5. Prepares ACH transactions with PAG's financial institution upon receipt of the approved memorandum.

6. Monitors the completion of ACH transfer payments and reviews bank reconciliations.

C. Financial Affairs Controller

1. Approves the information from the ACH Payment Vendor Enrollment Form to be entered into PAG's FMIS.
2. Periodically reviews changes to PAG's vendor master files.
3. Certifies the availability of funds to pay the AP vouchers ready for payment.
4. Approves the memorandum with the attached list of vendors to be paid via ACH.
5. Makes the final approval of ACH transactions with PAG's financial institution based on the approved memorandum.
6. Periodically reviews and analyzes PAG's ACH transfer payment transactions.
7. Takes appropriate actions to correct any discrepancies or exceptions in ACH transfers.

V. ENTIRE POLICY

All prior policies or memorandum in conflict with this policy are hereby rescinded.

Appendix 1: ACH Payment Vendor Enrollment Form



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Lourdes A. Leon Guerrero
 Governor of Guam
Joshua F. Tenorio
 Lieutenant Governor

ACH PAYMENT VENDOR ENROLLMENT FORM

PAYEE (VENDOR) INFORMATION:

Vendor Legal Name: _____

SSN, EIN, or GRT Account Number: _____

Mailing Address: _____

E-Mail Address: _____

Telephone No.: _____

Action Requested:
 (Initial Only One) (1) _____ Start
 (2) _____ Change
 (3) _____ Stop
 (4) _____ Name Change Only

FINANCIAL INSTITUTION DATA:

Account Holder Name: _____

Financial Institution/Bank: _____

Account Type:
 (Initial Only One) (1) _____ Checking
 (2) _____ Savings

Routing No.: _____

Account Number: _____

Please attach a VOIDED check on company letterhead with this form.

By signing below, I hereby authorize the following:

- I am the authorized signor for the bank account detailed above; and
- All future payments due from the Port Authority of Guam be paid direct to the bank account detailed above.

Print Name: _____ Signature: _____

Official Title: _____ Date: _____

For PAG use Only

Reviewed By: _____ Date: _____

Approved by: _____ Date: _____

Financial Affairs Controller, PAG

Port Authority of Guam considers the information provided private and confidential and shall maintain the information in a safe and secure area. Should you have any questions, please contact our Finance Division at (671) 477-5931/35 ext. 390.



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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

May 21, 2021

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager 

SUBJECT: Property Lease Relates: SPPC, Hanson Permanente Cement & Mobil Oil Guam

The Board of Directors had approved at its prior meetings new rental fees for the following Sublease Agreements:

South Pacific Petroleum Corporation (SPPC):

- July 30, 2020 Meeting – valuation rate of 14.5% increase for Parcel 1, Lot 2
- January 28, 2021 Meeting – rental rate of \$226,363.91 annually for Parcel 2, Lot 3A

The sublease agreements were then routed for further processing to the Office of the Attorney General and based on their review, they had indicated that although rates were approved by the Board on the lease agreements, the preferred action is the approval of the lease terms.

Since there are other sublease agreements that the Board had approved rental rates on, such as Hanson Permanente Cement of Guam, Inc. and Mobil Oil Guam, Inc., that is also currently under review by the Attorney General's office, it is possible that similar board action may be necessary.

Having said this, the recommended action from the Board is being requested:

- Approve to accept South Pacific Petroleum Corporation's exercised option to extend its sublease agreement with the Port Authority for the successive 4th option term of the seven 10-year option, effective January 1, 2021 to January 1, 2031 for Parcel 2, Lot 3A with a rental rate of \$226,363.91 annually.
- Approve to accept South Pacific Petroleum Corporation's exercised option to extend its sublease agreement with the Port Authority for the successive 4th option term of the seven 10-year option, effective October 1, 2019 to October 1, 2029 for Parcel 1, Lot 2 with a valuation rate of 14.5% increase.

Memo to Board of Directors

RE: Property Lease Relates: SPPC, Hanson Permanente, Mobil Oil

May 24, 2021

Page 2

- Approve to accept Hanson Permanente Cement of Guam Inc.'s exercised option to extend its sublease agreement with the Port Authority for the successive 4th option term of the seven 10-year option, effective January 14, 2021 to January 14, 2031 for Cabras Lot 5/6 with an annual rate of \$196,940.00.
- Approve to accept Mobil Oil Guam Inc.'s exercised option to extend its sublease agreement with the Port Authority for the successive 4th option term of the seven 10-year option, effective March 4, 2021 to March 4, 2031 for Cabras Lot 3B with a valuation rate of 14.5% increase.

I am available for any questions you may have.



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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

May 24, 2021

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager 

SUBJECT: Rent Deferment Program

Hafa Adai! At the June 9, 2020 meeting, the Board of Directors approved a rent deferment program for Port commercial tenants who have been negatively impacted by the COVID-19 pandemic.

As a result of the Board's approval, we granted our tenants with a rent deferral for a period of six (6) months beginning retroactively March 1 to August 31, 2020. The tenants were to remit the current monthly rent plus one-half of the first deferred monthly rent beginning the 7th month and shall continue until the total deferred amount has been paid.

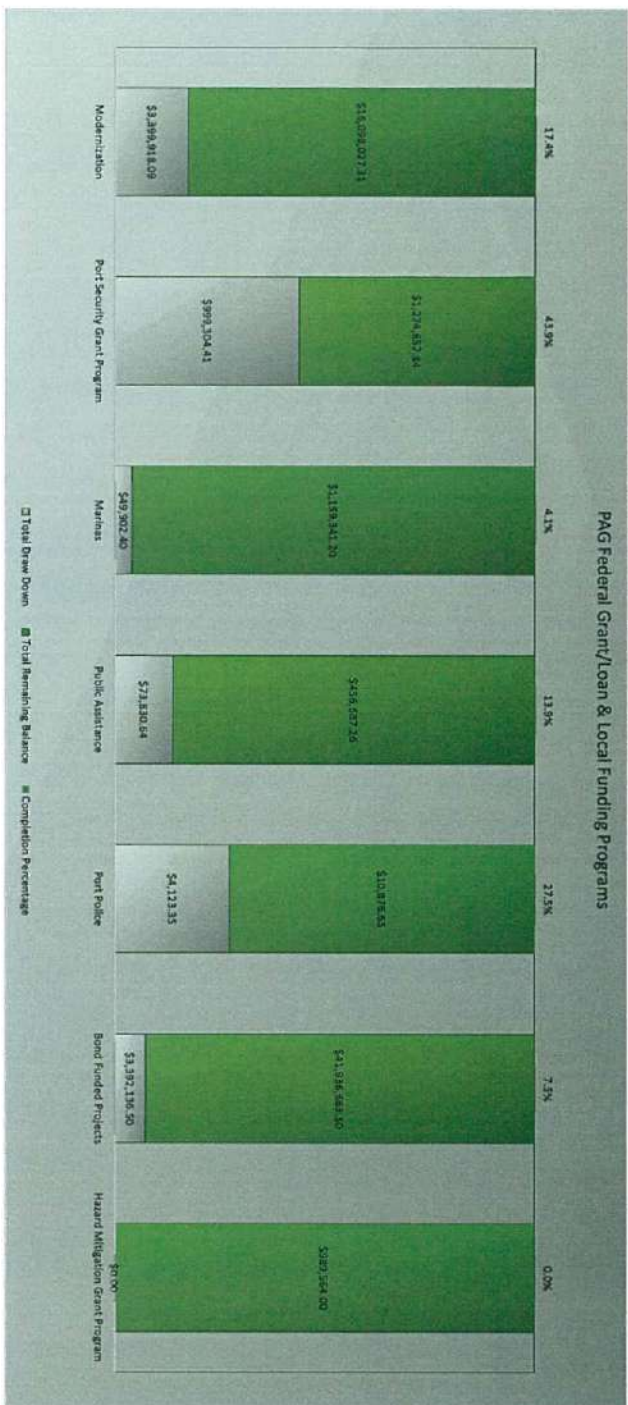
We have eight (8) commercial tenants who have requested to be placed on the deferment program. Although this has provided some relief to these tenants, we have received letters from some of the tenants expressing their continued difficulties and hardships with their operations as it is highly dependent on the tourism industry. They have asked to continue the rent deferment program on a monthly basis until their account is in good standing with the Port.

The program expired on September 1, 2020 and we have not been able to entertain new requests from our commercial tenants because the rent deferment was for only a period of six (6) months.

As we stand committed in providing assistance to our valued tenants, it is requested that the Board of Directors lift the expiration date of the rent deferment program and authorize management to continue the program. This will allow management to continue to work with our tenants on a payment arrangement until their account is in good standing with the Port.

Your approval on the above is greatly appreciated. *Si Yu'os Ma'ase.*

**FY 2021 Port Modernization Plan
Grant/Bond Strategy - Monthly Update
As of May 21, 2021**



Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT IFB/RFP/PO Number	Status
DTMAG16100007 - Rehabilitation of "H" Wharf	\$19,497,945.40	\$3,399,918.09	\$16,098,027.31		Draft IFB procurement packet for the construction phase is pending review by CM Services contractor GHD. Additional reports provided to GHD for their review of the design. Change Order No. 1 Purchase Order issued on May 12, 2021 for additional services during the pre-bid and bid phases of H-Wharf construction. Anticipated Completion Date: 08/2023
GR882-18-01 - Owner's Agent Engineer Support Services	\$900,000.00	\$899,947.40	\$1,152.60		Funds fully encumbered. Final Invoiced received and currently being reviewed. Pending payment and drawdown.
GR882-19-04 - Owner's Agent Engineer Support Services	\$1,600,000.00	\$466,823.49	\$1,133,176.51		The 2020 Master Plan update continues to progress through the collaboration between Management, Port Division Heads, and the Port's OAE on the following initiatives: 1) Completion of the draft Customs Inspection Facility Feasibility Study; 2) RSM Study - goal is information integration between and amongst carriers, the PLOGG, Customs, and the PAG; 3) Tariff Simplification - streamlining and refining PAG rates and services; 4) STS Crane Procurement Support; 5) PAG/GPA collaboration on proposed Liquefied Natural Gas (LNG) capability at the Port; 6) Crane Demolition - removing of Gantries 2 and 3; Mobile Harbor Crane and Rubber Tyred Gantry (RTG) cranes; and 7) Solar Power Feasibility Study - PAG effort to utilize solar energy to reduce PAG dependence on GPA island power.
GR882-21-08 - PAG Construction Technical Oversight Services	\$1,500,000.00	\$0.00	\$1,500,000.00		MOA signed by all parties. RFP for services to commence upon assignment of control number by the Office of the Attorney General.

**FY 2021 Port Modernization Plan
Grant/Bond Strategy - Monthly Update
As of May 21, 2021**

Port/Enterprise Fund - Port of Guam Construction Deficiencies and Equipment Purchases	\$2,844,530.00	\$2,054,247.20	\$810,282.80	Project 1 - PO No. 1557-OF for \$139,449.00 awarded to American Builder LLC	On April 20, 2021, the PAG submitted a Quarterly Report for the period ending March 31, 2021 to MAA90D.
EDA Disaster Supplemental Grant Program - Installation of Fuel Pipeline System for F3 Pier and Golf Pier Connectivity	\$2,413,090.40	\$0.00	\$2,413,090.40	Project 1 - PO No. 1557-OF for \$139,449.00 awarded to American Builder LLC Project 2 - PO No. 15589-OF for \$82,940.00 awarded to Highway Safety Services LLC Project 3 - PO No. 15449-OF for \$10,313 awarded to AB Mer Construction Project 4 - PO No. 15213-OS for \$1,639,976 awarded to Morrison Equipment LLC Project 5 - PO No. 16866-OF for \$195,841.55 awarded to ProPacific Builder Corp. Change Order No. 1 PO No. 17034-OF for \$25,000.00 Change Order No. 2 PO No. 17157-OF for \$78,000.00 Total Project 5 - \$298,844.55 Project 6 & 7 - FRB-PAG-003-21	Project 5 - Repair Remaining CMU Wall (Exterior and Interior) - Work has begun on Change Order No. 2 to repair and protect the roofs of several buildings that were painted as part of this project. Project 6 - Acquisition of Additional Digital Camera - Multi-Step Bid FRB-PAG-003-21 announced on May 10, 2021. Mandatory site visits were held at the Port and Agat Marina on May 18-19, 2021. The current deadline for vendors to submit bids is June 7, 2021. Project 7 - Upgrade Port's KAVTECH Access Control and Web-Ready Security Management System - See Project 6.
D20AP00136 - Port Authority of Guam - Welding Shop	\$240,325.00	\$0.00	\$240,325.00		Status call w/EDA held on April 27, 2021, during which a legal opinion was requested to clarify the land titles applicable to the properties impacted by the project. On May 7, 2021, legal opinion from Port Staff Attorney was submitted to EDA. EDA is reviewing and will advise if any additional information is needed. The NEPA process is ongoing. The USACE has made the requested changes to the SHPO consultation letter and has forwarded it to the Office of Insular Affairs for signature. The letter will then be submitted to the SHPO for review.
Marina	\$1,209,243.60	\$49,902.40	\$1,159,341.20		
FI4AP00191 - Harbor of Refuge Moorage Repairs - Phase 2	\$56,484.60	\$14,765.40	\$41,719.20		The requisition has been entered. The bid packet is currently being developed.
FI6AP00261 - Harbor of Refuge Moorage Repairs - Phase 3	\$200,000.00	\$11,895.00	\$188,105.00		The requisition has been entered. The bid packet is currently being developed.
FI7AP00486 - Harbor of Refuge Moorage Repairs - Phase 4	\$200,000.00	\$13,194.00	\$186,806.00		The requisition has been entered. The bid packet is currently being developed.
FI9AP00341 - Harbor of Refuge Moorage Repairs - Phase 5	\$200,000.00	\$10,048.00	\$189,952.00		The requisition has been entered. The bid packet is currently being developed.
FI9AF01199 - Guam Fisheries Development: Construction of Agat Marina's Dock B	\$512,759.00	\$0.00	\$512,759.00		Amended MOU is under review by the AG's Office. Upon final approval by all parties, DOAG will issue a Notice to Proceed to the PAG. Status Quo.
FI9AF01210 - Repair of Agat Marina's Boat Ramp Bumpers	\$40,000.00	\$0.00	\$40,000.00		Amended MOU is under review by the AG's Office. Upon final approval by all parties, DOAG will issue a Notice to Proceed to the PAG. Status Quo.
Port Security Grant Program	\$2,273,962.25	\$999,304.41	\$1,274,657.84		
EMW-2016-FU-00523-S01 - Acquisition & Installation of Additional Cameras at Strategic Port Facilities	\$130,983.00	\$0.00	\$130,983.00	PO No. 17108-OS: GAS Security Systems Inc.	GAS has completed the camera installation at the GDD Marina. Currently working on connectivity, software installation and training of Port Police staff. Project completed.
EMW-2016-FU-00523-S01 - Upgrade & Refurbishment of Existing Damaged Security Light Poles at Strategic Port Locations	\$356,412.00	\$356,412.00	\$0.00		Project completed.
EMW-2017-FU-00177-S01 - Maintenance and Sustainment Contract for Prime Power Generators	\$179,550.00	\$85,765.55	\$93,784.45	Year 1 - PO No. 16208-OS for \$75,207.00 Pacific Unlimited Inc. Year 2 - PO No. 16988-OS for \$75,207.00 Pacific Unlimited Inc.	Project ongoing. Second year option exercised.
EMW-2017-FU-00177-S01 - Refurbishment and Hardening of Load Center Buildings Housing Prime Power Generators	\$394,469.00	\$323,148.80	\$61,320.20	PO No. 16150-OF for \$314,450.00 to Murphy Enterprises Inc.	Project completed on January 31, 2021.
EMW-2017-FU-00177-S01 - US Coast Guard Mutt Agency National Association of State Boating Law Administrators (NASBLA) Training for Port Police	\$56,250.00	\$54,749.00	\$1,501.00		Project completed on August 2018.
EMW-2018-FU-00441-S01 - IDEN Technology Redundant Interoperable Communications System Monthly Service	\$94,944.00	\$57,763.55	\$37,180.45		Contract sold all its assets to TTE. TTE is now the service provider and support entity for the Port's IDEN technology push to talk radios. Services ongoing.

**FY 2021 Port Modernization Plan
Grant/Bond Strategy - Monthly Update
As of May 21, 2021**

ENW-2018-PU-0044-501 - Maintenance and Sustainment Contract for FEMA-acquired ASSE E-ZRV Backscatter X-Ray Van	\$195,669.00	\$97,594.14	\$98,084.86	PO No. 16227-02 - American Signs and Engines 70,724.00.	PM visit performed in March 2021. Next visit scheduled for September 2021. Received reimbursement from Guam Customs for 25% cost share of Year 1 services. Year 2 services ongoing.
ENW-2018-PU-0044-501 - Replacement CCTV System Existing Analog Cameras with Digital IP Cameras	\$160,967.00	\$23,881.37	\$136,985.63	IFB-PAG-003-21	Multi-Step Bid IFB-PAG-003-21 announced on May 10, 2021. Mandatory site visits were held at the Port and Agaña Marina on May 18-19, 2021. The current deadline for vendors to submit bids is June 7, 2021.
ENW-2019-PU-00295-501 - Acquisition & Installation of Prime Power Generator & Components for Load Center 3	\$226,484.00	\$0.00	\$226,484.00	PO No. 17097-05 - Caterpillar, Inc.	Pending acknowledgement of purchase order from Caterpillar.
Port Security Grant Program 2021	\$488,334.25	\$0.00	\$488,334.25		Grant Application submitted. Pending review by FEMA.
					IFB 1 - Acquisition of Radar/Intrusion and Vessel Tracking System
					IFB 2 - Acquisition of Transportation Worker Identification Credential (TWIC) System
Public Assistance	\$330,517.90	\$73,830.64	\$456,687.26		Project is ongoing.
439BDR - Typhoon Manghkur #66352	\$530,517.90	\$73,866.64	\$456,651.26		Enforcement activities have concluded and are pending drawdown. PAG also attended the Click It or Ticket Campaign held at the Agaña Shopping Center on May 21, 2021.
Port Police	\$15,000.00	\$4,123.35	\$10,876.65		
PT21-09-03PPD - Operation A'Gai He' Hao	\$15,000.00	\$4,123.35	\$10,876.65		
Bond Funded Projects	\$45,328,800.00	\$3,392,136.50	\$41,936,663.50		Three draft layout options for the Admin Building has been completed by the PAG's O&E and is being reviewed by Management. No decision on which option has been selected as of this report. Status Quo.
New Administration Building	\$10,445,000.00	\$0.00	\$10,445,000.00		Procurement Planning meeting to be rescheduled. Anticipated Completion Date: 12/2022
Waterline Replacement and Relocation	\$6,000,000.00	\$277,801.71	\$5,722,198.29	RFP No. 2019-03 - A&E Design awarded to NC Mascario	Procurement Planning meeting to be rescheduled. Anticipated Completion Date: 12/2022
EQM Building Repairs and Upgrades	\$3,628,800.00	\$395,333.19	\$3,233,466.81	RFP No. 2019-03 - A&E Design awarded to NC Mascario	Procurement Planning meeting to be rescheduled. Anticipated Completion Date: 12/2022
Warehouse 1 Repairs and Upgrades	\$2,000,000.00	\$395,333.19	\$1,604,666.81	RFP No. 2019-03 - A&E Design awarded to NC Mascario	Requestion 19492-OC has been submitted by Engineering. Pending scheduling of Procurement Planning meeting. Status Quo. Anticipated Completion Date: 12/2022
Golf Fair Repairs and Improvements	\$2,000,000.00	\$354,876.53	\$1,645,123.47	RFP No. 2019-02 - A&E design for \$484,000 awarded to NC Mascario	Requestion 19759-OC has been submitted by Engineering. Pending scheduling of Procurement Planning meeting. Status Quo. Anticipated Completion Date: 09/2022
Rehabilitation of "H" Wharf (Port Share)	\$13,774,255.00	\$664,383.45	\$13,109,871.55	PO No. 16932-02 for Coral Relocation at \$482,700.00 to WSP awarded on February 18, 2020	Draft IFB procurement packet for the construction phase is pending review by CM Services contractor GHJ. Additional reports provided to GHJ for their review of the design. Change Order No. 1 Purchase Order issued on May 12, 2021 for additional services during the pre-bid and bid phases of H-Wharf construction. Anticipated Completion Date: 08/2023
Other Priority Projects	\$4,980,745.00	\$0.00	\$4,980,745.00		1. The PAG is currently awaiting review/approval on its Hazard Mitigation Grant Program grant application submitted to FEMA's Building Resilient Infrastructure & Communities (BRIC) grant program. The project name is PAG Wharves Service Life Extension - Hardening of F1 - F6 in the amount of \$22,660,014.67. Status Quo.
					2. PAG has developed a plan to exercise the TOS Cloud option. This is currently pending the appropriate documentation.
Other Priority Projects - Enterprise Financial Management System	\$2,500,000.00	\$1,304,408.43	\$1,195,591.57		EI went live on May 18, 2021. There will be a 2 year system support by Oracle.
Hazard Mitigation Grant Program	\$989,564.00	\$0.00	\$989,564.00		Grant application submitted. Pending review by Federal Agency. M&A costs listed at \$30,148.92.
Fendering System Hardening Project	\$603,689.00	\$0.00	\$603,689.00		Grant application submitted. Pending review by Federal Agency. M&A costs listed at \$19,292.08.
Warehouse 1 Hardening Project	\$385,875.00	\$0.00	\$385,875.00		
Grand Total	\$69,845,033.15	\$7,919,215.39	\$61,925,817.76		

PORT AUTHORITY OF GUAM
CONTRACT SUMMARY UPDATE

No.	Consultant/Vendor	Type of Service	Solicitation Method Reference No.	Division	Contract Term	Initial Term	Expiration After Options	Next Renewal Due Date	Annual Amount (Comments / Notes)
PROFESSIONAL SERVICES									
1	A1 - Guam WEBZ	Web Development, Hosting, Support and Maintenance Svcs	IFB-002-20	IT	3 years w/2 1 yr options	04/01/2020 to 03/31/2023 w/ 2 1yr options	03/31/25	03/31/23	Fees based on rates
2	AM Insurance	Insurance Coverages	GSA/PAG-020-17	Finance	5 years	10/01/2017 to 09/30/2022	09/30/22	09/30/21	Premium based
3	AM Insurance	Workers Compensation Coverages	IFB-PAG-008-19	Finance/Safety	3-years	3/20/20 to 3/19/23	03/19/23	03/19/23	Currently in Cost Negotiations
4	Matson	PMC for Gantry Cranes	RFP-020-005	EQMR					
5	Bank of Guam	Banking Services	RFP 020-004	Finance	5 years	5/14/21 to 5/13/26	05/14/26	05/14/26	Board approved 4/29/21
6		Management and Operations of Golf Pier	RFP-PAG-021-002	Commercial	5 years				Meeting w/Mobil 5/20/21
7	OMEGA Safety	OSHA Training & Certification Services for Maritime Terminal Operations	RFP-017-003	Human Resources	3yr w/ 2-1yr options NTE 5 years	8/13/2018 to 8/13/2021	08/13/23	08/13/21	Fees based on rates
8	Pacific Human Resources, Inc.	Drug Free Workplace Program	RFP-020-003	Human Resources	Initial 3yr term with 2 add'l one year options, not to exceed 5 yrs	06/15/20 to 6/14/2023	06/15/25	06/15/23	
9	W.Nick Captain/ Captain Real Estate	Real Estate Appraisal Services	RFP-016-001	Commercial	3yrs w/ 2 option	4/11/16 to 4/19/20	04/10/21		EXPIRED FULL TERM
10	TakeCare dba: FHP	Medical Examination Services	RFP-017-002	Human Resources	3 yr. w/ 2 options NTE 5 years	9/21/17 to 9/20/20	09/20/22	09/20/21	Renewal option in progress
11	Trident Cross LLC.	Underwater Assessment & Inspection Services	IFB/PAG-006-20	Harbor Mstr	1 Year	08/20/20 to 08/19/21	08/19/21	IDIQ - Indefinite Quantity Bid	\$24,894.00
12	Tristar Terminal Guam	M & O of F-1 Fuel Pier Facility	RFP-019-004	Commercial	Active Procurement				CONTRACT DEVELOPMENT BY BOTH PARTIES
13		Environmental Consulting Services-SWPP Compliance		Environmental					
14	Deloitte & Touche	Annual Independent Audit Services	RFP-018-003	Fiscal	FY18, FY19, FY20, w/ 1yr Option	FY18, FY19, FY20, w/ 1yr Option	12/31/2022	12/31/2021	\$45,000.00
15		OAE - Owner Agent Engineer	RFP-021-003	Planning	1 yr w/ 4 options NTE 5 yrs				AG Forms 12 and 14 with AG's office. Awaiting return of AG form 9
16	N.C. Macario & Associates	A/E Design and Consulting Services Golf Pier	RFP 019-002	Engineering	1/6/2020 to 1/5/2023	3 years w/2 options	1/5/2025	1/5/2023	\$484K

PORT AUTHORITY OF GUAM
CONTRACT SUMMARY UPDATE

No.	Consultant/Vendor	Type of Service	Solicitation Method Reference No.	Division	Contract Term	Initial Term	Expiration After Options	Next Renewal Due Date	Annual Amount (Comments / Notes)
17	N.C. Macario & Associates	A/E Design and Consulting Services EQMR, Warehouse No. 1, Waterline Relocation	RFP 019-003	Engineering	Notice to Proceed issued Feb. 17, 2020	3 years w/2 options			Final drawings and design plans submitted
18	CMS for Hwharf	Construction Management Services	RFP 020-002	Engineering	Initial 2 years with 3 add'l One year options not to exceed 5 yrs	3/15/21 to 3/14/23	3/15/2025	3/15/2023	Contract signed 3/15/2021
CONSTRUCTION CONTRACTS									
No.	Consultant/Vendor	Type of Service	Solicitation Method Reference No.	Division	Contract Term	Initial Term	Expiration After Options	Next Renewal Due Date	Annual Amount (Comments / Notes)
1	Propacific Builders	Repainting of the PAG North CMU Wall phase II Project and Various Port Buildings	IFB 020-002	CIP	182 calendar days from NTP, CO1 approved for and addtl 14 days.				\$195,844.55 CO1 for an additional \$25k
2	Guam Shipyard	Supply and install of Fendering system at F-3	IFB 021-001	CIP					BOD approved 4/29/21 currently reviewing final contract
3	Guam Shipyard	Design Demolition of 5 inoperable Port Cranes and One Barge at F-6	MS IFB 021-002	CIP/EQMR					PUC approved 4/29/21 currently reviewing final contract
4		Spalling and Crack repairs for CPS BUILDING	IFB 021-004	CIP					Bid opening 5/25/21

Port Authority of Guam
Active Project Status
Engineering Division

As of May 21,2021

Fact Sheet No. 103

Project:	A/E Services for Golf Pier Repair
Project No.:	RFP-PAG-019-002
Project Amount:	\$484,017.13
Amount Paid to date	\$354,876.53 remaining balance of \$129,140.00 is to be paid as post design services.
Funding Source:	PAG Bonded Project
Designer:	N.C. Macario and Associates
Construction Manager:	TBD
Notice to Proceed to Designer	January 6, 2020
Design Completion:	Performed within 6 months (July 5, 2020)
Work Status:	Related documents such as Drawings, Specifications, Scope, Bid Schedule, Requisition Process, Determination of Need Letter were completed and were submitted to the Procurement for IFB Documentation.

Project	Golf Pier Repair and Improvements (Construction Phase)
Project No.:	IFB (TBD)
Project Amount:	TBD
Amount Paid to date:	N/A
Funding Source:	PAG Bonded Project
Contractor:	TBD.
Designer:	N.C. Macario and Associates
Construction Manager:	TBD
Notice to Proceed:	TBD
Project Completion:	TDB.
Work Status:	As of March 31,2021, Bid Drawings, Specifications, Editable Electronic Files, Scope of Work in PDF Format and the Determination of Need Letter were submitted to PAG Procurement Division for IFB documentation.

Project:	A/E Services EQMR, WH I, Bldgs & Relocation of PAG WaterLine (Design Phase)
Project No.:	RFP-PAG-019-003
Project Design Fees:	\$1,406,427.48
Amount Paid to date:	\$1,187,186.76, Remaining Balance of \$219,240.72 is to be paid as post design services for all three design projects.
Funding Source:	PAG Bonded Projects
Designer:	N.C. Macario and Associates
Construction Manager:	TBD
Notice to Proceed to Designer:	February 17, 2020
Project Completion:	8 months (October 16,2020 was the initial deadline. However, due to COVID, POP was extended to December 4, 2020) Project design was completed by December 4, 2020.
Work Status:	As of 4/22/2021, Invoice No. 21-49 of N.C. Macario has been submitted to the Finance Division for processing the separation of the two design projects namely, Warehouse 1 and EQMR Buildings Upgrades only. Revised design drawings, specifications, and cost estimates for the two buildings Warehouse 1 and EQMR were received by the Engineering On March 9, 2021.

Project	Warehouse I Building Upgrades (Construction Phase)
Project No.:	IFB (TBD)
Project Amount:	TBD
Amount Paid to date:	N/A
Funding Source:	PAG Bonded Project
Contractor:	TBD.
Designer:	N.C. Macario and Associates
Construction Manager:	TBD
Notice to Proceed:	TBD
Project Completion:	TBD.
Work Status:	As of March 31,2021, Bid Drawings, Specifications, Editable Electronic Files, Scope of Work in PDF Format and the Determination of Need Letter were submitted to PAG Procurement Division for IFB documentation.

Project	EQMR Building Upgrades (Construction Phase)
Project No.:	IFB (TBD)
Project Amount:	TBD
Amount Paid to date:	N/A
Funding Source:	PAG Bonded Project
Contractor:	TBD.
Designer:	N.C. Macario and Associates
Construction Manager:	TBD
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	As of March 31,2021, Bid Drawings, Specifications, Editable Electronic Files, Scope of Work in PDF Format and the Determination of Need Letter were submitted to PAG Procurement Division for IFB documentation.

Project	PAG Waterline Replacements (Construction Phase)
Project No.:	IFB (TBD)
Project Amount:	TBD
Amount Paid to date:	N/A
Funding Source:	PAG Bonded Project
Contractor:	TBD.
Designer:	N.C. Macario and Associates
Construction Manager:	TBD
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Bid drawings, specifications, Bid Schedule, editable electronic files, PDF formatted files and the Determination of Need Letter were submitted to PAG Procurement Division on Feb.12, 2021 for IFB documentation.

Project:	New Administration Annex Building
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG Bonded Project-Pending
Contractor:	TBD
Construction Manager:	TBD
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Pending

Project:	Repainting of PAG North CMU Wall Phase II Project and Port Various Buildings
Project No.:	PAG-CIP-020-002
Project Amount:	\$298,844.55
Amount Paid to Date:	\$183,624.78
Funding Source:	MARAD
Contractor:	Pro Pacific Builders Corp. (PPBC)
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	November 16, 2020 (182) calendar days.
Project Completion:	6 months - (182) initial POP calendar days plus additional 44 days as extension per CO #1 and C.O. #2 (New Completion Date is June 28, 2021).
Work Status:	As of May 21, 2021 ProPacific Builders Corp.(PPBC) is currently applying the silicon roof coating, performing cracks and spalling repairs of PAG various bldgs. as part of the approved change order no.2 in the amount of \$78,000.00 .

Project:	Renovation of Harbor Master Office
Project No.:	Request for Quotation
Project Amount:	\$59,497.00
Funding Source:	FEMA and PAG
Contractor:	Pro Pacific Builder Corp.(PPBC)
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	January 19, 2021
Project Completion:	May 18, 2021 (120) calendar days
Work Status:	As of April 26, 2021 ProPacific Builders Corp. completed this project and submitted the closeout documents and final invoice for payment. Project is 100% completed.

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Project:	Supply and Installation of New 24 Ea. Cylindrical Fendering System at F-3 and 10 Ea. New Rubber Leg Arch Fender at Wharf F-4 thru F-6
Project No.:	IFB. -PAG-CIP – 021-001
Project Amount:	TBD
Funding Source:	FEMA and PAG
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	As of May 21, 2021 PAG Procurement Division is in final review of the contract documents prior to approval and issuance of Purchase Order.

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Project:	Harbor of Refuge Pump Station and Installation of Wastewater Ejector Pump
Project No.:	TBD
Project Amount:	TBD
Funding Source:	Dept. of Agriculture Fish and Wildlife Boating Infrastructure Grant
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	As of May 21, 2021 PAG Planning and Engineering are working with N.C. Macario and Associates (the Designer) to update the drawing's certification prior to submittal to Procurement for IFB advertisement.

Project:	Harbor of Refuge Installation of Mooring Blocks
Project No.:	TBD
Project Amount:	TBD
Funding Source:	Dept. of Agriculture Fish and Wildlife Boating Infrastructure Grant
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	As of May 21, 2021 PAG Planning and Engineering are working with the AM.Orient (the Design Firm) to update the drawing's certification prior to submittal to Procurement for IFB advertisement.

Project:	Rehabilitation of H-Wharf and Access Road CM Services
Project No.:	RFP No. PAG-020-002
Project Amount:	\$2,448,085.70
Funding Source:	Tiger Grant and PAG Revenue Bond
Construction Manager:	GHD Engineering
Notice to Proceed:	
Project Completion:	24 months after the NTP
Work Status:	PAG Management and GHD signed the contract agreement on March 15, 2021. PAG Management Team and GHD conducted a coordination meeting on April 21, 2021 with regards to a change order allowing GHD provide 100% pre-bid and bid phase services.

Project:	Rehabilitation of H-Wharf and Access Road (Construction Phase IFB)
Project No.:	TBD
Project Amount:	TBD
Funding Source:	Tiger Grant and PAG Revenue Bond
Contractor:	TBD
Construction Manager (CM):	GHD Engineering
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	On January 12, 2021, Engineering Division submitted the scope to the Procurement Division. All required documentation for an IFB has been submitted to the Procurement for Initiating an IFB to also include a Determination of Need Letter. It is Engineering's understanding that the Planning Division has entered requisitions into AS400 from project inception. Procurement Division should be involved in the process of preparing invitation to bid for construction in conjunction with the CM.

Project:	Repair of Concrete Spalling in CFS and Welding Shop Building
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG 2021 Budget
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	It is the Engineering Division's understanding that the Invitation to Bid Cost proposal is due on May 25,2021. As per conversation with the Planning Division, any and all Welding Shop's spall and crack repairs will be financially handled by the Planning Division separately via a Phase II Grant.

Project:	Supply and Install Automatic Turnstile Gate Entrance at the Port Police
Project No.:	RFQ-PAG-021-008
Project Amount:	79,989.00
Funding Source:	PAG Internally Funded Projects 2021 Budget
Contractor:	Top Builders, LLC
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	May 10, 2021
Project Completion:	November 10, 2021 or (180 calendar days)
Work Status:	As of May 21,2021, Top Builders awaits issuance of TWIC card from TSA. Contractor to submit material submittals while awaiting TWIC Card.

Project:	Supply and Install Typhoon Shutters at the High Tower Building 2nd and 3rd Floors
Project No.:	RFQ-PAG-021-006
Project Amount:	\$23,691.94
Funding Source:	PAG Internally Funded Projects 2021 Budget
Contractor:	TBD
Construction Manager:	PAG Engineering
Notice to Proceed:	May 10, 2021
Project Completion:	November 10, 2021

Work Status: As of May 21,2021, Top Builders awaits issuance of TWIC card from TSA. Contractor attended MARSEC briefing and to submit material submittals while awaiting TWIC Card.

Project:	Supply and Install three glass doors at the Operation and Commercial Offices.
Project No.:	RFQ-PAG-021-007
Project Amount:	\$21,989.46
Funding Source:	PAG Internally Funded Projects 2021 Budget
Contractor:	Top Builders, LLC
Construction Manager:	PAG Engineering
Notice to Proceed:	May 10, 2021
Project Completion:	November 10, 2021

Work Status: As of May 21, 2021, Top Builders awaits issuance of TWIC card from TSA. Contractor attended MARSEC briefing and to submit material submittals while awaiting TWIC Card.

Project:	Repair of Trench & Asphalt Pavement at Wharf F-6.
Project No.:	RFQ-PAG-021-005
Project Amount:	\$32,010.62
Funding Source:	PAG Internally Funded Projects 2021 Budget
Contractor:	Top Builders, LLC
Construction Manager:	PAG Engineering
Notice to Proceed:	May 10, 2021
Project Completion:	November 10, 2021

Work Status: As of May 21,2021, Top Builders awaits issuance of TWIC card from TSA. Contractor attended MARSEC briefing and to submit material submittals while awaiting TWIC Card.

Project:	Installation of Dock "B" Agat Marina and Maintenance of Public Boat Ramps
Project No.:	TBD
Project Amount:	TBD
Funding Source:	Dept. of Interior, Dept. of Agri. Fish and Wildlife, DOA/WR and PAG 2021 Budget Share
Contractor:	TBD
Construction Manager:	PAG Engineering/CIP Division
Notice to Proceed:	TBD
Project Completion:	TBD

Work Status: Amended MOU will be subject for review and approval by DOA, BBMR, AG's and The Governor's Offices

Project:	A/E and Const. Management Services for Various Port Facilities and Projects
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG Internally Funded Projects 2021 Budget
Contractor:	TBD
Construction Manager:	TBD
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Pending Engineering Proposals and Management Approval.

Project:	Design-Build of Agat Marina Bathrooms
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG Internally Funded Projects 2021 Budget
Contractor:	TBD
Construction Manager:	PAG Engineering
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	PAG Engineering submitted the scope of work and conceptual drawings based on precise topo survey to determine the best location for the project. The documents have been submitted to the PAG Procurement, for a Design-Build IFB, the request for an account number is awaiting approval by the Management. The Determination for Need prepared by the Engineering has been signed by the GM.

Project:	CCTV Installation Agana Marina Design-Build
Project No.:	19441 ON
Project Amount:	\$31,800.00
Funding Source:	Grant Funding PSGP 2016
Contractor:	G4S
Construction Manager:	PAG Engineering,
Notice to Proceed:	April 16, 2021
Project Completion:	May 21, 2021
Work Status:	As of May 21, 2021, The project was 100% completed.

Project:	Spot Corrosion Removal/Paint Repair of Mobile Pipelines
Project No.:	RFQ-PAG-021-009-CIP
Project Amount:	\$46,800.00
Funding Source:	PAG
Contractor:	RDE Construction
Construction Manager:	PAG Engineering,
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	TBD

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Project:	Installation of Canopy Fronting Building Maintenance Bay
Project No.:	TBD
Project Amount:	TBD
Funding Source:	PAG
Contractor:	TBD
Construction Manager:	PAG Engineering,
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Entered into the AS400 on April 15, 2021. Scope of Work, Conceptual Drawings, Determination of need, Bid Schedule, Photos, and Vicinity/location Maps were submitted to the Procurement Division on April 20, 2021 for initiating the IFB Advertisement as a Design-Build Project.

Project:	Establishment of Survey Markers and Partial Topo Determination of the Wharves F3, F4, F5, and F6 in order to Monitor Impacts of loading and unloading operations on the Wharves' Surfaces.
Project No.:	TBD
Project Amount:	TBD
Funding Source:	TBD
Contractor:	PAG Engineering Division
Construction Manager:	PAG Engineering
Notice to Proceed:	TBD
Project Completion:	TBD
Work Status:	Several points were established. However, to complete the work and develop ability to monitor the wharves' potential subsidence of its surfaces, purchasing survey equipment are required.

Port Authority of Guam
Operations Division Report
April 2021

I. **OVERVIEW**

Vessel Calls	22
Cans Handled	8055
Special Service(s)	66

a. **Productivity**

Vessel Op	Avg NMPH	TOP GANG	M/Hr
Matson			
Domestics	25.9	6	31.0
Feeder	24.1	2	25.6
MSA			
Barges			
Kyowa, Candor	14.5	3	20.6
Ambyth			
Mariana/Triton	13.5	3	13.0
MELL			
Kotas	24.0	4	26.5
APL			
Guam/Saipan	22.7	6	28.8

b. **Equipment Status**

As of: 04/30/2021	ON HAND	UP	RM	Repair
GANTRYs	3	3		
TOP LIFTERS	9	6		3
20T FORKLIFT	2	1		1
10T FORKLIFT	4	2		2
5T FORKLIFT	8	7		1
TRACTORS	23	14		9

II. **YEAR TO DATE**

a. Vessels_YTD 135

b. Can_Cnt YTD

April	FY20		FY21		Variance	
	I	E	I	E	I	E
Local	20226	19697	19605	19315	-3%	-2%
TS	3623	3483	3462	3624	-4%	4%
TSMT	1642	1590	1666	1683	1%	6%
TTL	25491	24770	24733	24622	-3%	-1%

FY-21 WORK INJURY REPORT
 (01/01/21 to 12/31/21)

<u>Divisions</u>	<u>*Lost-time</u>	<u>**Recordable</u>	<u>*** Refused Treatment</u>
Stevedoring	1	0	1
Transportation	0	0	2
Terminal	0	0	0
EQMR	0	0	0
Port Police	<u>0</u>	<u>0</u>	<u>2</u>
Total	1	0	5

Work Injury Summary for this reporting period: 5/24/2021

Total Injuries for FY-21 to date: 6–Injury

- 1-- Lost-time
- 0– Recordable
- 5– Refused Medical Attention

Last disabling work injury was on: 05/07/20

Number of days since last disabling work injury: 17-days

Note: PAG best record was 222 days or 7 months w/o a disabling work injury

*Lost-time = If an employee was injured on the job and medical doctor sent him/her home, his/her injury is considered a lost-time.

**Recordable = If an employee was injured on the job and medical doctor treated him/her and released him/her back to work on the same day (Recordable because of medical charges).

***Refused Medical Attention: Filed WC Forms 201 & 202 for record purposes only.