



**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](http://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  
Friday, February 28, 2020  
PAG Board Conference Room, Piti  
11:00 a.m.

A G E N D A

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  1. January 28, 2020 – Regular Board Meeting
  2. February 18, 2020 – Special 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. 2020-02 JD Edwards Enterprise One
  2. Memorandum of Agreement – Attorney General
  3. Workers Compensation Insurance
  4. Update on Port Litigation Matters
- VII. ADJOURNMENT



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**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Tuesday, January 28, 2020**

**I. CALL TO ORDER**

There being a quorum, the regular meeting of the Board of Directors was called to order at 3:00 p.m., Tuesday, January 28, 2020. Present at the meeting were:

Francisco G. Santos, Chairman  
Nathan T. Taimanglo, Vice Chairman  
Isa Marie C. Koki, Board Secretary  
Maria D.R. Taitano, Member  
Rory J. Respicio, General Manager  
Dominic G. Muna, Deputy General Manager, Operations  
Luis R. Baza, Deputy General Manager, Admin/Finance  
Atty. Joseph McDonald, Port Counsel

Absent was Board Member Anthony P. Chargualaf. Also present was Guam Chamber of Commerce-Thomas Hertslet; Senator Clynt Ridgell's office-Mike Carlson; AM Insurance-AnnMarie Muna; Port Consultant OAE/WSP-Blair Garcia, Robert Johansen; PDN-Anumita Kaur and Port Staff.

**II. APPROVAL OF MINUTES**

**a. December 13, 2019 – Regular Board Meeting**

Director Koki made motion to approve the minutes of December 13, 2019, 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:** PAGGMA Vice President Steve Muna reported on the events the association is currently handling and/or participated in, as follows: established its new body of officers during its election held last month; anticipates to publish its 2019 taxes soon; participated in the Adahi I Tano cleanup program last week spearheaded by Matson; and planning the Superbowl event that will take place in Las Vegas.

#### IV. GENERAL MANAGER'S REPORT (deferred to Old/New Business Items)

1. **Guam Federation of Teachers–Union Contract; Amendment.** The Board adopted the amended version to the collective bargaining agreement on November 19, 2019, as agreed upon by PAG and GFT, and as recommended by the Attorney General's office. The AG's concerns included: effective dates of the agreement; arbitration clause; and exclusive recognition. Subsequently, management sent a letter on December 16, 2019, to the Attorney General's office for their review and approval. On January 9, 2020, the Attorney General had signed the collective bargaining agreement, and immediately after that, the Port transmitted the agreement to the Governor for her review and disposition on January 13, 2020. Governor Lou Leon Guerrero signed this collective bargaining agreement on January 20, 2020.

2. **Drug-Free Workplace Program.** The Port's contract with Pacific Human Resource Services expires in March 2020. HR will be working closely with their office to review and to make necessary updates on the Port's Drug-Free Workplace Program. Any updates will be presented to the Board for its review and approval.

3. **Guam Zero Waste Working Group-Biosolids Compost Pilot Project.** According to Executive Order 2019-28, the Port is now both a partner and a member of the Zero Waste Working Group (ZWG). The ZWG is established with the responsibility to develop, make recommendations, adopt, implement and oversee all aspects of any ZWG initiatives/projects. Zero waste is the conservation of all resources employing responsible production, consumption, reuse, and recovery of products, packaging and materials without burning and with no discharges to land, water, or air that threaten the environment or human health. The initial project adopted by the ZWG is the Biosolids Composting Demonstration Project. This project will determine the viability of processing biosolids into a recyclable usable product. The ZWG, with GEPA oversight, authorized Jacobs/LMS (GEPA contractors) to oversee and administer the test project on a small portion of the Old Hawaiian Rock Site, northeastern edge. Jacob/LMS will require access through interlocking padlocks for the period of use that begins January 13, 2020, and ends on April 30, 2020.

4. **Port Owner's Agent Engineer (WSP).** The Port consultant is currently on-island gathering information and data that will assist the Port in its modernization efforts, bond-funded projects and other project initiatives. This week, the focus is on terminal operating systems, tariff simplification, crane maintenance program/acquisition, H-wharf rehabilitation, grant funding opportunities, service life extension projects, interface initiative with customs and port users group, and capital improvement project support.

Management had a very productive meeting this morning with Governor Lou Leon Guerrero and Lt. Governor Josh Tenorio to provide them with an overview of the execution of this \$800K grant. The execution remains consistent with all of Port's reports to the Board, specifically update of the Port's 2020 Masterplan Update and support for the Custom's Container Inspection Facility initiative.

5. **Training, certification, and re-certification of port employees.**

a. **Crane Re-certification.** A total of 22 employees completed their physicals for the following positions: Transportation Superintendent, Transportation Supervisor, Crane Operator Leader, Crane Operators, Equipment Operator Leader, Equipment Operators, and Mobile Equipment Dispatchers. They are now ready to undergo training, administered by Island Certs, scheduled for February 24, 2020.

b. **Crane Certification.** The HR Division is also working to have other positions certified, such as Equipment Operator II and III, that will enable them with the ability to operate the cranes, when necessary.

c. **Basic Supervisory Workshop.** The Port's newly hired Deputy General Manager for Administration and Finance held a series of workshops for port employees who hold a supervisory position. DGMA Baza has conducted three workshops on January 22, 2020, January 23, 2020, and January 24, 2020. And, there are plans for similar type workshops held on an ongoing basis. Our approach is to refresh the minds of these employees to take notice of the responsibilities and the importance of being in such a position, and how the position they hold is one that provides for motivation, encouragement, leadership, morale, and professional courtesy. Overall, the workshop addressed areas that include: supervisor's role and responsibilities, communication, effective listening, providing feedback, standards of performance, documentation, and customer service. The workshop also provided case studies that allowed for group discussion, interaction, communication and collaboration. We are thankful that DGMA Baza brought his many decades of HR expertise, and recognize that he "hit the ground running" by way of implementing in-house training here at the Port, together with the Port's Personnel Services Administrator Francine Rocio and her team at HR.

6. **Overtime Comparison Between Old and New Schedule (Operations and Maintenance Departments).** In FY 2019, Operations were implementing the Old Gang Schedule from Oct. 2018 to May 2019 at 10 hours for day and night shift. Starting June 2019, the Port Operations implemented the new schedule of 8 hours for employees in the day shift and night shift. This table is a comparison between the average overtime from Oct. 2018 to May 2019 versus the overtime in November 2019. The second comparison is between the average overtime from Oct. 2018 to May 2019 versus the average overtime from June to November 2019. From the November 10 to December 1 weekend, Operations were working on vessels during Saturdays and Sundays. There were 3 holidays in November, which results to increase in division's overtime expense.

7. **Guam Shipyard.** This matter is under review by the Port's in-house Counsel Joseph McDonald and the Attorney General's Office. Management is in receipt of attorney-client privilege brief from Port Counsel regarding this matter and such will be shared with each Board member by way of separate cover.

## 8. Grant Opportunities.

a. **EDA Grant Application.** *No new developments.* Planning has completed a grant application for F1 and Golf Pier fuel pipeline connectivity in the amount of \$2.35M.

b. **Department of Agriculture Grant.** *No new developments.* The Port has recently received \$500K grant funds to support the repair work of Harbor of Refuge. Currently pending MOU from Agriculture.

c. **Office of Economic Adjustment.** *No new developments.* This MOU is currently with the Attorney General's Office for review and approval of Award. PAG received grant award notification for \$800K 2019 OEA grant to fund the following projects:

- i. 2020 Port Master Plan Update
- ii. Deep Draft and Fill Improvements Project Feasibility Study
- iii. Customs Inspection Feasibility Study
- iv. Conceptual Design and Revised SOW for New Admin Building Annex & Renovation of Existing Admin Building.

d. **MARAD-Gantry Crane Acquisition.** *No new developments.* The Port Authority of Guam Infrastructure Development Program grant application is pending MARAD'S review. The application was submitted on September 13, 2019, for the acquisition of two (2) Ship-to-Shore Gantry Cranes in the total amount of \$30M.

e. **Office of Insular Affairs.** A grant application will be submitted in April 2020. This grant application is for the Maintenance Assistance Program and Technical Assistance Program that will provide support to the EQMR and Operations division.

## 9. Port Tour.

a. **Public Utilities Commission.** DGMO Dominic Muna conducted a port tour for PUC members on January 16, 2020, namely Chairman Jeffrey Johnson, ALJ Joephet Alcantara, Doris Brooks, Joseph McDonald, and Michael Pangelinan. Management provided a general tour to include specific areas of interest: gantry cranes, top loader, tractors, F1, terminal yard, fire-fighting equipment, and Port Command Center/Emergency Operations Center. DGMA Luis Baza and myself were also a part of this tour, and Chairman Santos was able to meet these PUC members before their tour.

b. **Port Administration Employees.** On January 24, 2020, DGMA Luis Baza lead his divisional department heads to tour the operation facilities. The approach was to allow the administrative department heads to see firsthand how the cargo operations and movement of containers/breakbulk are processed. This activity bridges admin folks with the waterfront employees, so that each division can continue to appreciate the labor force and human resources put into the movement of cargo.

10. **Information Technology Consulting Firm.** Public Law 35-44 provides for a reprogrammed budget through revenue bond proceeds for other priority projects, one of which includes an upgrade to the Port's information technology system and integration of the financial management system (FMS). The Port's existing FMS system is called the JD Edwards that has been in place for over 20 years and is looking to upgrade to a JD Edwards-Enterprise One. In this effort, IT will also require a professional firm that will help improve the Port's infrastructure, implement cybersecurity, new project planning and equipment acquisition.

11. **Bid Solicitation Updates**

- a. **Professional Legal Services.** Currently under review.
- b. **F1 Management.** Currently in cost negotiations.

12. **Port Revenue Bonds Project Status.** 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

There were no old business discussed.

## VI. NEW BUSINESS

1. **Resolution No. 2020-01 Coral Relocation & WSP Contract:** Director Taitano made motion to approve Resolution No. 2020-01 relative to petitioning the Public Utilities Commission (PUC) for review and approval to authorize expenditures of \$774,035.00 for additional NEPA requirements for the Rehabilitation of H-Wharf and \$800,000.00 U.S. Department of Defense Office of Economic Development Grant for the Owner's Agent Engineer's Contract. Motion was seconded by the Vice Chairman and was unanimously approved.

2. **Board Policy Memorandum No. 2020-01 Petty Cash Disbursement Procedures:** By way of background, the petty cash fund allows for the efficient and effective performance of the administrative and operational function of the Port Authority. This allows for the immediate payment of purchases of supplies or services, wherein the lack of which may impair the Port's ability to respond to situations. The Port's petty cash policy was created in February 2004 with a limit per request of \$50. This has been unchanged for more than 15 years, and with goods and services increase due to inflation, the current petty cash limit oftentimes is insufficient to cover the cost of supplies and services. Research was conducted on other government of Guam agencies and found that the established limit for agencies include: Attorney General Office-\$100; GEDA-\$100; UOG-\$250; and GPA-\$500. Based on this, management request for Board's approval to increase its petty cash limit to \$400 which is also in compliant with the small purchase category of Title 2 Division 4 Chapter 3111(e) of the GARR.

In response to inquiries from the Board, the following is provided:

- Petty cash process. A petty cash voucher with three vendor quotation is requested; funds are certified by the budget analyst; signatures of appropriate approval levels is obtained. When voucher with supporting documents and approval clearances are completed, funds are disbursed to the requestor to purchase items. Receipts and any unused funds are furnished to the petty cash custodian. All petty cash transactions are audited.
- Small purchases of \$500 or less. While items purchased through petty cash is not required to go through the procurement process of entering requisitions and purchase orders, procurement rules and procedures must be adhered to, such as obtaining three quotes from vendors and must be in compliant with Title 2 Division 4 Chapter 3111(e), GARR.
- Examples of expenses for petty cash increase. Parts for heavy equipment repair, safety materials after U.S. Coast Guard inspection, janitorial supplies (heavy duty trash bags, cleaning chemicals, air sanitizers, anti-bacterial hand-soaps, toiletries), and other divisional operational small purchase needs.
- Approval routing authority level. Division-less than \$200; Deputy General Managers-\$200-no more than \$300; General Manager-\$300-\$400. This allows for petty cash request turnaround time in the disbursement of funds to purchase items and avoid unnecessary delays.

The Vice Chairman made motion to adopt Board Policy Memorandum No. 2020-01 Petty Cash Disbursement Procedures, seconded by Director Taitano. Motion was unanimously approved.

#### **VII. EXECUTIVE SESSION - Pursuant to Section 8111(c):**

At this time, the Board went into executive session at 3:29 p.m. Motion made by the Vice Chairman, seconded by Director Koki and was unanimously approved. Executive session ended at 4:38 p.m. The Board is now back in open meeting session.

Items addressed in executive session includes:

1. Performance Review of Agency Head pursuant to Public Law 29-61
2. Performance Evaluation of Deputy General Manager
3. Legal Matters

As to items 1 and 2, and upon advisement from counsel, all members certified for the record that no discussion on salary was made during the executive session. At this time, the Vice Chairman made motion to accept the performance evaluations of the General Manager Rory J. Respicio and Deputy General Manager Dominic G. Muna, seconded by Director Koki. Motion was unanimously approved.

Based on the Port's Personnel Rules and Regulations of all Port positions on performance evaluations usually provides for a corresponding salary increment; however, the General Manager, although appreciates the exemplary performance rating, understands that the


acceptance of the performance evaluations does not come with a corresponding salary increment at this time.

Motion Withdrawal - The Vice Chairman made motion to withdraw the motion to accept the performance evaluations of the General Manager Rory J. Respicio and Deputy General Manager Dominic G. Muna, seconded by Director Koki. Motion was unanimously approved.

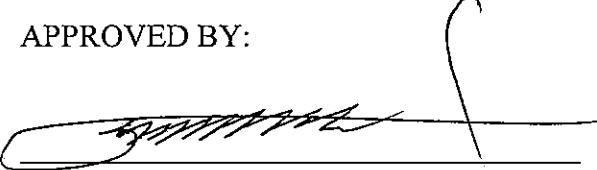
The Vice Chairman made motion to accept the performance evaluations of the General Manager Rory J. Respicio and Deputy General Manager Dominic G. Muna, subject to both Messrs. Respicio and Muna not receiving a salary increment at this time. Motion was seconded by Director Koki and was unanimously approved.

### VIII. ADJOURNMENT

There being no further business to discuss, it was moved by Director Taitano and seconded by Director Koki to adjourn the meeting at 4:44 p.m. The motion was unanimously passed.

  
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ISA MARIE C. KOKI, Board Secretary  
Board of Directors

APPROVED BY:

  
\_\_\_\_\_  
FRANCISCO G. SANTOS, Chairman  
Board of Directors







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**MINUTES OF THE  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
Tuesday, February 18, 2020**

**I. CALL TO ORDER**

There being a quorum, the special meeting of the Board of Directors was called to order at 2:04 p.m., Tuesday, February 18, 2020. Present at the meeting were:

Francisco G. Santos, Chairman  
Nathan T. Taimanglo, Vice Chairman – *Telephonic Participation*  
Isa Marie C. Koki, Board Secretary  
Anthony P. Chargualaf, Member  
Maria D.R. Taitano, Member – *Telephonic Participation*  
Rory J. Respicio, General Manager  
Dominic G. Muna, Deputy General Manager, Operations  
Connie Jo Shinohara, Deputy General Manager, Admin/Finance  
Atty. Joseph McDonald, Port Staff Attorney

Also present were Kandit News Group-Troy Torres, Johnne Rosario, Eric Rosario.

**II. EXECUTIVE SESSION - Pursuant to Section 8111(c)**

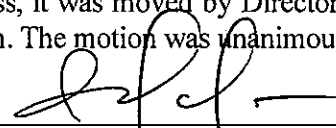
At this time, the Board went into executive session at 2:04 p.m. Motion made by Director Koki, seconded by Director Chargualaf and was unanimously approved. Executive session ended at 2:35 p.m. The Board is now back in open meeting session.

Items addressed in executive session includes:

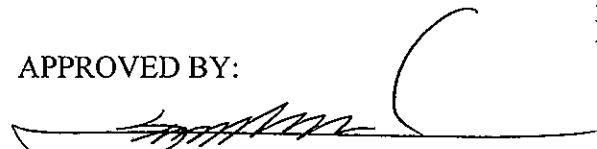
1. Legal Matters

**III. 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 2:37 p.m. The motion was unanimously passed.

  
\_\_\_\_\_  
ISA MARIE C. KOKI, Board Secretary  
Board of Directors

APPROVED BY:

  
\_\_\_\_\_  
FRANCISCO G. SANTOS, Chairman  
Board of Directors





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General Manager's Report for Board of Directors  
February 28, 2020

- 1. 2019-Novel Coronavirus.** On February 18, 2020, the Port issued the attached guidelines on Coronavirus and appropriate measures to address risk to all shipping agents, Port tenants and Port employees. Also known as COVID-19, is a pandemic that continues to escalate in numbers of cases and deaths in 25 countries, including the United States. We are taking every precautionary measure to safeguard the port employees during point of vessel calls, providing them with personal protective equipment (gloves, masks, goggles) that protects against the transmission of germs through contact and droplet routes. Port personnel servicing the vessel will not be allowed on board until clearances are given by the US Coast Guard, Customs & Quarantine and Public Health.
- 2. Extension on Procurement Delegation of Authority.** The Port's provisional six-month delegation of procurement authority ended on February 6, 2020. During the six-month period, the Port processed 484 requisitions, 484 purchase orders, and issued and awarded 5 Invitation for Bids (small purchases). On February 11, 2020, we requested an extension of three months to run concurrently from August 7, 2019 to May 7, 2020; which was granted by the Chief Procurement Officer. The Chief Procurement Officer will continue to have supervisory oversight on all procurement processes and procedures of the Port, including administrative authority over the Port's procurement personnel during this additional 90-day period.
- 3. Selection of Four Port Police Is to Port Police IIs.** Congratulations to Security Armed Guard Daryl Movida and Benny Quinata as well as Port Police I Michael Franquez and Jacob Iriarte on their promotional appointments to the position of Port Police II. This is indicative of their interest in the opportunity for upward mobility in the field of law enforcement at the Port Authority of Guam. We are confident that they will continue to safeguard and protect the Port, its employees, and those conducting business with this agency.
- 4. Gantry 5.** Gantry 5 was not in operation latter part of January 2020 due to a reoccurring main engine failure. The Port's maintenance personnel found a crack on the after-cooler which was unrepairable. The generator was replaced with a new C-32 generator that had an after-cooler and radiator as part of the new assembly. The

prepping, installation and testing of Gantry 5's new generator was performed during the period of February 3-18, 2020. Gantry 5 is now back online and fully operational. We are developing through Dominic Muna, Deputy General Manager of Operations, an after action report to discuss best practices, and to provide an opportunity for the PAG Board and Management to recognize the Port's Maintenance Manager Ernie Candoleta, as well as all of the Port personnel involved in this undertaking.

5. **Agat Marina, Dock C Repairs (Slip C-25).** Long awaited repair to Dock C Slip 25 is finally completed. The slip sustained damage from impact by a commercial vessel on December 8, 2018. The Port was able to address the repairs through the operator's insurance provider. In doing so, we were able to engage the contractor of record to maintain the warranty on the relatively new dock system. The completed repair cost was at \$41,576.00 and final inspection was done on February 7, 2020. The slip is now in use and currently assigned to the "Lina Marie", a new commercial operator at the marina. Again, the cost of this repair work was at no cost to the Port.
6. **Endorsement Letter for Cabras Marine.** Cabras Marine submitted a grant application to the US Department of Transportation's MARAD 2020 Small Shipyard Grant Program to acquire a new made-in-America 275-ton mobile all-terrain crane. This equipment will allow the shipyard to provide more cost effective, efficient, and timely provision of critical ship repair services, directly supporting Port operations. Attached is a letter of support to MARAD for Cabras Marines' endeavor.
7. **Cabras Marine Lease Option.** Cabras Marine's lease option period is up on March 31, 2020. Once we are in receipt of Cabras Marine's notification, the Port will proceed accordingly.
8. **Guam Shipyard - MOU.** The draft Memorandum of Understanding (MOU) has been transmitted to the Attorney General for their review. Staff attorney has provided his comments to the Attorney General's Office, which they are currently reviewing.
9. **Guam Shipyard - Hotel Wharf.** Guam Shipyard had requested to relocate their assets from inner harbor to Hotel Wharf. On January 24, 2020, the Port agreed to such relocation but with conditions, i.e., written confirmation that tug to tow 3 of their assets were on their way to Guam; acquire agent for the tug which is to tow the assets out of Apra Harbor; Guam Shipyard will have a 24-hour watch at Hotel

Wharf; no work is to be performed on the assets without permit by Port and US Coast Guard; heavy weather mooring plan has been accepted by the Port; and Port assumes no indemnity liability for their assets.

10. **Training.** Basic Supervisory Workshop training continues to be conducted by Louie Baza, Port's Deputy General Manager for Administration and Finance, and is open to all Port employees. So far, he has held five workshops and 95 employees participated. As to the certification and re-certification for crane/winch operator, Island Certs training instructor is currently off-island, and a training schedule will be arranged upon their return.
11. **Key Performance Indicators.** All of the Port's manager positions have been completed (See attachment). Currently, the Human Resource division is working closely with Division Heads on completing their drafts of their subordinates. Please note that the target date for implementation on the employee quarterly performance evaluation methodology is projected for Fiscal Year 2021.
12. **Overtime Comparison Actual versus Budget for Operations and Maintenance Sections involved in Vessel Operations).** The OT for the month of January is \$130K which is higher by 23% as compared to the Budget of \$100K. Year to date (YTD), from October to January of FY20, the total OT is \$576k which is \$176K over YTD budget as compared to YTD OT Budget of \$401K. Reasons for the overtime are delays in the arrival of vessels. Also, Gantry 5 was inoperable for the latter part of January, 2020 requiring prolonged hours of operations, together with the replacement of Gantry 5's generator and engine resulted in significant increase in OT expenses from the Port's maintenance personnel. This situation required these employees to work during Saturdays and Sundays.

We will conduct an in-house audit for the first five months of FY20 OT expenses to determine if any recommendations need to be made to the Board when we present the FY20 mid-year budget review. In the meantime, shortfalls in OT (actual versus budgeted) are being covered-over through personnel lapses to ensure that the Port continues to operate within the total FY20 budget allocation approved by the Board.

### 13. Grant Opportunities.

- a. **EDA Grant Application.** The grant application submitted is for F1 and Golf Pier fuel pipeline connectivity in the amount of \$2.35M. The Port's first

review was favorably assessed by EDA. Port is now on the second round and additional documents are required. EDA has informed Port that having a strong application and with the additional documentation required, it will make it more robust for the second review phase..

- b. **Department of Agriculture Grant. *No new developments.*** The Port has recently received \$500K grant funds to support the repair work of Harbor of Refuge. To access the grant monies, the Port is waiting for the MOU from Department of Agriculture.
- c. **Office of Economic Adjustment.** The Governor signed the MOU on February 3, 2020. This is great news for the Port as this allows us to move forward with the following projects:
  - i. 2020 Port Master Plan Update
  - ii. Deep Draft and Fill Improvements Project Feasibility Study
  - iii. Customs Inspection Feasibility Study
  - iv. Conceptual Design and Revised SOW for New Admin Building Annex & Renovation of Existing Admin Building

Additionally, the Port has submitted supplemental grant funding for \$800K that is currently pending OEA approval. If approved, the total grant amount supporting these projects totals \$1.6M.

- d. **MARAD-Gantry Crane Acquisition.** On February 14, 2020, we were notified by MARAD that the Port Infrastructure Development Program grant for the acquisition of two (2) Ship-to-Shore Gantry Cranes in the total amount of \$30M was not approved. As a contingency, we are currently engaging USDA through a direct loan for one crane and US Department of Defense for the other. Upon securing source of funds, the procurement process on the bid solicitation will commence for the acquisition of a 50-gauge crane (specs attached). Timeline to build is an estimated 18 months to 2 years.
- e. **Office of Insular Affairs. *No new development.*** A grant application will be submitted in April 2020. This grant application is for the Maintenance Assistance Program and Technical Assistance Program that will provide support to the EQMR and Operations divisions.

- f. **Federal Highway Administration (FHWA).** On February 18, 2020, a meeting was held with FHWA representatives and DPW to discuss potential funding for the Hotel Wharf Access Road. The focus of discussion was to socialize the desire of the Port to explore the potential of having FHWA fund the \$10M Access Road extending from Industrial Avenue to Hotel Wharf. Please note that this access road is being funded through the Port Revenue Bonds, pursuant to P.L. 34-70 (as amended by P.L. 35-44), however, if this can be funded through other funding sources then it'll free up funds to fully implement the Port Modernization Program. The idea proposed was similar in scope to one that was previously under consideration during the Rt 11 Hardening Project when the Port was given the Strategic Port Designation. In response, FHWA guided the Port towards the 2020 BUILD Grant Program that was recently announced.

In addition, we further engaged DPW/FHWA on the remaining funds from the Intermodal Facility Appropriation amounting \$575,000. It was confirmed that the funding is in fact available but must be spent on an eligible project. As to date, the proposed projects currently being vetted for this purpose are the Internal Access point into the Rt 11 AutoLot, the shared access with Customs and Quarantine into Parcel 1-3-1 adjacent to the TESS Facility and the Enhancement of the Gate Operating Facility. – (Memo attached)

14. **Port Tour – U.S. Army Corp of Engineer.** On February 7, 2020, Port hosted a site visit with Lt. Col. Kathryn Sanborn, Commander and District Engineer, and Michael Wyatt, Chief of Civil and Public Works Branch for the U.S. Army Corps of Engineers Honolulu District. The site visit encompassed on the Port's container yard, seawall and Hotel wharf. Discussion also surrounded on the Port's priority projects, such as, the TIGER Rehabilitation of H-Wharf, the Hazard Mitigation Grant Program (HMGP) Fendering System Hardening Project, the potential Deep Draft Wharf were discussed. Other topics held were potential funding avenues for the Agat Marina and improvement of the Port's seawall. The meeting was very successful with the Army Corp representatives responding positively to the Port's direction with current and future projects.

#### 15. Procurement Solicitation Updates


- a. **RFP-PAG-020-001 Professional Legal Services.** The professional legal services advertisement was published on a newspaper of general circulation (PDN, Guam Daily Post) on February 19, 2020. The pre-proposal conference

was held on February 25; however, there were no attendees. Deadline for submission of proposals is March 20, 2020.

- b. **F1 Management.** Currently in cost negotiations.
- c. **RFP 19-006 Port Classification & Compensation Plan.** Negotiations were terminated because both parties were not able to agree with a cost proposal. We anticipate to re-issue the RFP in the future.

16. **Port Revenue Bonds Project Status.** As of February 25, 2020, 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



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

February 18, 2020

**MEMORANDUM**

TO: All Shipping Agents/Port Tenants  
All Port Employees

FROM: Rory J. Respicio, General Manager *Rory Respicio*

SUBJECT: Guidelines on Coronavirus and Appropriate Measures to Address Risk

*Hafa Adai!* With the reported cases of Coronavirus Disease 2019 (COVID-19) in the Asia Pacific Region on the rise, the rate of spread to other countries and the United States, and the President's declaration that the virus is a public health emergency, the following guidelines are being issued as we try to do our part to prevent its arrival at our seaport.

The following special conditions will apply to vessels who have answered 'yes' to any of the questions in the U.S. Coast Guard Declaration as it relates to the early detection and prevention of the COVID-19. In this context, 'yes' would be the affirmative response to any real-time circumstance affecting any individual on board any vessel that would have any regulatory agency believe a concern exists with the arrival of such vessel.

1. Prior to vessel arrival, crew members will be screened thoroughly from point of origin when embarking or upon departure of all vessels bound for Guam.
2. All service boat operators are to limit contact with crew members from the impacted vessel.
3. If the vessel is berthed at Port wharves, no crew members will be allowed to disembark the vessel during its call.
4. All shipping agents, representatives and crew members must wear personal protection equipment (e.g., mask, goggles and gloves, etc...) while on board the vessel.
5. Port personnel attending to the vessel will not be allowed on board until clearances have been given by U.S. Coast Guard and Customs & Quarantine Agency.



Memo to Shipping Agents/Port Tenants/Port Employees

RE: Guidelines on Coronavirus and Appropriate Measures to Address Risk

February 18, 2020

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6. Safety and Harbor Master Divisions will be required to oversee the clearance process and ensure the following:
  - a. A Pre-Operation Safety Brief will be conducted and shall include:
    - 1) For every instance of potential exposure, this information shall be included in the Special Instructions prepared by the Operations Manager or his designee for the impacted vessel operation.
    - 2) All Port personnel will be issued and required to use personal protective equipment (e.g., masks, goggles and gloves) prior to boarding the vessel.
    - 3) Port employees shall minimize all interaction with the crew as much as practically possible and to avoid entering both private and common areas of the vessels typically used by crew members.
    - 4) Port employees shall maintain safe distance from ship crew members.
    - 5) Do not shake hands.
    - 6) While on the vessel, work the plan; do not deviate from your assignment.
    - 7) Port personnel are prohibited from loitering alongside dock fronting the vessel.
    - 8) Exercise good hygiene by washing your hands often.
    - 9) Upon completion of operation, all employees are to report to Operations person-in-charge who will be responsible to ensure that all assigned to the shift are accounted for.
    - 10) Immediately report any problems or unsafe conditions to your leader or supervisor.

Any questions regarding these guidelines should be referred to the Port Safety Administrator or this office at 477-5931 ext. 420 or 302, respectively. Your usual cooperation with the above is greatly appreciated.



**PORT OF GUAM**

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Lourdes A. Leon Guerrero

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Joshua F. Tenorio

Lieutenant Governor

February 18, 2020

**Mark H. Buzby**

Administrator

U.S. Department of Transportation Maritime Administration

1200 New Jersey Avenue, SE, West Building

Washington, DC 20590

**Dear Administrator Buzby,**

This letter is in reference to the recent grant application submission by Cabras Marine Corporation (CMC) to the US Department of Transportation's MARAD 2020 Small Shipyard Grant Program. CMC, a Woman-Owned, HUBZone small U.S. business, is a key provider of ship repair services on the island of Guam, serving government and private customers. CMC provides these services out of their PACDIM shipyard facility located at the Jose D. Leon Guerrero Commercial Port of Guam and at the Naval Base Guam (NBG).

Ship repair requires the transfer of large amounts of heavy equipment and materials by crane between the dockside and moored vessels. Currently, CMC performs its dockside operations through periodic rentals of cranes that are locally available. The market for mobile cranes on Guam is limited, increasing expenses for these services. Availability of rental cranes can be a challenge, increasing schedule risk to complete planned projects.

CMC proposes to use grant funds to acquire a new Made-in-America 275-ton mobile all-terrain crane. This equipment will allow the shipyard to provide more cost effective, efficient, and timely provision of critical ship repair services, directly supporting Port Authority of Guam operations and those of CMC's other customers. This investment includes training of several new CMC personnel to operate the crane. With the upcoming relocation of U.S. Marines from Okinawa to Guam, NBG is experiencing a resilient expansion of capabilities and increasing on island development. Without a doubt, the addition of a new crane to CMC will prove to be beneficial to Guam which plays a strategic role in the defense of the United States and its interests.

Workforce and economic development are important benefits of this project. Guam's poverty and unemployment rates exceed the U.S. average. Guam is wholly rural, aligning this project well with the U.S. DOT ROUTES initiative. CMC's PACDIM shipyard facility, where the new crane will be based, lies within a federally designated Qualified Opportunity Zone.

I am pleased to express my strong support for this grant funding application and hopeful for your kind consideration and subsequent approval of this important initiative.

Sincerely,

**Rory J. Respicio**

General Manager

Port Authority of Guam



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Lourdes A. Leon Guerrero  
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Joshua F. Tenorio  
Lieutenant Governor

September 16, 2019

**MEMORANDUM**

TO: Financial Affairs Controller  
FROM: Rory J. Respicio, General Manager *Rory Respicio*  
SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Integration of Financial Management System and Terminal Operating Systems: Work with Consultants, Deputy General Manager, Adm & Finance and Systems Manager in establishing a chart of accounts, business units, etc. so the Port would be able to truly see the actual expenditures against vessel or special operations and revenues received.
2. Finance Receivables and Payables:
  - a. Review with DGMA&F and Commercial Manager on what options are available to reduce the 120 days aging accounts receivables.
  - b. Review with DGMA&F the current process on accounts payable to determine if posting of invoices for materials, supplies and services are done on a daily basis or only if payment is to batch and provide solutions or changes in processes to reflect the true finance payables.
  - c. Review with DGMA&F aging account payables and provide solutions as to how to address these debts.
  - d. OPA Audit Reports: Work with respective division heads in remedying those findings which OPA had cited in their reports.
  - e. Standard Operating Procedures: Update standard operating procedures for submittal to DGMA&F for review.

For the last 9 months, the accomplishments we achieved could not have been done without the cooperation of you and the management team. Although we were challenged with pressing issues that could have repercussion impact on the Port, the division heads worked collaboratively to provide solutions that are beneficial not only for the Port but the people of Guam as a whole. As we continue to journey on this road, we all know obstacles will be there—but as we chip away these obstacles the road will eventually be smooth.



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Lourdes A. Leon Guerrero  
Governor of Guam  
Joshua F. Tenorio  
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September 16, 2019

**MEMORANDUM**

TO: Procurement & Supply Manager

FROM: Rory J. Respicio, General Manager

SUBJECT: Performance Goals & Objectives

*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Revenue Bond Projects: Work with respective division heads in ensuring that the scope of work and specifications for the revenue bond projects are prepared and issued.
2. Standard Operating Procedures: Update standard operating procedures for submittal to DGMA&F for review.
3. Physical Inventory of Equipment & Tools: Conduct a physical inventory of all equipment and tools issued to all divisions via supply receipts and/or purchase orders based on last inventory checklist and provide management with your analysis and recommendations to improve the system.
4. Procurement cycle times: Conduct a procurement cycle which involves the entry of a purchase requisition by a user and ends with contract execution or purchase order approval. This cycle can be broken down into parts, i.e., purchase requisition approval routing, solicitation development, bid/proposal evaluation, contract award, and contract execution. If the procurement function is performing as it should, the cycle times at the Port should be at or below documented and established norms. Through this, provide management what you have identified as bottle necks and other problems and provide resolutions as to how to reduce such delays.
5. Update document management system: Orders and shipment times should be accurately tracked in an updated document management system. Work with Systems Manager in identifying what IT upgrades would allow your division to accurately track such procurement orders.

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Lourdes A. Leon Guerrero  
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Joshua F. Tenorio  
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September 16, 2019

**MEMORANDUM**

TO: Systems Manager  
FROM: Rory J. Respicio, General Manager *Rory Respicio*  
SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Integration of Financial Management System and Terminal Operating Systems: Work with Consultants, Deputy General Manager, Adm & Finance and Financial Affairs Controller in establishing a chart of accounts so the Port would be able to truly see the actual expenditures against vessel or special operations and revenues received.
2. Standard Operating Procedures: Update or develop standard operating procedures for submittal to DGMA&F for review. One of the policies that should be considered by your division is the Email Retention. We have noticed as each administration changes or management, emails are not backed up for storage to allow future management the opportunity to review for historical reference as to why certain decisions have been made. Had this process been implemented, the Port would be able to answer questions posed by them from regulatory authorities.
3. Live Streaming: Work with General Manager's Office in complying with Open Government Act on streaming live at board meetings as mandated.
4. Port Website: Work with General Manager's Office on updating the Port's website to be in compliance with Title 5, Guam Code Annotated.
5. Cyber Security: Work with Port Police Chief on the cyber security which federal regulations mandates the Port to implement.
6. Guam Public Notice Website: According to Section 8107.1. Title 5, Guam Code Annotated, the Government is to create, establish and administer a Guam Public Notice Website. The intent of this website is to provide assistance to the public to find posted public notices for public agencies as required by the Open Government Law. Inquiry with Department of Administration as to how the Port would be able to comply with this requirement and provide your findings to management.

Inter-Office Memo – Systems Manager  
RE: Performance Goals & Objectives  
September 16, 2019  
Page 2 of 2

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Lourdes A. Leon Guerrero  
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Joshua F. Tenorio  
Lieutenant Governor

September 16, 2019

**MEMORANDUM**

TO: Person-in-Charge, Human Resources Division

FROM: Rory J. Respicio, General Manager

SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Personnel Rules and Regulations: Work with DGM, A&F in updating the 2009 Personnel Rules and Regulations. Issue on a timely basis memorandum to employees on the provisions of rules that have been amended.
2. Performance Evaluation Form and Procedures: Work with consultant or if none, begin to review performance evaluation procedures that Port should implement to include key performance indicators.
3. Standard Operating Procedures: Update standard operating procedures for submittal to DGMA&F for review.
4. Classification:
  - a. Provide draft updated job specifications consistent with industry standards for management's review.
  - b. Conduct periodic classification reviews as mandated in the Personnel Rules and Regulations by division.
  - c. Provide a draft comprehensive succession plan which should include identifying high potential staff and knowledge experts as well as formalize management training.
5. Training
  - a. Needs Assessment: Conduct a training needs assessment that would help the Port identify gaps in skills and areas where additional training is necessary.
  - b. Agency-wide training plan: Provide draft training plan which would identify critical skills and areas that need to be addressed at the Port.

Inter-Office Memo – Human Resources Division  
RE: Performance Goals & Objectives  
September 16, 2019  
Page 2 of 2

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

September 16, 2019

**MEMORANDUM**

TO: Commercial Manager  
FROM: Rory J. Respicio, General Manager *Rory Respicio*  
SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Bi-annual Review: Work with DGM, A&F on conducting the bi-annual review on marina, office, open and antenna rates in accordance with local mandate that requires the Port to conduct such review.
2. Aging Accounts Receivables: Work with the Financial Affairs Controller on options available to reduce the aging accounts receivables for the marinas and Port properties.
3. Area A Tank Farm: Provide feedback on the potential interest in the leasing of Area A Tank Farm.
4. Recycling Enterprise Zone: Identify the number of acres available for the recycling facility as required by Public Law 28-92 and survey such property for possible issuance of a solicitation of interest to entice eligible companies who would like to establish such facility.
5. Aqua World Lease: Recommend if the Port wishes to continue its lease arrangement with Aqua World or pursue the desire of terminating the lease hold. If the determination is to continue the relationship with Aqua World, both parties would need to commence discussion to identify what properties they wish to keep under their lease hold and amend the agreement to accurately reflect the acres they wish to keep.
6. Leases: Work with DGM, A&F and Legal Counsel on the following real estate issues:
  - a. July 18, 2019 Supreme Court's decision on Guam YTK Corporation v. Port Authority of Guam found that the lease was not valid due to absent specific legislative approval.
    - 1) Identify what leases Port entered into during its autonomy that may be impacted as a result of this decision.
    - 2) Review GEDA Master Leases and determine if these leases would need legislative approval.
    - 3) Review bunker leases formerly held by Shell and now IP&E to determine if the asset has been turned over to the Port. If not, assist Legal Counsel in the formulation of the lease.

Inter-Office Memo – Commercial Manager  
RE: Performance Goals & Objectives  
September 16, 2019  
Page 2 of 2

7. Standard Operating Procedures: Update standard operating procedures for submittal to DGMA&F for review.

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Lourdes A. Leon Guerrero  
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Lieutenant Governor

September 16, 2019

**MEMORANDUM**

TO: Administrative Services Officer, General Administration Division

FROM: Rory J. Respicio, General Manager *Rory Respicio*

SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Standard Operating Procedures: Update standard operating procedures for submittal to DGMA&F for review.
2. Centralized document management system: Work with Systems Manager and division heads on recommendations to implement an intranet and a centralize document management system that would increase efficiency and reduce paperwork and limit lost or missing documents.
  - a. Prepare draft policies and procedures to incorporate signoffs and automated chain of review (with notifications) to eliminate any confusion or duplicated efforts.
3. Off-Site Document Back-up: Work with Systems Manger on identifying a potential off-site back-up of sensitive files and electronic recovery system. The electronic files can be physically stored off Cabras Island or via a cloud server.
4. Universal Project Reporting: Work with Systems Manager and prepare a draft approach for universally reporting project status. You may want to consider whether to streamline a cover sheet into a dashboard or stoplight format that is easy to interpret.

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Lourdes A. Leon Guerrero  
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Joshua F. Tenorio  
Lieutenant Governor

September 20, 2019

**INTER-OFFICE MEMORANDUM**

TO: Program Coordinator II, Marketing Division  
FROM: Rory J. Respicio, General Manager *Rory Respicio*  
SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Standard Operating Procedures: Update standard operating procedures for submittal to DGMO&M for review.
2. Annual Report: Work with Planning staff and Financial Affairs Controller in preparing annual report for Fiscal Year 2018 for review by management.
3. Employee Newsletter: Work with Planning and HR staff in developing a newsletter that provides employees with activities held and updates in the organization policies, etc.

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

September 20, 2019

**INTER-OFFICE MEMORANDUM**

TO: Maintenance Manager

FROM: Rory J. Respicio, General Manager *Rory J. Respicio*

SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Integration of maintenance management system with Financial Management System (FMS): Work with Port Consultants, Financial Affairs Controller and Systems Manager in integrating the maintenance management system into the FMS system. This system will allow maintenance department to plan and schedule preventive maintenance for equipment and facilities; manage work orders efficiently; manage spare parts inventory; eliminate paperwork; enhance productivity; reduce downtime and repair costs; increase safety, and ensure compliance with regulatory standards. The integration of such system with FMS will allow the Port to obtain accurate expense information on manpower, equipment and facilities.
2. Port-wide equipment and facility maintenance program: Submit to management a port-wide equipment and facility maintenance program to minimize equipment down time, efficiently manage work orders, capture equipment/facility repair history, and enhance equipment productivity and submit for management's review.
3. Advanced procurement budget for maintenance: To place the Port in a position to project its procurement requirements early, establish an advanced approved procurement budget for maintenance that addresses preventive maintenance, planned corrective maintenance and catch-up on recently identified unplanned corrective maintenance. Work with Procurement & Supply Manager and Financial Affairs Controller on establishing this budget to be considered for the mid-year.
4. Environmental Protection Agency (EPA) Training: Coordinate with Human Resources staff on establishing a formal environmental training that would allow maintenance personnel to reduce the risk of long-term clean-up costs and adhere to EPA requirements.

Inter-Office Memo – Maintenance Manager  
RE: Performance Goals & Objectives  
September 20, 2019  
Page 2

5. Demolition of Cranes and RTG: Work with Port contractor in the removal of cranes and equipment from Port terminal yard.
6. Standard Operating Procedures: Update standard operating procedures for submittal to DGM,O&M for review.

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Lourdes A. Leon Guerrero  
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Joshua F. Tenorio  
Lieutenant Governor

September 20, 2019

**INTER-OFFICE MEMORANDUM**

TO: Harbor Master

FROM: Rory J. Respicio, General Manager *Rory J. Respicio*

SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Integration of vessel scheduling information with Terminal Operating System (TOS)/Financial Management System (FMS): Most modern operating ports or terminal operating companies utilize an integrated TOS and FMS through a single database. Using modern systems that are linked through a central database allows other systems, such as, the equipment used by the Harbor Master to integrate through a central database. Work with Port Consultants, Financial Affairs Controller and Systems Manager in integrating the vessel scheduling information into the TOS/FMS systems to provide accurate billing information.
2. Radar and VHS System: Vessel traffic through U.S. ports are primarily managed by the U.S. Coast Guard. A vessel traffic service (VTS) is typically used to manage the ship traffic that consists of radar, VHF radio (for communicating with ships), and an automated identification system (AIS). The AIS is a broadcast system which transmits ship data, such as port of destination, heading, speed, IMO number, etc. The shore-based station receives this data and displays it on screen of the connected computer system. A majority of the ports use a VTS system like this to track and monitor vessel activities.
  - a) Conduct assessment of Harbor Master equipment: Implementing a VTS for the Port area and updating the Harbor Master's computer/software will improve the divisions efficiency and data transfer to/from operations and the financial management system.
  - b) Work with Systems Manager in identifying the condition of the current equipment and identify the most efficient way to upgrade the equipment.
  - c) Work with Chief Planner in identifying potential grants that could be used to purchase radar and VHS system to improve vessel tracking capabilities and improve vessel communication systems.

Inter-Office Memo – Harbor Master  
RE: Performance Goals & Objectives  
September 23, 2019  
Page 2

3. Standard Operating Procedures: Update standard operating procedures for submittal to DGM,O&M for review.
4. Harbor Rules and Regulations:
  - a) According to the Guam Administrative Rule and Regulations, the Harbor Rules and Regulations were promulgated in 1987. However, on the Port's website, the rules and regulations were amended in 2001 via Public Law 26-72. Work with the General Manager's office in contacting the Compiler of Law to update the GARR.
  - b) Review current rules and determine if updates would need to occur. Work with management and U.S. Coast Guard and provide your review to this office. If updates are needed, work with the General Manager's office on the transparency process in accordance with the Administrative Adjudication Act.

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Lourdes A. Leon Guerrero  
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Joshua F. Tenorio  
Lieutenant Governor

September 20, 2019

**INTER-OFFICE MEMORANDUM**

TO: Port Police Chief

FROM: Rory J. Respicio, General Manager *Rory J. Respicio*

SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Port Police Rules and Regulations: In the Port's enabling act, it states that the Port is to promulgate rules and regulations relating to the law enforcement division. Based on review of the Guam Administrative Rules and Regulations, there has not been rules promulgated. Please provide draft rules and regulations to management, U.S. Coast Guard and other law enforcement regulatory agencies for review. Work with the General Manager's office on the transparency process in accordance with the Administrative Adjudication Act.
2. Cyber Security: Work with Systems Manager on the cyber security which federal regulations mandates the Port to implement.
3. Standard Operating Procedures:
  - a. Update standard operating procedures for submittal to DGMO&M for review.
  - b. Work with Harbor Master and OSH Administrator on the development of emergency security and evacuation plans.
4. Technology: Work with Systems Manager in acquiring a stand-alone server and replacing desktops/laptops. Work with Chief Planner in identifying grants to acquire such equipment for Port Police.

For the last 9 months, the accomplishments we achieved could not have been done without the cooperation of you and the management team. Although we were challenged with pressing issues that could have repercussion impact on the Port, the division heads worked collaboratively to provide solutions that are beneficial not only for the Port but the people of Guam as a whole. As we continue to journey on this road, we all know obstacles will be there—but as we chip away these obstacles the road will eventually be smooth.



**PORT OF GUAM**  
ATURIDAT / PUETTON GUAHAN  
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Website: [www.portguam.com](http://www.portguam.com)



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

September 20, 2019

**INTER-OFFICE MEMORANDUM**

TO: Engineering Manager  
FROM: Rory J. Respicio, General Manager *Rory J. Respicio*  
SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

Standard Operating Procedures: Update standard operating procedures for submittal to DGMO&M for review.

CAD Technology: When the Terminal Operating System is fully functional, a new Port database will be required. Work with Systems Manager in identifying CAD software and computers for staff to be able to create diagrams and drawings to be included in solicitations for services.

Revenue Bond Projects: Work with Procurement & Supply staff and Port consultants in ensuring that the solicitation of revenue bond projects is issued in accordance with the timelines provided to the bond investors. Monitor progress of projects after it has been awarded to determine if timelines provided by the contractors are met. Continue to provide management with progress of such projects as required.

Master Plan Update & Capital Improvement Plan: Work with the Port Consultants and Planning staff on the 2020 master plan update and capital improvement plan.

For the last 9 months, the accomplishments we achieved could not have been done without the cooperation of you and the management team. Although we were challenged with pressing issues that could have repercussion impact on the Port, the division heads worked collaboratively to provide solutions that are beneficial not only for the Port but the people of Guam as a whole. As we continue to journey on this road, we all know obstacles will be there—but as we chip away these obstacles the road will eventually be smooth.



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

September 20, 2019

**INTER-OFFICE MEMORANDUM**

TO: Chief Planner  
FROM: Rory J. Respicio, General Manager *Rory Respicio*  
SUBJECT: Performance Goals & Objectives

---

*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Standard Operating Procedures: Update standard operating procedures for submittal to DGMO&M for review.
2. Port Vision & Strategic planning objectives:
  - a. Develop a vision for the Port, its long-term strategic planning initiatives, and what it needs to accomplish its mission.
  - b. Work closely with division heads to update goals, identify the resources required to accomplish these goals and ensure that the Port's needs are being met.
3. Grant Writing: Work with division heads, i.e., Port Police, Operations, Engineering etc. on identifying grants and potential funding opportunities to enhance their work environment and productivity.
4. Master Plan Update & Capital Improvement Plan: Work with the Port Consultants and Engineering staff on the 2020 master plan update and capital improvement plan.

For the last 9 months, the accomplishments we achieved could not have been done without the cooperation of you and the management team. Although we were challenged with pressing issues that could have repercussion impact on the Port, the division heads worked collaboratively to provide solutions that are beneficial not only for the Port but the people of Guam as a whole. As we continue to journey on this road, we all know obstacles will be there—but as we chip away these obstacles the road will eventually be smooth.



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

September 20, 2019

**INTER-OFFICE MEMORANDUM**

TO: Occupational Health & Safety Administrator  
FROM: Rory J. Respicio, General Manager *Rory J. Respicio*  
SUBJECT: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Emergency Preparedness Plan: Work with DGM, O&M and division heads to develop an emergency preparedness plan to ensure that the Port meets best practice/industry standards for emergency preparedness and that specific policies and procedures address existing gaps. The proposed plan should incorporate the following:
  - a) Designate a staff to assume the emergency preparedness duties, including conducting safety drills and coordinating emergency evacuation plan.
  - b) Create safety committees with tenants that share issues and best practices on a regular basis.
  - c) Create a volunteer coalition of staff that is trained in safety procedures to assist in case of rare emergencies. The staff can oversee basic evacuation duties while Port Police address higher safety issues.
2. Safety Trainings/Meetings/Inspections: Implement safety training and procedures; conduct regular safety meetings with the divisions to ensure that all employees are kept up to date on safety developments and issues; and conduct periodic safety inspections of the facilities and safety equipment. Such trainings, meetings and inspections should be documented and provided to the DGM, O&M on a monthly basis identifying issues encountered and suggested solutions.
3. Environmental compliance:
  - a) Identify areas of potential environmental contamination: Work with Guam Environmental Protection Agency in identifying areas of environmental concern and develop a remediation plan that includes estimated costs.

Inter-Office Memo – Occupational Health & Safety Administrator  
RE: Performance Goals & Objectives  
September 20, 2019  
Page 2

- b) Conduct internal OSHA compliance review: Work with Human Resources to document and institute agency-wide policies and procedures specific to OSHA compliance to ensure that the Port meets all federal requirements.
- 4. Safety Rules and Regulations: Based on review of the Guam Administrative Rules and Regulations, the Port's safety rules and regulations were promulgated in 1987. Provide draft safety rules and regulations to amend those rules and regulations in the Guam Administrative Rules and Regulations to management and division heads for review. Work with the General Manager's office on the transparency process in accordance with the Administrative Adjudication Act.
- 5. Workers' Compensation Records: Work with Administrative Services Officer – General Administration Division, Systems Manager and Human Resources staff on the electronic records retention for the medical records of employees.
- 6. Standard Operating Procedures and Related Policies: Update standard operating procedures and policies for submittal to DGM,O&M for review

For the last 9 months, the accomplishments we achieved could not have been done without the cooperation of you and the management team. Although we were challenged with pressing issues that could have repercussion impact on the Port, the division heads worked collaboratively to provide solutions that are beneficial not only for the Port but the people of Guam as a whole. As we continue to journey on this road, we all know obstacles will be there—but as we chip away these obstacles the road will eventually be smooth.



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

September 20, 2019

**INTER-OFFICE MEMORANDUM**

TO: Acting Operations Manager

FROM: Rory J. Respicio, General Manager *Rory J. Respicio*

Subject: Performance Goals & Objectives

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*Hafa Adai!* On July 30, 2019, the Board of Directors had requested that performance goals and objectives be provided to division heads as part of this year's performance evaluation as the Port transitions into the new performance evaluation form.

The following areas of responsibilities, objectives and measures for the upcoming rating period is being provided:

1. Integration of Financial Management System and Terminal Operating Systems (TOS): Work with Consultants, Deputy General Managers, and Systems Manager in integrating the terminal operating system and financial management system so the Port would be able to truly see the actual expenditures against vessel or special operations and revenues received.
2. Gate Operating System: Work with Port Consultant and Systems Manager as to when the Port should implement the full scope of the gate operating system.
3. Vehicle Booking System (VBS): This system is a real-time appointment used by the trucking companies wishing to deliver or collect containers at a port. This system allows truckers to select a time for their visit, enabling the port to proactively manage the customer demand, providing a faster turnaround. This system also reduces wasted journey by the truckers and expense caused by incorrect information. Work with Systems Manager and Port Consultants to determine if the VBS is part of the TOS. If so, determine how this menu can be activated and if not, determine what are the processes that would need to be implemented to integrate such system with TOS.
4. Container Yard Operations: Review current container yard operations and provide recommendations on what mode of operations (top lifter versus RTG or both) should Port consider taking into consideration the increase of cargo that may occur during the peak of the military build-up. Identify other equipment port may want to acquire to efficiently transport cargo within the terminal facilities. Provide such recommendation to management for their review.

Inter-Office Memo – Acting Operations Manager  
RE: Performance Goals & Objectives  
September 20, 2019  
Page 2

5. Standard Operating Procedures and Related Policies: Update standard operating procedures and policies for submittal to DGM,O&M for review.

For the last 9 months, the accomplishments we achieved could not have been done without the cooperation of you and the management team. Although we were challenged with pressing issues that could have repercussion impact on the Port, the division heads worked collaboratively to provide solutions that are beneficial not only for the Port but the people of Guam as a whole. As we continue to journey on this road, we all know obstacles will be there—but as we chip away these obstacles the road will eventually be smooth.

**PORT AUTHORITY OF GUAM  
OVERTIME COMPARISON - ACTUAL VS BUDGET  
AS OF JANUARY 31, 2020**

Department	Business Unit	Monthly Comparison				YTD Comparison			
		Actual	Budget	\$ Variance	% Variance	YTD Actual	YTD Budget	\$ Variance	% Variance
Stevedoring	310-313								
	312	36,287	23,375	12,912	35.6%	168,806	93,500	75,306	80.5%
	313	654	1,063	-409	-62.5%	3,937	4,252	-315	-7.4%
Terminal	320	23,198	18,417	4,781	20.6%	104,715	73,668	31,047	42.1%
Transportation	330-333			0			0	0	
	330	9,531	7,438	2,093	22.0%	43,914	29,752	14,162	47.6%
	331	11,743	8,146	3,597	30.6%	45,301	32,584	12,717	39.0%
	332	30,748	24,792	5,956	19.4%	132,741	99,168	33,573	33.9%
	333	2,661	2,125	536	20.1%	11,740	8,500	3,240	38.1%
Maintenance	400-414,430			0			0	0	
	411	8,154	8,500	-346	-4.2%	34,195	34,000	195	0.6%
Facility Maintenance	420-423			0			0	0	
	423	7,287	6,375	912	12.5%	30,364	25,500	4,864	19.1%
Electrical/Refrigeration		<b>130,264</b>	<b>100,231</b>	<b>30,033</b>	<b>23.1%</b>	<b>575,713</b>	<b>400,924</b>	<b>174,789</b>	<b>43.6%</b>

**Notes:**

- \* Reason for increase in overtime is due to vessels are coming in late which results to our Operations employees working on Saturdays and Sundays.
- \* There are also shortages in manpower which results in longer working hours.



**Port Authority of Guam Gantry Cranes (#4, #5, and #6) Descriptions and Specifications**

STS Crane Identification	Gantry 4	Gantry 5	Gantry 6
Serial number	82NO385	82NO386	82NO388
Original Manufacturer	Hitachi		
Original Manufacturer date	1983	1983	1984
Modification/Relocation date	2009	2009	2009
Single pick spreader rated load	40 long tons at all locations of trolley travel		
Runway rail gauge	50'-0"		
Outreach (from WS rail)	120'-0"		
Backreach (from LS rail)	50'-0"		
Lift ht above WS runway rail	85'-0"	93'-0"	93'-0"
Lift ht below WS runway rail	42'-0"	42'-0"	42'-0"
Length along runway.	85'-0"		
Through leg width	55'-0"		
Portal clearance height	25'-0"		
No. of gantry travel trucks/corner	4, with 4 driven and 4 idler wheels		
Tower structure type	Box section H- frame		
Boom trolley girder type	Twin plate girder sections		
Trolley type	Rope towed, reeve through		
Operators cab location	On trolley		
Machinery location	In machine house on trolley girders		
Electrical controls location	In machine house (separate room with climate controls)		
Electrical panel arrangements	Steel panel enclosure with latching doors		
Trolley travel speed	500 fpm max rated load/no load		
Main hoist speed	190 fpm raise/261 fpm lower with max rated load, 457 fpm raise/416 fpm lower with empty spreader		
Gantry travel speed	150 fpm with max rated load		
Boom hoist time (raise or lower)	5 minutes down to fully raised position		
Gantry travel motors #4, #5 and #6	8 @ 20hp, continuous rated		
Trolley travel motors	1 @ 100hp, continuous rated		
Main hoist motors	2 @ 250hp, continuous rated		
Boom hoist motor	1 @ 75hp, continuous rated		
Trolley travel reeving	2 ropes x 1 part of 5/8" 6x36 EIPS, IWRC wire ropes		
Boom hoist reeving	2 ropes x 5 parts of 1" 6x36 EIPS, IWRC wire ropes		
Main hoist reeving	4 ropes x 2 parts of 1" 6x36 EIPS, IWRC wire ropes		
Power supply	On board diesel engines/AC generator set		
Diesel engine/AC generator type	Caterpillar C32, 1300 kVA prime rating		
Diesel genset location	House on right portal beam		
Control type/package	DC variable voltage, ABB DCS800 (includes AC800M PLC with crane management system and remote communication to stop via infrared link)		
Spreader	1 Brooma 20'/40'/45' single pick ASX7 spreader per crane, (1 Brooma 20'/40'/45' single pick ASX7 spreader, spare unit), with a total of 4 identical spreaders		
Headblock	Quickchange with twistlocks		

**Port Authority of Guam Gantry Cranes (#4, #5, and #6) Descriptions and Specifications**

Cargo hook	None
*** Please see continuation sheet ***	
Headblock attitude adjustment	Trim, list (screw actuator machinery at boom tip)
Personnel elevator	At LLS corner, 2 landings (sill beam level, machinery house level)
Other features	<ul style="list-style-type: none"> <li>• Ground control station for maintenance operation of spreader functions, trolley travel, main hoist and gantry level.</li> <li>• 2 each or 4 each tie down fixtures at each LS and WS crane tower leg (total 8 per crane #4 and #5 and 16 total for crane #6).</li> <li>• 2 each stow pin devices at center of each LS and WS sill beam (total 4 per crane).</li> <li>• 2 each caliper storm brake assemblies at each corner gantry travel wheel (total 8 per crane).</li> <li>• 5 each short ton capacity traveling bridge overhead service hoist in machinery house.</li> <li>• Trolley tow rope tensioner (hydraulic machinery on trolley girder)</li> <li>• Floodlights on trolley girder, boom and portal beams to support night operations.</li> </ul>



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

February 6, 2020

**MEMORANDUM**

TO: Vincent P. Arriola, Department of Public Works  
FROM: Rory J. Respicio, General Manager *Rory Respicio*  
SUBJECT: Proposed Projects to be Funded by the Federal Highway Administration (FHWA)

*Buenas!* Once again, we would like to thank you for the time and valuable assistance your agency has provided to the Port Authority of Guam ("Port") in identifying the current remaining FHWA funds available to the Port.

We would like to present the following projects for your agency's consideration:

1. Point of Access into the auto lot from the Public Cargo Terminal;
2. Shared entrance driveway for the Customs Inspection Facility and the Port Truckers Lot on Route 11
3. GOS Facility Enhancement

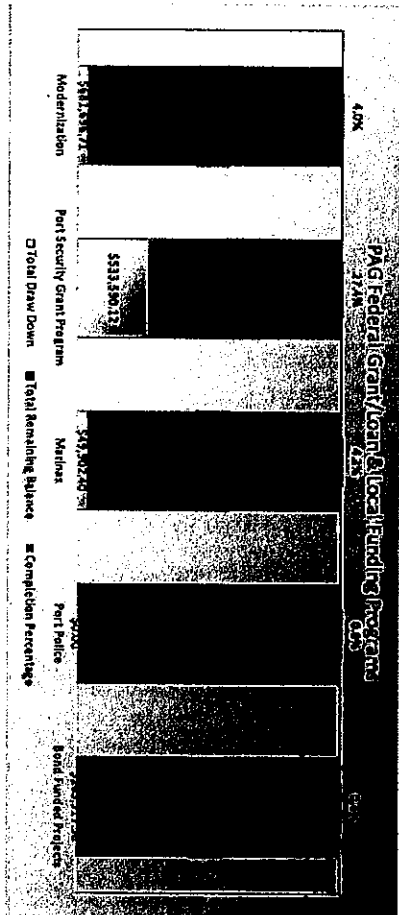
Should the projects identified here be acceptable, the Port will enter into a new agreement with the Department of Public Works ("DPW") that will supersede the current Memorandum of Understanding between the Port and DPW.

Should you need additional information you may contact this office at 477-5931 ext. 302.

**2018 Port Revenue Bonds Status Report**  
**As of February 25, 2020**

Bond Project	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT IFB/RFP/PO Number	Status
Rehabilitation of "H" Wharf (Port Share)	\$10,000,000.00 \$13,774,255.00	\$0.00 \$265,917.98	\$10,000,000.00 \$13,508,337.02		Total amount drawn down represents additional environmental work to include the Coral Relocation Project budget which was approved during the December 13, 2019 Board Meeting. On January 30, 2020, the PUC approved the Port's Petition for additional funding for its OAE Consultant WSP and additional funding for expanded environmental services.
Hotel Wharf CM Services	\$0.00	\$0.00	\$0.00		SOW completed and vetted by Procurement packet completed. Pending SAG review of Form 18.
Golf Pier Repairs and Improvements	\$2,000,000.00	\$0.00	\$2,000,000.00	RFP No. 2019-02: A&E Design for \$484,000.17 awarded to NC Macario	NC Macario has initiated its assessment towards developing the 35% submittal. As previously reported, the A&E Design is anticipated to take six (6) months to complete.
Waterline Replacement and Relocation and EQMR Building and Warehouse 1 Repairs and Upgrades	\$11,628,800.00	\$0.00	\$11,628,800.00	RFP No. 2019-03: A&E Design for \$1,406,427.48 awarded to NC Macario	NTP was issued to NC Macario. Assessment work ongoing.
Other Priority Projects	\$7,480,745.00	\$0.00	\$7,480,745.00		Status Quo - Per P.L. 35-44, re-programmed budget has been set aside for other priority projects: F1 and other wharf repairs, Financial Management Migration, and Terminal Operating System upgrades.
New Admin. Annex Building	\$10,445,000.00	\$0.00	\$10,445,000.00		Original amount of \$17,500,000 has been reduced as detailed in P.L. 35-44 signed into law October 16, 2019. Of the six (6) original bond-funded projects, this was deemed as the lowest priority.
<b>Grand Total</b>	<b>\$55,328,800.00</b>	<b>\$265,917.98</b>	<b>\$55,062,882.02</b>		

**FY 2020 Port Modernization Plan  
Grant/Bond Strategy - Monthly Update  
As of February 25, 2020**



Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT ICB/RFP/PO Number	Status
Modernization	\$16,900,023.00	\$681,696.71	\$16,218,326.29		
DTVA91G1600007 - Rehabilitation of "P" Wharf	\$10,000,000.00	\$0.00	\$10,000,000.00		PUC approval for Coral Relocation obtained on January 30, 2020. Task Order to be developed. Pending DOAg permit for coral relocation. 401 Water Quality Certification public comment period to end on March 3, 2020. AG Forms 12 and 14 for Construction Management Services sent to the AG's Office for approval. TO 7 work is ongoing. Grant period of performance extended to September 30, 2020. MOU signed on February 3, 2020. Currently pending DOA Establishment of Account.
GR882-19-01 - Owner's Agent Engineer Support Services	\$900,000.00	\$512,086.56	\$387,913.44		
GR882-19-04 - Owner's Agent Engineer Support Services	\$800,000.00	\$0.00	\$800,000.00		
Port Enterprise Fund - Port of Guam Construction Deficiencies and Equipment Purchases	\$2,844,530.00	\$169,610.15	\$2,674,919.85		
				Project 1 - IFB No. PAG-CIP-019-001 for \$139,449.00 awarded to American Builder LLC	
				Project 2 - IFB No. PAG-CIP-019-002 for \$82,940.00 awarded to Highway Safety Services LLC	
				Project 3 - PO No. 15A49-OF for \$10,311 awarded to AB Mer Construction	
				Project 4 - PO No. 15Z13-OS for \$1,639,976 awarded to Morrico Equipment LLC	
				Project 5 - Relocation of Utility Feeder Line from Pump House Building to Load Center 5 Secondary Feeder Line - Complete	
				Project 6 - Acquisition of Loaded Container Handling Equipment (Top Lifters) - Top Lifters accepted on January 24, 2020.	
				Project 7 - Repair Remaining CMU Wall (Extensor and Interior) approved on February 12, 2020.	
				Project 8 - Acquisition of Additional Digital Cameras approved on February 12, 2020.	
				Project 9 - Upgrade Port's KANTECH Access Control and Web-Ready Security Management System approved on February 12, 2020.	
EDA Disaster Supplemental Grant Program - Installation of Fuel Pipeline System for Ft. Rier and Golf Pier Connectivity	\$2,355,543.00	\$0.00	\$2,355,543.00		Grant application submitted to Grants.gov. Awaiting review by EDA.

Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT REF/RFI/PO Number	Status
<b>Machias</b>	<b>\$1,169,243.60</b>	<b>\$49,902.40</b>	<b>\$1,119,341.20</b>		
F14AP00191 - Harbor of Refuge Moorage Repairs - Phase 2	\$56,484.60	\$14,765.40	\$41,719.20		Grant Amount Adjusted to \$56,484.60 as indicated on MOU; Revised MOU was reviewed by PAG legal counsel, DOAG, PAG, and BSMR concurred with MOU. MOU is now subject to review and approval to form by the AG and the Governor.
F16AP00261 - Harbor of Refuge Moorage Repairs - Phase 3	\$200,000.00	\$11,895.00	\$188,105.00		Grant Amount Adjusted to \$188,105.00 as indicated on MOU; Revised MOU was reviewed by PAG legal counsel, DOAG, PAG, and BSMR concurred with MOU. MOU is now subject to review and approval to form by the AG and the Governor.
F17AP00486 - Harbor of Refuge Moorage Repairs - Phase 4	\$200,000.00	\$13,194.00	\$186,806.00		Grant Amount Adjusted to \$186,806.00 as indicated on MOU; Revised MOU was reviewed by PAG legal counsel, DOAG, PAG, and BSMR concurred with MOU. MOU is now subject to review and approval to form by the AG and the Governor.
F19AP00334 - Harbor of Refuge Moorage Repairs - Phase 5	\$200,000.00	\$10,048.00	\$189,952.00		Grant Amount adjusted to \$189,952.00 for salary, supplies, and indirect costs for Department of Agriculture, DOAG, PAG, and BSMR concurred with MOU. MOU is now subject to review and approval to form by the AG and the Governor.
F19AF01199 - Guam Fisheries Development: Construction of Agat Marina's Dock B	\$512,759.00	\$0.00	\$512,759.00		Pending DOAG internal review of Draft MOU.
<b>Port Security Grant Program</b>	<b>\$1,946,093.00</b>	<b>\$533,590.12</b>	<b>\$1,414,502.88</b>		
EMW-2016-PU-00523-S01 - Acquisition & Installation of Additional Cameras at Strategic Port Facilities	\$174,849.00	\$0.00	\$174,849.00		No cost extension approved to August 31, 2020. Project will be incorporated with FY 2018 P5GP IJ#2.
EMW-2016-PU-00523-S01 - Upgrade & Refurbishment of Existing Damaged Security Light Poles at Strategic Port Locations	\$475,011.00	\$388,288.06	\$86,722.94		Project completed.
EMW-2017-PU-00177-S01 - Maintenance and Sustainment Contract for Prime Power Generators	\$179,550.00	\$0.00	\$179,550.00	PO No. 16208-05 for \$79,207.00 Pacific Unlimited Inc. on December 17, 2019.	Contract signed and PO acknowledged by Pacific Unlimited Inc. on December 17, 2019.
EMW-2017-PU-00177-S01 - Refurbishment and Hardening of Load Center Buildings Housing Prime Power Generators	\$384,469.00	\$30,895.85	\$353,573.15	PO No. 16150-0F for \$314,450.00 to Murphy Enterprises Inc.	NTP issued on January 6, 2020.
EMW-2017-PU-00177-S01 - US Coast Guard Multi Agency National Association of State Boating Law Administrators (NASBLA) Training for Port Police	\$56,250.00	\$53,150.00	\$3,100.00		Project completed on August 2018.
EMW-2018-PU-00441-S01 - IDEN Technology Redundant Interoperable Communications System Monthly Service	\$94,944.00	\$37,374.84	\$57,569.16		Monthly service is being provided by local company Connect. Customs and Quarantine forwarded PO to vendor January 7, 2020.
EMW-2018-PU-00441-S01 - Maintenance and Sustainment Contract for FEMA-acquired AS&E ZBV Backscatter X-Ray Van	\$195,659.00	\$0.00	\$195,659.00	PO No. 16227-05	Pending development of procurement packet.
EMW-2018-PU-00441-S01 - Replacement CCTV System Existing Analog Cameras with Digital IP Cameras	\$160,987.00	\$23,881.37	\$136,985.63		EHP Review has been reviewed and approved by FEMA. Planning will work with Engineering on the development of the SOW.
EMW-2019-PU-00295-S01 - Acquisition & Installation of Prime Power Generator & Components for Load Center 3	\$226,484.00	\$0.00	\$226,484.00		
<b>Port Police</b>	<b>\$115,000.00</b>	<b>\$0.00</b>	<b>\$115,000.00</b>		
PT20-03-0384G - Operation A'dai He Hao (March Out)	\$15,000.00	\$0.00	\$15,000.00		ATP for Lifesavers Conference travel received February 14, 2020.
<b>Bond Funded Projects</b>	<b>\$45,328,800.00</b>	<b>\$265,317.98</b>	<b>\$45,062,882.02</b>		
New Administration Building	\$10,445,000.00	\$0.00	\$10,445,000.00		WSP to revisit in Master Plan Update. SOW to be updated for both the current Administration Building and the proposed Annex.
Waterline Replacement and Relocation and EQM/R Building and Warehouse 1 Repairs and Upgrades	\$11,628,800.00	\$0.00	\$11,628,800.00	RFP No. 2019-03 - A&E design for \$1,406,427.48 awarded to NC Macario	Contract signed and PO issued. NTP issued February 17, 2020.
Golf Pier Repairs and Improvements	\$2,000,000.00	\$0.00	\$2,000,000.00	RFP No. 2019-02 - A&E design for \$484,000 awarded to NC Macario	NTP issued to NC Macario on December 20, 2019 with a start date of January 6, 2020. Anticipated A&E Design to be completed in 6 months.

Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT #/F/R/FP/PO Number	Status
Rehabilitation of "H" Wharf (Port Share)	\$13,774,255.00	\$265,917.98	\$13,508,337.02		PUC approval for Corral Relocation obtained on January 30, 2020. Task Order to be developed. Pending DOAG permit for corral relocation. 401 Water Quality Certification public comment period to end on March 5, 2020. AG Forms 12 and 14 for Construction Management Services sent to the AG's Office for approval.
Other Priority Projects	\$7,480,745.00	\$0.00	\$7,480,745.00		Per P. L. 35-44, re-programmed budget has been set aside for other priority projects: F1 and other wharf repairs; Financial Management Migration, and Terminal Operating System upgrades.
<b>Grand Total</b>	<b>\$65,361,209.60</b>	<b>\$1,551,107.21</b>	<b>\$63,830,102.39</b>		



**PORT OF GUAM**  
*ATURIDAT I PUETTON GUAHAN*  
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Lourdes A. Leon Guerrero  
Governor of Guam  
Joshua F. Tenorio  
Lieutenant Governor

## **FINANCE-YTD – January 2020**

**Financial Highlights**

**Income Statement**

**Balance Sheet**

**OT Comparison – Budget vs. Actual**

**Accounts Receivable Aging Summary Report**

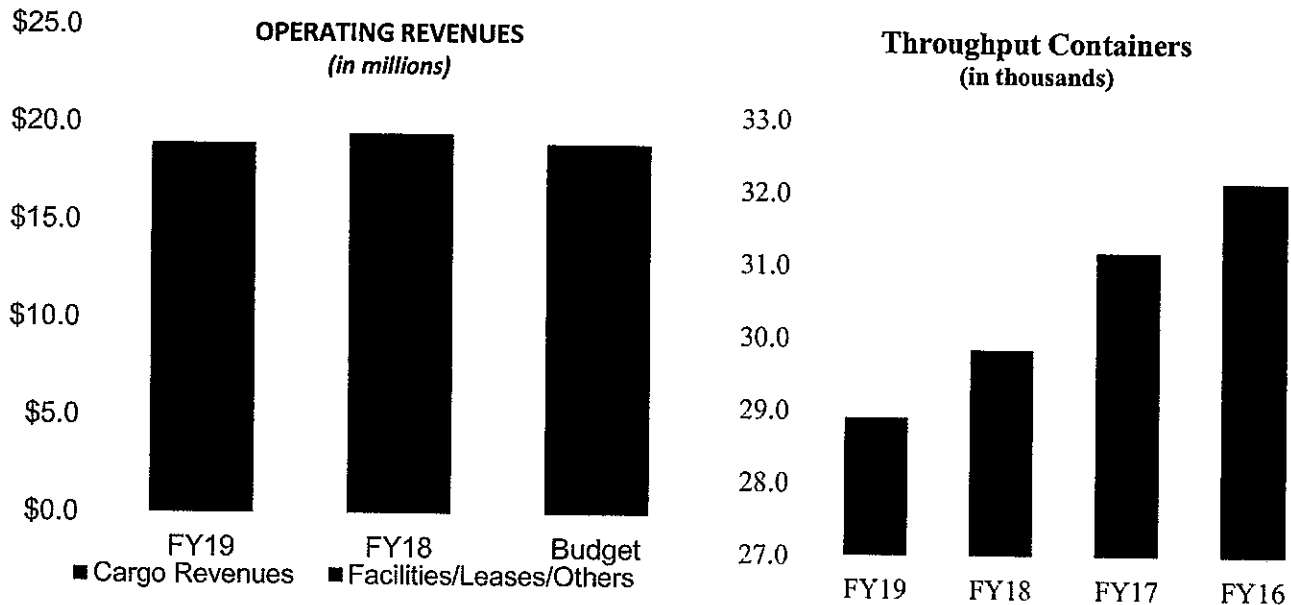
**Accounts Payable Summary**

**Budget lift/Transfer Monthly Activities**



**Financial Highlights – YTD January FY2020**

**Operating Performance:**



**REVENUES AND CARGO THROUGHPUT:**

Total Operating Revenues as of January 2020 was \$19.1 million (M), which consist of \$15.9M in cargo revenues and \$3.1M in Facilities, Leases, and Other Services.

FY19 YTD cargo revenues is 4.3% lower than last year's total (\$16.7M) and 1.7% higher than Budget (\$15.7M).

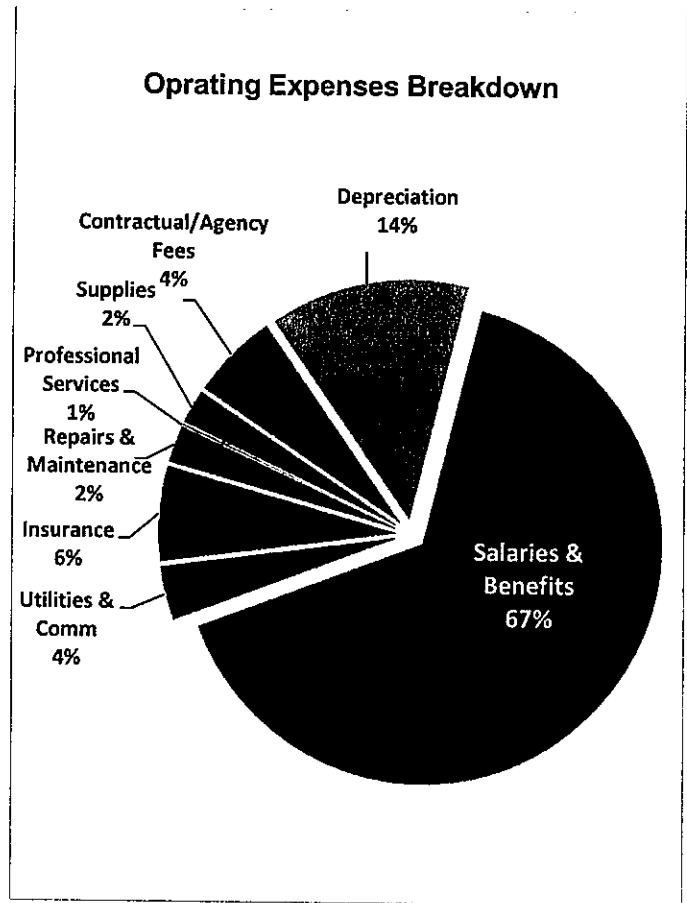
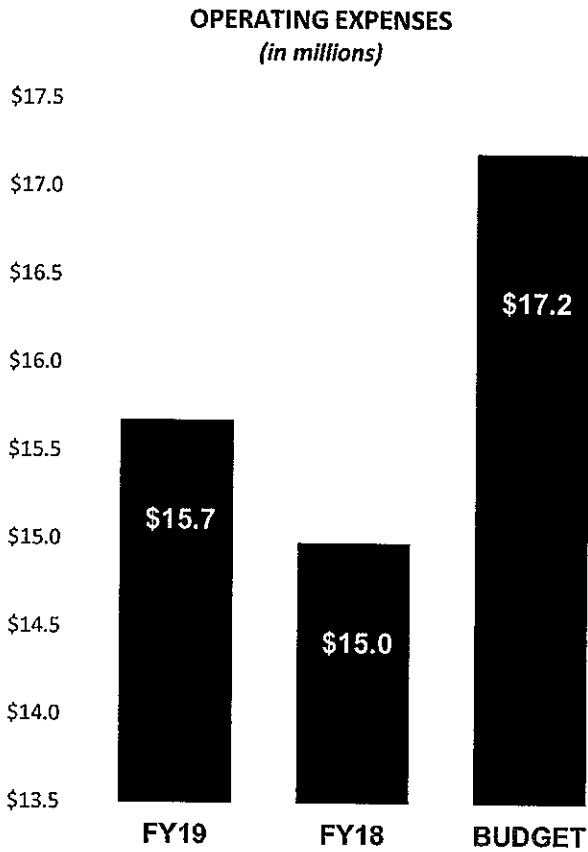
FY19 YTD Facilities, Leases, and Other Services is 12.3% higher than last year's total (\$2.8M) and 4.1% lower than budget (\$3.3M).

Overall Operating Revenues as of January is 0.7% higher than Budget (\$18.9M) and 1.9% lower than last year YTD January (\$19.5M).

Total number of containers handled as of January 2020 was 28,909 which is 3% lower compared to last year January 2019 total. **Compared to January of FY17 the number of containers handled decreased by 10.1%.**

**OPERATING EXPENSES:**

Total Operating Expenses as of January '20 was \$7.7M, which is 10% lower than Budget (\$8.6M) and 2% higher than last year's total operating expenses (\$7.6M). For the first 2 months of FY20, expenses over a million are: Salaries - \$3.5, Benefits & Other Personnel Costs - \$1.5 and Depreciation \$1.0 .



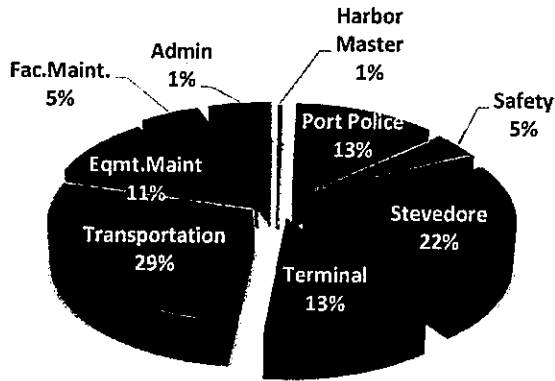
**OVERTIME EXPENSE AND DIRECT LABOR REVENUE:**

Total Overtime as of January was \$798K which is 8% higher than last year January (\$578K). Direct Labor Revenue as of January was \$1.2M, which is 5.2% lower than last year and 11% higher than budget. Direct Labor charges are for services performed by the Port outside of the cargo throughput charges, special services and Nighttime/ Overtime and Holiday differentials.

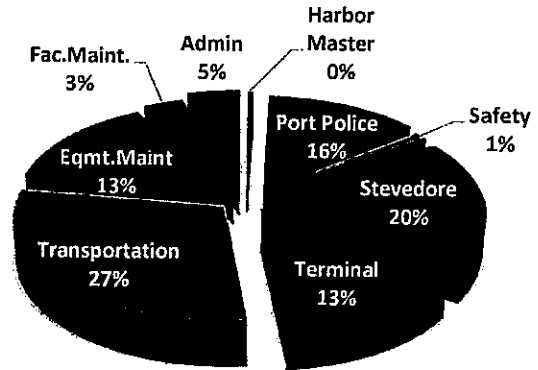
Below is the breakdown of overtime for each division/section for FY20 and FY19 as of January:

Section	FY19	FY18	Budget	DL Revenue
Harbor Master	5,299	3,349	1,984	99,552
Port Police	101,012	119,026	99,168	42,129
Safety	38,095	6,977	5,668	
Stevedore-Cargo Handling	168,814	139,670	93,500	297,694
-Rigger	3,937	4,351	4,252	444,232
Terminal	104,715	99,437	73,668	179,656
Transportation-Superintendent	43,914	31,908	29,752	
-Crane Operator	45,301	48,174	32,584	45,541
-Equipt Operator	132,741	108,891	99,168	212,352
-Dispatcher	11,740	9,311	8,500	0
Maint.-Crane Maint.	34,322	45,012	34,000	0
-Preventive Maint.	13,680	27,893	21,252	443
-Fleet Maint.	23,369	4,244	12,752	0
-Welders	16,255	18,926	14,168	0
Facility Maint.-Building	9,026	5,719	5,384	424
-Janitorial	2,206	3,102	1,700	
-Elect./Refr.	30,364	28,093	25,500	20,818
Administration	119	866	0	
Finance	3,670	1,551	2,836	1,130
Human Resources	4,347	1,757	992	0
Engineering	-1,665	19,610	5,668	0
Procurement	180	0	0	0
Information Technology	6,188	10,362	7,084	0
TOTAL	797,629	738,230	579,580	1,243,978

### FY20 OT



### FY19 OT



Year to date Operating Revenues minus the Year to date Operating Expenses resulted to an Operating Income of \$3.4M as of January 31, 2020.

Non-Operating Revenues and Expenses consist of the following: \$870K -Retirement contribution for COLA, Supplemental and Medical/Dental/Life Insurance expenses, \$471K - Interest Income, \$1.0M – Interest Expense, \$199K- Federal Reimbursements and \$117K-other expenses. The net total of non-operating expenses and revenues as of January is a negative \$1.3M.

The Total Net Income as of January is 2.1M .

**Accounts Receivable Trade (net)** as of January 31, 2020 was \$4.9M.

Aging Status is a follows: 89% - Current, 1% - over 30 days, .4% - over 60 days, .4% - over 90 days and 9% - over 120 days.

**Accounts Payable Trade** as of January 31. 2020 is \$2.2M which is 230% higher than last year's ending balance of \$651K.

Port Authority of Guam  
Income Statement  
With Budget Comparison (Unaudited)  
4 Month Ending 01/31/20

Current Month	Actual	%	Last Year	Actual	%	Budget	%	Chng		Year to Date	Actual	%	Last Year to Date						
													Actual	%	Chng	Budget	%		
<b>OPERATING REVENUES</b>																			
<b>CARGO THROUGHPUT REVENUES</b>																			
1,747,414		38.5%	1,862,796		37.7%	1,689,271		3%	CT-CHASSIS	6,928,782		36.3%	6,924,769		35.6%	0.1%	6,757,084		3%
213,629		4.7%	206,769		4.2%	202,567		5%	CT-GROUND	871,605		4.6%	840,112		4.3%	3.7%	810,268		8%
120,491		2.7%	157,798		3.2%	152,874		-21%	CT-BREAKBULK	447,978		2.3%	795,933		4.1%	-43.7%	611,496		-27%
383		0.0%	784		0.0%	1,527		-76%	CT-UNITIZED	11,346		0.1%	4,885		0.0%	132.3%	6,508		74%
									CT-TUNA										
24,391		0.5%	22,134		0.4%	48,323		-50%	CT-RO/RO	173,089		0.9%	198,543		1.0%	-12.8%	193,292		-10%
5,322		0.1%	12,013		0.2%	9,059		-41%	CT-STUFFING/DEVAN	30,015		0.2%	33,509		0.2%	-10.4%	36,236		-17%
3,821		0.1%	8,083		0.2%	7,636		-50%	CT-HEAVYLIFT	15,761		0.1%	40,566		0.2%	-61.1%	30,544		-48%
346		0.0%	750		0.0%	778		-65%	CT-LONGLENGTH	738		0.0%	5,353		0.0%	-86.2%	3,112		-76%
11,684		0.3%	15,033		0.3%	12,550		-7%	OUT-OF-GAUGE CARGO (OOG)	48,451		0.3%	53,268		0.3%	-9.0%	50,200		-3%
<b>CARGO THROUGHPUT REVENUES</b>																			
2,127,481		46.8%	2,286,160		46.2%	2,124,685		0%	OTHER CARGO RELATED REVENUES	8,527,766		44.7%	8,896,936		45.7%	-4.1%	8,498,740		0%
<b>OPERATING REVENUES</b>																			
									LIFT ON/LIFT OFF										
									PRESLUNG										
									EXPORT SCRAP CONTAINER										
									TRANSSHIP CONTAINERS	700,187		3.7%	765,044		3.9%	-8.5%	705,288		-1%
161,778		3.6%	204,813		4.1%	176,322		-8%	OVERSTOWED CONTAINERS	100,936		0.5%	159,961		0.8%	-36.9%	119,048		-15%
10,014		0.2%	33,692		0.7%	29,762		-3%	SHIFTED CONTAINERS	478		0.0%	1,677		0.0%	-71.5%	1,280		-63%
309		0.0%	1,174		0.0%	320		-10%	RIGGED CONTAINERS	14,156		0.1%	17,902		0.1%	-20.9%	16,380		-14%
3,676		0.2%	10,856		0.1%	4,095		1%	REEFER CNTR-PLUG/UNPLUG	48,452		0.3%	46,045		0.2%	5.2%	44,436		9%
11,263		0.1%	10,856		0.2%	11,109		1%	DIRECT LABOR BILLED	1,243,978		6.5%	1,311,947		6.7%	-5.2%	1,120,138		11%
331,909		7.3%	344,261		7.0%	280,034		19%	EQUIPMENT RENTAL	108,103		0.6%	115,305		0.6%	-6.2%	94,192		15%
32,268		0.7%	20,908		0.4%	23,548		37%	PORT FEES & DOCKAGE	182,310		1.0%	191,610		1.0%	-4.9%	184,948		-1%
39,044		0.9%	66,572		1.3%	46,237		-16%	WHARFAGE	2,046,300		10.7%	2,060,775		10.6%	-0.7%	1,977,360		3%
59,295		1.3%	65,572		1.3%	58,783		1%	FUEL SURCHARGE	78,394		0.4%	81,166		0.4%	-3.4%	74,644		5%
16,383		0.4%	22,310		0.5%	18,661		-12%	MARITIME SECURITY FEE	656,075		3.4%	688,922		3.4%	-1.9%	626,248		5%
152,997		3.4%	156,141		3.2%	156,562		-2%	FACILITY MAINTENANCE FEE	1,994,075		10.5%	2,089,382		10.7%	-4.6%	1,976,240		1%
452,974		10.0%	512,509		10.4%	494,060		-8%	CRANE SURCHARGE										
1,764,219		38.8%	1,938,210		39.2%	1,793,833		-2%	OTHER CARGO RELATED REVENUES	7,409,121		38.8%	7,756,329		39.9%	-4.5%	7,175,322		3%
3,891,700		85.7%	4,224,371		85.5%	3,918,518		-1%	OPERATING REVENUES	15,936,887		83.5%	16,653,265		85.6%	-4.3%	15,674,072		2%

**Port Authority of Guam  
Income Statement  
With Budget Comparison (Unaudited)  
4 Month Ending 01/31/20**

	Current Month		Last Year		Budget	% Chng	Year to Date	Last Year to Date					
	Actual	%	Actual	%				Actual	%	Chng	Budget	% Chng	
<b>NON OPERATING REVENUES</b>													
<b>FACILITIES</b>													
	87,366	1.9%	83,790	1.7%	104,715	-17%	419,592	2.2%	391,399	2.0%	7.2%	418,860	0%
FACILITIES USAGE MOBIL	132,405	2.9%	211,108	4.3%	213,615	-38%	896,201	4.7%	671,402	3.5%	33.3%	854,460	5%
FACILITIES USAGE TRISTAR	29,820	0.7%	9,683	0.0%	9,683	208%	59,640	0.3%	29,520	0.2%	0.0%	38,732	54%
FACILITIES USAGE CEMENT THRUPUT	104,843	2.3%	101,168	2.0%	104,949	0%	431,203	2.3%	405,777	2.1%	6.3%	419,796	3%
FACILITIES LEASE SPACE RENTAL	98,500	2.2%	87,938	1.8%	87,938	12%	399,848	2.1%	351,752	1.8%	13.7%	351,752	14%
FACILITIES COMMON AREA MAINTENANCE FEE	2,896	0.1%	3,610	0.1%	3,744	-23%	11,585	0.1%	15,451	0.1%	-25.0%	14,976	-23%
FACILITIES SECURITY SURCHARGE RENTAL	4,129	0.1%	3,722	0.1%	3,990	3%	16,367	0.1%	15,182	0.1%	7.8%	15,980	3%
WATER & LANDSLIDE ACTIVITIES	255	0.0%	385	0.0%	393	-35%	1,220	0.0%	1,180	0.0%	0.0%	1,572	-22%
MARINA REVENUES	21,387	0.5%	23,202	0.5%	23,278	-8%	96,241	0.5%	88,946	0.5%	8.2%	93,112	3%
HARBOR OF REFUGE	3,027	0.1%	4,332	0.1%	3,466	-13%	12,259	0.1%	15,462	0.1%	-20.7%	13,864	-12%
DEMURRAGE	153,038	3.4%	155,374	3.1%	202,611	-24%	702,504	3.7%	700,010	3.6%	0.4%	810,444	-13%
<b>OTHER FEES &amp; SERVICES</b>													
	637,666	14.0%	674,629	13.6%	758,382	-16%	3,045,659	16.0%	2,686,079	13.8%	13.4%	3,033,528	0%
<b>CLAIMS FEE</b>													
	0.0%	0.0%	0.0%	0.0%	0%	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>BULK SCRAP</b>													
	0.0%	0.0%	0.0%	0.0%	0%	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>MATERIAL USED</b>													
	0.0%	0.0%	0.0%	0.0%	0%	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>PASSENGER SERVICE</b>													
	468	0.0%	10,293	0.2%	4,263	0%	36,082	0.2%	29,043	0.1%	0.0%	17,052	112%
<b>BUNKER</b>													
	9,968	0.2%	2,110	0.0%	1,754	-100%	4,669	0.0%	7,982	0.0%	-42%	7,016	-33%
<b>SPECIAL SERVICES</b>													
	1,950	0.0%	2,502	0.1%	15,631	-100%	42,152	0.2%	63,233	0.3%	-33.3%	62,524	-33%
<b>ELECTRICAL POWER</b>													
	12,387	0.0%	44,399	0.9%	21,648	-91%	93,909	0.5%	111,100	0.6%	-15.5%	86,592	8%
<b>OTHER FEES &amp; SERVICES</b>													
	1,305	0.3%	55	0.0%	672	1743%	2,804	0.0%	450	0.0%	523.1%	2,688	4%
<b>ADMINISTRATIVE FEES &amp; SERVICES</b>													
<b>REIMBURSEMENTS</b>													
	-	0.0%	-	0.0%	38,167	0%	-	0.0%	-	0.0%	0.0%	152,668	-
<b>FEDERAL REIMBURSEMENT</b>													
	-	0.0%	-	0.0%	-	0%	-	0.0%	-	0.0%	0.0%	-	-
<b>EARTHQUAKE INSURANCE</b>													
	-	0.0%	-	0.0%	-	0%	-	0.0%	-	0.0%	0.0%	-	-
<b>TYPHOON INSURANCE</b>													
	-	0.0%	-	0.0%	-	0%	-	0.0%	-	0.0%	0.0%	-	-
<b>OTHER REIMBURSEMENT</b>													
	-	0.0%	-	0.0%	-	0%	-	0.0%	-	0.0%	0.0%	-	-
<b>REVENUE MINIMUM CHARGE</b>													
	-	0.0%	-	0.0%	-	0%	-	0.0%	-	0.0%	0.0%	-	-
<b>REIMBURSEMENTS</b>													
	651,368	14.3%	719,083	14.5%	818,869	-20%	3,142,373	16.5%	2,797,628	14.4%	12.3%	3,275,476	-4%
<b>NON OPERATING REVENUES</b>													
	4,543,058	100.0%	4,943,454	100.0%	4,737,387	-4%	19,079,280	100.0%	19,450,894	100.0%	-1.9%	18,949,548	1%
<b>TOTAL REVENUES</b>													

Port Authority of Guam  
Income Statement  
With Budget Comparison (Unaudited)  
4 Month Ending 01/31/20

Current Month	Last Year		Budget		Year to Date	Last Year to Date		Budget	Chng	% Chng	
	Actual	%	Actual	%		Actual	%				
1,924,466	42.4%	1,832,193	37.1%	2,126,151	7,473,459	39.2%	7,013,401	36.1%	6.6%	8,504,604	-12%
131,280	2.9%	131,258	2.7%	137,823	562,733	2.9%	506,792	2.6%	11.0%	551,292	-2%
466,918	10.3%	455,137	9.2%	524,613	1,891,985	9.9%	1,809,163	9.3%	4.6%	2,098,452	-10%
128,886	2.8%	124,675	2.5%	4,167	543,026	2.8%	539,259	2.8%	0.7%	16,668	3158%
56	0.0%	540	0.0%	6,667	411	0.0%	5,733	0.0%	-92.8%	26,668	-88%
7,372	0.2%	12,552	0.3%	26,550	40,126	0.2%	48,199	0.2%	-16.7%	106,200	-62%
-	0.0%	-	0.0%	-	-	0.0%	-	0.0%	-	-	-
99,530	2.2%	53,683	1.1%	142,167	486,456	2.5%	523,256	2.7%	-7.0%	588,668	-14%
247,504	5.4%	201,557	4.1%	261,500	990,015	5.2%	1,037,381	5.3%	-4.6%	1,046,000	-5%
-	0.0%	29,000	0.6%	-	-	0.0%	29,000	0.1%	-	-	-
23,151	0.5%	33,277	0.7%	59,175	162,874	0.9%	196,671	1.0%	-16.8%	236,700	#DIV/0!
-	0.0%	-	0.0%	-	-	0.0%	-	0.0%	0	-	-
8,786	0.2%	3,163	0.1%	32,221	50,698	0.3%	37,386	0.2%	35.6%	128,884	-61%
20,992	0.5%	21,602	0.4%	32,221	79,199	0.4%	75,825	0.4%	4.4%	128,884	-39%
7,070	0.2%	16,553	0.3%	32,221	62,659	0.3%	65,790	0.3%	-4.8%	128,884	-51%
553,724	12.2%	516,805	10.5%	484,167	2,125,472	11.1%	2,067,463	10.6%	2.8%	1,936,668	10%
-	0.0%	157	0.0%	3,083	78,608	0.4%	656	0.0%	11888.1%	12,332	537%
77,590	1.7%	63,266	1.3%	100,246	357,365	1.9%	272,967	1.4%	30.9%	400,984	-11%
9,333	0.2%	11,232	0.2%	19,543	29,027	0.2%	30,133	0.2%	-3.7%	78,172	-63%
-	0.0%	-	0.0%	-	-	0.0%	-	0.0%	-	-	-
40,224	0.9%	59,407	1.2%	61,154	282,155	1.5%	198,731	1.0%	42.0%	244,616	15%
90,280	2.0%	211,780	4.3%	170,378	207,927	1.1%	308,856	1.6%	-32.7%	681,512	-69%
-	0.0%	-	0.0%	4,605	-	0.0%	-	0.0%	-	18,420	-100%
25,532	0.6%	13,816	0.3%	54,131	61,437	0.3%	40,468	0.2%	51.8%	216,524	-72%
-	0.0%	-	0.0%	-	-	0.0%	-	0.0%	0	-	-
30,141	0.7%	16,817	0.3%	15,761	54,711	0.3%	46,040	0.2%	18.8%	63,044	-13%
-	0.0%	-	0.0%	-	-	0.0%	-	0.0%	-	-	-
100	0.0%	234	0.0%	-	136,629	0.7%	126,800	0.7%	-	-	-
-	0.0%	-	0.0%	-	-	0.0%	-	0.0%	-	-	0%
3,892,936	0.0%	3,808,702	77.0%	4,298,544	15,676,972	82.2%	14,978,970	77.0%	4.7%	17,194,176	-9%

(1)

INDIRECT COSTS  
General & Administrative Expenses

Salaries & Wages  
Insured Benefits  
Retirement Benefits  
Other Benefits  
Other Personnel Costs  
Communications  
Leases/Rentals  
Utilities  
General Insurance  
Repairs & Maintenance  
Repairs & Maintenance-Subic Cr  
Repairs & Maintenance-Pola 14  
Repairs & Maintenance-Pola 16  
Repairs & Maintenance-Pola 17  
Depreciation & Amortization  
Damage, Shortage, Writedown & Supplies  
Miscellaneous  
Advertising  
Agency & Management Fees  
Professional Services  
Contractual Services  
Other Contractual Services  
Overhead Allocation  
Other Expenses  
Earthquake Expense  
Typhoon Expense  
Earthquake Expense

General & Administrative Expenses

Port Authority of Guam  
Income Statement  
With Budget Comparison (Unaudited)  
4 Month Ending 01/31/20

Current Month	%	Last Year		Budget	%	Chng		Year to Date		Last Year to Date				
		Actual	%					Actual	%	Actual	%	Chng	Budget	%
650,122	85.7%	1,134,752	23.0%	438,843	787%		OPERATING INCOME (LOSS)	3,402,288	17.8%	4,471,924	23.0%	-23.9%	1,755,372	94%
							OTHER INCOME (EXPENSE)							
							Other Income & Expense							
	0.0%		0.0%		0%		Other Income		0.0%		0.0%	0.0%		-
	0.0%		0.0%		0%		Interest Income		0.0%		0.0%	0.0%		-
	0.0%		0.0%		0%		Interest Income		0.0%		0.0%	0.0%		-
103,228	2.3%	146,158	3.0%	162,503	-36%		Interest Income	471,142	2.5%	552,514	2.8%	-14.7%	650,012	-28%
(251,606)	-5.5%	84	0.0%	(281,032)	-10%		Interest Expense	(1,006,422)	-5.3%	(767,701)	-3.9%	31.1%	(1,124,128)	-10%
1,507	0.0%		0.0%	(1,917)	-179%		Other Expense	25,383	0.1%	(710)	0.0%	-3677.6%	(7,668)	-431%
	0.0%		0.0%		0%		Claims Settlement		0.0%		0.0%	0.0%		0%
(216,725)	-4.8%	(241,769)	-4.9%	(259,429)	-16%		Retirement Govt Contribution	(870,124)	-4.6%	(967,480)	-5.0%	-10.1%	(1,037,716)	-16%
9,109	0.2%	609,619	0.0%		0%		Federal Reimbursement	198,663	1.0%	2,472	0.0%	7938.9%	2,438,476	0%
(8,305)	-0.2%	(51,299)	-1.0%	(107,489)	-92%		Federal Expenses	(113,627)	-0.6%	(102,426)	-0.5%	10.9%	(429,956)	-7.4%
	0.0%	(3,971)	-0.1%	(4,167)	-100%		Gain <Loss> on Asset Disposals	(2,750)	0.0%	(38,185)	-0.2%	-92.8%	(16,668)	-8.4%
							Other Income & Expense							
(362,791)	-8.0%	(150,797)	-3.1%	118,088	-407%		OTHER INCOME (EXPENSE)	(1,297,716)	-6.8%	(1,321,516)	-6.8%	-1.8%	472,352	-375%
							NET INCOME (LOSS)	(1,297,716)	-6.8%	(1,321,516)	-6.8%	-1.8%	472,352	-375%
287,331	6.3%	983,954	19.9%	556,931	-48%			2,104,572	11.0%	3,150,408	16.2%	-33.2%	2,227,724	-6%



	Amount Current	Last Month End	Last Year End	Change This Month	Change This Year
<b>Total Assets</b>					
<b>Current Assets</b>					
Cash on Hand	3,000.00	2,000.00	2,000.00	1,000.00	1,000.00
Post Pay Cash Fund	100.00	100.00	100.00		
Cashier Change Fund					
Cash on Hand	3,100.00	2,100.00	2,100.00	1,000.00	1,000.00
Incentive Award Fund					
First Hawaiian Bank-Incentive					
Incentive Award Fund					
Cash in Bank					
First Hawaiian Bank	57,259,562.51	56,586,114.26	56,400,070.20	673,448.25	859,492.31
Bank of Guam	1,473,287.33	1,053,858.99	1,246,032.56	419,428.34	227,254.77
Bank of Hawaii					
Citizen Security Bank	58,732,849.84	57,639,973.25	57,646,102.76	1,092,876.59	1,086,747.08
Cash in Bank					
Cash in Bank-Trust	21,920,525.70	21,824,235.91	20,383,738.65	96,289.79	1,536,787.05
Trust-Current Unrestricted	2,857,114.34	2,592,910.11	3,481,522.54	264,204.23	624,408.20
BOG-Current Restricted	24,777,640.04	24,417,146.02	23,865,261.19	360,494.02	912,378.85
Cash in Bank-Trust					
Short Term Investments					
Bank of Guam	3,671,076.91	2,743,484.00	8,030,204.37	927,592.91	4,359,127.46
Citizen's Security Bank					
First Hawaiian Bank					
BankPacIFIC					
CitiBank					
Bank of Hawaii					
Oceanic Bank					
Gov Guam Employees Fed CU					
Short Term Investments					
Account Receivable-Trade (Net)	5,133,284.55	6,110,623.64	4,268,284.27	977,339.09	865,020.28
Accounts Receivable-Trade	249,427.33	249,427.33	249,427.33		
Allow for Uncollectible Acct.					
A/R-Clearing Account					
Account Receivable-Trade (Net)	4,883,857.22	5,861,196.31	4,018,836.94	977,339.09	865,020.28
Accounts Receivable-Other					
Accounts Receivable-DOA					
Accounts Receivable-Employee	215.83	215.83	215.83		
Accounts Receivable-EMPA/Reimb					
Accounts Receivable-EMPA/Reimb					
Accounts Receivable-Casam	651,597.88	655,202.43	743,944.14	6,395.45	82,346.26
Accounts Receivable-Casam					
Accounts Receivable-Ins Procee					

	Amount Current	Last Month End	Last Year End	Change This Month	Change This Year
Accounts Receivable-Other	661,813.71	655,418.26	744,159.97	6,395.45	82,346.26
Marina Receivables					
Accounts Receivable-Aggr Marina	7,990.12	13,901.12	14,197.62	5,911.00	6,207.50
Accounts Receivable-GDP Marina	1,295.60	1,805.54	1,630.82	509.94	305.00
Accounts Receivable-Harbor Of	900.00	900.00	1,305.06		405.00
Marina Receivables	10,185.72	16,606.66	17,133.44	6,420.94	6,947.72
Interest Receivables					
Bank Of Guam					
Bank Of Hawaii					
BankPacific					
CitiBank					
Citizens Security Bank					
First Hawaiian Bank					
GovGuam Bmp, Fed. Credit Union					
Oceanic Bank					
Other					
Interest Receivables			127,444.70		127,444.70
Prepaid Expenses					
Prepaid Exp.-Bond	6,750.00	7,875.00	11,250.00	1,125.00	4,500.00
Prepaid Insurance	1,980,028.96	2,227,532.59	26,883.87	247,503.63	1,980,028.96
Prepaid Expenses	828,779.87	931,521.88	26,883.87	102,742.01	801,828.00
Prepaid Expenses	2,815,558.83	3,166,929.47	38,133.87	351,370.64	2,777,424.96
Deferred Expenses					
Deferred Gen. Fund					
Deferred Gen. Fund-Addendum L/Lease					
Credit Note Reimbursement					
Deferred Expenses					
Current Assets	95,556,082.27	94,502,853.97	94,489,377.24	1,053,228.30	1,066,705.03
Non Current Assets					
Long Term Receivable	2,258,190.48	2,258,190.48	2,258,190.48		
Long Term Receivable-DOA	1,490,449.30	1,490,449.30	1,490,449.30		
Long Term Receivable-Geda	3,748,640.38	3,748,640.38	3,748,640.38		
Allow For Uncollectible Lr A/R					
Long Term Receivable					
Revenue Bond Reserves	4,491,118.66	4,431,892.26	4,248,821.67	59,226.40	242,296.99
Reserve w/Trustee-Unrestricted	15,890,711.67	15,890,711.67	15,890,711.67		
Revenue Bond Reserves	20,381,830.33	20,322,603.93	20,139,533.34	59,226.40	242,296.99
Cash Reserves	3,910,822.68	3,858,581.49	3,707,848.86	52,241.19	202,973.82
Grant Reserves w/Trustee-Unres.					
FMR w/Trustee-Unres.					

	Amount Current	Amount Last Month End	Amount Last Year End	Change This Month	Change This Year
Cash Reserves	3,910,822.68	3,858,581.49	3,707,848.86	52,241.19	202,973.82
Inventory-A/C	11,220.00	11,220.00	8,690.00		2,530.00
Inventory-Computer	59,251.64	59,251.64	59,251.64		
Gas Oil and Diesel Inventory	344.11	367.05	1,017.01	22.94-	344.10
Inventory-Part	99,952.66	99,952.66	99,952.66		
Supplies Inventory	489,298.02	489,618.34	488,017.01	320.32-	1,281.01
Colla-Asset Inventory Agt.	1,721.09-	1,721.09-	1,721.09-		
Allowance for Obsolescence	85,273.36-	85,273.36-	85,273.36-		
Inventory for Survey					
Inventory	573,071.98	573,415.24	568,916.87	343.26-	4,155.11
Work In Progress					
Const Work in Progr-Local	420,308.61	171,240.86	42,373.25	249,067.75	377,935.36
Const Work in Progr-Federal	3,703,075.47	3,673,672.05	3,473,829.13	29,403.42	229,246.34
Const Work in Progr-IMP					
Const Work in Progr-BOND					
Work In Progress	4,123,384.08	3,844,912.91	3,516,202.38	278,471.17	607,181.70
Non Current Assets	28,989,109.07	28,599,513.57	27,932,501.45	389,595.50	1,056,607.62
Property, Plant & Equipment					
Land	3,563,000.00	3,563,000.00	3,563,000.00		
Land-Cabaras					
Buildings	15,732,648.10	15,732,648.10	15,732,648.10		
Buildings-Original	129,427,625.87	129,427,625.87	129,416,110.97		11,514.90
Buildings-Substation Shelters					
Buildings-Wharf Improvements					
Canopy Structures					
Buildings	145,160,273.97	145,160,273.97	145,148,759.07		11,514.90
Accumulated Depreciation-Build	15,260,280.09-	15,258,295.24-	15,252,340.69-	1,984.85-	7,939.40-
Accdeprec-Buildings-Original	38,025,796.47-	37,721,943.87-	36,810,416.70-	303,852.60-	1,215,379.77-
Accdeprec-Buildings-Sub Shelter					
Accdeprec-Buildings-Wharf Impr					
Accdeprec-Canopy Structures					
Accumulated Depreciation-Build	53,286,076.56-	52,980,239.11-	52,062,757.39-	305,837.45-	1,223,319.17-
Furniture & Equipment					
Accumulated Depreciation-Build					
Accumulated Depreciation-Equip					
Computer Equip	532,830.08	532,830.08	532,830.08		
Crane Equip	6,148,684.34	6,148,684.34	6,148,684.34		
Furniture & Office Equip	17,035,864.19	17,035,864.19	15,926,684.91		1,109,179.28
Forklift Equip	1,201,622.91	1,201,622.91	1,260,355.91		1,260,355.91
Generator Relocation Cost	1,821,145.00	1,821,145.00	1,821,145.00		
Generator Sevs	1,229,056.25	1,229,056.25	1,229,056.25		
Hand Tools	14,832.85	14,832.85	14,832.85		

	Amount Current	Last Month End	Amount Last Year End	Change This Month	Change This Year
Load & Unload Equip	1,642,828.00	2,852,000.00	2,852,000.00	1,639,976.00	1,639,976.00
Mowing Equip	1,110,317.93	6,722,000.00	6,722,000.00	39,772.58	2,995.60
Other Equip	2,037,068.24	2,037,768.24	2,037,158.75	95,887.95	158,820.13
Power Tools	30,429.35	30,029.35	28,448.35	12,904.98	375,691.80
Safety Equip	328,451.80	327,427.82	327,427.82	1,029.98	51,615.92
Shop Equip	2,955,216.87	2,954,212.87	2,954,212.87	1,229.99	5,422.99
Tractors	1,143,658.69	1,143,658.69	2,122,242.69	24,760.17	989,544.00
Vehicles & Motor Equip	1,143,658.69	1,143,658.69	2,122,242.69	24,760.17	989,544.00
Furnishings & Equipment	36,210,725.53	34,569,519.54	34,401,015.07	1,641,205.99	1,809,710.46
Accumulated Depreciation-Furni	507,417.90	506,569.00	504,442.30	748.90	2,995.60
AccDeprec-Air Tools	2,110,317.93	2,070,545.35	1,951,971.80	39,772.58	158,820.13
AccDeprec-Communications Eqt.	8,437,657.19	8,341,769.24	8,060,955.39	95,887.95	375,691.80
AccDeprec-Computer Equip	822,239.01	809,334.03	770,619.09	12,904.98	51,615.92
AccDeprec-Crane Equip	1,016,295.06	1,007,183.78	979,849.94	9,111.28	36,445.12
AccDeprec-Furnishings & Office	399,304.94	392,476.86	371,992.62	6,828.08	27,312.32
AccDeprec-Generator Sets	12,093.61	12,002.98	11,791.09	90.63	362.52
AccDeprec-Hand & Unload Equip	28,450.11	6,892.42	1,032.41	27,356.69	27,428.00
AccDeprec-Load & Unload Equip	8,829,373.79	6,882,335.30	6,532,449.49	14,278.10	56,466.60
AccDeprec-Other Equip	1,288,323.00	1,274,124.50	1,231,240.43	308.10	1,222.40
AccDeprec-Power Equip	17,850.48	14,282.10	14,058.00	2,327.38	1,400.52
AccDeprec-Safety Equip	252,913.23	243,514.71	202,456.26	3,357.38	1,400.52
AccDeprec-Shop Equip	1,769,573.65	1,752,811.48	1,908,656.44	24,760.17	73,032.79
AccDeprec-Tractors	1,143,658.69	1,143,658.69	1,908,656.44	24,760.17	93,032.79
AccDeprec-Vehicles & Motor Equ	1,143,658.69	1,143,658.69	1,908,656.44	24,760.17	93,032.79
Accumulated Depreciation-Furni	17,399,470.68	17,151,584.07	17,512,061.37	247,886.61	112,590.69
Capital Leases					
Capital Leases					
Accumulated Amortization-Capit					
AccAmort-Capital Leases					
Accumulated Amortization-Capit					
Deferred Long Term Asset Cost					
Def. Cost-2018 Bond COI					
Deferred Long Term Asset Cost					
Pension-Deferred Outflows Res	5,089,779.00	5,089,779.00	5,089,779.00		
Pension-Deferred Outflows Res	8,188,307.00	8,188,307.00	8,188,307.00		
Pension-Deferred Outflow OPBB	14,278,086.00	14,278,086.00	14,278,086.00		
Pension-Deferred Outflows Res	128,526,538.26	127,439,056.33	127,816,041.38	1,087,481.93	710,496.88
Property, Plant & Equipment					

Total Assets 253,071,729.60

Total Liabilities & Capital 250,541,423.87

Current Liabilities 2,303,441.92

Accounts Payable 2,150,446.90

Accounts Payable - Custom 46,936.33

Accounts Payable - GSA 106,058.69

Accounts Payable - Others 614,163.67

Accounts Payable - Trade 61,769.01

Accounts Payable - Not Vouchered 661,099.99

Current Loan/Bond Payable 2,380,000.00

Current ANZ (USDA) Loan Payable 1,532,680.00

CU ANZ (USDA) 12M Loan Payable 326,060.00

CU BOG 10M SIF Loan Payable 421,260.00

CU BOG 2M USDA Direct Loan 421,260.00

CU Bond Payable 2,380,000.00

CU Bond Payable - Crane 2,380,000.00

CU Bond Payable - FMP 2,380,000.00

Due to Public Utilities 222,179.20

Due to GFA 44,139.63

Due to GTA 44,139.63

Due to GWA 44,139.63

Accrued Interest Payable 843,096.14

Accrued Bond Interest Payable 266,318.83

Accrued Interest Payable 266,318.83

Deferred Revenues 620,916.94

Deferred Revenues - DOD Moderniz 61,769.01

Deferred Revenues - GEDA 105,718.75

Deferred Revenues - Leases 61,769.01

Deferred Revenues - Marinas 240,749.26

Deferred Revenues 8,273.46

Deferred Revenues 201,152.80

Deferred Expenses 43,949.74

Accrued Payroll 857,520.42

Accrued Vacation Pay-Current 610,353.62

Accrued Vacation Pay 946,220.55

Accrued Earlyquake Cost 899,599.25

Accrued Toll/Supplemental 826,314.63

Accrued Typhoon Cost 247,166.80

Accrued Medicare Tax 42,391.23

Change This Month 2,530,305.73

Change This Year 2,833,809.53

	Amount Current	Last Month End	Last Year End	Change This Month	Change This Year
Accrued Federal Grant					
Employee Insurance Payables	20,462.99	20,462.99	20,297.66	59,107.02	165.33
Employee Deductions Payable	321,622.79	262,515.77	356,986.05		35,373.28
Withholding Tax Payable					
Credit Union					
Accrued Miscellaneous Deductio					
Accrued Death & Disability Ins					
Retirement Contributions					
Deferred Compensation Plan Pay					
Deferred Supplemental Plan					
Accrued Expenses	2,188,217.98	1,839,552.93	2,103,207.59	348,665.05	85,010.39
Security Deposits					
Security Deposits - Space Leas	85,419.60	85,419.60	85,931.20		411.60
Security Deposits - Marinas	34,225.32	35,862.82	33,327.82	362.50	897.50
Security Deposits	119,644.92	119,282.42	119,159.02	362.50	485.90
Capital Lease Obligations- Cur					
Capital Lease Obligations- Cur					
Other Current Liabilities					
Reserve Shortage/Property Dana					
Lease Payable - GEDA					
Other Current Liabilities	7,257,433.76	4,959,745.45	6,469,342.96	2,257,688.31	788,090.80
Non Current Liabilities					
Long Term Accrued Expenses					
Long Term Accrued Expenses	54,652,898.00	54,652,898.00	54,652,898.00		
Other Post Employment Benefit	84,786,958.39	84,786,958.39	84,786,958.39		
Accrued Vacation Pay - Long Term	1,018,710.14	1,018,710.14	1,018,710.14		
Accrued Sick Pay (PS) - Long Term	2,289,323.12	2,289,323.12	2,289,323.12		
Contingent Liability					
Long Term Accrued Expenses	143,834,249.67	143,834,249.67	143,834,249.67		
Pension-Deferred Inflow of Res					
Pension-Deferred Inflow of Res	2,787,692.00	2,787,692.00	2,787,692.00		
Pension-Deferred Inflow OPEB	7,265,551.18	7,265,551.18	7,265,551.18		
Pension-Deferred Inflow of Res	10,053,243.18	10,053,243.18	10,053,243.18		
Capital Lease Obligations					
Capital Lease Obligations					
Long Term Loan Payables					
LI-RANZ (USDA) Loan Payable 3.5					

	Amount Current	Amount Last Month End	Amount Last Year End	Change This Month	Change This Year
LT-ANZ (USDA) Loan Payable 12M					
LT-BOG SLE Loan Payable 10M					
LT-BOG \$2M USDA Direct Loan					
Long Term Loan Payables					
Long Term Bond Payables					
LT-2018 BOND Premium	9,281,065.00	9,281,065.00	9,281,065.00		
LT-2018 BOND Premium	11,990,865.00	11,990,865.00	11,990,865.00		
LT-2018 BOND Cost of Issuance	46,473,070.00	46,473,070.00	46,473,070.00		
LT-2018 BOND Premium	5,017,202.91	5,031,916.12	5,076,055.75	14,713.21	58,852.84
Long Term Bond Payables	72,762,202.91	72,776,916.12	72,821,055.75	14,713.21	58,852.84
Non Current Liabilities	226,649,695.76	226,664,408.97	226,708,548.60	14,713.21	58,852.84
Capital Contributions & Equity					
Contributions-Local Government	3,563,000.00	3,563,000.00	3,563,000.00		
Contributions-Property & Equip	483,688.19	483,688.19	483,688.19		
Contributions-General Fund	13,413,670.45	13,413,670.45	13,413,670.45		
Contributions-G.E.P.A.	100,000.00	100,000.00	100,000.00		
Contributions-PAG (Portion of	7,000.00	7,000.00	7,000.00		
Contributions-Local Government	17,567,358.64	17,567,358.64	17,567,358.64		
Contributions-Federal Government					
Contributions-Federal Government	10,321,126.26	10,321,126.26	10,321,126.26		
Contributions-U.S. Govt. Develop	1,492,676.57	1,492,676.57	1,492,676.57		
Contributions-U.S. Department	6,508,875.60	6,508,875.60	6,508,875.60		
Contributions-U.S. Govt-Fema	53,763.30	53,763.30	53,763.30		
Contributions-Federal Governme	18,376,441.73	18,376,441.73	18,376,441.73		
Accumulated Earnings					
Accumulated Earnings (Deficit)	112,787,921.51	112,787,921.51	112,787,921.51		
Accumulated Earnings	93,904,144.65	93,904,144.65	93,904,144.65		
Accumulated Earnings	18,883,776.86	18,883,776.86	18,883,776.86		
Net Earnings (Loss)	2,104,576.57	1,817,245.94	5.00	287,330.63	2,104,571.57
Capital Contributions & Equity	19,164,600.08	18,877,269.45	17,060,028.51	287,330.63	2,104,571.57
Total Liabilities & Capital	253,071,729.60	250,541,423.87	250,237,920.07	2,530,305.73	2,833,809.53

**PORT AUTHORITY OF GUAM  
OVERTIME COMPARISON - ACTUAL VS BUDGET  
AS OF JANUARY 31, 2020**

Department	Business Unit	Monthly Comparison					YTD Comparison			
		Actual	Budget	\$ Variance	% Variance	YTD Actual	YTD Budget	\$ Variance	% Variance	
Stevardoring	310-313									
Cargo Handling	312	36,287	23,375	12,912	35.6%	168,806	93,500	75,306	80.5%	
Rigging	313	654	1,063	-409	-62.5%	3,937	4,252	-315	-7.4%	
Terminal	320	23,198	18,417	4,781	20.6%	104,715	73,668	31,047	42.1%	
Transportation	330-333									
Superintendent	330	9,531	7,438	2,093	22.0%	43,914	29,752	14,162	47.6%	
Crane Operators	331	11,743	8,146	3,597	30.6%	45,301	32,584	12,717	39.0%	
Equipment Operators	332	30,748	24,792	5,956	19.4%	132,741	99,168	33,573	33.9%	
Dispatcher	333	2,661	2,125	536	20.1%	11,740	8,500	3,240	38.1%	
Maintenance	400-414,430									
Crane Maintenance	411	8,154	8,500	-346	-4.2%	34,195	34,000	195	0.6%	
Facility Maintenance	420-423									
Electrical/Refrigeration	423	7,287	6,375	912	12.5%	30,364	25,500	4,864	19.1%	
		130,264	100,231	30,033	23.1%	575,713	400,924	174,789	43.6%	



## PORT AUTHORITY OF GUAM

AGING AS OF 01/31/2020

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
15388	Guam Industrial Serv. Inc.	\$ 338,631.47	\$ 5,030.28	\$ 14,194.01	\$ 14,275.14	\$ 14,194.00	\$ 290,938.04	\$ 23,520.00	9/26/2018	Board Approved Management to move forward on MOU, pending AG review if MOU is within law. Recommend that the current dockage charges from now on be paid.
7376	Matson Navigation Inc.	\$ 2,301,585.06	\$ 2,222,202.35	\$ 7,767.70	\$ 298.10	\$ 218.20	\$ 71,098.71	\$ 31,031.38	2/18/2020	Final Notice was sent on 01/17/2020. Another Final was sent on 02/11/2020 to VP/ GM. Rolly requested for Invoices and Past Due Breakdown which was sent via email 02/18/2020.
7587	American President Lines,L	\$ 1,018,109.82	\$ 961,652.23	\$ 0.08			\$ 56,457.51	\$ 1,197.69	2/18/2020	\$56,457.51 are Interest Charges. As per letter from management dated 01/14/2020 stating invoices will be placed on abeyance for 6 months. Will be reviewed in July.
7384	Marianas Steamship Agency	\$ 373,650.28	\$ 335,321.20				\$ 38,329.08	\$ 172,722.35	2/4/2020	Invoice #78364 remains in dispute with Guam Industrial/ Guam Shipyard.
11776	Customs and Quarantine Age	\$ 5,519.36		\$ 481.28	\$ 481.28	\$ 481.28	\$ 4,075.52	\$ 4,492.80	2/3/2020	All Invoices over 120 days past due have been paid.
11794	Guam Shipyard	\$ 3,026.30	\$ (502.20)		\$ 24.78		\$ 3,503.72	\$ 34.32	2/19/2020	Board Approved Management to move forward on MOU, pending AG review if MOU is within law.
14482	Quinata, John M.	\$ 4,215.00	\$ 260.00		\$ 260.00	\$ 260.00	\$ 3,435.00	\$ 260.00	9/6/2019	A court hearing was set for 12/13/2019. Rita, Joann & I attended. However, case was sent to Northern court. Awaiting court date. 2/11 Tenant no show to hearing. 3/4 Court hearing for order to show cause.
7106	Shell Guam, Inc.	\$ 7,800.00		\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	11/4/2011	
15708	HMR Guam Inc.	\$ 1,227.24					\$ 1,227.24			A court hearing was set for 12/13/2019. Rita, Joann & I attended. However, case was sent to another Judge. Awaiting court date. 02/11/2020 hearing. Judge set hearing to listen to defendant on 3/18.
15955	Cordero, Jesse	\$ 750.00					\$ 750.00			Final Notice Small Claims
10778	Real World Diving	\$ 1,277.23	\$ 115.00		\$ 189.56	\$ 302.57	\$ 670.10	\$ 1,487.00	2/14/2020	Customer made payment towards account. Account is up to date
9814	Fentress, Michael D.	\$ 875.00		\$ 375.00			\$ 500.00	\$ 825.00	2/14/2020	Ms. Fentress made a payment of \$825.00 and has a balance of \$50.00 which is an Interest Invoice. She will be in to clear account

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
15956	Baker, Timothy	\$ 950.00	\$ 350.00			\$ 150.00	\$ 450.00	\$ 150.00	1/17/2020	Final Notice Small Claims
15774	Quinana, Jose M.	\$ 450.00			\$ 237.50	\$ 137.50	\$ 75.00	\$ 500.00	11/22/2019	Final Notice
15549	Regis, John F.	\$ 775.00	\$ 350.00	\$ 75.00	\$ 300.00		\$ 50.00	\$ 425.00	2/7/2020	All Invoices over 120 days past due have been paid.
15906	Cura, Arlene R.	\$ 50.00					\$ 50.00	\$ 50.00	2/3/2020	All Invoices over 120 days past due have been paid.
14963	Castro, Jesse AR	\$ 2,076.85	\$ 632.05	\$ 125.00	\$ 805.25	\$ 489.55	\$ 25.00	\$ 400.00	2/14/2020	Mr. Castro makes a payment of \$300.00-\$400.00 every two weeks to try and clear past due balance. He signs a promissory note every time he comes in. Has not missed a payment. Over 120 cleared.
15651	Barcenilla, Roland/Gerylin	\$ 467.50		\$ 75.00	\$ 137.50	\$ 230.00	\$ 25.00	\$ 130.00	2/19/2020	Mr. Barcenilla no longer utilizing slip. Requested for Factsheet (Inactive) to apply Security Deposit to past due Invoices. Mr. Barcenilla informed John LG he would make a payment of \$130.00 02/19/2020 which he did
14061	AR Sunrises Canteen/Cateri	\$ 1,649.42	\$ 35.45	\$ 696.19	\$ 716.79	\$ 200.99		\$ 1,200.00	2/14/2020	Final Notice will be sent out
15976	Lujan, Gerard A.	\$ 300.00		\$ 25.00	\$ 137.50	\$ 137.50		\$ 137.50	12/16/2019	Customer claims he was not utilizing slip since October, spoke with Ms Rita, Factsheet will be routed and can be applied to balance
13844	Hagen, William	\$ 320.00	\$ 220.00			\$ 100.00		\$ 220.00	12/10/2019	Customer is disputing Interest Invoices, currently under review
15709	Sam, Gerald L.	\$ 535.00	\$ 245.00		\$ 220.00	\$ 70.00		\$ 535.00	2/6/2020	Customer made payment towards account. Account is up to date
15857	Suh, Jimmy P.	\$ 535.35		\$ 125.00	\$ 385.35	\$ 25.00		\$ 1,000.00	12/10/2019	Final Notice will be sent out
13653	Yu, Niko K.	\$ 57.00		\$ 8.00	\$ 48.00	\$ 1.00		\$ 27.51	8/14/2019	Final Notice will be sent out
13604	Lewis, Erik C.	\$ 500.00	\$ 150.00	\$ 100.00	\$ 250.00			\$ 500.00	12/19/2019	2nd Notice will be sent out
15941	FINN, PATRICK HERBERT	\$ (630.00)	\$ (850.00)		\$ 220.00			\$ 850.00	1/14/2020	2nd Notice will be sent out
15699	Shut Up and Fish Guam	\$ 550.40	\$ 189.63	\$ 141.12	\$ 219.65			\$ 450.00	2/14/2020	Customer cleared all Invoices past due over 60 days. 2nd Notice will be sent out
14534	Martin, Dwight	\$ 400.00	\$ 250.00		\$ 150.00			\$ 875.00	10/4/2019	2nd Notice will be sent out
15040	Tyquengco, Joseph T.	\$ 237.50	\$ 50.00	\$ 50.00	\$ 137.50			\$ 137.50	1/31/2020	Customer cleared all Invoices past due over 60 days. 2nd Notice will be sent
9831	Fish Hook Inc.	\$ 525.00	\$ 360.00	\$ 140.00	\$ 25.00			\$ 360.00	2/19/2020	2nd Notice will be sent out (\$25.00 Interest Charges)
14145	Nadler, Landon	\$ 25.00			\$ 25.00			\$ 40.00	1/13/2020	2nd Notice will be sent out (\$25.00 Interest Charges)
13044	Smithbridge Guam, Inc.	\$ 7,614.32	\$ 3,198.63	\$ 4,415.69				\$ 17,890.24	1/23/2020	Clarissa from AP says check of past due Invoices totaling 15k is awaiting signature and will be submitted no later than 02/20/2020

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
8483	Scuba Company	\$ 2,454.70	\$ (1,073.30)	\$ 3,528.00				\$ 4,391.58	1/29/2020	Tina from AP, payment will be made on 02/25/2020 to clear all past due
14368	Subcom, LLC	\$ (11,992.39)	\$ (13,357.46)	\$ 1,365.07				\$ 1,866.53	2/5/2020	Remaining past due over 31 days is \$31.46
14283	Brand, Inc.	\$ 1,146.62	\$ 15.89	\$ 1,130.73				\$ 1,130.73	2/11/2020	Late Notice will be sent out
14364	P.S.V. Corp./Joo, Gi Bum	\$ 1,440.11	\$ 369.95	\$ 1,070.16				\$ 4,806.66	1/23/2020	Late Notice will be sent out
15968	Link-Belt Cranes	\$ 736.92		\$ 736.92				\$ 942.74	10/3/2019	Late Notice will be sent out
14161	Isla Trucking	\$ 588.00		\$ 588.00				\$ 588.00	2/18/2020	Late Notice will be sent out
12126	Guam Waterworks Authority	\$ 394.24		\$ 394.24				\$ 595.66	11/13/2019	Late Notice will be sent out
7350	Consolidated Transportatio	\$ 888,353.36	\$ 888,174.50	\$ 178.86				\$ 225,983.82	2/14/2020	Working with Annie on applying all overpayments to past due invoices
7341	Ambyth Shipping & Trading	\$ 579,007.54	\$ 578,915.72	\$ 91.82				\$ 29.81	2/18/2020	\$91.82 is Interest Charges, partial will be recommended for Credit due to the date it was delivered and customer paid within grace period
15958	Asada, Hiroyuki	\$ 50.00		\$ 50.00				\$ 2,640.00	12/5/2019	Late Notice will be sent out (\$50.00 Interest Charges)
13190	GENTLY BLUE DIVING SHOP	\$ 0.84		\$ 0.84				\$ 103.51	3/11/2019	Late Notice will be sent out (\$0.84 Interest Charges)
14642	Tristar Terminals Guam, In	\$ 205,829.84	\$ 205,829.84					\$ 124,495.94	2/4/2020	Late Notice will be sent out
10225	Mobil Oil Guam, Inc.	\$ 74,922.37	\$ 74,922.37					\$ 74,922.37	2/14/2020	Late Notice will be sent out
14444	Office of the Governor of	\$ 43,798.23	\$ 43,798.23					\$ 56,292.17	12/19/2019	
14776	MAAAD	\$ 33,765.55	\$ 33,765.55					\$ 163,284.00	1/23/2020	
14171	Norton Lilly International	\$ 23,281.36	\$ 23,281.36					\$ 396.71	2/19/2020	
13696	Lotus Pacifica Trading, In	\$ 7,697.99	\$ 7,697.99					\$ 8,790.17	2/5/2020	
14610	U.S. Department of Homeland	\$ 4,554.64	\$ 4,554.64					\$ 1,201.20	2/11/2020	
7368	Cabras Marine Corp	\$ 1,424.82	\$ 1,424.82					\$ 1,520.00	2/11/2020	
15095	Chen, Steven	\$ 760.00	\$ 760.00					\$ 99.90	1/2/2020	
14431	Quinata, Carlos DBA:Herita	\$ 534.86	\$ 534.86					\$ 461.75	1/16/2020	
9478	Triple B Forwarders	\$ 470.68	\$ 470.68					\$ 1,874.53	2/5/2020	
7763	Guam Dolphin's Marine Spor	\$ 396.48	\$ 396.48					\$ 2,851.42	1/24/2020	
15475	Tropical Island Marine Spo	\$ 376.14	\$ 376.14					\$ 320.00	2/4/2020	
14537	Fredrick, Bruce & Dianne	\$ 300.00	\$ 300.00					\$ 287.51	12/30/2019	
9620	Alupang Beach Club	\$ 287.51	\$ 287.51					\$ 5,430.22	2/7/2020	
13121	Tidewater Distributors Inc	\$ 255.40	\$ 255.40					\$ 150.00	12/6/2019	
15325	Kobayashi, Ronald	\$ 250.00	\$ 250.00					\$ 245.00	2/5/2020	
15892	Weisse, Russell	\$ 245.00	\$ 245.00					\$ 1,791.22	2/5/2020	
14381	Apra Dive & Marine Sports,	\$ 223.02	\$ 223.02					\$ 425.00	2/14/2020	
14820	Underwater World	\$ 212.50	\$ 212.50					\$ 2,071.00	2/19/2020	
14126	Margarita Charters	\$ 185.50	\$ 185.50							

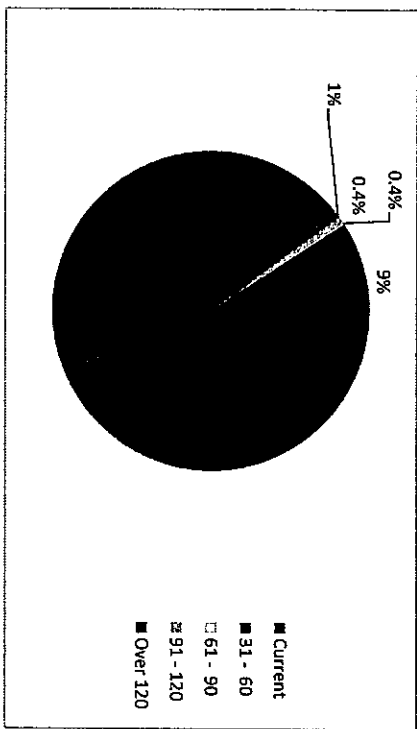
Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
15360	Telequam Holdings, LLC DBA	\$ 166.14	\$ 166.14					\$ 166.14	2/17/2020	
14791	Fong, Francis L	\$ 158.29	\$ 158.29					\$ 726.31	1/30/2020	
15718	Iarsen, Helge	\$ 150.00	\$ 150.00					\$ 315.33	2/11/2020	
16009	Kok, Ong Leng	\$ 150.00	\$ 150.00					\$ 250.00	12/30/2019	
15901	AMERICAN BUILDERS, LLC	\$ 148.68	\$ 148.68							
12513	Berkemeyer, Thomas R.	\$ 137.50	\$ 137.50					\$ 137.50	2/11/2020	
15908	Skvaril, Kody	\$ 137.50	\$ 137.50					\$ 275.00	2/19/2020	
15548	Makanja Fishing Charters	\$ 112.50	\$ 112.50					\$ 225.00	2/19/2020	
14443	Moritz, Lance	\$ 100.00	\$ 100.00					\$ 300.00	12/16/2019	
14535	Young, Dione & Jerry	\$ 100.00	\$ 100.00					\$ 150.00	1/30/2020	
15088	Shida, Paul H.	\$ 95.00	\$ 95.00					\$ 190.00	12/5/2019	
12184	Pacific Welding Services	\$ 68.64	\$ 68.64					\$ 27.46	12/23/2015	
9742	Duenas, Christopher M.	\$ 50.00	\$ 50.00					\$ 150.00	2/4/2020	
12373	Belghley, Jim/Mark Baldyga	\$ 50.00	\$ 50.00					\$ 50.00	2/5/2020	
14436	John C. Agnon/Myung J. Par	\$ 50.00	\$ 50.00					\$ 375.00	7/8/2019	
14968	Nguyen, Hoa Van	\$ 50.00	\$ 50.00					\$ 235.00	9/26/2019	
13476	Isla Maritime Agency	\$ 37.93	\$ 37.93					\$ 1,863.17	1/10/2020	
10735	Plummer, Peter J.	\$ 25.00	\$ 25.00					\$ 87.50	1/29/2020	
13527	Hart, John R.	\$ 25.00	\$ 25.00					\$ 220.00	1/21/2020	
14447	Flores, Paul A.	\$ 25.00	\$ 25.00					\$ 87.50	1/27/2020	
14453	Paradis, Guy R.	\$ 25.00	\$ 25.00					\$ 220.00	1/27/2020	
15290	Murrell, Robert Dan	\$ 25.00	\$ 25.00					\$ 600.00	2/14/2020	
15727	Cosas Di Famiglia Holdings	\$ 25.00	\$ 25.00					\$ 510.00	1/31/2020	
15900	Schembart, Paul	\$ 25.00	\$ 25.00					\$ 137.50	1/31/2020	
14141	Core Tech International	\$ 15.55	\$ 15.55					\$ 178.86	2/3/2020	
13405	Jae Hoon Corp.	\$ (0.01)	\$ (0.01)					\$ 29.82	1/24/2020	
16015	Dinette, Kenneth James	\$ (0.01)	\$ (0.01)					\$ 791.10	1/7/2020	
15811	Ride the Ducks, LLC	\$ (0.02)	\$ (0.02)					\$ 1,265.38	2/4/2020	
12754	Pacific Guam	\$ (0.07)	\$ (0.07)					\$ 655.89	1/23/2020	
10524	Orcutt, Kenneth D.	\$ (0.50)	\$ (0.50)					\$ 137.50	2/7/2020	
14485	Rains, Julian T.	\$ (0.50)	\$ (0.50)					\$ 137.50	1/29/2020	
12522	Dickerson & Quinn, Ltd	\$ (0.68)	\$ (0.68)					\$ 596.20	1/29/2020	
15925	BLCS Equipment	\$ (2.00)	\$ (2.00)					\$ 238.08	7/25/2019	
14658	Phillip, Vincer	\$ (2.50)	\$ (2.50)					\$ 137.50	1/30/2020	
15798	Edson, Roger	\$ (2.78)	\$ (2.78)					\$ 42.34	7/31/2019	
11814	J.L. Baker & Sons/COS/LA G	\$ (5.00)	\$ (5.00)					\$ 588.00	2/7/2020	

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
16026	Parangusam, Raj Kumar	\$ (5.67)	\$ (5.67)					\$ 622.08	1/17/2020	
15894	Island Beverage Distributo	\$ (7.50)	\$ (7.50)					\$ 268.29	1/7/2020	
15835	Woessner, Maxwell	\$ (10.00)	\$ (10.00)					\$ 10.00	1/10/2020	
15836	Marsh, Matthew Louis	\$ (10.00)	\$ (10.00)					\$ 10.00	1/10/2020	
16005	Hill, Brandon P.	\$ (10.00)	\$ (10.00)					\$ 10.00	12/27/2019	
15698	Poseidon's Maidens Charter	\$ (18.02)	\$ (18.02)					\$ 212.50	2/11/2020	
11762	Aqua World, Inc.	\$ (29.28)	\$ (29.28)					\$ 2,700.00	2/7/2020	
15676	Join Corporation	\$ (29.81)	\$ (29.81)					\$ 59.62	10/9/2019	
13202	Department of Administrati	\$ (30.00)	\$ (30.00)					\$ 3,607.58	10/30/2019	
15998	Volstead, Theresa M.	\$ (30.00)	\$ (30.00)					\$ 30.00	12/3/2019	
15099	Williams, Michael E.	\$ (30.24)	\$ (30.24)					\$ 63.00	11/25/2019	
12397	Cruz, John R.	\$ (40.00)	\$ (40.00)					\$ 160.00	8/29/2017	
14387	Guam Sungwoo Ferry Corp.	\$ (40.20)	\$ (40.20)					\$ 0.20	1/27/2020	
15503	Y&Y LLC DBA: Sunny Divers	\$ (45.00)	\$ (45.00)					\$ 120.00	1/28/2020	
15467	Baird, Austin & Belinda	\$ (46.61)	\$ (46.61)					\$ 213.39	2/11/2020	
1300	SANTOS, RAYMOND B.	\$ (50.00)	\$ (50.00)							
1741	TORRES, SYLVESTRE S.	\$ (50.00)	\$ (50.00)					\$ 50.00	5/9/2019	
1749	CARBULLIDO, RITA B.	\$ (50.00)	\$ (50.00)					\$ 30.00	9/1/2017	
1790	LEON GUERRERO, JOHN L.	\$ (50.00)	\$ (50.00)					\$ 50.00	8/14/2019	
2031	QUINATA, CARL I.	\$ (50.00)	\$ (50.00)					\$ 50.00	7/2/2019	
12370	Malakooti, Kevin	\$ (50.00)	\$ (50.00)					\$ 50.00	1/31/2020	
15400	Mendiola, Zachary	\$ (50.00)	\$ (50.00)					\$ 50.00	12/17/2018	
15403	Carbullido, Aurora F.	\$ (50.00)	\$ (50.00)					\$ 50.00	4/29/2019	
15416	Eustaquio, Randy J	\$ (50.00)	\$ (50.00)					\$ 50.00	6/24/2019	
15456	Keith, Kenneth	\$ (50.00)	\$ (50.00)					\$ 50.00	6/14/2019	
15488	Love, Rick	\$ (50.00)	\$ (50.00)					\$ 50.00	5/30/2019	
15527	Waltsh, Joshua	\$ (50.00)	\$ (50.00)					\$ 50.00	12/28/2018	
15597	Gorman, John T.	\$ (50.00)	\$ (50.00)					\$ 50.00	6/13/2017	
15674	Ching, Donald	\$ (50.00)	\$ (50.00)							
15677	Reinhardt, Kyle Christophe	\$ (50.00)	\$ (50.00)					\$ 15.00	2/20/2018	
15682	Marges, Lilying D. T.	\$ (50.00)	\$ (50.00)					\$ 50.00	3/26/2018	
15694	Hocgg, Gerry J.	\$ (50.00)	\$ (50.00)							
15713	SCHERER, ROBERT L	\$ (50.00)	\$ (50.00)					\$ 50.00	3/16/2018	
15726	Garrido, Keoni L.	\$ (50.00)	\$ (50.00)					\$ 50.00	4/20/2018	
15758	Dunn, Timothy J.	\$ (50.00)	\$ (50.00)					\$ 50.00	6/19/2018	
15776	Ayuyu, Roman Jr.	\$ (50.00)	\$ (50.00)					\$ 50.00	12/5/2019	

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
15792	Denton, Walter	\$ (50.00)	\$ (50.00)					\$ 50.00	8/31/2018	
15880	Casli, Christopher	\$ (50.00)	\$ (50.00)					\$ 50.00	4/22/2019	
15902	Berringer, Meliza R.	\$ (50.00)	\$ (50.00)					\$ 50.00	6/10/2019	
15911	Duenas, Myrna	\$ (50.00)	\$ (50.00)					\$ 50.00	6/27/2019	
16027	Paulino, Jason J.P.	\$ (50.00)	\$ (50.00)					\$ 50.00	1/21/2020	
16029	Santos, Justin Kris D.	\$ (50.00)	\$ (50.00)					\$ 50.00	1/28/2020	
12509	Hanley, Timothy F.	\$ (52.50)	\$ (52.50)					\$ 52.50	2/10/2020	
15377	Dewan World Wide Inc.	\$ (63.29)	\$ (63.29)					\$ 17,737.62	1/31/2020	
15235	Oil Spill Response Operati	\$ (67.96)	\$ (67.96)					\$ 3,864.00	2/3/2020	
14907	Taitano, John	\$ (73.00)	\$ (73.00)					\$ 100.00	12/19/2019	
1960	MENDIOLA, FRANCISCO Q.	\$ (80.00)	\$ (80.00)					\$ 40.00	2/11/2020	
14751	REACTION CO.	\$ (93.25)	\$ (93.25)					\$ 978.86	1/16/2020	
14582	Packier, Paul E.R./PCR Gu	\$ (95.00)	\$ (95.00)					\$ 810.00	6/20/2019	
15748	Nugam, Henry L.	\$ (100.00)	\$ (100.00)					\$ 100.00	6/1/2018	
13800	Hawthorne Pacific Corp.dba	\$ (111.84)	\$ (111.84)					\$ 55.92	5/13/2019	
15784	Bradley, Daniel A.	\$ (112.50)	\$ (112.50)					\$ 162.50	1/29/2020	
15584	Willy's Furniture Outlet	\$ (119.24)	\$ (119.24)					\$ 119.24	1/22/2020	
14150	PIER, KENNETH	\$ (137.50)	\$ (137.50)					\$ 275.00	1/6/2020	
13545	Perez, Vincent T./Vern Per	\$ (150.00)	\$ (150.00)					\$ 259.80	12/18/2019	
13191	Aguon, Sonia V. or Paul SN	\$ (155.83)	\$ (155.83)					\$ 180.00	11/19/2019	
15854	Petrick, Thomas	\$ (159.94)	\$ (159.94)					\$ 159.94	1/29/2020	
12394	Wong, Billy	\$ (175.00)	\$ (175.00)					\$ 262.50	12/3/2019	
15907	Lina Marine Solution, LLC	\$ (175.55)	\$ (175.55)					\$ 452.60	1/15/2020	
15207	SOUTH PACIFIC DREAM CORFOR	\$ (190.00)	\$ (190.00)					\$ 140.00	1/21/2020	
1862	SANTOS, JOHN T.	\$ (194.00)	\$ (194.00)							
14909	Propacific Builder Corpora	\$ (194.99)	\$ (194.99)					\$ 457.22	2/25/2019	
12895	Bell, James C. or Cynthia	\$ (200.00)	\$ (200.00)					\$ 450.00	1/9/2020	
14429	Weilbacher, Walden	\$ (200.00)	\$ (200.00)					\$ 305.00	1/3/2020	
15933	Aquino, Johnny M.	\$ (201.72)	\$ (201.72)					\$ 137.50	2/3/2020	
1500	Atlantis Guam	\$ (213.34)	\$ (213.34)					\$ 3,235.54	1/6/2020	
15593	Guam Ocean Adventures, LLC	\$ (226.89)	\$ (226.89)					\$ 581.49	2/17/2020	
12550	ABC Stores	\$ (235.48)	\$ (235.48)					\$ 800.00	11/22/2019	
13671	Landscape Management Syste	\$ (236.13)	\$ (236.13)					\$ 49.67	12/30/2019	
13913	Skooomduck Management Charters Inc.	\$ (238.16)	\$ (238.16)					\$ 50.00	2/18/2020	
13314	Island Certs Corporation	\$ (267.50)	\$ (267.50)					\$ 137.50	12/20/2019	
12518	Balajadia, Robert M.	\$ (267.54)	\$ (267.54)					\$ 304.71	1/24/2020	

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
14143	Salt Shaker Yacht Charter	\$ (269.30)	\$ (269.30)					\$ 269.30	1/17/2020	
12424	Flores, Joaquin C.	\$ (275.00)	\$ (275.00)					\$ 137.50	1/27/2020	
15818	Mendiola, Janus C.	\$ (290.00)	\$ (290.00)					\$ 300.00	1/8/2020	
8336	Pacific Trucking Inc.	\$ (292.38)	\$ (292.38)					\$ 566.39	2/12/2020	
11778	Dewrit Trans Services of G	\$ (298.78)	\$ (298.78)					\$ 298.10	2/11/2020	
15930	Khail, Nedal O.	\$ (300.00)	\$ (300.00)					\$ 300.00	1/23/2020	
12706	Guam Seawalker Tours	\$ (340.00)	\$ (340.00)					\$ 340.00	1/29/2020	
14527	JMS Heavy Equipment Rental	\$ (345.42)	\$ (345.42)					\$ 2,109.25	8/9/2019	
8264	Olson, Tom	\$ (350.00)	\$ (350.00)					\$ 100.00	2/14/2020	
14136	San Nicolas, Jose T.	\$ (370.00)	\$ (370.00)					\$ 220.00	1/21/2020	
14013	Brandt, Jim or Bonnie	\$ (412.50)	\$ (412.50)					\$ 412.50	12/31/2019	
11756	V.Angoco's Trucking	\$ (413.14)	\$ (413.14)					\$ 1,176.00	2/6/2020	
8352	Paradise Aqua Corp.	\$ (423.36)	\$ (423.36)					\$ 423.36	1/27/2020	
9697	Camacho, Antonio Frank C.	\$ (440.00)	\$ (440.00)					\$ 480.00	1/8/2020	
14633	Eusebio, Ricardo B.	\$ (440.00)	\$ (440.00)					\$ 40.00	1/8/2020	
15844	SDM Holdings	\$ (460.00)	\$ (460.00)					\$ 2,705.00	7/30/2019	
12514	Pepsi Cola Bottling Co. Gu	\$ (486.81)	\$ (486.81)					\$ 7.96	9/11/2019	
14290	DGX	\$ (513.44)	\$ (513.44)					\$ 411.60	2/12/2020	
15205	RIDLON, DANIELA	\$ (550.00)	\$ (550.00)					\$ 600.00	12/16/2019	
9849	Flores, William A.	\$ (600.00)	\$ (600.00)					\$ 600.00	12/23/2019	
12527	Paynter, Neil	\$ (600.00)	\$ (600.00)					\$ 600.00	1/24/2020	
14824	American Medical Center	\$ (600.00)	\$ (600.00)					\$ 600.00	11/12/2019	
7413	Seabridge Inc.	\$ (609.63)	\$ (609.63)					\$ 71.65	10/25/2019	
15582	Shavers, George Kenneth	\$ (652.50)	\$ (652.50)					\$ 815.00	12/31/2019	
15362	CAL PAC TECHNICAL SERVICES	\$ (680.26)	\$ (680.26)					\$ 2,040.00	12/11/2019	
10631	Perez, Thomas L.G.	\$ (800.00)	\$ (800.00)					\$ 960.00	12/4/2019	
1487	Guam Federation of Teacher	\$ (859.00)	\$ (859.00)					\$ 960.00	1/8/2020	
14210	Kameshino, Roger J., D.D.S	\$ (880.00)	\$ (880.00)					\$ 1,000.00	1/29/2020	
15612	Churchill, Charles D.	\$ (920.20)	\$ (920.20)					\$ 1,010.00	1/30/2020	
9751	Duenas Roy P.	\$ (960.00)	\$ (960.00)					\$ 667.25	9/3/2019	
10250	Morrico Equipment LLC	\$ (1,241.08)	\$ (1,241.08)					\$ 50.00	2/18/2020	
9401	Tasi Tours Inc.	\$ (1,478.22)	\$ (1,478.22)					\$ 5,780.42	1/31/2020	
13537	Wang, Jackey	\$ (3,165.14)	\$ (3,165.14)					\$ 10,000.00	12/9/2019	
15352	SUNNY SIDE UP GUAM INC.	\$ (9,692.50)	\$ (9,692.50)					\$ 2,714.75	2/7/2020	
15334	KALS Corporation	\$ (13,574.92)	\$ (13,574.92)					\$ 29,742.00	2/14/2020	
13030	South Pacific Petroleum Co	\$ (30,037.69)	\$ (30,037.69)							

Number	Name	Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Amount	Date	Remarks
12511	Hanson Permanente Cement o	\$ (51,056.20)	\$ (51,056.20)					\$ 172,000.00	2/19/2020	
14778	IP&E Holding LLC	\$ (661,108.64)	\$ (661,108.64)					\$ 6,395.43	2/5/2020	
15526	Ovalls, Victor	\$ 5,144,639.00	\$ 4,590,708.88	\$ 39,878.71	\$ 21,493.90	\$ 18,947.59	\$ 473,609.92	\$ 1,258,570.39	1/24/2020	
				89%	1%	0.4%	0.4%	9%		





Supplier Name	Phone	Co	Balance Open	Current	61	90	91	120	Aging	121	0	Over
13280 American's Best El	671 6476674/7550N	00050	7665.00	7665.00								
13280 American Supply	671 6464371(ERIC)	00050	2155.00	2155.00								
11451 Akiens Kroll Inc	671 6461876	00050	2184.00	2184.00								
15901 AMERICAN BUILDERS	58888881	00050	6328.15	6328.15								
12892 ATOSSECOM	671 4775931	00050	500.00	500.00								
15262 AMESONE HARDWARE	671 787-2663	00050	1441.68	1441.68								
11768 Benson Guam Enter	671 4777562(SALLY)	00050	6848.95	6848.95								
12239 Best American Tool	671 6465058(BLMN)	00050	4475.88	4475.88								
1409 BABANTYA, GREGORIO	671 4775931(XA11/)	00050	1000.00	1000.00								
12544 Cars Plus, LLC	671 4777807(CATHY)	00050	9944.46	9944.46								
7131 Commercial Tire C	671 6333026(IMEID)	00050	1622.76	1622.76								
7683 Construction & PC	671 6491803(1804/)	00050	1808.32	1808.32								
14510 Data Management R	671 6473774	00050	1095.75	1095.75								
11974 Deloitte & Touche	671 6464384(64605	00050	20000.00	20000.00								
17798 Diamond Auto Part	671 9886234(64605	00050	1082.84	1082.84								
14052 Far East Equipmen	671 9886270(JDRNL	00050	1497.20	1497.20								
14753 Federal Company	671 9886270(JDRNL	00050	477.54	477.54								
13977 BRONTER SUPPLY C	671 648-7000	00050	245.03	245.03								
14095 Gov't of Guam Rec	671 7342196	00050	121828.62	121828.62								18.41
14401 Gov't of Guam Rec	671 6324442	00050	218051.80	218051.80								1922.94
17854 Guam Home Author	671 5852909(NGAT)	00050	10171.39	8248.45								
12126 Guam Waterworks A	671 6477800(ROSE)	00050	2565.00	2565.00								
8273 GRESCO Guam Refin	671 5657473(WONA)	00050	33460.12	10764.12	22696.00							
14764 GAS Security Syst	671 6468341	00050	1202.50	1202.50								
14320 Home Depot (The)	671 6480440	00050	1591.82	1591.82								
9187 Hydra-Air Pacific	671 6495843(5844N	00050	4010.73	4010.73								
15333 HPP Industrial Pr	671 632-4956	00050	475.16	475.16								
9154 HPP Industrial Pr	671 6470345	00050	81.90	81.90								
11784 Island Choice Dri	671 6378902	00050	1062.55	1062.55								
9224 Island Equipment	671 6465261(64652	00050	809.40	809.40								
15034 ITEE		00050	5.58	5.58								
9291 J.V. International	671 6469524(9540	00050	528.25	528.25								
9318 Jack Peters & Com	671 646141(7348)	00050	298.00	298.00								
9275 JMI-EDISON	671 6466400	00050	495.00	495.00								
13984 JOHNSTONE SUPPLY	6490581	00050	794.13	794.13								
13872 Koki, Inc. Marie C	671 6495681	00050	11472.00	11472.00								
14048 Lago Sanitation	671 4288447	00050	15000.00	15000.00								
16028 Law Office of Geo	671 6428847	00050	1540444.00	1540444.00								
10278 Norlgo Equipment	671 6480801	00050	1064463.95	1064463.95								
10348 N.C. Macalberg & As	671 6437642(7141/	00050	1243.72	1243.72								
10358 National Office S	671 6465115(EMILY	00050	233.30	233.30								
14771 National Trading	671 6471883	00050	749.50	749.50								
12528 NEW MM Corporatio	671 6477663	00050	4780.00	4780.00								
13962 Oracle Corporatio	612 94912053	00050	2625.00	2625.00								
11811 Pacific Daily New	671 4721736(FAEX2	00050	22.00	22.00								
13901 Pacific Human Res	671 6376906(7/8	00050	276.68	276.68								
13968 Pacific Waste Sys	671 6461925	00050	2447.13	2447.13								
15668 Public Welding M	671 4774365/47222	00050	1125.00	1125.00								
14631 Public Utilities	671 4721507	00050	7368.41	1053.63	6315.78							
11439 P&G Goodwill & Mo	671 4775931	00050	50.00	50.00								
7058 Safety 1st system	671 6496440(DNAVE	00050	1978.35	1978.35								
13030 South Pacific Pac	671 4728871(OPERA	00050	30650.00	30650.00								

191.10

Supplier Name	Phone	Cc	Balance Open	Current	61 - 90	91 - 120	Aging 121 - 0	Over 0
15630 SOURCE RITE INC		00050	777.00	777.00				
15617 Talamanglo, Nathan		00050	50.00	50.00				
13969 The Guam Daily Po	6491924(CAROL	00050	276.00	276.00				
11983 Treasurer of Guam		00050	17057.14	17057.14				
12043 Triple J Commercl	671 6468233	00050	498.00	498.00				
14211 Triple J Express	671 6478473	00050	1448.00	1448.00				
14212 Triple J. Motors	671 6496050	00050	8028.08	8028.08				
11615 Tsang Brothers Co	671 6388133 (CHRIS	00050	937.00	937.00				
1871 TAITANO, MARIN, D.	671 4775931	00050	50.00	50.00				
15442 TRACK ME GUAM, LL	671 6496345	00050	8834.00	8834.00				
11623 Unilex Environmen	671 5652151 (LEROY	00050	240.00	1985.00				
11993 University of Gua	671 7352991	00050	240.00	310.00				
11956 Workers Compensat		00050	6140.00	5140.00				
15591 WASTE WATER MANAG		00050	6140.00	5140.00				
14197 WSP/Parsons Brinc	671 9884554 (MARTH	00050	150187.21	150187.21				
00050	Port Authority of Guam		2256909.86	2223135.63	29011.78	191.10		4571.35
Grand Total			2256909.86	2223135.63	29011.78	191.10		4571.35

04413

Port Authority of Guam  
Accounts Payable Summary

Page - 2/26/20  
Date - 01/31/20  
As Of - 3

Supplier Name	Supplier Phone	Co	Balance Open	Current	61 - 90	91 - 120	Aging 121 - 0	Over
-----	-----	00050	2256909.86	2223135.63	29011.78	191.10		4571.35
Grand Total			2256909.86	2223135.63	29011.78	191.10		4571.35

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)
<b>PROFESSIONAL SERVICES</b>									
1									
2	G4S	Implementation & Integration of TOS	RFP-013-004	IT	5 years	2014 to 2019	2019		FULL TERM
3	A1 - Guam WEBZ	Web Development, Hosting, Support and Maintenance Svcs	RFP-014-006	IT	3 yrs w/ options NTE 5yr	04/03/2015 to 04/02/2018	04/02/20	04/02/19	Fees based on rates
4		Classification/Compensation Position Maintenance	RFP-019-006	HR	Active Procurement				NOIA sent 12/11/19
5	AM Insurance	Insurance Coverages	GSA/PAG-020-17	Finance	5 years	10/01/2017 to 09/30/2022	09/30/22	09/30/20	Premium based
6		Workers Compensation Coverages	GSA/PAG-018-17	Finance/Safety	Active Procurement				cost negotiations ongoing
7	Matson	Matson-Technical Support Services	RFP-016-003	EQMR	Extended to may 19, 2020	11/4/16 to 11/3/17	11/03/20	05/19/20	490,000.00
8		Banking Services		Finance	5 years				Preparing RFP Packet
9		Risk Management Consultant	RFP	Finance	Need to prepare RFP	Pending Requisition and Scope of Work			Need New RFP
10	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
11	Pacific Human Resources, Inc.	Drug Free Workplace Program	RFP-015-002	Human Resources	3 yr. w/ 2 options NTE 5 years	03/19/15 to 03/18/2018	03/18/20	03/18/19	Fees based on rates
12	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		Fees based on rates
13	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	09/20/20	Fees based on rates
14	Pro Marine Technology	Underwater Assessment & Inspection Services	RFP-015-001	Harbor/Mstr	2 yrs w/ 3 options NTE 5yr	07/17/15 to 07/16/2017	07/16/20	07/17/19	Task Order Based
15		M & O of F-1 Fuel Pier Facility	RFP-019-004	Commercial	Active Procurement				ongoing cost negotiations
16		Environmental Consulting Services-SWPP Compliance		Environmental					RFP review with Procurement
17	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
18	Parsons Brinckerhoff /WSP	OAE - Owner Agent Engineer	RFP-015-003	Planning	1 yr w/ 4 options NTE 5 yrs	currently in final option year.	09/08/20	09/08/19	\$2.58mil

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)
19									
20	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
21	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			\$1.4 MIL
22	IP&E (best offeror)	M&O of F1 Fuel Pier and Facility	RFP-019-004	Commercial	In Cost Negotiation				cost negotiations ongoing
23	Alan Searle(only offeror)	Classification and Compensation Plan	RFP-019-006	HR	Offer rejected				
24		Legal Services	RFP-020-001	GM	Active Procurement				
<b>CONSTRUCTION CONTRACTS</b>									
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	American Builders LLC	Re-Painting of the CMU Wall and Terminal Booths and Replacement of Barbed Wire.	IFB-CIP-019-001	CIP	122 Calendar Days	Barbed wire finally arrived. Work ongoing			91 day contract extension
2	Highway Specialty Services	Thermo Plastic Striping Paint, pavement marking numberings and Alpha characters.	IFB-CIP-019-002	CIP	Project completed				Project completed
3	Murphy Enterprises Inc.	Load Center Refurbishment Hardening Project	IFB-019-003	CIP	243 Calendar Days	1/6/2020 to 9/7/2020	9/7/2020		NTP issued, Start dated Jan. 6, 2020

**Port Authority of Guam  
Capital Improvement Projects  
Engineering Division  
Summary Status**

As of February 25, 2020

Fact Sheet No. 92

**Project:** Repainting CMU Wall, Gate Booth 1, 2, and 3 and Container Yard Barbed Wire Replacement

**Project No.:** IFB-PAG-CIP-019-001

**Project Amount:** \$139,449.00

**Funding Source:** Marad

**Contractor:** American Builders LLC,

**Construction Manager:** PAG Engineering/CIP Division

**Notice to Proceed:** August 1, 2019

**Project Completion:** February 29, 2020

**Work Status:** PAG Engineering and Contractor conducted a final inspection of repainting Gate Both 1,2 and 3 on February . Contractor to start removal and installation of razor blade barbed wire. Contractor requested a 91 days time extension and approved by General Manager. Work progress is at 88%.

\*\*\*\*\*

**Project:** Refurbishment and Hardening of Load Center Buildings 1,2,3 and 4.

**Project No.:** IFB-PAG-CIP-019-003

**Project Amount:** \$314,450.00

**Funding Source:** PSGP 2017

**Contractor:** Murphy Enterprises Inc.

**Construction Manager:** PAG Engineering/CIP Division

**Notice to Proceed:** January 6,2020

**Project Completion:** September 5, 2020

**Work Status:** PAG approved material submittal for epoxy crack injection, primer paint and exterior paint for the buildings. Contractor to submit necessary documents required by PAG Engineering and Port Police will conduct MARSEC briefing this coming Tuesday, February 11, 2020.

\*\*\*\*\*

**Project:** Harbor of Refuge Pump Station and Installation of Waste Water Injector Pump

**Project No.:** TBD

**Project Amount:** TBD

**Funding Source:** Dept. of Agriculture Fish and Wild Life Boating Grant

**Contractor:** TBD

**Construction Manager:** PAG Engineering/CIP Division

**Notice to Proceed:** TBD

**Project Completion:** TBD

**Work Status:** Awaits MOU approval from Attorney General and Governor.

**Project:** Harbor of Refuge Installation of Mooring Blocks  
**Project No.:** TBD  
**Project Amount:** TBD  
**Funding Source:** Dept. of Agriculture Fish and Wild Life Boating Grant  
**Contractor:** TBD  
**Construction Manager:** PAG Engineering/CIP Division  
**Notice to Proceed:** TBD  
**Project Completion:** TBD  
**Work Status:** Awaits MOU approval from Attorney General and Governor.

\*\*\*\*\*

**Project:** Rehabilitation of H-Wharf and Access Road  
**Project No.:** TBD  
**Project Amount:** TBD  
**Funding Source:** Tiger Grant and PAG Revenue Bond  
**Contractor:** TBD  
**Construction Manager:** TBD  
**Notice to Proceed:** TBD  
**Project Completion:** TBD  
**Work Status:** Meet with WSP and Designer Duenas and Associates. Awaits approval on permitting regarding 401 Water Quality Certification, Coral Restoration Permit from DAWR and U.S. Army Corps of Engineer. On-going. Awaiting for RFP for C.M. Services.

\*\*\*\*\*

**Project:** A/E Services for Golf Pier Repair  
**Project No.:** RFP-PAG-019-002  
**Project Amount:** \$484,017.13  
**Funding Source:** PAG Bond Project  
**Designer:** N.C. Macario and Associates  
**Construction Manager:** TBD  
**Notice to Proceed:** January 6, 2020  
**Design Completion:** 6 months (July 5, 2020)  
**Work Status:** Notice to Proceed started January 6, 2020. N.C. Macario A/E designer conducted a site visit inspection in the Golf Pier February 7, 2020. N.C. Macario to submit 35% design this February 14, 2020.

\*\*\*\*\*

**Project:** A/E Services for EQMR & Warehouse I Building and Relocation of PAG Water Line  
**Project No.:** RFP-PAG-019-003  
**Project Amount:** \$1,406,427.48  
**Funding Source:** PAG Bond Funding  
**Designer:** N.C. Macario and Associates  
**Construction Manager:** TBD  
**Notice to Proceed:** February 17, 2020  
**Project Completion:** 8 months (October 16, 2020)  
**Work Status:** Final Contract was executed February 5, 2020. Official Notice to Proceed will start on February 17, 2020.

<b>Project:</b>	<b>New Administration Building Construction</b>
<b>Project No.:</b>	TBD
<b>Project Amount:</b>	TBD
<b>Funding Source:</b>	PAG Bond Project -Pending
<b>Contractor:</b>	TBD
<b>Construction Manager:</b>	TBD
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD
<b>Work Status:</b>	Awaits PAG Procurement for the advertisement of A/E Professional Services RFP

\*\*\*\*\*

<b>Project:</b>	<b>Supply and Install New 61 Ea. 480 Volts Reefer Outlets at Area S.</b>
<b>Project No.:</b>	TBD
<b>Project Amount:</b>	\$1,500,000.00
<b>Funding Source:</b>	FMF
<b>Contractor:</b>	TBD
<b>Construction Manager:</b>	PAG Engineering/CIP Division
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD
<b>Work Status:</b>	Project under review by PAG Legal and awaits procurement action.

\*\*\*\*\*

<b>Project:</b>	<b>Repainting of PAG North CMU Wall Phase II Project and Port Various Buildings</b>
<b>Project No.:</b>	TBD
<b>Project Amount:</b>	\$349,125.00
<b>Funding Source:</b>	Marad
<b>Contractor:</b>	TBD
<b>Construction Manager:</b>	PAG Engineering/CIP Division
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD
<b>Work Status:</b>	Awaits MARAD commitment of Funding

\*\*\*\*\*

<b>Project:</b>	<b>Repair of Concrete Spalling in CFS and Welding Shop Building</b>
<b>Project No.:</b>	TBD
<b>Project Amount:</b>	\$125,000.00
<b>Funding Source:</b>	PAG 2020 Budget
<b>Contractor:</b>	TBD
<b>Construction Manager:</b>	PAG Engineering/CIP Division
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD
<b>Work Status:</b>	TBD



<b>Project:</b>	<b>Supply and Install Automatic turnstile Gate</b>
<b>Project No.:</b>	TBD
<b>Project Amount:</b>	\$100,000.00
<b>Funding Source:</b>	PAG 2020 Budget
<b>Contractor:</b>	TBD
<b>Construction Manager:</b>	PAG Engineering/CIP Division
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD
<b>Work Status:</b>	TBD
<b>Project:</b>	<b>Installation of Dock "B" Agat Marina</b>
<b>Project No.:</b>	TBD
<b>Project Amount:</b>	\$900,000.00
<b>Funding Source:</b>	Dept. of Int., Dept. of Agri. Fish and Wildlife, DOA/WR and PAG 2020 Budget Share
<b>Contractor:</b>	TBD
<b>Construction Manager:</b>	PAG Engineering/CIP Division
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD
<b>Work Status:</b>	TBD

\*\*\*\*\*

<b>Project:</b>	<b>A/E and Const. Mangmt. For Various Port Facilities and Projects</b>
<b>Project No.:</b>	TBD
<b>Project Amount:</b>	\$1,067,500.00
<b>Funding Source:</b>	PAG Internally Funded projects 2020 Budget
<b>Contractor:</b>	TBD
<b>Construction Manager:</b>	TBD
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD
<b>Work Status:</b>	Awaits RFP SOW.

\*\*\*\*\*

<b>Project:</b>	<b>Old Gatehouse Demolition and Renovation</b>
<b>Project No.:</b>	TBD
<b>Project Amount:</b>	\$700,000.00
<b>Funding Source:</b>	FMF Project
<b>Contractor:</b>	TBD
<b>Construction Manager:</b>	TBD
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD
<b>Work Status:</b>	Awaits RFP for A/E and C.M. Services

PORT AUTHORITY OF GUAM  
EQUIPMENT MAINTENANCE/REPAIR DIVISION  
CARGO HANDLING EQUIPMENT MAINTENANCE/REPAIR COST REPORT  
JANUARY FY2020

\*\* Information is compiled from Daily Status Reports  
via Crane/Preventive/Welder Section Supervisor/leaders.

Data subject to change, as additional Work Orders are completed and inputted

Maintenance Control  
(JWC:WJames)  
As of 02/24/20

EQUIPMENT	DATES DOWNED	LOCATION	DISCREPANCIES	(SECTION ) CORRECTIVE ACTION	Work Order #
Gantry No. 4		Quarterly Crane Preventive Maintenance (Note: Revised from Dec. Report)	Pre-Ops P.M. & Weekly P.M. Check & repair radiator fan for making noise Pre-Ops P.M. & weekly P.M. Perform Corrosion control/remove rust on left hand rail clips below machine house Check & replace deflected CMS antenna connectors Req. to replace conduit brackets along boom station G#4: Req. to perform CC on back stay splice plate nuts & bolts Request to assist welders w/trolley rail repairs on G#4 Crane Monthly, prev. maint. G#4: Still beam on waterside, lapout & replace wastainless steel angle iron G #4: Repair saddle bracket as per Crane Mechanic Crane Generator Monthly, P.M. Pre-Ops P.M. & Weekly P.M. (Note: Completed on 02/05) Check & repair wind alarm, and also check & repair gantry motor brake #3 Preventive maintenance of gantry motors & brakes	(Crane) Perf. on 12/18/19 & 01/07/20 (Crane) Performed on 01/05 (Crane) Performed on 01/07 (Crane) Performed on 01/08-18 (Welders) Performed on 01/15 & 16 (Crane) Performed on 01/08 (Preventive) Perf. on 1/15, 16, & 17 (Preventive) Perf. on 01/10, 11, 15-18 (Crane) To be performed next month (Crane) To be performed next month (Preventive) Performed on 01/25 & 26 (Welders) Awaiting availability of Crane (Crane) Performed on 01/27 (Crane) Performed on 01/30 (Crane) To be performed next month (Crane) Performed on 01/31/20 (Crane) Performed on 01/31 & 02/20	597484 598111 598479 598487 598553 598591 598743 599113 599121 599130 599244 599498 599720 599787 600081 600153 600225 600250
Gantry No. 5			500 hrs. Main engine, P.M. (Note: Revised from Oct. Report) Pre-Ops P.M. & Weekly P.M. (Note: Revised from Dec. report) Prev. Maint. of all dc motors (hoist, trolley, gantry & boom dc motors) Pre-Ops P.M. & Weekly P.M. Gantry Motor & Brakes: PM Crane Monthly, prev. maint. Pre-Ops P.M. & Weekly P.M. Gantry cab leaking when it rains (Gantry-5) Pre-Ops P.M. & Weekly P.M. Check & replaced trolley tensioner sheaves for loose and waddling Check & Troubleshoot Boom Overspeed G3: Chair not locking for swivel, repair locking mechanism ("Note: Comp. on 02/05) Gantry #5, replace upper left hand trolley sheaves & bearings G#5, repair saddle bracket as per Crane Mechanic (Revised from December report) Pre-Ops P.M. & Weekly P.M. Lubrication of boom wire rope Check & repair wheel brake for working, #8 wheel brake cylinder Monthly Crane generator, P.M. Pre-Ops P.M. & Weekly P.M. Check & Repair main engine for power when hoisting up or down	(Crane) Performed on 01/06 (Crane) Perf. on 12/31 & 01/3, 6, & 20 (Crane) Performed on 01/10 & 11 (Crane) Performed on 01/03 & 10 (Crane) Performed on 01/16 (Crane) Performed on 01/14 (Crane) To be performed next month (Crane) Performed on 01/20 (Preventive) Performed on 01/22 (Crane) Performed on 01/24 (Crane) Performed on 01/25 (Crane) Performed on 01/25 (Preventive) To be perf. next month (Welder) Performed on 01/27 (Welder) Performed on 12/2, 8 & 12/7 (Crane) Performed on 01/30 (Crane) Performed on 01/28 (Crane) Performed on 01/28 (Crane) Performed on 01/28 (Crane) Performed on 02/21 (Crane) Performed on 02/21 (Crane) Performed on 01/31	597979 594152 594157 598410 598485 599017 599252 599279 599421 599543 599574 599822 599851 599711 599738 599800 599877 599931 600049 600161 600241
Gantry No. 6	No	Fabricate bracket for Trak alarm panel on Gantry #6 (Revised from Nov. report) Fab. Sticker bracket for boom limit switch & repair kick panel & boom pin at APEX (Rev. from Nov. Report) 500 hrs. Main engine, P.M. (Rev from Dec. Report) Pre-Ops P.M. & Weekly P.M. Pre-Ops P.M. & Weekly P.M. G#6: Request to Repair/replace handrails on boom lip area. Pre-Ops, P.M. & weekly P.M. Prev. mech. (boom pin up/down striker repair). Hoist, trolley & boom dc motor prev. maint. Check & Troubleshoot hoist function for not working Crane Monthly, prev. maint. Check & repair broken festoon saddle carrier Check & troubleshoot boom lip breaker for always tripping off v & repair festoon saddle for broke (hanging), repair broken terminal clamp for eng. air filter, repair the wiring connection for change over assy. Check & Repair main engine for getting overheal G#6, Repair saddle bracket as per Crane Mech. Monthly Crane generator, P.M. Pre-Ops P.M. & Weekly P.M.	(Preventive) Performed on 01/02 (Preventive) Performed on 01/05 & 06 (Crane) Performed on 01/03 (Crane) Performed on 01/06 (Crane) Performed on 01/11 (Welders) Awaiting availability of Crane (Crane) Performed on 01/30 (Crane) Performed on 01/06 (Crane) Performed on 01/22 (Crane) Performed on 01/14 & 15 (Crane) To be performed next month (Crane) Performed on 01/17 (Crane) Performed on 01/20 (Crane) Performed on 01/22 (Crane) Performed on 01/24 (Welder) Awaiting availability of Crane (Crane) Performed on 01/29 (Crane) Performed on 02/07	595786 596570 597927 598153 598508 598575 598981 598938 599025 599105 599281 599308 599501 599519 599531 599746 599990 600170	

PORT AUTHORITY OF GUAM  
EQUIPMENT MAINTENANCE /REPAIR DIVISION  
CARGO HANDLING EQUIPMENT MAINTENANCE/REPAIR COST REPORT  
JANUARY FY2020

\*\* Information is compiled from Daily Status Reports  
via Crane/Preventive/Welder Section Supervisors/Leadlers;  
and from Work Orders. Maintenance Control  
(FINCALLS)  
As of 02/24/20

EQUIPMENT	DATES DOWNED	LOCATION	DISCREPANCIES	(SECTION ) CORRECTIVE ACTION	Work Order #
Spreader #1 #2095			No reported issues for the month of January		
Spreader #2			Check & Repair broken chain link on Spreader #2	(Crane) Performed on 01/23	599815
Spreader #3			No reported issues for the month of January		
Spreader #4			Check & repair for landing light for not working	(Crane) Performed on 01/29	599949
Spreader #5	No		Check & repair hydraulic oil leak on the motor/pump area.	(Crane) Performed on 01/13	598882
Spreader #6			No reported issues for the month of January		

**FLEET/PREVENTIVE MAINTENANCE FY2020**  
 UPDATED: 2/25/20

JANUARY 2020 EQUIPMENT STATUS REPORT									
EQUIPMENT/NUMBER	YEAR	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE		
TOPLIFTER 09-03 Mfr. Hyster	2009	2087	XXX						
80,000 lbs. Conatiner Handler SN: F117E01674G	2009	2088	XXX						
TOPLIFTER 09-04 Mfr. Hyster	2009	2133	XXX						
80,000 lbs. Conatiner Handler SN: F117E01675G	2009	2133	XXX						
TOPLIFTER 09-06 Mfr. Hyster	2009	2133	XXX						
80,000 lbs. Conatiner Handler SN: F117E01680G	2009	2133	XXX						
TOPLIFTER 16-07 Mfr. Hyster	2016	2725	XXX						
80,000 lbs. Conatiner Handler SN: H117E01591P	2016	2725	XXX						
TOPLIFTER 16-08 Mfr. Hyster	2016	2726	XXX						
80,000 lbs. Conatiner Handler SN: H117E01592P	2016	2726	XXX						
TOPLIFTER 16-09 Mfr. Hyster	2016	2727	XXX						
80,000 lbs. Conatiner Handler SN: H117E01593P	2016	2727	XXX						
TOPLIFTER 16-10 Mfr. Hyster	2016	2728	XXX						
80,000 lbs. Conatiner Handler SN: H117E01594P	2016	2728	XXX						
<b>TOTAL (7)</b>			<b>5</b>						

JANUARY 2020 EQUIPMENT STATUS REPORT									
EQUIPMENT/NUMBER	YEAR	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE		
TRACTORS									
T-76 KALMAR-OTTAWA COMMANDO YT-50 SN: 31790	2007	1929	XXX						
T-77 KALMAR-OTTAWA COMMANDO YT-50 SN: 31791	2007	1929	XXX						
T-79 KALMAR-OTTAWA COMMANDO YT-50 SN: 31793	2007	1932	XXX						
T-81 KALMAR-OTTAWA COMMANDO YT-50 SN: 31795	2007	1934	XXX						
T-83 KALMAR-OTTAWA COMMANDO YT-50 SN: 324015	2010	2149	XXX						
T-84 KALMAR-OTTAWA COMMANDO YT-50 SN: 324016	2010	2140	XXX						
T-85 KALMAR-OTTAWA COMMANDO YT-50 SN: 324017	2010	2141	XXX						
T-86 KALMAR-OTTAWA COMMANDO YT-50 SN: 324018	2010	2142	XXX						
T-87 KALMAR-OTTAWA COMMANDO YT-50 SN: 324019	2010	2143	XXX						
T-89 KALMAR-OTTAWA COMMANDO YT-50 SN: 324021	2010	2145	XXX						
T-90 KALMAR-OTTAWA COMMANDO YT-50 SN: 324022	2010	2146	XXX						
T-91 KALMAR-OTTAWA COMMANDO YT-50 SN: 324023	2010	2147	XXX						
T-92 KALMAR-OTTAWA COMMANDO YT-50 SN: 324024	2010	2148	XXX						
<b>TOTAL (13)</b>			<b>6</b>						

JANUARY 2020 EQUIPMENT STATUS REPORT									
EQUIPMENT/NUMBER	YEAR	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE		
TRACTORS									
T-93 KALMAR TERMINAL YARD TRACTOR SN:343587	2017	2738	XXX						
T-94 KALMAR TERMINAL YARD TRACTOR SN:343588	2017	2739	XXX						
T-95 KALMAR TERMINAL YARD TRACTOR SN:343589	2017	2740	XXX						
T-96 KALMAR TERMINAL YARD TRACTOR SN:343590	2017	2741	XXX						
T-97 KALMAR TERMINAL YARD TRACTOR SN:343591	2017	2742	XXX						
T-98 KALMAR TERMINAL YARD TRACTOR SN:343592	2017	2743	XXX						
T-99 KALMAR TERMINAL YARD TRACTOR SN:343593	2017	2744	XXX						
T-100 KALMAR TERMINAL YARD TRACTOR SN:343594	2017	2745	XXX						
T-101 KALMAR TERMINAL YARD TRACTOR SN:344057	2017	2785	XXX						
T-102 KALMAR TERMINAL YARD TRACTOR SN:344058	2017	2786	XXX						
T-103 KALMAR TERMINAL YARD TRACTOR SN:344059	2017	2787	XXX						
T-104 KALMAR TERMINAL YARD TRACTOR SN:344060	2017	2788	XXX						
T-105 KALMAR TERMINAL YARD TRACTOR SN:344061	2017	2789	XXX						
T-106 KALMAR TERMINAL YARD TRACTOR SN:344062	2017	2790	XXX						
T-107 KALMAR TERMINAL YARD TRACTOR SN:344063	2017	2791	XXX						
T-108 KALMAR TERMINAL YARD TRACTOR SN:344155	2017	2792	XXX						
<b>TOTAL (16)</b>			<b>15</b>						

JANUARY 2020 EQUIPMENT STATUS REPORT									
EQUIPMENT/NUMBER	YEAR	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE		
TRACTORS									
T-702 MAGNUM TT120 SN: T254L100V1A4A936	2001	2576	XXX						
T-741 MAGNUM TT120 SN: T254L100V1A4A907	2001	2578	XXX						
T-749 MAGNUM TT120 SN: T254L100V1A4A910	2001	2579	XXX						
<b>TOTAL (3)</b>			<b>3</b>						
FORKLIFTS									
F1-08-165 HYSTER 10 TON H210HD SN: H007E01888R	2008	2046	XXX						
F1-08-166 HYSTER 10 TON H210HD SN: H007E01889R	2008	2048	XXX						
<b>TOTAL (2)</b>			<b>1</b>						

EQUIPMENT/NUMBER	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE
FL 08-168 HYSTER 20TON H450HD SN: A236E01602F TOTAL (1)	2049	UP	Cab is Severe/Controlled Beyond Economical Repair	TO BE SURVEYED		
<b>FORKLIFTS</b>						
FL 17-170 HYUNDAI 10 TON FORKLIFT TRUCK SN:HHKHHT05HG0000433	2795	UP		PLANNED CORRECTIVE ACTION	DOWN TIME	ON-LINE
FL 17-172 HYUNDAI 10 TON FORKLIFT TRUCK SN:HHKHFT05GH0000436	3013	UP				
FL 17-173 HYUNDAI 10 TON FORKLIFT TRUCK SN:HHKHFT05TH0000437	3014	UP	DEF TRANS	pending vendor trouble shoot	2/25/2020	3/6/2020
FL 17-174 HYUNDAI 10 TON FORKLIFT TRUCK SN:HHKHFT05PH0000438	3015	UP				
TOTAL (4)		3				
<b>FORKLIFTS</b>						
FL 17-169 HYUNDAI 20 TON FORKLIFT TRUCK SN:HHKHHS02G00000161	2796	UP	DISCREPANCY def lift eye and aircon	PLANNED CORRECTIVE ACTION Note: pending vendor quote for repairs	DOWN TIME 2/10/2020	ON-LINE 3/20/2020
FL 17-171 HYUNDAI 20 TON FORKLIFT TRUCK SN:HHKHHS02CH0000163	3016	UP				
TOTAL (2)		1				
<b>FORKLIFTS</b>						
FL 08-40 HYSTER 5TON HS.00DX SN: A232R03678F	2028	UP		PLANNED CORRECTIVE ACTION	DOWN TIME	ON-LINE
FL 08-41 HYSTER 5TON HS.00DX SN: A232R03681F	2028	UP				
FL 08-42 HYSTER 5TON HS.00DX SN: A232R03683F	2032	UP				
FL 08-43 HYSTER 5TON HS.00DX SN: A232R03686F	2030	UP				
TOTAL (4)		4				
<b>FORKLIFTS</b>						
FL 16-45 DOOSAN 5.5TON SN: FDB04-1240-02826	2780	UP	DISCREPANCY Wort Start	PLANNED CORRECTIVE ACTION vendor responding for repairs on 2/25/20	DOWN TIME 2/20/2020	ON-LINE 2/28/2020
FL 16-46 DOOSAN 5.5TON SN: FDB04-1240-02827	2781	UP				
FL 16-47 DOOSAN 5.5TON SN: FDB04-1240-02828	2782	UP				
FL 16-48 DOOSAN 5.5TON SN: FDB04-1240-02829	2783	UP				
TOTAL (4)		3				
<b>EQUIPMENT/NUMBER</b>						
AIR STREET SWEEPER	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE
REGENERATIVE 2017 FREIGHT LINER M2106 SCHAEZLE A4 STORM BODY LFVACW0KHHC068, STREET SWEEPER 490Z	2774	UP	def aircon	pending vendor repair	2/10/2020	3/20/2020
TOTAL (1)		1				
<b>EQUIPMENT/NUMBER</b>						
ARTICULATING ROOM LIFT	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE
ARTICULATING ROOM LIFT 34FT SN:300216234	2706	UP		PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE
ARTICULATING ROOM LIFT 120FT SN:300209110	2707	UP	corrosion control and def main swing	pending parts on order	1/20/2020	PENDING
TOTAL (2)		1				
<b>EQUIPMENT/NUMBER</b>						
DIESEL FIRE PUMP	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE
DIESEL FIRE PUMP W/TRAILER SN: 0922831/1	2177	UP		PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE
DIESEL FIRE PUMP W/TRAILER SN: 0922831/2	2178	UP				
DIESEL FIRE PUMP W/TRAILER SN: 0922831/3	2176	UP	Control panel assy/ Starter/field line etc.	W0H591795-Research with Vendor for Parts	9/17/2019	PENDING
TOTAL (3)		2				
<b>EQUIPMENT/NUMBER</b>						
GENERATORS	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE
CATERPILLAR PRIME POWER 455 KW GENSET LC-1 CAT09000CTGA00897	1500251	UP		PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE
CATERPILLAR PRIME POWER 455 KW GENSET LC-4 CAT09000CTGA00960	1500252	UP		installed repaired radiator pending clamps	11/22/2019	3/6/2020
CATERPILLAR PRIME POWER 455KW GENSET LC-2 CAT09000CTGA00958	1500253	UP	Def radiator			
CATERPILLAR PRIME POWER 725KW GENSET LC-4 CAT0C27ET4Z00481	1500254	UP				
CATERPILLAR PRIME POWER 500KW GENSET LC-5 CAT09000HTGA00815	XXXX	UP				
CATERPILLAR PRIME POWER 500KW GENSET LC-5 CAT09000VTA00813	XXXX	UP				
CATERPILLAR PRIME POWER 500KW GENSET LC-5 CAT09000GTA00814	XXXX	UP	Def radiator	pending parts on order	10/21/2019	PENDING
TOTAL (7)		5				
<b>EQUIPMENT/NUMBER</b>						
GENERATOR	ASSET ID #	STATUS UP/DOWN	DISCREPANCY	PLANNED CORRECTIVE ACTION	REPORT DOWN TIME	ESTIMATE ON-LINE
KATOLIGHT 500KW GENSET L-3 2160053970	1870	UP				
TOTAL (1)		1				

**CRANE DOWNTIME REPORT  
FY 2020 (JANUARY 2020)**

DAY	SUN	MON	TUE	WED	THU	FRI	SAT	DOWN TIME	HOIST	HOIST	HOIST	TOTAL	CONTROL	CONTROL	CONTROL	TOTAL
WK 14	12/29/19	12/30/19	12/31/20	01/01/20	01/02/20	01/03/20	01/04/20	TOTAL	START	END	END	HOURS	START	END	END	HOURS
G4			0.33			0.33		0.66	6782.0	6810.0	6810.0	28.0	12591.0	12639.0	12639.0	48.0
G5								0.00	13386.0	13414.0	13414.0	28.0	23311.0	23358.0	23358.0	47.0
G6			0.75					0.75	138.0	144.0	144.0	6.0	21806.0	21822.0	21822.0	16.0

Note: G#4[\*12/31: RS/landside, flipper arm is not working (Discovered u-bolt clamps for flipper arms loose causing it not to work, install new bolts that were missing & function tested good. Released back to ops.); \*01/03: Flipper arm intermittent function (Found broken electrical terminal on block. Reterminated wire, release to ops.); G#6[\*12/31: Spreader hydraulic leak LS/waterside flipper arm hose (Released from top of container & swapped spreader #4 to #5. Performed function test, good released back to ops.).]

DAY	SUN	MON	TUE	WED	THU	FRI	SAT	DOWN TIME	HOIST	HOIST	HOIST	TOTAL	CONTROL	CONTROL	CONTROL	TOTAL
WK 15	01/05/20	01/06/20	01/07/20	01/08/20	01/09/20	01/10/20	01/11/20	TOTAL	START	END	END	HOURS	START	END	END	HOURS
G4								0.00	6810.0	6815.0	6815.0	5.0	12639.0	12650.0	12650.0	11.0
G5								0.00	13414.0	13432.0	13432.0	18.0	23358.0	23386.0	23386.0	28.0
G6								0.00	144.0	170.0	170.0	26.0	21822.0	21862.0	21862.0	40.0

Note: No Down Time for the week of January 05-11, 2020 as per J. Sontillanosa; Crane Leader.

DAY	SUN	MON	TUE	WED	THU	FRI	SAT	DOWN TIME	HOIST	HOIST	HOIST	TOTAL	CONTROL	CONTROL	CONTROL	TOTAL
WK 16	01/12/20	01/13/20	01/14/20	01/15/20	01/16/20	01/17/20	01/18/20	TOTAL	START	END	END	HOURS	START	END	END	HOURS
G4								0.00	6815.0	6815.0	6815.0	0.0	12650.0	12655.0	12655.0	5.0
G5								0.00	13432.0	13461.0	13461.0	29.0	23386.0	23433.0	23433.0	47.0
G6				1.83				0.00	170.0	209.0	209.0	39.0	21862.0	21939.0	21939.0	77.0

Note: G#6[\*01/15: Operator said there's no trim function right side, trim leftside is okay, & to much height. (Verified that trim right not working from operators cab and then push contactor sw. from MCC House right trim and then "I/O board 32.3 fault in boom tip panel BG.S1" Fault comes on. Checked station & found =CV32.DC -F11/535 breaker SW. tripped, reset & function tested trim and trip again. Level trim for ops. & then isolated function for trim & list at MCC Breaker off. released back to ops & function test, ok.)

DAY	SUN	MON	TUE	WED	THU	FRI	SAT	DOWN TIME	HOIST	HOIST	HOIST	TOTAL	CONTROL	CONTROL	CONTROL	TOTAL
WK 17	01/19/20	01/20/20	01/21/20	01/22/20	01/23/20	01/24/20	01/25/20	TOTAL	START	END	END	HOURS	START	END	END	HOURS
G4								0.00	6815.0	6826.0	6826.0	11.0	12655.0	12676.0	12676.0	21.0
G5				0.75	0.33			0.00	13461.0	13482.0	13482.0	21.0	23433.0	23470.0	23470.0	37.0
G6				4.5				0.00	209.0	223.0	223.0	14.0	21939.0	21967.0	21967.0	28.0

Note: G#5[\*01/22: Fault/wheel brake system landside brake 4 not released. (Forced wheel brake system landside brake #8 rel sw.); \*01/23: Spreader chain broke (Swap spreader #2 to #3); G#6 [\*01/22:Festoon Cable saddle fell/broken (Repair completed by day shift crew & function test, good).]

DAY	SUN	MON	TUE	WED	THU	FRI	SAT	DOWN TIME	HOIST	HOIST	HOIST	TOTAL	CONTROL	CONTROL	CONTROL	TOTAL
WK 18	01/26/20	01/27/20	01/28/20	01/29/20	01/30/20	01/31/20	02/01/20	TOTAL	START	END	END	HOURS	START	END	END	HOURS
G4								0.00	6826.0	6831.0	6831.0	5.0	12676.0	12684.0	12684.0	8.0
G5				2.75				2.75	13482.0	13502.0	13502.0	20.0	23470.0	23503.0	23503.0	33.0
G6				0.5				0.50	223.0	244.0	244.0	21.0	21967.0	22001.0	22001.0	34.0

Note: G#5[\*01/29: Engine shut down (Fault engine underspeed, added oil, startup engine, released back to Ops.); \*01/29: Engine shut down again (Reset fault & verify fault engine underspeed, start up & release back to ops.); \*01/29: Spreader stuck on flat rack locked & only 3 twistlock landed inside the bay (Switch to DS released spreader from flatrack); G#6 [\*01/29: Spreader #4 stuck on container no landing light (Released spreader #4 from container swapped spreader #4 to spreader #2)].

**FY-19 WORK INJURY REPORT**  
(01/01/20 to 12/31/20)

<b><u>Divisions</u></b>	<b><u>*Lost-time</u></b>	<b><u>**Recordable</u></b>	<b><u>*** Refused Treatment</u></b>
Stevedoring	0	1	0
Transportation	0	0	0
Terminal	0	0	0
EQMR	0	0	0
Others	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>

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**Work Injury Summary for this reporting period: 2/12/2020**

**Total Injuries for FY-20 to date: 1–Injury**

**0-- Lost-time**

**1– Recordable**

**0– Refused Medical Attention**

**Last disabling work injury was on: 1/18/20**

**Number of days since last disabling work injury: 25-days**

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

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**\*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.

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**PORT OF GUAM**  
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**Lourdes A. Leon Guerrero**  
Governor of Guam  
**Joshua F. Tenorio**  
Lieutenant Governor

## Human Resources Division

### Travel Report

<b>Traveler</b>	<b>Date</b>	<b>Place</b>	<b>Purpose</b>
Brenda Atalig Christopher Aguon Jared Perez	1/8/ - 1/11/2020	Fresno, California	Grant Writing USA & Grant Writing Class
Francisco Santos Maria Taitano Rory Respicio Joe Javallana	1/19 – 1/25/2020	Honolulu, Hawaii	Meeting with Matson & US Army Corps of Engineer, 2020 APP Winter Conference



**BOARD OF DIRECTORS**

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**Resolution No. 2020-02**

**RELATIVE TO AUTHORIZING THE PORT AUTHORITY OF GUAM  
TO PROCEED WITH THE IMPLEMENTATION OF AN UPGRADED  
FINANCIAL MANAGEMENT SYSTEM AND PETITION THE PUBLIC UTILITIES  
COMMISSION (PUC) FOR REVIEW AND APPROVAL OF THE BOND EXPENDITURE**

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

**WHEREAS**, Public Law 35-44 provides for a reprogrammed budget through revenue bond proceeds for other priority projects, one of which includes an upgrade to the Port's Information Technology System and integration of the Financial Management System; and

**WHEREAS**, by upgrading and integrating the Port's systems will vastly enhance its invoicing by capturing all cost recovery from its established tariffs; and

**WHEREAS**, the integration of the Terminal Operating System and Financial Management System, along with an upgrade of the Port's current Information Technology System will also produce a more precise and comprehensive financial data on the expenses rendered to vessel operations and related services versus revenues; and

**WHEREAS**, in June 2016, the Port's Terminal Operating System was the first to be implemented; and

**WHEREAS**, the Port is currently operating on a 20-year old Oracle JD Edwards (JDE) World Financial Management System that will end its customer service support in the year 2022; and

**WHEREAS**, a pilot project was deployed in May 2019 thru January 2020 to determine the compatibility and viability of the system upgrade from Oracle JDE World to a more robust and technological system known as the Oracle JDE Enterprise One; and

**WHEREAS**, upon completion of the pilot project, the migration of the data was proven successful and revealed that the JDE Enterprise One Financial Management System presents a faster reporting tool, expanded and more detailed functional modules, integration, and adaptability to new technology; now therefore be it

**RESOLVED**, the Board of Directors authorizes Management to allocate a portion of the bond revenue proceeds in the amount of two million five hundred thousand dollars (\$2,500,000) for the upgrade of the Port Authority of Guam Financial Management System from JDE World to the JDE Enterprise One Financial Management System; and be it further

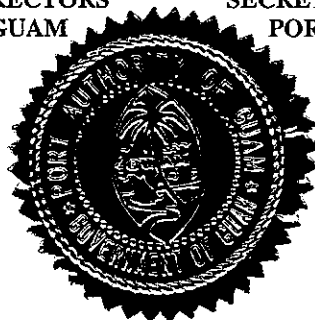
**RESOLVED**, the Board of Directors authorizes Management to petition the Public Utilities Commission (PUC) to review and approve the bond expenditure in accordance with the Contract Review Protocol for the Port Authority of Guam; and be it further

**RESOLVED**, the Chairman certify to and the Secretary attest to the adoption hereof and that a copy of this resolution be sent to the Public Utilities Commission.

**PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF  
DIRECTORS THIS 28<sup>th</sup> DAY OF FEBRUARY, 2020.**

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

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





**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](http://www.portguam.com)




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

February 24, 2020

**MEMORANDUM**

TO: Board of Directors

FROM: Rory J. Respicio, General Manager 

SUBJECT: Draft Memorandum of Agreement – Attorney General

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*Hafa Adai!* As we are all aware, Attorney Joseph McDonald submitted his resignation, effective February 28, 2020 as the Port's Staff Attorney. To ensure that the Port has legal representation, we are requesting the Board's authorization to engage with the Attorney General of Guam to enter into a Memorandum of Agreement (MOA) for legal services. I have attached a draft MOA which shall be used as such instrument. This legal representation from the Attorney General's Office will be on an interim basis, allowing the PAG to continue to recruit for an in-house attorney, as well as acquire the services of a law firm, which the Port is currently soliciting through the procurement process.

*Si Yu'os Ma'ase,*

Attachment

cc: Deputy General Manager, Administration & Finance  
Deputy General Manager, Operations & Maintenance

**MEMORANDUM OF AGREEMENT**  
**between the**  
**PORT AUTHORITY OF GUAM**  
**and the**  
**OFFICE OF THE ATTORNEY GENERAL**

This **MEMORANDUM OF AGREEMENT ("MOA")** is entered into on the dates indicated below between the **PORT AUTHORITY OF GUAM, government of Guam ("PAG")** whose address is 1026 Cabras Highway, Suite 201, Piti, Guam 96915 and the **OFFICE OF THE ATTORNEY GENERAL OF GUAM, government of Guam ("AGO")** whose address is 590 S. Marine Corps, ITC Building, Suite 901, Tamuning, Guam 96913.

**RECITALS**

**WHEREAS**, the Attorney General is the Chief Legal Officer for the government of Guam pursuant to 48 U.S.C. § 1421 g (d) (1); and

**WHEREAS**, Guam Public Law No. 30-72 enacted on November 27, 2009 and further amended by Public Law 30-145 enacted on July 12, 2010 amended 5 G.C.A. § 5150 to provide that the Attorney General or his designee shall act as legal advisor to the government of Guam during all phases of any solicitation or procurement process if the award is estimated to be \$500,000 or more; and

**WHEREAS**, 5 GCA § 5150, as amended, applies to procurement conducted by the Chief Procurement Officer, the Director of Public Works, or the head of any executive branch agency, autonomous agency, instrumentality or public corporation of the government of Guam; and

**WHEREAS**, the PAG was established as a public corporation and autonomous instrumentality of the government of Guam, and therefore, 5 G.C.A. § 5150 is applicable to the PAG; and

**WHEREAS**, the PAG expects to conduct solicitations whose awards will be \$500,000 or more, and, therefore, requires the AGO's legal services in furtherance of the goals and objectives of the PAG and not inconsistent with the legal and ethical duties and responsibilities of the AGO; and

**WHEREAS**, the PAG has requested that the AGO represent it in other legal matters involving the PAG; and

**WHEREAS**, the Attorney General has agreed to assign one-full time Assistant Attorney General ("AAG") or to contract with an attorney to advise and represent the PAG in other legal matters; and

WHEREAS, the PAG agrees to pay the compensation, benefits and other expenses needed for legal representation by the AGO; and

WHEREAS, the purpose of this MOA is to coordinate the respective efforts of the AGO and the PAG and delineate each parties' responsibilities relating to providing legal services to the PAG, and to establish procedures for the rendering of legal services to the PAG by the AGO; now, therefore,

IN CONSIDERATION of the covenants hereinafter set out, the parties agree as follows:

1. **Assignment of Assistant Attorney General.** The Attorney General shall assign an Assistant Attorney General (AAG) as a legal representative (the "Attorney") to handle the PAG's legal matters relative to procurement, litigation and other civil cases as provided for in this MOA, on an interim basis as the Port recruits its staff attorney or if both parties agree that it is in the best interest of the PAG to assign an attorney on a full or part time basis, but any and all personnel and attorneys employed or contracted by the AGO may assist in providing services under this MOA. The Attorney General reserves the right to assign the Attorney and other AAG's as he deems appropriate and necessary to meet the PAG's legal requirements under this MOA.

2. **Scope of Services.** The scope of services shall consist of the following:

To act as legal counsel by providing advice and necessary services during all phases of a solicitation or procurement which is estimated to result in an award or contract of \$500,000 or more. The term "all phases of a solicitation or procurement" shall mean from the time a procurement is deemed necessary, and planning therefore begins, to the time an award is made or a contract is executed by all requisite parties, and sufficient time has passed subsequent thereto to allow all possible protests based thereon to be filed and resolved. If a solicitation or procurement results in a protest, the AGO shall render advice to the PAG, or represent the PAG before the Office of Public Accountability or before the courts of Guam, as the case may be. Such services related to procurement would only cover the solicitation or procurement phases of an award or contract and does not cover litigation which may result based on a default of the contract provisions, unless the PAG and AGO agrees that representation would be in the best interest of the people of Guam.

To act as legal counsel by representing and advising the PAG in other civil matters which the PAG may deem necessary.

The representation of the PAG by an AAG or the AGO does not include representation in specialized matters including, but not limited to, maritime law and complex litigation.

Notwithstanding anything to the contrary, all government claims shall be processed through the AGO pursuant to the Government Claims Act.

3. **Term.** The term of this MOA will be for one (1) year with the option to renew annually for four (4) additional years. The renewal will be subject to the consent of both parties if reasonable and justified and shall be subject to adjustment for payment to the AGO for the services provided herein and the availability of appropriated and budgeted funds. If no funds are appropriated or budgeted in the next fiscal year, the MOA may be terminated upon giving a minimum of thirty (30) days prior written notice prior to the beginning of the fiscal year.

4. **Compensation and Benefits.** During the term of this MOA, the PAG agrees to compensate the attorney performing legal services covered by this MOA as follows:

- a. The PAG agrees to submit on a quarterly basis the amount of advanced quarterly compensation of the Attorney assigned to perform legal services for the PAG by a direct payment to the AGO from funds of the PAG. The full amount of advanced compensation of the Primary Attorney assigned to perform legal services for the PAG by a direct payment to the AGO from funds of the PAG. The amount of compensation shall be the amount of salary and the benefits received by the Attorney as determined by the applicable pay scale and benefits for government attorney. The first quarterly advanced compensation to the AGO by the PAG shall be made within thirty (30) days upon effective date of the MOA, and at each quarter of the fiscal year thereafter.
- b. The AGO will pay the salaries and benefits of the following government employees who perform services for the PAG pursuant to this MOA and any AAG not covered by Section 4a above. The PAG agrees to submit such payment to the AGO for the amount of the salaries and benefits paid to the other assigned employees for such services. The salaries and benefits for other assigned employees shall be based upon an employee's actual base rate of pay as a government employee. The AGO shall provide the PAG with a monthly statement for hours worked on a PAG matter for their financial record of the salaries and benefits for other assigned employees. The document shall include a statement of the hours worked and the services provided.
- c. Prior to the end of each fiscal year, the AGO will provide the PAG the amount of unexpended advanced compensation. The unexpended advanced compensation will be carried over and will offset the advanced compensation for salaries and benefits of the Attorney for the next fiscal year.

5. **Expenses.** The PAG shall reimburse the AGO for the following expenses if incurred on behalf of the PAG.

- a. Travel, food, lodging, and other related traveling expenses, provided the prior approval of the PAG is obtained for such travel and provided further that

reimbursement for such travel expenses shall be pursuant to Government of Guam approved policy and rates;

- b. The costs and fees of legal experts, consultants, specialists, or investigators retained by the AGO, with the approval of the PAG, except that the procurement law shall not be circumvented. For any specialty service provider retained by the AGO, if the AGO and the PAG agree, the PAG may pay directly the specialty provider retained by the AGO;
- c. Process servers' fees, court reporters' fees, long distance telephone calls, facsimile fees, messenger and delivery fees, postage, photocopying, parking, online legal research fees, and other similar items customarily paid for by clients of a law firm;
- d. Any approval required herein by the AAG shall mean approval by the PAG General Manager, unless another person is designated to issue particular or limited approvals on certain matters.
- e. The AGO shall provide the PAG with invoices for hours worked on a PAG matter for reimbursement of the salaries and benefits for assigned employees. The invoices shall include the hours worked and services provided. The PAG shall pay to the AGO the amount of these invoices within thirty (30) days of receipt of an invoice by the PAG.

6. **Office Space, Equipment and Supplies.** The Attorney shall perform the services contemplated under this MOA primarily at the PAG located in Cabras Island. The PAG shall provide suitable office space and equipment as requested by the Attorney. Such equipment may include, but is not limited to, a desk and chair, computer and printer, telephone, filing cabinets and shelves. The PAG shall purchase and provide supplies reasonably related to the furnishing of services under this MOA whenever requested.

7. **Notices.** Unless during the term of this MOA a party notifies the other party in writing of another address to be used, notices will be sent certified mail or by personal delivery with receipt verified to:

**PORT AUTHORITY OF GUAM**  
Attn: General Manager  
1026 Cabras Highway, Suite 201  
Piti, Guam 96915

**OFFICE OF THE ATTORNEY GENERAL**  
Attn: Attorney General  
590 S Marine Corps Drive  
ITC Building, Suite 901  
Tamuning, Guam 96913

8. **Miscellaneous Provisions.**

- a. This MOA is made under and shall be governed by and construed in accordance with the laws of Guam.
- b. If any provision of this MOA shall be deemed by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be deemed stricken and the MOA shall be enforced according to its valid and subsisting terms and provisions.
- c. The failure of either party to insist upon strict compliance with any term, provision, or condition of this MOA shall not be construed as a waiver of either party's rights and remedies under this MOA.
- d. Time is of the essence concerning the provisions of this MOA.
- e. Any approval required herein by the PAG shall mean approval by the PAG General Manager, unless another person is designated to issue particular or limited approvals on certain matters.

9. **Effective Date.** This MOA shall become effective on the date it is signed by the Governor.

**IN WITNESS WHEREOF**, the parties have executed this MOA on the dates indicated below.

**PORT AUTHORITY OF GUAM**

**OFFICE OF THE ATTORNEY  
GENERAL**

By: \_\_\_\_\_  
RORY J. RESPICIO  
General Manager

By: \_\_\_\_\_  
LEEVIN T. CAMACHO  
Attorney General of Guam

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
FRANCISCO G. SANTOS  
Chairman, Board of Directors

Date: \_\_\_\_\_

**CERTIFIED that FUNDS ARE AVAILABLE:**

Account Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
JOSE B. GUEVARA, III, Certifying Officer, PAG

Date: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
LOURDES A. LEON GUERRERO  
Governor of Guam

Date: \_\_\_\_\_