



**PORT OF GUAM**

ATURIDAT I PUETTON GUAHAN

Jose D. Leon Guerrero Commercial Port

1026 Cabras Highway, Suite 201, Piti, Guam 96915

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

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Lourdes A. Leon Guerrero  
Governor of Guam

Joshua F. Tenorio  
Lieutenant Governor

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

Jose D. Leon Guerrero Commercial Port

Thursday, February 23, 2023

Virtual Board Meeting

3:00 p.m.

**A G E N D A**

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES**

1. December 29, 2022 – Regular Board Meeting

**III. PUBLIC COMMENTS:**

- a. Public Comments
- b. Employee Comments
- c. PAGGMA Association

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

**V. OLD BUSINESS**

1. Request authorization to create the positions of Chief Financial Officer and General Administration Manager (motion to proceed with the transparency process as required by Title 4, GCA, §6303.1).

**VI. NEW BUSINESS**

- 1. Award of RFP-PAG-022-005 Medical Examination Services.
- 2. Award of IFB-PAG-CIP-022-009 Warehouse I Hardening Project.
- 3. Employee Incentive Event Request \$10K.

**VII. ADJOURNMENT**



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**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Thursday, December 29, 2022**

**I. CALL TO ORDER**

The Acting Chairperson called the regular meeting of the Board of Directors to order at 3:04 p.m., Thursday, December 29, 2022. Present at the meeting were:

Dorothy P. Harris, Vice Chairperson  
Dr. Judith P. Guthertz, Board Secretary  
Conchita S.N. Taitano, Board Member  
Rory J. Respicio, General Manager  
Dominic G. Muna, Deputy General Manager, Operations  
Luis R. Baza, Deputy General Manager, Admin/Finance  
Atty. Christine C. Arriola, Port Counsel

Also present was Port Staff.

**II. APPROVAL OF MINUTES**

a. **November 29, 2022 – Regular Board Meeting:** Director Guthertz made motion to approve the minutes of November 29, 2022, subject to correction. The motion was seconded by Director Taitano and was unanimously passed.

**III. PUBLIC COMMENTS**

- a. **Public Comments:** None.
- b. **Employee Comments:** None.
- c. **PAGGMA Association:** PAGGMA Association Vice President Steve Muna reported that the association has completed the hosting of the holiday luncheons, and is now reconciling those expenses. Any unused funds will be returned to the Port Authority. He also mentioned that the year-end financial report is being worked on as well. Mr. Muna stated that PAGGMA is planning for the Superbowl event and Chamorro month in March.

#### IV. GENERAL MANAGER'S REPORT

1. **Bill No. 298-36.** Bill 298-36 - *An Act to Amend Section 4(a) of Public Laws 34-70 and 35-44, Relative to the Financing or Refinancing Improvements and Capital Improvements of the Jose D. Leon Guerrero Commercial Port (Port), and Other Related Facilities and Operations of the Port, Through Revenue Bond Proceeds*; enacted into law on December 28, 2022 as Public Law 36-134.
2. **Recognition of Board Member & Port Employees.**  
*Congratulations on your achievement!*
  - **Board Member Conchita Taitano** – MIT Professional Education certification of an online program on *Sustainability: Strategies and Opportunities for Industry* for the course period of October 4 – November 29, 2022.
  - **POII Michael Franquez** – Graduate of Special Enforcement Tactics training on December 16, 2022. Training conducted by Airport Police.
  - **DGMA Luis R. Baza** – Recipient of an Honorary Doctor of Laws degree on December 18, 2022, University of Guam.
  - **POII Jonathan Aguon** – Graduate of Special Weapons and Tactics (SWAT) training cycle on December 23, 2022. Training conducted by Guam Police Department.
3. **PAG Donates Christmas Holiday Gifts.** In the spirit of Christmas being the gift of giving, we would like to extend our gratitude to our port employees for their generosity in their gift donations to Harvest House and Toys for Tots. Thank you to the Human Resources and Finance divisions for spearheading this donation drive event.
4. **Port Operations Manager Collateral Duty.** I appointed Mr. Glenn B. Nelson, Operations Manager, to serve as Maintenance Manager on August 23, 2021. This appointment comes with additional duties and responsibilities without any corresponding pay increase. This resulted from the retirement of the two top managers departing without a succession plan, leaving a void in the leadership for the entire Maintenance Division and the need to explore the possibility of merging Operations with Maintenance to provide more effective communication and collaboration between these two critical divisions. As such, we are grateful for Mr. Nelson's willingness to step up and help bridge this gap operationally, albeit temporarily, but to help us identify and implement a long-term solution. Mr. Nelson has been the Operations Manager since December 21, 2020.

During the period of Mr. Nelson's oversight of both the Operations and Maintenance Division, which continues to this day, the following approach toward a long-term solution is being looked into:

- Merging the Operations Division and EQMR Division.
  - Realignment of functions in the form of merging the two divisions.
  - Streamlines the decision-making process as it relates to the use of equipment against vessel operations.

- Ensures the availability of the equipment.
- Direct connection between these two divisions as they are both interdependent of one another.
- Provides for a structured maintenance of gantries that will be performed on a quarterly basis.
- Facilitates the relationship between the two divisions.

In overseeing these two divisions, Mr. Nelson has repeatedly expressed that his continued success would not be possible if not for the efforts of the port professionals that surround him. We remain confident and will provide support to Mr. Nelson and his team.

5. **Cross-Training Program Initiative.** The cross-training program initiative started back in April 2020, at a time when Mr. Glenn B. Nelson was appointed as the Acting Operations Manager. The mindset of this program was to maximize the Port's ability and/or capability with its limited resources in the Operations division, where Stevedores were cross-trained as Tractor Operators and would be used as needed. Also, the crane operator certification extended to all port operations personnel.

Because of this success in the Operations division, the cross-training program extended onto the Maintenance Division where Fleet Mechanics were cross-trained in the Crane Mechanics section, just as much as the Corrosion section was trained in the Welding section.

6. **2021 Annual Report.**

**Port Performance:**

- **Container Cargo.** The Port handled about 87 thousand (K) containers, which resulted in a 1.9% increase from FY 2020 container count of 85K. The container counts in FY 2021 consisted of 69K local containers, 12K full transshipment containers, and 5K empty transshipment containers.
- **Non-containerized/Breakbulk Cargo.** The Port handled 101K tons of non-containerized cargo, an increase of 11.8% from FY 2020.
- **Cargo Vessel Berth Hours.** Berth hours show the average time a vessel spends along the port waterfront PAG's objective is to reduce the turnaround time of ships calling at the terminal. From FY 2019 to FY 2021, the operation's average berth hours of all shipping vessels have improved compared to FY 2017 performance. The improvement for each vessel operator reflects a decrease as follows: Matson - 12 hours (hrs.) or -32%, APL - 15 hrs. or -41%, CTSI - 20 hrs. or -54% and MSA Kyowa - 3 hrs. or -8%.
- **Container Vessel Net Moves per Hour.** The container vessel net moves per hour (NMPH) shows the average total container movement divided by the operation hours. The Port aims for higher crane productivity per hour. From FY 2019 to FY 2021, the operation's average net moves per hour for all shipping vessels have improved as compared to FY 2017 performance. The improvement for each vessel operator reflects an increase as follows: Matson - 8 units or 47%, APL - 6 units or 35%, CTSI - 5 units or 29% and MSA Kyowa - 1 unit or 6%.

- **Revenues.** The Port's operating revenues increased by \$432 thousand (K), from \$54.6 million (M) in FY 2020 to \$55M in FY 2021. The revenue increase was significant because this was accomplished despite the challenges the Port faced during the period of the COVID 19 pandemic and the Port did not implement any tariff rate increases. The number of containers handled also increased by 1.9% or 1,651 containers, from 85,143 in FY 2020 to 86,794 in FY 2021.
- **Expenses.** The Port's total operating expenses increased by \$2.6M (or 4.6%) from \$55.7M in FY 2020 to \$58.3M in FY 2021. The overall increase in operating expenses is largely due to the recording of post-employment benefits and pension costs, resulting in higher retiree healthcare and other benefits and divisional expenses. Before depreciation (a non-cash expense), net operating revenues minus operating expenses in FY 2021 was \$3.1M operating income. After adding back the \$6.3M non-cash expense of depreciation, \$754K of net non-operating revenues, and \$219K of U.S. Government capital grants, Port concluded FY 2021 with a \$2.2M decrease in its net position. As of September 30, 2021, the Port's current assets amounted to \$75.4M, which is an increase of \$3M. This is primarily due to the \$2.6M increase in total cash and cash equivalents, and \$648K in Accounts Receivable.

Also, included in the annual report are highlights on capital improvement projects, port modernization update, crane acquisition, federal grant awards and port revenue bonds. The full report of the 2021 Annual Report is made part of the General Manager's report.

**7. General Manager's Notes for YTD Finances. We are providing the following summary for November 30, 2022:**

**REVENUES AND CARGO THROUGHPUT:**

- The Port's Total YTD Operating revenue for November 30, 2022, is \$10.5 million, 2.7% or \$282K higher than the YTD November FY 23 budget projection of \$10.2M.
- The total number of containers handled as of November 30, 2022, is 15,044, 3.2% or 497 containers lower than last year's November 2021 YTD total of 15,541. In October, the total number of containers was lower by almost 15% or almost 1,200 containers down as compared to October 2021 numbers. As of November, the total number of containers is just 3.2% lower than last fiscal year's first two months, a 77% improvement from last month's variance.

**OPERATING EXPENSES:**

- Overall Operating expense, as of November 30, 2022, is \$8.7M, which is 2.1% lesser than the YTD budget for November of \$8.8M, or \$190K in cost avoidances.

**OVERTIME EXPENSE AND DIRECT LABOR REVENUE:**

- YTD Overtime for Divisions involved in Operations is \$327,785, 29.7% or \$75K higher than the overtime budget for YTD November at \$252,751. The OT for the month of November is lower than the overtime for October by \$12K.

Direct Labor reimbursement is \$705K, 6.4% or \$42K higher than the FY23 budget of \$663K.

Here is the breakdown:

Direct Labor Revenue:	\$ 704,908
Operations Overtime:	\$ 327,785
Variance:	\$ 377,123

**YTD OPERATING REVENUES MINUS YTD EXPENSES:**

- Operating revenues minus operating expenses resulted in an operating income of \$1.9M. The final result for November is a net income of \$1.6M, after deducting the net of Other Income/Expenses totaling -\$242K.

*Note: \$242K is a net balance of Other Income and Expense composed of Interest Income, Interest Expense, Federal Reimbursements, Federal Expenses, Retirees COLA, Supplemental, Medical and Dental, and Other Non-Operating Income & Expenses.*

Other Financial Highlights, as of November 30, 2022:

- The debt service ratio as of November 30, 2022, is 2.40. This is 92% higher than the Bond Indenture Debt service ratio requirement of 1.25.
- Days Cash on Hand is 967 days, 93% or 467 days higher than the 500 days requirement of Moody’s Rating agency.

**DEBT SERVICE RATIO - NOVEMBER 2022**

Projected Annual Debt Service Coverage	2.40
Debt Service Coverage Requirement	1.25
Variance	0.92
% Above the Indenture Requirement	92%

**8. Grant Awards and Ongoing Grant Submissions.**

- **Fuel Pipeline Connectivity Project.** Notice of Intent to Award sent to the highest qualified bidder on June 8, 2022. *Status update:* After initial cost negotiation meeting with offeror, PAG Procurement set stipulation for resubmission of cost proposal by December 23, 2022 Cost negotiations are ongoing.
- **Department of Agriculture Grant (DOAG).** U.S. Fish Wildlife Services approved a 12-month no-cost schedule modification of grant-funded projects actively listed below.
  - **Repair of Agat Marina’s Boat Ramp Bumpers.** The PAG Engineers conducted their final inspection and are elated to report the project is complete. *Status Update:* Invoices have been reviewed and going through grant drawdown process. Total project cost \$80,000 (FWS/DOAG Grant funded \$40,000 | PAG Share \$40,000).

- **Agat Marina Dock B Construction.** The Official NTP was issued to AIC International on August 4, 2022. Project completion is 243-calendar days from NTP issuance, including obtaining all permitting requirements.  
*Status Update:* Pre-construction activities ongoing; PAG awaiting Design and other required submittals for review and comments.
- **Harbor of Refuge Repairs.** On August 5, 2022, the Official NTP was issued to ART Constructors, LLC Project completion is 180-calendar days or 6 months from NTP issuance, including obtaining all permitting requirements. Estimated completion date, 02/04/2023.  
*Status Update:* Project ongoing; initial invoices have been submitted to include project related work that has been performed.
- **Gantry Crane Acquisition.**
  - **Acquisition of an STS Gantry Crane by the PAG.** *Status Update:* Requisition for one (1) crane has been entered. WSP submitted additional information to include Liftech update to the STS crane specification and the Wharf Periods of Vibration Report. This update will be incorporated into the crane procurement specifications.
  - **USDA Direct Loan.** PAG Finance was assigned to develop a request for proposal to select a lender to provide commercial loan financing for replacing the PAG's Ship-to-Shore Gantry Cranes and acquiring additional cargo handling equipment, e.g., Tractors, Telescopic 150-Ton Crane, Top lifters, Forklifts. PAG will be guided by the USDA Communities Facilities Rural Development Leadership, PAG Legal Counsel, and PAG Procurement Team moving forward. *Status Update:* Status quo
  - **MARAD MEGA Grant Program.** The 3 STS Gantry Cranes application was submitted for MARAD's mega grant program on May 20, 2022. According to U.S. DOT website, the recipients of RURAL and Mega grants will be announced in the coming months. *Status Update:* MARAD has not released its grant award announcement as of 12/22/2022.
- **MARAD Marine Highway Program.** The Port was awarded \$5.7M for various container yard equipment. *Status Update:* Grants Management Specialist informed Planning staff that reduced scope was approved (reduced tractor count from 11 to 9) and removed Admin and Legal funding request due to CatEx documentation finished by MARAD. Planning, Operations, and Procurement staff discussed procurement strategy and determined separate contracts and timelines would be best to ensure project proceeds without unnecessary delays. Planning relayed procurement strategy to MARAD on December 16, 2022.
- **Office of Local Defense Community Cooperation (Formerly Office of Economic Adjustment-OEA).** \$1.2 Million OLDCC grant was awarded to the Port for a comprehensive two-phase in-water infrastructure feasibility study and a military support

assessment for Area A and Hotel Wharf. Memorandum of Agreement for the in-water feasibility study was signed by the Governor on October 25, 2022 and the Notice to Proceed was issued on October 31, 2022. *Status Update:* Port's OAE is currently working on the infrastructure feasibility study.

- **EPA Diesel Emissions Reduction Act (DERA) Program.** Requisition was entered on October 24, 2022 for 4 tractors. *Status Update:* Procurement is drafting written determination for legal counsel/Management review. Project is still in active procurement.
- **US DOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program.** *Status Update:* The Port will be working with USACE through the MOA established between the Government of Guam and the USACE whereby technical and professional support will be provided to the Port on NEPA requirements.

On August 10, 2022, MARAD approved PAG's request to incur up to \$635,700 in the project's pre-construction environmental/ architectural/engineering fees (upgrade and rehabilitation of wharves F1-F6). PAG may incur costs for the following items: NEPA Environmental Compliance Activities, Geotechnical Investigation, Topographic Survey, Updated Bathymetric Survey, Coastal Engineering Analysis, Permitting, Develop Scope of Work and RFP for Repair Projects. **Next Steps:** (i) PAG's Owner Agent Engineer, WSP, will provide consulting services for the NEPA process and develop a design for the project; In Progress; (ii) MARAD and Guam EPA advised PAG that new marine surveys should be conducted; (iii) The marine surveys would then be used to update a previously completed 2012 Environmental Assessment that covered much of the Port; In Progress; (iv) Once the design and the surveys are complete, formal consultation letters will be sent to all federal and local regulatory agencies; (v) HABS/HAER Study mandated by SHPO. On 9/22/2022, PAG attended a virtual kick-off meeting between WSP and EA Engineering. Scope of Services will include: (a) Survey and evaluate Port Structures; (b) Identify Port Historic Properties; (c) Develop a Determination of Eligibility Report; (d) Develop a Section 106 Assessment of Effect Letter; (e) Develop an agreement document. On October 11-21, 2022, Jayne Aaron, Environmental Planner, Architectural Historian conducted a site assessment of the commercial port. Draft assessment will be developed within 3-4 months; In Progress.

- **Office of Insular Affairs Maintenance Assistance Program (MAP).** The PAG Welding Shop Phase 1 & 2 project (awarded in 2020 & 2021) is currently pending the HABS/HAER report prior to construction. *Status Update:* EA Engineering, Science, and Technology, Inc., a sub-contractor under WSP, is currently developing a Determination of Eligibility Report as part of this process. The anticipated delivery date of the report is February 2023 with a draft to be ready for Port review on January 2023.



- **Office of Insular Affairs Maintenance Assistance Program (MAP).** The PAG was awarded the FY22 MAP grant on June 29, 2022 for the Generator Maintenance Program. OIA issued the Authorization to Proceed (ATP) on November 10, 2022. *Status Update:* Planning and Facilities are working towards finalizing the procurement packet for the Generator maintenance contract.
9. **Port Revenue Bonds Project Status.** As of December 23, 2022, the attachment provides information on the status of the revenue bond projects that consist of rehabilitation of the hotel wharf, golf pier repairs and improvements, waterline replacement/ relocation, EQMR building, and warehouse one repair/upgrades, new admin annex building, and other priority projects.
  10. **Transition Report Status & Port Accomplishments.** I will present this item to the Board through powerpoint presentation. The full Transition Report is made part of the General Manager's report.
  11. **Organizational Climate Survey.** The Port employees were invited once again to anonymously speak their truths in an organizational survey. The organizational climate survey was conducted earlier this month by the agency's Human Resources Division. The survey provided employees an opportunity to anonymously rate different levels of our agency. It assessed what they value most in their employment and provided them an opportunity to make positive suggestions for improvement. I will also present this item to the Board through powerpoint presentation.

## V. OLD BUSINESS

There were no old business discussed.

## VI. NEW BUSINESS

1. **Adoption of Resolution No. 2022-35.** Director Guthertz made motion to approve Resolution No. 2022-35 relative to establishing a payroll account at Bank of Guam for the Port Authority of Guam, seconded by Director Taitano. Motion was unanimously approved.
2. **Adoption of Resolution No. 2022-36.** Director Guthertz made motion to approve Resolution No. 2022-36 relative to authorizing the Port Authority of Guam to open a safe deposit box at Bank of Guam to secure Port sensitive hardware and property. Motion was seconded by Director Taitano and was unanimously approved.
3. **Request authorization to create the positions of Chief Financial officer and General Administration Manager.** The General Manager requested from the Board to authorize management to begin the creation of position for the Chief Financial Officer and General Administration Manager positions. If approved, the creation package will be presented to the Board for approval to begin the transparency process at its next meeting. The General Manager mentioned that other autonomous agencies hold the position of a Chief Financial

Officer, except for the Port having a Financial Affairs Controller. Such position of the Port has evolved from a transactional and cost efficiency focus to an increasingly value-added strategic focus, growth in information and communication, and is more complex. With the General Administration Manager, the General Administration Division is being managed by an Administrative Services Officer which is deficient. That division has evolved and is charged with the general administration of the Port and is functionally responsible for planning, directing, and coordinating administrative and clerical services for the Port. The duties and responsibilities of these positions has increased and a new job specification should be created to reflect their current nature of work. Director Guthertz made motion to authorize management to begin the creation of position for the Chief Financial Officer and General Administration Manager positions. Motion was seconded by Director Taitano and was unanimously approved.

**4. Acceptance of Performance Evaluation of Deputy General Manager with corresponding salary increment of Pay Grade/Step from QQ-4C at \$134,314 to QQ-5D at \$141,165.** The General Manager presented to the Board his evaluation of Mr. Luis R. Baza, Deputy General Manager of Administration and Finance for the period of December 13, 2021 to December 12, 2022 to be an exceptional performance. He recommended from the Board to agree with his evaluation rating as exceptional for Mr. Baza.

Director Guthertz made motion to accept the performance evaluation of Deputy General Manager Luis R. Baza with corresponding salary increment of pay grade/step from QQ-4C at \$134,314 to QQ-5D at \$141,165. Motion was seconded by Director Taitano. Discussion followed, and Director Guthertz asked when was the last time there was a pay adjustment for the deputy position. The General Manager replied in 2018. She commented that good managers are hard to find and keep, and in the private sectors, such individuals are recognized. With that, Director Guthertz is in favor of endorsing the pay adjustment. Director Taitano agreed, and mentioned that in review of the performance evaluation, she was amazed with the amount of work and accomplishments performed during this evaluation period. She commented that 2018 being the last time an increment was done is way overdue. The Acting Chairperson mentioned that having worked at the Port for almost two decades has never witnessed a General Manager not receive a salary increment and therefore did not object with the salary levels presented. With a motion on the floor, Director Guthertz, Director Taitano and the Acting Chairperson voted in favor of the motion. The motion was unanimously approved.

**5. Re-hiring of Rory J. Respicio as Port General Manager from Pay Grade/Step RR-8B at \$169,968 to RR-10D at \$187,751.** The General Manager deferred to the memorandum by DGMA Luis Baza to the Board dated December 20, 2022, indicating that on January 19, 2022, Board member Dorothy Harris inquired on the past and current methodology used to migrate the former and current General Manager and Deputy General Manager incumbents in the Port's classification and compensation plan. Board member Harris shared this matter with the Board members at its meeting held on January 20, 2022. The HR staff conducted an analysis to determine the step in the allocated pay grade the General Manager or Deputy General Manager will be slotted to. The General Manager mentioned that if re-hired in his current position, the recommended salary would be pay grade/step RR-10D at \$187,751.00.

Director Guthertz expressed that she is inclined to support this, and asked that the Human Resources division attach all supporting documentation to each personnel action to include any relevant and historical notation that none of these positions since 2018 have seen any increase in remuneration and also suggested to address Items 5 and 6 together.

Director Guthertz made motion to address Items 5 and 6 at one time, seconded by Director Taitano. Motion was unanimously approved.

**6. Re-hiring of Dominic G. Muna as Port Deputy General Manager from Pay Grade/Step QQ-4C at \$134,314 to QQ-7C at \$151,348.**

Motion to approve the re-hiring of Rory J. Respicio as Port General Manager from Pay Grade/Step RR-8B at \$169,968 to RR-10D at \$187,751 and the re-hiring of Dominic G. Muna as Port Deputy General Manager from Pay Grade/Step QQ-4C at \$134,314 to QQ-7C at \$151,348 and that the Human Resources division provide all the supporting documents specifically the December 22, 2022 memorandum to the Board of Directors from DGMA Luis R. Baza, also other pertinent documents and to clearly note that these positions have not received an increment or a pay raise over the last four years. Motion made by Director Guthertz, and seconded by Director Taitano. The motion was unanimously approved.


**7. Re-hiring of Luis R. Baza as Port Deputy General Manager from Pay Grade/Step QQ-4C at \$134,314 to QQ-7C at \$151,348.** The General Manager mentioned that Mr. Luis Baza had informed the Governor and Lt. Governor that he will not be continuing with the Port for his own personal reasons. Item 7 basically memorializes that an offer could be made by the Board if Mr. Baza chooses to continue and this would be the salary. But given that he is currently processing out and has made his decision – Item 7 is then rendered moot. Director Guthertz made motion to remove Item 7 - Re-hiring of Luis R. Baza as Port Deputy General Manager from Pay Grade/Step QQ-4C at \$134,314 to QQ-7C at \$151,348 from the agenda, seconded by the Acting Chairperson. Motion was unanimously approved.

## VII. ADJOURNMENT

There being no further business to discuss, it was moved by Director Guthertz and seconded by Director Taitano to adjourn the meeting at 4:34 p.m. The motion was unanimously passed.

  
Dr. Judith P. Guthertz, Board Secretary  
Board of Directors

APPROVED BY:

  
Dorothy P. Harris, Acting Chairperson  
Board of Directors





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## General Manager's Report for Board of Directors

February 23, 2023

1. **Port Hires Legal Counsel James L. Canto.** On January 3, 2023, the Port welcomed Attorney James "Jamie" L. Canto as its Port Staff Attorney. As the former Deputy Attorney General for the Guam Attorney General Civil Litigation Division, Canto brings to the agency a wealth of legal experience in various fields of law.

Canto brings extensive legal acumen and experience that will provide management with advice on a range of issues and provide guidance with decisions that could have potential legal ramifications and assist in averting possible problems with contract management, negotiation and personnel matters. He was raised on Guam and graduated from John F. Kennedy High School. After serving as a paralegal in the U.S. Army JAG Corps and graduating from Trenton State College, he obtained his law degree from University of California Hastings College of the Law. Afterward, he returned home to pursue what has now been a 26-year long career as an attorney and jurist. Over that time, Jamie (as he prefers to be called) was an Assistant Public Defender at the Public Defender Service Corporation; a co-founding member of an alternate indigent defense firm; a co-founding partner of a private law firm where he specialized in business and commercial litigation; and Chief Legal Counsel to Governor Eddie Baza Calvo. In 2011, Jamie was appointed as a Guam Superior Court Judge. For five years, he sat as a general jurisdiction judge presiding over criminal, civil, family, and probate cases. In 2016, he relocated to Los Angeles where he practiced construction law, medical malpractice defense, hospital employment litigation defense, and appellate advocacy. In 2019, Jamie was tapped by Attorney General Leevin Taitano Camacho to serve as Deputy Attorney General for the Civil Litigation Division, where he headed the division, responsible for defending government of Guam agencies in trial and appellate litigation, and prosecuting civil cases on behalf of the government of Guam, in both local and federal courts.

2. **Two Men with Outstanding Warrants Arrested by Port Police.** On January 9, 2023, two men were arrested by the Hågat Marina by Port Police earlier today after officers discovered both men were wanted by authorities. While conducting a routine check of the Hågat Marina, Port Police Officers observed a vehicle motoring at a high rate

of speed on Route 2 and conducted a pull over. The driver of the vehicle, Jim I. Quidachay, could not provide a valid Driver's License, however, Port Police Dispatch confirmed with the Judiciary of Guam Marshals' Division that Quidachay, had an outstanding criminal warrant of arrest. The passenger who identified himself as Joseph R. Quidachay, also had a warrant of arrest. Upon conducting a search incident to arrest the two men, a loaded pistol was found in a pouch worn by Joseph Quidachay. Jim Quidachay was transported to the Judiciary of Guam Marshals Division to appear before the Court on the outstanding warrant. Joseph R. Quidachay was booked and confined in connection with the outstanding criminal Warrant of Arrest; No Valid Firearms ID; Possession of a Concealed Firearm; and Possession of an Unregistered Firearm.

3. **Gantry Crane Six Goes Offline for Scheduled Maintenance.** Gantry crane six was taken offline on January 11-23, 2023 to allow the Port's Equipment Maintenance and Repair (EQMR) Division to conduct scheduled preventative maintenance. Operationally, we have arrived at this point where we can focus on the preventative maintenance of the Port's assets to extend its service life. Gantry Crane Six underwent trolley rail repair, APEX legs corrosion control, maintenance on gantry drives, rental crane assistance for APEX legs, and corrosion control on boom splice plates. The scheduled maintenance and down time for gantry repairs was mutually agreed upon by both the Port's Users Group and Management. Gantry crane six went back online on January 27, 2023.
4. **Port Wins Another Transparency Award.** On February 9, 2023, the Port Authority of Guam was awarded the First Place Platinum Award for the Fiscal Year 2021 Citizen-Centric Report (CCR). This is the second time the Port has received the First Place "Excellence in Citizen-Centric Reporting Award" from the Association of Government Accountants, Guam Chapter (AGA). The award was presented during the 2023 AGA Guam Professional Development Conference held at the Westin Resort. Receiving this prestigious award for a second time shows our team's commitment to elevating transparency and comprehensible reporting. The Citizen-Centric Report initiative, adopted through Public Law 30-127, assists in advancing accountability and transparency in our government. This report provides information about the agency's goals, performance measures, audited financial statements, challenges and outlook of operations, and most importantly, how taxpayer or ratepayer dollars are spent in a manner that is easily understandable and accessible to our citizens.

5. **Superior Court Case No. SP0120-21 Anthony Sanders.** I am proud to announce that the Port Authority won the Sanders case before the Superior Court. Its Conclusion and Order states, "Based on the extreme deference given to CSC decisions and the fact that substantial evidence supports a reasonable factfinder's determination that Sanders violated the Drug-Free Workplace Policy, the Court upholds the CSC's Judgment affirming Sanders's termination. SO ORDERED this 26<sup>th</sup> day of January 2023." Thereby rendering a Judgment in favor of the Port Authority on all matters related to Sanders's petition for writ of review.

Sanders held the position of Marine Traffic Controller of the Harbor Masters division.

6. **Port Briefing and Tour.**

- **January 19, 2023** – Port Oversight Chairperson Amanda Shelton and Vice Chairperson Jesse Lujan.
- **February 10, 2023** - Major General Keith Reventlow, Marine Corps Logistics Command.
- **February 17, 2023** – Tamuning Elementary Students

During the briefing and tour, an overview of the port modernization was presented, identifying the Port's significance to the region, current capacities, federal partners and funding sources, capital improvement projects, and our way forward on the masterplan update, hotel wharf rehabilitation, acquisition of gantry cranes, wharf service life extension-hardening of the piers, fuel pipeline connectivity project, rehabilitation of Area A fuel storage facility, in-water infrastructure study, and a port community system for PAG, port users group and customs.

Tamuning elementary students were provided with Port Fun-Facts on its history, cargo handling equipments, where goods and supplies come from, and how it is processed from the Port, distributed into the island community and into their homes.

7. **Passenger Cruise Vessel Resumes - Calling Port of Guam.** We are excited to report that two passenger cruise vessels will resume its voyage to Guam on February 24, 2023 and March 3, 2023. Amadea carries an estimated 523 passengers / 302 crew members, and Diamond Princess with 1,629 passengers / 1,100 crew members.

The last passenger vessel that called our Port was on February 1, 2020 – Crystal Symphony since the pandemic outbreak of Covid-19. She carried approximately 756 passengers.

**8. General Manager's Notes for YTD Finances. We are providing the following summary for January 31, 2023:**

**REVENUES AND CARGO THROUGHPUT:**

- The Port's Total YTD Operating revenue for January 31, 2023, is \$19.7 million, 1.0% or \$258K higher than the YTD January FY 23 budget projection of \$19.5M (not including \$1.0 M Federal Reimbursement YTD projection).
- The total number of containers handled as of January 31, 2023, is 28,567, 1.3% or 369 containers lower than last year's January 2022 YTD total of 28,936.

**OPERATING EXPENSES:**

- Overall Operating expenses, as of January 31, 2023, is \$17.7M, which is 0.1% lesser than the YTD budget for November of \$17.7M, or \$23K in cost avoidances.

**OVERTIME EXPENSE AND DIRECT LABOR REVENUE:**

- YTD Overtime for Divisions involved in Operations is \$603,287, 19% or \$98K higher than the overtime budget for YTD January at \$505,502. The OT for the month of January is higher than the overtime for December by \$28K.

Direct Labor reimbursement is \$1.3M, 1% or \$10K higher than the FY23 budget of \$1.3M.

Here is the breakdown:

Direct Labor Revenue:	\$1,335,789
Operations Overtime:	<u>\$ 603,287</u>
Variance:	\$ 732,502

**YTD OPERATING REVENUES MINUS YTD EXPENSES:**

- Operating revenues minus operating expenses resulted in an operating income of \$2.0M. The final result for January is a net income of \$1.9M, after deducting the net of Other Income/Expenses totaling -\$45K.

*Note: \$45K is a net balance of Other Income and Expense composed of Interest Income, Interest Expense, Federal Reimbursements, Federal Expenses, Retirees COLA, Supplemental, Medical and Dental, and Other Non-Operating Income & Expenses.*

Other Financial Highlights, as of January 31, 2023:

- The debt service ratio as of January 31, 2023, is 1.52. This is 92% higher than the Bond Indenture Debt service ratio requirement of 1.25.
- Days Cash on Hand is 929 days, 86% or 429 days higher than the 500 days requirement of Moody's Rating agency.

#### DEBT SERVICE RATIO - NOVEMBER 2022

Projected Annual Debt Service Coverage	1.52
Debt Service Coverage Requirement	1.25
Variance	0.27
% Above the Indenture Requirement	21%

#### 9. Grant Awards and Ongoing Grant Submissions.

- **Fuel Pipeline Connectivity Project.** Notice of Intent to Award sent to the highest qualified bidder on June 8, 2022. *Status update:* After initial cost negotiation meeting with offeror, PAG Procurement set stipulation for resubmission of cost proposal by December 23, 2022. Cost negotiations are ongoing.
- **Department of Agriculture Grant (DOAG).** U.S. Fish Wildlife Services approved a 12-month no-cost schedule modification of grant-funded projects actively listed below.
- **Repair of Agat Marina's Boat Ramp Bumpers.** *Status Update:* On November 7, 2022, the PAG Engineers conducted their final inspection and project is complete. Invoice(s) has been processed and going through grant drawdown. Total project cost \$80,000 (FWS/DOAG Grant funded \$40,000 | PAG Share \$40,000)



- **Agat Marina Dock B Construction.** The Official NTP was issued to AIC International on August 4, 2022. Project completion is 243-calendar days from NTP issuance, including obtaining all permitting requirements.

**Next Steps:** (i) Application of federal consistency/ concurrence and approval of local permits. (Minimum of three to five months). In progress - (ii) Estimated project completion date, 04/15/2023. (iii) Project Status: In progress - Contractor will submit 65% Design for PAGs review and comments. Other administrative submittals for PAGs review and comments will include: Construction progress schedule; Phasing Plan; QC Plan; Accident Prevention Plan, and Activity Hazard Analysis by the Contractor and Subcontractor. **Status Update:** Pre-construction activities ongoing; PAG awaiting Design and other required submittals for review and comments.

- **Harbor of Refuge Repairs.** On August 5, 2022, the Official NTP was issued to ART Constructors, LLC. Project completion is 180-calendar days or 6 months from NTP issuance, including obtaining all permitting requirements. **Status Update:** Project ongoing; initial invoices have been submitted to include project related work that has been performed to include long lead items that have been purchased.

- **Gantry Crane Acquisition.**

- **Acquisition of an STS Gantry Crane by the PAG.** **Next Steps:** (i) Procurement Planning Meeting; (ii) Preparation of Bid Package; (iii) Advertisement of Bid. Requisition of one STS gantry crane has been submitted by Transportation Division and currently with Procurement.

**Status Update:** Requisition for one (1) crane has been entered. WSP submitted additional information to include Liftech update to the STS crane specification and the Wharf Periods of Vibration Report. This update will be incorporated into the crane procurement specifications.

- **USDA Direct Loan.** PAG Finance was assigned to develop a request for proposal to select a lender to provide commercial loan financing for replacing the PAG's Ship-to-Shore Gantry Cranes and acquiring additional cargo handling equipment, e.g., Tractors, Telescopic 150-Ton Crane, Top lifters, Forklifts. PAG will be guided by the USDA Communities Facilities

Rural Development Leadership, PAG Legal Counsel, and PAG Procurement Team moving forward. *Status Update:* Status quo

- **MARAD MEGA Grant Program.** The 3 STS Gantry Cranes application was submitted for MARAD's mega grant program on May 20, 2022. According to U.S. DOT website, the recipients of RURAL and Mega grants will be announced in the coming months. *Status Update:* MARAD has not released its grant award announcement as of 12/22/2022.
- **MARAD Marine Highway Program:** The Port was awarded \$5.7M for various container yard equipment. *Status Update:* Grants Management Specialist informed Planning staff that reduced scope was approved (reduced tractor count from 11 to 9) and removed Admin and Legal funding request due to CatEx documentation finished by MARAD. Planning, Operations, and Procurement staff discussed procurement strategy and determined separate contracts and timelines would be best to ensure project proceeds without unnecessary delays; Planning relayed procurement strategy to MARAD on December 16, 2022.
- **Office of Local Defense Community Cooperation (Formerly Office of Economic Adjustment–OEA).** \$1.2 Million OLDCC grant was awarded to the Port for a comprehensive two-phase in-water infrastructure feasibility study and a military support assessment for Area A and Hotel Wharf. Memorandum of Agreement for the in-water feasibility study was signed by the Governor on October 25, 2022 and the Notice to Proceed was issued on October 31, 2022. *Status Update:* Port's OAE is currently working on the infrastructure feasibility study.
- **EPA Diesel Emissions Reduction Act (DERA) Program.** The operations, Procurement, and Planning Team have been working on procuring four (4) tractors. PAG Procurement cancelled bid due to high price/budget concerns. Transportation Division re-entered requisition #20846 on October 24, 2022 for 4 tractors, per instruction from Procurement Division; requisition was subsequently approved. *Status Update:* Procurement is drafting written determination for legal counsel/Management review. Project is still in active procurement.

- **US DOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program.** On August 10, 2022, MARAD approved PAG's request to incur up to \$635,700 in the project's pre-construction environmental/ architectural/engineering fees (upgrade and rehabilitation of wharves F1-F6). PAG may incur costs for the following items:
  - NEPA Environmental Compliance Activities
  - Geotechnical Investigation
  - Topographic Survey
  - Updated Bathymetric Survey
  - Coastal Engineering Analysis
  - Permitting
  - Develop Scope of Work and RFP for Repair Projects

*Status Update:* The Port will be working with USACE through the MOA established between the Government of Guam and the USACE whereby technical and professional support will be provided to the Port with regards to its NEPA requirements.

- **Office of Insular Affairs Maintenance Assistance Program (MAP):** The PAG Welding Shop Phase 1 & 2 project (awarded in 2020 & 2021) is currently pending the HABS/HAER report prior to construction. *Status Update:* EA Engineering, Science, and Technology, Inc., a sub-contractor under WSP, is currently developing a Determination of Eligibility Report as part of this process. The anticipated delivery date of the Determination of Eligibility is February 20223 with a draft to be ready for Port review on the 2<sup>nd</sup> or 3<sup>rd</sup> week of January 2023.
- **Office of Insular Affairs Maintenance Assistance Program (MAP):** The PAG was awarded the FY22 MAP grant on June 29, 2022 for the Generator Maintenance Program. The NEPA review was conducted by the USACE from July 2022 to November 8, 2022 and OIA issued the Authorization to Proceed (ATP) on November 10, 2022. *Status Update:* A planning procurement meeting was held and both planning and facilities are working towards finalizing the procurement packet for the Generator maintenance contract.

10. **Port Revenue Bonds Project Status.** As of February 6, 2023, the attachment provides information on the status of the revenue bond projects that consist of rehabilitation of the hotel wharf, golf pier repairs and improvements, waterline replacement/relocation, EQMR building, and warehouse one repair/upgrades, new admin annex building, and other priority projects.

Respectfully submitted,

  
Rory J. Respicio  
General Manager

## 2018 Port Revenue Bonds Status Report As of February 6, 2023

Bond Project	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT IFB/RFP/PO Number	Status
Rehabilitation of "H" Wharf (Federal Share & Port Share)	\$10,000,000.00 \$45,066,435.00	\$0.00 \$1,284,300.22	\$10,000,000.00 \$43,782,134.78	PO No. 17043-0F for \$2,249,945.54 awarded to GHD Inc. New Contract Amount: \$2,656,621.37	The Port, along with its contractor SMCC and CM GHD is waiting on the completion of the WSP's review and signing off on SMCC's alternate design and cathodic protection plan. In addition, the Port Team lead by Board Member Conchita Taitano and GM Rory Respicio were recently in Washington DC for a meeting with MARAD Administrator/retired Rear Admiral Ann Phillips to discuss the next steps for the Hotel Wharf Project along with discussion on other critically important projects such as Golf Pier and F1 Pier. The meeting went well with positive take aways on future Port projects.
Golf Pier Repairs and Improvements	\$2,000,000.00	\$372,147.93	\$1,627,852.07	RFP No. 2019-02: A&E Design for \$484,000.17 awarded to NC Macario	Reissuance of IFB to be determined by management. Damage Summary report reviewed by Mobil Engineers and is currently pending updates.
Waterline Replacement and Relocation	\$6,000,000.00	\$319,086.18	\$5,680,913.82	RFP No. 2019-03: A&E Design for \$1,406,427.48 awarded to NC Macario	Contractor received the DPW building permit on February 3, 2023. Construction currently scheduled to begin on February 23, 2023.
EQMR Building Repairs and Upgrades	\$3,628,800.00	\$447,013.13	\$3,181,786.87	RFP No. 2019-03: A&E Design for \$1,406,427.48 awarded to NC Macario	NTP issued on January 3, 2023. The JI Global is currently obtaining TWIC cards and other documentation. Construction schedule to be provided at a later date.
Warehouse 1 Repairs	\$2,000,000.00	\$447,013.13	\$1,552,986.87	RFP No. 2019-03: A&E Design for \$1,406,427.48 awarded to NC Macario	Executive Summary and Contract was submitted for legal review and board approval.
Other Priority Projects 1. Repair of F-1 Fuel Pier and wharves F-2, F-3, F-4, F-5, and F-6 waterfront facilities 2. Upgrade of the Port's IT system and integration of TOS	\$4,980,745.00	\$0.00	\$4,980,745.00	See status	1. Please refer to MARAD RAISE - Wharves Service Life Extension Hardening of Wharves F1-F6 for more information. 2. TOS Upgrade market research is ongoing. Responses to an RFI are expected by February 10, 2023. Next steps will be determined after review of said responses.
Other Priority Projects - EnterpriseOne Financial Management System	\$2,500,000.00	\$2,365,568.22	\$134,431.78	See status	Module updates are ongoing, including work on Job order modules for vessels and SSRs. Status Quo.
New Admin. Annex Building	\$10,445,000.00	\$0.00	\$10,445,000.00	See status	Project is currently on hold pending Management decision.
<b>Grand Total</b>	<b>\$86,620,980.00</b>	<b>\$5,235,128.81</b>	<b>\$81,385,851.19</b>		




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

February 17, 2023

**MEMORANDUM**

To: Board of Directors  
From: Rory J. Respicio, General Manager   
Subject: Request for Creation of Position – Chief Financial Officer

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*Hafa Adai!* In 1983, the Port Authority of Guam, with the approval of the Civil Service Commission, created the Financial Affairs Controller position. The nature of work for the Financial Affairs Controller position was to administer the financial affairs and administrative programs and operations relative to revenue generation.

Since the establishment of this position, the main emphasis of the position's role was typically as a guardian of the financial health of the Port—overseeing and implementing adequate financial control infrastructure. Since then, the range of responsibilities have expanded, driven by complexity as a result of globalized capital and markets, regulatory and business drivers, growth in information and communication and changing expectations of the role of the Financial Affairs Controller. In addition to being the financial gatekeeper of the Port, the position has evolved from a transactional and cost efficiency focus to an increasingly value-added strategic focus.

The Port is embarking on major capital improvement projects to harden the Port infrastructure to ensure resiliency and reliability for all Port users and community and prepare for the increase of military cargoes as a result of the transfer of military forces from Okinawa to Guam. The priorities of the projects are included in the Port's Readiness Plan which will be reflected in the 2022 Master Plan. In addition to the Ports' Readiness Plan, the Agency will also be undertaking over 175 capital improvement construction projects over the next 5 years, to include the marinas and harbor of refuge.

The Chief Financial Officer will be responsible for directing the financial activities of the Port including functions, such as, budget, accounting, grants administration and risk management. This position will be responsible for managing a division of professional accountants and prepare and implement financial strategy, policies and procedures and financial controls framework in order to ensure the achievement of the Authority-wise financial objectives, controls and financial stability. The position will also work in collaboration with our Owner's Agent Engineer consultants, Planning and Engineering division heads to ensure such projects are properly funded.

Currently, the programs and day-to-day activities of the Finance Division are supervised by a Financial Affairs Controller. The organizational structure of this division falls under the Deputy General Manager for Administration & Finance. Because the position has evolved from a transactional and cost efficiency focus to an increasingly value-added strategic focus, there is a need to establish a Chief Financial Officer within the Port's Classification and Compensation Plan.

We are attaching classification report and analysis justifying the need to create a Chief Financial Officer position in the classified service under the Port Classification and Compensation Plan.

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service in accordance with Title 4, Guam Code Annotated, Section 6303(d). Rule 5.015 of the Personnel Rules and Regulations stipulates that the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of the duties and functions of the Port. The petition shall include:

1. The justification for the new position.
2. The essential details concerning the creation of the position.
3. An analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d).
4. The position description.
5. The proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA.
6. A fiscal note as that term is described in Title 2, GCA, Section 9101 *et seq.*, and any other pertinent information.

If the Board agrees to establish the Chief Financial Officer position, Rule 5.016 of the Personnel Rules and Regulations would need to be complied with regarding transparency and disclosure. The requirements of this Rule are as follows:

1. The petition for request for creation is posted on the Port's website for 10 days (Saturdays, Sundays and Government of Guam holidays excepted).
2. Notices of the postings are provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.

After the transparency process has been completed, this office shall forward the petition, along with evidence of compliance to the Board. If the Board is satisfied that all requirements have been met, the petition for creation of positions is approved by resolution, which copies is transmitted to the Director of Administration and Guam Legislative Secretary.

Upon meeting the above requirements, the Port can fill the position once 30 days have elapsed from the date of filing with the Legislative Secretary. However, if the Port does not comply with the requirements, such creation of position shall be voided.

To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:

<b>PROCESS</b>	<b>ESTIMATED TIMELINE</b>
Request to be submitted to the Board for their initial review and approval to proceed with the transparency process for the creation of the position, i.e., posting such request on the Port's website.	February 23, 2023
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	February 24, 2023
Posting of proposed creation of position on Port's website.	February 24, 2023 to March 10, 2023
Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and Board meeting date the request may be approved.	February 24, 2023
Request to be re-submitted to the Board for final approval and adoption by resolution.	March 23, 2023
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	March 24, 2023
Process job announcement for positions and/or effective date of reallocation of positions.	April 25, 2023

In light of the above, we are transmitting our request to create the Chief Financial Officer position in the classified service for your initial review and approval to begin the transparency and disclosure process for the creation.

Your kind approval of the above is appreciated.

**Attachments**

Cc: Deputy General Manager, Operations & Maintenance  
Corporate Services Manager  
Acting Personnel Services Administrator



PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
Piti, Guam

**PETITION FOR**

**CREATION OF POSITION – CHIEF FINANCIAL OFFICER POSITION**

**REQUEST:**

On December 29, 2022, the General Manager requested the Board of Directors to begin the transparency process to create the Chief Financial Officer position. Approval was granted by the Board of Directors and Human Resources Division was asked to review the Port's current organizational structure and establish a Chief Financial Officer position.

**AUTHORITY:**

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service. Rule 5.015, *Creation of New Positions and Classes of Positions*, of the Personnel Rules and Regulations stipulates:

- A. *Pursuant to Section 6303(d), Title 4, GCA, the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.*
- B. *The petition shall include:*
  1. *the justification for the new position;*
  2. *the essential details concerning the creation of the position;*
  3. *the analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d);*
  4. *the position description;*
  5. *the proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and*
  6. *a fiscal note as that term is described in Title 2, GCA, Section 9101 et seq., and any other pertinent information.*
- C. *The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 5, GCA, Section 6303.1(a) to the Board, who if they approve the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.*
- D. *No new position may be filled until after compliance of the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.*

In line with this Rule 5.016, *Transparency and Disclosure of Creation of New Positions or Classes of Positions*, states:

- A. *Prompt notice of the postings required by Title 4, GCA, Sections 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.*
- B. *The petitions required by Title 4, GCA, Sections 6205 and 6303 are public documents for the purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).*
- C. *Any attempted creation of a position or above-step recruitment are not in compliance with provisions of Title 4, GCA, Sections 6205, 6303 and 6303.1(a) are void.*

**References of Compliance:**

2 GCA §9101, *Restrictions Against Unfunded Appropriations*, “*All bills that have an effect upon the revenues or the expenditure of any funds of the Government of Guam shall identify a specific funding source for which funds are, in fact, available....*”

4 GCA §4105(a) *Departmental Rules* “*Rules subject to criteria established by this Chapter governing selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the...Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments, and by the Director of Administration as to all other Executive Branch employment.*”

4 GCA §4101.1(d). *Responsibilities of the Director of Administration Regarding Personnel Policy of the Government*. “*The Director of Administration shall perform the following functions... (d) Maintain, post, and keep current on the Department’s website a list of all classified and unclassified positions in the executive branch, including autonomous agencies and public corporations, showing the job description and pay range assigned to each position....*”

4 GCA §6301. *Compensation Policy*.

- “(a) *Employee compensation shall be based on internal equity and external competitiveness.*
- “(b) *To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
- “(c) *Internal equity shall be reviewed annually and external competitiveness at least every three (3) years.*
- “(d) *Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
- “(e) *All aspects of compensation (base salaries, benefits, pay differentials, and other factors) will be considered as a total reward and incentive package for employees and shall be consistent and uniformly administered through the government.*
- “(f) *A program of ongoing communications and training shall be a critical component of compensation administration.*”

**AGENCY BACKGROUND:**

Public Law 13-87 created the Port Authority of Guam as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping recreational, commercial/boating and navigation of the Territory of Guam. Its enabling act provides that it must be entirely self-supporting. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff. The Board of Directors is comprised of five (5) non-salaried members appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation, and maintenance of the Port facilities.

**JUSTIFICATION:** In 1983, the Port Authority of Guam, with the approval of the Civil Service Commission, created the Financial Affairs Controller position. The nature of work for the Financial Affairs Controller position was to administer the financial affairs and administrative programs and operations relative to revenue generation.

Since the establishment of this position, the main emphasis of the position's role was typically as a guardian of the financial health of the Port—overseeing and implementing adequate financial control infrastructure. Since then, the range of responsibilities have expanded, driven by complexity as a result of globalized capital and markets, regulatory and business drivers, growth in information and communication and changing expectations of the role of the Financial Affairs Controller. In addition to being the financial gatekeeper of the Port, the position has evolved from a transactional and cost efficiency focus to an increasingly value-added strategic focus.

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The Chief Financial Officer will be responsible for directing the financial activities of the Port including functions, such as, budget, accounting, grants administration and risk management. This position will be responsible for managing a division of professional accountants and prepare and implement financial strategy, policies and procedures and financial controls framework in order to ensure the achievement of the Authority-wise financial objectives, controls and financial stability. The position will also work in collaboration with our Owner's Agent Engineer consultants, Planning and Engineering division heads to ensure such projects are properly funded.

Currently, the programs and day-to-day activities of the Finance Division are supervised by a Financial Affairs Controller. The organizational structure of this division falls under the Deputy General Manager for Administration & Finance. Because of the position has evolved from a transactional and cost efficiency focus to an increasingly value-added strategic focus, there is a need to establish a Chief Financial Officer within the Port's Classification and Compensation Plan.

### **METHODOLOGY:**

Human Resources staff reviewed the duties and responsibilities of the proposed Chief Financial Officer position using the job evaluation systematic process for assessing the content, relative size, and importance of the job within our organization using a total of twelve measurement factors. Each factor indicates a point rating and sum of all points representing the total “points” value for the job. Also provided were the organizational and functional charts.

In summary, the job evaluation provides:

1. A structured approach to assessing the relative worth of each job;
2. Measurement factors universally applicable across all sectors of industry, commerce, and government; and
3. Objectivity which is attained to avoid much of the irrational and/or emotional impact of personality conflicts and personal prejudices.

Part two of the methodology completes the evaluation of these positions in using the New Port Compensation structuring which is determined based on compensation comparison of Compensation trends of the Private Sector, State and Local Government on percentage changes in wages, salaries, and benefits, including Market Percentiles, the determination of Certified/Technical and Professional Positions and regression analysis of base salaries.

### **CLASSIFICATION REVIEW:**

The proposed Chief Financial Officer position, under the policy direction of management, is responsible for the administrative and management work in accounting and budgeting for the Authority. The incumbent shall advise management on all matters pertaining to the management and performance of, in accordance with Government Accounting Standards pronouncements, financial operations, control and reporting, including accounts receivables, accounts payable, fixed assets, budget management and control, division allocations and disbursements, budget preparation, financial information systems, credit management, collections, fiscal planning, financial statement preparation, investing and payroll. The position helps promote a customer-management service attitude and oversees the Finance Division of the Authority.

The position requires:

Knowledge of:

- Federal, state and local laws, rules and regulations related to fiscal operations, such as, financial management, control and budgeting.
- Accepted U.S. accounting principles, Government Accounting Standards Board (GASB) pronouncements, theories, concepts and terms.
- Economic principles and practices, global financial markets and banking.
- Fiscal management, administrative procedures and relevant laws and regulatory Authority requirements.
- Financial accounting presentation and related software.
- Principles and practices of effective management and supervision.
- Local government’s personnel policies and local and federal labor contract provisions.

Ability to:

- Analyze complex fiscal problems and to make sound and procedural solution recommendations.
- Implement recommendations independently and through direction of subordinate staff.
- Communicate effectively, both verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

Skill in:

- performing analysis and making recommendations for the development, implementation and maintenance of financial management and accounting systems.

The position reports to the Deputy General Manager for Administration & Finance.

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in public administration and financial management.

The experience and training of the position requires:

- A. Ten (10) years of progressive experience in senior level finance or accounting in a large public or private entity, five (5) years of supervisory experience in two of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Master's degree in accounting, finance, economics, business or public administration, or a recognized professional qualification; or
- B. Seven (7) years of progressive experience in senior level finance or accounting position in a large public or private entity, nine (9) years of supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economics, business or public administration or a recognized professional qualification.

Preferred qualification but not required: Possession of a valid and current Certified Public Accountant (CPA) certificate.

The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibility). Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing revealed that there are positions that are closely associated with the proposed Chief Financial Officer position, however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended that Chief Financial Officer position be established under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board.

**RECOMMENDATION:**

Our review has determined the following pay grade allocation for the Chief Financial Officer:

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1377	PP-9B	\$141,101	PP-10B	\$146,830

Based on the above and the attached analysis and documents, it is recommended that the Board of Directors approve the creation of the Chief Financial Officer position and the resultant pay grade allocation at the pay grade indicated above in the classified service.

  
SHAWN B. CEPEDA  
Acting Personnel Services Administrator

## **CHIEF FINANCIAL OFFICER**

### **NATURE OF WORK:**

Under the policy direction of management, the Chief Financial Officer is responsible for the administrative and management work in accounting and budgeting for the Authority. The incumbent shall advise management on all matters pertaining to the management and performance of, in accordance with Government Accounting Standards pronouncements, financial operations, control and reporting, including accounts receivables, accounts payable, fixed assets, budget management and control, division allocations and disbursements, budget preparation, financial information systems, credit management, collections, fiscal planning, financial statement preparation, investing and payroll. The position helps promote a customer-management service attitude and oversees the Finance Division of the Authority.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (These examples do not include the duties and responsibilities which may be assigned; nor do the examples cover all the duties which may be performed.)

Creates, coordinates and evaluates the financial programs and supporting information systems of the Port to include budgeting and safeguarding of assets for the Authority funds.

Oversees the approval and processing of revenue, expenditure and fund balance documents, Authority's budget, salary updates, general ledger, account maintenance and data entry for the Authority's fund and all aspects of accounting, including cash flow planning reporting organizational and Port budgeting and forecasting.

Ensures the timely and accurate preparation of financial statements, financial reports, special analysis and information reports.

Approve and coordinate changes and improvements in automated financial and management information systems used by the Port.

Analyze cash flow, cost control and expenses and analyze financial statements to identify and correct weak areas and provide recommendations and solutions.

Develop and implement finance, accounting, billing and auditing procedures and ensure compliance with local, state and federal reporting requirements.

Ensures compliance with federal financial standard as required by Single Audit (OMB Circular A-133) and record systems are maintained in accordance with generally accepted accounting principles.

Interact with senior accounting staff to provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations.

Ensure financial alignment with the Authority's mission, goals and objectives.

Establish and monitor the Authority's investment strategies and policies in accordance with objectives set by the General Manager and Board of Directors.

Develop and direct the implementation of strategic business and/or operational plans, projects, programs and systems.

Establish and implement short and long range Authority's finance goals, objectives, policies and operating procedures.

Manage a complex financial system consisting of multiple/varied funds (general fund, special accounts mandated by Public Utilities Commission, federal and local grants, capital projects, etc.)

Establish standard financial policies, procedures and processes for use by fiscal staff and division heads; supervise and direct data collection for the preparation and maintenance of financial reports.

Oversee the preparation of the annual budget, grant budgets and related accounting and budget work; monitor expenditures in accordance with budget allocations; review and present to the General Manager for approval budget transfer requests.

Manage the establishment of fiscal goals, audits of financial documents and the preparation and maintenance of fiscal reports.

Meet with auditors to respond to questions and determine any adjustments as a result of findings.

Responsible for the development and distribution of applicable budget and payroll information to division heads.

Appear before the Board of Directors to present information related to the development and execution of the annual budget.

Ensure consistent interpretations of laws, rules, policies and procedures.

Evaluates budget and fiscal system performance and make ongoing adjustments as approved by the General Manager.

Establish and supervise comprehensive fiscal processes, procedures and controls in accordance with federal, state and local regulatory requirements and Generally Accepted Accounting Practices (GAAP).

Performs related work as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of:

- Federal, state and local laws, rules and regulations related to fiscal operations, such as, financial management, control and budgeting.
- Accepted U.S. accounting principles, Government Accounting Standards Board (GASB) pronouncements, theories, concepts and terms.
- Economic principles and practices, global financial markets and banking.
- Fiscal management, administrative procedures and relevant laws and regulatory Authority requirements.
- Financial accounting presentation and related software.
- Principles and practices of effective management and supervision.
- Local government's personnel policies and local and federal labor contract provisions.



Ability to:

- Analyze complex fiscal problems and to make sound and procedural solution recommendations.
- Implement recommendations independently and through direction of subordinate staff.
- Communicate effectively, both verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

Skill in:

- performing analysis and making recommendations for the development, implementation and maintenance of financial management and accounting systems.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Ten (10) years of progressive experience in senior level finance or accounting in a large public or private entity, five (5) years of supervisory experience in two of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Master's degree in accounting, finance, economics, business or public administration, or a recognized professional qualification; or
- B. Seven (7) years of progressive experience in senior level finance or accounting position in a large public or private entity, nine (9) years of supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economics, business or public administration or a recognized professional qualification.

**Preferred qualification but not required:** Possession of a valid and current Certified Public Accountant (CPA) certificate.

**Fiscal Year 2023**  
**FUNCTIONAL STATEMENT FOR**  
**FINANCE DIVISION**

**INTRODUCTION**

The Jose D. Leon Guerrero Commercial Port is established by Public Law 13-87, as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial/boating and navigation of the Territory of Guam.

The enabling act provides that the Port must be entirely self-supporting, i.e., it must raise capital funds for construction projects by borrowing money on its own credit. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff.

**BOARD OF DIRECTORS**

The Board of Directors is composed of five (5) non-salaried members, appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation, and maintenance of the Port facilities.

**GENERAL MANAGER**

The General Manager, under the general direction of the Board of Directors, serves as Chief Executive Officer for the Authority. The General Manager has charge and control of the planning, organization, staffing, direction and coordination of the Authority's operations and business affairs. The General Manager is hired and employed at the pleasure of the Board.

**DEPUTY GENERAL MANAGER, ADMINISTRATION AND FINANCE**

The Deputy General Manager, Administration & Finance is under the general supervision of the General Manager. In the absence of the General Manager, may serve as Acting General Manager. The position is hired and employed under the terms and conditions fixed by and at the pleasure of the Board of Directors. The Deputy General Manager for Administration & Finance is responsible for the overall operations and administration of Marketing/Public Relations Division and Corporate Services Department which includes General Administration, Commercial, Human Resources, Information Technology, Procurement & Supply and Finance divisions.

**FINANCE DIVISION**

The Finance Division is responsible for the development and maintenance of the Authority's payroll, accounting, and billing functions. Also responsible for the continual review of accounting controls to safeguard all assets and to ensure fulfillment of commitments to management; and for coordinating the annual audit of the authority with an independent public accounting firm retained by the Board of Directors.

Expense Accounting Section: Responsible for accuracy and timeliness of all accounts payables, establishing and maintaining fixed asset property inventory records and validating, auditing and payment of approximately 400 daily/weekly time cards and the issuance of bi-weekly paychecks to include payroll deductions and fringe benefit allotments.

Revenue Accounting Section: Responsible for the invoicing of billable services and use of facilities with the Port tariff provisions, maintenance the general ledger and collection of revenues.

**JOB EVALUATION**  
For  
**CHIEF FINANCIAL OFFICER**

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Education	J 152	Tertiary/Professional: Requires a post high school tertiary qualification at a university, polytechnic or equivalent educational body. J152: Master/honor degree including post graduate courses of study, e.g., MBA or advanced professional certification, e.g., PE (Professional Engineer), CPA (Certified Public Accountant), PS (Professional Surveyor) etc.
Experience	K 200	Executive Direction: Extensive experience in managing, leading and directing a major function/department or division of a large organization.
Complexity	E 60 352 211.2	Complex: A high level of innovation and adaptability is required to react to rapidly changing circumstances. Significant demands made to control, harmonize and motivate all or major sections of the organization. A high level of unpredictability is encountered and this necessitates innovative and conceptual thinking in responding to the demands of the business both locally and perhaps internationally.
Scope of Work	E 25 352 88.0	Corporate: Functional responsibility at a corporate level involving the central coordination of a specialist or staff unction in a large organization or a number of specialist or staff functions in a small or medium size organization. The position requires the integration and coordination of all associated activities and has influence over all relevant policy and procedures.
Problem Solving	E 132	Complex: Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem.
Freedom to Act/Supervision Received	E 132	General Guidance: Minimal guidance is provided. Expected to plan activities of own work program within the overall objectives of the operations—division. Expected to raise only contentious or major problem issues for the Board or General Manager's consideration.
Work Environment	A1 12	Work is performed indoors in office conditions with almost no unpleasant environmental influences.

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Physical Demands	A 1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	D2 100	Direct impact of a single decision causes a major impact which can be expressed in dollar terms of tens of thousands of dollars.
Human Relations Skills/Contacts	F4 115	Top Level: Coordination and direction of senior management from all areas of the organization.
Authority Exercised	G3 175	Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$2m - \$20m
Supervisory & Managerial Responsibility	C1 38	Has full supervisory/managerial responsibility for 11-29 staff.
<b>TOTAL POINTS</b>	<b>1377</b>	

**PAY GRADE ALLOCATION**

<b>Job Evaluation Points</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Minimum Salary</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Maximum Salary</b>
1377	PP-9B	\$141,101	PP-10B	\$146,830

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	Chief Financial Officer
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	
<b>TITLE OF DIRECT SUPERVISOR</b>	
<b>JOB LOCATION (Department / Agency)</b>	
<b>DIVISION</b>	
<b>DEPARTMENT</b>	
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	
<b>PAY GRADE</b>	
<b>POSITION DESCRIPTION (Reviewed)</b>	



**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned:

Duty No or % of Time	Duties and/or Responsibilities

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:  
*Operations Manager, Transportation & Stevedore Superintendent, Shipping Agencies, Trucking Companies.*

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
X	15 - 50% of total working hours
	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
X	15 - 50% of total working hours
	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder's work reviewed by their direct Supervisor. Mark one correct response below with an [X]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.
X	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)



**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [X] in this box

No Supervised	Position Title	Description of Responsibilities
1	General Accounting Supervisor - Revenues	Manage the Accounts Receivable and Tariff/Billing sections
1	Accountant III	Manage the Accounts Payable and Payroll sections
1	Accountant II	Manage and maintain Fixed Assets accounts, reviews General Journal entries, assists in AP and Payroll tasks.
1	Accountant II	Responsible for monthly journal entries, analytical reports, allocations, month-end and year-end tasks.
1	Accountant II	Responsible for monthly journal entries, capital improvement projects and other analytical reports
1	Accountant II	Responsible for managing the recording of monthly Accounts payable transactions, disbursements of vendors and employees' payroll deductions.

**6.0 EQUIPMENT**

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
95%	Computer
2%	Calculator
3%	Copier Machine

**7.0 JOB REQUIREMENTS**

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.


**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment.


**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General Years    Months

Experience in rate presentation to PUC or equal body for approval	5	
Experience in professional accounting in wide field or business activity similar or greater, in scope and size to the Authority.	10	
Experience in managing tax exempt bond	3	

c) Specialized Years    Months


d) Supervisor / Management Years    Months

Progressive experience in senior level finance or accounting in a large public or private entity	10	
Supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field	10	

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years    Months


**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

Below High School. Show number of years :

High School Graduation / GED

Vocational / Technical School. Detail below the specific training that is required by this position :


Some College. Show number of  Semester Hours, or

Quarter Hours

Detail below specific courses required by the essential functions of this position:


College Degree. Show major area of study required:

Associates:	
Bachelors:	Accounting
Masters:	Business, Finance, Economics, Accounting or Public Administration
Beyond Masters:	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions:


**7.1.4 LICENCE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:

Certified Public Accountant (CPA) – Preferred but not required
Masters of Business Administration (MBA) – Preferred but not required
Certified Government Financial Manager (CGFM) – Preferred but not required
Other similar national financial designation – Preferred but not required

**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to ____ pounds on a regular basis to move the object to or away from the employee.
	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	Reaching	The employee is regularly required to use the hands and arms to reach for objects.

	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.
X	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below

Describe any other physical job requirements below:


**7.2.2 MENTAL / VISUAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)

Analytical skills, presentation skills, facilitation skills, leadership skills, management skills and other interpersonal skills

**7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE**

Selecting one response only show what percent of a typical workday is spent:

%

- 100 Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**7.2.4 OTHER PHYSICAL WORKING CONDITIONS**

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

%

- Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- Vibration (i.e., operating jackhammer, impact wrench).
- Noise (Exposure at a level enough to cause hearing loss or fatigue).
- An improperly illuminated or awkward and confining work space.
- Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- Lifting or carrying items or objects. Describe item/object and weight:


Heat. Describe source and degree of high temperature.


Cold. Describe source and degree of cold temperature:


Other hazards. Describe:


**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily, Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:


- Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

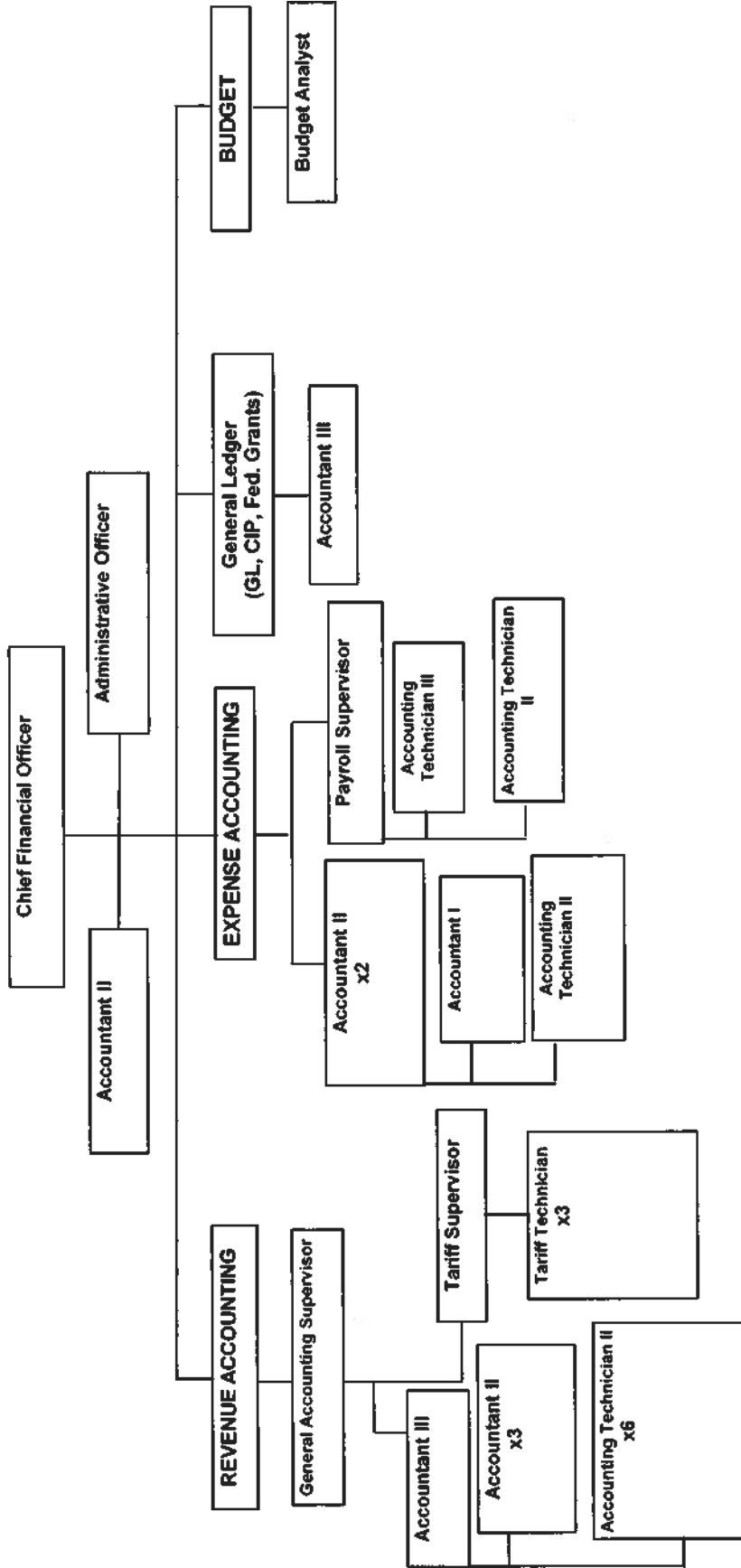

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

PORT AUTHORITY OF GUAM  
 Jose D. Leon Guerrero Commemorial Port  
 FISCAL YEAR 2023 ORGANIZATIONAL CHART

FINANCE DIVISION



## FISCAL NOTE

1. A. Fiscal effect: Identify the fiscal effect on the agency appropriations compared to funding levels and appropriations anticipated under current Budget.

	FY 2023				FY 2024			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures	\$90,880				\$218,108			
Budget								

2. A. Fiscal impact summary: *Provide a brief summary of the measure, including description of the provisions having fiscal impact*

The Port is in the process of petitioning the creation of a Chief Financial Officer & General Administration Manager under the Port's Classification and Compensation Plan. The salaries and benefits for the positions has also been identified. The following are different levels recommended for the Chief Financial Officer & General Administration Manager positions and their corresponding salary ranges.

### Chief Financial Officer

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1377	PP-9B	\$141,101	PP-10B	\$146,830

### General Administration Manager

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
913	MM-3A	\$77,007	MM-4A	\$80,134

- B. Fiscal impact sections: *Identify and provide a brief description of the sections of the measure which have fiscal impact. Include any assumptions and comments relevant to the analysis.*

The General Manager will be presenting to the Board on February 23, 2023, (2) two creation of positions – Chief Financial Officer & General Administration Manager. The funding for the two positions will come from the Vacancy Pool.

3. Fiscal effect detail: *For information shown under state fiscal effect in 1A, please:*

A. Revenues:

B. Expenditures:



If the Port decides to hire based on the minimum salary for both positions starting May 7, 2023 the total pro-rated amount for FY 2023 is \$90,880. The hiring of the two new positions will increase the salary for FY 2024 to \$218,108.

*C. Budget: Explain the appropriations amounts. Provide detail, when appropriate, for each agency and fund affected. Explain the relationship between the amounts shown for expenditures and appropriations. Indicate whether the appropriation or a part of the appropriation or a part of the appropriation is included in the executive budget or relates to a continuing appropriation.*

The appropriations for the two new position creations will come from the Vacancy Pool budget based on the YTD for FY 2023. The expenditures for FY 2023 and FY 2024 are indicated in section *IA*.

Name: Jose B. Guevara III, Financial Affairs Controller  
Division: Finance Division  
Telephone: (671) 477-5931 ext. 323  
Date Prepared: 2/16/2023




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

February 17, 2023

**MEMORANDUM**

To: Board of Directors  
From: Rory J. Respicio, General Manager   
Subject: Request for Creation of Position – General Administration Manager

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*Hafa Adai!* When the General Administration Division was established in 2006, its functional responsibility is to provide routine clerical support, such as, mail distribution, printing and copying, courier services and telephone receptionist to all divisions within the Authority. In addition to these duties, the division was subsequently tasked for the development and administering a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records, documents, and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems. The division also provides secretarial duties, functions and responsibilities in the absence of the General Manager's staff and other office support services to Port divisions.

Currently, the programs and day-to-day activities of the General Administration Division are supervised by an Administrative Services Officer. The organizational structure of this division falls under the Deputy General Manager for Administration & Finance. Because of the duties of the position has evolved from a routine clerical service to a more complex and sensitive administrative support, there is a need to establish a General Administration Manager within the Port's Classification and Compensation Plan.

We are attaching classification report and analysis justifying the need to create a General Administration Manager position in the classified service under the Port Classification and Compensation Plan.

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service in accordance with Title 4, Guam Code Annotated, Section 6303(d). Rule 5.015 of the Personnel Rules and Regulations stipulates that the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of the duties and functions of the Port. The petition shall include:

1. The justification for the new position.
2. The essential details concerning the creation of the position.
3. An analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d).
4. The position description.
5. The proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA.
6. A fiscal note as that term is described in Title 2, GCA, Section 9101 *et seq.*, and any other pertinent information.

If the Board agrees to establish the General Administration Manager position, Rule 5.016 of the Personnel Rules and Regulations would need to be complied with regarding transparency and disclosure. The requirements of this Rule are as follows:

1. The petition for request for creation is posted on the Port’s website for 10 days (Saturdays, Sundays and Government of Guam holidays excepted).
2. Notices of the postings are provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.

After the transparency process has been completed, this office shall forward the petition, along with evidence of compliance to the Board. If the Board is satisfied that all requirements have been met, the petition for creation of positions is approved by resolution, which copies is transmitted to the Director of Administration and Guam Legislative Secretary.

Upon meeting the above requirements, the Port can fill the position once 30 days have elapsed from the date of filing with the Legislative Secretary. However, if the Port does not comply with the requirements, such creation of position shall be voided.

To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:

<b>PROCESS</b>	<b>ESTIMATED TIMELINE</b>
Request to be submitted to the Board for their initial review and approval to proceed with the transparency process for the creation of the position, i.e., posting such request on the Port’s website.	February 23, 2023
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	February 24, 2023
Posting of proposed creation of position on Port’s website.	February 24, 2023 to March 10, 2023
Notification to be provided to the electronic and written media outlets of the Port’s request, its availability on the website; and Board meeting date the request may be approved.	February 24, 2023
Request to be re-submitted to the Board for final approval and adoption by resolution.	March 23, 2023
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary	March 24, 2023
Process job announcement for positions and/or effective date of reallocation of positions.	April 25, 2023

**Subject: Request for Creation of Position – General Administration Manager**  
**Page 3**

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In light of the above, we are transmitting our request to create the General Administration Manager position in the classified service for your initial review and ask you kind approval to begin the transparency and disclosure process or the creation.

Your kind approval of the above is appreciated.

**Attachments**

**Cc: Deputy General Manager, Operations & Maintenance**  
**Corporate Services Manager**  
**Acting Personnel Services Administrator**

PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
Piti, Guam

**PETITION FOR**

**CREATION OF POSITION – GENERAL ADMINISTRATION MANAGER POSITION**

**REQUEST:**

On December 29, 2022, the General Manager requested the Board of Directors to begin the transparency process to create the General Administration Manager position. Approval was granted by the Board of Directors and Human Resources Division was asked to review the Port's current organizational structure and establish a Chief Financial Officer position.

**AUTHORITY:**

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service. Rule 5.015, *Creation of New Positions and Classes of Positions*, of the Personnel Rules and Regulations stipulates:

- A. *Pursuant to Section 6303(d), Title 4, GCA, the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.*
- B. *The petition shall include:*
  1. *the justification for the new position.*
  2. *the essential details concerning the creation of the position.*
  3. *the analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d).*
  4. *the position description.*
  5. *the proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and*
  6. *a fiscal note as that term is described in Title 2, GCA, Section 9101 et seq., and any other pertinent information.*
- C. *The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 5, GCA, Section 6303.1(a) to the Board, who if they approve the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.*
- D. *No new position may be filled until after compliance of the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.*

In line with this Rule 5.016, *Transparency and Disclosure of Creation of New Positions or Classes of Positions*, states:

- A. *Prompt notice of the postings required by Title 4, GCA, Sections 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.*
- B. *The petitions required by Title 4, GCA, Sections 6205 and 6303 are public documents for the purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).*
- C. *Any attempted creation of a position or above-step recruitment are not in compliance with provisions of Title 4, GCA, Sections 6205, 6303 and 6303.1(a) are void.*

**References of Compliance:**

2 GCA §9101, Restrictions Against Unfunded Appropriations, *“All bills that have an effect upon the revenues or the expenditure of any funds of the Government of Guam shall identify a specific funding source for which funds are, in fact, available....”*

4 GCA §4105(a) Departmental Rules *“Rules subject to criteria established by this Chapter governing selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the...Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments, and by the Director of Administration as to all other Executive Branch employment.”*

4 GCA §4101.1(d). Responsibilities of the Director of Administration Regarding Personnel Policy of the Government. *“The Director of Administration shall perform the following functions... (d) Maintain, post, and keep current on the Department’s website a list of all classified and unclassified positions in the executive branch, including autonomous agencies and public corporations, showing the job description and pay range assigned to each position....”*

4 GCA §6301. Compensation Policy.

- “(a) Employee compensation shall be based on internal equity and external competitiveness.*
- (b) To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
- (c) Internal equity shall be reviewed annually and external competitiveness at least every three (3) years.*
- (d) Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
- (e) All aspects of compensation (base salaries, benefits, pay differentials, and other factors) will be considered as a total reward and incentive package for employees and shall be consistent and uniformly administered through the government.*
- (f) A program of ongoing communications and training shall be a critical component of compensation administration.”*

**AGENCY BACKGROUND:**

Public Law 13-87 created the Port Authority of Guam as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping recreational, commercial/boating and navigation of the Territory of Guam. Its enabling act provides that it must be entirely self-supporting. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff. The Board of Directors is comprised of five (5) non-salaried members appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation, and maintenance of the Port facilities.

**JUSTIFICATION:**

When the General Administration Division was established in 2006, its functional responsibility is to provide routine clerical support, such as, mail distribution, printing and copying, courier services and telephone receptionist to all divisions within the Authority. In addition to these duties, the division was subsequently tasked for the development and administering a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records, documents and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems. The division also provides secretarial duties, functions and responsibilities in the absence of the General Manager's staff and other office support services to Port divisions.

Currently, the programs and day-to-day activities of the General Administration Division are supervised by an Administrative Services Officer. The organizational structure of this division falls under the Deputy General Manager for Administration & Finance. Because of the duties of the position has evolved from a routine clerical service to a more complex and sensitive administrative support, there is a need to establish a General Administration Manager within the Port's Classification and Compensation Plan.

**METHODOLOGY:**

Human Resources staff reviewed the duties and responsibilities of the proposed General Administration Manager position using the job evaluation systematic process for assessing the content, relative size, and importance of the job within our organization using a total of twelve measurement factors. Each factor indicates a point rating and sum of all points representing the total "points" value for the job. Also provided were the organizational and functional charts.

In summary, the job evaluation provides:

1. A structured approach to assessing the relative worth of each job.
2. Measurement factors universally applicable across all sectors of industry, commerce, and government; and
3. Objectivity which is attained to avoid much of the irrational and/or emotional impact of personality conflicts and personal prejudices.

Part two of the methodology completes the evaluation of these positions in using the New Port Compensation structuring which is determined based on compensation comparison of Compensation trends of the Private Sector, State and Local Government on percentage changes in wages, salaries, and benefits, including Market Percentiles, the determination of Certified/Technical and Professional Positions and regression analysis of base salaries.

**CLASSIFICATION REVIEW:**

The proposed General Administration Manager position, under the general direction of management, plans, organizes, manages and participates in the work of staff engaged in providing administrative and clerical support services to the divisions of the Port. The position administers a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records, documents, and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems.

The position requires:

Knowledge of:

- Port organization, function, operations, laws, rules, policies and procedures.
- Office administrative and management practices and techniques.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Principles, practices, methods and techniques of document and records management.
- Local and federal laws applicable to retention requirements for a wide variety of documents.
- Principles and practice so effective supervision.
- Safety principles and practices.

Ability to:

- Plan, schedule, coordinate and supervise the activities of staff.
- Organize work, set priorities and provide advice and support to meet the Authority's needs.
- Utilize and maintain electronic document management systems and technologies to efficiently store and retrieve documents required for Port operations.
- Classify, index, process, file, and retrieve a wide variety of materials under a comprehensive government records management system.
- Analyze records management problems, reaching sound conclusions and recommending improved procedures, equipment and facilities.
- Appraise the accuracy the value of and legal requirements regarding a wide variety of records and documents.
- Exercise sound, independent judgment within established guidelines.
- Maintain information and generate reports utilizing computer equipment.
- Prepare clear and concise reports and other written correspondence.
- Establish and maintain effective working relationships with others encountered in the course of work.

Skill in:

- Operation of a personal computer with standard business software, including word processing, spreadsheet and data base applications and other standard office equipment



The position reports to the Deputy General Manager for Administration & Finance.

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in public administration and financial management.

The experience and training of the position requires eight (8) years of progressively responsible administrative experience of which three (3) years of which were in a supervisory level and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavior sciences or related field; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibility. Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing revealed that there are positions that are closely associated with the proposed General Administration Manager position, however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended that the General Administration Manager position be established under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board.

**RECOMMENDATION:**

Our review has determined the following pay grade allocation for the General Administration Manager:

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
913	MM-3A	\$77,007	MM-4A	\$80,134

Based on the above and the attached analysis and documents, it is recommended that the Board of Directors approve the creation of the General Administration Manager position and the resultant pay grade allocation at the pay grade indicated above in the classified service.

  
SHAWN D. CEPEDA  
Acting Personnel Services Administrator

## **GENERAL ADMINISTRATION MANAGER**

### **NATURE OF WORK:**

Under the general direction of management, plans, organizes, manages and participates in the work of staff engaged in providing administrative and clerical support services to the divisions of the Port. The position administers a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records and documents and storage and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (These examples do not include the duties and responsibilities which may be assigned; nor do the examples cover all the duties which may be performed.)

Plans, organizes, controls, integrates and evaluates the work of assigned staff in the performance of secretarial, telephone receptionist, courier mail and distribution, printing and copying services and develops, implements and monitors work plans to achieve the Authority's mission, goals and performance measures.

Plans, organizes, directs and evaluates the performance of assigned staff, establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.

Plans, organizes, implements and maintains the Authority's document management and control programs, methods, practices and procedures to ensure compliance of all applicable laws and regulations; develops and implements the Port's policies and procedures for the organization, retention, storage and retrieval of vital records and documents. Trains staff, as well as, other divisions' administrative staff on documentation process on a day-to-day basis.

Participates and supervises in developing, implementing and maintaining a coding and indexing structures for use in document management programs; maintains and updates forms; indexes and records management databases or systems to track records and maintain document status log.

Conducts research and locates documents and records; receives researches and responds to requests for information.

Directs, participates in, coordinates preparation of and administers the division's operating and capital budgets; monitors budget performance reports and prepares periodic analysis and reports for use by management; develops budget inputs and recommends budget adjustments and recommends invoices for payment.

Develops and implements operational policies and procedures to ensure division conformance with Port policies and standards.

Supervises and participates in the studies of the Authority's operational and administrative processes and practices to identify process, productivity and cost improvements; recommends changes to improve productivity and service while reducing costs.

Represents the division in meetings with Port officials and staff on a variety of business operations matters; makes presentations before outside groups and agencies; coordinates and consults with other divisions to ensure work programs and objective are consistent; manages or develops policy in related areas.

Oversees staff conducting software and hardware inventories; interfaces with end users and Information Technology division to resolve issues and recommends system improvements; stays abreast of industry trends and changes in information technology to keep knowledge and skills current.

Interfaces with customers to ensure division's operations meets Port's customer service standards; establishes the Authority's customer service requirements and sets priorities; resolves customer complaints and issues; develops and maintains a customer network.

Coordinates with contractors on the maintenance and upkeep of the Authority's communication system.

Assist in the preparation and upload of public records, meeting agendas and minutes, audio and video files available to the public via the Port's internet website and in the assembly, copy and collation of agenda packages and binders for duplication and distribution.

May serve as a project leader for assigned special projects and program initiatives, including defining project objectives, establishing project schedules and monitoring project completion on schedule and budget.

Performs related work as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of:

- Principles and practices of office administrative and management practices and procedures.
- Port organization, function, operations, laws, rules, policies and procedures.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Principles, practices, methods and techniques of document and records and documents storage and retrieval technologies.
- Local and federal laws applicable to retention requirements for a wide variety of documents.
- Basic research techniques, methods and procedures.
- Principles and practices of effective management and supervision.
- Port human resources rules and regulations, policies and labor contract provisions.
- Safety principles and practices.

Ability to:

- Plan, organize, manage and direct a variety of complex work programs and activities.
- Plan, schedule, coordinate and supervise the activities of staff.
- Organize work, set priorities and provide advice and support to meet the Authority's needs.
- Utilize and maintain electronic document management systems and technologies to efficiently store and retrieve documents required for Port operations.

- Classify, index, process, file, and retrieve a wide variety of materials under a comprehensive government records management system.
- Analyze records management problems, reaching sound conclusions and recommending improved procedures, equipment and facilities.
- Appraise the accuracy the value of and legal requirements regarding a wide variety of records and documents.
- Exercise sound, independent judgment within established guidelines.
- Maintain information and generate reports utilizing computer equipment.
- Prepare clear and concise reports and other written correspondence.
- Establish and maintain effective working relationships with others encountered in the course of work.
- Manage multiple and rapidly changing priorities.

Skill in:

- Operation of a personal computer with standard business software, including word processing, spreadsheet and data base applications and other standard office equipment.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Eight (8) years of progressively responsible administrative experience of which three (3) years of which were in a supervisory level and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavior sciences or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Fiscal Year 2023  
FUNCTIONAL STATEMENT FOR  
FINANCE DIVISION**

**INTRODUCTION**

The Jose D. Leon Guerrero Commercial Port is established by Public Law 13-87, as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial/boating and navigation of the Territory of Guam.

The enabling act provides that the Port must be entirely self-supporting, i.e., it must raise capital funds for construction projects by borrowing money on its own credit. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff.

**BOARD OF DIRECTORS**

The Board of Directors is composed of five (5) non-salaried members, appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation, and maintenance of the Port facilities.

**GENERAL MANAGER**

The General Manager, under the general direction of the Board of Directors, serves as Chief Executive Officer for the Authority. The General Manager has charge and control of the planning, organization, staffing, direction and coordination of the Authority's operations and business affairs. The General Manager is hired and employed at the pleasure of the Board.

**DEPUTY GENERAL MANAGER, ADMINISTRATION AND FINANCE**

The Deputy General Manager, Administration & Finance is under the general supervision of the General Manager. In the absence of the General Manager, may serve as Acting General Manager. The position is hired and employed under the terms and conditions fixed by and at the pleasure of the Board of Directors. The Deputy General Manager for Administration & Finance is responsible for the overall operations and administration of Marketing/Public Relations Division and Corporate Services Department which includes General Administration, Commercial, Human Resources, Information Technology, Procurement & Supply and Finance divisions.

**GENERAL ADMINISTRATION DIVISION**

The General Administration Division provides routine clerical support, such as, mail distribution, printing and copying, courier services and telephone receptionist to all divisions within the Authority. In addition, the division is tasked the development and administering a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records, documents, and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems. The division also provides secretarial duties, functions and responsibilities in the absence of the General Manager's staff and other office support services to Port divisions.

**JOB EVALUATION**  
For  
**GENERAL ADMINISTRATION MANAGER**

Factors	Points	Comments
Education	J 132	Tertiary/Professional: Requires a post high school tertiary qualification at a university, polytechnic or equivalent educational body. J132: Bachelor's degree including degrees with double honors and conjoint degrees.
Experience	I 100	Advanced/Specialized: The job requires advanced/specialized experience in a technical, scientific or professional field often gained through the attainment of additional relevant qualification and/or post qualification practical experience. It may also be necessary to work in harmony with conflicting and diverse activities and this may involve the control of resources and people, e.g., 5-7 years related experience.
Complexity	D50 264 132.0	Involved: Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex to that outlined in "C – Defined". The need to balance continuous conflicting demands (often from diverse sources) together with an increasing level of unpredictability is encountered.
Scope of Work	C15 264 39.6	Influencing/Supervisory: Supervision of others is required and/or coordination of resources and processes (human/physical/financial) in order to achieve significant outcomes for the organization.
Problem Solving	E 115	Complex: Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem.
Freedom to Act/Supervision Received	E 100	General Guidance: Minimal guidance is provided. Expected to plan activities of own work program within the overall objectives of the operations—division. Expected to raise only contentious or major problem issues for the Board or General Manager's consideration.
Work Environment	A1 12	Work is performed indoors in office conditions with almost no unpleasant environmental influences.

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Physical Demands	A 1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	C1 43	Direct impact of a single decision causes a significant impact which can be expressed in dollar terms of thousands of dollars.
Human Relations Skills/Contacts	E3 66	Sensitive/Responsive: extensive contact with a large part of the organization and/or a need to lead, motivate and direct staff in sensitive employee relations conditions.
Authority Exercised	F1 100	Approves routine expenditure within budgetary limits and is accountable for an O&M budget (\$200,0000 - \$2 million).
Supervisory & Managerial Responsibility	B1 19	Has full supervisory/managerial responsibility for up to 10 staff which includes allocation of work, accountability for their outputs, quality, etc. and appraisal of their performance.
<b>TOTAL POINTS</b>	<b>913</b>	

**PAY GRADE ALLOCATION**

<b>Job Evaluation Points</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Minimum Salary</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Maximum Salary</b>
913	MM-3A	\$77,007	MM-4A	\$80,134

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	General Administration Manager
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	
<b>TITLE OF DIRECT SUPERVISOR</b>	
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	General Administration
<b>DEPARTMENT</b>	
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	
<b>PAY GRADE</b>	
<b>POSITION DESCRIPTION (Reviewed)</b>	



**2.0 DESCRIPTION OF DUTIES**

**2.1 ESSENTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below:

- a ) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b ) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c ) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	Duties and/or Responsibilities
	Plans, organizes, controls, integrates and evaluates the work of assigned staff in the performance of secretarial, telephone receptionist, courier mail and distribution, printing and copying services and develops, implements and monitors work plans to achieve the Authority's mission, goals and performance measures; Plans, organizes, directs and evaluates the performance of assigned staff, establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; Plans, organizes, implements and maintains the Authority's document management and control programs, methods, practices and procedures to ensure compliance of all applicable laws and regulations; develops and implements the Port's policies and procedures for the organization, retention, storage and retrieval of vital records and documents. Trains staff, as well as other divisions' administrative staff on documentation process on a day-to-day basis; Participate and supervises in developing, implementing and maintaining a coding and indexing structures for use in document management programs; maintains and updates forms; indexes and records management databases or systems to track records and maintain document status log; Conducts research and locates documents and records; receives researches and responds to requests for information; Directs, participates in, Coordinates preparation of and administers the division's operating and capital budgets; monitors Budget performance reports and prepares periodic analysis and reports for use by management; Develops budget inputs and recommends budget adjustments and recommends invoices for payment; Develops and implements operational policies and procedures to ensure division conformance with Port policies and standards; Supervises and participates in studies of the Authority's operational and Administrative processes and practices to identify process, productivity and cost improvements; Recommends changes to improve productivity and service while reducing costs; Represents the Division in meetings with Port officials and staff on a variety of business operations matters; makes Presentations before outside groups and agencies; coordinates and consults with other divisions to Ensure work programs and objectives are consistent; manages or develops policy in related areas; Oversees staff conducting software and hardware inventories; interfaces with end users and Information Technology division to resolve issues and recommends system improvements; stays Abreast of industry trends and changes in information technology to keep knowledge and skills Current; Interfaces with customers to ensure division's operations meet Port's customer services Standards; establishes the Authority's customer services requirements and sets priorities; resolves Customer complaints and issues; develops and maintains a customer network; Coordinates with contractors on the maintenance and upkeep of the Authority's communication system; Assist in the Preparation and upload of public records, meeting agendas and minutes, audio and video files Available to the public via the Port's internet website and in the assembly, copy and collation of Agenda packages and binders for duplication and distribution; May serve as project leader for Assigned special projects and program initiatives, including defining project objectives, establishing Project schedules and monitoring project completion on schedule and budget; Perform related work.

**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned:

Duty No or % of Time	Duties and/or Responsibilities

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:  
*Operations Manager, Transportation & Stevedore Superintendent, Shipping Agencies, Trucking Companies.*

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder's work reviewed by their direct Supervisor. Mark one correct response below with an [X]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.)
X	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [X] in this box

No Supervised	Position Title	Description of Responsibilities
1	Program Coordinator II	Moderately complex technical duties on an on-going basis & participates in full range of complex technical duties.
2	Clerk III	Varied clerical work involved in performance of moderately complex clerical transactions.

**6.0 EQUIPMENT**

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
	Personal computer, copying machine, binding machine, paper cutter, paper shredder, etc.

**7.0 JOB REQUIREMENTS**

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

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**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment.

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**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General

Years Months

Progressively responsible administrative experience	8	

c) Specialized

Years Months


d) Supervisor / Management

Years Months

Supervisory level work experience	3	

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years Months


**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

Below High School. Show number of years:

High School Graduation / GED

Vocational / Technical School. Detail below the specific training that is required by this position:


Some College. Show number of  Semester Hours, or

Quarter Hours

Detail below specific courses required by the essential functions of this position:


College Degree. Show major area of study required:

Associates:	
Bachelors:	
Masters:	
Beyond Masters:	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions:


**7.1.4 LICENCE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:


**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

X	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
	Speaking	The job requires expressing ideas by the spoken word.
	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below

Describe any other physical job requirements below:


**7.2.2 MENTAL / VISUAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)


**7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE**

Selecting one response only show what percent of a typical workday is spent:

%

- 100 Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**7.2.4 OTHER PHYSICAL WORKING CONDITIONS**

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

%

- Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- Vibration (i.e., operating jackhammer, impact wrench).
- Noise (Exposure at a level enough to cause hearing loss or fatigue).
- An improperly illuminated or awkward and confining work space.

Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)

Lifting or carrying items or objects. Describe item/object and weight:


Heat. Describe source and degree of high temperature.


Cold. Describe source and degree of cold temperature:


Other hazards. Describe:


**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

Regular - Standard Eight (8) hours daily, Monday - Friday

Irregular - Shift work - A 24-hour work operation.

Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:


Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:


The information given on this position is complete and correct.

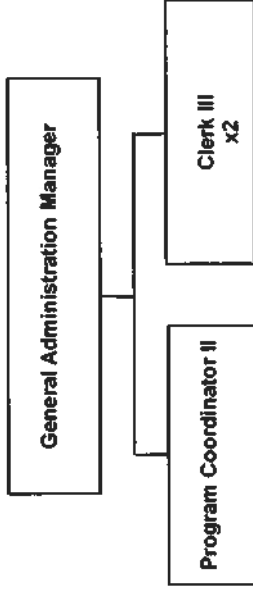
\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
FISCAL YEAR 2023 ORGANIZATIONAL CHART

GENERAL ADMINISTRATION DIVISION



## FISCAL NOTE

1. A. Fiscal effect: Identify the fiscal effect on the agency appropriations compared to funding levels and appropriations anticipated under current Budget.

	FY 2023				FY 2024			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures	\$90,880				\$218,108			
Budget								

2. A. Fiscal impact summary: *Provide a brief summary of the measure, including description of the provisions having fiscal impact*

The Port is in the process of petitioning the creation of a Chief Financial Officer & General Administration Manager under the Port's Classification and Compensation Plan. The salaries and benefits for the positions has also been identified. The following are different levels recommended for the Chief Financial Officer & General Administration Manager positions and their corresponding salary ranges.

### Chief Financial Officer

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1377	PP-9B	\$141,101	PP-10B	\$146,830

### General Administration Manager

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
913	MM-3A	\$77,007	MM-4A	\$80,134

- B. Fiscal impact sections: *Identify and provide a brief description of the sections of the measure which have fiscal impact. Include any assumptions and comments relevant to the analysis.*

The General Manager will be presenting to the Board on February 23, 2023, (2) two creation of positions – Chief Financial Officer & General Administration Manager. The funding for the two positions will come from the Vacancy Pool.

3. Fiscal effect detail: *For information shown under state fiscal effect in IA, please:*

A. Revenues:

B. Expenditures:

If the Port decides to hire based on the minimum salary for both positions starting May 7, 2023 the total pro-rated amount for FY 2023 is \$90,880. The hiring of the two new positions will increase the salary for FY 2024 to \$218,108.

*C. Budget: Explain the appropriations amounts. Provide detail, when appropriate, for each agency and fund affected. Explain the relationship between the amounts shown for expenditures and appropriations. Indicate whether the appropriation or a part of the appropriation or a part of the appropriation is included in the executive budget or relates to a continuing appropriation.*

The appropriations for the two new position creations will come from the Vacancy Pool budget based on the YTD for FY 2023. The expenditures for FY 2023 and FY 2024 are indicated in section 1A.

Name: Jose B. Guevara III, Financial Affairs Controller  
Division: Finance Division  
Telephone: (671) 477-5931 ext. 323  
Date Prepared: 2/16/2023



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

**Port Authority of Guam  
Board of Directors Regular Board Meeting  
February 23, 2023**

**Executive Summary  
RFP-PAG-022-005 MEDICAL EXAMINATION SERVICES**

**PURPOSE:** Port Management request the Port Authority Board of Directors for approval of the award to **INTERNATIONAL HEALTH PROVIDERS (IHP) – MEDICAL EXAMINATION SERVICES for the Request for Proposal RFP-PAG-022-005.**

**BACKGROUND:**

On Monday, August 8, 2022, a Request for Proposal (RFP) was issued and published in the Guam Daily Post. The RFP was to solicit to qualified companies/firms to provide Medical Examination Services RFP-PAG-022-005 to the Port Authority of Guam. Three (3) prospective offerors expressed their interest by registering online and downloading the RFP packet from the Port's website. The deadline for all proposal's to be submitted was scheduled for Thursday, September 22, 2022 at 4:00pm.

On the day of the RFP submittal, only two (2) companies submitted proposals prior to the deadline established. On October 6, 2022 both proposals were opened and a review was conducted by the procurement staff and found both offerors to be in compliance with the RFP packet and the procurement requirements and therefore, responsive. On September 27, 2022 an evaluation committee was established by the Port General Manager, the evaluation, scoring and ranking was completed on October 31, 2022. International Health Providers received a total score of 453 out of a total possible score of 500 ranking them the highest and best qualified offeror. A Notice of Intent to Award was issued on November 14, 2022, requesting IHP to submit their rate and fees associated with the Medical Examination Services to be provided to the Port.

On January 17, 2023, the Port's cost negotiations committee met with IHP and engaged in cost negotiations and found IHP's rates and fees to be fair and reasonable. On January 18, 2023 a Letter of Acceptance was sent to IHP and was signed accepting the negotiated rates and fees and all the terms and conditions.

**LEGAL REVIEW:**

The Port's Legal Counsel has reviewed and approved the finalized contract and upon Board approval, the purchase order and final contract agreement will be circulated for full execution by both parties..

**FINANCE REVIEW:**

Funding for this **Request for Proposal RFP-PAG 022-005 MEDICAL EXAMINATION SERVICES** is through Port Local Funds with an annual projected expense of \$40,000.00 per year, not to exceed \$225,000.00 for the life of the contract of five (5) years.

**RECOMMENDATION:**

Management requests the Board of Directors for the approval of the contract award to **INTERNATIONAL HEALTH PROVIDERS (IHP)**. The terms of the contract will be for an initial term of three (3) years with options for two (2) additional one-year (1) contract renewals provided this contract does not exceed a term of five (5) years. **INTERNATIONAL HEALTH PROVIDERS (IHP)** is deemed responsive and responsible and has met all the requirements and specifications set forth in the Request for Proposal, which is consistent with Guam Procurement Regulations.



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 Website: www.portguam.com



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

**PORT AUTHORITY OF GUAM**  
 Board of Director's Regular Board Meeting  
 February 23, 2023

**Executive Summary**  
**IFB-PAG-CIP-022-009 Warehouse 1 Hardening Project**

**PURPOSE:**

Request the Board of Directors to approve the Invitation for Bid award to Ian Corporation for the **Warehouse 1 Hardening Project (IFB-PAG-CIP-022-009)**.

**BACKGROUND:**

The above referenced Invitation for Bid was publicly announced on September 13, 2022 in the Pacific Daily News. A pre-bid conference was held on September 20, 2022 at 10:00 a.m. in the Port's Board Conference Room and a site inspection was held on September 23, 2022. The bid submittal date was October 20, 2022 at 2:00 p.m. Thirteen (13) prospective bidders expressed their interest by registering online and downloading the bid packet from the Ports website. Two (2) bidders submitted their bid proposals prior to the established deadline. The bids were opened in the presence of the bidders and read aloud by the Procurement representatives. The results of the bid submittals are as follows:

<b>Company</b>	<b>Amount</b>	<b>Gov't Estimate: \$514K Variance</b>
Valcon Guam dba: Valdez Equipment	\$807,202.50	42.9%
Ian Corporation	\$579,777.53	12.8%

The FEMA/Port Hazard Mitigation Grant Program Funding was in the amount of \$514,000 based off of the Port's Engineering estimates. The lowest bid amount was submitted by Ian Corporation in the amount of **Five Hundred Seventy-Nine Thousand Seven Hundred Seventy-Seven and Fifty-Three Cents (\$579,777.53)**. Upon further review of Ian Corporation's bid packet, the Port's Procurement Division confirmed that Ian Corporation complied with Title 5, Chapter 5, GCA, Guam Procurement Law, and was subsequently determined by the Procurement Officer to be the lowest responsible and responsive bidder.

**LEGAL REVIEW:**

SAAG review is required under 5GCA Section 5150 as the low bid amount is \$579,777.53. The Port's Staff Attorney Christine C. Arriola reviewed the proposed contract and has approved as to form.

**FINANCE REVIEW:**

The funding source for this project is made possible through the Hazard Mitigation Grant Program. The bid amount is \$579,777.53 of which the HMGP will cover 75% of this project and the Port will cover the remaining 25% as required by the grant.

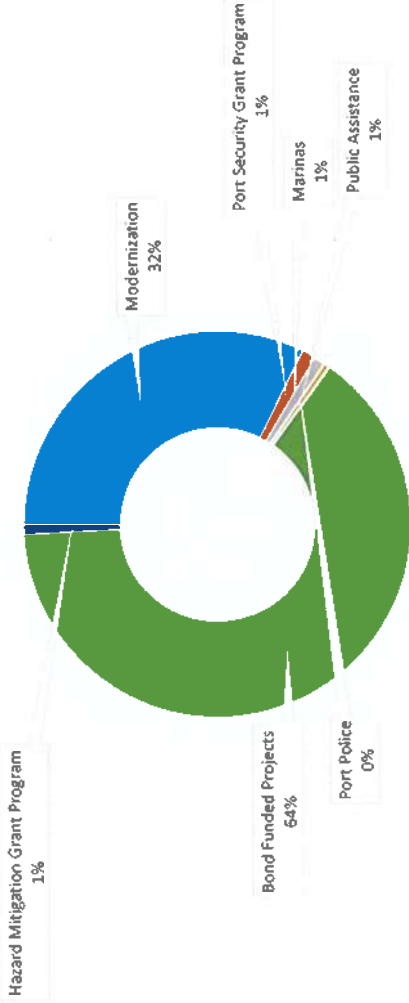
**RECOMMENDATION:**

Management requests the Board of Directors' approval of this award to **Ian Corporation** for the **Invitation for Bid No. IFB-PAG-022-009 Warehouse 1 Hardening Project**. Upon PAG Board approval, a final contract and purchase order will be prepared and sent to all parties for full execution. A pre-construction meeting will also be scheduled where the Notice to Proceed will be issued by the CIP Division to Ian Corporation.

Ian Corporation has been determined to have met all the requirements and specifications set forth in the IFB, and is consistent with the Guam Procurement Law and Regulations.

**FY 2022 Port Modernization Plan  
Grant/Bond Strategy - Monthly Update  
As of February 6, 2022**

PAG Federal and Bond Funding Percentage



Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT IFR/RF/PO Number	Status
<b>Modernization</b>	<b>\$38,433,777.00</b>	<b>\$4,690,044.92</b>	<b>\$33,743,732.08</b>		
DTMA9161600007 - Rehabilitation of "H" Wharf	\$10,000,000.00	\$0.00	\$10,000,000.00	PO No. 17043-0F for \$2,249,945.54 awarded to GHD Inc. New Contract Amount: \$2,656,621.37	The Port, along with its contractor SMCC and DM GHD is waiting on the completion of the WSP's review and signing off on SMCC's alternate design and seabed protection plan. In addition, the Port Team lead by Board Member Covadina Talano and GM Rory Resasco were recently in Washington DC for a meeting with MARAD Administrator/retired Rear Admiral Ann Phillips to discuss the next steps for the Haul Wharf Project along with discussion on other critically important projects such as Golf Pier and F1 Pier. The meeting went well with positive take away on future Port projects.
GR882-19-04 - 2020 Master Plan Update	\$1,600,000.00	\$1,525,269.95	\$74,730.05		No cool, one-year grant extension approved. New end date is Sept. 30, 2023. MOA to reflect new grant end date is currently being reviewed and processed. PAG has reviewed the DRAFT Master Plan and provided comments to WSP.
GR882-20-06 - OAE Supplemental Support Services	\$1,500,000.00	\$320,244.97	\$1,179,755.03	P.O. No. 17424-05 for \$1,500,000.00	Continued professional and technical assistance is being provided by the PAG's Owner's Agent Engineer (OAE) WSP under Task Order 11.
GR882-21-08 - PAG Construction Technical Oversight Services	\$1,200,000.00	\$0.00	\$1,200,000.00		Grant award notification was received on August 5, 2022. MOA signed by the Governor on 10/25/2022. ROP - August 1, 2022 - January 31, 2024. The In-Water Infrastructure Study consists of: 1) Phase 1 - above-water and underwater inspection, facility condition report, and concept development and repair, and 2) Phase 2 - Military Readiness component which will evaluate Area A and Hotel Wharf and how it can support OOD's military readiness. An assessment report will also be an important deliverable. Task Order #12 services are ongoing.
Port Enterprise Fund - Port of Guam Construction Deficiencies and Equipment Purchases	\$2,844,530.00	\$2,844,530.00	\$0.00	Project 6 & 7 - The Purchase Orders were separated by funding source. The POs are as follows: PO No. 1750905 for \$703,934.19 - MARAD - \$573,009.45 & PAG Share - \$36,924.74 PO No. 1751005 for \$209,739.81 - PS&P - 150,146.08 & PAG Share - \$59,592.73 PO No. 1751105 for \$307,744.00 - PAG Share Total - \$1,221,418.00	Project 6 - Acquisition of Additional Digital Cameras - The project is pending final inspection and system optimizations. The close out report will be submitted to MARAD on or before March 31, 2023. Project 7 - Upgrade Port's KANTECH Access Control and Web-Ready Security Management System - See Project 6.
07-79-0761d - F1 Pier to Golf Pier Fuel Connectivity Project	\$2,413,091.00	\$0.00	\$2,413,091.00		After initial cost negotiation meeting on December 7, 2022, PAG Procurement Shopfiled December 23, 2022 for revised cost proposal submission. PAG received revised cost proposal on January 10, 2023. Project currently undergoing SAAG process.
D20AP00136 - Phase 1: Port Authority of Guam - Welding Shop	\$240,325.00	\$0.00	\$240,325.00		The PAG received the Draft Section 106 Determination of Eligibility and Assessment of Effect from WSP. The reports are currently under review.
D21AP10142 - Phase 2: Port Authority of Guam - Welding Shop	\$151,850.00	\$0.00	\$151,850.00		See above line item.

**FY 2022 Port Modernization Plan  
Grant/Bond Strategy - Monthly Update  
As of February 6, 2022**

Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT TB/RFP PO Number	Status
D24-P00234-00 Port Authority of Guam's Generator Maintenance and Sustainment Program	\$165,375.00	\$0.00	\$165,375.00		Grant award notification was received on June 29, 2022. POP: May 19, 2022 - September 30, 2025. Requisition #21032-00 was notified on Jan. 19, 2023.
58172101/58174801 - Diesel Emissions Reduction Act (DERA) - Tractor Replacement	\$376,609.00	\$0.00	\$376,609.00		Transportation Division re-entered requisition #20846-00 on October 24, 2022 for 4 tractors, per instruction from Procurement Division, requisition was subsequently approved. Project is undergoing SAA6 process; committee determined a rebid was required.
MARAD RAISE - Wharves Service Life Extension Hardening of Wharves F1-F6	\$17,941,997.00	\$0.00	\$17,941,997.00	PAG's OAE Task Order 11, Subtask 11.9 - P.O. was issued to WSP to conduct the HABS/HAER Study mandated by State Historic Preservation Officer (SHPO). PAG received draft assessment and currently reviewing the Section 106 Determination of Eligibility of the Commercial Port of Guam Report.	The PAG will provide a copy of the pre-construction NEPA activities/expenses to the USACE that needs to be completed before the PAG/MARAD Grant Agreement can be finalized. The USACE is an added resource that the Port can avail due to the MOA that was signed by both the Governor and the USACE. Status quo.
<b>MARINAS</b>	<b>\$1,209,243.60</b>	<b>\$311,091.00</b>	<b>\$898,242.60</b>		
F14A-P00191 - Harbor of Refuge Repairs - 1. Repair Plan of Mooring System and Anchor Block - 2. Oscoped - Wastewater Ejector Pump Station and Storage Facility	\$56,484.60	\$56,484.60	\$0.00		A 60-day time extension was approved by PAG from February 4th to April 5th, 2023. Currently there are two partially sunken vessels in rows D and E which requires relocation or removal. Ongoing efforts are being coordinated for the proposed removal of sunken vessels by PAG.
F16A-P00251 - Harbor of Refuge Moorage Repairs	\$200,000.00	\$78,515.40	\$121,484.60		See above line item.
F17A-P00486 - Harbor of Refuge Moorage Repairs	\$200,000.00	\$13,194.00	\$186,806.00		See above line item.
F19A-P00334 - Harbor of Refuge Moorage Repairs	\$200,000.00	\$10,048.00	\$189,952.00		Pre-construction activities is ongoing. Awaiting Contractor's revised 65% Design and other required submittals for PAG's review and comments, to include permits. According to the Contractor, docking system and materials should be arriving mid-February 2023. The lighthouse pedestal and sheboard power cable is expected to be shipped to Guam mid to end of March 2023.
F19A-F01199 - Guam Fisheries Development: Construction of Agat Marina's Dock B	\$512,759.00	\$12,759.00	\$500,000.00		On 01/19/2023, Payment/reimbursement was received by PAG in the amount of \$40,000 - CLOSED
<b>F19A-F01210 - Repair of Agat Marina Boat Ramp Bumpers - 100%</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>		Project complete, pending grant close out on May 31, 2023.
Port Security Grant Program	\$1,381,949.00	\$478,400.47	\$903,548.53		
EMW-2018-PU-00041-501 - IDEN Technology Redundant Interoperable Communications System Monthly Service	\$94,344.00	\$94,304.18	\$39.72		Year 3 maintenance services from AS&E ended Dec. 2022. Pending training component. POP End date is May 31, 2023. See Port Enterprise Fund - Project 6.
EMW-2018-PU-00041-501 - Maintenance and Sustainment Contract for FEMA-acquired AS&E ZBY Backscatter X-Ray Van	\$195,669.00	\$161,638.33	\$34,030.67	PO No. 17626-05 - American Science & Engineering 70,724.04	
EMW-2018-PU-00041-501 - Replacement CCTV System Existing Analog Cameras with Digital IP Cameras	\$160,867.00	\$160,867.00	\$0.00	IFB-PAG-003-21	
EMW-2021-PU-00230-501 - Acquisition of Vessel Tracking/Board Intrusion System	\$201,250.00	\$9,562.50	\$191,687.50		IFB-PAG 013 22 published on August 15, 2022. Bid opening held on 10/24/2022 with one (1) viable request to utilize portion of remaining B #2 funding to cover any shortfall of B #1. B #1 was reviewed and approved FEMA on 2/4/2023. Procurement process ongoing.
EMW-2021-PU-00230-501 - Acquisition of Transportation Worker Identification Credentialing (TWIC) System	\$165,001.00	\$45,759.00	\$119,242.00	PO No. 18212-05 - CompPacific \$61,012.00	Award issued to CompPacific and equipment was delivered on September 29, 2022. Project Completed. A budget request to use remaining balance to purchase additional units was reviewed and approved by FEMA on 2/4/2023.
EMW-2022-PU-00149 - Acquisition of Unmanned Aerial Vehicles (UAV)	\$74,290.00	\$0.00	\$74,290.00		Grant was awarded on September 1, 2022. The Port Police division is currently working on the OIG&T UAV policy for submission to FEMA. This policy must be approved by FEMA prior to commencing the procurement process.
EMW-2022-PU-00149 - Primary Communications Replacement of Motorola Radio Units	\$405,478.00	\$0.00	\$405,478.00		Grant was awarded on September 1, 2022. Port Police division is currently working on the required procurement documents for the replacement of these units.
<b>EMW-2022-PU-00149 - Integrated Digital Enhanced Network (IDEN) Technology Redundant Interoperable Communications System-Service</b>	<b>\$64,450.00</b>	<b>\$4,269.36</b>	<b>\$60,180.64</b>	<b>PO No. 18237-05 (TR&amp;E \$35,013.36)</b>	<b>Grant was awarded on September 1, 2022. IDEN Services are being provided by TR&amp;E (Period of October 1, 2022 - September 30, 2023.)</b>
Public Assistance	\$530,517.90	\$311,407.40	\$219,110.50		
4398DR - Typhoon Manghut #66332	\$530,517.90	\$311,407.40	\$219,110.50		Fendering project was completed on September 30, 2022. Requested no-cost time extension for the Management & Admin project (CAT 2) Project #59984 up to March 1, 2023.
Hazard Mitigation Grant Program	\$989,564.00	\$0.00	\$989,564.00		
Fendering System Hardening Project	\$603,689.00	\$0.00	\$603,689.00		IFB-PAG-CIP-022-008 posted on August 26, 2022. Pre-bid conference held on Sept. 7, 2022 and Site visit conducted on Sept. 9, 2022. Bid opening held on Oct. 27, 2022, 2:00 pm. Contract awarded to Cabras Marine. Grant Period of Performance and date is November 4, 2023.

**FY 2022 Port Modernization Plan  
Grant/Bond Strategy - Monthly Update  
As of February 6, 2022**

Grant Program	Total Award Amount	Total Draw Down	Total Remaining Balance	PROCUREMENT TB/RF/PPO Number	Status
Warehouse 1 Hardening Project	\$385,875.00	\$0.00	\$385,875.00		IFB-PAG-CP-022-009 posted on Sept. 13, 2022. Pre-bid conference held on Sept. 20, 2022 and Site visit scheduled for Sept. 23, 2022. Bid opening was completed on October 20, 2022. There were two (2) bid submissions received by the deadline. Both bids were opened and the documents were reviewed by the Port Staff Attorney as well as the Procurement and Engineering divisions. Meeting held on December 7, 2022 with lowest bidder to discuss submission and specifications. Pending Board approval. Grant Period of Performance end date is November 4, 2023.
Port Police	\$30,000.00	\$0.00	\$30,000.00		Project is pending the signed project agreement and authorization to proceed (ATP).
PT23-03-03PPO - Operation A'gai He'iao	\$30,000.00	\$0.00	\$30,000.00		Project is currently on hold pending Management decision.
Bond Funded Projects	\$76,620,980.00	\$5,235,128.31	\$71,385,851.19		Contractor received the DPW building permit on February 3, 2023. Construction currently scheduled to begin on February 23, 2023.
New Administration Building	\$10,445,000.00	\$0.00	\$10,445,000.00		MTP issued on January 3, 2023. The JI Gobvaki currently obtaining TWIC cards and other documentation. Construction schedule to be provided at a later date.
Waterline Replacement and Relocation	\$6,000,000.00	\$319,086.18	\$5,680,913.82	RFP No. 2019-03 - A&E Design awarded to NC Macario	Executive Summary and Contract was submitted for legal review and board approval.
EQMR Building Repairs and Upgrades	\$3,828,800.00	\$447,013.13	\$3,381,786.87	RFP No. 2019-03 - A&E Design awarded to NC Macario	
Warehouse 1 Repairs and Upgrades	\$2,000,000.00	\$447,013.13	\$1,552,986.87	RFP No. 2019-03 - A&E Design awarded to NC Macario	
Golf Pier Repairs and Improvements	\$2,000,000.00	\$372,147.93	\$1,627,852.07	RFP No. 2019-02 - A&E design for \$480,000 awarded to NC Macario	Reissuance of IFB to be determined by management. Damage Summary report reviewed by Aibel Engineers and is currently pending updates.
Rehabilitation of "H" Wharf (Port Share)	\$45,066,435.00	\$1,284,300.22	\$43,782,134.78	PO No. 17043-DF for \$2,249,945.54 awarded to GHG Inc. New Contract Amount: \$2,656,621.37	The Port, along with its contractor SWCC and CM GHG is waiting on the completion of the WSP's review and signing off on SWCC's alternate design and cathodic protection plan. In addition, the Port Team lead by Board Member Conchita Talarco and GM Rony Resposito were recently in Washington DC for a meeting with M&E&O Administrator/retired Rear Admiral Ann Phillips to discuss the next steps for the Hotel Wharf Project along with discussion on other critically important projects such as Golf Pier and F1 Pier. The meeting went well with positive take aways on future Port projects.
Other Priority Projects	\$4,980,745.00	\$0.00	\$4,980,745.00		1. Please refer to M&E&O RAISE - Wharves Service Life Extension Hardening of Wharves F1-F6 for more information. 2. TOS Upgrade market research is ongoing. Responses to an RFI are expected by February 10, 2023. Next steps will be determined after review of said responses.
Other Priority Projects - EnterpriseOne Financial Management System	\$2,500,000.00	\$2,365,568.22	\$134,431.78		Module updates are ongoing, including work on Job order modules for vessels and SSRs. Status Quo.
<b>Grand Total</b>	<b>\$119,196,881.50</b>	<b>\$10,923,982.60</b>	<b>\$108,272,898.90</b>		



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	A1 - Guam WEBZ	Web Development, Hosting, Support and Maintenance Svcs	IFB-002-20	IT	3 years w/2 1 yr options	04/01/2020 to 03/31/2023 w/ 2 1yr options	03/31/25	03/31/23	Fees based on rates
2	AM Insurance	Insurance Coverages	GSA/PAG-015-22	Finance	5 years	10/01/2022 to 09/30/2023	09/30/27	09/30/23	Premium Based/Annual renewal
3	AM Insurance	Workers Compensation Coverages	IFB-PAG-008-19	Finance/Safety	3-years	3/20/20 to 3/19/23	03/19/23	03/19/23	
4	Matson	PMC for Gantry Cranes	RFP-020-005	EQMR	5 years with options to 20 years	11/05/21 to 11/05/26		11/05/26	\$200K per annum
5	Bank of Guam	Banking Services	RFP 020-004	Finance	5 years	5/14/21 to 5/13/26	05/14/26	05/14/26	
6	Mobil Oil Guam	Management and Operations of Golf Pier	RFP-PAG-021-002	Commercial	5 years				Currently in cost negotiations
7	OMEGA Safety	OSHA Training & Certification Services for Maritime Terminal Operations	RFP-017-003	Human Resources	3yr w/ 2- 1yr options NTE 5 years	8/13/2018 to 8/13/2021	08/13/23	08/13/22	
8	Pacific Human Resources, Inc.	Drug Free Workplace Program	RFP-020-003	Human Resources	Initial 3yr term with 2 add'l one year options, not to exceed 5 yrs	06/15/20 to 6/14/2023	06/15/25	06/15/23	
9	Milo Appraisals	Real Estate Appraisal Services	RFP-021-004	Commercial	3yrs w/ 2 option	10/06/21 to 10/05/24	10/05/26	10/05/24	Task Order based
10	International Health Providers IHP	Medical Examination Services	RFP-022-005	Human Resources	3 yr. w/ 2 options NTE 5 years				pending BOD approval
11	Tristar Terminal Guam	M & O of F-1 Fuel Pier Facility	RFP-019-004	Commercial	5 years	04/01/21 to 03/31/26	04/01/21	03/31/26	
12	Ernst & Young	Annual Independent Audit Services	RFP 022-004	Fiscal	3 years w/2 1 yr option	FY22, FY23, FY24, (FY25 Option)	2025	2024	
13	WSP USA Inc.	OAE - Owner Agent Engineer	RFP-021-003	Planning	2 yr w/ 3 options NTE 5 yrs	10/22/21 to 10/21/23	10/22/26	10/21/23	\$1.5M
14	N.C. Macario & Associates	A/E Design and Consulting Services Golf Pier	RFP 019-002	Engineering	3 years w/2 1 yr options	11/20/19 to 11/19/22	11/19/2024	11/20/2022	did not renew

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)
15	N.C. Macario & Associates	A/E Design and Consulting Services EQMR, Warehouse No.1, Waterline Relocation	RFP 019-003	Engineering	3 years w/2 1 yr options	02/05/20 to 02/04/23	2/5/2025	2/5/2023	\$1,406,427.48
16	GHD	Construction Management Services	RFP 020-002	Engineering	Initial 2 years with 3 add'l One year options not to exceed 5 yrs	3/15/21 to 3/14/23	3/15/2025		Contract signed 3/15/2021
17	AM Orient	A&E Design of Fuel Pipeline System	RFP 022-003	Planning/CIP					Currently in cost negotiations
<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	Sumitomo Mitsui Construction Company	Rebid of the Construction Rehabilitation of H-Wharf and Highway 11 Roadway Reconstruction	IFB-022-002	CIP/Planning	730 Calendar days from NTP				\$47M approx.
2	Guam Shipyard	Design Demolition of 5 inoperable Port Cranes and One Barge at F-6	MS IFB 021-002	CIP/EQMR	410 calendar days				\$2,573,155.00
3	Guam Shipyard	Supply and Install of Fendering system at F-3	IFB 021-001	CIP	243 calendar days from NTP				\$297K NTP was issued
4	Cal Pac	Installation of CCTV Surveillance sys and ACS control replacement	IFB 003-21	Planning / CIP	210 days from NTP				\$1.2 million
5	Propacific Builders Corp.	Replacement of 125 each Reefer Receptacles	IFB -21-007	CIP	182 days from NTP				\$600,000.00
6	Pacific Federal Management Inc.	Design Build and Replacement of 3 Metal Gatebooths	IFB-0021-11	CIP	275 days from NTP				\$157,557.00
7	BME and Sons	Waterline Replacement Project	IFB -021-005	CIP	365 calendar days from NTP				\$4.8M
8	SPPC	Ultra Low Sulfur Diesel Fuel Bid	IFB-022-002	Trans/Ops	3 years with 2 options				\$450K approx.
9	ART Construction	Renovation and Repairs of the Harbor of Refuge Phases 2 thru 5	IFB 022-001	CIP/Planning	180 from NTP				\$870,000.00

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)
10	Pro Pacific	Design Build Agat Marina Bathrooms	IFB 022-005	CIP	360 calendar days from NTP				\$345,000.00
11	AIC International Inc.	Construction of Agat Marina Dock B	IFB 022-004	CIP/Planning	242 Calendar days from NTP				\$1.5M
12	RN Builders	Painting of Exterior, Interior, Roof Coating of PAG CFS Building, Supply and Install New 11 ea. Cylindrical Fendering System at F3 and F5 ea Rubber Leg Arch Fenders at F4 to F5	IFB-022-007	CIP	180 Calendar days from NTP				\$390,000.00
13	Cabras Marine Corp		IFB 022-008	CIP	243 Calendar Day from NTP				\$301,077.47

**Port Authority of Guam  
Active Project Status  
Engineering Division**

As of January 25, 2023

Fact Sheet No. 122

<b>Project:</b>	<b>A/E Services for Golf Pier Repair</b>
<b>Project No.:</b>	RFP-PAG-019-002
<b>Project Amount:</b>	\$484,017.13
<b>Amount Paid to date</b>	\$372,237.93 remaining balance of \$111,779.20 is to be paid as post design services.
<b>Funding Source:</b>	PAG Bonded Project
<b>Designer:</b>	N.C. Macario and Associates
<b>Construction Manager:</b>	PAG Engineering Division
<b>Notice to Proceed to Designer</b>	January 6, 2020
<b>Design Completion:</b>	Performed within 6 months (July 5, 2020)
<b>Work Status:</b>	Related documents such as Drawings, Specifications, Scope, Bid Schedule, Requisition Process, Determination of Need Letter were completed and were submitted to the Procurement as IFB Documentation. On June 10, 2022 an alternate scope of work was transmitted based on a conceptual design of a pier with similar capacity by the Engineering Division as requested by the PAG Procurement that involves demolition and a design-build IFB reconstruction at an estimated cost of nearly \$12,500,000 dollars. Engineering is recommending Pier closure in the interest of the tenant safety as the Pier appears to be in a dire condition.

\*\*\*\*\*

<b>Project</b>	<b>Golf Pier Repair and Improvements (Construction Phase)</b>
<b>Project No.:</b>	IFB -PAG-CIP-021-006
<b>Project Amount:</b>	TBD
<b>Amount Paid to date:</b>	None
<b>Funding Source:</b>	PAG Bonded Project
<b>Contractor:</b>	TBD.
<b>Designer:</b>	N.C. Macario and Associates
<b>Construction Manager:</b>	PAG Engineering Division
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TDB.
<b>Work Status:</b>	Scheduled Bid openings so far have not produced any bidders (no Contractors participation). At this juncture, the Engineering Division suggests a two-step Design-Build Procurement approach involving several contractors. PAG Management has currently suspended the existing IFB until further notice. Engineering Division Preliminary Estimate for demolition and reconstruction is now provided at \$12,500,000 Dollars or higher. The closure of this facility is currently required due to its grave condition. The reconstruction should be accelerated due to the issues surrounding the F-1 Pier.

<b>Project:</b>	<b>A/E Services EQMR, WH I, Bldgs. &amp; Relocation of PAG Water Line (Design Phase)</b>
<b>Project No.:</b>	RFP-PAG-019-003
<b>Project Design Fees:</b>	\$1,406,427.48
<b>Amount Paid to date:</b>	\$1,187,186.76, Remaining Balance of EQMR and Warehouse #1 is (\$91,537.19) The Waterline Replacement Project balance to NC Macario is (\$81,777.86) are to be paid as post design services for all three design projects.
<b>Funding Source:</b>	PAG Bonded Projects
<b>Designer:</b>	NC Macario and Associates
<b>Construction Manager:</b>	PAG Engineering Division

**Notice to Proceed to Designer:** February 17, 2020

**Project Completion:** 8 months (October 16, 2020 was the initial deadline. However, due to COVID, POP was extended to December 4, 2020) Project design was completed by December 4, 2020.

**Work Status:** On May 20, 2022, PAG Engineering and N.C. Macario and Assoc. conducted a meeting in regards to reduction of scope of works for Warehouse #1 and EQMR Building. On June 10, 2022, N.C. Macario and Assoc. submitted a cost proposal for the Reduction of the SOW for Wh.1 and EQMR Building Maintenance reflecting life and safety concerns only. Final Reduced design construction documents have been completed and is turned over to the Procurement Division.

\*\*\*\*\*

**Project** Warehouse I Building Maintenance (Construction Phase)

**Project No.:** IFB-PAG-CIP-021-009

**Project Amount:** TBD

**Amount Paid to date:** None

**Funding Source:** PAG Bonded Project

**Contractor:** TBD.

**Designer:** N.C. Macario and Associates

**Construction Manager:** PAG Engineering Division

**Notice to Proceed:** TBD

**Project Completion:** TDB.

**Work Status:** On January 18, 2022, PAG Management issued a rejection of Bids to all contractors participated in the Invitation for Bid no. IFB-PAG-CIP-021-009 until further notice. The construction documents with the reduced scope have been turned over to the Procurement Division to advertise via an IFB several months ago.

\*\*\*\*\*

**Project** EQMR Building Maintenance (Construction Phase)

**Project No.:** IFB-PAG-CIP-021-010

**Project Amount:** Initial Bid \$3,984,676.84 Final Negotiated including change order - \$2,500,000.00

**Amount Paid to date:** None

**Funding Source:** PAG Bonded Project

**Contractor:** JJ.Global Services

**Designer:** N.C. Macario and Associates

**Construction Manager:** PAG Engineering Division

**Notice to Proceed:** December 2022

**Project Completion:** March 2023

**Work Status:** JJ Global Services submitted their performance bond to PAG Procurement, Contractor is currently reviewing construction contract prior to execution and issuance of Purchase Order by PAG Procurement Division. A PAG internal meeting with participation of the Procurement, Legal, Finance and Engineering Divisions is arranged on June 15, 2022 to discuss NC Macario's (designer of the record) proposal to design a reduced scope involving life and safety concerns only. The decision to change the scope for EQMR was discussed with the JJ Global principals in the spirit of cooperation and partnership on June 21, 2022. The designer of the records completed the redesign with reduced scope limited to life and safety (reduced cost). Contractor JJ Global provided a revised price as per the newly revised scope of work at \$2,984,676.84. The Price was further negotiated down by the Engineering Division to \$2,500,000.00. JJ Global is in the process of mobilizing for this project.

<b>Project</b>	<b>PAG Waterline Replacements (Construction Phase)</b>
<b>Project No.:</b>	IFB-PAG-CIP-021-005
<b>Project Amount:</b>	\$4,856,568.91
<b>Amount Paid to date:</b>	None
<b>Funding Source:</b>	PAG Bonded Project
<b>Contractor:</b>	BME and Son's
<b>Designer:</b>	N.C. Macario and Associates
<b>Construction Manager:</b>	PAG Engineering Division
<b>Notice to Proceed:</b>	March 22, 2022
<b>Project Completion:</b>	365 calendar days after issuance of DPW Building Permit
<b>Work Status:</b>	Contractor BME & Sons is in the process of obtaining the building permit. The contractor has mobilized his purchased material on the Port Property at the old Hawaiian Rock Quarry Site. The contractor has invoiced PAG for the initial costs to include materials, mobilization, and Bond. The contractor will receive the building permit very soon from DPW.

\*\*\*\*\*

<b>Project:</b>	<b>New Administration Building</b>
<b>Project No.:</b>	TBD
<b>Project Amount:</b>	TBD
<b>Amount Paid to date:</b>	None
<b>Funding Source:</b>	PAG Bonded 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>	Pending funding source amount

\*\*\*\*\*

<b>Projects:</b>	<b>Harbor of Refuge Installation of Mooring Blocks</b>
<b>Project No.:</b>	IFB-PAG-CIP-022-001
<b>Project Amount:</b>	\$870,000.00
<b>Amount Paid to date:</b>	N/A
<b>Funding Source:</b>	Dept. of Agriculture Fish and Wildlife Boating Infrastructure Grant
<b>Contractor:</b>	TBD
<b>Construction Manager:</b>	PAG Engineering Division
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD
<b>Work Status:</b>	On May 26, 2022. A negotiation was conducted by the PAG Procurement, Engineering, Planning, Commercial, Port Legal Division and Art Construction LLC (the sole bidder). ART Construction has approximately completed 45% of the job.

\*\*\*\*\*

<b>Project:</b>	<b>Rehabilitation of H-Wharf and Access Road (Construction Phase IFB)</b>
<b>Project No.:</b>	Rebid IFB-PAG-022-002
<b>Project Amount:</b>	\$23,000,000
<b>Amount Paid to date:</b>	N/A
<b>Funding Source:</b>	Tiger Grant and PAG Revenue Bond
<b>Contractor:</b>	TBD
<b>Construction Manager (CM):</b>	GHD Engineering
<b>Notice to Proceed:</b>	TBD
<b>Project Completion:</b>	TBD

**Work Status:** Three invitations for bids were conducted by the Procurement Division, two of which produced no bids. However, the third bid opened on January 28, 2022. Produced one bid by the Sumitomo Construction in the amount \$59,683,065. This amount was negotiated down. The present design in our opinion is not conducive to bring the project cost near the initial budget of \$23,000,000, unless the structural scope is revised to reflect repair or replacement of some sheet piles, installation of cathodic protection, paving and fencing rather than full reconstruction by virtue of driving all new piles, etc. It is the Engineering understanding that the project will perhaps move forward in phases. The idea to reconstruct the front wall (south wall) and reconstruct the east and west walls at a later date makes no engineering sense. In fact, this idea could be dangerous to say the least.

\*\*\*\*\*

**Project:** Replacement of 125 Each Reefer Outlets Receptacles  
**Project No.:** IFB No. PAG-CIP-021-007  
**Project Amount:** \$600,000.00  
**Amount Paid to date:** N/A  
**Funding Source:** PAG Budget 2021 and FY-2022 Budget  
**Contractor:** PRO PACIFIC Builders Corporation (PPBC)  
**Construction Manager:** PAG Engineering Division  
**Notice to Proceed:** TBD  
**Project Completion:** TBD

**Work Status:** Pro-Pacific Builders Corporation has completed replacing all new 65 EA 480 volt 3-Phase outlets and 60 each 240 volts 3-phase outlets. Due to supply chain issues, arrival of the customized electrical panel boards and circuit breaker boxes has been postponed. The new completion date for this project would most likely be at the end of April 2023.

\*\*\*\*\*

**Project:** Remove/Replace 3 Each Metal Gate Booths with Reinforced Concrete Structures  
**Project No.:** IFB-PAG-CIP-021-011  
**Project Amount:** \$159,557.00  
**Amount Paid to date:** \$74,776.54  
**Funding Source:** PAG CIP Internally Funded Projects  
**Contractor:** Pacific Federal Management  
**Construction Manager:** PAG Engineering Division  
**Notice to Proceed:** December 6, 2021  
**Project Completion:** 243 calendar days is the POP from the NTP date.

**Work Status:** On June 15, 2022 a coordination meeting was held with the Pacific Federal Management to discuss permitting, mobilization and the required documents prior to construction. The 3 pre-cast booths have been delivered to the PAG laydown area. The No. 3 Precast Booth has been installed on the extended foundation. The work was progressing slowly due to the complexity of the work and the coordination required between the designer of the record, General and the pre-casting contractors, DPW inspections, soils and concrete testing, the In-house Facility Maintenance, Operations, and the CCTV contractor. The Project is now **completed** and all 3 Booths are fully operational.

**Project:** Design-Build Repair the Northside Catwalk by the Agat Marina Boat Ramp  
**Project No.:** IFB-PAG-CIP-022-003  
**Project Amount:** \$80,000  
**Amount Paid to date:** N/A  
**Funding Source:** PAG Budget 2022  
**Contractor:** ProPacific Builders  
**Construction Manager:** Port Engineering Division  
**Notice to Proceed:** TBD  
**Project Completion:** 180 Calendar Days  
**Work Status:** Pro Pacific Builders completed the final design. The building permit was obtained. Hence, Construction began. Due to the lengthy permitting process beyond the contractor's control, the POP was extended for an additional 42 days. This project has now been fully Completed.

**Project:** Design, Demolition, Removal & Proper Disposal of 5 Inoperable Cranes and Optional Removal/Disposal of one Barge YFN 816  
**Project No.:** IFB. -PAG-CIP - 021-002  
**Project Amount:** \$2,573,155.00  
**Funding Source:** PAG  
**Contractor:** Guam Ship-Yard "GSY" (Guam Industrial Services Inc.)  
**Construction Manager:** PAG ENGINEERING  
**Notice to Proceed:** February, 2022  
**Project Completion:** October, 2023  
**Work Status:** The demolition of the STS Gantry Cranes is progressing slowly. The Gantry Crane #2 boom was lowered for cutting purposes. Gantry #3 has not been worked on yet. The removal of Barges YFN 816 and the Guahan remain pending according to the GSY, some off-island disposal of the removed RTGs and MHC has already taken place. Deadline for the project completion will most likely be extended far beyond February 2023. PAG Engineering has requested GSY to provide a revised plan certified by a professional structural engineer to include revised schedule, cutting sequence and corrected weight for the remaining work on Gantries 2 & 3 and YFN-816 Barge.

**Project:** Painting of Exterior, Interior and Roof Coating of the CFS Building  
**Project No.:** IFB  
**Project Amount:** \$390,000.00  
**Amount Paid to date:** TBA  
**Funding Source:** PAG Budget FY 2022  
**Contractor:** TBD  
**Construction Manager:** Port Engineering Division  
**Notice to Proceed:** TBD  
**Project Completion:** 180 Calendar Days  
**Work Status:** Procurement Division advertised via an IFB on July 12, 2022. RN Builders was the lowest bidder. The RN Builders has received its NTP and pending their safety plan approval will resume their work.

**Project:** Installation of Dock "B" Agat Marina  
**Project No.:** TBD  
**Project Amount:** \$1,494,750.00  
**Amount Paid to date:** N/A



**Funding Source:** Dept. of Interior, Dept. of Agri. Fish and Wildlife, DOA/WR and PAG 2021 Budget Share  
**Contractor:** AIC International Inc. (AIC)  
**Construction Manager:** PAG Engineering Division  
**Notice to Proceed:** TBD  
**Project Completion:** TBD  
**Work Status:** Procurement conducted a bid opening on May 19, 2022. Two contractors submitted their bids. AIC International Inc. was the lowest bidder in the amount of \$1,494,750.00  
 Procurement issued the contract to AIC. AIC following its receipt of a NTP from Engineering Division is completing its design in order to apply for the building permit. The design is now at 65% complete.

\*\*\*\*\*

**Project:** **Design-Build Agat Marina Bathrooms**  
**Project No.:** IFB-PAG-CIP-022-006  
**Project Amount:** \$345,000  
**Amount Paid to date:** N/A  
**Funding Source:** PAG Budget 2022  
**Contractor:** Pro-Pacific Construction Company (PPBC)  
**Construction Manager:** Port Engineering Division  
**Notice to Proceed:** July 18, 2022  
**Project Completion:** 360 Calendar Days (July 18, 2023)  
**Work Status:** On March 29, 2022, PAG Procurement and Engineering Division conducted a bid opening. The lowest bidder determined to be the ProPacific Builders in the amount of \$345,000. PAG Engineering requested a supplemental budget in the amount of \$95,000 that was approved on May 5, 2022. PAG Procurement has awarded the contract to PPBC. Design is currently at 100% complete. It is anticipated that obtaining a building permit while being processed by the SHPO may face some SLOW-DOWN.

\*\*\*\*\*

**Project:** **Agana Marina Clean Exist. OWS & Retrofit Double Barrel Outfalls with Check Valves**  
**Project No.:** RFQ  
**Project Amount:** TBD  
**Amount Paid to date:** N/A  
**Funding Source:** PAG Budget 2022  
**Contractor:** TBD  
**Construction Manager:** Port Engineering Division  
**Notice to Proceed:** TBD  
**Project Completion:** 120 Calendar Days  
**Work Status:** PAG Engineering has submitted the bid package to Procurement Division for a Request for Quotation. Engineering is of the opinion that due to the unreasonably high quotes received, PAG Facility Maintenance section could purchase the check valves and install them in-house in order to reduce the cost.

\*\*\*\*\*

**Project:** **HMO Roof Radar Intrusion, Installation of two Cameras, one at the HMO Roof Top and Other at the High Mast.**  
**Project No.:** IFB  
**Project Amount:** TBD  
**Amount Paid to date:** N/A  
**Funding Source:** Grant Funded  
**Contractor:** TBD

**Construction Manager:** Port Engineering Division  
**Notice to Proceed:** TBD  
**Project Completion:** TBD  
**Work Status:** Procurement received one bid that was over the budget. Planning is contacting the Grantor to determine if additional funds could be obtained through the Grant.

\*\*\*\*\*  
**Project:** HMGP FENDERING 11 CYLINDRICAL AND 15 RUBBER LEG ARCH FENDERS F3 ~F6  
**Project No.:** IFB  
**Project Amount:** TBD  
**Amount Paid to date:** N/A  
**Funding Source:** Grant Funded  
**Contractor:** TBD  
**Construction Manager:** Port Engineering Division  
**Notice to Proceed:** TBD  
**Project Completion:** TBD  
**Work Status:** Procurement has opened bids and the lowest apparent bidder is the Cabras Marine. The contractor was issued an NTP by the Engineering and is currently procuring the required material.

\*\*\*\*\*  
**Project:** HMGP 18 ROLLUP PLUS 1 SWING ALLUMINUM DOORS AT WAREHOUSE #1 NORTH  
**Project No.:** IFB  
**Project Amount:** TBD  
**Amount Paid to date:** N/A  
**Funding Source:** Grant Funded  
**Contractor:** TBD  
**Construction Manager:** Port Engineering Division  
**Notice to Proceed:** TBD  
**Project Completion:** TBD  
**Work Status:** Procurement has received two bids for the Job and is currently negotiating with the IAN Construction the lowest bidder.

\*\*\*\*\*  
**Project:** CCTV Agat Marina Project Pole and Associated Trenching & Wiring  
**Project No.:** IFB  
**Project Amount:** TBD  
**Amount Paid to date:** N/A  
**Funding Source:** Port Funded  
**Contractor:** CALPAC  
**Construction Manager:** Port Engineering/Planning Divisions  
**Notice to Proceed:** TBD  
**Project Completion:** TBD  
**Work Status:** CALPAC is performing this job as an added option to the original Main Pag Yard CCTV Upgrade. It is anticipated that obtaining a building permit for this job may be a lengthy process considering the pole height and the deep foundation requirements. Engineering Division has submitted its comprehensive comments regarding the design to the Planning Division for implementation by the designer.

Port Authority of Guam  
Operations Division Report  
January 2023

I. OVERVIEW

Vessel Calls	21
Cans Handled	7,635
Special Service(s)	73

a. Productivity

Vessel Op	Avg NMPH	TOP GANG	M/Hr
Matson Domestics	23.0	3	25.1
Feeder			
MSA Barges	14.6	6	18.2
Kyowa	16.0	5	23.0
Ambyth Mariana	14.8	5	22.0
MELL Kotas	21.4	6	25.5
APL Herodote/Dakar	22.4	1	22.7

b. Equipment Status

As of : 01/31/2023	ON HAND	UP	RM	Repair
GANTRYs	3	3		
TOP LIFTERS	9	3	6	
20T FORKLIFT	2	2		
10T FORKLIFT	4	2	2	
5T FORKLIFT	2	2		
TRACTORS	23	17	6	

II. YEAR TO DATE

a. Vessels\_YTD 86

b. Can\_Cnt YTD

January	FY22		FY23		Variance	
	I	E	I	E	I	E
Local	11608	10979	11298	11499	-3%	5%
TS	2005	2098	1841	1969	-8%	-6%
TSMT	1124	1122	1046	914	-7%	-19%
TTL	14737	14199	14185	14382	-4%	1%

**FY-23 WORK INJURY REPORT**  
**(01/01/23 to 12/31/23)**

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

**Work Injury Summary for this reporting period: 2/15/2023**

**Total Injuries for FY-23 to date: 6–Injuries**

**2-- Lost-time**  
**2– Recordable**  
**2– Refused Medical Attention**

**Last disabling work injury was on: 02/03/23**

**Number of days since last work injury: 12-days**

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

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

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

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