



## AUDIT COMMITTEE

Report to the  
Board of Harbor Commissioners

### FOR INFORMATION ONLY

**DATE: MARCH 2, 2022**

**TO: THE BOARD OF HARBOR COMMISSIONERS THROUGH AUDIT COMMITTEE**

**SUBJECT: MARCH 2022 PROJECT DEVELOPMENT COMMITTEE REPORT**

This report highlights the actions taken by the Project Development Committee (PDC) at its March 2022 meeting. On March 2, 2022, the PDC met to consider two project items. The committee also reviewed standing reports regarding newly opened work orders, the status of the unallocated Capital Improvement Program (CIP) fund budget, the financial model, and the GASB 49 project list. Attached for review are the meeting minutes (Transmittal 1) and Unallocated CIP Fund Report FY 2021/2022 (Transmittal 2).

The following is a summary of the meeting minutes by category:

- 1) Schedule change – Two items were submitted and approved.

The Board of Harbor Commissioners (Board) approved \$12,000,000 in the fiscal year 2021/2022 CIP budget for unallocated capital improvements. The department uses this budget to fund new multi-year projects or fully fund projects within the current fiscal year. New projects at or in excess of \$100,000 are presented to the PDC for consideration. Staff presents projects under \$100,000 to the PDC for information and discussion. Staff then transmits the PDC meeting minutes to the Board for information.

The following is a summary of projects expected to utilize the unallocated CIP budget for fiscal year 2021/2022 to date:

- 14 PDC-approved projects totaling \$4,494,206
- 9 projects under \$100,000 totaling \$448,096

Various resources are available to move these projects forward. These include in-house staff, on-call consultant contracts, on-call site and marine improvement contracts, and annual contracts for supplies and materials. The Board approves these resources either through the annual budget process or as contracts that receive separate Board approval.

*Marla Bleavins*

Marla Bleavins (Mar 6, 2022 18:22 PST)

EUGENE D. SEROKA  
Executive Director

**Attachments:**

Transmittal 1: March 2022 PDC Pandect

Transmittal 2: Unallocated CIP Fund Report FY 2021/2022

AVG

AVG

AVG/mz

## SCHEDULE CHANGE

**SUBJECT****ORIGINAL PROJECT COST** \$1,200,000**BANNING'S LANDING WATER LEAKS AND DAMAGE REPAIR - SCHEDULE CHANGE****SUMMARY**

Staff requests approval to add four months to Banning's Landing Water Leaks and Damage Repair project with no increase to budget.

Engineering Division recommends adding four months to project schedule to allow for construction delays incurred securing materials and receiving finish products.

**PDC ACTION** Approved**COMMENT** No comment.**SUBJECT****ORIGINAL PROJECT COST** \$7,300,000**FRONT STREET BEAUTIFICATION - SCHEDULE CHANGE****SUMMARY**

Staff requests approval to add four months to the schedule of the Front Street Beautification project schedule with no increase to the budget.

Engineering Division recommends adding four months to schedule to allow for delays due to proposed changes to the general conditions of the specifications for construction contracts.

**PDC ACTION** Approved**COMMENT** No comment.**ADMINISTRATIVE ITEM** GASB49 Report reviewed**ACTION ITEM FOLLOW UP****WORK ORDER REPORT** REVIEWED**UNALLOCATED BUDGET REPORT** REVIEWED**ADDITIONAL DISCUSSION**

Antonio V. Gioiello  
Development

  
Michael Keenan (for Michael DiBernardo) (Mar 3, 2022 16:27 PST)

Michael DiBernardo  
Marketing and Customer Relations

**Unallocated Capital Improvement Program Fund FY 21/22**

**(Budget set in June)**

**\$ 12,000,000**

**PDC Approved Projects**

B. 120 - WBCT - Placement of CAB (25677)	\$	(148,000)
Port Pilot Radio Upgrade (25678)	\$	(920,000)
Air Quality Monitoring Stations Upgrade (25680)	\$	(521,280)
B. 153- Clock Tower Water Damage Repair (25681)	\$	(200,000)
B. 68 - Port Pilot Station Wharf Modifications (25682)	\$	(344,000)
Good Movement Workforce Training Facility (25684)	\$	(500,000)
LAXT Cargo Support Facility (25686) (Estimate Taken from PICS Report)	\$	(494,836)
B. 161 - Block Wall Removal and Ice Machine Installation (25692)	\$	(157,833)
B. 93 - Escalator No. 3 Modernization (25691)	\$	(228,257)
B. 120 - Site Development (25695)	\$	(600,000)
POLA Electric Vehicle Charging Station Program - Phase 1 (25696)	\$	(200,000)
Berth 44 Boatyard Site Preparations (25699)	\$	(100,000)
Mormon Island Street Reconstruction Program Phase 1 (25700)	\$	(50,000)
Everport Mitigation Cultural Resource Investigation (25701)	\$	(30,000)

***Subtotal PDC Approved Projects*** \$ ***(4,494,206)***

**Projects Under \$100,000**

1500 Minor Street - Fence Installation (24683)	\$	(17,551)
Harbor Administration Building - Spare Conduits for Telecommunication Requirements (25685)	\$	(45,000)
LAXT Storm Water Discharge Line (24687)	\$	(40,664)
B. 174-181 - Administration Building In-Ground Roof Drain Piping (25688)	\$	(93,931)
Wilmington Waterfront - Avalon Pedestrian Bridge - DWP Marine Tank Farm Coordination (24690)	\$	(50,000)
Navy Way/Seaside Avenue Street Light Fixture Replacement (25693)	\$	(31,604)
B. 90-91 - Baggage Handling Building Emergency Ballast Replacement (25694)	\$	(85,160)
LAXT Access - Preliminary Engineering (25697)	\$	(31,597)
B. 45-47 - Mooring Upgrade Preliminary Engineering (25698)	\$	(52,589)

***Subtotal Projects Under \$100,000*** \$ ***(448,096)***

***Balance as of February 23, 2022***

**\$ 7,057,698**












# Audit Committee Report Packet March 2022

Final Audit Report

2022-03-07

Created:	2022-03-04
By:	Karine Lurvey (klurvey@portla.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAm3S8hF20xqB1U6xxzq92YMI9_cjLNMTN

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2022-03-04 - 0:18:08 AM GMT- IP address: 199.245.255.5
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Signature Date: 2022-03-04 - 0:27:40 AM GMT - Time Source: server- IP address: 199.245.255.5
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2022-03-07 - 2:21:05 AM GMT- IP address: 52.53.214.78
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