



**GUAM SOLID WASTE AUTHORITY
BOARD OF DIRECTORS' MEETING
June 8, 2018
11am-12:00pm
Guam Solid Waste Authority
GSWA Conference Room, Tamuning**

I. Call to Order

The Guam Solid Waste Authority Board of Directors' meeting was called to order by Vice Chairman, Jonathan Denight, at 11:06 am.

II. Roll Call

Board Members:

Andrew Gayle	Chairman (Via phone)
Jonathan Denight	Vice Chairman
Minakshi Hemlani	Board Secretary

Management & Staff:

Chace Anderson	Receiver Operations Manager
Greg Martin	GSWA General Manager
Enrique Vinas	GSWA Comptroller (Via phone)
Alicia Fejeran	Board Clerk
Keilani Mesa	GSWA Admin Assistant

Guests:

George Castro	Court Reporter
Georgette Concepcion	Board Legal Counsel
Grace Donaldson	PHRS Inc.
Vivian Leon	PHRS Inc.

III. Approval of Minutes

Board members reviewed the May 24, 2018 draft minutes. A motion to approve the minutes was made by Board Secretary, Minakshi Hemlani. The motion was seconded by Chairman, Andrew Gayle. Motion was passed.

IV. Reports

a. Management/Receiver's Report

i. Operating Budget

Receiver provided the Board with an updated revenue report. Receiver Operations Manager, Chace Anderson, pointed out that restoration payments have increased starting January 2018. Chairman Andrew Gayle inquired on a large increase in cash collections from government accounts. Chace stated he would find out and inform the Board. GSWA General Manager, Greg Martin, also pointed out that the residential transfer station participation has increased as well.

ii. General Manager's Report

General Manager, Greg Martin, reported that FY2019 Budget has been revised and is now ready to submit to the Legislature. Chairman Gayle confirmed that the budget does not require revenue estimates, but he would like for revenue estimates to be included. GSWA Controller, Enrique Vinas, will send the board FY19 revenue estimates for their review. Mr. Martin reported that Guam Environmental Protection Agency (GEPA) will be conducting their 45-



day review process of the final transfer station permits. GEPA will also be putting out an RFP for an engineering company to review the plans for cell three at Layon Landfill.

Mr. Martin stated that the Memorandum of Understanding between the Department of Administration and GSWA was submitted to the Board at the last Board meeting for their review and signature. He also provided a draft contract between GSWA and Pacific Human Resource Services (PHRS) for the Board's review. Chairman Gayle inquired with Legal Counsel if the Board should formalize a policy that determines what contracts can be approved at the General Manager level and at the Board level. Board Attorney Concepcion stated that she will review the legislation and policies and send an email to the Board. However, Attorney Concepcion stated that the General Manager can sign the PHRS contract along with a certifying officer once it's time to enter into the contract.

Mr. Martin reported that Green Group Holdings (GGH) had received all the materials to begin installing the methane detection lines at the landfill, but because there were no proposals submitted for this project, GGH and the Receiver are working on a plan to push this project to after the rainy season which will give additional time to hire a company to complete the installation.

b. Committee Reports

i. Personnel Transition

Vivian Leon of PHRS Inc. reported that the draft GSWA personnel rules and regulations will be provided for review and should meet the November deadline estimated for the triple-A process. Ms. Leon also suggested forming a committee with GSWA management, PHRS, and DOA. There were no objections to the suggestion.

a. Government Classification and Compensation Plan Update

Vivian Leon reported that she had completed 37 position reviews and is waiting on one more review which should be completed in about two weeks, pending the employee's training. She stated that her summary of findings should be submitted by June 30th, 2018. She announced that a draft policy on creating positions was provided to the Board. She is now working on proposed job specifications and analysis which will also be submitted by June 30th, 2018.

Ms. Leon also reported that she will be working with the Department of Administration because there may be some misallocations of employees. She is obtaining permission to review certain employee personnel jackets at DOA to determine if these employees qualify for positions to which they were and will be allocated. Grace Donaldson of PHRS requested for legal counsel to review the draft personnel rules and regulations and policy to ensure it is in compliance with the law.

V. Unfinished Business

a. Updates to GSWA Rules and Regulations - Status

General Manager, Greg Martin, reported that he attended the public hearing at the Legislature and that the GSWA rules and regulations would be passed. He will provide the Board with a timeline on the passing of the rules and regulations.

b. MOU with DOA for payroll, GG1's, and Increments

General Manager, Greg Martin, reported that the MOU is ready to be signed once the Receivership ends. Mr. Martin will send the Board a copy of the MOU for their review.

c. 2019 Budget

General Manager, Greg Martin, reported that the proposed FY2019 budget has been revised and reflects all of the Receiver's recommendations with the exception of the Receiver's recommendation on a budget for travel. The Board requested that the Receiver review the revised budget before it is submitted to the



Legislature. Mr. Martin will provide the Receiver with a copy for further review. Chairman Gayle asked what the line item "Other" under Contractual Services consists of. Receiver Operations Manager, Chace Anderson, will look into the matter and see that the Board receives a response to this question. The board decided that they would do a final review once the Receiver reviews the revised budget and responds to the Chairman's question.

VI. New Business

a. Ordot Post Closure

Chairman Andrew Gayle stated that the post closure cost estimate that Receiver Representative, David Manning, had sent to the Board indicated that one of the biggest expenses is leachate treatment. The Chairman inquired if the \$800K included the costs of the leachate treatment, approximated at \$400k and payable to GWA, was included in the total contact price. Chace Anderson stated that he will look into the matter and send a response to the Board.

VII. Open Discussion

None.

VIII. Public Forum

None.

IX. Next Meeting

The Board scheduled its next meeting for Thursday, June 28, 2018, at 11am at the Guam Solid Waste Authority conference room.

X. Executive Session

None.

XI. Adjournment

A motion to adjourn the meeting at 11:48 am was made by Board Secretary, Minakshi Hemlani. The motion was seconded by Board Chairman, Andrew Gayle. Motion was passed.