



**GUAM SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
Friday April 24, 2020  
1:00 pm-2:00 pm**

**I. Call to Order**

The Guam Solid Waste Authority (GSWA) Board of Directors' meeting was called to order by Chairman Gayle at 11:08 a.m.

**II. Roll Call**

**Board Members:**

Andrew Gayle	Chairman
Minakshi Hemlani	Vice Chairwoman
Dana Gutierrez	Secretary
Jim Oehlerking	Member
Peggy Denney	Member

**Management & Staff:**

Larry J. Gast	General Manager
Katherine Kakigi	Comptroller
Alicia Fejeran	Chief of Administration
Keilani Mesa	Administrative Assistant
Roman Perez	Operations
Kristen Manley	Customer Service
Chelsea Cruz	Customer Service
Lance Sablan	Customer Service
Kaysha Pangelinan	Customer Service
Julene Hunt	Customer Service

**Guests:**

Sabina Perez	Senator, 35 <sup>th</sup> Guam Legislature
Charlene Flores	Office of Senator Sabina Perez
Steve Limtiaco	Pacific Daily News

**III. Approval of Minutes**

The Board reviewed the draft minutes for the April 8, 2020 Board meeting. Vice Chairwoman Minakshi Hemlani moved to approve the minutes. The motion was seconded by Board Member Jim Oehlerking and passed unanimously.

**IV. Reports**

**a. Management Report**

**i. COVID-19 Impact**

General Manager Larry Gast reported that commercial hauler customers inquired on whether GSWA would accept credit card payments during this time due to their lack of collections from their customers. General Manager Gast stated that GSWA is not set up to receive credit card payments from the commercial haulers. Board Member Oehlerking asked how many commercial



hauler customers have inquired about this payment option. General Manager Gast responded that only two commercial haulers have inquired so far. Comptroller Kathrine Kakigi reminded everyone that PayPal charges GSWA 2.9% per transaction and does not recommend it as an option. General Manager Gast stated he wanted to get Board approval for a response and the Board informed him that this is an operational action and does not require Board approval. Chairman Gayle informed General Manager Gast that the management team can discuss what action to take regarding this issue.

General Manager Gast reported that the recycle market for plastics is uncertain at this time. Chairman Gayle inquired what GSWA is advising the customers regarding the recycling services. General Manager Gast informed him that he has told people that there is some space in the container at the transfer stations but as soon as that is full GSWA will no longer be able to accept plastics. Board Member Denney stated that the i-recycle program is still trying to encourage residents to separate their aluminum beverage cans because the cans do generate income for the schools. She stated that she encourages residents to store the aluminum cans in bags and hold on to them unless they have easy access to properly bring them to an i-recycle bin at a school. She also stated that residents can contact her if they are overwhelmed with bags of aluminum cans. Senator Perez asked General Manager Gast if the unused cells down at Layon can be used as storage space for the recycle items. General Manager Gast responded that the space at Layon is un-cleared land and inaccessible. Chairman Gayle stated he would like for management to put together information that provides these alternatives to the customers and for it to be posted on the website, shared with customer service, and sent to the media.

Comptroller Kakigi presented an accounts receivable aging report as of March 30, 2020. During this report she requested that the Board look at the accounts beyond 90 days past due and requested that they discuss writing off the accounts. She informed the Board that there is a small percentage of accounts that are 60 and 90 days past due. Chairman Gayle asked her to prepare a proposal specifically for this reason to be discussed at the next Board meeting. Board member Oehlerking inquired if there is any significant impact if these accounts are written off. Comptroller Kakigi stated that it would not have any impact because it would just off-set the allowance account. Board member Denney inquired on whether the uncollectible accounts are predominantly Government accounts and Comptroller Kakigi stated that it is predominantly residential accounts. Comptroller Kakigi informed the Board that she would still like to explore the option of a collection agency for the more current accounts and that although the staff's collection efforts for the 60 day past due accounts are aggressive, there is no manpower for anything beyond that.

**ii. 2020 Budget Update**

Comptroller Kakigi reported that she updated the report that was provided at the last Board meeting to include adjustments to GSWA's revenue. She stated that the projection provided is based on a rolling average of four weeks' tonnage. An adjustment was made to the numbers to reflect a new projected revenue up to the end of the fiscal year 2020. One of the proposed cost reduction efforts was based off of the reduction in tonnage being received down at Layon Landfill and the recommendation that the contractor use smaller trailers and cancel the escort services. Board member Oehlerking inquired on whether management has discussed not needing the larger trailers and the escort services with the contractor and if they are in agreement. General Manager Gast stated that the contractor is not in agreement but he is going to discuss this with them further. Comptroller Kakigi informed the Board that another assumption and cost reduction effort is terminating the Household Hazardous Waste Facility contractor and hiring in-house. She



summarized that the projection provided will indicate that there will be a negative \$1.4M shortfall in revenues due to COVID-19 and a negative Five Hundred Thirty-Seven thousand shortfall based off the FY-2020 budget.

**iii. Operational Report**

Comptroller Kakigi also presented a billings and collections report comparison from last year. She reminded the Board that the revenues for this fiscal year are basically mirroring the revenues from 2019. The report showed that there was a slight increase of .7% for this year in revenue. In the collections section on the report she stated that there was a slight increase compared to last year.

**iv. PUC Management Audit Update**

General Manager Gast reported he has been communicating with the MSW auditor's attorney. He stated that he sent back comments to their initial draft audit that he deemed were mistakes.

**b. Committee Reports**

**i. Legal Counsel Procurement Update**

Chairman Gayle stated that he along with the management team have been discussing the Governor's Office recommendation to utilize the Attorney General for the legal services. Management is still waiting on a draft Memorandum of Understanding and Chairman Gayle will follow up with the AG's Office on its status. Secretary Gutierrez inquired about the current procurement and where it stands. Chairman Gayle responded that the AG's office is supposed to provide guidance on what the proper steps are to cancel the procurement. Board members agreed to wait on the AG's guidance on the current procurement of legal service.

**ii. Revolving Recycling Fund Update**

Chairman Gayle stated that Senator Sabina Perez sent an invitation about a recycling response working group to try and set up a meeting to discuss the Revolving Recycling Fund. Charlene Flores from Senator Perez's Office stated that Senator Perez is trying to finalize the public noticing with her legal service before she sets a date.

**V. Unfinished Business**

**a. Cell 3 Construction Update**

General Manager Gast stated that cell 3 is progressing really well and are getting close to finishing some of the major pours needed for retention in the storm water system. The issue with what the contractor deemed as hard rock has been resolved. He stated they have had no rain delays but is concerned with their master schedule. He projects there will be issues but will have a discussion with the contractor about it.

**b. Court Hearing Update**

Tabled.

**i. Post Closure Plan update and timeline**

Tabled.

**ii. Trustee Agreement review and approval**

Tabled.

**VI. New Business**

None.

**VII. Open Discussion**

None.



**VIII. Public Forum**

None.

**IX. Next Meeting**

The next online Board meeting is scheduled for Friday, May 8, 2020 at 1:00p.m.

**X. Adjournment**

Board Member Denney moved to adjourn meeting at 2:19 p.m. The motion was seconded by Board Member Oehlerking and was passed unanimously.