



**GUAM SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
Wednesday, April 8, 2020  
11:00 am-12:00 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

**Management & Staff:**

Larry J. Gast	General Manager
Katherine Kakigi	Comptroller
Alicia Fejeran	Chief of Administration
Keilani Mesa	Administrative Assistant
Roman Perez	Operations

**Guests:**

Charlene Flores	Office of Senator Sabina Perez
Rob Weinberg	Attorney General's Office
Haidee Eugenio	Guam Daily Post

**III. Approval of Minutes**

The Board reviewed the draft minutes for the March 4, 2020 Board meeting. Vice Chairwoman Minakshi Hemlani moved to approve the minutes. The motion was seconded by Secretary Dana Gutierrez and passed unanimously.

**IV. Reports**

**a. Management Report**

**i. COVID-19 Impact**

General Manager Larry Gast reported that there has been a decrease in commercial tonnage which translates to a reduction in revenue for GSWA. He stated this was anticipated with the shutdown due to COVID-19; however, if the trend continues GSWA is looking at a shortfall of about \$1.8 million for the remainder of the fiscal year. He informed the Board that a lot of the operational costs are fixed contract costs that need to be paid whether or not the services are provided to GSWA. Board member Jim Oehlerking inquired on whether or not small business financial stimulus would be an option to help with the impact. General Manager Gast responded that it would not apply to GSWA as it is still a Government of Guam entity. Board members requested that the management team look into the Authority's options for possible financial support. Chairman Gayle inquired into the work status of GSWA staff. General Manager Gast



informed the Board that the trash collections are still being collected on a regular basis, and the only service that is not being offered is recycle pick-up due to the fact that recycling is conducted by the contractor's personnel by hand, and that there were safety concerns with this process. Member Oehlerking asked if the temporary hold in recycle services translates to savings for the Authority. General Manager Gast stated the only reduction is in overtime. He also informed the Board that there is no market for recyclables at this time and that GSWA spends about \$12,600.00 a month to ship recycled products off-island. Chief of Administration Alicia Fejeran also informed the Board that staff members are still working remotely to respond to customer emails and that Customer Service Representatives working at the Hauler Station and Layon are returning calls to customers who leave voice messages. Member Oehlerking recommended that the voicemail greeting be updated to inform the public that the recycle services have been suspended. He also inquired whether or not any personnel tested positive for COVID-19. General Manager Gast reported that the Authority has not been notified of any employees testing positive.

**ii. 2020 Budget Update**

General Manager Gast informed the Board that he instructed Comptroller Katherine Kakigi to adjust the budget based on approximately a 20-25% reduction based on information obtained so far due to the COVID-19 shutdown. Comptroller Kakigi reported that she took the average commercial tonnage for the last 10 weeks and the average for the past 2 weeks and used those numbers to project a 43.5% decrease or revenue loss from commercial customers. Comptroller Kakigi stated that the numbers being presented are fluid and subject to change, as financial information is updated. She reported that management plans to bring in the Household Hazardous Waste (HHW) Facility services in-house which should result in a savings realization. General Manager Gast reported that the management team is working on ways to reduce costs including the possibility of suspending the escort service of the commercial trailers down to Layon for overweight trailers. Board Members asked for clarification about the permit and the requirement for these escorts and General Manager Gast stated he would have to get a legal opinion about suspending the services. Comptroller Kakigi stated that she annualized the tonnage going to Layon and GSWA can realize a savings of approximately \$265,000.00 from excess tonnage. Comptroller Kakigi stated that the net change in the submitted report under "Projected Adjustments due to Coronavirus/Budget Shortfall" at \$2.9 million should be corrected to reflect a negative 2.1 million. Chairman Gayle, Member Oehlerking and management discussed deferring purchasing of new equipment which will result in major costs on maintenance and repairs. General Manager Gast informed the Board that some commercial customers have requested to extend the discount and the 60-days past due options as they are experiencing difficulty from the impacts of COVID-19. Vice Chairwoman Hemlani stated that this may be detrimental to GSWA if this is considered. Chairman Gayle stated that GSWA is not charging any late fees or suspending any services during this time. Vice Chairwoman Hemlani stated that public and private businesses may be receiving assistance or stimulus checks which may in turn become revenue for GSWA when customers remit payment. Member Oehlerking also inquired on whether or not funding from EPA from the revolving recycling fund was available for GSWA to utilize. Chairman Gayle stated that EPA, GSWA, and the Governor's Office have been in discussion about this; however, there hasn't been much traction thus far. Comptroller Kakigi stated that if the payment trend for both residential and commercial customers continues, GSWA will see issues by the end of the fiscal year. Chairman Gayle inquired on where cash payments can be made and Comptroller Kakigi stated that Bank Pacific and ANZ are still



accepting cash payments. Chairman Gayle requested that the website be updated to reflect where payments are being accepted to include cash payments.

**iii. Operational Report**

Chairman Gayle discussed the tonnage report that was presented to the Board. He stated that in March 2020 there was a 40% decrease and the impact in April will be a much larger impact. He reported an overall 12% reduction from the transfer station and a 5% reduction in Layon tonnage. General Manager Gast stated that the trend will continue to decrease in the upcoming months. Member Oehlerking requested that an accounts receivable report be provided at the next Board meeting. He also inquired if management spoke with the Union about possible changes with the staff. General Manager Gast stated that there is no Union contract in place but if furloughs were to occur it would start with the temporary employees and GSWA would probably have to be shut down before the unionized employees are affected.

**iv. PUC Management Audit Update**

Chairman Gayle stated that a draft has been circulated by the auditors and he encourages the Board to read it because it does give a good baseline on where the Authority is. General Manager Gast stated that this is the Authority's report; however, it needs to be reviewed by the Authority for technical completeness before it is presented to the Public Utilities Commission.

**b. Committee Reports**

**i. Legal Counsel Procurement Update**

Comptroller Kakigi stated that she recently talked with Shannon Tatiano at the Attorney General's (AG) Office and she stated that the AG's Office is now in a position where they can have a memorandum of understanding (MOU) to provide legal services. Vice Chairwoman Hemlani asked if the rate would be hourly or a flat rate, and Comptroller Kakigi responded that to her knowledge it will be hourly. Secretary Gutierrez inquired about the cost-effectiveness of using the AG's Office and what advantage would it be to utilize the AG's Office over the proposed attorney. Vice Chairwoman Hemlani asked if they could discuss an hourly rate with the AG's Office, and suggested that they negotiate a flat salary.

**ii. Revolving Recycling Fund Update**

No update at this time.

**V. Unfinished Business**

**a. Cell 3 Construction Update**

General Manager Gast stated that the construction is pretty much on schedule, and he is currently reviewing one of the billing statements submitted by the contractor. He stated that there is equipment that the contractor will need to use from Green Group Holdings (GGH) and will create a contract with for the use of the equipment. General Manager Gast stated he continues to meet with them twice a week and look around the construction site to see the progress being made.

**b. Court Hearing Update**

Tabled.

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

Chairman Gayle inquired on whether or not there is still traction regarding the post closure. General Manager Gast stated that the first set of sampling should have been



completed by Brown & Caldwell, and by mid-May, EPA should receive the data to begin the process of the permit of closure.

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, April 24, 2020 at 10:00a.m.

**X. Adjournment**  
Secretary Gutierrez moved to adjourn meeting at 12:33 p.m. The motion was seconded by Vice Chairwoman Hemlani and passed unanimously.