



**GUAM SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
Thursday, June 04, 2020  
1:00 pm-2:00 pm  
Guam Solid Waste Authority Teleconference**

**I. Call to Order**

The Guam Solid Waste Authority (GSWA) Board of Directors' meeting was called to order by Chairman Gayle at 1:08 p.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
Roman Perez	Operations
Chelsea Cruz	Customer Service

**III. Approval of Minutes**

The Board reviewed the draft minutes for the May 22, 2020 Board meeting. Board members requested that Chief of Administration, Alicia Fejeran, review the board members' corrections and comments to the draft meeting minutes and update the minutes. Approval of minutes were tabled.

**IV. Reports**

**a. Management Report**

**i. Operational Report**

**a. COVID Impact**

No discussion.

**b. HHW & Curbside Recycling**

General Manager Gast reported that curbside recycling has continued effective Monday, June 1, 2020. He stated that since there is currently no market for plastics 1 & 2, he advised the contractor for recycle sorting and processing, Guahan Waste Control, that they can place it in the contamination pile to be disposed of as trash. Chairman Gayle stated that later in the meeting they will discuss the "Zero Waste" program that Senator Perez has talked about.

**ii. 2020 Budget Update (Account Balances over 120 days past due)**

Comptroller Kakigi prepared and presented a resolution for the Board's approval regarding writing off delinquent accounts of more than 120+ days past due. She stated she is currently scrubbing through all the customers' accounts to ensure that their accounts are accurate. She requested for the Board to approve to write-off any accounts that are delinquent over one year which amounts to



about \$1.1M. Vice Chairwoman Hemlani inquired about whether one year is enough time for staff to collect on debts. Comptroller Kakigi stated that this will give the authority the ability to manage the outstanding accounts; however, GSWA will still collect on these accounts and any monies collected will be recognized as new revenue. Comptroller Kakigi also requested for approval for management to solicit a collection agency to collect the debts. Secretary Gutierrez inquired if one year is a standard that is used when writing off accounts. General Manager Gast stated that in his experience he would go back as far as two years. Secretary Gutierrez recommended that management follow the standards that may be set by the Office of Public Accountability (OPA). Member Oehlerking and Chairman Gayle inquired what is the mix between consumer and enterprise customers for the requested write-off. Comptroller Kakigi stated her request includes all accounts; however, she does not recommend to write-off commercial accounts. Comptroller Kakigi stated she will modify the report to exclude commercial accounts and will get input from OPA and then provide an updated resolution to the Board. Chairman Gayle inquired on whether GSWA validates that any new customers who come to register have not had previous accounts. Chief of Administration, Alicia Fejeran, informed him that GSWA verifies if applicants have had a previous account and ensures any outstanding balances are cleared before being eligible to register again. Vice Chairwoman inquired on whether GSWA implemented the security deposit for new customers. General Manager Gast stated he still needs to go through the Public Utilities Commission (PUC) in order to implement this new procedure. Member Oehlerking inquired if GSWA can change the procedure for retrieving delinquent accounts to 60 days rather than 90 days past due. Chairman Gayle stated that if GSWA does make this change it would have to go through the Triple A process. Chairman Gayle also stated that after the management audit, this could be a suggestion to consider. Board members also discussed the concern to help eliminate illegal dumping and how GSWA can change their operations to help this reduction. Member Oehlerking discussed possibly including trash in property taxes to ensure that each household is held accountable for trash disposal. General Manager Gast stated that GSWA will incur a huge start-up fee for the increase in customers considering the purchasing of new bins and the contractor's fee for the sorting and handling.

Secretary Gutierrez inquired about Comptroller Kakigi's request to procure a collection agency. Board members discussed on whether it was a Board level decision or procurement concern. General Manager Gast suggested that implementing a security deposit would be best because he believes a collection agency will not put as much effort into collecting from outstanding customers and will still charge GSWA a fee. Comptroller Kakigi stated that it is allowed in the GAR to reach out to a collection agency. Chairman Gayle tabled the resolution until the next Board meeting

**iii. PUC Management Audit Update**

General Manager Gast stated he will be meeting with the auditing team, MSW, when he leaves off island next week. He stated he will provide them information and see if they want to update their strategy based on GSWA's current financial situation.

**b. Committee Reports**

**i. Legal Counsel Procurement Update**

Comptroller Kakigi informed the Board that the Memorandum of Agreement (MOA) was sent over to the Attorney General's office for review and approval. General Manager Gast stated that management may have identified a place to have an office for the Attorney assigned to GSWA.



ii. **Revolving Recycling Fund / Recycle Response Group Update**

Chairman Gayle stated he was not contacted about a meeting with the working group; however, Senator Perez introduced Bill 362-35 to amend the Revolving Recycling fund and she is calling it the Zero Waste Act. He informed the Board that it is in the form of a bill at the legislature. He also stated that plastic is specifically mentioned in the bill and encouraged the Board members to read through it. He stated he will try to meet with Senator Perez to talk more about the bill and how GSWA can get some of the funding to help with the costs of recycling for the agency. General Manager Gast expressed his opinion about GSWA not incurring the cost of recycling. Member Oehlerking expressed his agreement about needing a sustainable process for recycling that is not a high cost to the agency.

V. **Unfinished Business**

a. **Cell 3 Construction Update**

General Manager Gast stated that the construction has started receiving liner and geocomposite material today. He stated that the project might be about a week to a week and a half behind but not a big delay.

b. **Court Hearing Update**

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

Chairman Gayle stated that COVID has caused some delays and there was a joint agreement to submit a joint report to the court. He stated that the draft was received yesterday and there was a section that needed an update about the Cell 3 Construction. General Manager Gast stated he will have to provide that update for the report. Member Oehlerking inquired on the payments to the Receiver, and Comptroller Kakigi informed him that GSWA currently pays about \$30,000.00 a month.

ii. **Trustee Agreement review and approval**

None.

VI. **New Business**

None.

VII. **Open Discussion**

None.

VIII. **Public Forum**

None.

IX. **Next Meeting**

The next Board meeting is scheduled for Thursday, July 9, 2020 via teleconference at 1 p.m..

X. **Adjournment**

Vice Chairwoman moved to adjourn meeting at 1:54 p.m. The motion was seconded by Member Oehlerking and passed unanimously.