

**GUAM REGIONAL TRANSIT AUTHORITY**  
Government of Guam

Eddie B. Calvo, Governor  
Raymond S. Tenorio, Lt. Governor  
Rudy Pl. Cabana, Interim Executive Manager

P.O. Box 2896  
Hagåtña, Guam 96932

Phone: (671) 475-4686 or 475-4616  
Fax: (671) 475-4600



**REGULAR BOARD OF DIRECTORS MEETING**  
**Agenda, August 19, 2013 at 4:30PM**  
GRTA Conference Room  
Administration Building, Hagåtña, Guam

- I. **Call to Order** – Mr. Chairman
- II. **Roll Call** – Board of Directors (Members)
- III. **Public Comments** – 15 minutes time limit
- IV. **Approval of Minutes** – July 15, 2013
- V. **Old Business** –
  - 1. Recruitment of Executive Manager
  - 2. Status on Fiscal Year 2013 Budget
  - 3. Bi-Weekly SOP on Transit (Bus) Procurement
  - 4. Bi-Weekly SOP on IFB (Invitation For Bid) for GRTA Service Contract
  - 5. Update of the VTCLI grant "One Call / One Click" Center
  - 6. Status on GRTA Office Space / Bus Parking
  - 7. Board Vacancies
  - 8. Advisory Committee
  - 9. P.L. 32-031 "Responsible Boards and Commissions Education Act"
- VI. **New Business** –
  - 1. Promotion for Rally Pilipina to Program Coordinator IV, August 13, 2013
  - 2. Retirement of Chief Planner, Effective August 24, 2013
  - 3. Acting Executive Manager Pay Adjustment
  - 4. Buyer II for GRTA Procurement
  - 5. Work Session – Create GRTA Board of Directors Rules of Procedure
- VII. **Executive Session**
- VIII. **Announcement**
  - GRTA Office Protocol
- IX. **Adjournment**

32-13-758  
 Office of the Governor  
 Department of Public Safety  
 D. 9.6.13  
 9:10 am (via mail 9/6/13)  
 Received by: [Signature]

2013 SEP -6 AM 9:10

APPROVED BY:

\_\_\_\_\_  
 Andrew Tydingco, Chairman of the Board

Dated: August 19, 2013      Time: 5:29 PM

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### SIGN IN SHEET GRTA Board of Directors BOARD MEETING (REGULAR)

August 19, 2013  
~~July 15, 2013~~ 4:30 p.m.

BOARD OF DIRECTORS		
Name	Sign In	Email Address / Phone Number
Andrew Tydingco <i>Chairman</i>		<a href="mailto:pokilabot@teleguam.net">pokilabot@teleguam.net</a> 929-9990
Manuel Q. Cruz <i>Vice-Chairman</i>		<a href="mailto:manny.cruz@dol.guam.gov">manny.cruz@dol.guam.gov</a> 482-2198
Ginger S. Porter, M.Ed. <i>Secretary</i>		<a href="mailto:ginger.porter@guamcedders.org">ginger.porter@guamcedders.org</a> 735-2478
Vicente D. Gumataotao <i>Board Member</i>		<a href="mailto:pitimayor@yahoo.com">pitimayor@yahoo.com</a> 472-1232
Louise C. Rivera <i>Board Member</i>		<a href="mailto:weezierivera@hotmail.com">weezierivera@hotmail.com</a> 888-1540
Jason Cruz <i>Board Member</i>		<a href="mailto:jasonleecruz44@gmail.com">jasonleecruz44@gmail.com</a> 777-2444
Vacant <i>Board Member</i>		
GRTA STAFF		
Name	Sign In	Email Address / Phone Number
Rudy Cabana <i>Executive Manager, Interim</i>		<a href="mailto:rudy.cabana@grta.guam.gov">rudy.cabana@grta.guam.gov</a> 475-4616
Felix R. Dungca <i>Chief Planner</i>		<a href="mailto:felixberto.dungca@grta.guam.gov">felixberto.dungca@grta.guam.gov</a>
Rally Pilipina <i>Planner IV</i>		<a href="mailto:rally.pilipina@grta.guam.gov">rally.pilipina@grta.guam.gov</a> 475-4620
Myra Abaya <i>Administrative Officer</i>		<a href="mailto:myra.abaya@grta.guam.gov">myra.abaya@grta.guam.gov</a> 300-0703
Nicole Gutierrez <i>Board Secretary</i>		<a href="mailto:nicole.gutierrez@grta.guam.gov">nicole.gutierrez@grta.guam.gov</a> 475-4686
James Wade <i>Assistant Attorney General</i>		<a href="mailto:jwade@guamag.org">jwade@guamag.org</a> 475-4603
PUBLIC AT LARGE		
Name	Sign In	Email Address / Phone Number
1. Mike Garrido - KEI		<a href="mailto:transops@keiguam.com">transops@keiguam.com</a>
2. Travis Kloppenburg - KEI		<a href="mailto:tek@keiguam.com">tek@keiguam.com</a>
3. Jermaine Alerta - Senator Mike San Nicolas		<a href="mailto:alerta.jermaine@gmail.com">alerta.jermaine@gmail.com</a>
4.		
5.		
6.		



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**MEETING MINUTES**

**Regular Board Meeting of  
July 15, 2013**

**Board Officers**  
**FY 2013**

***Chairman***

Andrew Tydingco  
T (671) 929-9990  
pokilabot@teleguam.net

***Vice Chairman***

Manuel Q. Cruz  
T (671) 487-2197  
manny.cruz@dol.guam.gov

***Secretary***

Ginger S. Porter  
T (671) 735-2478  
F (671) 734-5709  
ginger.porter@guamcedders.org

***Members***

Louise Rivera  
T (671) 888-1540  
teamtatuha2013@gmail.com

Jason Cruz

T (671) 777-2444  
jasonleecruz44@gmail.com

Vicente Gumataotao

T (671) 472-1232  
pitimayor@yahoo.com

*Vacant*

**I. Call to Order**

The meeting was called to order by Chairman Andrew Tydingco at 4:31 p.m., at the GRTA conference room, Administration Building, Hagatna.

**II. Roll Call**

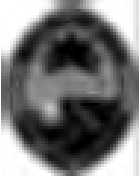
Chairman Andrew Tydingco, Vice-Chairman Manny Cruz, member Louise Rivera, member Ben Gumataotao and member Jason Cruz were present. A quorum was established. Acting Interim Executive Manager, Rudy Cabana and others noted on the sign in sheet were also in attendance. Not in attendance is Member Ginger Porter off island.

**III. Approval of Minutes**

B. Gumataotao moved to approve and M. Cruz seconded the motion to approve minutes of June 17, 2013.

**IV. Public Comment**

**Evelyn Duenas** - Transit rider reported to the board the severity problems of buses breaking down. It consist of the vehicles and air conditioning breaking down. It needs to be monitored and get it back online.



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**Public Comments Continued**

**Evelyn Duenas** - For a couple of weeks I have been late with pick-ups and drop offs with no air conditioning on the bus.

**A. Tydingco** – Mr. Cabana can you follow up with the contractor.

**R. Cabana** – First thing tomorrow before I go to work I will be over there at their office inspecting the buses.

**J. Cruz** – Do you know which company it is. Is it from Turtle or MHI.

**Evelyn Duenas** – It is all of them. Even the cleanliness of the vehicles and the securements. The securement straps are being borrowed by the other buses and leaving some buses short of straps.

**B. Gumataotao** – The air condition in the bus, that don't make you late.

**Evelyn Duenas** – No but that causes fumes to come into the vehicle and causes us to feel sick. The window are not down unless we request from dispatch to open the windows.

**B. Gumataotao** – The drivers are not to cooperative with you guys.

**Evelyn Duenas** – No the drivers from my understanding are told this policy is not GRTA's policy, it's the companies idea I guess because the drivers are being accused of smoking in the vehicle.

**V. Old Business**

**1. Recruitment of Executive Manager**

R. Cabana stated that he needs to schedule an interview date with the board regarding Mr. Kelley because he is still inquiring on the position.

A. Tydingco stated a mandatory presence of the board on July 24, 2013 at 10:00 a.m. to interview with Mr. Kelley for the position of Executive Manager.



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N. Gutierrez stated that at the last board meeting the board wanted to keep the position open and re-advertise for the position. Due to the loss of the procurement authority and the Administrative Officer off island we have not been able to do so.

R. Cabana reported that GRTA loss their procurement rights. GRTA was authorize at one point to do their own procurement, but due to some issues that a raised GSA pulled the procurement authority.

## 2. Status on Fiscal Year 2014 Budget

R. Cabana reported that Myra Abaya submitted an updated report to BBMR. (Budget report not provided at board meeting).

A. Tydingco requested that an updated report be sent via email to the board of directors.

## 3. Bi-Weekly SOP on Transit (Bus) Procurement

F. Dungca reported that the IFB has cleared legal review. F. Dungca stated that he sat with AAG Ms. Deborah Rivera and made the corrections that were needed and was given the green light to proceed with transmitting to GSA. F. Dungca reported that he will be transmitting it to GSA this week and will work with them as far as their procedures are.

R. Cabana reported that GSA informed GRTA that we missed the deadline to submit a request as of July 5, 2013 for the IFB bus specifications review. The next time GSA will entertain this request will be October 1, 2013, next fiscal year. R. Cabana stated the he has requested Mr. Rally Pilipina to request an extension with the FEDS.

B. Gumataotao asked how did GRTA drop the ball. R. Cabana stated that Mr. Dungca was working with the AG last week and can elaborate more on the situation.

F. Dungca stated that it came as a complete surprised to him when Ms. Claudia Acfalle advised him of it. He stated that Ms. Acfalle informed him that the deadline was July 5, 2013 and he assumed it was for the fiscal year. He stated that the meeting with AAG Ms. Deborah Rivera was on July 11, 2013. He stated that he suggested to R. Cabana that they sit down with Ms. Acfalle to find out what their procedures are so that GRTA could comply with them.

F. Dungca reported that the IFB is approved as to legal form and AAG Ms. Deborah Rivera is satisfied with it and said it is ready to go to GSA. F. Dungca stated that if GRTA sits down with GSA to better understand their procedures it would be easier to comply with it.



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B. Gumataotao stated where we go for an extension.

F. Dungca stated the extension was approved for July 2014 however the legal review took a lot of time and now it is behind us. He stated that GRTA is now in the procurement and it is GSA's call.

M. Cruz asked if GRTA could request a waiver from the front office. He stated that everything is in order but that we just missed the deadline and to see if GRTA could get a waiver.

L. Rivera stated that a request be done and to try to see if a waiver could be given. She stated that if granted great if not then at least an attempt was made.

**4. Bi-Weekly SOP on IFB (Invitation for Bid) for GRTA Service Contract Service**

F. Dungca reported that he has been in contact with AAG Ms. Deborah Rivera and now that the IFB Bus Procurement is done she will be working on the service contract. He stated that he has requested a bi-weekly status update and AAG Ms. Deborah Rivera informed him that once GRTA's legal attorney comes on board she will be transferring the review over to him and bring him up to speed on the document.

**5. Update of the Veterans Transportation and Community Living "One Call, One Click" Center**

R. Cabana reported that Joe Santos completed the application and Mr. Dungca is taking over the project. Provided for the board review is building plans for the proposed 5 story building.

R. Cabana reported that the property needs to be consolidated and Land Management is taking the lead on the consolidation. He reported that there is a 40 foot easement at the rear of the property which will be strictly for buses and trucks.

R. Cabana reported that originally GRTA was getting an office space of 2,500 square feet and now GRTA will be getting 3,000 square feet of office space as well as a maintenance facility for the bus operation.

R. Cabana reported that there will be six (6) government agencies contributing any revenue funds generated back into the to the government fund or support the six (6) agencies that are in the DISID building.

R. Cabana reported that Department of Land Management, Department of Labor, Department of Revenue and Taxation, GHURA, DISID and GRTA.



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A. Tydingco stated that the concern of having option A and option B is now off the table.

A. Tydingco asked if GRTA needs to amend anything on the VTCLI Grant. R. Cabana reported that he was working on the maintenance facility to make it part of the transit operation.

A. Tydingco stated that his only concern is the timeline to report to the FEDS. R. Cabana reported that he is taking GRTA's grant specialist Mr. Rally Pilipina to all the meetings so that he knows what to report to the FEDS.

B. Gumataotao stated that he would like to have the key people present at the board meetings so that if there is any questions they could be asked to them directly.

**6. GRTA Office Relocation**

R. Cabana reported that the bid for the office space was published on July 10, 2013 in the Mariana's Variety.

**7. Board Vacancies**

R. Cabana reported that Ms. Ginger Porter's term does not expire until September 2013 and then there is an additional three (3) months after her term expires that she can sit on the board.

A. Tydingco asked how many board vacancies are there. N. Gutierrez stated that there are two (2); Mr. Manny Cruz's slot once he has been replaced and Mr. Mike Terlaje.

R. Cabana reported that Ms. Fe Ovalles wants to be a board member and Ms. Evelyn Duenas has also applied for the membership.

**8. Status on recruitment of Attorney – MOU**

R. Cabana reported that Attorney James Wade has been assigned to GRTA.

**9. Advisory Committee**

N. Gutierrez provided sample packet for the Board of Directors information.

R. Cabana stated that he would support Mr. J. Cruz and assist him with setting up a work session. The packet provided is for the board to review prior to the work session to get familiarized with it.

A. Tydingco stated that the work session would all GRTA to formulize it to their needs. It is a good idea to have this committee so any issues could be addressed directly to the committee to alleviate some of the complaints that come in.



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**10. Transit Shelter Tumon and Islandwide**

R. Cabana reported that will be taken care of by GVB. He stated that DPW owns the sidewalk and property that the shelter is sitting on top of so GRTA is not the landlord; GRTA is the tenant as well.

R. Cabana reported that GVB wants to enter in to a license agreement rather than an MOU since they will be the ones maintaining the shelter. N. Gutierrez reported the GVB will still do an MOU and have it be directed to the License Agreement since they would hold the license to the shelters and what GVB is able to do with the shelter. N. Gutierrez reported that GVB is finding that the agreement is not just with GVB and GRTA but that they need to bring DPW into the agreement as well.

**11. New GRTA Logo**

N. Gutierrez provided the new logo for the Board of Directors information.

N. Gutierrez reported that GRTA will be updating their image on all transmittal forms and documents. N. Gutierrez stated that the logo just needed to be trademarked.

R. Cabana stated that M. Abaya will register the logo upon her return from off island training.

**VI. New Business**

**1. Liberation Holiday – July 21, 2013**

R. Cabana reported that there will be service on Sunday, July 21, 2013 and Monday, July 22, 2013. He reported that GRTA will be running regular operation hours on both days.

J. Cruz stated that some of the riders are asking where the drop off points are for Hagatna due to the crowding for the parade. He stated that the riders and drivers are unsure where those points will be.

R. Cabana reported that the satellite location (Chamorro Village) will be relocated up to the Government of Guam Retirement Building and that is where they will be shuttled from to West O'Brien Drive.

A. Tydingco asked how are we going to publish out the routes to the public.

L. Rivera stated that GRTA needs to do a press release out.





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A. Tydingco stated that a PSA be done ASAP.

**VII. Executive Session    Called to order at 5:23 p.m.**

- Conflict of Interest
- Proposed Adverse Action

**VIII. Announcements**

- Rotary Club of Guam installed 10 benches at various GRTA stops.

**IX. Next Board Meeting    August 19, 2013**

**X. Adjournment**

- The Regular Session meeting was adjourned at 5:23 p.m. and moved into Executive Session.
- The Executive Session meeting was adjourned at 6:24 p.m. and moved into Regular Session.
- The Regular Session meeting was adjourned at 6:24 p.m.; M. Cruz moved to adjourn, B. Gumataotao seconded the motion.

Respectfully Submitted,

Nicole Gutierrez  
GRTA Board Secretary

Attachments:    Sign in Sheet, July 15, 2013



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**SIGN IN SHEET**  
**GRTA Board of Directors**  
**BOARD MEETING (REGULAR)**  
**July 15, 2013 - 4:30 p.m.**

<b>BOARD OF DIRECTORS</b>		
Name	Sign In	Email Address / Phone Number
Andrew Tydingco Chairman		<a href="mailto:pokilabot@teleguam.net">pokilabot@teleguam.net</a> 929-9990
<del>Vacant</del> Manny Cruz Vice-Chairman		
Ginger S. Porter, M.Ed. Secretary		<a href="mailto:ginger.porter@guamcedders.org">ginger.porter@guamcedders.org</a> 735-2478
Vicente D. Gumataotao Board Member		<a href="mailto:pitimayor@yahoo.com">pitimayor@yahoo.com</a> 472-1232
Louise C. Rivera Board Member		<a href="mailto:weezierivera@hotmail.com">weezierivera@hotmail.com</a> 888-1540
Jason Cruz Board Member		<a href="mailto:jasonieecruz44@gmail.com">jasonieecruz44@gmail.com</a> 777-2444
Vacant Board Member		
<b>GRTA STAFF</b>		
Name	Sign In	Email Address / Phone Number
Rudy Cabana Executive Manager, Interim		<a href="mailto:rudy.cabana@grta.guam.gov">rudy.cabana@grta.guam.gov</a> 475-4616
Felix R. Dungca Chief Planner		<a href="mailto:felixberto.dungca@grta.guam.gov">felixberto.dungca@grta.guam.gov</a> 475-4603
Rally Pilipina Planner II		<a href="mailto:rally.pilipina@grta.guam.gov">rally.pilipina@grta.guam.gov</a> 475-4620
Myra Abaya Administrative Officer		<a href="mailto:myra.abaya@grta.guam.gov">myra.abaya@grta.guam.gov</a> 300-0703
Nicole Gutierrez Board Secretary		<a href="mailto:nicole.gutierrez@grta.guam.gov">nicole.gutierrez@grta.guam.gov</a> 475-4686
<b>PUBLIC AT LARGE</b>		
Name	Sign In	Email Address / Phone Number
1. Mike Garrido - KEI		<a href="mailto:transops@keiguam.com">transops@keiguam.com</a>
2. Travis Kloppenburg - KEI		<a href="mailto:tek@keiguam.com">tek@keiguam.com</a>
3. Jermaine Alerta - Senator Mike San Nicolas		<a href="mailto:alerta.jermaine@gmail.com">alerta.jermaine@gmail.com</a>
4. Evelyn Bueñas		
5.		
6.		
7.		
8.		

**August 16, 2013**

**GRTA Acting Executive Manager to Board of Directors:**

**Old Business:**

1. Recruitment of Executive Manager
2. Myra - Fiscal Year 2014 Budget
3. IFB Bus Specs. 1. Met with Claudia 8/16/13, 1:30PM. I will be working with Assistance Attorney General Wade and Anita GSA to make ensure the GSA Form is completed for IFB submittal. 2. Need to provide Claudia GSA the DPW/GRTA/PB MOU agreement and other incomplete 3 task for the IFB Bus Specs. Claudia (GSA) will assist on this.
4. IFB Contractual Specs. Being reviewed by the Assistance Attorney General Wade AAG Deborah Rivera, briefing Attorney Wade with all ongoing GRTA FTA projects and GRTA Business.
5. VTCLI One Call One Click – Rally will be taking over this project. 1. Rally RFP 2. Rally SOP 3. Myra to find out the cost to hire six (6) Dispatchers, Schedulers FTE (GovGuam) to handle the VTCLI One Call One Click Center. Need to have a work session with Ben Servino.
6. Temporary GRTA/VTCLI office space, requesting at least 2, 500 square feet. AEM working with the Front office and GEDA Director to move to TIYAN Core Tech. DOE building w/ parking stalls for new transit buses.
7. Board Vacancies – two opening for board members
8. Advisory Committee – Jason Cruz Status update Mr. Jason Cruz
9. P.L. 32-31 “Responsible Boards and Commissions Education ACT”

**New Business:**

1. Promotion for Rally Pilipina to Coordinator IV
2. Felix Dungca Chief Planner Retirement Last day August 24, 2013
3. Acting Executive Manager Pay Step Increase
4. Procurement Buyer II full time for GRTA
5. Work Session – Create GRTA Board of Directors Rules of Procedures



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August 19, 2013

**MEMORANDUM**

To: Board of Directors  
From: Executive Manager, Interim  
Subject: Executive Manager Position


This is a request for the Board of Approval to hold the advertising and hiring of the position of Executive Manager until January 2, 2014.

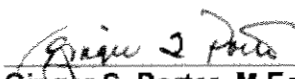
**BOARD ACTION:  APPROVED  NOT APPROVED**

**Dated this 19<sup>th</sup> day of August 2013**


**BOARD OF DIRECTORS:**

 8/19/2013  
Andrew Tydingco Date  
Chairman

 8/19/13  
Manuel Q. Cruz Date  
Vice-Chairman

 8/19/13  
Ginger S. Porter, M.Ed. Date  
Board Member/Secretary

\_\_\_\_\_  
Louise C. Rivera Date  
Board Member

 8/19/13  
Vicente D. Gumataotao Date  
Board Member

 \_\_\_\_\_  
Jason Cruz Date  
Board Member

**FY13 BUDGET REPORT**

(As of 8/19/13)

**GUAM REGIONAL TRANSIT AUTHORITY**

THF - Local	FY 13 Budget	Less 15% Reserve
111 Salaries	359,656.00	305,708.00
113 Benefits	111,134.00	94,464.00
220 Travel	-	-
230 Contractual	3,418,209.00	2,905,477.00
240 Supplies	2,500.00	2,125.00
290 Misc.	8,400.00	7,140.00
363 Telephone	6,000.00	5,100.00
<b>TOTAL</b>	<b>3,905,899.00</b>	<b>3,320,014.00</b>

**TOTAL 15% RESERVE: \$585,885**

<b>230 - Misc. Cont. Services</b>	Cost
Drug Testing	4,900.00
Xerox Lease	9,873.00
I-Connect	1,378.00
Telephone Services/Internet	1,000.00
ITE/Cell Phone	500.00
Van Rep./AC Rep. & Others	1,236.81
Drinking Water	324.00
Printing Services/Ads	13,000.00
Publication & others	2,953.50
MOU, Legal Services	60,000.00
<b>Total Misc. Contractual</b>	<b>\$ 95,165.31</b>

As of 8/14/13

**Breakdown:**

2,905,477.00 Total 230 - Contractual Budget, FY13  
 (95,165.31) Less: Misc. Contractual  
 2,810,311.69 Total Available Budget for Operation, local  
 34,164.69 FY11 Federal Grant Balance  
 629,716.45 Available FY12 FTA, Federal Funds for bus operation  
 3,474,192.83 REALISTIC AMOUNT CAN BE USED FOR OPERATION  
 (3,230,822.50) FY13 Bus Operation Projected Funding

**243,370.33 Available as of 8/19/13**

Filename: Budget Report, 8/19/13

<b>FY13 Bus Operation Expenses:</b>		<b>Actual</b>	<b>Current Funding Account</b>
Oct	13 hrs, 5/5 units (\$67.50/hr)	233,550.00	Balances for Contractual (230)
Nov	13 hrs, 5/5 units (\$67.50/hr)	207,562.50	as of 8/19/13:
Dec	13 hrs, 5/6 units (\$70/hr)	223,930.00	
Jan	13 hrs, 5/6 units (\$70/hr)	246,050.00	THF (FY13, Local) 469.19
Feb	15 hrs, 5/6 units (\$70/hr)	236,320.00	FTA GRANT, FY11 4.69
March	15 hrs, 5/6 units (\$70/hr)	299,320.00	FTA GRANT, FY12 242,896.45
April	15 hrs, 5/6 units (\$70/hr)	298,900.00	<b>Total Avail., 9/30/13 \$ 243,370.33</b>
May	15 hrs, 5/6 units (\$70/hr)	298,480.00	
June	15 hrs, 5/6 units (\$70/hr)	288,120.00	
July	15 hrs, 5/6 units (\$70/hr)	309,540.00	
August	15 hrs, 5/6 units (\$70/hr)	311,850.00 ???	
September	15 hrs, 5/6 units (\$70/hr)	277,200.00 ???	
<b>TOTAL</b>		<b>\$ 3,230,822.50</b>	

EDDIE BAZA CALVO  
Governor



RAY TENORIO  
Lieutenant Governor

*Office of the Governor of Guam*

Directive No. 2013 - 05  
August 7, 2013

TO: All Line Agencies Directors and Agency Heads

FROM: The Governor *EC*

SUBJECT: **Protocols relative to "Responsible Boards and Commissions Education Act" (P.L. 32-031)**

Public Law 32-031 requires all Directors of which a Board/Commission is associated with to establish an Educational Program (hereinafter "EP") which covers "procurement laws, as applicable, applicable statutes, executive orders, and rules and regulations which govern the board or commission and their respective areas of purview". I have directed my staff to provide the necessary tools and instruction to assist all Board/Commission members toward reaching full compliance. As a follow up to the presentation made at the August 2<sup>nd</sup> Cabinet Meeting, this Directive provides the protocols that best comply with P.L. 32-031, which are as follows:

- A. All Directors associated with a Board/Commission would need to compile applicable procurement laws, statutes and executive orders, rules/regulations which govern your respective Board/Commission and any/all areas that your Board/Commission may have purview over. Compilation of this information must be completed by no later than August 8, 2013. This is key to complying with one component of P.L. 32-031 as this will serve as the major portion of your EP.
- B. The Governor's Office has developed a CD training instrument entitled "Basic Boardmanship Skills" which will cover the basic skill set necessary to make informed decisions at the level of each Board or Commission member. Topics

covered in the CD will include Procurement, Ethics in Government, FOIA Requests, Open Government Law, Roberts Rules of Order, etc. The training CD will be disseminated to all Boards/Commissions via each agency head by August 16, 2013.

- C. All Directors shall conduct a "Live" session with their respective Board/Commission members to ensure that they have provided their members the training materials combined in Steps A and B above (A - Agency-specific data and B - Training CD). Directors must ensure that each member reviews the training materials and understands the contents to the best of their ability. The "Live" session must be completed by September 6, 2013. P.L. 32-031 requires all members to complete the EP by September 7, 2013.
  
- D. All Directors must ensure that a Certification Form is completed by each Board/Commission member, which states they have completed the steps of A and C of the protocol, mentioned. Said certification form shall be filed with the Board/Commission Secretary and be made part of the record. The Certification Form for Board/Commission members certifying they have viewed contents of the CD will be emailed to the Department/Agency shortly.
  
- E. On or before September 13, 2013, the Director/Agency Head shall submit a written statement to the Governor, certifying that all Board/Commission members have completed the established education program as mandated by Public Law 32-031. A comprehensive report will be compiled and submitted to my Chief of Staff for his review.

Please note that P.L. 32-031 makes all Directors responsible for ensuring the completion of an Educational Program by each respective member of a Board/Commission by no later than September 7, 2013. The Governor's Office will work directly with the heads (or chairperson) of a Board/Commission not having oversight over an agency. A copy of P.L. 32-031 may be obtained from the 32<sup>nd</sup> Guam Legislature webpage at [www.guamlegislature.com](http://www.guamlegislature.com). Should you have any questions, please contact the Governor's legal office at 475-9370. Thank you.



**GUAM REGIONAL TRANSIT AUTHORITY**  
Government of Guam

Eddie B. Calvo, Governor  
Raymond S. Tenorio, Lt. Governor  
Rudy PL Cabana, Interim Executive Manager

P.O. Box 2896  
Hagatna, Guam 96932

Phone: (671) 475-4686 or 475-4616  
Fax: (671) 475-4600



August 15, 2013

**MEMORANDUM**

To: Interim Acting Executive Manager- Guam Regional Transit Authority

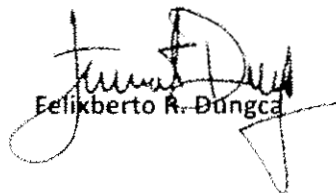
From: Chief Planner, GRTA

Re: Notice of Retirement from government services

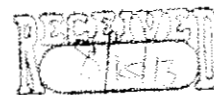
This notice is to officially inform you of my final decision to retire from Government of Guam services

**EFFECTIVE AUGUST 24, 2013.**

A signed copy of the official Letter Of Retirement Eligibility from Great-West Financial-Government of Guam Retirement Fund dated August 13, 2013 was provided to GRTA and acknowledged received on that date @ 3:30 p.m.

  
Felixberto R. Dungca

Cc: Personal Files



M. S. ADAYA  






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August 19, 2013

**MEMORANDUM**

To: Board of Directors  
From: Executive Manager, Interim  
Subject: Executive Manager Pay Adjustment

This is a request for the Board of Approval Acting Executive Manager Pay Adjustment to \$88,915.00 per annum to be effective October 1, 2013.

BOARD ACTION:  APPROVED  NOT APPROVED

Dated this 19<sup>th</sup> day of August 2013

**BOARD OF DIRECTORS:**

<u>Andrew Tydingco</u> Chairman	Date	<u>Louise Riva</u> Board Member	Date
<u>Manuel C. Cruz</u> Vice-Chairman	Date	<u>Vicente D. Gumataotao</u> Board Member	Date
<u>Gilbert S. Porter, M.Ed.</u> Board Member/Secretary	Date	<u>Jason Cruz</u> Board Member	Date

