

GUAM REGIONAL TRANSIT AUTHORITY

Eddie Baza Calvo, Governor
Raymond S. Tenorio Lt. Governor

P.O. Box 2896
Hagatna, GU 96932

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

REGULAR BOARD OF DIRECTORS MEETING

Agenda, May 20, 2013

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 – April 15, 2013

V. Old Business –

1. Recruitment of Executive Manager
2. Update of the VTCLI grant "One Call / One Click" Center
3. Status on Fiscal Year 2013 Budget
4. Status on Transit (Bus) Procurement
5. Status on IFB (Invitation For Bid) for GRTA Service Contract
6. Status on GRTA office space / Bus Parking
7. Board Vacancies
8. Status on recruitment of Attorney – MOU
9. Fiscal Year 2013 - Paratransit Active Client Count
 - Total Riders: 434
 - Conditional Riders: 360
 - Unconditional Riders: 72
 - Temporary Conditional Riders: 2

VI. New Business –

1. Advisory Committee
2. Off-Island Seminar/Workshops for GRTA Staff:
 - Rally Pilipina - Request to attend FTA FY13 State Management Review Program Workshop in San Francisco, California: June 5-6, 2013 (Registration Fee – NO CHARGE)
 - Myra Abaya - Request to attend FTA FY13 Procurement Review Workshop in San Francisco, California: June 17-18, 2013 (Registration Fee – NO CHARGE)
 - Myra Abaya - Request to attend FTA FY13 Financial Management Oversight Seminar in Los Angeles, California: June 18-19, 2013 (Registration Fee – NO CHARGE)

VII. Executive Session

VIII. Announcement

1. P.L. No. 32-031, Bill No. 65-32 (COR)
2. Board of Directors Summer Schedule
3. Rudy Cabana attending CTAA Expo 2013; Albuquerque, New Mexico: June 2-7, 2013

IX. Adjournment

APPROVED BY:



Andrew Tydingco, Chairman of the Board

Dated: May 20, 2013 Time: 5:48pm

Guam Regional Transit Authority Board of Directors

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

MEETING MINUTES

Board Officers

FY 2013

Chairman

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

Vice Chairman

Manuel Q. Cruz
T (671) 487-2197
campwitek4ever@yahoo.com

Secretary

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

Members

Louise Rivera
T (671) 888-1540
weezierivera@hotmail.com

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

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

Vacant

Regular Board Meeting of April 15, 2013

I. Call to Order

The meeting was called to order by Chairman Andrew Tydingco at 4:33 pm, at the GRTA conference room, Administration Building, Hagatna.

II. Roll Call

Chairman Andrew Tydingco, member Ginger Porter, member Ben Gumataotao, member Louise Rivera 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: Vice-Chairman Manny Cruz, off island.

III. Approval of Minutes

Ben Gumataotao moved to approve subject to correction and Louise Rivera seconded the motion to approve minutes of March 18, 2013.

IV. Public Comment

NONE

Guam Regional Transit Authority Board of Directors

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V. Old Business

1. Recruitment of Executive Manager

Rudy Cabana reported that the staff will work on publishing the opening in the various media outlets. Then position will be kept open until filled.

2. Update of the Veterans Transportation and Community Living “One Call, One Click” Center

Rally Pilipina reported that the grant is in the implementation stage. R. Pilipina reported that there is a negotiation to move GRTA to the DISID office, but there is no concrete agreement at this time. The implementation is being held up at this time due to the relocation of the GRTA office.

3. Status on Fiscal Year 2014 Budget

M. Abaya reported on the budget and provided several reports for the Board of Directors information.

4. Status Transit (Bus) Procurement

Felix Dungca reported that Parsons-Brinkerhoff has completed the all the changes on the bid specifications. They will be submitting a soft copy to GRTA initially to be transmitted along with the procurement records to the OAG to resume the second review. F. Dungca reported that he expected the soft copy to be delivered today but since Nora Camacho is out on sick leave he will be expecting no later than Wednesday.

F. Dungca reported once the review is complete it will be transferred over to GSA for the procurement process.

R. Pilipina reported that initially FTA gave a deadline of September 30, 2013 to procure these buses. GRTA has submitted a request to extend the deadline to July 2014 and it was approved by FTA.

5. Status IFB (Invitation for Bid) for GRTA Service Contract Service and new Transit Routes and Schedules + VTCLI + New Fares (NEW ADDITIONS)

F. Dungca reported that on March 29, 2013 GRTA finalized the IFB and submitted it to OAG along with a cover letter.

G. Porter stated that she had some concerns whether GRTA has covered their bases with the work scope with all of the ADA requirements.

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6. GRTA Office Relocation

R. Cabana reported that he received an email from Ben Servino for GRTA to proceed with looking for an office space in the meantime because DISID still needed to secure a BID with GSA.

M. Abaya reported that she asked the help of a realtor to assist her in looking for commercial office space in Tamuning, Tumon and Mangilao. GRTA is looking for ADA compliance, back-up generator, has its own bathroom and typhoon shutters. GRTA has to provide GSA with the specifications and GSA will be the one to determine and identify the location that will be awarded to us.

7. Requesting additional board members

R. Cabana reported that applications were sent out last week to two interested candidates Carmen Taitano and Vera Belechl. GRTA is awaiting their response.

A. Tydingco asked if a list could be established because two board members terms will be up in September 2013.

8. Recruitment of Attorney – MOU

F. Dungca reported that the MOU was completed and turned over to OAG. Myra Abaya reported that the MOU was already signed but the OAG needed a work request attached to the MOU.

F. Dungca reported that once an AAG is assigned to GRTA the two critical projects will be the Transit Bus Procurement and the IFB for GRTA Contract Services.

9. Logo/Branding – Final Award

Ariel Dimalanta presented various samples for the board to review. At the last board meeting what was discussed was to have an icon of a carabao and the logo (I BUS) to show movement.

A. Dimalanta stated that when you design a logo you design to apply to any usage, letterhead, business card, transit and build boards. A. Dimalanta stated that normally in a bid process for a logo designing you include the whole package and not a piece mill. It will raise the question that it may not work or does not look right. If the whole concept is bided out you will see the whole application of the logo and how effective it would be.

G. Porter stated that she thinks that is what the request was for a logo and a bus wrap.

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A. Dimalanta stated that doing a logo and a bus wrap together would add more difficulty in making a decision. One thing is a bus, one thing is a logo, so we would start first with the logo and once it is approved then we can incorporate it into the bus design.

G. Porter stated that she had a hard time seeing how this logo would appear on a letterhead, she could see how it would appear as an icon on a bus wrap but not a logo.

A. Dimalanta stated that he had asked in the beginning that in doing a bid for a logo design you include letterheads, bus designs, signage's, uniforms, then you would see how the logo works. Base on the bid for a logo design and the amount bided for just a logo, it is okay. Normally the right process of bidding for logo designing and all applications to all materials is about \$6,000 – \$8,000 and that is when you will see the total look as to how it would be applied.

A. Tydingco suggested if a different carabao could be used as a sample.

G. Porter asked if the logo presented was the logo for GRTA. G. Porter stated that it did not say anything about GRTA. A. Tydingco stated that it was just the iconic symbol for the bus.

A. Dimalanta stated that he would design several different designs for the board.

10. Updated Fiscal Year 2013 Ridership Report

N. Gutierrez reported on the ridership report and provided several reports for the Board of Directors information.

G. Porter stated that in future reports she would like to see that the Greenline Express and Blueline Express be reported separately to see the vitality of those routes and if they are growing.

11. Status on bus schedule printed brochures

R. Cabana reported that there was a problem with the initial procurement process. He stated that he spoke with Claudia from GSA and was advised that GRTA would have to do a new request for three quotes.

M. Abaya reported that initially Mr. Felix Dungca went to Copy Express and asked their help to put together a bus schedule routes. Mr. Dungca worked with Copy Express on putting together a sample brochure. M. Abaya stated that she had asked Mr. Dungca if GRTA would be charged for the worked done initially on the preparation of the draft brochure and was advised that there was no charge. M. Abaya stated that she informed Mr. Dungca that GRTA will need to get three quotes and could not just award it to Copy

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Express without getting the three quotes. M. Abaya stated that she had asked Mr. Dungca to get a quote from Copy Express for the work they have done. M. Abaya reported that she sent out an RFQ (Request for Quotation) to four other vendors and three provided quotes and one came back NO QUOTE, all considered as positive quotes. After doing all the calculations Copy Express still was the lowest bidder.

M. Abaya reported that she prepared the Purchase Order but Mr. Cabana was cautious and did not want to sign the PO because he stated it was after the fact.

R. Cabana reported that Mr. Dungca asked Attorney General Deborah River if this hiccup was okay and Ms. Rivera stated that she would have to defer the matter to GSA. R. Cabana stated that in conversation with Claudia at GSA, that since this is an issue with the procurement process GRTA would need to start all over. R. Cabana stated that GSA would like a memo sent to Copy Express stating that the bid would not be awarded to them.

M. Abaya stated that the purchase order will be cancelled and she will send out new RFQ's for this procurement.

VI. New Business

1. Status of diesel fuel surcharge

M. Abaya reported on the diesel fuel surcharge and provided several reports for the Board of Directors information.

M. Abaya stated that Ms. Porter informed her that at one of her meeting the diesel fuel surcharge was dedicated to be a funding source for GRTA, and wanted to know about the collection of those funds.

G. Porter reported that in the law there is a Mass Transit Automotive surcharge, except for liquid fuel used for aviation purposes there is levied an automobile surcharge of four cents per gallon on all liquid fuel tax. G. Porter stated that when she calculated all the liquid fuel including the diesel fuel but excluding what was for aviation (propane and kerosene) the amount was \$2.4 million dollars for gallons of fuel sold in 2012. G. Porter stated that is why she asked M. Abaya how much of this fund is being allocated for GRTA because there is concern that GRTA may not be getting what is due to them.

2. Extension of Appointment – Interim Executive Manager

Resolution #2013-02, Interim Appointment #2, the appointment of Mr. Rudy P. Cabana to Interim Executive Manager was approved unanimously.

Guam Regional Transit Authority Board of Directors

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3. Status of Program Coordinator IV Recruitment

M. Abaya reported that the GG1 has been approved by BBMR and is now with the Chief of Staff for signature and once it has been signed it will be processed through HR then the position will be opened up for recruitment. The recruitment will be done in-house first and whoever wants to apply can do so then.

4. Update – (FTA) Federal Grant and Clearinghouse

R. Pilipina reported on FTA grants and provided several reports for the Board of Directors information.

5. Chief Planner Report – Fixed Route Transit Projects

F. Dungca reported on Fixed Route Transit Projects and provided a report for the Board of Directors information.

a. Designation, Creation and Construction of three (3) satellite transit sub-stations

F. Dungca reported that three locations are ideal to service the current fixed route routes because of their location and existing facilities. What is lacking is a permanent location within their facilities to be designated strictly for transit services (i.e. placement of benches, vending machines to purchase tickets, installation of bus post and signs and etc.)

- Central Hub: Chamorro Village/Paseo - We hope to apply for federal capital improvement grants for the construction of a central transfer "hub station" equipped with restrooms, shelter, and related accessories;
- Southern Station: Agat Mayor's Office - We will be coordinating with the Mayor of Agat to identify an area within their jurisdiction for installation of transit-related facilities;
- Northern Station: Micronesia Mall - Note that we are in current discussion with Goodwind Development (aka Micronesia Mall) to do an exchange of easements. This will provide GRTA with a 40' easement fronting Route 16 for future construction of a satellite transfer station.

b. Fabrication and Installation of Transit Benches, Post, etc.

F. Dungca reported that the updated 2013 Transit Schedules & Routes identifies approximately sixty (60) individual bus stops. Many of these stops lack either a transit sign post, benches, etc. for clear identification. We are currently looking to have these benches, sign post, etc., fabricated and installed at all designated transit stops, subject to availability of funds;

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c. *Marketing, Advertisement, Promotion of Transit System*

F. Dungca reported that there is a need to implement a marketing plan that will continually promote, advertise and market the transit services;

d. *New GRTA website*

F. Dungca reported that there is a need to update and promote the GRTA website as part of the marketing GRTA's system in anticipation of the new buses.

e. *DISID/GRTA Joint Venture (Proposed Resource Center Building/One Call–One Click Center)*

F. Dungca reported that this project that started out as one building has grown and there are more members and directors involved in the project. The project will now involve the construction of several buildings, for various departments and agencies. The task force was advised that the land issues would take time but that GRTA has seed money and DISID has land and the two agencies are ready to move forward on the project.

IT WAS AGREED that:

1. Because of the importance that meetings will be held every other week, on Friday @ 9:30, Ben Servino will take the lead in informing all members of the meeting;
2. Assignments were given to all in attendance (i.e. DLM to do consolidation map, GEDA to prepare a power point presentation and related tasks, DISID to work with GHURA and GEDA on securing the remaining \$6M for the building, GHURA to provide advice on the property management tasks;
3. It was agreed that DISID will use the building plans prepared by DLM for their 5-storey building on Block 24. These plans will need to be updated to reflect current building codes, etc.
4. GRTA will verify when the funds need to be obligated/encumbered and any other conditions to the grant;
5. GEDA will take the lead role in bringing all the components provided into one comprehensive packet for presentation to the Governor;

Next Meeting is April 26th, 2013 @ 9:30 at Guam Housing Corporation Offices, ITC.

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A. Tydingco stated that the projects presented are great ideas but he would like to see a more reliable transit system running seven days a week with longer hours to be worked into the future plans. A. Tydingco stated that as a rider that would be a better transit system.

F. Dungca stated that it may be a good idea to go directly to the riders and conduct a survey as to what would be a better transit system.

VII. Executive Session

VIII. Announcements

NONE

IX. Next Board Meeting April 15, 2013

X. Adjournment The meeting was adjourned at 5:57pm

Respectfully Submitted,



Nicole Gutierrez
GRTA Board Secretary

Attachments: Sign in Sheet, April 15, 2013
Resolution No. 2013-02 - Interim Appointment No. 2



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SIGN IN SHEET
GRTA Board of Directors
BOARD MEETING (REGULAR)
May 20, 2013 - 4:30 p.m.

BOARD OF DIRECTORS		
Name	Sign In	Email Address / Phone Number
Andrew Tydingco Chairman		pokilabot@teleguam.net 929-9990
Manuel Q. Cruz Vice-Chairman		campwitek4ever@yahoo.com 482-2198
Ginger S. Porter, M.Ed. Secretary		ginger.porter@guamcedders.org 735-2478
Vicente D. Gumataotao Board Member		pitimayor@yahoo.com 472-1232
Louise C. Rivera Board Member		weezierivera@hotmail.com 888-1540
Jason Cruz Board Member		jasonleecruz44@gmail.com 777-2444

GRTA STAFF		
Name	Sign In	Email Address / Phone Number
Rudy Cabana Executive Manager, Interim		rudy.cabana@grta.guam.gov 475-4616
Felix R. Dungca Chief Planner		felixberto.dungca@grta.guam.gov 475-4603
Rally Pilipina Planner II		rally.pilipina@grta.guam.gov 475-4620
Myra Abaya Administrative Officer		myra.abaya@grta.guam.gov 300-0703
Nicole Gutierrez Board Secretary		nicole.gutierrez@grta.guam.gov 475-4686

PUBLIC AT LARGE		
Name	Sign In	Email Address / Phone Number
1. Mike Garrido - KEI		transops@keiguam.com
2. Travis Kloppenburg - KEI		tek@keiguam.com
3. Jermaine Alerta - Senator San Nicolas		alerta.jermaine@gmail.com
4. Ariel Dimalanta		ariel.arielco@gmail.com
5. Joe Santos		
6.		
7.		
8.		
9.		
10.		



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RESOLUTION NO. 2013-02
INTERIM APPOINTMENT NO. 2

Whereas, the Guam Regional Transit Authority ("GRTA") is currently in the process of recruiting and hiring a permanent Executive Manager as provided in Public Law 30-05; and

Whereas, in the interim the Board of Directors has appointed **Rudy PL Cabana**, Planner III to the position of Interim Executive Manager; and

Whereas, this Resolution is hereby submitted to the Governor of Guam together with all supporting documents as required for temporary appointment; and

NOW THEREFORE, this is to serve notice that Rudy PL Cabana appointment of Interim Executive Manager has been extended from April 23rd through December 31st, 2013 or upon final selection of Executive Manager; which ever comes first as provided in the Government of Guam Personnel Rules & Regulations, and further that said appointment shall include the appropriate compensation level and benefits as provided under Guam Law.


Dated this 15th day of April, 2013.

BOARD OF DIRECORS:

 4/15/13

Andrew Tydingco Date
Chairman

Manuel Q. Cruz Date
Vice-Chairman




Ginger S. Porter, M.Ed. Date
Board Member
And Secretary



Louise C. Rivera Date
Board Member



Vicente D. Gumataotao Date
Board Member



Jason Cruz Date
Board Member

GUAM REGIONAL TRANSIT AUTHORITY

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Ray Tenorio Lt. Governor
Rudy P. Cabana, Interim Executive Manager

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May 15, 2013

REPORT TO THE BOARD OF DIRECTORS -

1. **ON GOING PROJECTS FOR FISCAL YEAR 2013- 2014** - IFB/bus procurement hand delivered to OAG May14, 2013 @ 2:20 p.m. For now, our IFB will go through Round 2 legal review and then we'll get directions from Deborah on the next step in the process. After the IFB legal review a checklist indicates that the procurement process begins at GSA. With other forms the OAG will assist the Chief Planner in completing the task.
2. *Status Report- Legal review #2 is ongoing by OAG.*
3. **Invitation for Bid (IFB) for Transit Service Contract** - Transmitted to OAG for legal review April 9, 2013. GRTA will continue to work with OAG on this document for legal review, approval and transmittal to GSA for the Procurement.
4. *Status Report- Legal review is ongoing by OAG.*

3. **DISID/GRTA Joint Venture (Proposed Resource Center Building/One Call – One Click Center)- .**

AFTER ACTION REPORT:

1. What- DISID/GRTA Building Task Force Meeting;
2. Where- 6th Floor, DISID Office
3. Date- Bldg. Construction meeting at the Guam Housing Corporation, April 26, 2013 at 9:30am.
4. Time- 9:00 - 10:00
5. Attendees:

Ben Servino/DISID, Rudy PL. Cabana/GRTA, Martin Benavente/GHC, George Tydingco/DLM, and Joe Santos/DCA

Discussion focused on the consolidation of property, proposed project and other development in the area. Ben Servino Director for DISID and GEDA, hasn't continue dialogue, because the Guam Legislature did not confirm Mr. Henry Taitano to be the Director for GEDA. On May 15, 2013 at the DDC Council Meeting I asked Ben what was the status with the new building he will be coordinating with Mana Silva, Tajeron (GEDA) Deputy Director. Next task force meeting TBA at a later date.

4. **Board Vacancies:** 1. **Carmen Taitano** (DOE), have not turn in her application. She is still interested on becoming a board member. But the federal management personnel are on island and have been reviewing DOE federal grant programs. 2. **Vera Belechi** is in the Army (Active). Her commander informed her that she can't serve as a GRTA Board Member while being an active duty soldier. 3. Faye Ovilles interested a possible candidate called AEM on May 14, 2013. Nicole sent the application to Ms. Ovilles to fill out and turn in to Governor for his review.

5. **Assigned Attorney General MOU:** Needs another signature from Governor. The front office over looked a one page that needed the Governor's signature. Human error!
6. **GRTA Design Logo Meeting dated:** Monday, May 13, 2013. 1PM Ariel Dimalanta was instructed to provide GRTA a Draft Design Logo or Bus Wrap NLT May 15, 2013. To date no draft logo was provided.
7. **Fiscal Year 2013 - 2014 Budget:** Myra to date: GRTA has completed and updated requirements with BBMR and DOA Accounting. GRTA is good to go!
8. **GRTA Office Space:** BBMR/ DOA Accounting has finally approved and loaded the funds into GRTA's account. Per Myra it is up to GSA now to complete the IFB for our Office Space. The office space is 2, 500 square feet includes a back generator, Bus Parking, Security Guard 24/7.

END OF REPORT

Rudy PL. Cabana

Acting, Executive Manager

GRTA

Cc: Board of Directors

GUAM REGIONAL TRANSIT AUTHORITY
EMERGENCY PROCUREMENT
SERVICE HOURS

FY13 BUS OPERATION EXPENDITURES

FY13 BUS OPERATION HOURS

		FIXED ROUTE SERVICES										PARATRANSIT										TOTAL BUS OPERATION HOURS	TOTAL COST (ESTIMATED) BUS OPERATION PER MONTH	ACTUAL COST
		UNIT PRICE		REG DAYS	HOURS	BUS UNITS	SUNHOL UNIT	REG DAYS	HOURS	BUS UNITS	TOTAL PARA UNIT	SUNHOL UNIT	BUS UNITS	TOTAL SUNHOL UNIT	TOTAL PARATRANSIT AMOUNT									
		2013	2012	\$ 67.50	27	13	5	1755	0	0	0	0	0	0	0	0	0	\$ 118,462.50						
OCTOBER		2012	\$ 67.50	23	13	5	1495	1	13	5	5	1495	1	13	5	65	5	65	\$ 105,300.00	\$ 210,600.00	\$ 207,562.50			
NOVEMBER		2012	\$ 67.50	23	13	5	1495	1	13	5	5	1495	1	13	5	65	5	65	\$ 105,300.00	\$ 210,600.00	\$ 207,562.50			
DECEMBER		2012	\$ 70.00	24	13	5	1560	1	13	5	6	1872	1	13	6	78	6	78	\$ 136,500.00	\$ 250,250.00	\$ 223,930.00			
JANUARY		2013	\$ 70.00	25	13	5	1625	0	0	0	0	1950	0	0	0	0	0	0	\$ 136,500.00	\$ 250,250.00	\$ 246,050.00			
FEBRUARY		2013	\$ 70.00	24	13	5	1560	0	0	0	0	1872	0	0	0	0	0	0	\$ 131,040.00	\$ 240,240.00	\$ 236,320.00			
MARCH		2013	\$ 70.00	26	15	5	1950	0	0	0	0	2340	0	0	0	0	0	0	\$ 163,800.00	\$ 300,300.00	\$ 299,320.00			
APRIL		2013	\$ 70.00	26	15	5	1950	0	0	0	0	2340	0	0	0	0	0	0	\$ 163,800.00	\$ 300,300.00	\$ 298,900.00			
MAY		2013	\$ 70.00	26	15	5	1950	1	15	5	6	2340	1	15	6	90	6	90	\$ 170,100.00	\$ 311,850.00	\$ 311,850.00			
JUNE		2013	\$ 70.00	25	15	5	1875	0	0	0	0	2250	0	0	0	0	0	0	\$ 157,500.00	\$ 288,750.00	\$ 288,750.00			
JULY		2013	\$ 70.00	26	15	5	1950	1	15	5	6	2340	1	15	6	90	6	90	\$ 170,100.00	\$ 311,850.00	\$ 311,850.00			
AUGUST		2013	\$ 70.00	27	15	5	2025	0	0	0	0	2430	0	0	0	0	0	0	\$ 170,100.00	\$ 311,850.00	\$ 311,850.00			
SEPTEMBER		2013	\$ 70.00	24	15	5	1800	0	0	0	0	2160	0	0	0	0	0	0	\$ 151,200.00	\$ 277,200.00	\$ 277,200.00			
TOTAL:																	\$ 1,774,402.50	\$ 3,290,365.00	\$ 3,247,132.50					

5/16/2013

Actual cost expenditure, Oct-May	\$ 2,057,482.50
Proj. Funding Required, June-Sept	\$ 1,189,650.00
TOTAL	\$ 3,247,132.50

FUNDING AVAILABLE, AS OF 5/20/13

Local Budget, GHF 2,810,048.50
FY12 Fed Funds, FTA 629,716.45

Less: FY13 Bus Op. 3,439,764.95
(3,247,132.50)

Total Lapses 192,632.45

DRAFT

REQUISITION

REQUISITION #: Q139977032

APPROPRIATION: 5101E119977PT101233

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR

ENCUMBERED DATE

SUBMITTED BY:

Abaya, Myra S. - Guam Regional Transit A

AUTHORIZED DEPARTMENT REPRESENTATIVE

SIGNATURE

DATE

DEPARTMENT/DIVISION: GUAM REGIONAL TRANSIT AUTHORIT

REQUEST DATE: 5/15/2013

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
1	OFFICE SPACE LEASE FOR GUAM REGIONAL TRANSIT AUTHORITY (GRTA) COMMENCING JUNE 1, 2013 THRU SEPTEMBER 30, 2014 WITH OPTION TO RENEW FOR 3 YEARS AS PER ATTACHED SPECIFICATIONS: - SEE ATTACHED SPECS -	MOS	4	6250.00	25000.00

TOTAL =====>

25000.00

JUSTIFICATION:

GRTA OFFICE SPACE LEASE.

** PRINT NAME & SIGN

() APPROVAL

() DISAPPROVAL

RECEIVED BY

DATE

(CERTIFYING OFFICER)

APPROVING AUTHORITY (DIRECTOR)

ATTACHMENT TO REQUISITION NO. Q139977-032

OFFICE SPACE LEASE FOR GRTA

THE GUAM REGIONAL TRANSIT AUTHORITY (GRTA) IS INTERESTED IN LEASING **2,500 SQ. FT.** RENTABLE SQUARE FEET OF QUALITY OFFICE SPACE AVAILABLE FOR USE BY EMPLOYEES, FURNISHINGS, AND EQUIPMENT. THE BUILDING AND PARKING SHALL MEET THE REQUIREMENTS OF A.D.A. AND FIRE CODES. SPACE SHALL BE IN A NEW OR MODERN OFFICE BUILDING LOCATED IN AN AREA THAT IS COMPATIBLE WITH ITS SURROUNDING. THE LOCATION SHOULD PROJECT A PROFESSIONAL AND AESTHETICALLY PLEASING APPEARANCE. SPACE MUST BE CONTIGUOUS ON THE **GROUND/FIRST FLOOR.** BUILDING SHOULD BE HIGHLY VISIBLE AND MUST HAVE FULL ADEQUATE MEANS OF INGRESS OR EGRESS. BUILDING SHALL BE CONCRETE AND SHALL INCLUDE TYPHOON PROTECTION.

SPECIFICATIONS:

OFFICE BUILDING:

THE ENTIRE OFFICE SPACE MUST BE LOCATED ON THE **FIRST/GROUND FLOOR,** IF BUILDING IS MULTI-STORY. TOTAL OFFICE SPACE SHALL BE NO LESS THAN **2,500 SQ. FT.** EXCLUSIVE OF COMMON AREAS SUCH AS WAITING AREAS AND PUBLIC RESTROOMS. THE ENTIRE BUILDING AND PARKING MUST BE A.D.A. COMPLIANT.

LOCATION:

PREFERRED LOCATION IS WITHIN THE VICINITY OF TAMUNING OR HAGATNA.

SITE MUST NOT BE IN A FLOOD-PRONE AREA OR SUBJECT TO FLOODING OR SUSCEPTIBLE TO WATER RUN-OFF COMING FROM ABUTTING OR ADJACENT PROPERTIES.

TELEPHONE:

TELEPHONE JACKS MUST BE IMMEDIATELY AVAILABLE. GRTA WILL INCURR ALL COSTS FOR TELEPHONE SERVICES. BIDDER IS RESPONSIBLE FOR JACK INSTALLATIONS.

PARKING STALLS:

PARKING STALLS SHALL ACCOMMODATE A MINIMUM OF (20) PARKING STALLS FOR EMPLOYEE'S PRIVATELY OWNED VEHICLES AND OFFICIAL GRTA TRANSIT BUS VEHICLES. MINIMUM OF (2) VAN ACCESSIBLE PARKING STALLS SHALL BE ACCESSIBLE TO INDIVIDUAL WITH DISABILITIES. PARKING STALLS SHALL BE CLEARLY MARKED ON ASPHALT CONCRETE OR SIMILAR PAVEMENT MATERIAL.

BUILDING SIGNAGE:

BIDDER SHALL PROVIDE DIRECTIONAL AND LOCATION SIGNAGE FOR GUAM REGIONAL TRANSIT AUTHORITY (GRTA). SIGNAGE CAN BE ATTACHED TO THE BUILDING OR FREE-STANDING WITHIN CLOSE PROXIMITY OF THE BUILDING. MUST BE ACRYLIC OR PLEXI GLASS OF AT LEAST 5 FEET X 18 FEET TO BE DESIGNED AND APPROVED BY TENANT. SUCH SIGN SHOULD BE VISIBLE TO THE PUBLIC AT A DISTANT.

NETWORK CONNECTIVITY:

THE BIDDER SHALL PROVIDE THE CAPABILITY FOR NETWORK CONNECTIVITY. BIDDER SHALL PROVIDE THE MAIN NETWORKING AREA WITH A HIGH RISE FLOOR SYSTEM TO HOUSE THE MAIN SERVERS AND OTHER NETWORKING EQUIPMENT.

TYPHOON CONDITION READINESS:

BIDDER SHALL SECURE ENTIRE BUILDING. THESE PROCEDURES SHALL INCLUDE ITEMS SUCH AS, FOR EXAMPLE, CHECKING THAT BACKUP GENERATORS ARE OPERATIONAL, PUTTING UP TYPHOON SHUTTERS, POST-DISASTER PROCEDURES SHALL INCLUDE, FOR EXAMPLE, OPENING TYPHOON SHUTTERS, CLEANING AWAY ALL DEBRIS, CLEANING WINDOWS AND FLOORS, CHECKING FOR INTERNAL DAMAGE, ENSURING PROPER DRAINAGE BOTH INTERNAL AND EXTERNAL TO THE BUILDING OR BUILDINGS. TENANT SHOULD BE ABLE TO BEGIN OPERATIONS WITHIN TWENTY-FOUR (24) HOURS AFTER THE DISASTER CONCLUDES.

RENOVATION/MODIFICATIONS:

ALL RENOVATIONS/MODIFICATIONS OF THE BUILDING SHALL BE MADE TO THE SATISFACTION OF THE TENANT WITHIN REASON OF THE TOTAL SQUARE FOOTAGE DESIRED. RENOVATIONS/MODIFICATIONS SHALL BE APPROVED BY TENANT.

BUILDING CODES:

BIDDERS SHALL ENSURE THAT BUILDING MEETS ALL CURRENT LOCAL BUILDING CODES AND STATUTES, (I.E., BUILDING, FIRE, SAFETY, OSHA, ETC.)

EMERGENCY DISASTER PLAN:

THE LANDLORD SHALL PROVIDE TENANT WITH AN EMERGENCY DISASTER PLAN, TO INCLUDE, BUT NOT LIMITED TO, EMERGENCY LIGHTING, BUILDING EVACUATION, AND LANDLORD'S EMERGENCY CONTACT NUMBERS.

NO SECURITY DEPOSIT:

NO SECURITY DEPOSIT SHALL BE REQUIRED. NO LAST MONTH'S RENT SHALL BE REQUIRED IN ADVANCE UPON OCCUPANCY.

LEASE TERM:

LEASE TERM IS FOR A PERIOD OF ONE (1) YEAR WITH OPTION TO RENEW ON A YEARLY BASIS FOR AN ADDITIONAL THREE (3) YEARS AT THE SOLE DISCRETION OF THE GOVERNMENT, BASED UPON AVAILABILITY OF FUNDS. TERM MAYBE RENEWED YEARLY WITH NO CHANGE IN MONTHLY RATE THROUGHOUT THE DURATION OF THE LEASE TERM.

RENTAL COST TO THE GOVERNMENT SHALL INCLUDE THE FOLLOWING:

- A) UTILITIES: SUCH AS POWER AND WATER
- B) STANDBY GENERATOR: SHALL HAVE AN OPERABLE STANDBY GENERATOR WITH AUTOMATIC TRANSFER SWITCH WITH SUFFICIENT CAPACITY TO OPERATE THE ENTIRE FACILITY DURING POWER OUTAGES. LANDLORD SHALL PROVIDE OPERATIONS AND MAINTENANCE OF THE GENERATOR.
- C) AIR-CONDITIONING UNITS:
SUFFICIENT TO SUPPLY OFFICE SPACE REQUIREMENT. A/C MUST BE ON-LINE SEVEN DAYS A WEEK.
- D) PEST CONTROL SERVICES: SHALL BE DONE AT LEAST ONCE EVERY QUARTER
- E) BUILDING MAINTENANCE: TO INCLUDE REPLACEMENT OF BURNT OUT BULBS, DRAINING OF SEWAGE, URINAL BACKUPS, NORMAL REPAIRS, ALTERATIONS/RENOVATIONS, INCLUDING DOOR AND WINDOW AND DOOR LOCKS.
- F) SECURITY: INCLUDES COSTS FOR SECURITY ALARM SYSTEMS AND ELECTRICAL LOCKS AND CODES ON MAIN EXIT DOORWAYS.
- G) TRASH COLLECTION: SHALL PROVIDE TRASH COLLECTION AT LEAST ONCE A WEEK.
- H) JANITORIAL SERVICES: INCLUDES DAILY SWEEPING, VACUUMING, MOPPING, DUSTING, EMPTYING TRASH CONTAINERS, CLEANING OF RESTROOMS, CLEANING OF WINDOWS, AND BI-ANNUAL BUFFING AND WAXING OF FLOORS.
- I) AIR-CONDITIONING MAINTENANCE: FULL SERVICE MAINTENANCE SHALL BE INCLUDED AT LEAST ONCE A QUARTER.
- J) GROUNDS MAINTENANCE: CLEANING OF SURROUNDING AREAS OF THE BUILDING, SUCH AS GRASS CUTTING, TRIMMING OF PLANTS, ETC.



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, GU 96932

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



May 20, 2013

MEMORANDUM

To: Board of Directors
From: Executive Manager, Interim
Subject: FTA FY13 State Management Review Program Workshop

This is a request for the Board of Approval to send Rally Pilipina to the FTA FY13 State Management Review Program Workshop to be held in San Francisco, California, June 5th - 6th, 2013 (Registration Fee – NO CHARGE).


Workshop brochure is attached for your information.

BOARD ACTION: ☒ **APPROVED** ☐ **NOT APPROVED**
Dated this 20th day of May 2013

BOARD OF DIRECTORS:



Andrew Tydingco **Date**
Chairman


Manuel Q. Cruz **Date**
Vice-Chairman


Ginger S. Porter, M.Ed. **Date**
Board Member/Secretary

Louise C. Rivera **Date**
Board Member

Vicente D. Gumataotao **Date**
Board Member


Jason Cruz **Date**
Board Member

FY 2013
STATE MANAGEMENT REVIEW PROGRAM WORKSHOP
SAN FRANCISCO, CA
June 5-6, 2013

LOGISTICS AND HOTEL INFORMATION

The two-day workshops will be held at the following location:

REGION IX

Serrano Hotel San Francisco
405 Taylor Street
San Francisco, CA 94102
Phone: (415) 885-2500

The Serrano Hotel is located in San Francisco's Theatre District just three blocks from Union Square and ideally centered for all you want to do and see in the city and beyond!

The workshop is free of charge but participants are responsible for their own food, room and board. The Serrano Hotel has reserved a room block for the Federal Transit Administration at the government rate of \$155/night, plus tax, for single occupancy. **Reservations must be made by Monday, May 6, 2013.** All reservations will be made, modified, or cancelled by individuals by calling the Reservations number at 1-800-KIMPTON and inform the reservations agent that you are part of the *Federal Transit Administration or FTA Government group*.

The Serrano Hotel is easily accessible from San Francisco International Airport (SFO) and Oakland International Airport (OAK). From SFO, a cab takes 20-30 minutes depending on traffic and the fare is about \$42-\$46 before tolls and tip. Shuttle service from SFO is also available and may be arranged in advance by [clicking here](#) for approximately \$16 one-way. The Serrano Hotel also offers valet parking for \$43 per day. Self-parking garages are readily available in the area, and we are also within easy walking distance of public transportation (BART and SF Muni).

Public Transportation:

Bay Area Rapid Transit (BART) and San Francisco Municipal Transportation Agency (MUNI)

Driving Directions:

Directions to the Serrano Hotel San Francisco, CA hotel from the South
From San Francisco Airport/San Jose:

- Take Highway 101 North.
- From Highway 101, take Interstate 280 North into San Francisco, CA.
- From Interstate 280 North, take the 6th Street exit.
- Continue on 6th Street; stay in one of the left lanes.
- At Market Street, 6th Street becomes Taylor Street.
- Stay on Taylor for 4 blocks.
- The Serrano Hotel is in downtown San Francisco at the corner of Taylor and O'Farrell on the left side at 405 Taylor Street.

**FY 2013
STATE MANAGEMENT REVIEW PROGRAM WORKSHOP
SAN FRANCISCO, CA
June 5-6, 2013**

OVERVIEW

BACKGROUND

The State Management Review is one of the Federal Transit Administration's (FTA) management tools for examining performance of a state or territory's management practices and program implementation of the FTA funded transit and planning programs. It ensures that the programs are administered in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions. As the Common Rule gives states and territories more flexibility in managing aspects of their FTA funded programs, the workshop also clarifies requirements as they apply to states and their sub-recipients.

In 2012 State Management Review Program was streamlined to reflect the recommendations of the 2011 FTA Oversight Task Force to develop a risk-based approach to oversight of transit grant programs. The new, risk-based approach which was successfully utilized during the 2012 SMR cycle will continue during the 2013 State Management Reviews. The risk-based approach is designed to allow more time to examine grantee practices in areas such as procurement, financial capacity, grant administration and Civil Rights to ensure that grantees are meeting FTA requirements and providing the appropriate oversight of their FTA grant programs and their sub-recipients.

WHO SHOULD ATTEND?

These workshops are designed for State DOT professionals who manage FTA funded programs or projects, or manage transit service or compliance programs. The workshops are designed to help attendees broaden their understanding of the Federal Transit Administration (FTA) and other federal rules and regulations that shape and define their programs. ***Priority for space will be given to those grantees scheduled for a State Management Review in 2013.***

WORKSHOP LEADERS

Each workshop will be conducted by transit professionals who are reviewers for the FTA's SMR program. The instructors will provide guidance in each of the areas to be reviewed, answer questions and share industry best practices. Staff from the FTA attend the workshops to answer questions about the SMR, assist grantees in any area related to their FTA grant program, and refer to printed guidelines or other resources should you require additional information.

WORKSHOP AGENDA

Participants should check-in no later than 8:00 am. **The workshop will begin promptly each morning at 8:30 am** and end at 4:30 pm. Breaks are provided during both the morning and afternoon sessions and participants are free to have lunch on their own. The workshop content will cover each of the review areas of the State Management Review over the two-day period. There may also be a brief presentation by a

FY 2013
STATE MANAGEMENT REVIEW PROGRAM WORKSHOP
SAN FRANCISCO, CA
June 5-6, 2013

representative from the Office of the Inspector General (OIG). Participant questions and group discussion will be accommodated as time allows.

Final Workshop agendas will be e-mailed to all registrants in advance of the scheduled Workshop.

FY 2013
STATE MANAGEMENT REVIEW PROGRAM WORKSHOP
SAN FRANCISCO, CA
June 5-6, 2013

Directions to the Serrano Hotel San Francisco, CA hotel from the North

From the Golden Gate Bridge/ Marin/Wine Country:

- After crossing the Golden Gate Bridge into San Francisco, take the Lombard Street exit. Go 14 blocks on Lombard.
- Turn right on Van Ness Avenue; go 14 blocks to Bush.
- Turn left on Bush Street; drive 5 blocks to Jones.
- Turn right on Jones Street; drive 4 blocks to O'Farrell.
- Turn left on O'Farrell Street; drive 1 block.
- Turn left onto Taylor Street.
- The Serrano Hotel is in downtown San Francisco at the corner of Taylor and O'Farrell on the left side at 405 Taylor Street.

Directions to the Serrano Hotel San Francisco, CA hotel from the East

From the Bay Bridge/Interstate 80/East Bay:

- After crossing the Bay Bridge into San Francisco, take the 5th Street exit and veer right onto 5th Street.
- Cross Market; 5th Street will become Cyril Magnin.
- Take Cyril Magnin to Ellis Street.
- Turn left at Ellis; drive 2 blocks to Taylor Street.
- Turn right; drive 1 block.
- The Serrano Hotel is in downtown San Francisco at the corner of Taylor and O'Farrell on the left side at 405 Taylor Street.

Local Eateries/Restaurants:

\$\$ <u>The Cheesecake Factory</u> 251 Geary Street San Francisco, CA 94102	\$ <u>David's Delicatessen</u> 474 Geary Street San Francisco, CA 94102	\$\$ <u>Colibri Mexican Bistro</u> 438 Geary Street San Francisco, CA 94102
\$ <u>Chipotle Mexican Grill</u> 865 Market Street San Francisco, CA 94103	\$ <u>Burger Bar</u> 561 Geary Street #6 San Francisco, CA 94102	\$ <u>Boudin Sourdough Bakery</u> 170 O'Farrell Street San Francisco, CA 94102

A complete list of local eateries will be provided at the workshop.

FY 2013
STATE MANAGEMENT REVIEW PROGRAM WORKSHOP
SAN FRANCISCO, CA
June 5-6, 2013

REGISTRATION FORM

I will attend the FY 2013 Federal Transit Administration (FTA) State Management Program Workshop in San Francisco. Please register me (please check below which session you will wish to attend):

First Name: RALLY
Last Name: PILIPINA
Title: PLANNER II/GRANT ADMINISTRATOR
Agency: GUAM REGIONAL TRANSIT AUTHORITY
Street Address: P.O. Box 2896
Street Address (cont'd): _____
City: HAGATNA State: GUAM
Zip: 96932
Phone No.: (671) 475 - 4686 Extension (if any): _____
Fax No.: (671) 475 - 4600
E-mail: rally.pilipina@grta.guam.gov
Special Needs (e.g., wheelchair access): _____

TYPE OF ORGANIZATION (Circle): State Government State DOT
Transit Operator/Provider Non-Profit Private
Other: _____ (Please describe)

TYPE OF WORK/POSITION (Circle): Program/Grants Management Finance
Procurement Operations Planning
Other: _____ (Please describe)

STATE MANAGEMENT REVIEW (SMR) EXPERIENCE (Circle): < 1 Year 1 - 3
Years 3-5 Years 5 - 10 Years 10+ Years New to SMR

FIRST TIME STATE MANAGEMENT REVIEW WORKSHOP: Yes ☒ No ☐
(If No, please list the year and location of your last SMR Workshop): _____

Important Notes:

- *This is an electronic registration form. Please complete it, save it to your computer and submit it as an email attachment to: smrworkshops@thedmpgroup.com.*
- *You will immediately receive an email receipt confirmation.*
- *If you have any difficulty returning the form by email, please print and fax it to Cheryl Alexander at (202) 726-1830.*
- *Please submit one form for each participant per guidelines on the next page.*



COPY

REGISTRATION CONFIRMATION

Federal Transit Administration

State Management Review Program Workshop – 2013

DATE: May 8, 2013
TO: Rally Pilipina
TITLE: Planner II/Grant Administrator
AGENCY: Guam Regional Transit Authority

Your registration form to attend the *State Management Review Program Workshop* has been received. You are currently registered for the following session:

San Francisco, CA – June 5-6, 2013

The workshop begins at 8:30 a.m. and ends at 4:30 p.m. each day. There is no charge for this workshop, however, participants are responsible for their own room, board, and transportation costs.

Dress is business casual.

Please make your hotel reservations as soon as possible. Hotel rooms are available for workshop participants at the following hotel:

Serrano Hotel San Francisco
405 Taylor Street
San Francisco, CA 94102
Phone: (415) 885-2500

“Cut-off” date for reservations is: May 6, 2013

Single Room Rate = \$155 + Tax

To receive the discounted rate, reservations must be made prior to May 6, 2013. Telephone reservations should be made, modified, or cancelled by calling the Reservations number at **1-800-KIMPTON** and informing the reservations agent that you are part of the *Federal Transit Administration or FTA Government* group.

Reservation requests received after the “cut-off” date will be accepted on a “**space available**” basis and **cannot** be guaranteed at the above rate.

For further information, please contact Cheryl Alexander or Donna Perkins at (202) 726-2630 or email smrworkshops@thedmpgroup.com.

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, GU 96932

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



May 20, 2013

MEMORANDUM

To: Board of Directors
From: Executive Manager, Interim
Subject: FTA FY13 Financial Management Oversight Seminar

This is a request for the Board of Approval to send Myra Abaya to the FTA FY13 Financial Management Oversight Seminar to be held in Los Angeles, California, June 18th - 19th, 2013 (Registration Fee – NO CHARGE).

Seminar brochure is attached for your information.

BOARD ACTION: ☒ **APPROVED** ☐ **NOT APPROVED**
Dated this 20th day of May 2013


BOARD OF DIRECTORS:



Andrew Tydingco Date
Chairman




Manuel Q. Cruz Date
Vice-Chairman



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

Louise C. Rivera Date
Board Member

Vicente D. Gumataotao Date
Board Member



Jason Cruz Date
Board Member



Financial Management Oversight Seminar

Los Angeles, CA

June 18-19, 2013

Sheraton Los Angeles Downtown

711 Hope Street

Los Angeles, CA

90017

(800) 325-3535

Rate \$ 125 single/double \$150 triple \$175 quad

Plus tax

Reservation

Deadline:

May 24, 2013

Registration is free of charge. To register for a seminar, complete the attached registration form and submit via email to fmoseminars@reidconsult.com or facsimile to the attention of Janisha Richardson, FAX# (571) 257-5091. Please submit a separate registration form for each participant. Upon acceptance into the seminar, an email confirmation will be sent to you confirming your acceptance in the seminar. If you do not receive a confirmation email, please contact Janisha Richardson at (571) 257-5090 ext. 224. Do not assume that your registration is confirmed until you receive your confirmation email. This is not a walk-in seminar and space for each seminar is limited. Reservations will be accepted on a first-come, first-serve basis. Once again attendance is limited to two individuals per agency in order to accommodate as many agencies as possible and the maximum number of participants is 40.

Hotel rooms have been reserved for each seminar, and are offered at the specified government per diem rate. The hotel accommodations are for confirmed seminar attendees only. Each confirmed attendee is responsible for making their hotel reservation. Please do not make a hotel reservation until you receive a confirmation email. To receive the government per diem rate confirmed participants should acknowledge that they are attending the **FTA FMO Seminar** when reserving their room.



FY 2013 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINARS

BACKGROUND

The Federal Transit Administration (FTA) provides stewardship of combined formula and discretionary programs totaling more than \$10B to support a variety of locally planned, constructed, and operated public transportation systems throughout the United States. As part of its oversight responsibilities, the FTA through its Financial Management Oversight (FMO) program conducts several types of reviews to assure grantee compliance with grant and statutory requirements. The FTA sponsors the FMO seminars to prepare grantees for FMO reviews and to enhance and refine their financial management systems to meet the standards established by the Common Rule.

The seminar will begin with introductory remarks by key FTA personnel and training instructors. The instructors will cover the FMO review process, sound internal control practices, compliance with OMB and FTA financial management regulations, federal financial reporting processes, ARRA reporting requirements, budget changes and grant amendments, cash management issues, cost allocation plans and disaster recovery planning. Also, participants will be provided with exercises and case studies patterned after actual FMO reviews.

The seminar format provides for individual questions throughout the sessions with additional time after sessions to consult with instructors. FTA will provide a workbook and other related materials at each seminar.

WHO SHOULD ATTEND?

Financial Management Oversight Seminars are designed for grantee personnel responsible for the financial management of FTA grant funds. This would include CFO's, CEO's, Accountants and individuals responsible for planning, managing transit service, and managing compliance programs. Transit agencies that are scheduled for a Financial Management Review during Fiscal Year 2013 are especially encouraged to attend the seminar. The seminar will ensure that your organization is aware of new FTA requirements and assist you in preparing for a future review.

Due to space limitations, two registrants per agency will be accepted, and there is a maximum of 40 attendees per seminar. Additional registrants will be placed on a waiting list as space becomes available. Please contact Janisha Richardson at (571) 257-5090 ext. 224 with any questions.

SEMINAR LEADERS

Transit professionals who are reviewers for the FTA's Financial Management Oversight Program will conduct the Financial Management Oversight Seminars. The instructors will provide guidance, answer questions about how to respond to specific areas, and share industry best practices. Staff from the FTA will attend the seminar to answer questions about your upcoming Financial Management Review, assist you in any area related to your FTA grant program, and refer you to printed guidelines or other resources should you require additional information.



SPEAKERS

FTA PERSONNEL

Regional Office Personnel

The Regional Administrator (or designee) will provide opening remarks. Also, other Regional Office personnel will be available to provide information related to FTA requirements.

Alison Pegram – Financial Management Oversight Program (FMO) Federal Transit Administration (FTA), Washington, DC

Ms. Pegram works for the FTA's Office of Oversight in Washington, DC. Her responsibilities include all financial management oversight and grantee oversight assessment program functions.

INSTRUCTORS

James W. Reid, CPA, MBA, Managing Director, Reid Consulting, LLC

Mr. Reid founded Reid Consulting, LLC, in 2001. In 2006 the firm was selected as a prime contractor under the FMO contract. Since that time, Mr. Reid has served as Engagement Partner on the FMO Seminars, FMO full-scope reviews, cost allocation reviews, and financial condition and capability assessments. Mr. Reid is also a member of the FMO cost Allocation Plan Work Group, which consists of senior level contractors that conduct research and provide analysis to the FTA on cost allocation plan issues and procedures.

Donna McCoy, CPA President, McCoy Accounting and Consulting

Ms. McCoy has over 19 years of experience in accounting and consulting including 17 years in public accounting and 4 years as the Finance Director of a non-profit. Ms. McCoy has served as project manager for numerous FMO reviews. Ms. McCoy has also performed specialized assignments for the FTA along with her work on procurement and state management reviews.

Benjamin D. Porter, President, Porter & Associates, Inc.

Mr. Porter has over thirty years professional experience in the field of urban transportation. He founded Porter & Associates, Inc. in 1992. Prior to forming P&A, he was a project manager with Seattle Metro and served as a Senior Consultant and Transit Operations Analyst for Booz Allen and Price Waterhouse Coopers. During the course of his career he has performed financial capacity assessments on the largest transit systems in the country.



Andre K. Brickhouse, CPA CFP®, Principal, Reid Consulting, LLC.

Andre Brickhouse has over 16 years of diversified public accounting experience. Mr. Brickhouse has served as manager on FMO full-scope reviews, cost allocation plan reviews, agreed-upon procedures reviews, and financial condition and capability assessments.

David Crooks, CPA, Principal, Reid Consulting, LLC

Mr. Crooks is a Principal at Reid Consulting, LLC and has over 19 years of public accounting experience. Mr. Crooks has performed many FMO reviews for the FTA including full-scope reviews, cost allocation plan reviews and agreed-upon procedures reviews.

Upon completion of this course you will be able to:

- Differentiate between the types of FMO Reviews.
- Explain the FMO Review process.
- Understand the regulatory environment that Federal grantees must operate within.
- Apply Common Rule Financial Management Standards, and related Federal Regulations, to your organization.
- Define the benefits and limitations of an internal control system.
- Identify the items needed to complete a cost allocation plan.
- Understand and apply 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

16 CPE Credits

Program Level: Basic

Delivery Method: Group-Live

Advanced Preparation: None

Prerequisites: None

Cost: Free (no refunds of travel or time will be given)



HOTEL INFORMATION

The two-day workshop will be held at the following location:

Sheraton Los Angeles Downtown
711 Hope Street
Los Angeles, CA 90017
(800) 325-3535

Guest rooms are available for attendees of the Financial Management Oversight Seminar at the rate of \$125/night plus tax for single and double occupancy, provided reservations are made no later than **May 24, 2013**. The workshop is free of charge but participants are responsible for their own room and board. Self-parking is \$10 and valet parking is \$14. Overnight self-parking is \$28 and \$32 for valet with in and out privileges.

In order to reserve your hotel room at this rate, please call no later than **Wednesday, May 24, 2013** and clearly identify yourself as attending the **FTA FMO Seminar**.

DIRECTIONS

Public Transportation:

The hotel and surrounding area is accessible to the Metro blue and red lines and costs \$1.50-\$3.00 per ride.

Driving Directions from Los Angeles Airport:

Take interstate 110 North and exit at 9th street. Follow 9th street and turn left on Hope Street. The hotel is on the left at 7th and Hope Street. Distance from the hotel is 18 miles. Drive time is 30 minutes.

On Time Transportation Network (800) 909-5554 Estimated fare: \$60.00 (one way)

Taxi estimated fare: \$70.00 (one way)

Super Shuttle (800) 258-3826 estimated fare: \$16.00 (one way)

Driving Directions from North:

Take interstate 110 South toward 4th/6th Streets, and exit at Wilshire Boulevard. Turn left on Wilshire Boulevard. Turn right on Hope Street. The hotel is on the right at 7th and Hope Street.

Local Eateries/Restaurants:

The hotel is adjoined to the Macy's Plaza and is in a central location neighboring the Staples Center, LA LIVE, The Nokia Theatre, museums and much more.



FY 2013 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINAR

REGISTRATION FORM

Region IX

Sheraton Los Angeles Downtown
711 Hope Street
Los Angeles, CA 90017
(800) 325-3535

June 18-19, 2013

I will attend the Region IX FY 2013 Federal Transit Administration (FTA) Financial Management Oversight Seminar. Please register me.

The deadline to register for the seminar is June 7, 2013.
Hotel rooms at government rate cut-off date is May 24, 2013

Please print your information, and submit one form per applicant.

First Name: _____
Last Name: _____
Title: _____
Agency: _____
Street Address: _____
Street Address (cont'd): _____
City: _____ State: _____
Zip: _____
Phone No.: (____) _____ - _____ Extension (if any): _____
Fax No.: (____) _____ - _____
E-mail: _____
Special Needs (mobile chair access, visual, hearing and etc.): _____

Important Notes:

- *This is an automated registration form so please fill it out and review your entries carefully. After completing the form, save the document to your computer, and then return it as an email attachment to: fmoseminars@reidconsult.com*
- *If you have any difficulty returning the form by email, please print and submit by fax to Janisha Richardson at: (571) 257-5091. Also, indicate whether the registration confirmation should be faxed instead of emailed.*

**FINANCIAL MANAGEMENT OVERSIGHT SEMINAR
TENTATIVE AGENDA
FY 2013**

DAY 1

8:00 am	Participant Check-in
8:30-8:45 am	Opening Remarks
8:45-9:15 am	Introductions and Course Objectives
9:15-9:45 am	Grantee Regulatory Environment
9:45-10:00 am	BREAK (no refreshments)
10:00-11:15 am	OMB Circular A-87
11:15-12:15 pm	Cost Allocation Plans
12:15-1:30 pm	LUNCH (on your own)
1:30-1:45 pm	Case Study
1:45-2:45 pm	FTA Circulars – Part I
2:45-3:00 pm	BREAK (no refreshments)
3:00-4:30 pm	FTA Circulars – Part I
4:30	End of Day One

DAY 2

8:00-8:30 am	Participant Check-In
8:30-9:15 am	OIG Presentation/O&A (tentative)
9:15-10:00 am	Common Rule
10:00-10:15 am	BREAK (no refreshments)
10:15 -11:15 am	FMO Process/FMS Controls
11:15-12:00 pm	FTA Circulars – Part II
12:00-1:00 pm	LUNCH (on your own)
1:00-1:45 pm	Financial Condition and Capability Assessments
1:45-2:00pm	BREAK (no refreshments)
2:00-3:15 pm	Comprehensive Case Studies
3:15-3:30 pm	Wrap-up/Q&A/Evaluations



FY 2013 FTA FINANCIAL MANAGEMENT OVERSIGHT SEMINAR

**REGISTRATION FORM
Region IX**

**Sheraton Los Angeles Downtown
711 Hope Street
Los Angeles, CA 90017
(800) 325-3535**

June 18-19, 2013

I will attend the Region IX FY 2013 Federal Transit Administration (FTA) Financial Management Oversight Seminar. Please register me.

**The deadline to register for the seminar is June 7, 2013.
Hotel rooms at government rate cut-off date is May 24, 2013**

Please print your information, and submit one form per applicant.

First Name: MYRA
Last Name: ABAYA
Title: ADMINISTRATIVE OFFICER
Agency: GUAM REGIONAL TRANSIT AUTHORITY (GRTA)
Street Address: POB 2896
Street Address (cont'd):
City: HAGATNA **State:** GUAM
Zip: 96931
Phone No.: (671) 475 - 4686 **Extension (if any):**
Fax No.: (671) 475- 4600
E-mail: myra.abaya@grta.guam.gov
Special Needs (mobile chair access, visual, hearing and etc.):

Important Notes:

- *This is an automated registration form so please fill it out and review your entries carefully. After completing the form, save the document to your computer, and then return it as an email attachment to: fmoseminars@reidconsult.com*
- *If you have any difficulty returning the form by email, please print and submit by fax to Janisha Richardson at: (571) 257-5091. Also, indicate whether the registration confirmation should be faxed instead of emailed.*



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, GU 96932

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



May 20, 2013

MEMORANDUM

To: Board of Directors
From: Executive Manager, Interim
Subject: FTA FY13 Procurement Review Workshop

This is a request for the Board of Approval to send Myra Abaya to the FTA FY13 Procurement Review Workshop to be held in San Francisco, California, July 17th - 18th, 2013 (Registration Fee – NO CHARGE).


Workshop brochure is attached for your information.

BOARD ACTION: ☒ **APPROVED** ☐ **NOT APPROVED**
Dated this 20th day of May 2013

BOARD OF DIRECTORS:


 5/20/13
Andrew Tydingco **Date**
Chairman

 5-20-13
Manuel Q. Cruz **Date**
Vice-Chairman

 5/20/13
Ginger S. Porter, M.Ed. **Date**
Board Member/Secretary

Louise C. Rivera **Date**
Board Member

Vicente D. Gumataotao **Date**
Board Member

 _____
Jason Cruz **Date**
Board Member



U.S. Department
of Transportation
Federal Transit
Administration

REGION IX
California, Nevada, Arizona,
Hawaii, Guam, American
Samoa and Northern
Mariana Islands

201 Mission Street
Suite 1650
San Francisco, California
94105-3133
415-744-3133
415-744-2726 (fax)

MAY 02 2013

FY 2013 Procurement System Review Workshop

Dear Grantee:

The Federal Transit Administration (FTA) will be holding Procurement System Review Workshops to provide you and other FTA grantees with up-to-date information about federal procurement requirements and industry best practices.

The Workshop is conducted by industry experts who share their knowledge of the Procurement System Review Program, the latest federal regulatory changes, and the best procurement practices. You are also given a comprehensive workbook that will assist you in preparing for your next Procurement System Review.

A workshop is scheduled for:

- July 17th & 18th 2013

The Sheraton Fisherman's Wharf
2500 Mason Street
San Francisco, CA 94133
Tel: (415) 362-5500
<http://www.sheratonatthewharf.com/>

I hope you will take advantage of this wonderful training opportunity. Seating is limited, so please make your reservations as soon as possible by returning the attached reservation form.

I look forward to seeing you at the workshop.

Sincerely,


Leslie T. Rogers
Regional Administrator

Attachment

San Francisco, CA
FY 2013 PROCUREMENT SYSTEM REVIEW WORKSHOP

OVERVIEW

BACKGROUND

The Federal Transit Administration (FTA) examines grantee performance and adherence to current FTA procurement requirements and policies using several management tools. FTA is required by 49 U.S.C. §5307 to perform reviews and evaluations of grant programs and to perform a full review and evaluation of the performance of grantees in carrying out grant programs with specific reference to their compliance with statutory and administrative requirements. Accordingly, FTA will perform procurement system reviews as part of its on-going oversight responsibility. The review process assesses the grantee's procurement management practices and program implementation of the FTA funded transit programs to ensure that they are being administered in accordance with specific FTA procurement requirements.

WHO SHOULD ATTEND?

These workshops are for transit professionals responsible for procurement management or managing federally funded projects and professionals responsible for contracting or purchasing transit service or the activities that support the transit service. The workshops are designed to help attendees broaden their understanding of the Federal procurement rules and regulations that shape and define their programs.

WORKSHOP LEADERS

The Procurement System Review Workshop will be conducted by transit professionals who are also reviewers for the FTA's Procurement System Review Program. The instructors will provide guidance in each of the 55 areas to be reviewed, answer questions about how to respond to specific review areas, and share industry best procurement practices. Staff from the FTA will attend the Workshop to answer questions about the Procurement System Review, assist you in any area related to your use FTA funds, and refer you to printed guidelines or other resources should you require additional information.

**San Francisco, CA
FY 2013 PROCUREMENT SYSTEM REVIEW WORKSHOP**

HOTEL INFORMATION

The two-day Workshop will be held at the following location:

The Sheraton Fisherman's Wharf Hotel
2500 Mason Street
San Francisco, CA 94133
Tel: (415) 362-5500
<http://www.sheratonatthewharf.com/>

Federal Per Diem rates of \$155 / night plus tax are guaranteed to the first 10 room bookings until the cutoff date of June 24th 2013.

The workshop is free of charge but participants are responsible for their own room and board. Self-parking is available on-site with unlimited in and out privileges at \$35 per day for standard sized passenger vehicle or SUV, rate is valid until 3 p.m. the day of departure.

DIRECTIONS

The San Francisco Sheraton Fisherman's Wharf provides guests with an upscale, contemporary San Francisco hotel experience in the heart of the city's most popular neighborhood.

Transportation to and from the Airport:

- Airport Express Van Service to/from SFO and OAK is fast and reliable. Prices range from \$16-\$28 per person when booked in advance. Visit www.airportexpresssf.com to reserve.
- Taxis from both SFO and OAK airports will range from \$40-\$60.

Driving Directions

From the East

Take Interstate 80 to the Bay Bridge. Exit at Fremont Street and turn left; proceed to Howard. Turn right on Howard and continue to Embarcadero. Turn left onto Embarcadero and continue to Northpoint. Turn left onto Northpoint; the hotel is located on the right.

From North

Take the Golden Gate Bridge/Highway 101 South to the Marina Boulevard Exit.

continue for one block, and turn right onto Northpoint. The hotel entrance will be located on the left.

From the Cliff House (West)

Take Geary Boulevard and turn left onto Van Ness Avenue. Proceed approximately 0.5 miles, then turn right onto Northpoint. Continue for seven blocks to the hotel. The hotel is located at the corner of Northpoint Street and Mason Street.

From South

Take Highway 101 North to Interstate 280 North. Follow I-280 until it turns into King Street, then Embarcadero. Continue for two miles, and then turn left onto Northpoint. The hotel entrance is located between Powell and Mason, on the right.

Taking the Subway / BART

From SFO: Take the BART SFO towards Pittsburg / Bay Point, exit at the Montgomery stop. Walk to Kearney Street and Sutter Street and board the 8X municipal bus towards North Point Street and Kearney Street. Exit the bus at the South East corner of Powell Street and Bay Street. Walk to 250 Mason Street.

From OAK: Take the Dublin Pleasanton / Daly City BART line towards Daly City. Exit at the Montgomery stop. Walk to Kearney Street and Sutter Street and board the 8X municipal bus towards North Point Street and Kearney Street. Exit the bus at the South East corner of Powell Street and Bay Street. Walk to 250 Mason Street.

San Francisco, CA
FY 2013 Procurement System Review Workshop

AGENDA

DAY 1 Wednesday July 17, 2013

- | | |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:30 am | Participant Check-in |
| 9:00 am | Welcome and Introductions |
| 9:15-noon | Presentation of FTA requirements in the areas of PSR Process, System Wide Procurement Elements, Written Standards of Conduct, Protest Procedures Contract Administration System, Prequalification, Efficient and Economic Purchases. Participant questions and group discussion. |
| Noon-1:00 pm | Lunch on your own |
| 1:00-4:30 pm | Presentation of FTA requirements in the areas of Independent Cost Estimates, Arbitrary Actions, Brand Name Restrictions, Price Quotations, A&E Geographic Preferences, Written Procurement Selection Procedures and Competitive Procurement. Participant questions and group discussion. |

DAY 2 Thursday July 18, 2013

- | | |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00-noon | Presentation of FTA requirements in the areas of Buy America, Debarment and Suspension, Award to Responsible Contractors, Fair and Responsible Price Determination, Bid Opening, Cost/Price Analysis Written Record of Procurement History, Exercise of Options, Out of Scope Changes. Participant questions and group discussion. |
| Noon-1:00 pm | Lunch on your own |
| 1:00-3:30 pm | Presentation of FTA requirements of FTA Circular 4220.1F, Best Practices Procurement Manual (BPPM), and Most common Procurement Findings and Resolution of Findings, and PSR Follow Up Reviews. Participant questions and group discussion. |
| 3:30-4:30 pm | Wrap-Up, Program Evaluations, and Feedback |



FY 2013 PROCUREMENT SYSTEM REVIEW WORKSHOP
July 17-18, 2013, San Francisco, CA

REGISTRATION FORM

I will be attending the FY 2013 Procurement System Review Workshop. Please register me:

First Name: MYRA
Last Name: ABAYA
Title: ADMINISTRATIVE OFFICER
Agency: GUAM REGIONAL TRANSIT AUTHORITY (GRTA)
Street Address: POB 2896
Street Address (cont'd): _____
City: HAGATNA **State:** GUAM
Zip: 96932
Phone No.: (671) 475 - 4686 **Extension (if any):** _____
Fax No.: (671) 475 - 4600
E-mail: myra.abaya@grta.guam.gov
Special Needs (e.g., wheelchair access): _____

Important Notes:

- *This is an automated registration form, so please fill it out and review your entries carefully. After completing the form, save the document to your computer, and then return it as an email attachment to psrworkshop@calyptusgroup.com*
- *You will immediately receive an e-mail receipt confirmation*
- *If you have any difficulty returning the form by e-mail, feel free to print and submit by fax to Bryan O'Mahony at (617) 577-0042*
- *Submit one form for each participant per guidelines on the next page*
- *Please submit your registration by June 10th, 2013*

Regular Board Meeting of May 20, 2013

ANNOUNCEMENT

EDDIE BAZA CALVO
Governor



RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

MAY 10 2013

Honorable Judith T. Won Pat, Ed.D.
Speaker
I Mina'trentai Dos na Liheslaturan Guåhan
155 Hesler Street
Hagåtña, Guam 96910

Office of the Speaker
Judith T. Won Pat, Ed. D.
Date: 5/10/13
Time: 4:24 PM
Received by: [Signature]

Dear Madame Speaker:

Transmitted herewith is Bill No. 65-32 (COR) "AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING FOR EDUCATIONAL PROGRAMS FOR MEMBERS OF BOARDS AND COMMISSIONS" which I signed into law on May 10, 2013 as Public Law 32-031.

Senseramente,


EDDIE BAZA CALVO

Attachment: copy of Bill



I MINA 'TRENTAI DOS NA LIHESLATURAN GUÅHAN
2013 (FIRST) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO *I MAGA'LAHEN GUÅHAN*

This is to certify that **Bill No. 65-32 (COR)**, "**AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING FOR EDUCATIONAL PROGRAMS FOR MEMBERS OF BOARDS AND COMMISSIONS**", was on the 30th day of April, 2013, duly and regularly passed.



Judith T. Won Pat, Ed.D.
Speaker

Attested:


Tina Rose Muña Barnes
Legislative Secretary

This Act was received by *I Maga'lahaen Guåhan* this 30 day of April,
2013, at 2:00 o'clock P.M.


Assistant Staff Officer
Maga'lahi's Office

APPROVED:


EDWARD J.B. CALVO
I Maga'lahaen Guåhan

Date: **MAY 1 0 2013**

Public Law No. 32-031

I MINA 'TRENTAI DOS NA LIHESLATURAN GUÅHAN
2013 (FIRST) Regular Session

Bill No. 65-32 (COR)

As amended by the Committee
on General Government Operations and
Cultural Affairs.

Introduced by:

Michael F. Q. San Nicolas

T. C. Ada

V. Anthony Ada

Frank B. Aguon, Jr.

B. J.F. Cruz

Chris M. Dueñas

Michael T. Limtiaco

Brant T. McCreadie

Tommy Morrison

T. R. Muña Barnes

Vicente (ben) C. Pangelinan

R. J. Respicio

Dennis G. Rodriguez, Jr.

Aline A. Yamashita, Ph.D.

Judith T. Won Pat, Ed.D.

**AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF
CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE
ANNOTATED, RELATIVE TO PROVIDING FOR
EDUCATIONAL PROGRAMS FOR MEMBERS OF
BOARDS AND COMMISSIONS.**

1 **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2 **Section 1. Short Title.** This Act *shall* be cited as the “Responsible Boards
3 and Commissions Education Act.”

4 **Section 2. Legislative Findings and Intent.** *I Liheslaturan Guåhan* finds
5 that Public Law 24-191 established a single educational program at the University

1 of Guam to train members of boards and commissions. This educational program
2 was repealed by Public Law 28-76.

3 *I Liheslaturan Guåhan* further finds that, although the existence of training
4 for board members is beneficial to the operations of boards and commissions, each
5 board and commission generally has its own specific statutes and rules and
6 regulations which it must follow. Such a program should be optimized to deal with
7 matters most relevant for each board and commission.

8 Additionally, *I Liheslatura* finds that errors by the members of boards and
9 commissions can result in procurement delays, as well as litigations, which have
10 historically cost the government significant sums.

11 Therefore, it is the intent of *I Liheslaturan Guåhan* to establish training and
12 curriculum to educate members of boards and commissions on the various statutes,
13 rules and regulations which they must follow, and of which they must be aware to
14 accomplish the purposes for which each board or commission is established, by
15 adding a new §43116 to Title 5 GCA.

16 **Section 3. Boards and Commissions Educational Programs.** A new
17 §43116 is hereby *added* to Article 1 of Chapter 43, Division 4 of Title 5, Guam
18 Code Annotated, to read:

19 **“§ 43116. Boards and Commissions Educational Programs.**

20 (a) Development of Training and Curriculum. Each board or
21 commission *shall* have an educational program established to prepare
22 its members for the duties of the board or commission to which they
23 are appointed. Such educational program *shall* cover procurement
24 laws, as applicable, applicable statutes, executive orders, and rules
25 and regulations which govern the board or commission and their
26 respective areas of purview. Each educational program *shall* be
27 established, within ninety (90) days of the enactment of this Section,

1 by the Director of the agency with which the board or commission is
2 associated, or his designee; or, if there is no such agency, then *I*
3 *Maga'lahi* (the Governor), or his designee. Each educational program
4 *shall* be updated, as needed, *no less than* annually, to reflect any
5 changes to procurement laws, applicable statutes, and rules and
6 regulations. The Director of each agency *shall* report to *I Maga'lahi*
7 (the Governor) within thirty (30) days when member(s) of an
8 associated board or commission complete the applicable educational
9 program. The Director, or his designee, *shall* conduct the training
10 sessions at a time and location to be determined by the Director, in
11 compliance with the Americans with Disabilities Act and other
12 relevant statutes.

13 (b) Education of Current Board and Commission Members.
14 Each current member of a board or commission *shall* complete the
15 applicable educational program within thirty (30) days of the
16 establishment of the program.

17 (c) Education of New Board and Commission Members.
18 Each new member of a board or commission *shall* complete the
19 applicable educational program within thirty (30) days of his election
20 and qualification, or his confirmation by *I Liheslatura* to the board or
21 commission.

22 (d) Continuing Education for Board and Commission
23 Members. Each year, the members of each board and commission
24 *shall*, as a form of continuing education, complete the applicable
25 educational program for the board or commission on which they
26 serve.

(e) Failure to Complete an Educational Program. Failure to complete an educational program within one hundred eighty (180) days of a board or commission member's appointment *shall* result in the member's removal and the appointment of a new member to fill the vacancy, pursuant to §2101 of Chapter 2, Title 4, Guam Code Annotated. Actions of a board or commission *shall not* be invalidated by the failure of a member to complete the applicable educational program."