



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., Friday, March 23, 2018
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA**

- I. ROLL CALL**
- II. APPROVAL OF PREVIOUS BOARD MINUTES – March 09, 2018**
- III. CORRESPONDENCE AND REPORTS** **Page(s)**
1. Financial Statements (FY2018 1st Quarter) 1-7
2. DRT Tax Offset (FY2017 & FY2018) 8-9
- IV. OLD BUSINESS**
1. Board Action Item No. 037/18
Update on the Construction of the Sinajana Central Precinct
(Ref. Minute Nos.: 099/17, 311/17, 330/17, & 006/18)
2. Board Action Item No. 059/18
Update on Executive Order 2018-004
- V. NEW BUSINESS**
1. Contract Amendment 10-17
Water blasting and exterior painting for units at AMP4
2. Request for Tenant Account Receivables 18-27
Write-offs through December 31, 2017
3. Resolution No. FY2018-010 28
Resolution adopting GHURA's Code of Conduct and Ethical
Standards (CoCES) superceding BOC FY90-017 and FY08-063
(Ref. Minute No.: 025-18)
4. Intent to Award – IFB-GHURA-COCC-018-006 29 -35
Insurance Coverage
- VI. GENERAL DISCUSSION / ANNOUNCEMENTS**
1. Next proposed scheduled Board Meetings – April 13th & 27th
- VII. ADJOURNMENT**

**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., March 23, 2018**

GHURA Main Office, 1st floor conference room
Sinajana, Guam
MINUTES

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **Friday, March 23, 2018** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

COMMISSIONERS PRESENT: George A. Santos, Chairman
 Thomas E. B. Borja, Vice-Chairman
 George F. Pereda, Member
 Carl V. Dominguez, Member

COMMISSIONERS ABSENT: Eliza U. Paulino, Member (excused)
 Joseph M. Leon Guerrero,
 Resident Commissioner (excused)

LEGAL COUNSEL: Anthony Perez

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director
 Melinda Taitano, Special Assistant
 Albert Santos, A&E Manager
 Katherine Taitano, Chief Planner
 Lucele Leon Guerrero, Controller
 Kimberly Bersamin, HR Administrator

Meeting was called to order at 12:00 p.m. by Chairman Santos who acknowledged the presence of the above attendees. The Chairman then indicated that the minimum number of Commissioners required for a quorum was present and that the meeting could proceed.

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
<ul style="list-style-type: none"> <i>Mr. Albert Santos had a conflict in his schedule, and therefore requested to report his two agenda items (Update on the Central Precinct project and the Contract Amendment of the Water Blasting and Exterior Painting of AMP4 units)</i> 			
	037/18	<p>Update on the Construction for the Sinajana Central Precinct</p> <p>Mr. Albert Santos stated that the pouring of the foundation was completed on Monday, Mar 19th. It was delayed a week due to the lack of electrical and mechanical skilled workers as well as a program engineer to conduct a quality review before the inspection.</p> <p>Mr. A. Santos expressed his frustration with having to conduct the quality review as well as validating the work being done. Public Works are on site more frequently at our request to assist us with the review. The consultant, TRMA is also having to be on site for the same reason. The contractors are actively looking for skilled workers, however they have been unsuccessful with the recruitment.</p>	Albert Santos
Minute No.	Ref. No.	NEW BUSINESS	Action By:
061/18		<p>Contract Amendment, Water Blasting and exterior painting for units at AMP4</p> <p>Mr. Albert Santos stated this is a contract amendment for the project at the AMP4 development. The original</p>	Albert Santos

Minute No.	Ref. No.	NEW BUSINESS	Action By:
061/18 Continuation		<p>bid was for water blasting and exterior painting for all units except GHURA 48. The AMP4 PSM requested the development to be included due to major spalling on all 48 units.</p> <p>Based on her request, we asked the contractor (Genesis Tech) to submit a cost proposal to address the repair of spalling, gaps between cmu blocks and the complete exterior painting of the GHURA 48 units in Dededo. Genesis Tech proposed the cost for the added painting at \$.38 per square feet which is \$.05 more than the original bid cost due to majority of the units being two-story structures and the additional cost of \$3,988.00 for the repair of the spalling's which is considered reasonable due to the level of difficulty.</p> <p>We are requesting the Board to approve the modification of the Genesis Tech contract in the amount of \$46,300.00 for the additional exterior painting and repair of spalling at the GHURA 48 consisting of 48 units.</p>	
062/18		<p>A motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to approve the modification of the contract with Genesis Tech in the amount of \$46,300.00 for the additional exterior painting and repair of spalling at the GHURA 48 site consisting of 48 units. Without any further discussion and objection, the Motion was approved.</p>	

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
063/18		Chairman Santos called for a motion to be made on the approval of the Minutes for the previous Board Meeting on March 9, 2018.	
064/18		After review and further discussion by the Board Members, a motion was made by Vice Chairman Borja and seconded by Commissioner Dominguez to approve the Board Minutes of March 9, 2018 as submitted.	
Minute No.	Ref. No.	Correspondence and Reports	Action By:
065/18		<p>Financial Statements (FY2018 1st Quarter)</p> <p>Ms. Lucele Leon Guerrero provided the Board with financial highlights of GHURA's financial activity for FY2018 1st quarter (October 2017 thru December 2017).</p> <p>There was \$15.1M in cash at the first quarter ending. Our property, plant, equipment, fixed asset, and building net of depreciation is at \$22.4M. Therefore, the total of what GHURA owns is \$45.2M.</p> <p>Our current debts to vendors and contractors is \$728K. Our long term debt for Guma Trankilidat to USDA Rural Development is \$1M. Our net position on GHURA's worth is \$26.4M.</p> <p>With the statement of revenues, expenses, change in net position, our operating revenues totaled \$10.2M of which \$9.6M is coming from HUD, \$173K comes from Tenant Revenues</p>	Lucele Leon Guerrero

Minute No.	Ref. No.	Correspondence and Reports	Action By:
065/18 continuation		<p>and \$472K comes from other sources.</p> <p>Referring to the Operating expenses, a total of \$10.1M of which \$7M is paid to landlords as Housing Assistance Payments (HAP) and to tenants for utility reimbursements. \$1.6M is paid to vendors, contractors and sub-recipients, and \$1.5M are for salaries and benefits.</p> <p>Our net income from operations is \$130K. Non-operating income totals \$11K of which \$26K of interest income received and \$15K of interest expenses were paid to Guma Trankilidat's loan.</p> <p>Our change in net position is \$141K and our net position increased by \$100K which is from \$26.3M to \$26.4M.</p> <p>GHURA's net income is \$141K. Guma Trankilidat reflects \$56K income of which \$150K of that per year is transferred to the reserves for future Capital Needs Assessment (CNA) Projects over a 20-year period. We are currently on the 4th year.</p> <p>USDA recently approved the use of the reserves for the rehabilitation of 5 units plus the manager's unit. The project is ongoing and the first 2 payments are in progress and awaiting payment to the vendor.</p> <p>Public Housing reflects a total income of \$342K which, if not used by the end of the fiscal year, then becomes reserves. There are ongoing projects within the AMPS therefore some of the funds will be expended.</p>	

Minute No.	Ref. No.	Correspondence and Reports	Action By:
065/18 continuation		<p>With Section 8, a loss of \$204K is reflected. Office rent to Cost Center is not included because the calculation is done at the end of the fiscal year. Reserve funds cover the losses.</p> <p>HUD held reserves for GHURA is at \$6M.</p> <p>Local Funds reflects a combined loss of \$65K. COCC is included due to the non-calculation of the building rental and the management fees from CPD.</p> <p>Other funds reflect a loss of \$853. Yona Urban Renewal is part of this funds in which they have cash reserves to cover their expenditures.</p> <p>The Revolving Funds reflect a loss of \$27K. LIHTC has reserves from prior years to cover their expenses. Trust Funds reflect a combined income of \$10.</p>	
066/18		<p>DRT Tax Offset (FY2017 & FY2018)</p> <p>Ms. Lucele Leon Guerrero stated that in 2016, we submitted \$1.3M to Department of Revenue and Taxation (DRT) for collection for 2017 which includes \$800K from the AMPS and CPD write-offs and \$500k from Section 8.</p> <p>For 2017, \$105K was collected from 115 taxpayers, collection from 99 taxpayers and reimbursement to 16 taxpayers who either paid off their balances or who are an adult member of the household, therefore giving us a collection rate of 7.68%.</p>	Lucele Leon Guerrero

Minute No.	Ref. No.	Correspondence and Reports	Action By:
066/18 continuation		For 2018, the balance at DRT is \$1.2M. \$94K was collected from 112 taxpayers, collection from 91 taxpayers and reimbursement to 21 taxpayers who either paid off their balances or who are adult member of the household, therefore giving us a collection rate of 7.76% for the months of October 2017 thru January 2018.	
Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	059/18	<p>Update on Executive Order 2018-004</p> <p>Director Duenas stated that the Governor issued an executive order earlier this month to address the revenue shortfall that has been caused by the revisions to the tax system.</p> <p>Governor Calvo ordered a number of things such as a furlough, reducing an employee's work hours to 32 hours a work week in all department agencies regardless of funding source. We reported to the Governor's office that we are waiting for how the HUD budget would be appropriated and then we will take the appropriate measures to stay within the available funding from HUD.</p> <p>The Attorney General's Office indicated that any furloughs require a 90 day notice. Departments and agencies are currently submitting their proposed furlough plans for approval from Department of Administration (DOA). Letters will be given to the employees announcing their reduction of hours as soon as they received DOA's approval.</p>	Michael Duenas

Minute No.	Ref. No.	Action Items from Prior Meetings	Action By:
	059/18 continuation	<p>The U.S. Congress recently approved the budget for 2018. All the programs with HUD have been increased or having stable funding. The CDBG program and the HOME grant, which the president wanted to eliminate, received increased funding. The appropriation for the operating fund for Public Housing as increased as well as the appropriation for the Admin Fees. The Section 8 Vouchers were fully funded. Additional monies for the Homeless grant have also been appropriated. The next step is for the Senate to approve the budget and then it goes to the President for approval.</p> <p>Chairman Santos stated that in respect to the Governor's Executive Order, the Board will entertain it in the future and that our legal counsel is currently researching it and will return with potential options or opinions to the Board.</p>	
Minute No.	Ref. No.	NEW BUSINESS	Action By:
067/18		<p>Request for Tenant Account Receivables, Write-offs through December 31, 2017</p> <p>Ms. Lucele Leon Guerrero stated that we are seeking a request to write-off \$18,735.02. AMP2 has nothing to write-off at this time, AMP1 has \$2,443.88, AMP3 has \$3,161.30, and AMP4 has \$13,129.84. AMP4 has the biggest write-off because they didn't submit anything to write-off in January. The largest amounts are coming from the cleaning charges. There are some that are non-payment of rents with no</p>	Lucele Leon Guerrero

Minute No.	Ref. No.	NEW BUSINESS	Action By:
<p>067/18 continuation</p> <p>068/18</p>		<p>responses from the former tenants. If these accounts are approved to be written off, they will be included as part of the list given to Department of Revenue and Taxation in the beginning part of April for collection. The last write off the Board approved was in January and was for \$14K.</p> <p>A motion was made by Commissioner Dominguez and seconded by Commissioner Pereda to approve the Request for Tenant Account Receivables, Write-offs through December 31, 2017 in the total amount of \$18,735.02 as requested by the Controller in a memorandum dated March 15, 2018. Without any further discussion and objection, the Motion was approved.</p>	
069/18	025/18	<p>Resolution No. FY2018-010 adopting GHURA's Code of Conduct and Ethical Standard (CoCES) superceding BOC FY20-017 and FY08-063 (Ref. Minute No. 025-18)</p> <p>Ms. Kimberly Bersamin gave the Board a background stating that in 1990, the Board of Commissioners adopted a conflict of interest policy in which basically listed rules of conduct. Then in 2008, the Board passed an ethics policy with respect to the different grants. Director Duenas then asked if we can consolidate the two in making one comprehensive. With the assistance of legal counsel, she was able to merge the two documents. She also worked with legal counsel and the director in looking through the policies, the SOP's and the quick reference guides to summarize it and break it down into something our employees</p>	Kimberly Bersamin

Minute No.	Ref. No.	NEW BUSINESS	Action By:
069/18 continuation		<p>can understand.</p> <p>Legal Counsel Anthony Perez stated that within this document is every conflict of interest provision applicable to GHURA whether it is federal, statute, or local. The more recent statutes supercedes any prior and we follow more of the federal statutes unless stated otherwise by federal. This Code of Conduct is a basically an update from the 2008 one.</p>	
070/18		<p>A motion was made by Commissioner Dominguez and seconded by Commissioner Pereda to approve Resolution No. FY2018-010 adopting GHURA's Code of Conduct and Ethical Standard (CoCES) superceding BOC FY20-017 and FY08-063. Without any further discussion and objection, the Motion was approved.</p>	
071/18		<p>Notice of Intent to Award, IFB#GHURA-COCC-018-006, Insurance Coverages – Automobile, General Liability & Workers Compensation</p> <p>Director Duenas stated that our current coverage for 3 out of the 5 insurance line expires on midnight of April 30th. We went out to procure the coverage for those lines which are Automotive, General Liability, and Worker's Compensation. The other 2 lines, D&O Coverage and Property Damage expires next year. We had 3 bidders pick up the packet and respond to it.</p>	Michael Duenas

Minute No.	Ref. No.	NEW BUSINESS	Action By:
071/18 continuation		<p>Under General Liability, Nambo's was the lowest bid however, they failed to submit their endorsements which ended up non-responsive. The second lowest bid was Great National Insurance, unfortunately they failed to meet the rating specifications we were asking for. The third bidder, AM Insurance met all the requirements. Under Automotive, AM Insurance was the lowest responsive, responsible bidder. Under Workers Compensation Great National Insurance was the lowest bidder but they didn't meet the rating specifications and therefore was non-responsive. AM Insurance was the next lowest responsive and responsible bidder.</p> <p>We are requesting the Board to award all 3 lines to AM Insurance; for General Liability in the amount of \$24,225.00, for Automotive Insurance in the amount of \$14,918.27, and for Workers Compensation in the amount of \$23,244.88.</p> <p>The biggest difference was the increase in workers compensation which reflected what happening in the last four years. We had a number of carpal tunnel cases. Prior years were factored in therefore causing the premium to shoot up. We are looking to address our workers compensation cost by hiring an industrial hygienist to provide training to our staff.</p>	


Minute No.	Ref. No.	NEW BUSINESS	Action By:
072/18		A motion was made by Commissioner Dominguez and seconded by Commissioner Pereda to approve the Intent of Award, IFB#GHURA-COCC-018-006, Insurance Coverages - Automobile, General Liability & Workers Compensation contract with AM Insurance for a total amount of \$62,388.15 beginning May 1, 2018 to April 30, 2019. Without any further discussion and objection, the Motion was approved.	
Minute No.	Ref. No.	General Discussion / Announcements	Action By
073/18		Next Proposed Scheduled Meetings: April 12 th & 27 th	

074/18

ADJOURNMENT

There being no further business before the Board, a motion was made by **Commissioner Dominguez** and Seconded by **Commissioner Pereda** which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at **1:24 p.m.**

(SEAL)



MICHAEL J. DUENAS
Board Secretary/Executive Director

GHURA Financial Highlights for October - December 2017

(for the three months and 1st quarter ended)

BOC Meeting, March 23, 2018

Statement of Net Position (Assets):

- Cash for all programs total \$15.1 M
- Property, Plant & Equipment (net of depreciation) total \$22.4 M.
- Total Assets (what GHURA owns) equal \$45.2 M.

Statement of Net Position (Liabilities and Net Position):

- Payments to vendors/contractors total \$728 K.
- GT debt to USDA RD total \$1.0 M.
- Net Position (what GHURA's worth) is \$26.4 M.

Combined Statement of Revenues, Expenses, Change in Net Position:

- Operating Revenues total \$10.2 M (\$9.6 M are from HUD, \$173 K from Tenant Revenue and \$472 K from other sources).
- Operating Expenses total \$10.1 M (\$7.0 M paid to landlords for HAP and tenants for utility reimbursements, \$1.6 M paid vendors/contractors/subrecipients and \$1.5 M are for salaries and benefits).
- Net income from operation is \$130 K.
- Non-operating income total \$11 K (interest income of \$26 K were received and \$15 K of interest expenses were paid for GT – RD Loan).
- Change in net position (net income) is \$141 K.
- Net position increased from \$26.3 M to \$26.4 M. (what GHURA's worth)

GHURA Financial Highlights for October - December 2017

(for the three months and 1st quarter ended)

BOC Meeting, March 23, 2018

Highlights by Fund:

- Change in Net Position (Net income) = \$141 K
- Program/Project Funds with net cash inflow (net income) are: Supportive Housing for the Elderly (GT), Multifamily Housing Services Coordinator (MFHSC), HOME Investment Partnerships (HOME), Neighborhood Stabilization Program (NSP), Continuum of Care (CoC), Public Housing Capital Fund (CFP), Public and Indian Housing (AMPs or PH), and Trust Funds.
- Program/Project Funds with net cash outflow (net loss) are: Community Development Block Grants/Special Purpose Grants/Insular Areas (CDBG), Emergency Shelter Grants (ESG), FSS Program Coordinator Grant (FSS), Resident Opportunity and Supportive Services (ROSS), Section 8 Housing Choice Vouchers (S8 HCV), LOCAL Funds, Other Funds and Revolving Funds.
- The following are Grants, reflecting net cash inflows and outflows due to timing differences: MFHSC, CDBG, ESG, HOME, CoC, CFP, FSS and ROSS.
- GT reflects income of \$56 K. \$150 K will be transferred to reserves annually for future CNA Projects. USDA approved the use of reserves for Rehabilitation of 5 units + 1 manager's unit. CNA Project has been in progress.
- AMPs or PH reflect a combined income of \$342 K. Net cash inflow (income) will be reserves if not expended by fiscal year end.
- S8 HCV reflects a loss of \$204 K. Office Rent to COCC not included yet. Program is using HAP and Admin Fee Reserves at this time; however, continuing to be frugal with expenditures.
- LOCAL Funds reflect a combined loss of \$65 K. COCC Building Rental Income from HCV and CPD not included yet. CPD Program Management Fee not included yet. Continuing to be frugal with expenditures.
- Other Funds reflect a combined loss of \$85. Yona Urban Renewal Fund has cash reserves from prior years to cover expenditures.
- Revolving Funds reflect a combined loss of \$27 K. LIHTC has reserves from prior years to cover expenditures.
- Trust Funds reflect a combined income of \$10. Interest income earned and received.

Date : December 2017
Statement of Net Position

ASSETS

Current Assets

Cash	\$15,131,150.98
Accounts receivable	\$1,748,357.71
Due To / From Other Funds, net	\$0.00
Consumable Inventory	\$268,094.14
Other current assets	\$2,705,488.00

Total current assets	\$19,853,090.83
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Investments	\$1,284,133.39
Prepaid expenses	\$1,639,962.01

Total non-current investments	\$0.00
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Property, plant & equipment, net	\$22,387,060.56
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Total non-current assets	\$25,311,155.96
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Total assets	\$45,164,246.79
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Date : December 2017
Statement of Net Position

Liabilities and Net Position

Liabilities	
Current Liabilities	
Accounts Payable	\$727,803.30
Current portion of Notes Payable	\$66,000.00
Deferred Revenue	\$2,945,027.15
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Other current liabilities	\$1,951,237.25
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Total current liabilities	\$5,690,067.70
 Non-Current Accrued Liabilities	
Long-term portion of note payable	\$12,110,165.32
	\$950,372.81
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Total liabilities	\$18,750,605.83
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Net Position	
Net Position	\$26,413,640.96
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Total liabilities and net position	\$45,164,246.79
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Date : December 2017

Combined Statement of Revenues, Expenses, Change in Net Position

Operating Revenue and Expenditures

Operating Revenue	
HUD PHA GRANTS	\$9,604,930.16
Tenant Revenue	\$173,390.35
Other Government Grants	\$0.00
Other Non-Government Contributions	\$0.00
Other Operating Revenue	\$472,012.26
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Total Operating Revenues	\$10,250,332.77

Operating Expenditures	
Personnel Expenditures	\$1,472,041.32
Vendor Expenditures	\$1,608,546.78
Housing Assistance Payments	\$7,036,178.49
Compensated Absences	\$0.00
Depreciation	\$0.00
Other Operating Expenses	\$3,249.00
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Total Operating Expenses	\$10,120,015.59
Net Profit or Loss from Operations	\$130,317.18

Date : December 2017

Combined Statement of Revenues, Expenses, Change in Net Position

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Other Non-operating Revenue (Expenses)		
Interest Income		\$25,777.18
Interest Expense		(\$14,864.42)
Other, Net		\$0.00
Total Non-operating Revenue, Net		<hr/> \$10,912.76 <hr/>
Change in Net Position		\$141,229.94
Total Net Position - Beginning of Year		<hr/> \$26,272,411.02 <hr/>
Total Net Position - End of Period		<hr/> \$26,413,640.96 <hr/>

GHURA

Combined Statement of Revenue, Expenses and Changes in Net Position

Revenue and Expense Summary

Three Months Ended December 31, 2017

FS Program																FS																	
		14.157	14.191	14.225	14.231	14.239	14.256	14.267	14.872	14.896	14.850	14.870	14.871	ONF		YUR	Grand Total																
		14.225 Community Development Block Grants/Special Purpose Grants/Insular Area																															
		14.191 Multifamily Housing Service Coordinators																															
		14.157 Supportive Housing for the Elderly																															
Account Type		(26,080.00)		(11,456.20)		(3,000.00)					(132,854.15)																						
R11A Revenue from Tenants		(145,189.00)	(22,971.17)	(468,901.39)	(37,812.94)	(132,833.43)		(228,860.01)	(167,021.07)	(22,554.15)	(1,102,659.00)		(7,276,128.00)		-	-	(173,390.35)																
R11C HUD Contributions		(157.61)		(10.25)		(21,951.45)	(499.69)				(3,053.06)						(9,604,930.16)																
R11M Investment Interest and Dividends						(17,749.46)	(393.63)							(10.38)	(64.39)	(8.87)	(25,777.18)																
R117 Other Operating Revenue		(1,508.50)		(500.00)											(387,339.22)	(240.00)	(472,012.26)																
R16A Personnel Expenditures		28,841.79	10,755.30	127,053.03	3,480.43	48,980.46		17,122.90	28,511.89	29,391.05	448,359.54	9,041.28	304,197.77		389,484.45	26,821.43	1,472,041.32																
R16C Vendor Expenditures		73,585.74	-	430,004.45	63,626.07	120,478.60		178,214.90	29,782.20		449,401.71	(5.64)	198,911.08		62,854.71	817.96	1,608,546.78																
R16E HAP Expenditures																																	
R16G2 Interest Expense on Long-Term Notes Payable		14,864.42											7,036,178.49		-	-	7,036,178.49																
R16Z Other Operating Expense																	14,864.42																
Grand Total		(55,643.16)	(12,215.87)	76,189.64	29,293.56	(6,075.28)	(893.32)	(33,522.21)	(108,726.98)	6,836.90	(342,270.49)	9,035.64	203,592.42	64,935.55	(10.38)	27,390.52	853.52																
											3,249.00						3,249.00																
																	(141,229.94)																

GHURA

DRT Tax Offset

FY 2017 and 2018 (October 2017 – January 2018)

FY 2017

- \$1.3 M submitted to DRT for collection (\$800 K – AMPs/CPD + \$500 K – S8 HCV)
- \$105 K collected from 115 Taxpayers (Collection from 99 Taxpayers and Reimbursement to 16 Taxpayers who either paid off their balances or are an adult member of the household)
- Collection = 7.68%

FY 2018 (October 2017 – January 2018)

- \$1.2 M balance of submission to DRT for collection
- \$94 K collected from 112 Taxpayers (Collection from 91 Taxpayers and Reimbursement to 21 Taxpayers who either paid off their balances or are an adult member of the household)
- Collection = 7.76%

DRT TAX OFFSET
LISTING PAYMENTS
SUMMARY BY PROGRAM
FY 2017

ESCROW Receipt#	GHURA A/R BALANCE	DRT FEE	GHURA Total Balance	DRT Gross Collections	DRT OFFSET FEE:	DRT DUE GHURA	GHURA A/R BALANCE AS OF 09/30/2017
	(All)		Tax Offset Applied to Accounts Receivable	Tax Offset Amount	DRT Charged Offset Fees	Total Tax Offset Funds Received	Excess Tax Offset Amount Received - Refunded to Customer
	Data						
	GHURA A/R BALANCE	DRT FEE	GHURA Total Balance	DRT Gross Collections	DRT OFFSET FEE:	DRT DUE GHURA	GHURA A/R BALANCE AS OF 09/30/2017
AMP1	10053.09	-180	9873.09	7744.9	-180	7564.9	2308.19
AMP2	18393.93	-375	18018.93	20764.23	-375	20389.23	-2370.3
AMP3	23084.91	-330	22754.91	24392.76	-330	24062.76	-1307.85
AMP4	20841.36	-285	20556.36	21716.88	-285	21431.88	-875.52
DPCCA	3432.18	-30	3402.18	1518.73	-30	1488.73	1913.45
S8	25383.17	-285	25098.17	28915.49	-270	28645.49	-3547.32
Grand Total	101188.64	-1485	99703.64	105052.99	-1470	103582.99	-3879.35
							(3,864.35)

DRT TAX OFFSET
LISTING PAYMENTS
SUMMARY BY PROGRAM
FY 2018

ESCROW Receipt#	(All)	Tax Offset Applied to Accounts Receivable	Tax Offset Amount	DRT Charged Offset Fees	Total Tax Offset Funds Received	Excess Tax Offset Amount Received - T
Data						
	GHURA A/R BALANCE	DRT FEE	GHURA Total Balance	DRT Gross Collections	DRT OFFSET FEE:	GHURA BALANCE AS OF 03/02/2018
AMP1	14,406.06	(210.00)	14,196.06	17,028.44	(210.00)	(2,622.38)
AMP2	23,997.05	(360.00)	23,740.83	13,795.17	(360.00)	10,305.66
AMP3	26,857.30	(330.00)	26,527.30	26,563.16	(330.00)	294.14
AMP4	12,927.65	(195.00)	12,732.65	13,760.88	(195.00)	(833.23)
DPCCA	1,716.76	(15.00)	1,701.76	1,318.77	(15.00)	397.99
S8	13,530.73	(210.00)	13,320.73	16,230.68	(210.00)	(2,699.95)
AMP3	779.49	(15.00)	764.49	779.49	(15.00)	0.00
S8	4,082.00	(30.00)	4,052.00	4,820.30	(30.00)	(738.30)
Grand Total	98,297.04	(1,365.00)	97,035.82	94,296.89	(1,365.00)	4,103.93
						4,000.15



GHURA

Guam Housing and Urban Renewal Authority
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Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701



MEMORANDUM

TO Board of Commissioners

FROM Executive Director 

SUBJECT Water Blasting and Exterior Painting of Units at AMP4
Contract Amendment

The PSM manager at AMP 4 had requested to amend our existing contract for the water blasting and exterior painting of units at the AMP4 site to include the painting of units at the Dededo 48 site which was not included in the original scope. The request is based on the present exterior walls condition which consists of paint chipping that will worsen with the water blasting, and the number of noticeable spalling on the lower slope roofs, concrete fascia, and upper exterior walls.

Base on the above, we requested Genesis Tech who is on contract to submit a cost proposal to address the repair of spalling, gaps between cmu blocks and the complete exterior painting of the 48 units at Dededo. Attach is the cost proposal submitted by Genesis Tech in the amount of \$46,300.00 which our staff has reviewed in comparison with their present schedule of values for painting on the ongoing project at AMP4.

Based on their present contract schedule of value of \$.33 per sf, Genesis Tech propose cost for the added painting is at \$.38 per sf which is an increase of \$.05 due to the difficulty of painting a two-story structure. The additional cost of \$3,988.00 for repair of spalling's of over 100sf amounts to \$.38 per sf. which is very reasonable, considering the level of difficulty (see attach detail of repair).

Based on the committee's review, we are requesting that the Board approves to modify the Genesis Tech contract in the amount of \$46,300.00 for the additional exterior painting and repair of spalling at the GHURA 48 site consisting of 48 units.

Attachment; Genesis Tech Cost proposal
Concrete repair detail

At the Regular Board Meeting of March 23, 2018, a motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to approve to amend the existing contract with Genesis Tech in the amount of \$46,300.00 for the additional exterior painting and repair of spalling at the GHURA 48 site consisting of 48 units. Without any further discussion and objection, the Motion was approved.

Genesis-Tech Corporation

P.O. Box 23059 Barrigada, Guam 96921

Tel/Fax: (671)637-3370

genesistechguam@gmail.com

March 13, 2018

To: Guam Housing and Urban Renewal Authority.
Michael J Duenas / Executive Director

Attention: Albert H Santos / FME Manager

Reference: Water blasting of Roofs, Walls and Exterior painting at the various
GHRUA AMP sites
IFB # GHURA-10-25-2017-AMP's

Subject: A Change Order Proposal for exterior painting of GHURA 48(48units) in
Dededo, AMP4

Dear Sir,

We'll glad to have a chance to submit a proposal a change order, proposed work consists of the followings;

1. Scope of Work :
 - a. Repair of spalling and filling of voids in walls.----- \$3,988.00
 - b. Exterior painting of walls. ----- \$42,312.00
2. The proposed additional cost \$46,300.00 as Lump Sum Basis

Compared height of other sites of GHURA housing and Dededo G48, Dededo G48 has much higher than other sites.

Therefore, additional costs will be incurred and more costly.

Please feel free to contact us at 637-3370 or 888-5785 for any question that you might have.

Your kind review and acceptance of this proposal would be greatly appreciated.

Sincerely,

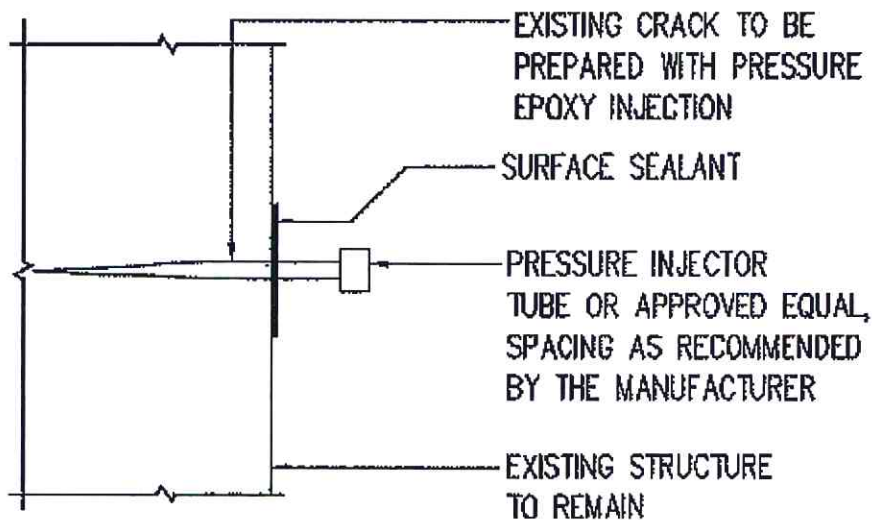


Young Kim
General Manager

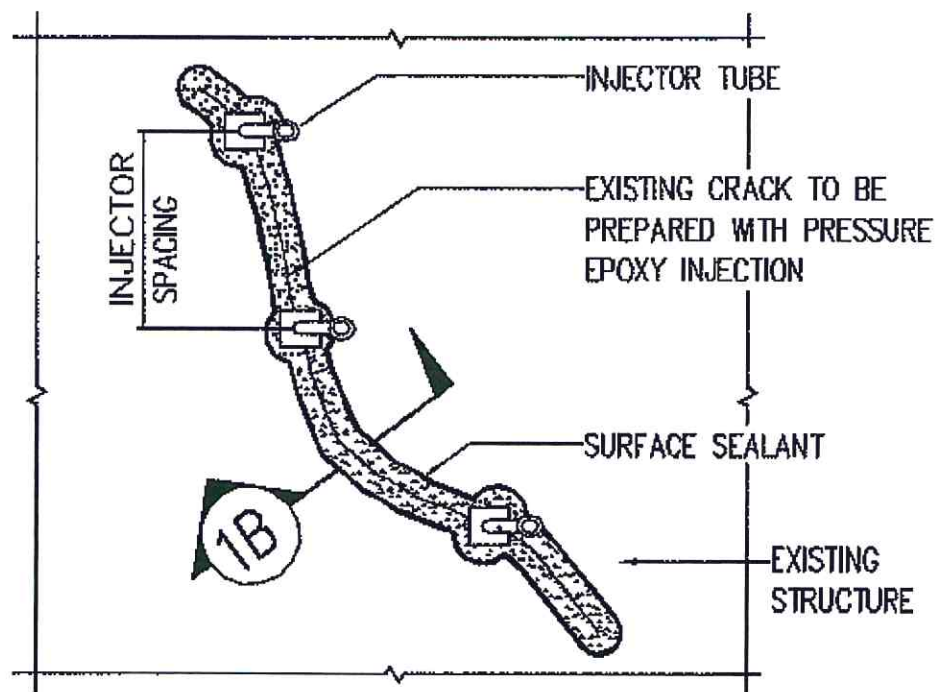
Cc: Robert Hess / Field Inspector



SPALLING AT 12A / 12B



1B SECTION



1A PLAN

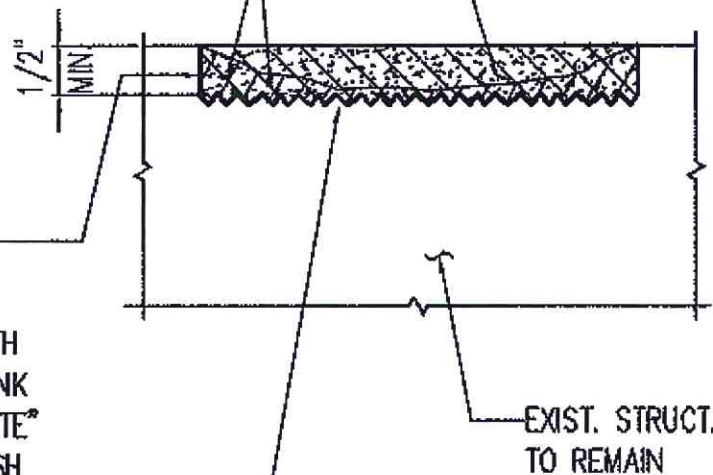
① CRACK REPAIR DETAIL

REMOVE ALL LOOSE CONCRETE
WITHIN DAMAGED AREA (HATCH)

REMOVE EXISTING CONCRETE
(CROSS HATCH) AND ROUGHEN
EXISTING SURFACE ($3/8"$ MIN.
AMPLITUDE) APPLY EPOXY
BINDER TO ROUGHENED SURFACE
PRIOR TO REPAIR WORK

SAW CUT ALONG
DAMAGED AREA
PRIOR TO CONCRETE
REMOVAL

REPAIR DAMAGED AREA WITH
HIGH STRENGTH, NON-SHRINK
POLYMER MODIFIED CONCRETE®
OR APPROVED EQUAL (FINISH
WORK SHALL MATCH EXISTING)



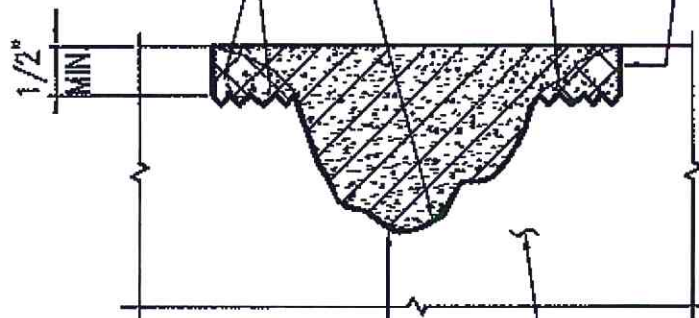
② SPALL/CHIPPED REPAIR DETAIL

(LESS THAN 1" DEEP)

REMOVE ALL LOOSE CONCRETE
WITHIN DAMAGED AREA (HATCH)

REMOVE EXISTING CONCRETE
(CROSS HATCH) AND ROUGHEN
EXISTING SURFACE ($3/8"$ MIN.
AMPLITUDE) APPLY EPOXY
BINDER TO ROUGHENED SURFACE
PRIOR TO REPAIR WORK

SAW CUT ALONG
DAMAGED AREA
PRIOR TO CONC.
REMOVAL



REPAIR DAMAGED AREA WITH
HIGH STRENGTH, NON-SHRINK
POLYMER MODIFIED CONCRETE"
OR APPROVED EQUAL (FINISH
WORK SHALL MATCH EXISTING)

EXISTING STRUCTURE
TO REMAIN

SPALL/CHIPPED STRUCTURAL REPAIR DETAIL

3

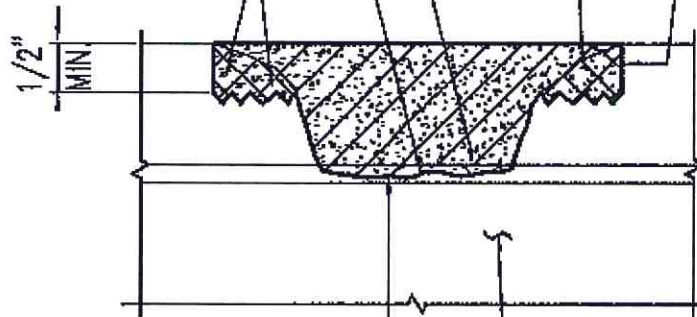
(1" THICK OR DEEPER)

REINFORCEMENT WITH EXPOSED SURFACE RUST SHALL BE CLEANED OF ALL CORROSION PRIOR TO APPLICATION OF CONCRETE PATCH MATERIAL.

REMOVE EXISTING CONCRETE (CROSS HATCH) AND ROUGHEN EXISTING SURFACE (3/8" MIN. AMPLITUDE) APPLY EPOXY BINDER TO ROUGHENED SURFACE PRIOR TO REPAIR WORK

REMOVE ALL LOOSE CONC. WITHIN DAMAGED AREA (HATCH)

SAW CUT ALONG DAMAGED AREA PRIOR TO CONC. REMOVAL



REPAIR DAMAGED AREA WITH HIGH STRENGTH, NON-SHRINK POLYMER MODIFIED CONCRETE" OR APPROVED EQUAL (FINISH WORK SHALL MATCH EXISTING)

EXISTING STRUCTURE TO REMAIN

SPALL/CHIPPED W/ CORRODED REINFORCEMENT STRUCTURAL REPAIR DET.

4

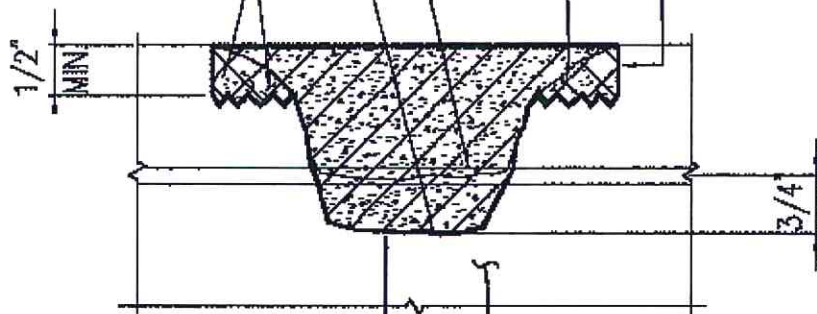
(1" THICK OR DEEPER)

REMOVE CONCRETE ALL AROUND
TO A MINIMUM DEPTH OF $\frac{3}{4}$ "
WHERE CORROSION IS EVIDENT
THROUGHOUT REINFORCEMENT.
CLEAN REINFORCEMENT FREE
OF CORROSION PRIOR TO APPLI-
CATION OF CONCRETE PATCH
MATERIAL.

REMOVE EXISTING CONCRETE
(CROSS HATCH) AND ROUGHEN
EXISTING SURFACE ($\frac{3}{8}$ " MIN.
AMPLITUDE) APPLY EPOXY
BINDER TO ROUGHENED SURFACE
PRIOR TO REPAIR WORK

REMOVE ALL LOOSE CONC.
WITHIN DAMAGED AREA
(HATCH)

SAW CUT ALONG
DAMAGED AREA
PRIOR TO CONC.
REMOVAL



REPAIR DAMAGED AREA WITH
HIGH STRENGTH, NON-SHRINK
POLYMER MODIFIED CONCRETE"
OR APPROVED EQUAL (FINISH
WORK SHALL MATCH EXISTING)

EXISTING STRUCTURE
TO REMAIN

5 SPALL/CHIPPED W/ CORRODED REIN- FORCEMENT STRUCTURAL REPAIR DETAIL (1" THICK OR DEEPER)



GHURA

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Website: www.ghura.org



MEMORANDUM

DATE: March 15, 2018

TO: Board of Commissioners

VIA: Michael J. Duenas
Executive Director

FROM: Lucele D. Leon Guerrero
Controller

SUBJECT: Request for Tenant Account Receivables Write-Off through December 31, 2017

At the Regular Board Meeting of March 23, 2018, a motion was made by Commissioner Dominguez and seconded by Commissioner Pereda to approve the Request for Tenant Account Receivables Write-Off through December 31, 2017 for the total amount of \$18,735.02. Without any further discussion and objection, the Motion was approved.

Pedro A. Leon Guerrero, Jr.
Deputy Director

The Property Site Managers provided me with memorandums recommending to write-off the attached lists of tenant accounts receivables totaling \$18,735.02:

Property Site	Write-Off Amount
AMP 1	\$ 2,443.88
AMP 2	0.00
AMP 3	3,161.30
AMP 4	<u>13,129.84</u>
Total	<u>\$18,735.02</u>

The amounts represent outstanding receivable balances of former tenants. They had been informed through certified mail letters. Staff also have attempted to contact them; however, to no avail.

These balances are affecting the Authority's financial performance. Therefore, I concur with the Property Site Managers to write-off these delinquent balances. Based on the recommendations and concurrences, I am requesting your approval to write-off these balances and forward them to the Department of Revenue & Taxation for Collection.

Your favorable response to this request is greatly appreciated. Please note that AMP 2 does not have any individuals to write-off at this time. Should you have any questions, please let me know.

Attachments



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Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

George A. Santos
Chairman

Thomas E. B. Borja
Vice Chairman

Carl V. Dominguez
Commissioner

George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

March 13, 2018

TO: Lucele Leon Guerrero, Controller *folley*
FROM: Property Site Manager, AMP 1
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
as of December 2017

I have reviewed AMP1's Tenant Account Receivables and attached the listing of accounts recommended for write-off due to no response from former residents. These accounts have been close thru December 31, 2017 totaling \$2,443.88.

These inactive account balances are affecting the Authority's financial performance therefore; I recommend that these balances be written off and forwarded to the Department of Revenue and Taxation for collection.

Please note several variances within the Aged balance report ran through December 31, 2017. They are as follows:

1. Three (3) of the former tenants listed were previously written off & approved by the BOC in January 2018 however still remain in this report (12/31/2017).
2. Former tenant (22 Asan) who vacated her unit on 12/1/2017 had a balance of \$26 however, clean up charges were posted on 1/3/2018 with an ending balance of \$654.88.

Thank you,

Narcissa P. Ada

Narcissa P. Ada
Property Site Manager, AMP 1

RECEIVED
10 3/13/18

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 1
CLOSED OUT AS December 1, 2017

Unit #	Move Out Date	Reason for Termination	Last Payment Date	Closed Out Processed Date	(Utility Reimbursement)/Rent After Move Out (a)	Cleaning Charges (b)	Security Deposit (c)	A/R Balance (Closed) as of 09/30/16 (a+b-c)	Comments	
4	15 MSGR	11/01/17	Voluntary	8/11/2017	11/7/2017	\$ 317.00	\$ -	\$ 150.00	\$ 167.00	Negative response to date
6	22 MSGR	12/01/17	Non-compliance	12/1/2017	1/3/2018	\$ 26.00	\$ 778.88	\$ 150.00	\$ 654.88	Negative response to date
7	19 MSGR	12/01/17	Voluntary	12/1/2017	12/6/2017	\$ (5.00)	\$ 255.00	\$ 150.00	\$ 100.00	Negative response to date
	88 VDP	11/1/2017	Non-compliance	8/28/2017	11/7/2017	\$ 1,042.00	\$ 575.00	\$ 150.00	\$ 1,467.00	Negative response to date
	8B Makin	12/1/2017	Non-compliance	12/1/2017	12/6/2017	\$ (5.00)	\$ 210.00	\$ 150.00	\$ 55.00	Negative response to date
	*NOTHING AS FOLLOWS									

Lucele Leon Guerrero

From: Virginia Torres
Sent: Monday, March 12, 2018 3:48 PM
To: lucelle@ghura.org
Cc: gmcura@ghura.org
Subject: WRITE OFF- AMP 2



Good Afternoon Ms. Lucelle,

AMP 2 doesn't have any individuals to write-off as of December 31, 2017.

Thank you and have a great day!

Kind Regards,

Virginia M. Torres

Administrative Assistant

AMP 2 Division

Guam Housing and Urban Renewal Authority

Phone: 671-300-8414

Fax: 671-789-9063



GHURA

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March 12, 2018

Eddie Baza Calvo
Governor of Guam

Ray Tenorio
Lt. Governor of Guam

George A. Santos
Chairman

Thomas E. B. Borja
Vice Chairman

Annabelle M. Dancel
Commissioner

Carl V. Dominguez
Commissioner


George F. Pereda
Commissioner

Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

TO: Lucele Leon Guerrero, Controller 
FROM: Property Site Manager
SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$3,161.30

I have reviewed AMP3's Tenant Accounts Receivables for the period through December 31, 2017. Attached is a list of accounts to be written off due to non-activity from former residents.

The accounts were closed through December 31, 2017.

These inactive accounts are affecting the Authority's financial performance and I am recommending that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Please feel free to contact me for any questions or concerns.



Pearly Jean J Mendiola

Attachment



GUAM HOUSING AND URBAN RENEWAL AUTHORITY
WRITE-OFF BALANCES FOR AMP 3 AS OF DECEMBER 31, 2017
073-1 AGAT


NO	UNIT NO	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE OUT PROCESSED	(UR) OR RENT BALANCE AFTER MOVE-OUT	CLEANING CHARGES	SECURITY DEPOSIT	A/R BAL ON ACCOUNT (AS OF 10/31/17)	COMMENTS
1	76MAO	8/18/17	TERMINATION GRIEVANCE HEARING	(URP)	11/7/17	\$ (24.00)	\$ 646.07	\$ 150.00	\$ 472.07	NO RESPONSE
2	12MAO	8/25/17	TERMINATION GRIEVANCE HEARING	(URP)	11/7/17	\$ (21.00)	\$ 673.26	\$ 150.00	\$ 502.26	NO RESPONSE
3	24MAO	10/25/17	NON-COMPLIANCE 24 HOURS	(URP)	12/13/17	\$ 28.00	\$ 1,468.06	\$ 150.00	\$ 1,346.06	NO RESPONSE
4										
5										
6										
7										
8										
9										
10										
TOTAL									\$ 2,320.39	

AGAT	\$	2,320.39
UMATAC	\$	-
MERIZO	\$	840.91
GRAND TOTAL	\$	3,161.30

073-2 MERIZO

TOTAL	\$	840.91
--------------	-----------	---------------

Lucele Leon Guerrero

From: Philly SanNicolas
Sent: Monday, March 12, 2018 1:38 PM 
To: Lucele Leon Guerrero
Cc: Pedro Leon Guerrero
Subject: RE: Read: Accepted: AMP Write-Offs Closed out of System as of December 31, 2017
Attachments: Wrtie Off as of Dec. 31, 2017 Cover Letter.doc; DEC 2017 & PRIOR MOVE-OUT- BOC-fiscal.xls

Hafa Adai,

Attached is AMP4's write-off list for the period ending 12/31/17.

From: Lucele Leon Guerrero <lucelle@ghura.org>
Sent: Monday, March 12, 2018 1:27 PM
To: phillysn@ghura.org
Subject: Read: Accepted: AMP Write-Offs Closed out of System as of December 31, 2017



GHURA

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Eliza U. Paulino
Commissioner

Joseph M. Leon Guerrero
Resident Commissioner

Michael J. Duenas
Executive Director

Pedro A. Leon Guerrero, Jr.
Deputy Director

March 12, 2018

TO: Lucele Leon Guerrero, Controller *file*

FROM: Property Site Manager

SUBJECT: Recommend to Write-Off Tenant Accounts Receivables
Total: \$13,129.84

I have reviewed AMP4's Tenant Accounts Receivables for the period through December 31, 2017. Attached is a list of accounts to be written-off due to non-activity from former residents.

The accounts were closed through December 31, 2017.

These inactive accounts are affecting the Authority's financial performance and I am recommending that these accounts be written off and forwarded to the Department of Revenue and Taxation for collection.

Please feel free to contact me for any questions or concerns.

Philomena San Nicolas

Philomena San Nicolas

Attachment

GUA...HOUSING AND URBAN RENEWAL AUTHORITY

WRITE-OFF BALANCES FOR AMP4

MOVE OUT THRU: 12/31/17

CLOSE-OUT PROCESSED THRU:

12/31/17

	UNIT NO.	MOVE OUT DATE	REASON FOR TERMINATION	DATE OF LAST PAYMENT	DATE CLOSE-OUT PROCESSED	(UR) or Rent Balance after move-out	Cleaning Charges	Security Deposit	A/R BAL ON ACCOUNT (AS OF 7/31/17)	COMMENTS
1	26APAQ	10/31/15	VOLUNTARY (CANNOT KEEP UP W/ RENT PYMTS)	09/23/15	9/8/2017 *	\$ 1,507.00	\$ -	\$ (150.00)	\$ 1,357.00	NO RESPONSE; *-TRANS SEC DEP TO CLOSE ACCT; NO ACTIVITY SINCE 12/2015
2	11BDUE	04/01/16	NON-COMPLIANCE	01/05/16	09/16/17	\$ (161.00)	\$ 734.49	\$ (150.00)	\$ 423.49	NO RESPONSE
3	12ARDB8	04/11/16	VOLUNTARY	04/04/16	06/25/16	\$ 250.00	\$ -	\$ (150.00)	\$ 100.00	NO RESPONSE
4	38BDAM	04/28/16	VOLUNTARY	04/01/16	07/25/16	\$ (3.00)	\$ 229.08	\$ (150.00)	\$ 76.08	NO RESPONSE
5	25ADAM	08/05/16	LEASE VIOLATION - TRASH	08/01/16	08/01/16	\$ 226.00	\$ 412.50	\$ (150.00)	\$ 488.50	NO RESPONSE
6	6BDAM	09/30/16	NON-COMPLIANCE	08/19/16	09/08/17	\$ 114.00	\$ 659.99	\$ (150.00)	\$ 623.99	NO RESPONSE
7	11ADAM	11/01/16	NON-PAYMENT OF RENT	10/11/16	11/01/16	\$ 1,223.93	\$ 347.50	\$ (150.00)	\$ 1,421.43	NO RESPONSE; *-TRANS SEC DEP TO CLOSE ACCT; NO ACTIVITY SINCE 11/2016
8	25BDAM	11/07/16	NONCOMPLIANCE (UTILITY)	11/01/16	11/07/16	\$ 156.00	\$ 406.93	\$ (150.00)	\$ 412.93	NO RESPONSE
9	168RDC8	03/17/17	VOLUNTARY	03/01/17	09/08/17	\$ 59.00	\$ 959.00	\$ (150.00)	\$ 868.00	NO RESPONSE
10	40ADAM	03/17/17	NON-PAYMENT OF RENT	11/01/16	09/08/17	\$ 2,619.60	\$ 1,250.42	\$ (150.00)	\$ 3,720.02	NO RESPONSE
11	13ARDA8	03/20/17	NON-PAYMENT OF RENT	02/01/17	09/08/17	\$ 435.00	\$ 804.56	\$ (150.00)	\$ 1,089.56	NO RESPONSE
12	19CRDB8	03/20/17	VOLUNTARY	01/23/17	09/08/17	\$ 132.00	\$ 250.00	\$ (150.00)	\$ 232.00	NO RESPONSE
13	25BDAM	04/04/17	NONCOMPLIANCE (UTILITY DISCONNECT)	03/01/17	09/08/17	\$ 348.74	\$ -	\$ (155.00)	\$ 193.74	NO RESPONSE
14	D22	05/31/17	TENANT DECEASED	03/03/17	09/08/17	\$ 561.00	\$ -	\$ (150.00)	\$ 411.00	NO RESPONSE
15	41ADAM	07/24/17	ABANDONMENT	05/19/17	09/08/17	\$ 282.00	\$ 75.55	\$ (150.00)	\$ 207.55	NO RESPONSE
16	14BDAM	08/24/17	NON-PAYMENT OF RENT	12/01/16	09/08/17	\$ 1,188.00	\$ 466.55	\$ (150.00)	\$ 1,504.55	NO RESPONSE
					TOTAL:	\$ 8,938.27	\$ 6,596.57	\$ (2,405.00)	\$ 13,129.84	\$ -

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima Yan Rinueban Siudat Guahan
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2018-010

Moved by: CARL DOMINGUEZ

Seconded by: GEORGE PEREDA

RESOLUTION ADOPTING GHURA's CODE OF CONDUCT AND ETHICAL STANDARDS (CoCES) superseding BOC FY90-017 and FY08-063

- WHEREAS,** pursuant to Section 5104, Title 12 of the Guam Code Annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (GHURA) is given the right and responsibility to govern and control the operations of the Authority, and to establish policies for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the agency; and
- WHEREAS,** it is the Board of Commissioners intent to promote and foster integrity throughout the organization. Such policy is implemented by prescribing a comprehensive Code of Conduct and Ethical Standards (CoCES) for employees, and agents to adhere to; and
- WHEREAS,** the Board of Commissioners recognizes the need to consolidate and update its Code of Conduct and Ethical Standards for its employees, officials, agents and/or contractors and thus is superseding BOC FY90-17 and FY08-063; and
- WHEREAS,** this Code of Conduct and Ethical Standard's core principles espouses explicitly that
- 1) Conflict of Interest – Do not exist when you are seeking to be a landlord in the Section 8 Program; and
 - 2) No GHURA official or employee shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties in the public interest; and therefore be it
- RESOLVED,** the Board of Commissioners hereby adopts the GHURA's Code of Conduct and Ethical Standards Policy.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – March 23, 2018

PASSED BY THE FOLLOWING VOTES:

AYES: George Santos, Thomas Borja, Carl Dominguez, George Pereda
NAYS: NONE
ABSENT: Joseph Leon Guerrero, Eliza Paulino
ABSTAINED: NONE

(SEAL)

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **March 23, 2018**.


MICHAEL J. DUENAS


Secretary / Executive Director

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA YAN RINUEBAN SIUDAT**

March 20, 2018

MEMORANDUM:

TO: Board of Commissioners

FROM: Michael J. Duenas, Executive Director 

**SUBJECT: Notice of Intent to Award IFB GHURA-COCC-018-006
Insurance Coverages- Automobile, General Liability &
Workers Compensation**

GHURA issued the bid for the above services on February 23, 2018. The purpose of this bid is to provide automobile, general liability and workers compensation insurance for GHURA for a period of one (1) year. A total of three (3) bidders picked up a packet. The bid opening occurred on March 14, 2018 at 2:00p.m., in the BOC Conference Room at the GHURA Main Office in Sinajana. A total of three (3) bids were received.

Based on the evaluation of all bid submissions, BSII and Controller made the following determination.

General Liability:

Lowest bid is Nambo Insurance. However, Nambo did not submit the required endorsements as set forth in the IFB. Their submission is non-responsive. Second lowest bid is Great National Insurance (GNI). Based on the specification, bidder must have a financial strength rating of A IX for AM Best. GNI's financial strength rating is a B++ for AM Best. Their submission is non responsive. AM Insurance (AMI) met all the requirements and is responsive and responsible.

Automobile:

Lowest bid is AMI. AMI met all the requirements and is responsive and responsible.

Workers Compensation:

Lowest bid is GNI. Based on the specification, bidder must have a financial strength rating of B++, IV for AM Best. GNI's financial strength rating is a B++ for AM Best. Their submission is non-responsive.

Table 1 – Price Analysis

Description	2018 ICE	Bid Price	+/-
Automobile	\$22,314.90	\$14,918.27	33% ↓
General Liability	\$26,410.50	\$24,225.00	8% ↓
Workers Compensation	\$9,298.50	\$23,244.88	149% ↑
Total	\$58,023.90	\$62,388.15	8% ↑

The increase in workers compensation is due to the rise of work related injuries. The total increase in cost is eight percent (8%) of the average cost over a period of four (4) years which is reasonable.

GHURA respectfully request that the Board award AM Insurance for a total amount \$62,388.15 to commence on May 1, 2018 to April 30, 2019 for the following insurance coverages:

1. General Liability Insurance \$24,225.00
2. Automobile Insurance \$14,918.27
3. Workers Compensation Insurance \$23,244.88

Attachments: Bid Abstract
 Bid Evaluation
 Memo to File
 Independent Cost Estimate (ICE)

At the Regular Board Meeting of March 23, 2018, a motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to award General Liability Insurance in the amount of \$24,225.00, Automobile Insurance in the amount of \$14,918.27, and Workers Compensation Insurance in the amount of \$23,244.88 to AM Insurance for a total amount of \$62,388.15 under IFB GHURA-COCC-018-006. Without any further discussion and objection, the Motion was approved.

memo

GHURA

To: Memo To File
From: Priscilla K. Rideb
CC: Lucele Leon Guerrero
Date: 3/20/18
Re: Controller and Buyer Supervisor II conducted evaluation for Insurance Coverage for Automobile, General Liability, & Workers Compensation.

Comments: Lowest bidder not awarded for General Liability and Workers Compensation Insurance.

Determination:

All bidders were responsive in terms of submitting the required affidavits, bid bond and forms. Criteria for selection is lowest most responsive responsible bidder.

A total of three (3) bidders submitted a bid:

1. Nambo Insurance
2. AM Insurance
3. Great National Insurance

Evaluation:

General Liability: Lowest bid is Nambo Insurance. However, Nambo did not submit the required endorsements as set forth in the IFB. Their submission is non-responsive.

Second lowest bid is Great National Insurance (GNI). Based on the specification, bidder must have a financial strength rating of A-IX for AM Best. GNI's financial strength rating is a B++ for AM Best. Their submission is non-responsive.

AM Insurance (AMI) met all the requirements and is responsive and responsible.

Automobile: Lowest bid is AMI. AMI met all the requirements and is responsive and responsible.

Workers Compensation: Lowest bid is GNI. Based on the specification, bidder must have a financial strength rating of B++, IV for AM Best. GNI's financial strength rating is a B++ for AM Best. Their submission is non-responsive.

GHURA request to award the following:

1. ***General Liability Insurance \$24,225.00 - AM Insurance***
2. ***Automobile Insurance \$14,918.27 - AMI Insurance***
3. ***Workers Compensation Insurance \$23,244.88 AMI Insurance***

BIDDER'S NAME		NANBO'S INSURANCE		AM INSURANCE		GREAT NATIONAL INSURANCE	
GENERAL LIABILITY INSURANCE		Tokio Marine Pacific		DB Insurance Co.		Century Insurance	
Financial Strength Rating: *A-IX by A.M. Best or, *AA- by Standard & Poor's or, Aa3 by Moody's		A+VII - AM Best		AXV - AM Best		B++ - AM Best*	
Coverage: \$10,000,000.00 Comprehensive General Liability, Combined Single Limit including: Contractual Liability, Products and Completed Operations Liability, Personal Injury Liability		MET Specifications		MET Specifications		MET Specifications	
Required Conditions: Policy Form, Territory - Worldwide for Employees, Officials and Directors, Cancellation Clause, Additional Insureds, Waivers of Subrogation, Governing Law and Jurisdiction - Guam, Service of Suit Clause, Special Events, Alcoholic Beverages, Waiver of Sovereign Immunity		Did not include: Endorsements, Additional Insureds, Waivers of Subrogation and Alcoholic Beverages		ALL Inclusive DB Insurance Co.		ALL Inclusive Chung Kuo Insurance	
AUTOMOBILE INSURANCE		Tokio Marine Pacific					
Financial Strength Rating: *B++ (Good), IV by A.M. Best or, *A+ by Standard & Poor's or, A1 by Moody's (Addendum 2 - A- by Standard & Poor)		A+VII - AM Best		AXV - AM Best		A- - S & P	
Coverage: Bodily Injury/Property Damage, each person/each accident \$2,000,000 Combined Single Limit, Medical Payments - each person \$1,000.00, Comprehensive - Deductible \$1,000.00 (specified vehicles), ACV, Collision - deductible \$1,000.00 (specified vehicles) ACV, Uninsured Motorist - Not Covered, Personal Accident- Not Covered, Loss of Use - Not Covered, Typhoon - Not Covered,		MET Specifications		MET Specifications		MET Specifications	

BIDDER'S NAME	NANBO'S INSURANCE	AM INSURANCE	GREAT NATIONAL INSURANCE
Required Endorsements/Conditions: Hired & Non-Owned Auto Liability, Valid Drivers' License Waiver, Under-age Driver Waiver, Operator Waiver, Racing, Pace making or Speed Testing Waiver, Newly Acquired and Substitute Vehicles, Jurisdiction, Waiver of Sovereign Immunity, Cancellation Clause	Did not include: Endorsements, Valid Drivers' License Waiver, Under Age Driver Waiver, Operator Waiver and Racing, Pace Making or Speed Testing Waiver Tokio Marine Pacific	ALL Inclusive DB Insurance Co.	ALL Inclusive Century Insurance
WORKERS COMPENSATION Financial Strength Rating: * B++ (Good), IV by A.M. Best or, * A+ by Standard & Poor's or, A1 by Moody's	A+VII - AM Best	AXV - AM Best	B++ - AM Best*
Coverage: Workers' Compensation, Statutory - NIL, Employers Liability, \$1,000,000, NIL	MET Specifications	MET Specifications	MET Specifications
Required Conditions: Executive Officers, Cancellation Clause	ALL Inclusive	ALL Inclusive	ALL Inclusive

REQUIRED DOCUMENTS

Evaluation By: Lucile D. Leon Guerrero 03/20/2018
 Evaluation By: Smith & P. 03/20/18

*Reinsurers - Security Rating
 Gen. Reinsurance Aus - AA+ - S & P
 Berkeley Reinsurance Co. - A+ - S & P
 XL Syndicate 2003 - A+ - S & P
 Canopus CNP4444 - A+ - S & P
 Chaucer CSL1084 - A+ - S & P
 Amlin Syndicate 2001 - A+ - S & P

GUAM HOUSING URBAN RENEWAL AUTHORITY

BID ABSTRACT FORM

IFB#GHURA-COCC-018-006 INSURANCE COVERAGE FOR AUTOMOBILE, WORKERS COMPENSATION AND GENERAL LIABILITY

BID OPENING: 2:00P.M.
WEDNESDAY, MARCH 14, 2018

EXECUTIVE DIRECTOR

MICHAEL J. DUENAS

BIDDER'S NAME:	Manbo Insurance	AM Insurance	Great National Insurance
GENERAL LIABILITY INSURANCE	Tokio Marine Pacific	DB Insurance	Century Insurance
YEAR 1	\$19,476.00	\$24,225.00	\$22,893.90
YEAR 3		\$23,679.00	
YEAR 5			
AUTOMOBILE INSURANCE	Tokio Marine Pacific	DB Insurance	Century Insurance
YEAR 1	\$38,473.72	\$14,918.27	\$16,169.12
WORKERS COMPENSATION	Tokio Marine Pacific	DB Insurance	Century Insurance
YEAR 1	\$32,787.00	\$23,244.88	\$21,879.00
REQUIRED DOCUMENTS			
BIDDER QUESTIONNAIRE	✓	✓	✓
BID RESPONSE FORMS	✓	✓	✓
INFORMATION ON CLAIMS REPORTING PROCEDURES	✓	✓	✓
DEFERRED PREMIUM PAYMENT PLANS INFORMATION	✓	✓	✓
COMPLETE SPECIMEN POLICIES	✓	✓	✓
BID BOND	Cashier's ✓ Check POC	✓ 15% Dongbu	Cheng Kuo ✓ \$9,141.30
POWER OF ATTORNEY	N/A ✓ due to cashier's check	✓	✓
CERTIFICATE OF AUTHORITY	✓	✓	✓
CERTIFICATION AND REPRESENTATION OF OFFERORS (HUD FORM 5369-C)	✓	✓	✓
DISCLOSURE OF CONFIDENTIAL OR PROPRIETARY INFORMATION AFFIDAVIT	✓	✓	✓
AFFIDAVIT DISCLOSING OWNERSHIP & COMMISSIONS (AG FORM 002)	✓	✓	✓
AFFIDAVIT re NON COLLUSION (AG FORM 003)	✓	✓	✓
AFFIDAVIT re NO GRATUITIES OR KICKBACKS (AG FORM 004)	✓	✓	✓
AFFIDAVIT re ETHICAL STANDARDS (AG FORM 005)	✓	✓	✓
DECLARATION re COMPLIANCE WITH US DOL WAGE DETERMINATION (AG FORM 006)	✓	✓	✓
AFFIDAVIT re CONTINGENT FEES (AG FORM 007)	✓	✓	✓
DISCLOSURE OF ORGANIZATIONAL CONFLICT OF INTEREST AFFIDAVIT	✓	✓	✓
SECTION 3 CERTIFICATIONS AND COMPLIANCE AGREEMENT (GHURA FORM 12)	✓	✓	✓
ADDENDUM 1 & 2 Acknowledged	✓	✓	✓
Insurance license	✓	✓	✓

OPENED BY: Ricardo Rios DATE: 3/14/18

WITNESSED BY: Laurel D. Leon DATE: 03/14/2018

Independent Cost Estimate
Insurance Coverages - Automobile, General Liability and Workers Compensation
3/1/2018

Description	Coverage Date: 5/2014-4/2015	Coverage Date: 5/2015-4/2016	Coverage Date: 5/2016-4/2017	Coverage Date: 5/2017-4/2018	Total Cost per Category	Average Cost per Category
General Liability Insurance	\$ 22,342.00	\$ 28,900.00	\$ 28,900.00	\$ 25,500.00	\$ 105,642.00	\$ 26,410.50
Workers Compensation Insurance	\$ 9,987.00	\$ 5,327.00	\$ 6,081.00	\$ 15,799.00	\$ 37,194.00	\$ 9,298.50
Automobile Insurance	\$ 30,227.76	\$ 26,093.23	\$ 16,233.12	\$ 16,705.48	\$ 89,259.59	\$ 22,314.90
Cost per Year:	\$ 62,556.76	\$ 60,320.23	\$ 51,214.12	\$ 58,004.48	\$ 232,095.59	\$ 58,023.90

General Liability - Workers Compensation - Automobile

