



BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M., January 25, 2018  
GHURA's Main Office  
1<sup>st</sup> floor, Conference Room, Sinajana  
AGENDA

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**I. ROLL CALL**

**II. APPROVAL OF PREVIOUS BOARD MINUTES – January 11, 2019**

**III. CORRESPONDENCE AND REPORTS**

**IV. OLD BUSINESS**

1. Board Action Item No. 037/18  
Update on the Construction of the Sinajana Central Precinct
2. Update on the FOIA response

**Page(s)**

**V. NEW BUSINESS**

1. RFP #- GHURA-COCC-018-RISK ..... 1 - 4  
Re-issued RISK MANAGEMENT CONSULTING SERVICES
2. RFP #11-13-2018-PNA ..... 5 - 20  
Physical Needs Assessment of GHURA's Housing Developments
3. Resolution No. FY2019-010 ..... 21  
Approve the 2019 starting pay for the Deputy Director's position
4. Resolution No. FY2019-011 ..... 22 23  
approving above-step Recruitment for the Special Assistant (unclassified appointment)

**VI. GENERAL DISCUSSION / ANNOUNCEMENTS**

1. Next proposed scheduled Board Meetings
  - February 8<sup>TH</sup> & 22<sup>ND</sup>, 2019

**VII. ADJOURNMENT**

**BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 p.m., January 25, 2019**

GHURA Main Office, 1<sup>st</sup> floor conference room  
Sinajana, Guam

**MINUTES**

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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, January 25, 2019** at 12:00 p.m. at the GHURA Sinajana Main Office, 1<sup>st</sup> Floor Conference Room was conducted.

**I. ATTENDANCE, QUORUM, AND CALL TO ORDER**

COMMISSIONERS PRESENT:        Thomas E. B. Borja, Acting Chairman  
   Joseph M. Leon Guerrero, Resident Commissioner  
   Carl V. Dominguez, Member  
   George F. Pereda, Member  
   Eliza U. Paulino, Member

MANAGEMENT & STAFF:        Ray S. Topasna, Executive Director  
   Elizabeth F. Napoli, Deputy Director  
   Melinda Taitano, Special Assistant  
   Albert Santos, A&E Manager  
   Katherine Taitano, Chief Planner  
   Kimberly Bersamin, HR Administrator

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

| <b>Minute No.</b> | <b>Ref. No.</b> | <b>Approval of Previous Board Meeting</b>  | <b>Action By:</b> |
|-------------------|-----------------|--|-------------------|
| 019/19            |                 | Acting Chairman Borja called for a motion to be made on the approval of the Minutes for the previous Board Meeting on January 11, 2019.  |                   |
| 020/19            |                 | After review, further discussion and corrections by the Board Members, a motion was made by Commissioner Dominguez, and seconded by Commissioner Leon Guerrero, to approve the Board Meeting Minutes of January 11, 2019, as corrected.  |                   |
| <b>Minute No.</b> | <b>Ref. No.</b> | <b>Action Items from Prior Meetings</b>  | <b>Action By:</b> |
|                   | 037/18          | <p><b>Update on the Construction for the Sinajana Central Precinct</b></p> <p>Mr. Albert Santos reported that during last week's meeting with the Surety Company, GPD officials, REX International, and legal counsel, he informed the Surety Company that GHURA will either terminate the contractor, or that Surety must take over the project and assist the contractor to succeed in the project's completion. Following the discussion, the Surety Company agreed to take over the project.</p> <p>Mr. Santos indicated that the contractor agreed to pull two shifts with a revised schedule, to complete work on the interior. Mr. Santos requested for a copy of the revised schedule, to include the remaining punch list, and gave them an ultimatum for a completion date of March 2019. The contractor stated, that they hired a sub-contractor, who started working an extra 4 hours per day this week. Mr. Santos stated that he did request the name of the sub-contractor to</p> | Albert Santos     |

| <b>Minute No.</b> | <b>Ref. No.</b> | <b>Action Items from Prior Meetings</b>   | <b>Action By:</b> |
|-------------------|-----------------|---|-------------------|
|                   |                 | <p>ensure that the sub-contractor is also in compliance. It was also stated that if GHURA pursues debarment, it will be at the local and federal levels. Director Topasna remarked that in addition to the debarment, he is scheduling a site walk-through with the Governor, Lt. Governor, and other important stakeholders (including the Board), to impress the importance of the project's completion. Director Topasna further stated that with the administration aggressively increasing efforts to recruit police officers, it would be very disappointing to not have this facility ready to support them.</p> <p>In addition, Director Topasna stated that he invited the Office of Technology personnel to participate in the walk through so that everyone will be prepared to move forward expeditiously, once the construction phase is completed.</p> <p>Acting Chairman Borja remarked that with the issues the contractor faces with a March deadline, what worries him is that GPD may not move in until the summer. The challenge is whether they will get workers for the second shift. Mr. Santos stated that the Surety Company does realize the urgency and seriousness of completing the project as well as the financial implications if not.</p> <p>Commissioner Leon Guerrero requested that Mr. Santos provide an update on other ongoing projects at the next scheduled Board meeting.</p> |                   |

| <b>Minute No.</b> | <b>Ref. No.</b> | <b>Action Items from Prior Meetings</b>   | <b>Action By:</b> |
|-------------------|-----------------|---|-------------------|
| 021/19            |                 | <p data-bbox="704 308 1256 447"><b>Visit on January 24, 2019 with James Cruickshank (HUD-REAC Office) &amp; John Cruickshank (National Science Foundation)</b></p> <p data-bbox="704 489 1256 1234">Director Topasna reported that he had an opportunity to speak to James and John Cruickshank during an initial discussion 7 years ago, regarding the idea of possibly getting wireless service into some of our PH developments to conduct a pilot study from each area and to issue ipads or laptops. He also mentioned that the statistics on Guam show that we have several generations living in public housing. His vision was to give these kids the tools their parents didn't have, so that they do not rely on taking advantage of the housing programs. He also mentioned the possibility of providing K-12 scholarship programs. The Cruickshanks were impressed with the ideas discussed and encouraged us to submit grant applications.</p> <p data-bbox="704 1241 1256 1556">Deputy Director Napoli indicated that the initial reason for their visit was to personally congratulate the staff in public housing for a successful 2017 REAC inspection in which GHURA scored 20 points higher than the previous year, and ranks at the 80th percentile in the nation.</p> <p data-bbox="704 1602 1256 1843">Director Topasna reported that he also asked James Cruickshank what HUD's position is on how PHAs are to handle issues on medicinal marijuana in areas where it is legal. Mr. Cruickshank replied that it is still an issue being worked on.</p> |                   |

| Minute No. | Ref. No. | Action Items from Prior Meetings   | Action By: |
|------------|----------|--|------------|
| 022/19     |          | <p><b>On-going FOIA request</b><br/> Acting Chairman stated that in the previous executive management, the Deputy Director, Pedro Leon Guerrero was handling the matter with Conflict's Counsel, Attorney Ecube. Acting Chairman then asked who will take over the oversight of the ongoing matter. Director Topasna stated, that he and the Deputy met with Attorney Ecube and discussed the details of the FOIA. He requested to defer the matter to the Deputy Director, since he is also a witness in the ongoing case.<br/> Acting Chairman Borja requested that Deputy Director Napoli keep the Board updated as additional information becomes available.</p>   |            |
| Minute No. | Ref. No. | NEW BUSINESS   | Action By: |
| 023/19     |          | <p><b>RFP #- GHURA-COCC-018-RISK-Re-issued Risk Management Consulting Services</b></p> <p>Mr. Albert Santos stated that the last consulting service was conducted 5-years ago. Since there have been many changes in the insurance industry, he recommended that a new updated study be conducted. In the first attempt to seek Risk Management consulting services, there were no submittals. Therefore, we had to aggressively re-issue another RFP since our current insurance will be expiring on April 2019. We are hoping to complete this study so that we can get the updated information packets out in time for the renewal. The last consultant was Mike Moody out of Los Angeles. We reached out to him and several off-island firms but have not received responses. Based on the review of the</p> |            |

| <b>Minute No.</b>                            | <b>Ref. No.</b> | <b>NEW BUSINESS</b>  | <b>Action By:</b> |
|--|-----------------|--|-------------------|
| <p>023/19<br/>Continuation</p> <p>024/19</p> |                 | <p>proposal, the committee's method of evaluation was based on criteria and weight as identified in the RFP.</p> <p>A motion was made by Commissioner Dominguez, and seconded by Commissioner Leon Guerrero to approve RFP #- GHURA-COCC-018-RISK-Re-issued for Risk Management Consulting Services awarded to NANBO Insurance Underwriters for \$18,000 subject to HUD's approval for sole source. Without any further discussion or objection, the motion was unanimously approved.</p>  |                   |
| <p>025/19</p> <p>026/19</p>                  |                 | <p>RFP #11-13-2018-PNA Physical Needs Assessment of GHURA's Housing Developments</p> <p>Mr. Albert Santos stated that the request is a HUD requirement done every 5 years. The last one was done in 2013. E &amp; A Team, Inc was the sole bidder, and their proposal ranked very high by the committee. It also provides a transition plan. This is the same team who conducted the last study. The study actually will support the capital needs funding which ties in to GHURA's 5-year plan.</p> <p>A motion was made by Commissioner Paulino, and seconded by Commissioner Dominguez, to approve RFP #11-13-2018-PNA Physical Needs Assessment of GHURA's Housing Developments award to E&amp;A Incorporated, in the amount of \$187,390.00, subject to HUD's approval. Without any further discussion or objection, the motion was unanimously approved.</p> |                   |

| Minute No. | Ref. No. | NEW BUSINESS  | Action By: |
|------------|----------|---|------------|
| 027/19     |          | <p><b>Resolution No. FY2019-010 approving the 2019 starting pay for the Deputy Director's salary</b></p> <p>Director Topasna stated that in 2012 the Deputy Director's salary position pay rate did not move for two years from June 2012 to his subsequent resignation in 2014. In keeping with GHURA's compensation methodology, in May 2016, the incoming Deputy Director worked at the position's salary of E-SG2-8(C). As a result of two performance evaluation increments; and recognizing that the starting pay for the current 2019 Deputy Director's position should have moved two steps for the years 2013 and 2014, he is requesting that the Deputy Director's position pay rate be reallocated to two corresponding steps ESG2-10(F); \$100,930 per annum; \$48.52 per hour.</p> |            |
| 028/19     |          | <p><b>A motion was made by Commissioner Pereda, and seconded by Commissioner Paulino, to approve Resolution No. FY2019-010 approving the 2019 starting pay for the Deputy Director's salary to ESG2-10(F); \$100,930 per annum, \$48.52 per hour, effective immediately. Without any further discussion or objections, the motion was unanimously approved.</b></p>   |            |



| <b>Minute No.</b> | <b>Ref. No.</b> | <b>NEW BUSINESS</b>   | <b>Action By:</b> |
|-------------------|-----------------|---|-------------------|
| 029/19            |                 | <p><b>Resolution No. FY2019-011 approve the above step recruitment for the Special Assistant (unclassified)</b></p> <p>Director Topasna indicated that the request to hire a new Special Assistant is to complement the Executive Team's goals and objectives, which the new administration has set forth for GHURA, the Board of Commissioners, and its employees to implement. Ms. Aguon's background and experience as a small business owner, the management of staff, organizational skills, and the development of proposals, will enhance them into a cohesive Executive Team.</p> <p>Commissioner Dominguez asked if there are going to be two special assistants, to which Director Topasna replied "no". He further stated that he is in discussion with Ms. Millie Taitano with regards to the role she will play in the organization moving forward.</p> <p>Ms. Taitano stated that she did speak with Director Topasna regarding Ms. Aguon's coming on board as the new Special Assistant. She further stated that they did discuss in detail Director Topasna's desire to retain her to assist with the administration's initiatives while transitioning Ms. Aguon. These discussions are ongoing.</p> <p>Acting Chairman Borja asked if Ms. Taitano will continue as the Special Assistant until the start of Ms. Aguon on February 11, 2019. By then, management will have identified a position for Ms. Taitano so that she can transition Ms. Aguon for as long as it takes. The goal is to maintain Ms. Taitano so that the transition will be as seamless as possible and beneficial to the authority. Director</p> |                   |

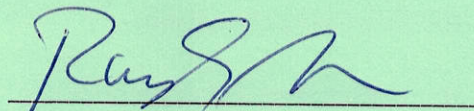
| <b>Minute No.</b>      | <b>Ref. No.</b> | <b>NEW BUSINESS</b>  | <b>Action By:</b> |
|------------------------|-----------------|--|-------------------|
| 029/19<br>Continuation |                 | <p>Topasna replied "yes, that is correct and we are working to find the best fit for Ms. Taitano, while recognizing that there may be other opportunities in other areas of the organization outside of COCC."</p> <p>Ms. Bersamin stated that the management is focused on the administration's aggressive goals and objectives, and first identifying the need and how we are going to meet those needs. This is the current review based on position descriptions and qualifications. In speaking with Millie, we are working on the objectives and will come before the Board on February 8, 2019.</p> <p>Acting Chairman Borja, referring to Ms. Bersamin's statement about first identifying the need, stated that the need has been established. There is a need for the transition, with the expressed value in the institutional knowledge the Chairman and the Executive Management recognizes that Ms. Taitano possesses. We want to maintain that and going forward, to whatever program or project she moves into while transitioning the new Special Assistant.</p> <p>The other part is what is found to be a valid and a viable alternative position wherever that may be, and that funding be identified to accommodate the position, thereby allowing for Ms. Taitano to continue to contribute, as well as to be able to provide the necessary transition.</p> <p>He further stated that he hopes for the best efforts of all involved to work through the process to ensure that we do not lose the institutional knowledge.</p> |                   |

| Minute No. | Ref. No. | NEW BUSINESS  | Action By: |
|------------|----------|---|------------|
| 030/19     |          | A motion was made by Commissioner Dominguez, and seconded by Commissioner Paulino, to approve Resolution No. FY2019-011 approving the above-step recruitment for GHURA's Special Assistant (unclassified), Ms. Aguon, at the above the minimum Step for the Unclassified Special Assistant position at Pay Grade "OG2", step 10 (F), which is \$70,100.00, per annum, or \$33.70 per hour. Without any further discussion or objections, the motion was unanimously approved. |            |
| Minute No. | Ref. No. | General Discussion / Announcements  | Action By: |
| 031/19     |          | <b>Governor's Wellness Program</b><br>Ms. Bersamin extended the invitation for the Board to participate in the program on Friday, February 1, 2019, from 9am - 12pm, at the Sinajana basketball court.  |            |
| 032/19     |          | <b>Next Proposed Scheduled Meeting:</b><br>Friday, February 8, 2019   |            |

033/19

There being no further business before the Board, a motion was made by **Commissioner Paulino** and Seconded by **Commissioner Dominguez** which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at **1:30p.m.**

(SEAL)




**RAY S. TOPASNA**  
Board Secretary/Executive Director

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

January 18, 2019

**MEMORANDUM:**

**TO:** Board of Commissioners

**FROM:** Ray S. Topasna,   
Executive Director

**SUBJECT:** RFP #- GHURA-COCC-018-RISK-Re-issued  
RISK MANAGEMENT CONSULTING SERVICES

The advertisement for Risk Management Consulting Services was issued to assist the GHURA Board of Commissioners and Executive Management staff in reviewing and evaluating our current insurance policies, providing unbiased professional advice regarding all of exposure, exploring alternative risks transfer strategies that will result in a more comprehensive and coordinated risk management program.

The RFP was advertised in a local newspaper of general circulation which was issued on October 10, 2018 but received no response. Our staff then re-issued the RFP on November 13, 2018 but only received one proposal. We had reached out to several firms inviting them to participate only to be informed that they're either over committed or couldn't get their team to pull together in time to respond.

An evaluation was conducted for the one proposal submitted. The method of evaluation was based on criteria's' and weight as identified in the RFP. The evaluation committee determined that the sole submission is responsive to GHURA's solicitation as per the attach rating.

The sole proposal received is from Nanbo Insurance Underwriters, which submitted a fee in the amount of \$18,000.00 to undertake the requested Risk Management services. Our Government estimate for this effort is \$30,000.00, the last Risk Management services done back in 2014 was contracted at about \$26,000.00. While Nanbo's experience with Risk Management services are limited in the commercial and private sector, we believe that for this reason their fee proposal is in hopes to obtain their first Government contract.

Base on the committee evaluation we are requesting for the board to approve a contract with Nanbo Insurance Underwriters in the amount of \$18,000.00 for the Risk Management services to evaluate all our current insurance policies. The approval of this award is contingent on the final approval from HUD.

Attachments: Evaluation Committee rating  
Nanbo's fee proposal

**At the regular scheduled Board meeting of January 25, 2019, A motion was made by Commissioner Dominguez and seconded by Commissioner Leon Guerrero to approve contract with Nanbo's Insurance Underwriters for the Risk Management consulting services in the amount of \$18,000.00. and contingent on the final approval from HUD. Without any further discussion or objection, the motion was unanimously approved.**

**RFP #- GHURA-COCC-018-RISK  
RISK MANAGEMENT CONSULTING SERVICES  
SUMMARY RATING SHEET**

|                      |       |  |  |  |  |  |  |  |  |
|----------------------|-------|--|--|--|--|--|--|--|--|
| Evaluators' Name     | Nanbo |  |  |  |  |  |  |  |  |
| Vanessa Estella      | 63    |  |  |  |  |  |  |  |  |
| Norma San Nicolas    | 93    |  |  |  |  |  |  |  |  |
| Lucele Leon Guerrero | 74    |  |  |  |  |  |  |  |  |
|                      |       |  |  |  |  |  |  |  |  |
|                      |       |  |  |  |  |  |  |  |  |
|                      |       |  |  |  |  |  |  |  |  |
| Total points         | 230   |  |  |  |  |  |  |  |  |
| Ranking              | 1st   |  |  |  |  |  |  |  |  |

Prepared By: *MLD*

Date: 12/20/18

Selection Committee Members: *VE*  
Vanessa Estella

*Norma P. San Nicolas*  
Norma San Nicolas

*Lucele Leon Guerrero*  
Lucele Leon Guerrero

December 3, 2018

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**NANBO**  
INSURANCE OF EMPLOYEES

P.O. Box 2080

Hagåtña, Guam 96932

Tel: (671) 477-9700

Fax: (671) 477-3115

[www.nanbo.com](http://www.nanbo.com)

Guam Housing and Urban Renewal Authority  
117 Bien Venida Avenue  
Sinajana, Guam 96910

Re: Proposal to Provide Risk Management Consulting Services (RFP#-GHURA-COCO-018-RISK)

Hafa Adai!

We are pleased to submit our proposal to provide risk management consulting services for the Guam Housing and Urban Renewal Authority (GHURA). As a full-service insurance agency, NANBO is fully capable of providing the entire scope of consulting services described in your Request for Proposal.

Since 1969, NANBO has assisted clients in meeting their risk transfer needs. The resources NANBO brings to your Program includes a highly qualified and experienced professional staff.

We have carefully reviewed your contract requirements and this is to certify that we fully comply with all the terms and conditions of your contract requirements.

Timothy C.S.A. Lujan, Assistant General Manager of NANBO, will be the lead consultant assigned to your account and will serve as your primary contact. Mr. Lujan can be contacted at (671) 475-1400 (direct line) and 687-8465 (cellphone) or by email at [tlujan@nanbo.com](mailto:tlujan@nanbo.com).

I am authorized to bind our firm to the terms and conditions of our proposal response.

We appreciate your consideration and look forward to continuing our relationship with GHURA. Upon review, if there are any questions or if you need any additional information regarding our proposed services and related fees, please feel free to contact Mr. Lujan or myself.

Sincerely,

Brent Butler, CPCU, CPA, AIS  
General Manager

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December 3, 2018

Guam Housing and Urban Renewal Authority  
117 Blen Venida Avenue  
Sinajana, Guam 96910

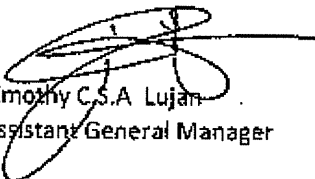
Re: RFP#-GHURA-COCC-018 RISK – Fee Proposal

Hafa Adai Ladies & Gentlemen:

Please find attached our Fee Proposal in reference to RFP#-GHURA-COCC-018 RISK. Our combined total fee amounted to Eighteen Thousand U.S. Dollars (\$18,000.00) from start to finish.

Should you have any questions, please let us know.

Si Yu'us Ma'ase,


  
Timothy C.S.A. Lujan  
Assistant General Manager

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

**January 18, 2019**

**MEMORANDUM:**

**TO:** Board of Commissioners

**FROM:** Executive Director 

**SUBJECT:** RFP #11-13-2018-PNA  
Physical Needs Assessment of GHURA's Housing Developments

In accordance with 24 CFR Part 968.315 a physical needs assessment must be conducted every five years and the energy audits every 5 five years in accordance with 24 CFR Part 905 and energy codes. We require that all firms/applicants must be familiar with building codes and the International Energy Conservation Code (IECC), as well as HUD's regulations. The Assessment will include all 750 units, offices, maintenance shop, green space, playgrounds and common areas.

There were 4 consultants that picked up the RFP package, which only one submitted a response to the RFP.

The sole proposal was forwarded to the selection committee for evaluation based on criteria and weight as identified in the RFP. The evaluation committee determined that the sole submission is responsive to GHURA's solicitation as per the attach rating.

The sole proposal received is from E & A Team Inc. out of Tuscaloosa, Alabama, who was also the firm that completed our last PNA in 2013. Based on our staffs' review of their fee proposal amount of \$187,390.00 to undertake the physical needs assessment and energy audit of all our housing development, we find their fee acceptable and reasonable. Our Government estimate for this effort is \$250,000.00 the last PNA last conducted in 2013 was awarded at \$180,150.00.

Base on the committee evaluation we are requesting for the board to approve a contract with E & A Team Inc. in the amount of \$187,390.00 for the required physical needs assessment and energy audit of all our housing development. The approval of this award is contingent on the final approval from HUD.

Attachments: Evaluation Committee rating  
E&A Team Inc. proposal

**At the regular scheduled Board meeting of January 25, 2019, A motion was made by Commissioner Paulino and seconded by Commissioner Dominguez to approve contract with E & A Team for the physical needs assessment and energy audit for all GHURA's housing development in the amount of \$187,390.00. and contingent on the final approval from HUD. Without any further discussion or objection, the motion was unanimously approved.**



**PNA Service  
SUMMARY RATING SHEET**

|                  |            |  |  |  |  |  |  |
|------------------|------------|--|--|--|--|--|--|
| Evaluators' Name | F & A Team |  |  |  |  |  |  |
| Alvina Castro    | 98         |  |  |  |  |  |  |
| Robert Hess      | 80         |  |  |  |  |  |  |
| Andrew Manglona  | 100        |  |  |  |  |  |  |
|                  |            |  |  |  |  |  |  |
|                  |            |  |  |  |  |  |  |
|                  |            |  |  |  |  |  |  |
| Total points     |            |  |  |  |  |  |  |
| Ranking          |            |  |  |  |  |  |  |

Prepared By: AMP

Date: 1/17/19

Selection Committee Members: Alvina Castro  
Alvina Castro

RH  
Robert Hess

AM  
Andrew Manglona

PNA Rating Sheet  
PACKAGE - # \_\_\_\_\_

**SELECTION CRITERIA**

**Rating Score**

1. Ability to perform the services reflected by professional, educational or technical general experience, specific experience in providing the required services; and the qualifications and abilities of key personnel proposed to be assigned to perform the services within a rigorous time frame (30 pts); such as

- a) Demonstrated ability to effectively analyze, design, and complete meritorious housing projects with objectives similar to those anticipated by this proposed project;
- b) Broad range of demonstrated professional capabilities required to constructively resolve technical and design requirements posed by this proposed project;
- c) Technical and analytical resources required in evaluating and implementing utilization of appropriate technologies and financing background; and

20 Points

2. Knowledge of PNA process in preparing and providing PNA's of HUD's public housing programs that will assist GHURA in facilitating the efficiency of implementation and administration of the PNA funded by the U.S. Department of Housing and Urban Development. (20 pts)

15 Points

3. A plan for performing the required services and the extent to which appropriate professional and technical services currently available on Guam are included in the scope of proposed services (20 pts.); and

10 Points

4. Responsiveness, thoroughness and conciseness of response. (20 pts)

15 Points

5. Cost reasonableness ( 10 pts)

16 Points

TOTAL POINTS

88

Rating:

All Proposal provided are to be rated on a point system from 1 to 20 / 40, 1 being the worst and 20/40 the best. There will be one complete evaluation/rating sheet form for each package. All Rating scores will be completed and tabulated on a separate Rating Summary Sheet which will rank all proposals submitted.

Signature of Reviewer: 

Date: 1/17/19

PNA Rating Sheet  
PACKAGE - # \_\_\_\_\_

**SELECTION CRITERIA**

**Rating Score**

1. Ability to perform the services reflected by professional, educational or technical general experience, specific experience in providing the required services; and the qualifications and abilities of key personnel proposed to be assigned to perform the services within a rigorous time frame (30 pts); such as

- a) Demonstrated ability to effectively analyze, design, and complete meritorious housing projects with objectives similar to those anticipated by this proposed project;
- b) Broad range of demonstrated professional capabilities required to constructively resolve technical and design requirements posed by this proposed project;
- c) Technical and analytical resources required in evaluating and implementing utilization of appropriate technologies and financing background; and

30 Points

2. Knowledge of PNA process in preparing and providing PNA's of HUD's public housing programs that will assist GHURA in facilitating the efficiency of implementation and administration of the PNA funded by the U.S. Department of Housing and Urban Development. (20 pts)

18 Points

3. A plan for performing the required services and the extent to which appropriate professional and technical services currently available on Guam are included in the scope of proposed services (20 pts.); and

20 Points

4. Responsiveness, thoroughness and conciseness of response. (20 pts)

20 Points

5. Cost reasonableness ( 10 pts)

10 Points

TOTAL POINTS

98

Rating:

All Proposal provided are to be rated on a point system from 1 to 20 / 40, 1 being the worst and 20/40 the best. There will be one complete evaluation/rating sheet form for each package. All Rating scores will be completed and tabulated on a separate Rating Summary Sheet which will rank all proposals submitted.

Signature of Reviewer: Alvin Cfr

Date: 1/17/19

PNA Rating Sheet  
PACKAGE - # \_\_\_\_\_

**SELECTION CRITERIA**

**Rating Score**

1. Ability to perform the services reflected by professional, educational or technical general experience, specific experience in providing the required services; and the qualifications and abilities of key personnel proposed to be assigned to perform the services within a rigorous time frame (30 pts); such as

- a) Demonstrated ability to effectively analyze, design, and complete meritorious housing projects with objectives similar to those anticipated by this proposed project;
- b) Broad range of demonstrated professional capabilities required to constructively resolve technical and design requirements posed by this proposed project;
- c) Technical and analytical resources required in evaluating and implementing utilization of appropriate technologies and financing background; and

30 Points

2. Knowledge of PNA process in preparing and providing PNA's of HUD's public housing programs that will assist **GHURA** in facilitating the efficiency of implementation and administration of the PNA funded by the U.S. Department of Housing and Urban Development. (20 pts)

20 Points

3. A plan for performing the required services and the extent to which appropriate professional and technical services currently available on Guam are included in the scope of proposed services (20 pts.); and

20 Points

4. Responsiveness, thoroughness and conciseness of response. (20 pts)

20 ~~10~~ Points

5. Cost reasonableness ( 10 pts)

10 Points

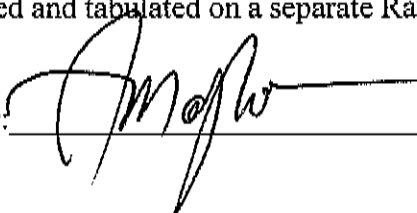
TOTAL POINTS

100 ~~100~~ *AM*

Rating:

All Proposal provided are to be rated on a point system from 1 to 20 / 40, 1 being the worst and 20/40 the best. There will be one complete evaluation/rating sheet form for each package. All Rating scores will be completed and tabulated on a separate Rating Summary Sheet which will rank all proposals submitted.

Signature of Reviewer: \_\_\_\_\_

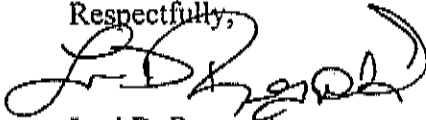


Date: \_\_\_\_\_

1/17/19

E&A Team, Inc. hereby submits this response to the Guam Housing and Urban Renewal Authority's RFP CO-2017-59.

Respectfully,



Lori D. Reynolds  
Director of Operations

### Statement of Qualifications

E&A Team, Inc. ("E&A"), through its extensive work with housing authority clients, believes it is in a unique position to provide the knowledge and expertise the Guam Housing and Urban Renewal Authority ("GHURA") is seeking. Since its establishment in 1992, E&A has been a leading expert in the field of Accessibility, Capital/Physical Needs Assessments, Blue Print Reviews, Consulting, and Training. E&A has worked with clients in all fifty states, as well as the U.S. territories of Guam, Puerto Rico, the U.S. Virgin Islands, and the Northern Marianas. E&A has conducted over 600 live accessibility, fair housing and compliance training courses, and has inspected over 600,000 dwelling units for federal and state accessibility compliance. E&A has completed hundreds of Physical Needs Assessments. Additionally, over the years, E&A has worked with a multitude of properties nationwide and has often been required to review policies and procedures to ensure compliance with fair housing and accessibility laws, regulations and conduct Energy Audits.

**Physical Assessment:** E&A will perform an on-site inspection of each of the GHURA's Four (4) Asset Management Property's (AMP's) with nine developments at various sites throughout the island. E&A will inspect the property for an Accessibility Evaluation and Transition Plan, which will be issued as a separate report. E&A will also perform an Energy Audit on each property. The Energy Audit will be issued as a separate report. E&A will then incorporate findings from the accessibility report and the energy audit as part of the Physical Needs Assessment. All common areas, offices, green space, playgrounds, maintenance and all other common areas will be included.

**Deliverables:** E&A will provide a pre-final report and a final report that will include an executive summary, findings by AMP, and a cost estimate spreadsheet. E&A also will provide a Transition Plan and Energy Audit for each property. During the work period, E&A will update GHURA with status reports that provide GHURA with the percentage of work completed, the major accomplishments achieved, current significant activities, areas of critical concern for ongoing progress, and a status summary. E&A will remain available to the GHURA for questions at all times.

## **EXPERIENCE AND CAPABILITY**

E&A, through its extensive work with housing authority clients, believes it is in a unique position to provide the knowledge and expertise the Guam Housing and Urban Renewal Authority is seeking. Per our Statement of Qualifications: Since its establishment in 1992, E&A has been a leading expert in the field of Accessibility, Capital/Physical Needs Assessments, Blue Print Reviews, Consulting, and Training. E&A has worked with clients in all fifty states, as well as the U.S. territories of Guam, Puerto Rico, the U.S. Virgin Islands, and the Northern Marianas. E&A has conducted over 600 live accessibility, fair housing and compliance training courses, and has inspected over 600,000 dwelling units for federal and state accessibility compliance. E&A has completed hundreds of Physical Needs Assessments. Additionally, over the years, E&A has worked with a multitude of properties nationwide and has often been required to review policies and procedures to ensure compliance with fair housing and accessibility laws, regulations and conduct Energy Audits.

E&A also routinely provides consulting services to a multitude of housing authorities, such as the Denver Housing Authority, the Huntsville Housing Authority, the Housing Authority of the City of El Paso, as well as, to numerous companies nationwide, such as, Morrow Companies, Gateway Management, Vantage Development, Flynn Management, Southwind Management, and Greystone Companies.

During the previous five years, E&A has worked with numerous clients, providing a wide range of services. Below is a listing of E&A's work, along with a description of the nature of the engagements.

### **Bessemer Housing Authority**

1515 Fairfax Avenue  
Bessemer, AL 35021  
Attn: Alphonso Patrick  
Contract signed: 2/11/14  
Accessibility Inspections: 9  
(205) 481-4420

### **EHM/CHM**

127 Washington Avenue, 5<sup>th</sup> Floor East  
North Haven, CT 06473  
Attn: Debbie Pelletier  
Contract signed 6/16/2018  
Number of CNAs: 38 plus possible 21 additional  
Fair Housing and Accessibility training on 12/6/2018  
(203) 230-4809

### **KMG Prestige Inc.**

3390 Pine Tree Road  
Lansing, MI 48911  
Attn: Joanne Golden-Trudell  
Contract signed: June 12, 2018

Number of CNAs: 8  
(989) 772-3261

**Ad-West Realty Services**  
545 Rainier Blvd N, Suite 9  
Issaquah, WA 98027  
Attn: Alex Westad  
Contract signed: 4/16/2018  
Number of CNAs: 1  
Contract signed: 6/28/2017  
Number of 504s: 8  
(425) 391-3937

**Pan American Investments**  
710 West New York Avenue  
Deland, FL 32720  
Attn: Robert India  
Contract signed: 3/22/16  
Number of CNAs: 4  
Number of 504s: 15  
(386) 738-0153

**Florence Housing Authority**  
110 South Cypress Street, Suite 1  
Florence, AL 35636  
Attn: Shaler Roberts  
Contract signed: 8/23/2016  
Number of 504s: 7  
Fair Housing and Accessibility training  
Contracts signed: 10/12/2017, 01/23/2017, 5/31/2016  
(256) 740-5200

**Northern Marianas Housing Corporation**  
P.O. Box 500514  
Saipan, MP 96950  
Attn: Jacob Muna  
Fair Housing and Accessibility training  
Contract signed: 11/28/2017  
670-234-6866

E&A has been retained as the Denver Housing Authority's fair housing and accessibility consultant on an annual basis since 2012. Joshua Crawley is Denver's Legal Counsel. His phone number is 720-932-3091. His email is [jcrawl@denverhousing.org](mailto:jcrawl@denverhousing.org).

### Additional Professional References

1. Jesse S. Palacios  
Corporate Director  
Northern Marianas Housing Corporation  
P.O. Box 500514  
Saipan, MP 96950  
Tel: 1-670-234-6866/9447  
[jspalacios@nmhcgov.net](mailto:jspalacios@nmhcgov.net)
2. Colleen Fisher, Executive Director  
Council for Affordable & Rural Housing  
116 South Fayette Street  
Alexandria, VA 22314  
(703) 837-9001, ext. 1  
[cfisher@carh.org](mailto:cfisher@carh.org)
3. Jay Ronca, Executive Vice President  
Vantage Development and Fyffe Construction  
1544 S. Main Street  
Fyffe, AL 35971  
(256) 417-4920, ext. 224  
[ironca@thevantagegroup.biz](mailto:ironca@thevantagegroup.biz)
4. Zac Wallace, Owner  
Wallace Architects  
302 Campusview Drive, Suite 208  
Columbia, MO 65201  
(573) 256-7200  
[zacw@wallacearchitects.com](mailto:zacw@wallacearchitects.com)



5. Mark Shelburne, Senior Manager, Public Policy

Novogradac & Company LLP

5800 Faringdon Place

Raleigh, NC 27609

(919) 889-2596

[Mark.Shelburne@novoco.com](mailto:Mark.Shelburne@novoco.com)

6. Michael J. Duenas, Executive Director

Guam Housing and Urban Renewal Authority

117 Bien Venida Ave.,

Sinajana, Guam

671-477-9851

[mjduenas@ghura.org](mailto:mjduenas@ghura.org)

## **PERSONNEL**

### **Proposed Staffing**

E&A' inspection team could consist of:

- Thomas White, Chief Accessibility Consultant and Inspector
- Bob Henderson, Accessibility Inspector
- Mel Cywinski, Physical Needs Inspector
- Angie Barker, Physical Needs Inspector, Energy Audit

In addition to the accessibility inspection team, E&A anticipates that the following office staff will assist in the coordination of inspections, processing of reports, and communications with the GHURA:

- Lori Reynolds, Director of Operations
- Kim Tribble, Assistant
- Carrie Cameron, Assistant

### **Experience of Proposed Staffing:**

#### **Thomas White, Chief Accessibility Consultant and Inspector**

Thomas White has over twenty years of experience with the ADA, Section 504, and the Fair Housing Accessibility Guidelines. Mr. White has reviewed over 225 sets of construction drawings for compliance with the ADA, Section 504, and the Fair Housing Accessibility Guidelines. He is the Lead Inspector for all SENAT Accessibility Inspections. Mr. White also performs accessibility on-site construction inspections and training. In addition, Mr. White partnered with Mark English to compile the UFAS Pocket Edition and helped design the only electronic survey software program for ADA, Section 504, and Fair Housing Accessibility Guidelines.

#### **Bob Henderson, Accessibility Inspector**

Bob Henderson also serves as an experienced and valuable member of E&A's accessibility inspection team for the previous ten (10) years.

#### **Angie Leigh Barker, PNA Inspector**

Angie has over five years' experience as an inspector and compliance specialist. She has prepared Capital Needs Assessments (including using the HUD eTool), ADA Transition plans, managed LIHTC assets through both physical inspections and financial compliance file audits, as well as Energy Audits. She is a Certified Professional of Occupancy, as well as formerly a licensed commercial contractor specializing in historic tax credit projects.

**Mel Cywinski, PNA Inspector**

Mel Cywinski has been performing a part of the E&A team since 2004. After earning a degree in architectural engineering and a distinguished military career, Mr. Cywinski began working for Rural Development in March of 1976 as the state office architect and in 1998, he assumed the duties of the state office engineer. During his tenure with Rural Development, Mr. Cywinski also acted as the state environmental coordinator, lead-based paint coordinator, and mold coordinator for the National Office. He retired from Rural Development in January 2004.

**Office Staff**

**Lori Reynolds, Director of Operations**

Lori Reynolds has been with E&A since 2005. Ms. Reynolds graduated from Troy University with a degree in Business Psychology. Ms. Reynolds is responsible for the operation of the day-to-day business of E&A. She works closely with the company president to meet E&A's staffing, equipment, and organizational needs. She handles coordinates all schedules and handles the communication with clients about schedules, updates, and any questions.

**Kim Tribble, Assistant**

Kim Tribble works with the accessibility inspectors and helps process all of the transition plans. Ms. Tribble also helps maintain E&A's databases.

**Carrie Cameron, Assistant**

Carrie Cameron earned a Bachelor of Science in Communication from the University of South Alabama. As an assistant, she assists with all of the company's marketing efforts and also helps maintain E&A's databases. She handles coordinating all schedules and handles the communication with clients about schedules, updates, and any questions.

**Current Licenses/certificates:**

E&A's objective is to abide by the scope of work as set forth in the RFP.

E&A maintains above average insurance requirements with The Insurance Center, Tuscaloosa, Alabama. This includes Workers' Compensation, Liability Insurance, Personal Injury Liability, Automobile Insurance, and Professional Liability. A certificate of insurance can and will be provided prior to commencement of requested services.

E&A only hires the most qualified individuals that possess extensive training in areas of inspections. E&A uses the latest technology available. E&A receives the latest updates on the most recent rulings and decisions on any applicable lawsuits and rulings (i.e. when the Department of Justice publishes their Final Regulations and adopts new accessibility standards in the Federal Register). Any copies of current licenses and certifications can be provided if awarded the contract.

### **Plan of Approach**

E&A will perform the required services with professional skill and care. A representative for E&A will attend all necessary meetings and prepare meeting agendas as needed.

Accessibility Inspection: E&A Team, Inc. uses an electronic version of the Access-Board.gov UFAS site/dwelling checklist as its foundation. Since 1992, we have incorporated ADA & Fair Housing requirements into this electronic version, which we utilize during all of our site inspections.

Below is a list of areas that will be covered:

- Additional areas of concern may also be noted during the inspection and including in the subsequent report.
- Outside areas include: Parking, Passenger loading zones, Connection to off-site public walkways, Mailboxes, trash areas, playgrounds, picnic areas, basketball courts, walking circuits and other common amenities.
- Exterior areas include: ramps, stairs, lifts, drinking fountains, telephones, sidewalks/walkways and other common elements.
- Accessible route from accessible buildings including
- Office, Laundries, Common rooms and spaces, Elevators
- Interior areas include: ramps, stairs, lifts, drinking fountains, telephones, hallways and other common elements. Dwelling units considered fully accessible that are covered under the 504(HUD) requirements. Dwelling units covered under Fair Housing Act, including accessible routes thru the building to items listed above. Other areas of inspection are Public, Employee, & common use restrooms.

Physical Needs Assessment: All PNA reports will be completed within a timeframe that is acceptable with Guam Housing and Urban Renewal Authority. E&A will be able to show which tasks must be performed, the hours that are being charged to the PNA, and to list any issues or questions that need to be answered or considered.

A PNA case file is established, which includes the information shown above, and has sections for the Site, Health and Safety, Mechanical and/or Electrical, Architectural and Dwellings. Each of these categories has an extensive list of items that may pertain to the specific property. For example, some properties have a playground, while some do not. The PNA inspector will begin the process of retrieving information that gives an overview of the property. The contact is advised that all tenants should be made aware of the inspection at least 48 hours in advance of the inspection. The tenants should be informed that the inspection is not intended to assess the cleanliness of the apartments, or to evaluate the tenants or property personnel. Note: It is stressed that all tenants should be advised of the date and time of the inspection as the inspector must choose which apartments they want to inspect. The Consultant will create the PNA based on current HUD standards.

E&A will carry out a general physical needs survey of each development, listing major categories while also taking the following into consideration:

- Reasons for any vacancies and work necessary to return units to occupied status.
- Work necessary to ensure long-term viability.
- Work necessary to comply with Federal requirements and local codes.
- E&A will conduct an energy audit identifying specific work items and their costs in the PNA that match energy conservation measures identified in the energy audit.
- E&A will work to meet all HUD REAC Physical Inspection requirements.
- E&A will work to meet all physical accessibility requirements relating under 24 CFR 8.23 and section 504.
- E&A will note any physical disparities between buildings and the physical improvements to correct them, as well as development deficiencies.
- E&A will note the need for no dwelling space and equipment, review walkways, stair ways, fence areas and grounds.

E&A will be prepared to participate in any presentations to the general public and or GHURA's staff. A comprehensive PNA will be submitted in a form prescribed by DHUD that incorporates the life cycle repair and replacement costs for a 20-year period for each project. The report will consist of one original and along with five copies and one electronic copy will be delivered to both property owner and DHUD for review. E&A will make any needed changes to the report and resubmit one electronic copy of the revised report to both the property owner and DHUD for their review and acceptance. E&A will make changes until the report is acceptable.

E&A will begin the program assessment and physical assessment of the GHURA's properties promptly. E&A will work with the GHURA to schedule all physical inspections. E&A's methodical work and quality assurance plan will ensure that it timely provides a pre-final report and a final report. The reports will include an executive summary, findings by AMP, and a cost estimate for proposed accessibility modifications. E&A also will provide in a timely manner an Accessibility Transition Plan, an Energy Audit and a presentation of its findings.

E&A believes that its proven processes, as described in detail above, enable it to provide the GHURA, in a timely manner and within the time framework set forth in the RFP, a detailed, accurate, cost-effective, and easy-to-understand work product.

Before beginning the program assessment, E&A will consult with any governmental agencies on each island to review local building, occupancy, and health and safety codes related to accessibility and fair housing. After the contract is awarded, E&A will begin coordinating with the GHURA to set up the on-site inspections.

A. FINANCIAL

The costs provided below in the proposal are final and include all expenses.

Physical Assessment and Reports:

The cost for the Physical Assessment, Energy Audits and Accessibility Evaluations for all the GHURA properties is \$187,390.00. This cost includes all inspection costs, per diem expenses, travel expenses, payroll expenses, reviews, updates, administration expenses, overhead and profit, report preparation and printing expenses, and presentation of findings expenses. There are no hidden expenses.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
BOARD OF COMMISSIONERS  
RESOLUTION NO. FY 2019-010**

**Moved By: GEORGE PEREDA**

**Seconded By: ELIZA PAULINO**

**RESOLUTION TO APPROVE THE 2019 STARTING PAY FOR THE DEPUTY DIRECTOR'S POSITION**

- 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 polices for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the Agency; and
- WHEREAS,** the **GHURA** Board of Commissioners is empowered to employ a Deputy Director who shall serve at the pleasure of Executive Management and the Board; and
- WHEREAS,** in June 2012, notwithstanding GHURA's compensation methodology, the Board of Commissioners reduced the starting pay of the 2012 Deputy Director's salary to E-SG2-7(F), \$84,742.00 per annum; \$40.74 p/hr; and
- WHEREAS,** the 2012 Deputy Director's position pay rate did not move for two years from June 2012 to his subsequent resignation on October 2014; and
- WHEREAS,** in keeping with GHURA's compensation methodology, in May 2016, the incoming Deputy Director worked at the position's salary of E-SG2-8(C), \$87,260.00 per annum or \$41.95 per hour as a result of two performance evaluation increments; and
- WHEREAS,** recognizing that the starting pay for the current 2019 Deputy Director's position should have moved two steps for the years of 2013 and 2014, Executive Management is requesting the Deputy Director's position pay rate be reallocated two corresponding steps upon board approval to E-SG2-10(F); \$100,930 per annum; \$48.52 per hour; and
- WHEREAS,** funding for this position's pay rate available under COCC funds; and now therefore be it
- RESOLVED,** the Board of Commissioners hereby approves the 2019 starting pay for the Deputy Director to E-SG2-10(F), \$100,930.00 per annum or \$48.52 per hour to be effective as of today.

**IN REGULAR BOARD MEETING, HAGATNA, GUAM -- January 25, 2019**

**PASSED BY THE FOLLOWING VOTES:**

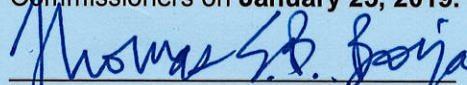
**AYES:** Thomas Borja, Joseph Leon Guerrero, Carl Dominguez, George Pereda, Eliza Paulino

**NAYS:** NONE

**ABSENT:** NONE

**ABSTAINED:** NONE

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 **January 25, 2019**.



**Thomas E.B. Borja**

Board of Commissioners, Chairman (Acting)

(SEAL)





**GUAM HOUSING AND URBAN RENEWAL AUTHORITY  
BOARD OF COMMISSIONERS  
RESOLUTION NO. FY 2019-011**

**Moved by: CARL DOMINGUEZ**

**Seconded by: ELIZA PAULINO**

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**RESOLUTION APPROVING ABOVE-STEP RECRUITMENT FOR THE SPECIAL ASSISTANT (UNCLASSIFIED APPOINTMENT)**

- WHEREAS,** under the enabling legislation of the Authority, Title 12 §5103 GCA its Board of Commissioners is empowered “to employ officers, technical experts, agents and employees, permanent and temporary as it may deem necessary; and shall determine their qualifications, duties, tenure and compensation...”; and
- WHEREAS,** the Board of Commissioners recognize their authority to recruit above the minimum step, and wishes to do so even for unclassified staff level positions; and
- WHEREAS,** Executive Management offered Ms. Audrey Aguon the Special Assistant position; a position that will complement the Executive Team’s goals and objectives that the new administration has set forth for GHURA, the Board of Commissioners and its employees to implement;
- WHEREAS,** the Board of Commissioners acknowledges the need for the Executive Team to recruit the talent and skills they believe will help them achieve the new administration’s goals and objectives; and
- WHEREAS,** Ms. Aguon’s background and experience as a small business owner included the management of staff, organizational skills and the development of proposals which will greatly enhance them into a cohesive Executive Team; and
- WHEREAS,** Ms. Aguon’s educational qualifications of a bachelor’s degree will be GHURA’s first time that the Executive Team has collectively attained formal academic education; and
- WHEREAS,** In consideration of Ms. Aguon’s background, Executive Management respectfully request the Board of Commissioners to compensate Ms. Aguon at above the minimum step for the unclassified Special Assistant position at Pay Grade “OG2”, Step 10 (F), which is \$70,100.00 per annum or \$33.70 per hour; and
- WHEREAS,** funding for the above step recruitment is available under COCC Funds; and be it further

**RESOLVED,** that the Board of Commissioners, in accordance with their Authority grants the above-step recruitment to Ms. Audrey Aguon to the Special Assistant (unclassified) position at Pay Grade "OG2", Step 10 (F), \$70,100.00 per annum or \$33.70 per hour.

**IN REGULAR BOARD MEETING, HAGATNA, GUAM -- January 25, 2019**

**PASSED BY THE FOLLOWING VOTES:**

**AYES:** Thomas Borja, Joseph Leon Guerrero, Carl Dominguez, George Pereda,  
Eliza Paulino

**NAYS:** NONE

**ABSENT:** NONE

**ABSTAINED:** NONE

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 January 25, 2019.

(SEAL)



A handwritten signature in blue ink that reads "Thomas E.B. Borja".

**THOMAS E.B. BORJA**

Board of Commissioners, Chairman  
(Acting)