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STAFF REPORT
CREATION OF POSITIONS
INFORMATION SECURITY SUPERVISOR; INFRASTRUCTURE SUPPORT SUPERVISOR;
APPLICATION SUPPORT SUPERVISOR
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descriptions. In evaluating these positions, the Strategic Pay Job Evaluation Methodology was utilized to determine the job evaluation points based on a total of twelve (12) measurement factors: Education, Experience, Complexity, Scope of Work, Problem Solving, Freedom to Act/Supervision Received, Work Environment, Physical Demands, Impact of Discretionary Decisions, Human Relations Skills/Contact, Authority Exercised, and Supervisor/Managerial Responsibility.

IV. RECOMMENDATION


1. To approve the creation of the Information Security Supervisor, Infrastructure Support Supervisor and Application Support Supervisor positions in the classified service and add the position to the Certified, Technical, and Professional (CTP) list of positions.
2. To adopt proposed minimum and maximum range of compensation, for both the GPA & GWA with the Strategic Pay Methodology as follows:

Benchmark Position	JE POINTS	2017 Implementation Ranges @ 25th Market Percentile (2022 Market data) - 5 Substep Spread							
		Structural Adjustment - MIN				Structural Adjustment - MAX			
		Base Salary	Grade	Step	Sub Step	Base Salary	Grade	Step	Sub Step
Information Security Supervisor (2022)	1002	94,606	N	7	B	98,447	N	8	B
Infrastructure Support Supervisor (2022)	995	91823	N	6	C	95552	N	7	C
Applications Support Supervisor (2022)	995	91823	N	6	C	95552	N	7	C



 3/11/2024
JOSHUA D. MANIBUSAN
 GPA Personnel Specialist IV


 3/11/2024
JON-REY P. AGUIQUI
 GPA Personnel Services Administrator


 3/11/2024
BEATRICE P. LIMTIACO
 Assistant General Manager, Administration


 3/11/2024
JOHN M. BENAVENTE, P.E.
 GENERAL MANAGER


 11 march 2024
ZINA PANGELINAN-CHARFAUROS
 GWA Personnel Services Administrator


 03/11/2024
CHRISTOPHER M. BUDASI
 GWA Assistant General Manager, Administration & Support


 2024.3.11
MIGUEL C. BORDAÑO, P.E.
 GWA General Manager

Information Security Supervisor

NATURE OF WORK IN THIS CLASS:

This is complex technical supervisory work supporting IT/OT security solutions for the Guam Power Authority and/or Guam Waterworks Authority.

Employees in this class are responsible for the supervision of the development, implementation, and maintenance of standards and systems that will secure information systems and data for the Authority.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Supervises Utility Information Security Administrators and other utility personnel support to implement security software and monitoring agents on windows, network devices, databases and the Enterprise Security Software.

Manages the monitoring of all system security, including event analysis, trend analysis and ensuring compliance with Information Security policies and procedures. Ensures that security improvement actions are evaluated, validated, and implemented as required. Advise senior management on risk levels and information security posture.

Oversees the planning, maintenance, repair and troubleshooting and/or debug issues of security software systems; Evaluates and recommends development efforts to ensure that baseline security safeguards and appropriately installed.

Identify information technology (IT) security programs implications of new technologies or technology upgrades. Responsible for the testing and certification of new security technologies on the utility's enterprise infrastructure.

Oversee the information security training plans and awareness program. Monitor's cybersecurity trends, regulations and standards for compliance; provides recommendations to senior management to enhance security posture and existing training programs. Administers Phishing and awareness program(s) to test the resiliency of both agencies. Provides guidance on intermediate and required remedial cybersecurity training, in compliance with federal state and local agency requirements.

Monitors and reviews the configuration and testing of security devices, email security appliances both virtual and physical. Monitors, records, extracts and translates log data for both internal and external use.

Responsible for developing and maintaining Cybersecurity frameworks, policies, technical documentation including design documents, test plans, project plans, procedures, incident reports and troubleshooting guides for disaster recovery and business continuity. Ensure that plans of actions and milestones or remediation's plans are in place for vulnerabilities identified during risk assessments, audits, inspections, etc. Responsible for timely collect, examine, analyze, and reporting security findings to management and escalate required federal, state and local government agencies

Perform other related duties as assigned.

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MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge and experience in configuring and securing SaaS, PaaS and IaaS architectures.

Knowledge of Microsoft (MS) Active Directory and Group Policy Management (GPM)

Knowledge of monitoring protocols such as Syslog, and Simple Network Management Protocol.

Knowledge of Network Communications protocol, web technologies (TCP, IP, ICMP, Telnet, etc.), file systems, databases, virtualization technologies, and identity management.

Knowledge of security techniques and defense against viruses and other attacks.

Knowledge of network systems management, principles, models, methods (e.g., end-to-end systems performance monitoring), and tools.

Knowledge of file systems, firewalls, databases, visualizations technologies and identity management.

Knowledge of multiple domains for applications networking and infrastructure IT or OT disciplines.

Ability to work both independently and with others.

Ability to supervise various information security programs.

Ability to supervise the work of others.

Ability to communicate well both orally and in writing.

Ability to create technical documentation and diagrams.

MINIMUM EXPERIENCE AND TRAINING:

A) Five (5) years of technical experience in information and network protection; and graduation from a recognized college or university with a Bachelor's degree in Computer Science, Computer Information Systems (CIS), Information Technology or closely related field; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established:

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

Infrastructure Support Supervisor

NATURE OF WORK IN THIS CLASS:

This is complex technical supervisory work in leading and supervising the Infrastructure Support team.

Employees in the class are responsible for the supervision of the planning, developing, installing, configuring, maintaining, supporting and optimizing of all servers and network hardware, Security Appliances' software and communication links for the Guam Power Authority and Guam Waterworks Authority.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Supervises and participates in the planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware, software, and communication links of local and remote computer network.

Directs daily operations of the Infrastructure Team by analyzing work, establishing priorities, developing standards, setting deadlines, and following up on execution.

Designs, installs, updates, configures, maintains, and troubleshoots server infrastructure to include blade servers, storage attached servers, standalone servers, file servers, network monitoring devices and other related equipment.

Designs, installs, updates, configures and maintains network infrastructure to include network switches, routers, firewalls, VPN gateways, intrusion detection systems, network monitoring devices and other related equipment.

Assists with IT cybersecurity program including regular assessments, audits, monitoring and remediation of all IT and Operation Technology systems.

Evaluates, recommends, and performs upgrades to IT systems and infrastructure to ensure availability and minimize downtime.

Monitors, improves, and troubleshoots system performance and issues affecting the network and servers.

Manages SME's in support in solving technical problems.

Maintains quality service by establishing and enforcing organization standards and compliance.

Trains, supervises, schedules, evaluates and mentors assigned employees with transparency and visibility, ensuring team workload is performed effectively and efficiently. Maintain and administer network integrity and security.

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Develop and implement policies and procedures related to infrastructure systems network and servers.

Coordinate infrastructure operations by setting priorities and establishing goals for growth and maintenance.

Works with IT Management to devise strategic and tactical solutions required to meet overall objectives of the authority; Prepare reports and recommendations on system performance and operations.

Works with IT/OT Applications and Information Security Sections to provision the necessary resources to test, develop, promote, and or retire/recover infrastructure.

Perform other related duties required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of network infrastructure and design and support

Knowledge of network operating systems, network equipment and networking protocols.

Knowledge of managing and maintaining an enterprise network system.

Knowledge and experience in integrating and securing SaaS, PaaS and IaaS architectures.

Ability to design, configure, troubleshoot and maintain network infrastructure related equipment and/or issues.

Ability to maintain network infrastructure integrity, security design and support.

Ability to supervise the work of others.

Ability to keep up with innovation in infrastructure and network design.

Ability to work effectively, orally and in writing.

Ability to learn, interpret and apply utility policies and procedures.

Ability to provide courteous and efficient customer service through various modes of communication by answering questions without unnecessary delay and maintain professional demeanor.

Ability to maintain records and prepare reports.

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MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years of experience in network operating systems, server operations, system maintenance or troubleshooting and problem resolution and graduation with a Bachelor's degree from an recognized college or university in Computer Science, Computer Information Systems (CIS), Information Technology or related field; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established:

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

Application Support Supervisor

NATURE OF WORK IN THIS CLASS:

This is complex technical supervisory work in leading and supervising the Application Support team for the Guam Power Authority and Guam Waterworks Authority.

Employees in this class are responsible for the supervision of the monitoring, installation and maintenance of software applications and streamline utility business operations to increase efficiency.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Coordinates and directs the monitoring, installation, maintenance, troubleshooting and repair of software applications utilized by the Authority; Plans and assess utility business process requirements and analyzes the structure and flow of the business to identify application solutions.

Supervises and participates in the development, promotion, maintenance and troubleshooting of Utility databases including its resources, architecture and performance. Reviews utility database expansion by studying plans and requirements; Makes recommendations on whether to upgrade the existing systems or install new ones.

Manages data classification, data standards in accordance with established Cyber Security Policy and works directly with ISM. Performs technical support and problem resolution related to business application software systems; responds to emergency calls pertaining to database system failures and/or outages; Coordinates and executes test back-up and disaster recovery plans Ensures compliance with agency approved Cybersecurity Policy.

Formulates policy, development and procedures for use software applications and utility databases; Maintains detailed and up-to-date documentation of issues, resolutions of the solution procedure.

Supervises database administrators and other utility application support personnel. Assigns and assists in the development of software applications operation SME training plans, techniques and procedures involving new business applications to respond to utility project requests describing application and database user needs.

Performs other related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Intermediate Knowledge of the managing and maintaining a at least one (1) server operating system.

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Knowledge of application, installation maintenance, troubleshooting and support for computer related applications.

Knowledge of front-end and back-end programming languages, such as programs and scripting languages (i.e. SQL report, Crystal Reports, Java, BI Launchpad, etc...).

Knowledge of server-client computing and relational database environments.

Knowledge and experience with application integration using SaaS, PaaS and SaaS architectures.

Knowledge of data management and data processing flowchart techniques.

Ability to work effectively, orally and in writing.

Ability to keep up with innovation in application design.

Ability to learn, interpret and apply utility policies and procedures.

Ability to provide courteous and efficient customer service through various modes of communication by answering questions without unnecessary delay and maintain professional demeanor.

Ability to supervise various application support programs.

Ability to supervise the work of others.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years experience in the installation, maintenance, troubleshooting and/or repair of computer related applications and/ programs; and graduation from a recognized college or university with a Bachelor's degree in computer science, information technology, information systems, or related field; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established:

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

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POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.
- (6) The completed questionnaire is subject to post-audit by the Department of Administration.

I. JOB IDENTIFICATION:

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

Revised: 05/97

Class Code _____

POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u> INFORMATION SECURITY SUPERVISOR </u>	Official Position No.: _____
Job Location: <u> GUAM POWER AUHTORITY </u> <u> INFORMATION TECHNOLOGY </u>	
(Department/Agency)	(Division) (Section/Unit)
Name: _____	
Last	First Middle Initial
Pay Grade: _____	[X] Classified [] Unclassified [] Position Vacant
Supervisor: _____	_____
(Name of Direct Supervisor)	Title of Supervisor

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: [] (1), [] (2), [X] (3)</p>
	Supervises the Information Security team consisting of Information Security Administrators.
	Supervises and participates in the planning, maintenance, repair troubleshooting and reporting of security software solutions.
	Supervises and participates in the monitoring of agents on Windows, OS400, Linux systems, network devices, databases and other related programs/software.
	Supervises all security systems and software to ensure compliance with policies and procedures as well as proper and effective operations.
	Supervises and participates in troubleshooting and/or debugging issues with security
	Supervises the testing and certification of new security technologies (or new versions of existing products).
	Oversees the monitoring of system security, including event analysis, trend analysis, and compliance with Information Security procedures and policies.
	Write and maintain technical documentation including design documents, test plans, project plans, procedures, incident reports and troubleshooting guides.
	Oversees and report status of patching for servers, workstations and network devices.
	Oversee the monitoring of protocols such as Syslog and SNMP.
	Oversee the monitoring of network communications (TCP/IP, ICMP, Telnet, and others)
	Oversee scripts and batch files (VB Script, Shell, Perl and others)
	Research and recommend web technologies for updates (US/Apache, HTTP/S, Java and others)
	Report findings, issues, and recommendations to Chief Information Technology Officer.
	Perform other related duties as assigned.
	<p>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.</p>
	Work both independently and with a team to accomplish multiple tasks and projects.
	Mentor an intern
	Representative for Authority's community outreach or special projects.

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III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee’s/jobholder’s work reviewed by the direct supervisor? Mark (X or √) one correct response.

<input type="checkbox"/> Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/> General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input checked="" type="checkbox"/> Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/> General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
2	Network Systems Administrator	

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Personal Computer	100%
Laptop	

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VII. JOB REQUIREMENTS

Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

<p>1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."</p>	
<p><input type="checkbox"/> No work experience is required.</p>	
<p>General:</p>	
<p>Four (4) years of technical experience in information and network protection.</p>	
<p> </p>	
<p>Supervisor / Management:</p>	
<p>and one (1) year of related supervisory experience.</p>	
<p>If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.</p>	
<p> </p>	
<p> </p>	
<p>2. FORMAL EDUCATION OR TRAINING:</p>	
<p>Mark (✓ or X) the most applicable education level required.</p>	
<p>a. <input type="checkbox"/> Below High School – Show Number of Years</p>	
<p>b. <input checked="" type="checkbox"/> High School Graduation / GED</p>	
<p>c. <input type="checkbox"/> Vocational / Technical School</p>	
<p>Show specific training that is required by this position.</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>d. <input type="checkbox"/> Some College</p>	
<p>Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____.</p>	
<p>Show specific courses required by the essential functions of this job.</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	

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<p>e. College Degree (Show major area of study required.)</p> <p>[] Associate's : _____</p> <p>[X] Bachelor's: <u>and graduation from a recognized college or university with a Bachelor's degree in Computer Science, Computer Information Systems (CIS), Information Technology or closely related field</u></p> <p>_____</p> <p>[] Master's: _____</p> <p>[] Beyond Masters: _____</p>
<p>3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/certification needed to perform essential functions.</p> <p>_____</p> <p>_____</p> <p>_____</p>

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

<p>1. Mark (√ or X) the most appropriate physical requirement(s) for the job.</p>	
<p>[X] Sitting</p>	<p>The job requires the employee to sit in a comfortable position most of the time. The employee can move about.</p>
<p>[] Sitting</p>	<p>Employee is required to sit for extended periods or time without being able to leave the work area.</p>
<p>[] Sitting/Standing/Walking</p>	<p>The employee is required to sit, stand, walk most of the time.</p>
<p>[] Climbing</p>	<p>Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.</p>
<p>[] Lifting</p>	<p>Employee is required to raise or lower objects from one level to another regularly.</p>
<p>[] Pulling and/or Pushing</p>	<p>The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.</p>
<p>[] Carrying</p>	<p>The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).</p>
<p>[] Reaching</p>	<p>The employee is regularly required to use the hands and arms to reach for objects.</p>
<p>[] Stooping and Crouching</p>	<p>The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.</p>
<p>[] Crawling</p>	<p>Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.</p>
<p>[X] Speaking</p>	<p>The job requires expressing ideas by the spoken word.</p>
<p>[X] Listening</p>	<p>The job requires the perception of speech or the nature of sounds in the air.</p>
<p>[] Other</p>	<p>Describe the requirement.</p> <p>_____</p>

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<p>2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.</p>
<p><input type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.)</p> <p><input type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.)</p> <p><input type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)</p> <p><input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.)</p> <p><input checked="" type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)</p> <p><input type="checkbox"/> Other:</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p>
<p>3. The job's most appropriate work environment and the weather exposure.</p>
<p>Show what percent of a typical workday is spent. (Select one response only)</p> <p><u>95</u> % Indoors in a comfortable temperature-controlled environment (for instance, in an office).</p> <p>_____ % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)</p> <p>_____ % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)</p> <p><u>5</u> % Outdoors but in an enclosed vehicle protected from extreme weather conditions.</p>
<p>4. Other physical working conditions</p>
<p><input type="checkbox"/> Mark (X or ✓) if none of the following is applicable.</p> <p>Show what percent of a typical workday this position is exposed to:</p> <p>_____ % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).</p> <p>_____ % Vibration (i.e., operating jackhammer, impact wrench).</p> <p>_____ % Noise (Exposure at a level enough to cause hearing loss or fatigue).</p> <p>_____ % An improperly illuminated or awkward and confining work space.</p> <p>_____ % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).</p> <p>_____ % Lifting or carrying items or objects. Describe item/object and weight:</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p>_____ % Heat. Describe source and degree of high temperature.</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p>_____ % Cold. Describe source and degree of cold temperature:</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p>

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_____ % Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.
 Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
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C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

Regular – Standard Eight (8) hours daily, Monday – Friday
 Irregular – Shift work – A 24-hour work operation.
 Regular / Irregular – Overtime hours with overtime pay entitlement
State Purpose and Total Hours required per pay period:

Regular / Irregular – Overtime hours without overtime pay entitlement
State Purpose and Total Hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

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VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	(1)	Has the employee correctly stated his or her official payroll position title? [] Yes [] No
	(2)	If not, what is the correct title? _____
b.	(1)	Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [] Yes [] No
	(2)	If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____
c.	What positions under your supervision perform the same essential functions Give name and title:	
	Name	Title
	_____ _____ _____	
d.	Does this position require (mark one) [] Immediate supervision on a regular basis, [] Immediate supervision only for new/complex tasks, or [] Little immediate supervision.	
e.	Does the employee participate in (mark those appropriate) the [] Formulation, [] Interpretation, and/or [] Application of Agency/Department policy. Give examples: _____ _____ _____	
f.	The employee (mark one) [] Performs routine, well-defined tasks, [X] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.	

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Signature of Immediate Supervisor

Date

Signature of Department/Agency Head

Date

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IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Personnel Services Administrator Date

Civil Service Commission Post-Audit:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

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POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.
- (6) The completed questionnaire is subject to post-audit by the Department of Administration.

I. JOB IDENTIFICATION:

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

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III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input checked="" type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
2	Network Systems Administrator	
2	System Administrator	
2	Network Technician	

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Personal Computer	100%
Laptop	

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VII. JOB REQUIREMENTS

Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

<p>1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."</p>	
<p><input type="checkbox"/> No work experience is required.</p>	
<p>General:</p>	
<p>Minimum of 3 years' experience managing and maintaining an Enterprise Network</p>	
<p>Minimum of 3 years' experience performing System Administration</p>	
<p>Minimum of 3 years' experience maintaining and managing a Corporate Wireless Network</p>	
<p>Supervisor / Management:</p>	
<p>If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.</p>	
<p> </p>	
<p> </p>	
<p>2. FORMAL EDUCATION OR TRAINING:</p>	
<p>Mark (√ or X) the most applicable education level required.</p>	
<p>a. <input type="checkbox"/> Below High School – Show Number of Years</p>	
<p>b. <input checked="" type="checkbox"/> High School Graduation / GED</p>	
<p>c. <input type="checkbox"/> Vocational / Technical School</p>	
<p>Show specific training that is required by this position.</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>d. <input type="checkbox"/> Some College</p>	
<p>Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____.</p>	
<p>Show specific courses required by the essential functions of this job.</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	

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<p>e. College Degree (Show major area of study required.)</p> <p>[] Associate's : _____</p> <p>[X] Bachelor's: <u>Undergraduate degree in Computer Science, Customer Information Systems (CIS), Information Technology or related field</u></p> <p>[] Master's: _____</p> <p>[] Beyond Masters: _____</p>
<p>3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/certification needed to perform essential functions.</p> <p>_____</p> <p>_____</p> <p>_____</p>

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

<p>1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.</p>	
<p>[X] Sitting</p>	<p>The job requires the employee to sit in a comfortable position most of the time. The employee can move about.</p>
<p>[] Sitting</p>	<p>Employee is required to sit for extended periods or time without being able to leave the work area.</p>
<p>[] Sitting/Standing/Walking</p>	<p>The employee is required to sit, stand, walk most of the time.</p>
<p>[] Climbing</p>	<p>Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.</p>
<p>[] Lifting</p>	<p>Employee is required to raise or lower objects from one level to another regularly.</p>
<p>[] Pulling and/or Pushing</p>	<p>The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.</p>
<p>[] Carrying</p>	<p>The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).</p>
<p>[] Reaching</p>	<p>The employee is regularly required to use the hands and arms to reach for objects.</p>
<p>[] Stooping and Crouching</p>	<p>The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.</p>
<p>[] Crawling</p>	<p>Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.</p>
<p>[X] Speaking</p>	<p>The job requires expressing ideas by the spoken word.</p>
<p>[X] Listening</p>	<p>The job requires the perception of speech or the nature of sounds in the air.</p>
<p>[] Other</p>	<p>Describe the requirement.</p> <p>_____</p> <p>_____</p>

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2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.
<p><input type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.)</p> <p><input type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.)</p> <p><input type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)</p> <p><input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.)</p> <p><input checked="" type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)</p> <p><input type="checkbox"/> Other:</p> <p>_____</p> <p>_____</p> <p>_____</p>
3. The job's most appropriate work environment and the weather exposure.
<p>Show what percent of a typical workday is spent. (Select one response only)</p> <p><u>95</u> % Indoors in a comfortable temperature-controlled environment (for instance, in an office).</p> <p>_____ % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)</p> <p>_____ % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)</p> <p><u>5</u> % Outdoors but in an enclosed vehicle protected from extreme weather conditions.</p>
4. Other physical working conditions
<p><input type="checkbox"/> Mark (X or ✓) if none of the following is applicable.</p> <p>Show what percent of a typical workday this position is exposed to:</p> <p>_____ % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).</p> <p>_____ % Vibration (i.e., operating jackhammer, impact wrench).</p> <p>_____ % Noise (Exposure at a level enough to cause bearing loss or fatigue).</p> <p>_____ % An improperly illuminated or awkward and confining work space.</p> <p>_____ % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).</p> <p>_____ % Lifting or carrying items or objects. Describe item/object and weight:</p> <p>_____</p> <p>_____</p> <p>_____ % Heat. Describe source and degree of high temperature.</p> <p>_____</p> <p>_____</p> <p>_____ % Cold. Describe source and degree of cold temperature:</p> <p>_____</p> <p>_____</p>

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_____ % Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.
[] Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
-----------	-----------------------

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

[X] Regular – Standard Eight (8) hours daily, Monday – Friday
[] Irregular – Shift work – A 24-hour work operation.
[] Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

[] Regular / Irregular – Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

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VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	(1)	Has the employee correctly stated his or her official payroll position title? [] Yes [] No
	(2)	If not, what is the correct title? _____
b.	(1)	Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [] Yes [] No
	(2)	If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____
c.	What positions under your supervision perform the same essential functions Give name and title:	
	Name	Title
	_____ _____ _____	
d.	Does this position require (mark one) [] Immediate supervision on a regular basis, [] Immediate supervision only for new/complex tasks, or [] Little immediate supervision.	
e.	Does the employee participate in (mark those appropriate) the [] Formulation, [] Interpretation, and/or [] Application of Agency/Department policy. Give examples: _____ _____ _____	
f.	The employee (mark one) [] Performs routine, well-defined tasks, [X] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.	

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Signature of Immediate Supervisor

Date

Signature of Department/Agency Head

Date

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IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Personnel Services Administrator Date

Civil Service Commission Post-Audit:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

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POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.
- (6) The completed questionnaire is subject to post-audit by the Department of Administration.

I. JOB IDENTIFICATION:

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

Revised: 05/97

Class Code _____

POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>APPLICATION SUPPORT SUPERVISOR</u>	Official Position No.: _____
Job Location: <u>GUAM POWER AUTHORITY</u> <u>INFORMATION TECHNOLOGY</u>	
(Department/Agency)	(Division) (Section/Unit)
Name: _____	
Last	First Middle Initial
Pay Grade: _____	[X] Classified [] Unclassified [] Position Vacant
Supervisor: _____	
(Name of Direct Supervisor)	Title of Supervisor

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: [] (1), [] (2), [X] (3)</p>
	Supervises the Application Support team consisting of Database Administrator(s), Programmer(s), Programmer Analyst(s), Business Analyst(s) and other related personnel.
	Plans and assess business processes requirements and analyzes the structure and flow of the business to identify possible application solutions.
	Develops, implements and upgrade system applications and database software, by assessing transaction processing and database production options.
	Supervises the technical support and problem resolution related to business application software systems.
	Supervises the creation, development and monitoring of protocols and procedures for software usage.
	Maintains database results by setting and enforcing standards and controls.
	Administer database expansion by studying plans and requirements; advising Chief Information Technology Officer; coordinating design and programming of such applications and databases.
	Plan and schedule application and database performance by troubleshooting problems.
	Supervise the maintain and administration of platform upgrades and improvements.
	Develop and implement policies, procedures and controls related to the proper operation of applications and databases.
	Prepare reports and recommendations on the system performance and problems to the Chief Information Technology Officer.
	Performs related duties as required.
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
	Able to work with other team members within and outside the department.
	Attend project or committee meetings.
	Able to work in a collaborative environment.

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III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:	
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours
<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)	
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours
<input checked="" type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input checked="" type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
2	Database Administrator	
2	Programmer Analyst II	
1	Business Analyst	

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Personal Computer Laptop	100%

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VII. JOB REQUIREMENTS

Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

<p>1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."</p>	
<p><input type="checkbox"/> No work experience is required.</p>	
<p>General:</p>	
<p>Minimum of 5 years' experience managing and maintaining an Enterprise Customer Information System (CIS) and/or Enterprise Resource Planning (ERP) system.</p>	
<p>Minimum of 5 years' experience performing Database Administrator duties for various databases such as MSQl, DB2 and Oracle DB</p>	
<p>Minimum of 5 years' experience working with application maintenance and support.</p>	
<p>Supervisor / Management:</p>	
<p>If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.</p>	
<p> </p>	
<p> </p>	
<p>2. FORMAL EDUCATION OR TRAINING:</p>	
<p>Mark (√ or X) the most applicable education level required.</p>	
<p>a. <input type="checkbox"/> Below High School – Show Number of Years</p>	
<p>b. <input checked="" type="checkbox"/> High School Graduation / GED</p>	
<p>c. <input type="checkbox"/> Vocational / Technical School</p>	
<p>Show specific training that is required by this position.</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>d. <input type="checkbox"/> Some College</p>	
<p>Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____.</p>	
<p>Show specific courses required by the essential functions of this job.</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	

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<p>e. College Degree (Show major area of study required.)</p> <p>[] Associate's : _____</p> <p>[X] Bachelor's: <u>Undergraduate degree in Computer Science, Customer Information Systems (CIS), Information Technology or related field</u></p> <p>[] Master's: _____</p> <p>[] Beyond Masters: _____</p>
<p>3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/certification needed to perform essential functions.</p> <p>_____</p> <p>_____</p> <p>_____</p>

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

<p>1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.</p>	
<p>[X] Sitting</p>	<p>The job requires the employee to sit in a comfortable position most of the time. The employee can move about.</p>
<p>[] Sitting</p>	<p>Employee is required to sit for extended periods or time without being able to leave the work area.</p>
<p>[] Sitting/Standing/Walking</p>	<p>The employee is required to sit, stand, walk most of the time.</p>
<p>[] Climbing</p>	<p>Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.</p>
<p>[] Lifting</p>	<p>Employee is required to raise or lower objects from one level to another regularly.</p>
<p>[] Pulling and/or Pushing</p>	<p>The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.</p>
<p>[] Carrying</p>	<p>The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).</p>
<p>[] Reaching</p>	<p>The employee is regularly required to use the hands and arms to reach for objects.</p>
<p>[] Stooping and Crouching</p>	<p>The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.</p>
<p>[] Crawling</p>	<p>Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.</p>
<p>[X] Speaking</p>	<p>The job requires expressing ideas by the spoken word.</p>
<p>[X] Listening</p>	<p>The job requires the perception of speech or the nature of sounds in the air.</p>
<p>[] Other</p>	<p>Describe the requirement.</p> <p>_____</p> <p>_____</p>

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<p>2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.</p>	
<p>[]</p> <p>[]</p> <p>[]</p> <p>[X]</p> <p>[X]</p> <p>[]</p>	<p>General Intelligence (typical requirement for machine operators, office staff, etc.)</p> <p>Motor Coordination Skills (typical for automotive mechanic, painter, etc.)</p> <p>Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)</p> <p>Verbal Intelligence (typical for counselors, customer service representatives, etc.)</p> <p>Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)</p> <p>Other:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. The job's most appropriate work environment and the weather exposure.</p>	
<p>Show what percent of a typical workday is spent. (Select one response only)</p> <p><u>95</u> % Indoors in a comfortable temperature-controlled environment (for instance, in an office).</p> <p>_____ % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)</p> <p>_____ % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)</p> <p><u>5</u> % Outdoors but in an enclosed vehicle protected from extreme weather conditions.</p>	
<p>4. Other physical working conditions</p>	
<p>[] Mark (X or ✓) if none of the following is applicable.</p> <p>Show what percent of a typical workday this position is exposed to:</p> <p>_____ % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).</p> <p>_____ % Vibration (i.e., operating jackhammer, impact wrench).</p> <p>_____ % Noise (Exposure at a level enough to cause bearing loss or fatigue).</p> <p>_____ % An improperly illuminated or awkward and confining work space.</p> <p>_____ % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).</p> <p>_____ % Lifting or carrying items or objects. Describe item/object and weight:</p> <p>_____</p> <p>_____</p> <p>_____ % Heat. Describe source and degree of high temperature.</p> <p>_____</p> <p>_____</p> <p>_____ % Cold. Describe source and degree of cold temperature:</p> <p>_____</p> <p>_____</p> <p>_____ % Other hazards. Describe:</p> <p>_____</p> <p>_____</p>	

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5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[] Mark (X or √) if not applicable.

CONDITION

FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

- Regular – Standard Eight (8) hours daily, Monday – Friday
- Irregular – Shift work – A 24-hour work operation.
- Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

- Regular / Irregular – Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

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VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	(1)	Has the employee correctly stated his or her official payroll position title? [] Yes [] No
	(2)	If not, what is the correct title? _____
b.	(1)	Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [] Yes [] No
	(2)	If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____
c.	What positions under your supervision perform the same essential functions Give name and title:	
	Name	Title
	_____ _____ _____	
d.	Does this position require (mark one) [] Immediate supervision on a regular basis, [] Immediate supervision only for new/complex tasks, or [] Little immediate supervision.	
e.	Does the employee participate in (mark those appropriate) the [] Formulation, [] Interpretation, and/or [] Application of Agency/Department policy. Give examples: _____ _____ _____	
f.	The employee (mark one) [] Performs routine, well-defined tasks, [X] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.	

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Signature of Immediate Supervisor

Date

Signature of Department/Agency Head

Date

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IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Personnel Services Administrator Date

Civil Service Commission Post-Audit:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)



Presentation To:

Consolidated Commission on Utilities

CCU Regular Board Meeting
March 26, 2024



Management Report

CCU Regular Board Meeting

March 26, 2024



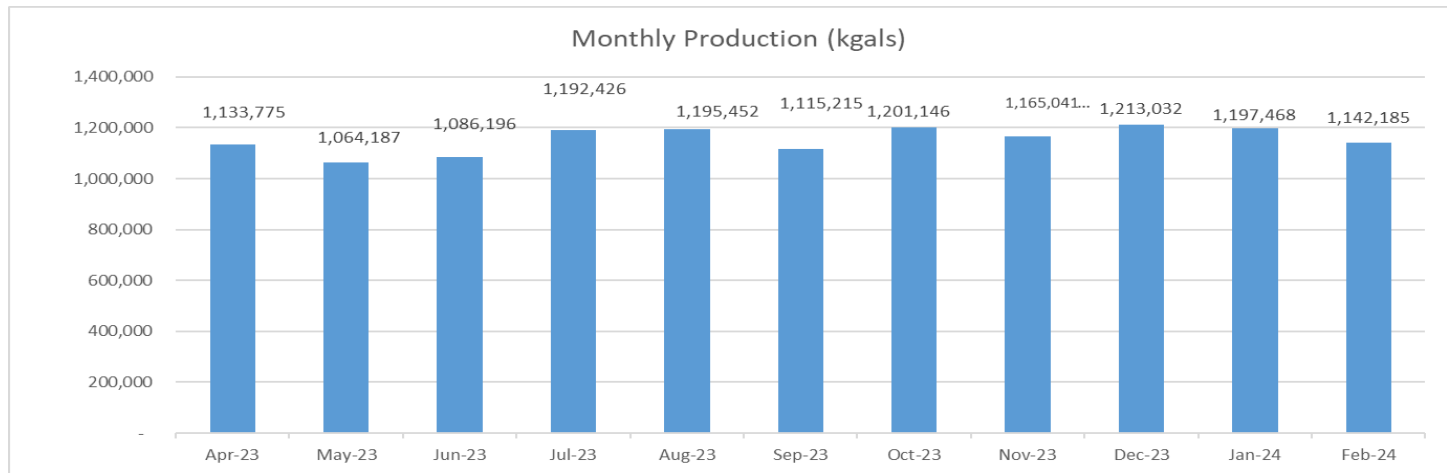


Operations Update

Water Production (February 2024)

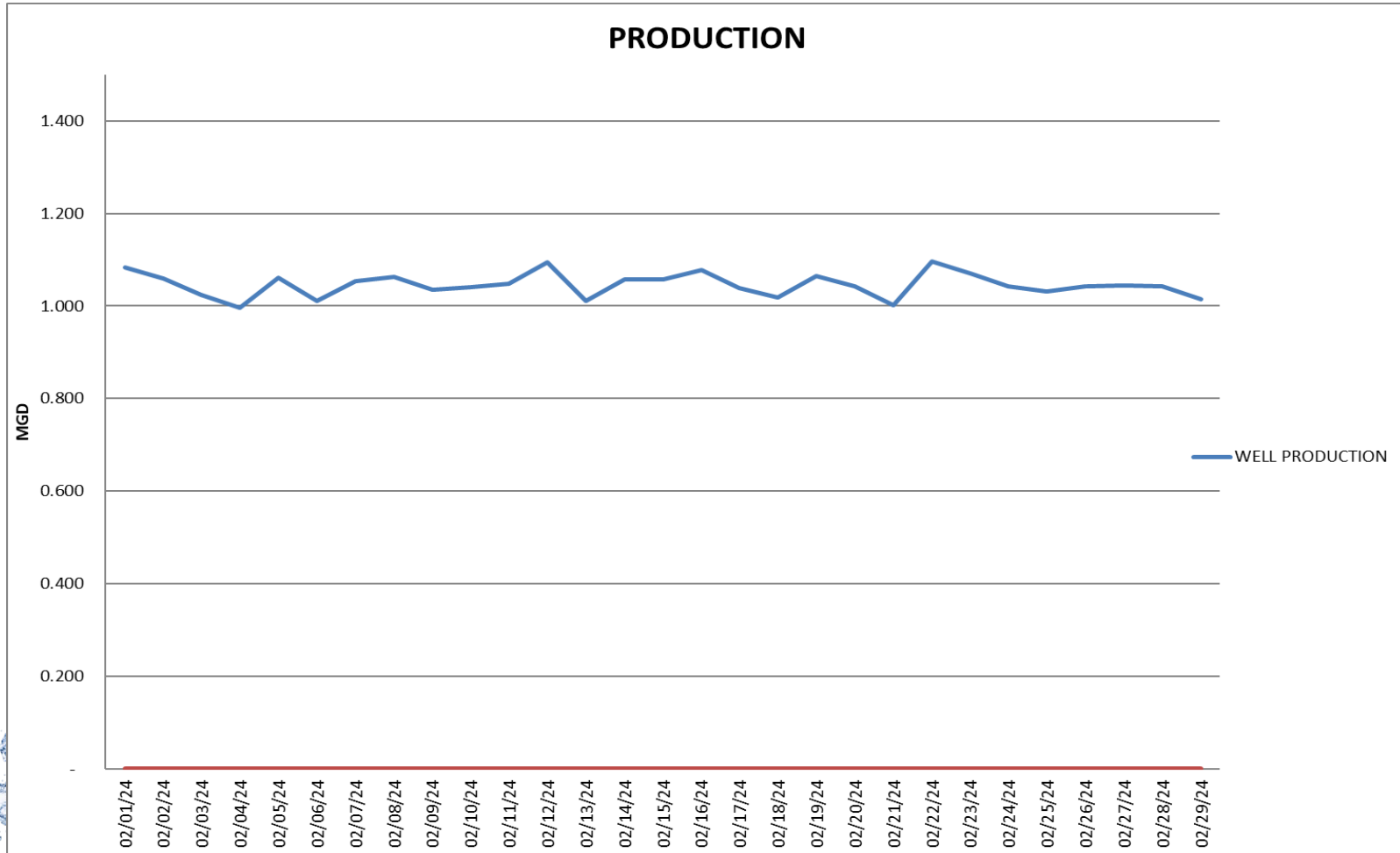
Monthly Production Summary - February 2024			
Deep Wells		36.4 MGD	
Active wells =	94	of 120	
Avg days in operation =	29	days	
Total Production =	1,054,902	Kgals	
Springs		0.18 MGD	
Avg days in operation =	29	days	
Total Production =	5,262	Kgals	
Ugum Surface Water Plant		1.8 MGD	
Avg days in operation =	29	days	
Total Production =	51,697	Kgals	
Tumon Maui Well		0.98 MGD	
Avg days in operation =	31	days	
Total Production =	30,324	Kgals	
		1,142,185	39.3 MGD

DW Status as of 2/29/2024		REMARKS
Active	97	DW units on line
Standby	1	A29
Grounded Motors	11	A26-D01-D03-D09 D12-D21-F20- M05-M12-Y07- Y16
Out of Commission	9	A02-A07-A28-D05 D13-M01-M14- MJ01-MJ05
Secured - PFO	2	A23 and-A25
TOTAL	120	





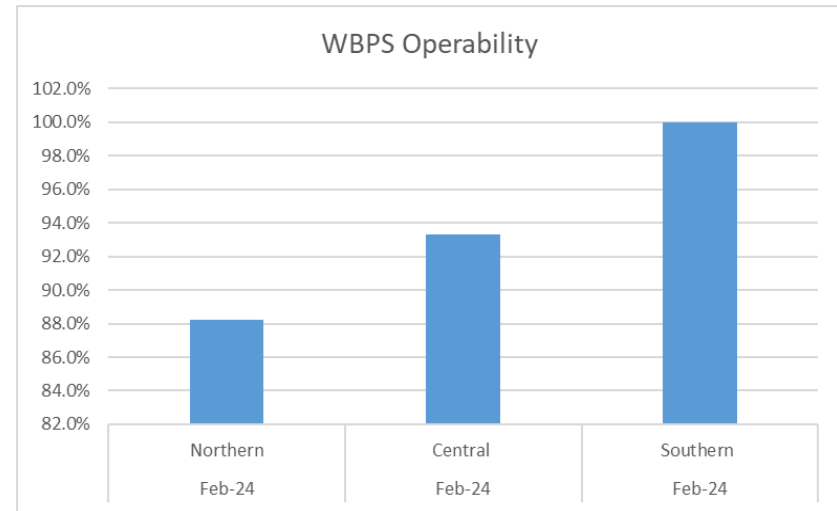
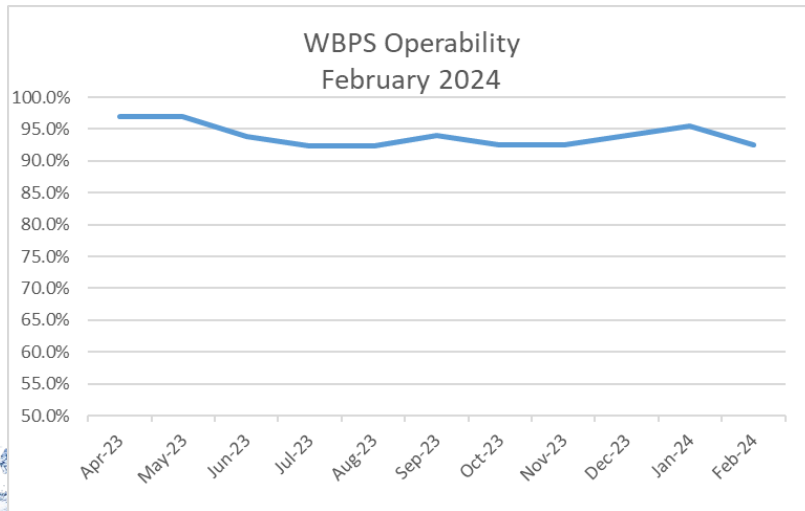
Tumon Maui Well Production (February 2024)





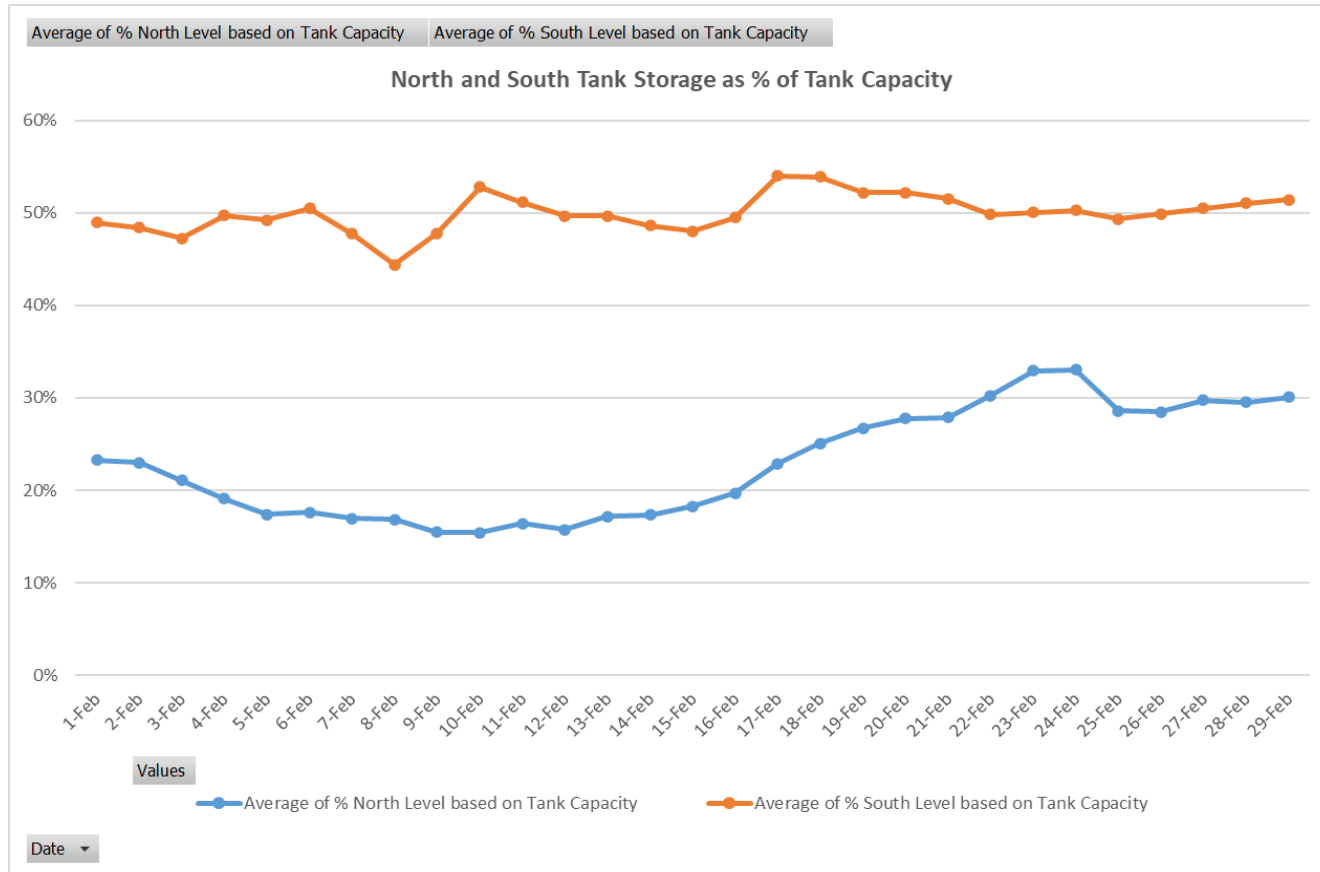
Water Distribution (February 2024)

Monthly Distribution Summary - February 2024					
Water Booster Pump Stations					
	District	No. of Stations	Total Pumps	Pumps Operating	% Operational
	Northern	15	34	30	88.2%
	Central	7	15	14	93.3%
	Southern	8	19	19	100.0%
		30	68	63	92.6%





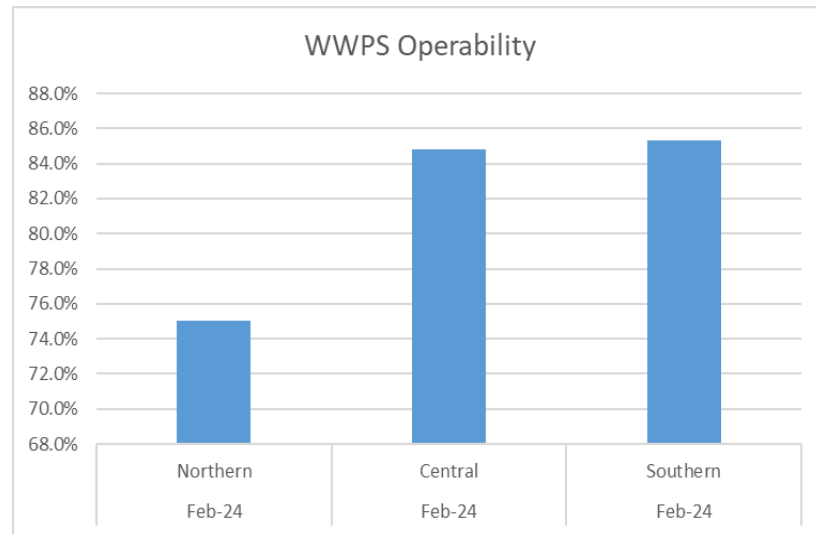
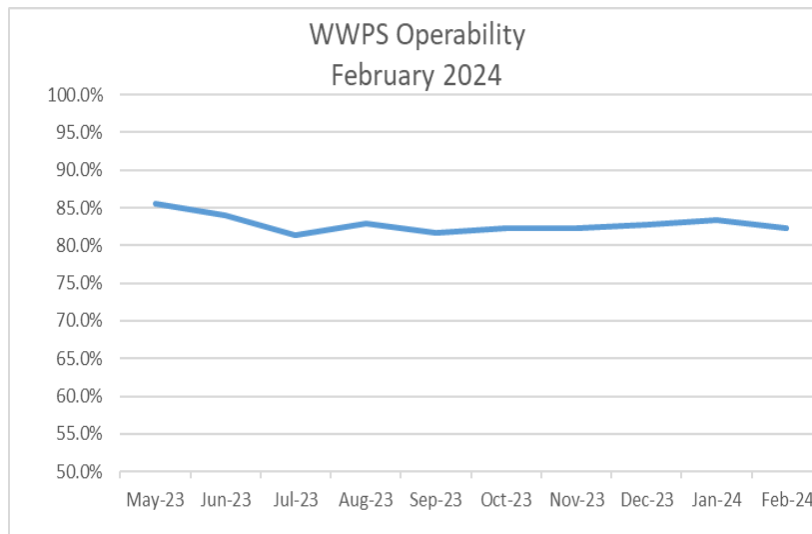
Water Distribution – Tank Levels (February 2024)





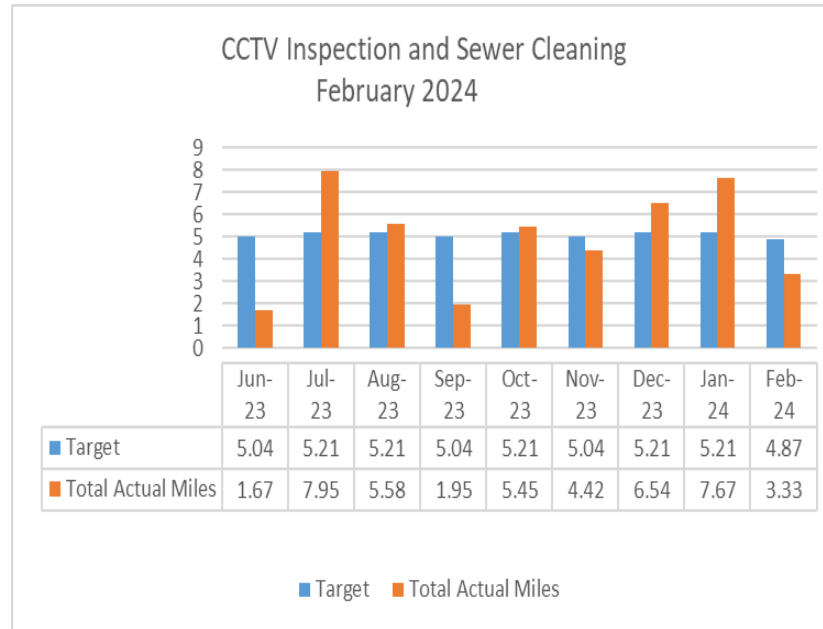
Wastewater Collections (February 2024)

Monthly Collections Summary - February 2024					
Wastewater Pump Stations					
	District	No. of Stations	Total Pumps	Pumps Operating	% Operational
	Northern	22	52	39	75.0%
	Central	30	66	56	84.8%
	Southern	32	68	58	85.3%
		84	186	153	82.3%





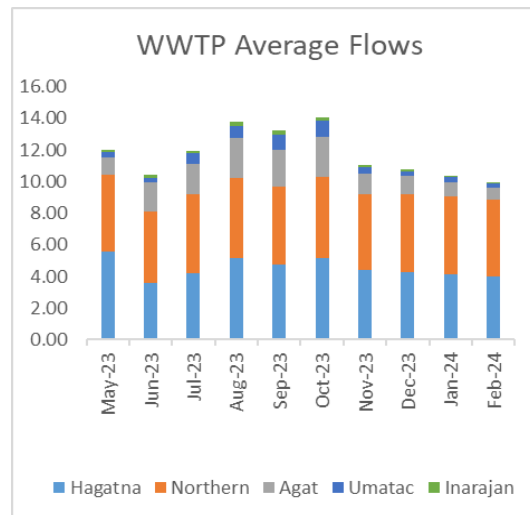
Wastewater Collections – CCTV (February 2024)





Wastewater Treatment (February 2024)

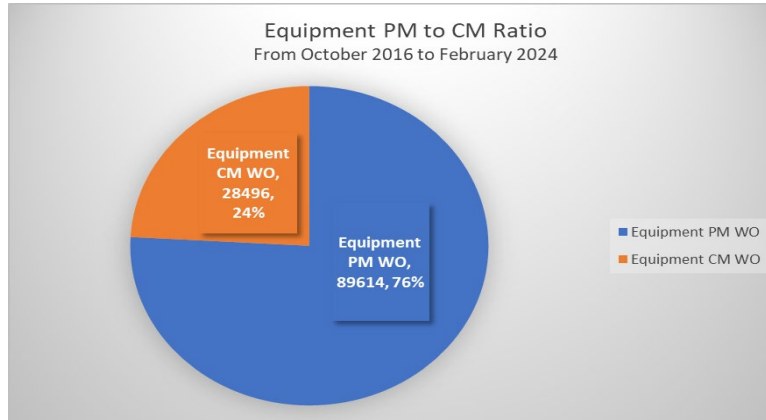
Monthly Wastewater Treatment Summary - February 2024				
WW Treatment Plants - Flows				
	Facility	Avg. Daily Flows	Sludge (lbs)	Sludge Disp. (\$)
	Hagatna	3.98	236,000	\$ 21,240
	Northern	4.86	823,700	\$ 74,133
	Agat	0.78	29,860	\$ 2,687
	Umatac	0.24		
	Inarajan	0.1		
		9.96	1,089,560	\$ 98,060



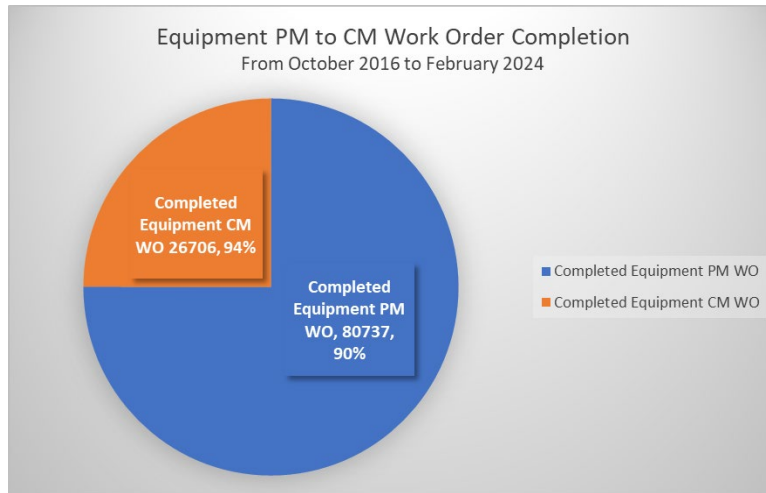


Asset Management (through February 2024)

I. Equipment Preventive Maintenance to Corrective Maintenance *Ratio*



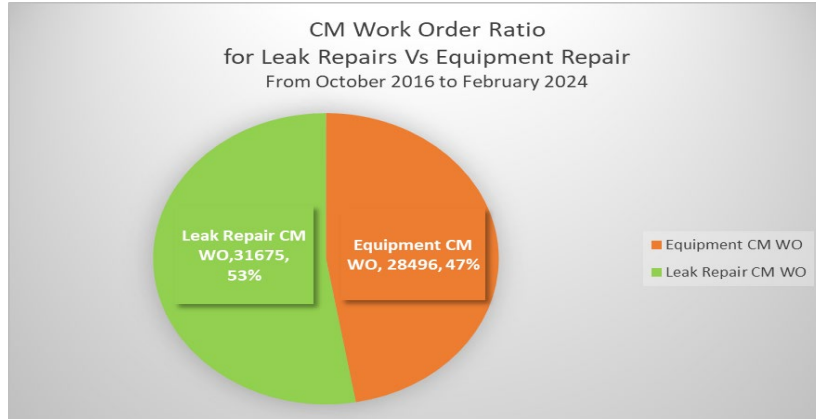
II. Equipment Preventive Maintenance to Corrective Maintenance *Work Order Completion*



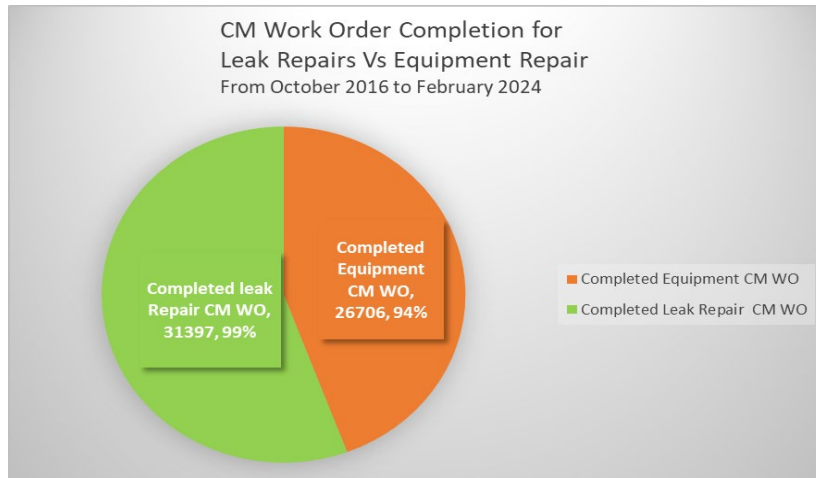


Asset Management (through February 2024)

III. Corrective Maintenance Work Order **Ratio** for Leak Repairs vs. Equipment Repair



IV. Corrective Maintenance Work Order **Completion** for Leak Repairs vs. Equipment Repair





One Guam Update (February 2024)

- Licenses/Lease, Property Transfer Easement – No updates
- Other Issues
 - Water to Navy Meter at Power Substation across Micronesia Mall
 - During GWA's investigation, it was determined that the water line was capped by DZSP several years ago. Navy will verify any issues and determine reconnection. Once approved, GWA will move forward in reconnecting the water line to provide water to GPA.
 - PFAS Study – SAFF Treatment
 - GWA has contracted for bench-scale testing of SAFF treatment system using water from various sources, including potential Navy source water. This alternative treatment technology is being jointly evaluated by GWA and Navy, and has the potential to significantly reduce the use of GAC for PFAS treatment. GAC may still need to be used for "polishing" to remove trace amounts of PFAS after the SAFF treatment. SAFF system can remove 99% of PFAS; but with short chain may be 40-60% depending on which one it is. With Navy wells, only have long chain. This product will not to use to take out dieldrin or other organic materials.
 - Navy's container purchase for source water samples is ongoing. The Navy will contact GWA laboratory once containers on island. GWA's containers are on island. Once Navy's containers arrive, GWA will send the samples for the Navy and GWA for bench-scale testing.
 - GWA Pressure Zone Realignment Encroachment
 - GWA's contractor encroached on DOD property (Eagles Field- Route 15) when installing the valve box. GWA is requesting an easement from DOD for 1,478 square feet. The property is under Andersen. Andersen staff will look into the issue.



(continued on next page)



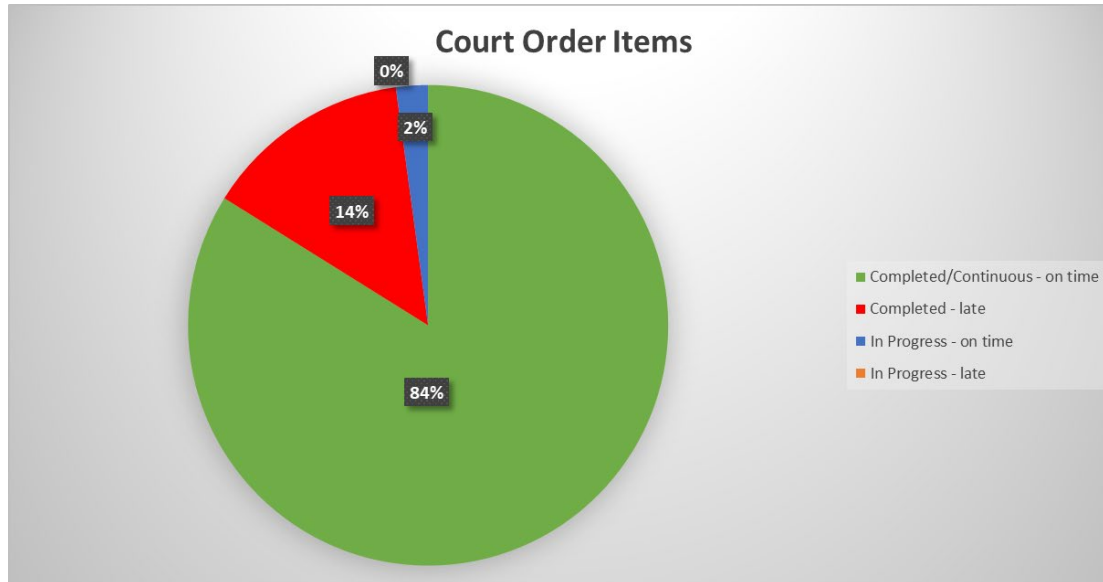
One Guam Update (February 2024 - continuation)

- Other Issues
 - Interties
 - In 2017, GWA and DOD started to discuss the benefit of sharing water resources between GWA and Andersen by having an intertie between the GWA and Andersen's Santa Rosa tanks. DOD and GWA are interested in discussing more opportunities to provide water as a backup to either system. A meeting will be set up to discuss the options and if there is interest for water management across the island and water exchange. The meeting will be to discuss what the plan would look like and spell out some guidelines on a capacity standpoint regular during operations, contingency operations, exercises, etc.,
 - Tech memos and Santa Rosa documents will be shared with the Andersen team.
 - 2018 AWIA (American Water Infrastructure Act)
 - DOD stated that there's a new requirement of the 2018 AWIA (American Water Infrastructure Act) that EPA requires drinking water utilities to have an assessment and emergency response plan, part of that is WARN (Water and Wastewater Agency Response Networks). The requirements include sharing resources. Which GWA and the Navy are already doing.
 - Update of Framework and Strategy
 - Need to also revisit the framework/strategy and see what needs to be added or what's been completed as haven't done for a couple of years. Separate meetings will be scheduled for this update.





Court Order Summary (through February 2024 – no changes)



Court Order Summary

	Court Order Items	%	Performance % Completed	Performance (on-time or completed)
Completed/Continuous - on time	78	84%	97.8%	100.0%
Completed - late	13	14%		
In Progress - on time	2	2%		
In Progress - late	0	0%		
Totals	93	100%		





Court Order – Status Information (February 2024)

The following Overflows or ByPass events were reported for February 2024:

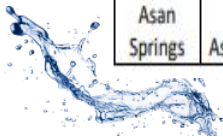
- Feb. 10, 2024, SSO #1425566: Harmon Pump Station; PS failure, sewer overflow - Equipment Failure
- Feb. 18, 2024, SSO #1426732: East O'Brien Drive, near Hagatna Pool; Sewer overflow – FOG
- Feb. 22, 2024, SSO #1428101: Tumon Lane, Tamuning; Sewer overflow – FOG
- Feb. 28, 2024, SSO #1429382: Mamajanao Pump Station; PS failure - Equipment Failure





Land Acquisition Summary (through February 2024)

GWA Facility	Location	Gov. or Private Property	Land Acquisition Status
Tanks	Astumbo-L10164	Gov't - CLTC	Petition of Land Registration package forwarded to Attorney General by DLM 11/04/19. AG pending court filing 06/30/2021 – Follow up status sent to DLM 10/06/2021; 11/03/2021; 01/27/2022; 03/04/2022; 05/12/2022; 07/07/2022;09/12/2022; 12/27/2022; DLM response 07/11/2023 have not been able to meet with Assignment AG for LR proceedings. Land Agent has followed up and emailed multiple times with Margarita at DLM on meeting with DLM attorney on status of Land Registration proceedings 10/02/2023. This process is crucial for GWA to acquire property for GWA reservoir. 02/01/2024: Follow up sent to Margarita at DLM; 02/09/2024: Response from Margarita at DLM- Because it has almost been 4 years since we requested the assistance of the AG to initiate the Land Registration, I would recommend that a formal letter from GWA requesting the urgency of the registration and indicate the reasoning behind it. This would support our request for immediate processing with the AG.
	Piti-L259	Private/Federal	Received final comments from DoAg. Waiting on the archaeological report before we can submit 299 forms. Waiting for permission from NPS to access the lot and perform the Archeological survey.
	Ugum River Intake/Booster Pump Station	Private	When the UGUM Water treatment plant was built in 1990, no land reservations for the area by the booster pump station, the Ugum river intake and access road. Land Agent currently researching the area under Lot 292, owned by the Aguon Family. GWA would need to secure a Grant of Easement for the access road and booster pump facility along the river intake. 12/19/2023: GWA coordinating with DCA for survey services to perform a boundary retracement survey of the subject lot to establish the limits of the survey; as-built existing facilities, structures, and road, to obtain + 2,376 square meters for the parcel and create the easement for GWA reservation. 03/06/2024: DCA field survey work begins.
Deep Wells	AG-12-L10154-4	Dept. of Agriculture/Manhita Farms	Right of Entry Agreement sent to Manhita Farms for signature 05/24/18. 2 nd follow up sent on 04/10/19; 08/03/2021. ROE Agreement information sent to GWA legal counsel for further review and processing 01/28/2022; 08/11/2023 –GM signed and submitted to DCA for final review and processing at DLM; 09/26/2023-Submitted to DCA for final map processing
Booster Pump Station	Agfayan-T3734 B19 L28	Private	TGE working on structural design for pump station area for L28, B19, T3734, Inarajan 11/07/19. Letter of Decision received by CLTC 06/09/2021. CLTC has responded for in-kind service letter 10/08/2021. 1 st appraisal report submitted to GWA 05/11/2022. 2 nd appraisal submittal to GWA 09/20/2022. Appraisal report sent to GM/legal counsel for review, approval and response 09/22/2022. Garrett stated updated appraisal report cost is \$2500 each. Funding needs to be requested 10/02/2023.
Asan Springs	Asan-L501	Federal	<ul style="list-style-type: none"> Revised Environmental Assessment report with NPS for review. 1/25/24 09/18/2023: The Office of Congressman Moylan has offered assistance to work with the NPS in completing the EA and Finding of No Significant Impact (FONSI) along with the Right of Way agreement to GWA, the EA is a prerequisite of the ROE agreement.



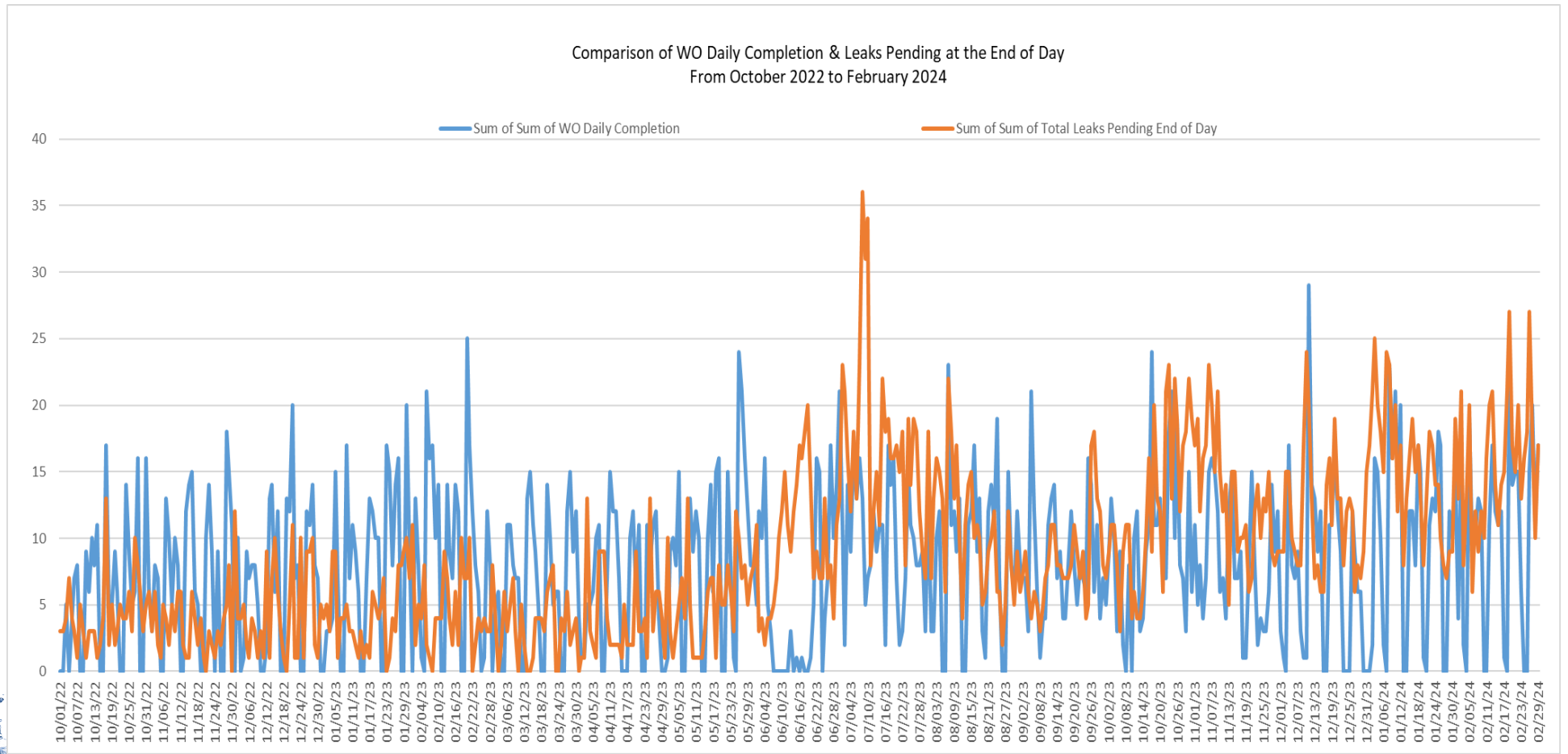


Comparison of Leaks Reported vs. Leaks Repaired (through February 2024)



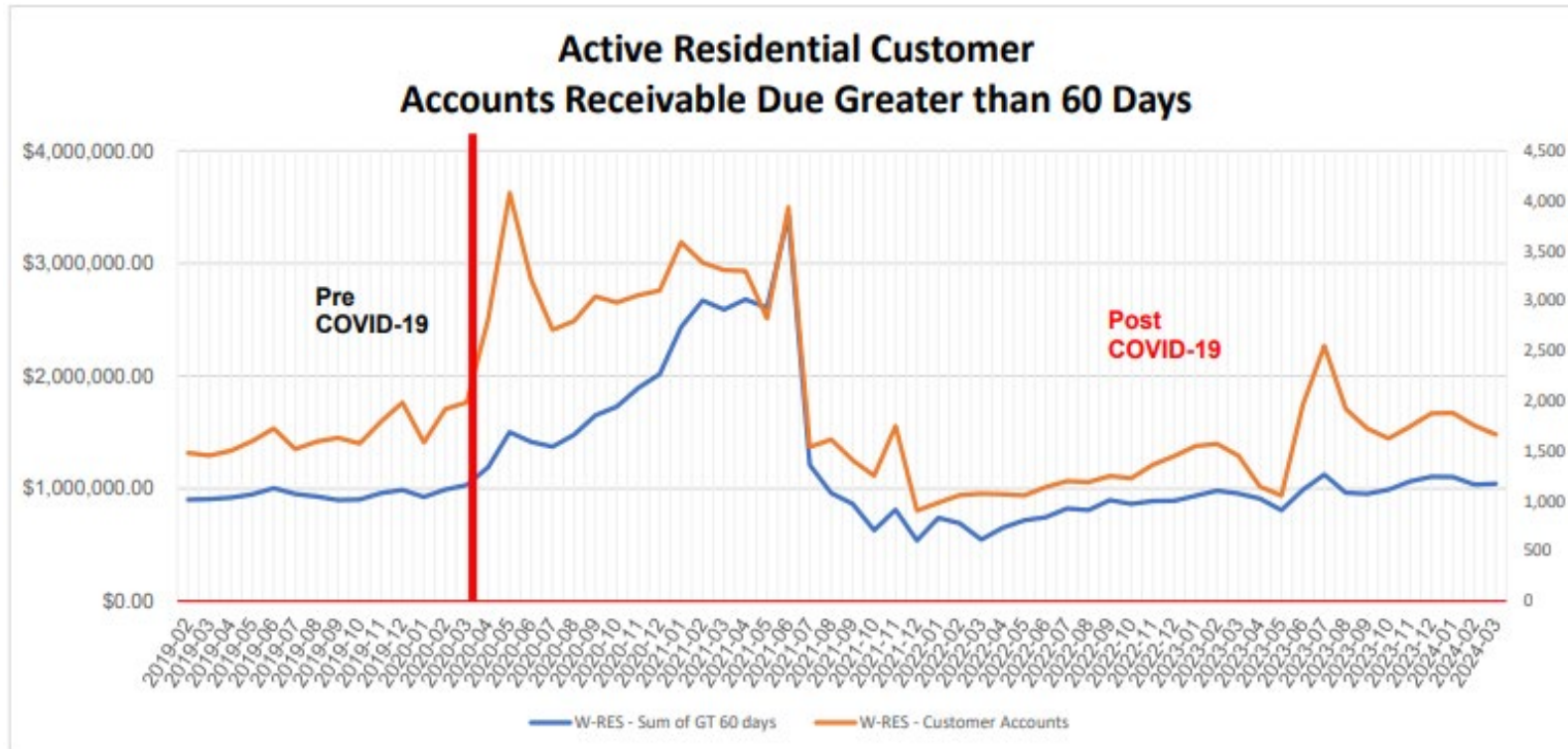


Daily Leak Repairs (through February 2024)





Accounts Receivables – Active Residential Customers (for February 2024)

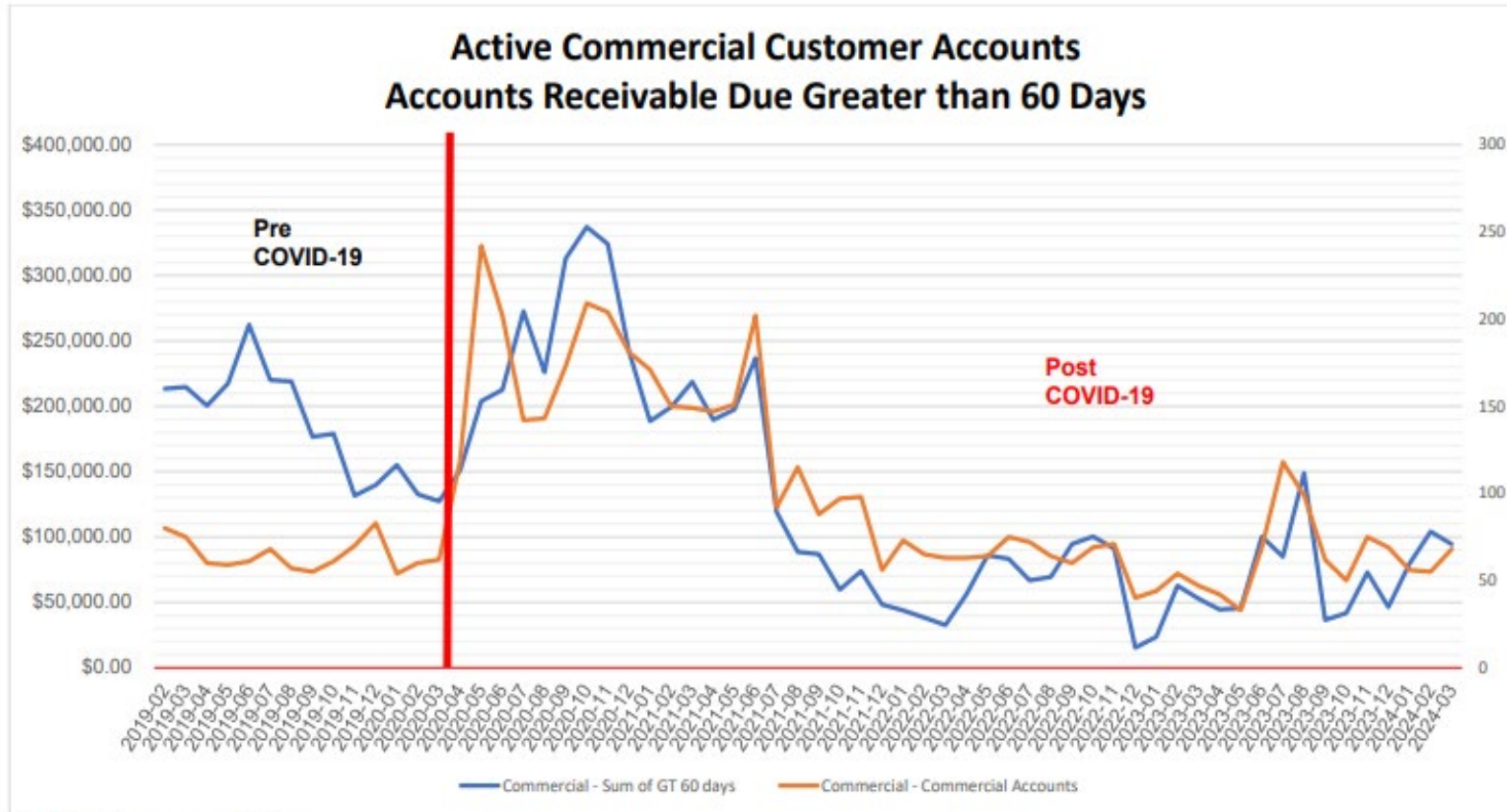


* Excluding customers on payment plans





Accounts Receivables – Active Commercial Customers (February 2024)



* Excluding customers on payment plans





Highlights of Customer Care Section Operations (February 2024)

- The average wait time for all 3 locations is 3.4 minutes as compared to 4 minutes for Jan 2024.
- The number one reason for visit to each GPWA location is identical in Feb 2024 as it was in Jan 2024:
 - Gloria B Nelson Public Service Bldg. Fadian = Apply for water
 - Julale Satellite Office = Copy of bill
 - Upper Tumon Satellite Office = Bill Dispute
- The total number of Facebook visits is 5884 for February 2024 as compared to 7023 for January 2024.
- Instagram profile visits for February 2024 decreased to 261 as compared to 302 in Jan 2024.
- February 2024 average number of active pay plans had a slight decrease @ 376 as compared to 396 in Jan 2024.
- There was an increase in emails received for February 2024 @ 564 total emails received as compared to 521 in Jan 2024.
- Meter Reading Unit reported the successful electronic read percentage @ 96.8% as compared to 96.17% in January 2024.
- 12.3% of GWA active customer meters recorded an ongoing private side leakage in February 2024 which is slightly lower than the 12.9% recorded in January 2024.





Issues for Resolution

CCU Regular Board Meeting

March 26, 2024



Central Guam Reservoirs Design

Relative to Increase Funding for the Central Guam Reservoirs Design

GWA Resolution No. 13-FY2024

What is the project's objective and is it necessary and urgent?

- The purpose of this resolution is to authorize additional engineering design and construction support services for the A-23 and A-25 GAC treatment system project. The needed engineering work will include a new generator system, new chlorine building and electrical panel upgrades, along with new SCADA, as well as additional site security improvements that are needed because of recent damage by an automobile accident that occurred on September 23, 2023. The accident damaged the A-25 Deep Well Facility. The project is necessary to correct the recent damages, but is also urgently needed to treat poly/perfluoroalkyl substances (PFAS) at A-23 and A25 and return the deep wells to service.
- Design (A-23 and A-25):
 1. Generator and ATS system upgrades: new generator and automatic transfer switch
 2. Site security upgrades: new camera system and site fencing
 3. Chlorine system and building upgrades: new chlorine feed, chlorine residual analyzer, new building door, ventilation
 4. Electrical system upgrades: new conduits, panels
 5. SCADA panel replacement: replace with new remote terminal unit
- Construction
 1. Construction support services to include A-23 and A-23 GAC Deep Wells. Construction services include responding to contractor's request for information, design changes during construction, and unforeseen issues which may arise during construction.

(continued on next page)

Central Guam Reservoirs Design *(continuation)*

Relative to Increase Funding for the Central Guam Reservoirs Design

GWA Resolution No. 13-FY2024

How much will it cost?

- Additional design cost: \$78,891.00
- Total additional funding request to include contingencies: \$100,000.00

When will it be completed?

- Design work is anticipated to be completed within 30 days of an approved change order.
- Construction support work will start during the construction project. Construction phase is anticipated to begin June 2024 with a 16-month construction period.

What is the funding source?

- The source of funding will be from CIP line items PW 09-02 Water Wells bonds, other bonds and grants.



GWA Financial Overview

FEBRUARY 2024



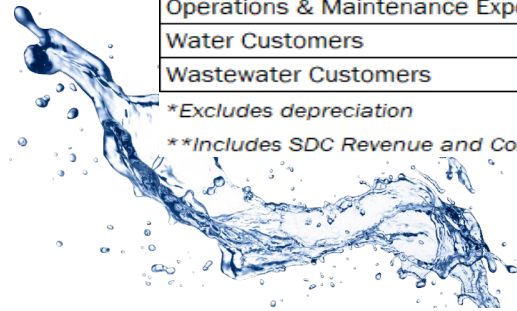


Key Financial Indicators

Indicator	Target	Dec-23	Jan-24	Feb-24
DSC YTD				
- Per Section 6.12 of Indenture	1.25	1.57	1.59	1.58
- Per PUC / CCU	1.30	1.57	1.59	1.58
Days – Cash on Hand	120 days	271 days	278 days	290 days
Collection Ratio**				
- Month to Date	99%	88%	98%	99%
- Year to Date	99%	83%	87%	89%
Days Billed	30 days	29 days	30 days	30 days
Account Receivable Days	30 days	39 days	39 days	39 days
Account Payable Days	45 days	40 days	38 days	38 days
Employee Count	400 FTE	359 FTE	357 FTE	351 FTE
Water Demand				
- Month to Date	451,933	431,731	424,459	418,166
- Year to Date	2,259,667	1,263,230	1,687,688	2,105,853
Wastewater Flow				
- Month to Date	317,500	316,817	309,902	298,261
- Year to Date	1,587,500	926,255	1,236,157	1,534,418
Operations & Maintenance Expense*	\$6,567,186	\$5,653,023	\$5,552,981	\$5,537,977
Water Customers	43,978	43,539	43,525	43,529
Wastewater Customers	30,781	31,083	30,879	31,216

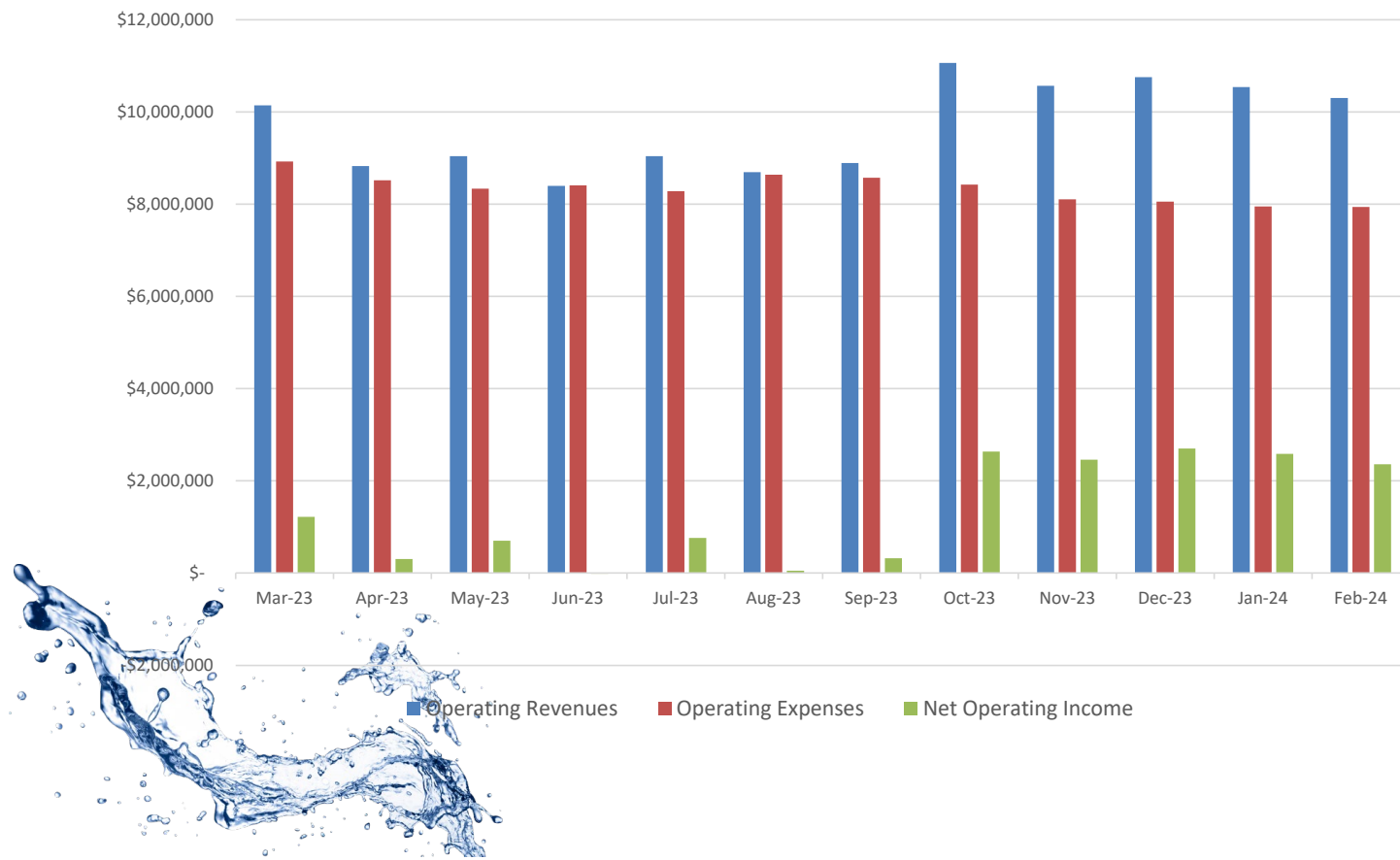
*Excludes depreciation

**Includes SDC Revenue and Collection



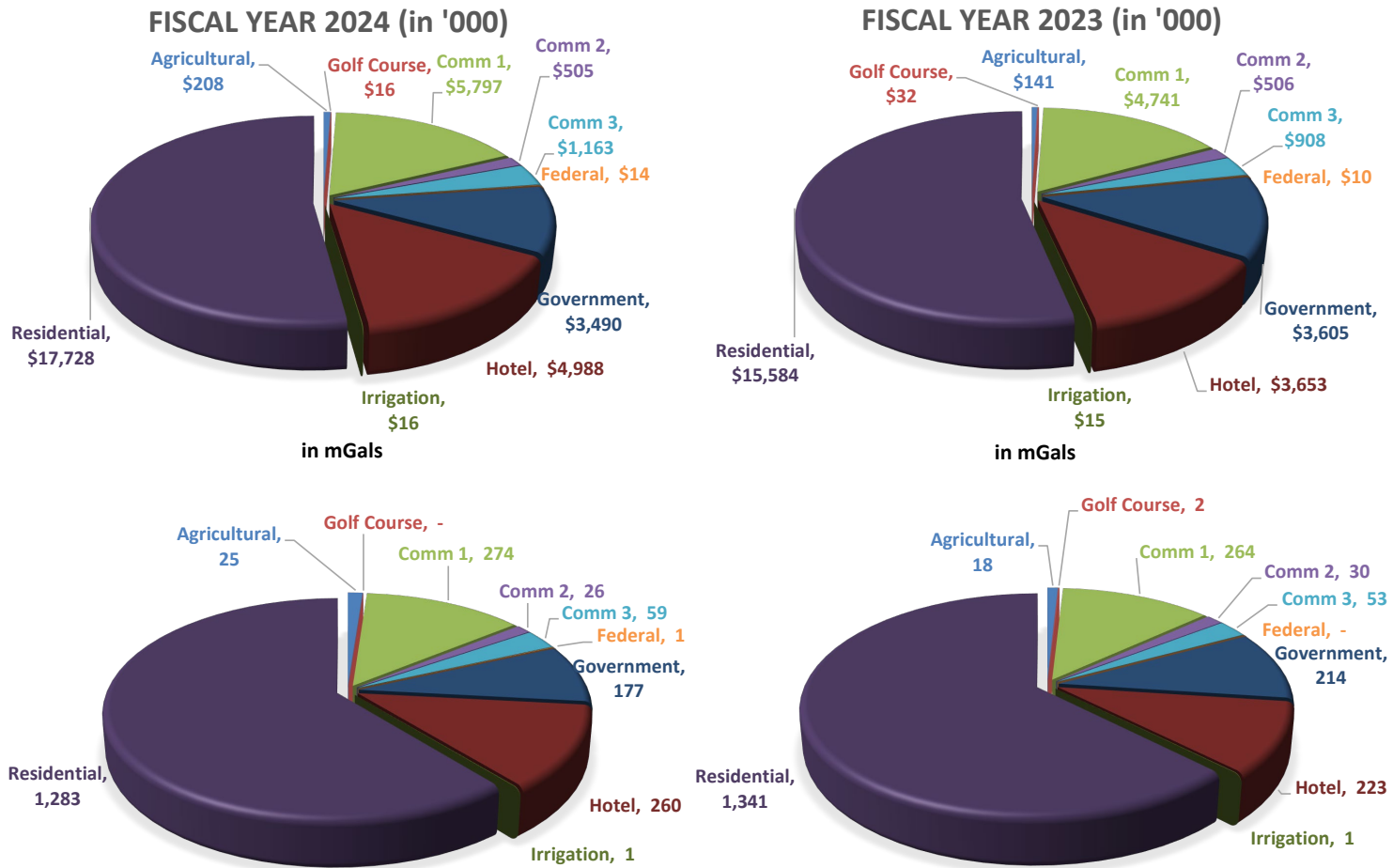


Income Statement





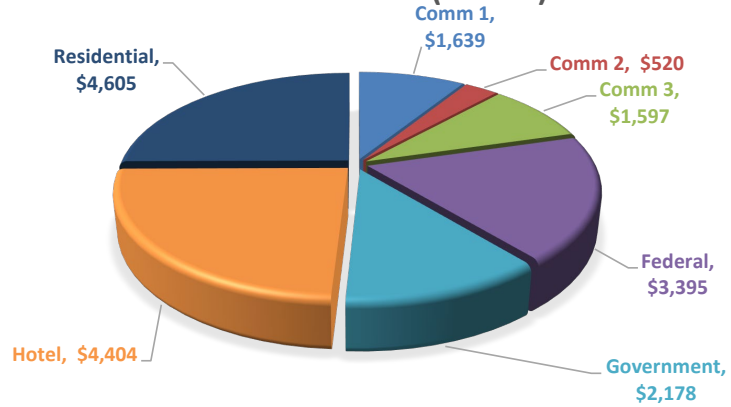
FEBRUARY YTD Water Revenue/Demand by Rate Class



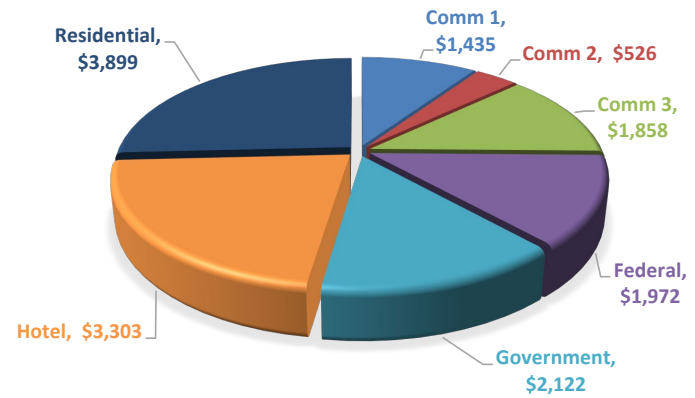


FEBRUARY YTD Waste Water Revenue/FLOW by Rate Class

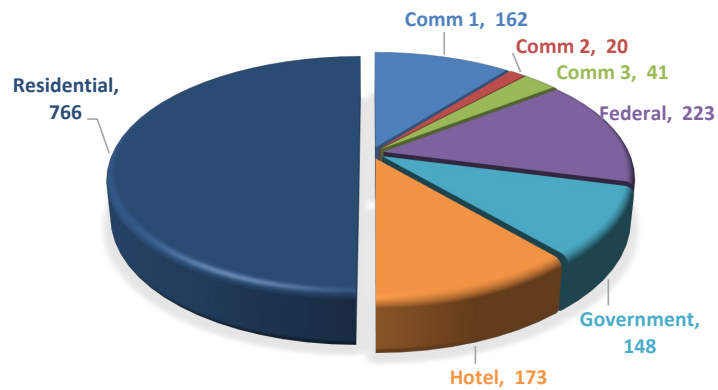
FISCAL YEAR 2024 (in '000)



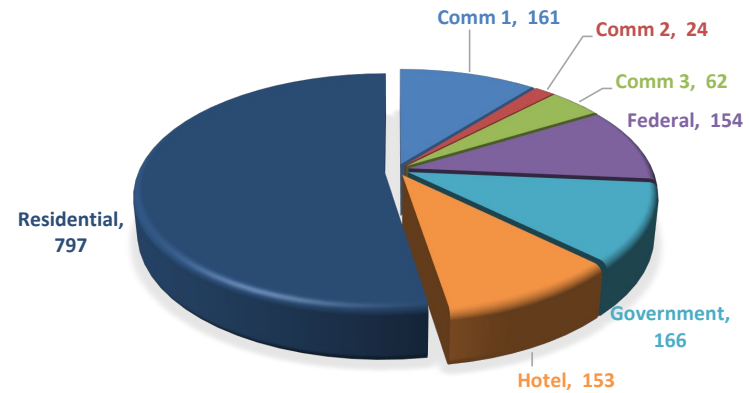
FISCAL YEAR 2023 (in '000)



in mGals

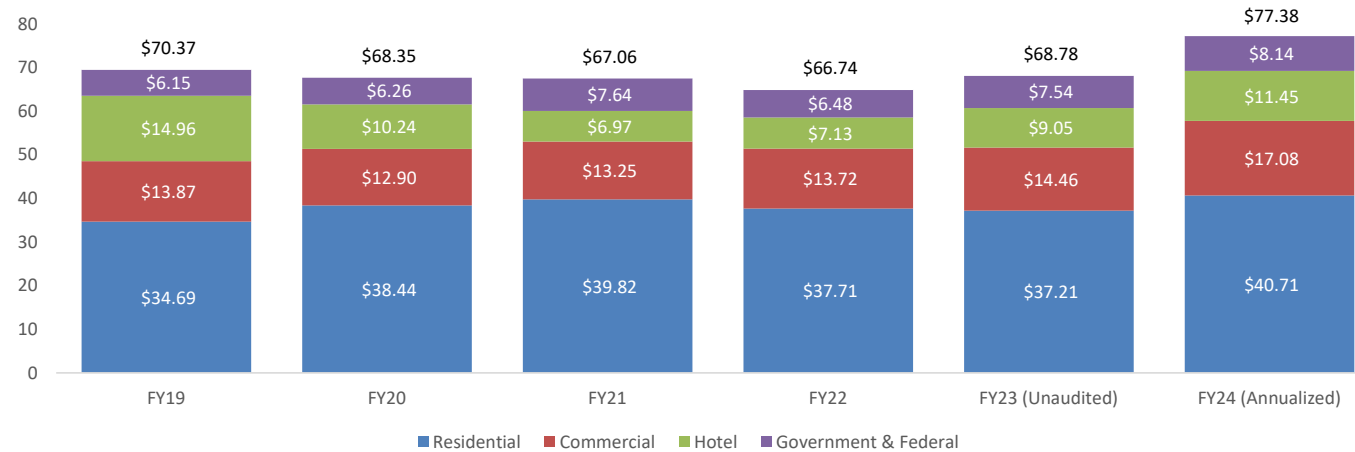
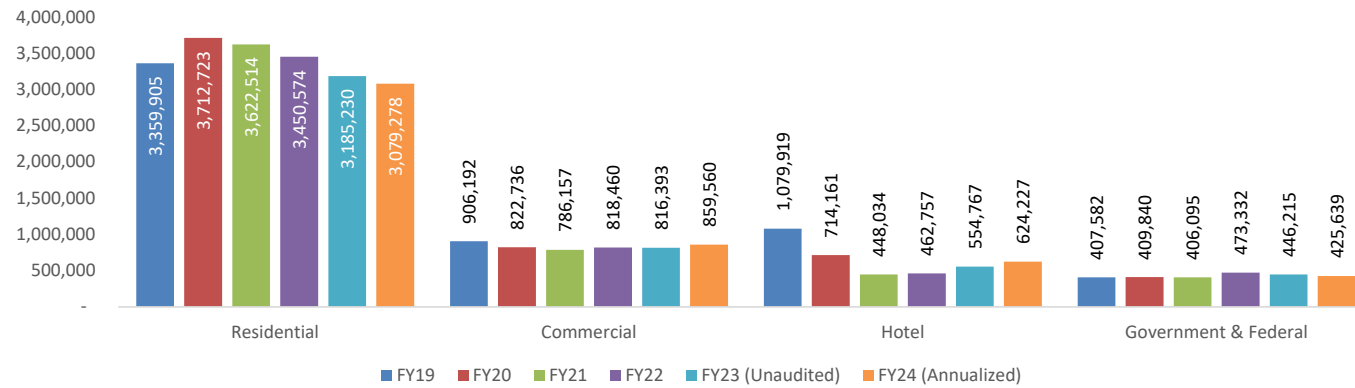


in mGals



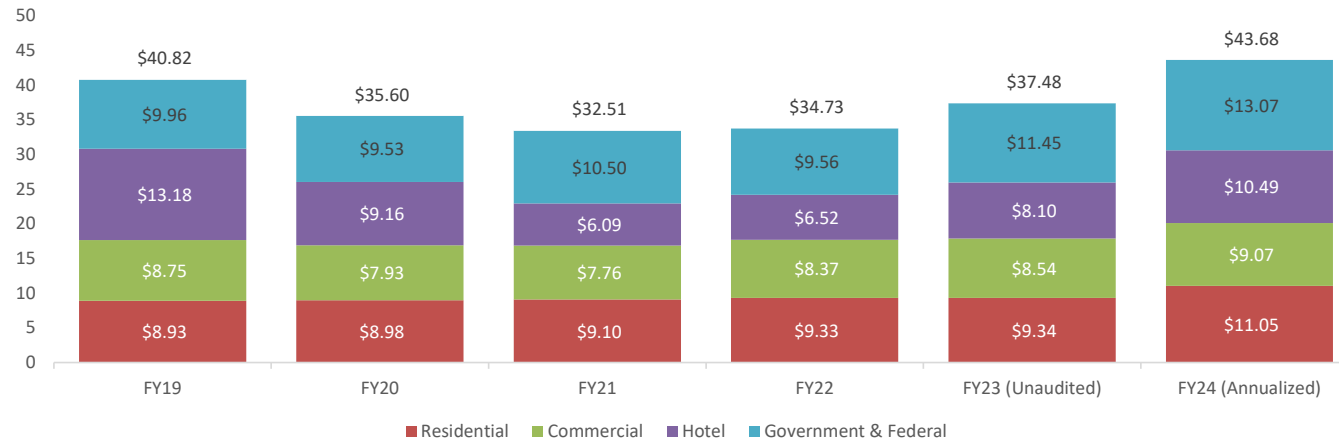
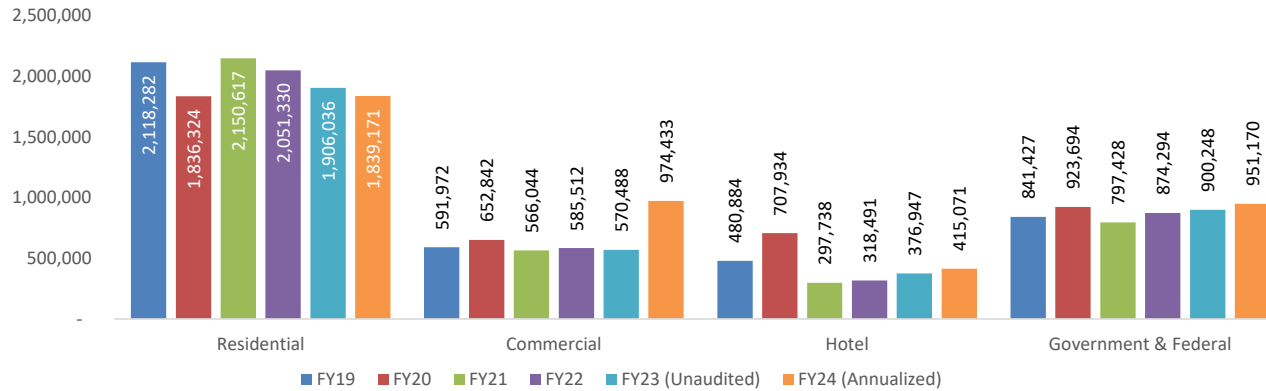


Annual Water Demand and Revenues by Rate Class



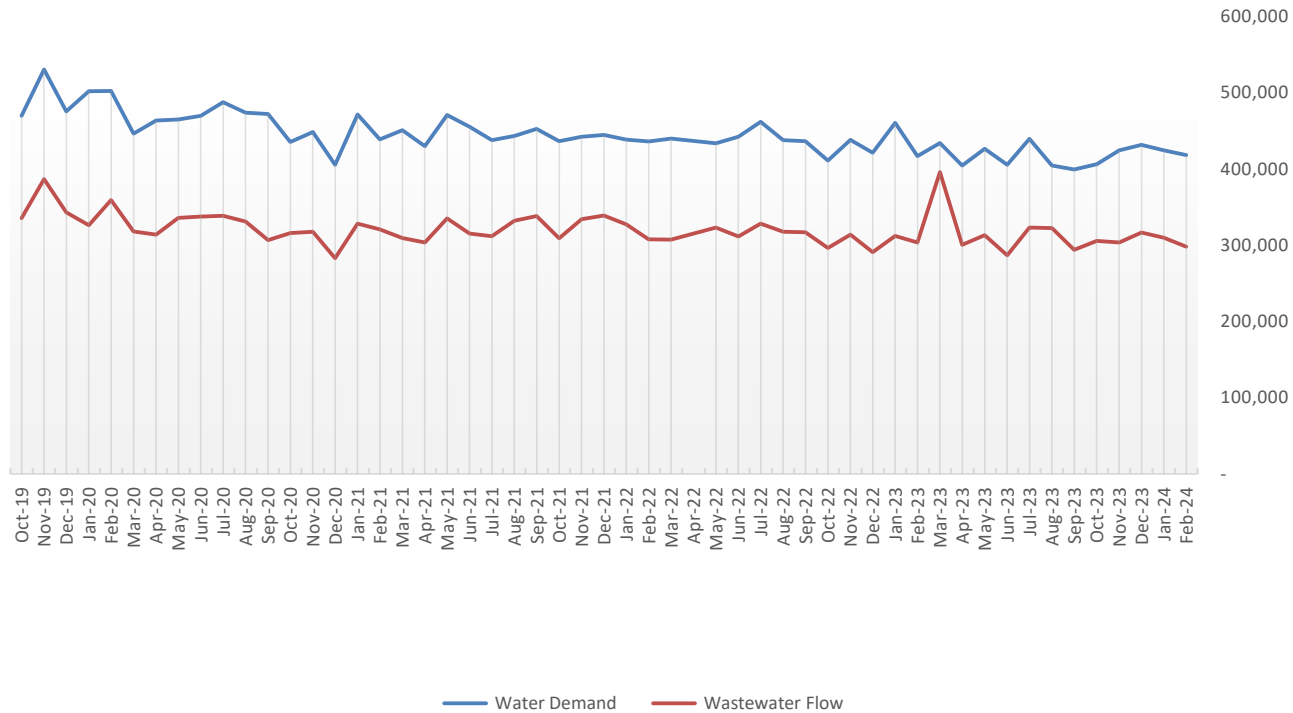


Annual Wastewater Billable Flows and Revenues by Rate Class





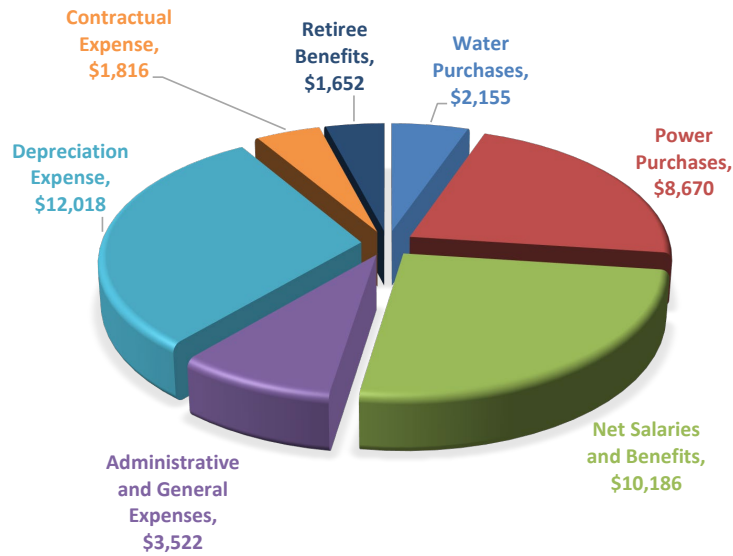
Water Demand & Wastewater Flow – 4 Years



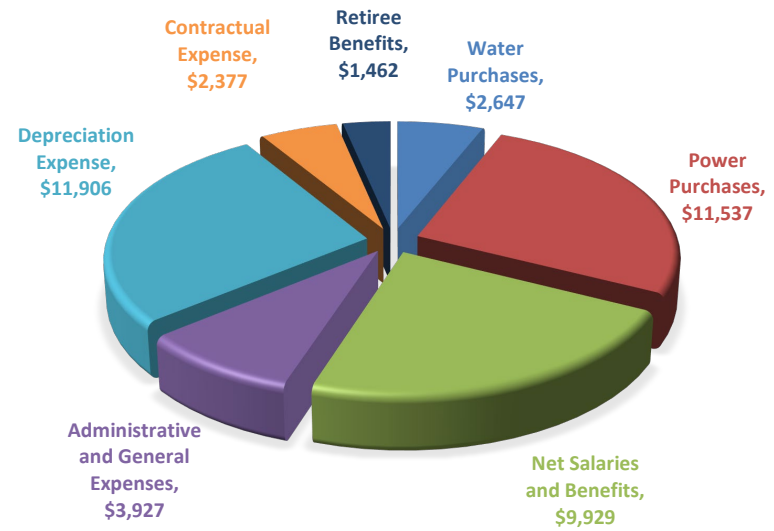


FEBRUARY YTD Expenses by Categories

FY2024 (IN '000)

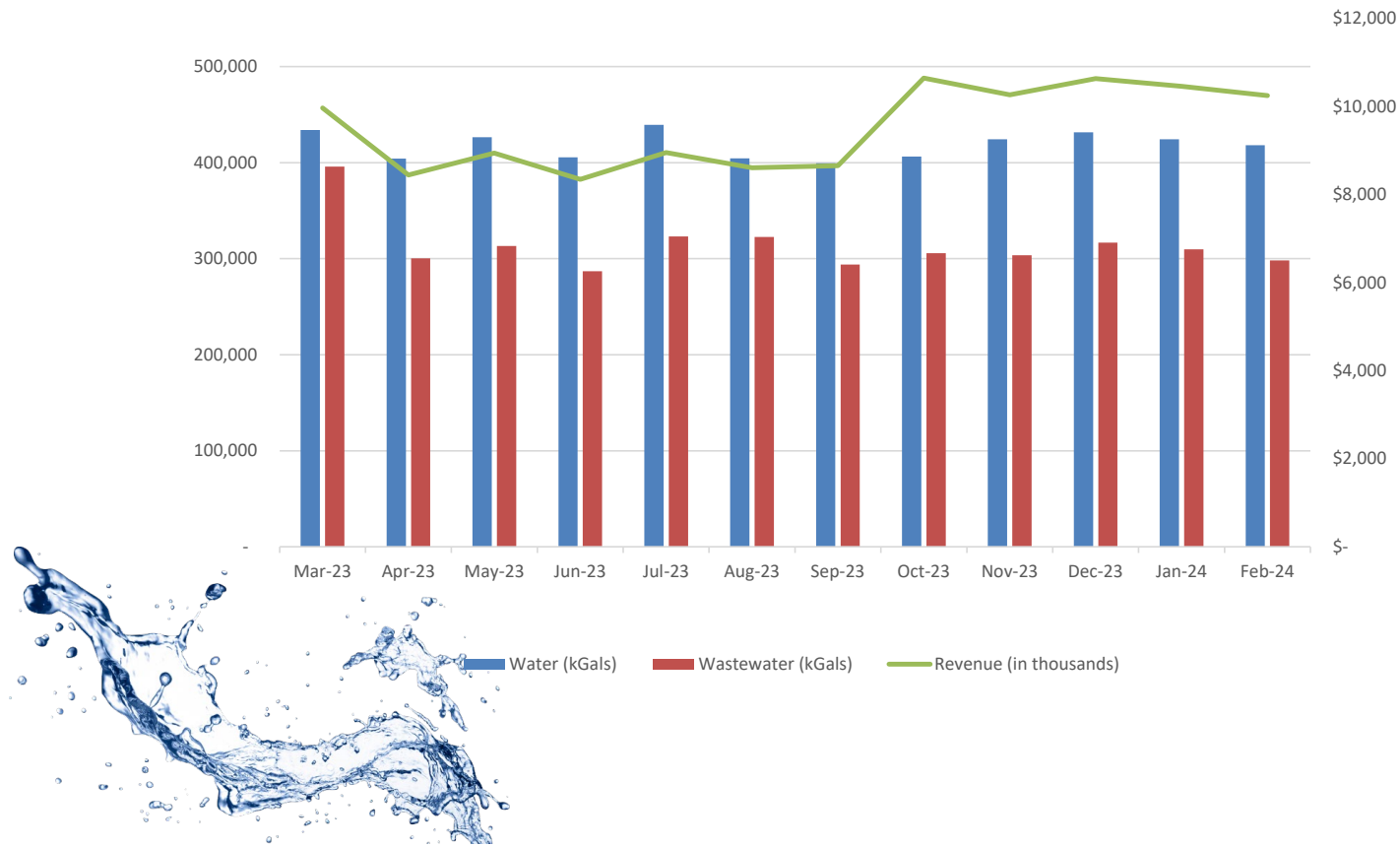


FY2023 (IN '000)



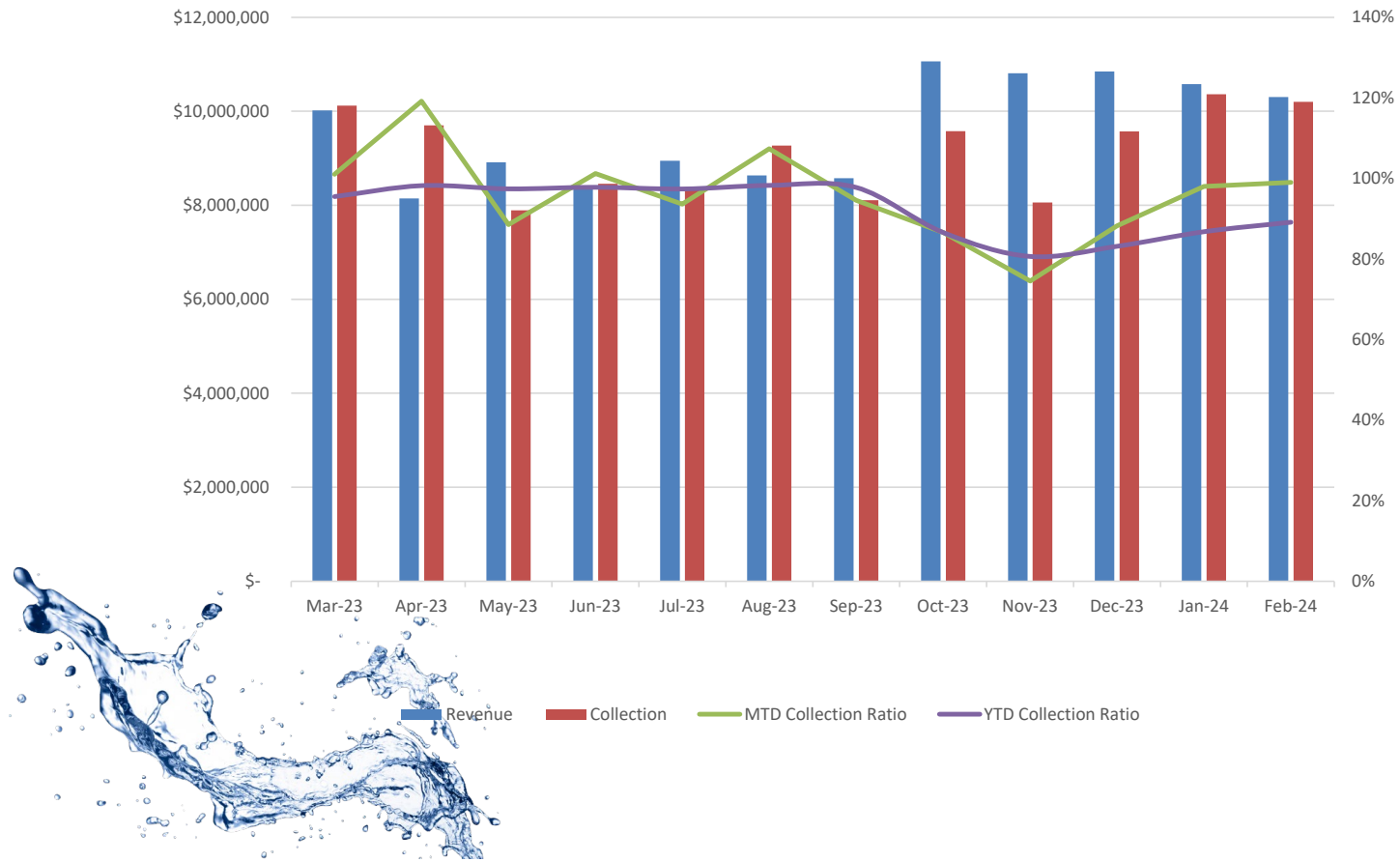


Overall Revenues and Demand





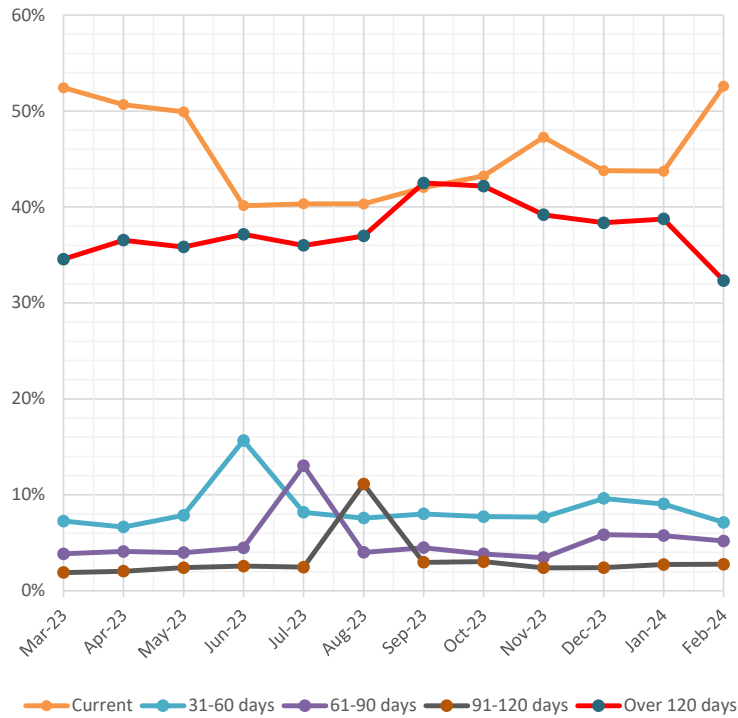
Overall Revenues and Collections



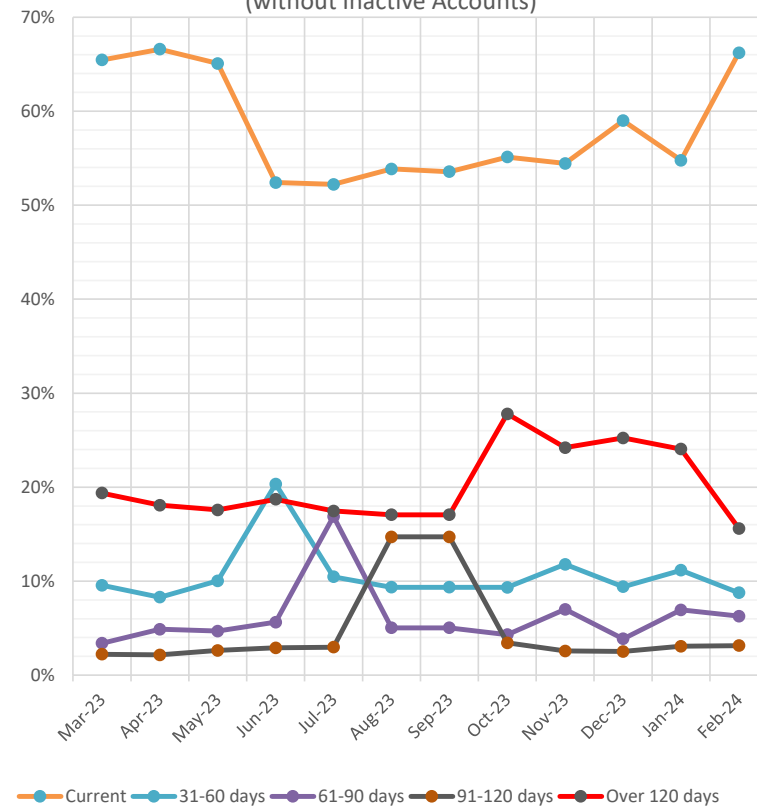


Overall – AR Aging

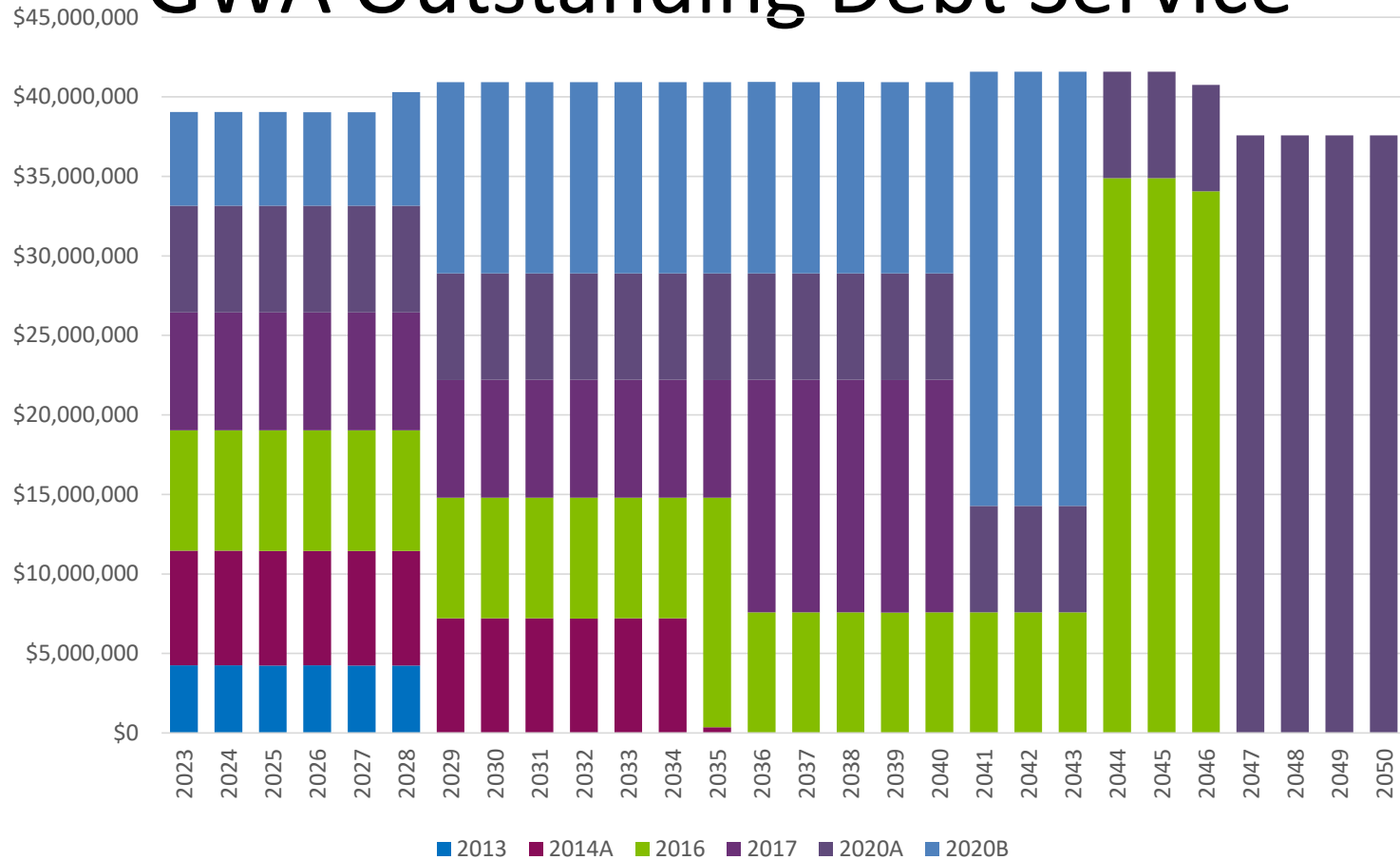
% of Aged AR Balance to Total AR Balance



% of Aged AR Balance to Total AR Balance
(without Inactive Accounts)



GWA Outstanding Debt Service



Source: Guam Waterworks Authority.
 Aggregated by Fiscal Year Ending September 30.

Guam Waterworks Authority

Summary of Series 2024A&B Bond Issuance

March 19, 2024



Capital Markets

Summary of Guam Waterworks Authority's Series 2024A&B Bond Issuance

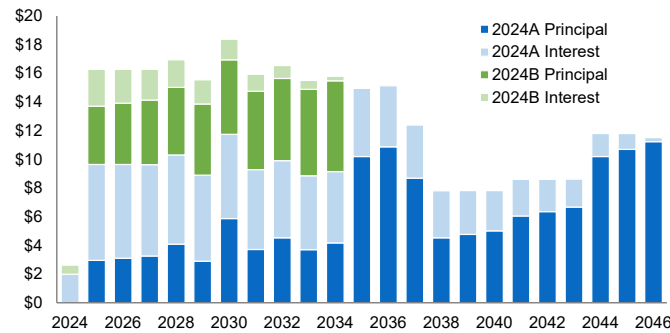
- On February 29, 2024, Guam Waterworks Authority (“GWA”) priced \$133.575mm of Series 2024A and \$51.275mm of Series 2024B Water & Wastewater System Revenue Refunding Bonds
 - Proceeds of the Series 2024A bonds were used to current refund GWA’s outstanding 2013 bonds and to fund the purchase cost of 2016, 2017, and 2020B bonds accepted for tender
 - *\$18.4mm of 2013 Bonds Refunded* – *\$40.9mm of 2017 Bonds Tendered*
 - *\$51.4mm of 2016 Bonds Tendered* – *\$40.2mm of 2020B Bonds Tendered*
 - Proceeds of the Series 2024B bonds were used to current refund a portion of GWA’s outstanding 2014A bonds
 - *\$55.8mm of 2014A Bonds Refunded*
- RBC Capital Markets served as underwriter and dealer manager
- GWA maintained its existing credit ratings from Moody’s and S&P (Baa2 and A-, respectively)
- The transaction was met with very high levels of investor interest
 - Over 70 unique investors viewed GWA’s internet roadshow
 - GWA held 15 one-on-one investor calls, which were scheduled over a three-day period
- The transaction received over \$2.14 billion in orders from 39 unique investors – resulting in an oversubscriptions ranging from 4.0x to 26.1x by maturity, allowing for an aggressive tightening of credit spreads
- ***The 2024A&B bond issuance generated a combined \$21.1mm of cashflow savings (\$14.5mm PV savings, or 7.02% of refunded / tendered par)***
 - The tender process allowed for savings to be captured years ahead of the bonds’ first optional call dates
 - The All-in True Interest Cost (“All-in TIC”) of the combined 2024A&B issuance was 3.96%

Financing Results for GWA Series 2024A&B Bonds

Bond Summary & Refunding Stats

Bond Summary Stats	Series 2024A	Series 2024B	Aggregate
Issued Par	\$ 133,575,000	\$ 51,275,000	\$ 184,850,000
Delivery Date	03/14/2024	04/02/2024	-
Arbitrage Yield	-	-	3.49%
All-in TIC	4.07%	3.37%	3.96%
Average Life	13.8 yr	6.1 yr	11.7 yr
Refunding Stats			
Refunded Series	2013	2014A	2013 & 2014A
Tendered Series	2016, 2017 & 2020B		2016, 2017 & 2020B
Tendered/Ref. Par	\$150,885,000	\$55,845,000	\$206,730,000
Gross D/S Savings	\$14,992,758	\$6,071,747	\$21,064,505
Net PV Savings (\$)	\$9,558,894	\$4,955,653	\$14,514,546
Net PV Savings (%)	6.33%	8.87%	7.02%

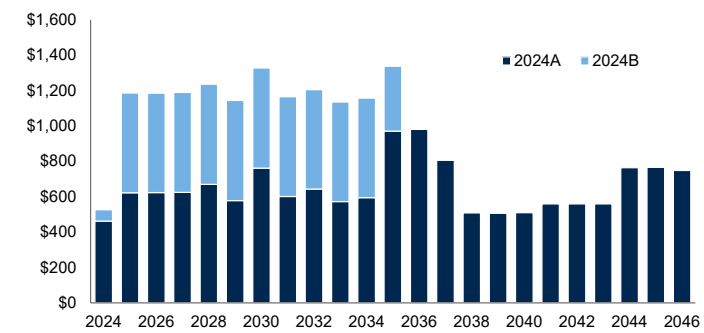
Series 2024A&B Debt Service (\$mm) (Fiscal Year 9/30)



Combined Annual Cashflow Savings

FY Ended 9/30	Tendered / Ref. Debt Service	Refunding Debt Service	Gross Savings
2024	\$3,145,069	\$2,618,889	\$526,180
2025	17,463,935	16,277,500	1,186,435
2026	17,465,473	16,280,750	1,184,723
2027	17,465,473	16,276,250	1,189,223
2028	18,179,723	16,943,500	1,236,223
2029	16,687,448	15,543,000	1,144,448
2030	19,703,360	18,375,500	1,327,860
2031	17,092,410	15,926,750	1,165,660
2032	17,752,423	16,547,750	1,204,673
2033	16,635,123	15,499,750	1,135,373
2034	16,946,510	15,788,500	1,158,010
2035	16,291,585	14,953,500	1,338,085
2036	16,110,020	15,129,000	981,020
2037	13,200,800	12,395,250	805,550
2038	8,319,425	7,811,000	508,425
2039	8,325,460	7,819,250	506,210
2040	8,330,720	7,820,750	509,970
2041	9,169,705	8,610,250	559,455
2042	9,166,965	8,607,750	559,215
2043	9,174,270	8,615,250	559,020
2044	12,565,750	11,801,500	764,250
2045	12,563,000	11,796,750	766,250
2046	12,264,125	11,515,875	748,250
Total	\$314,018,769	\$292,954,264	\$21,064,505

Annual Debt Service Savings (\$000) (Fiscal Year 9/30)



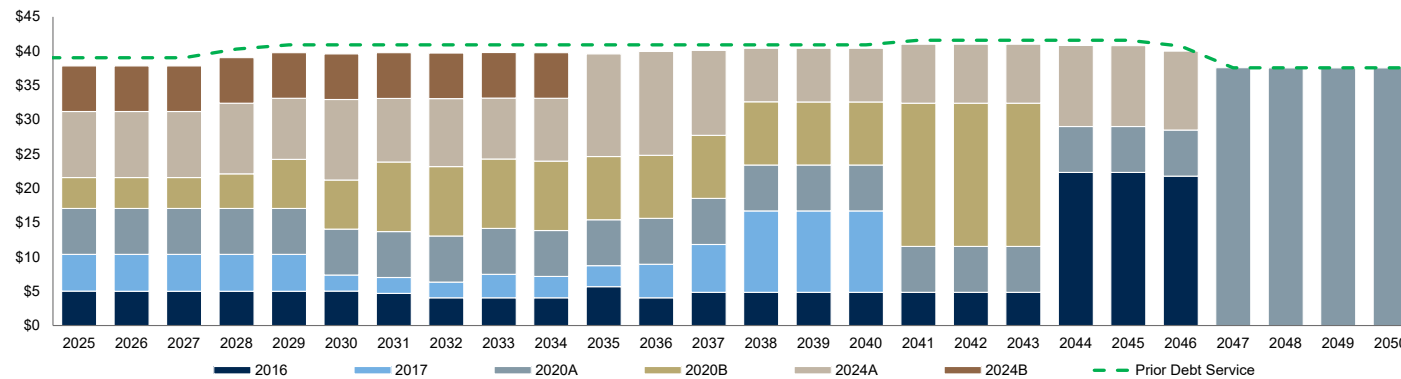
GWA's 2024A&B bond issuance generated \$21.1mm of cashflow savings (\$14.5mm PV savings, or 7.02% of refunded/tendered par)

Resulting GWA Debt Service Profile

Summary of GWA Bond Portfolio Before & After Series 2024A&B Issuance

Series	Tax Status	Final Maturity	Par Call Date	Par Outstanding Prior to 2024AB	Refunded Par	Tendered Par	Par Outstanding After 2024AB
2013	Tax-Exempt	07/01/2028	07/01/2023	\$18,365,000	\$18,365,000		-
2014A	Tax-Exempt	07/01/2035 ¹	07/01/2024	60,050,000	55,845,000		\$4,205,000
2016	Tax-Exempt	01/01/2046	07/01/2026	134,140,000		\$51,375,000	82,765,000
2017	Tax-Exempt	07/01/2040	07/01/2027	100,930,000		40,905,000	60,025,000
2020A	Tax-Exempt	01/01/2050	07/01/2030	134,000,000			134,000,000
2020B	Taxable	07/01/2043	07/01/2030 ²	166,075,000		40,240,000	125,835,000
2024A	Tax-Exempt	01/01/2046	07/01/2034	-			133,575,000
2024B	Tax-Exempt	07/01/2034	07/01/2034	-			51,275,000
Total				\$613,560,000	\$74,210,000	\$132,520,000	\$591,680,000

GWA Debt Service After Series 2024A&B Issuance (\$mm) (Fiscal Year 9/30)



(1) Following 2024AB issuance, the final maturity of the outstanding Series 2014A bonds will be 7/1/2024.

(2) Series 2020B Par Call only applies to 2034 Term Bond

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Financial Statement Overview February 2024

Key Financial Indicators

Indicator	Target	December 2023	January 2024	February 2024
DSC YTD				
• Per Section 6.12 of Indenture	1.25	1.57	1.59	1.58
• Per PUC / CCU	1.30	1.57	1.59	1.58
Days – Cash on Hand	120 days	271 days	278 days	290 days
Collection Ratio**				
• Month to Date	99%	88%	98%	99%
• Year to Date	99%	83%	87%	89%
Days Billed	30 days	29 days	30 days	30 days
Account Receivable Days	30 days	39 days	39 days	39 days
Account Payable Days	45 days	40 days	38 days	38 days
Employee Count	400 FTE	359 FTE	357 FTE	351 FTE
Water Demand				
• Month to Date	451,933	431,731	424,459	418,166
• Year to Date	2,259,667	1,263,230	1,687,688	2,105,853
Wastewater Flow				
• Month to Date	317,500	316,817	309,902	298,261
• Year to Date	1,587,500	926,255	1,236,157	1,534,418
Operations & Maintenance Expense*	\$6,567,186	\$5,653,023	\$5,552,981	\$5,537,977
Water Customers	43,978	43,539	43,525	43,529
Wastewater Customers	30,781	31,083	30,879	31,216

*Excludes Depreciation

** Includes SDC Revenue and Collection

Water and Wastewater Consumption

Water consumption is about the same and wastewater flows are 2% less for the month of February compared to last year. Wastewater flows Increases in the Hotel class were not enough to offset decreases in other customer classes. Note that billing days in February were 2 days more than last year, 30 days compared to 28 days.

Year-to-date water consumption as of February 2024 was 2% below prior year and wastewater flows were 1% above prior year. Decreases in water consumption for the Government of Guam and Residential customer classes were the main reasons for the decrease in water consumption. Increases in wastewater flows from the Federal Government and Hotels were the reasons for the increase in overall wastewater flows. Note that many of the public schools remained closed during the initial part of the school year as they worked with Public Health on required inspections.

Year-to-date average daily water consumption (ADC) as of February 2024 of 14,039 kgals is 3% less than the prior year's 14,518 kgals. Decreases in the Government of Guam and residential customer classes largely drove the reduction in ADC. Year-to-date billing days at 150 days is two days more than the prior year.



Balance Sheet (Schedule A)

- Total Assets & Deferred Outflows of Resources of \$1.220B in September 2023 increased by \$1.6M or less than 1% to \$1.221B in February 2024. Current Assets increased by \$7.9M primarily due to increases in internally restricted cash and accounts receivable. Property, Plant and Equipment decreased by \$4.8M due to increases in depreciation. Other Noncurrent Assets decreased by \$600.0K.
- Liabilities & Deferred Inflow of Resources of \$886.3M in September 2023 decreased by \$6.5M or 1% to \$879.7M in February 2024 primarily due to decreases in contractors payable and interest payable. Bond interest is paid in January and July of every year.
- Accounts Receivable days in February 2024 and January 2024 were 39 days. Accounts Payable days In February 2024 and January 2024 were 38 days. Schedule I presents Accounts Receivable Aging by Customer Class and Schedule H contains a breakdown of Government Receivables. Schedule J reports Accounts Payable Aging.

Statement of Operations and Retained Earnings (Schedules B-E)

- Total Operating Revenues for February 2024 of \$10.3M is \$527.6K or 5% less than the budget of \$10.8M. February 2024 Total Operating Revenues are 17% or \$1.5M more than February 2023's \$8.8M. Note there was a rate increase of 16.7% effective October 2023.
- Year-to-date Operating Revenues as of February 2024 of \$53.2M were \$918.1K less than budget and \$8.1M or 18% more than Year-to-date Operating Revenues as of February 2023 of \$45.2M.
- Below are the percentages of operating revenues (water and wastewater) contributed by GWA's customer classes for FY2024 and FY2023 as well as the revenue totals:

Customer Class	FY2024		FY2023	
o Residential	\$22,332,643	42.73%	\$19,483,264	43.97%
o Commercial	11,221,249	21.47%	9,974,154	22.51%
o Hotel	9,392,357	17.97%	6,956,066	15.70%
o Government of Guam	5,667,708	10.84%	5,727,311	12.93%
o Federal Government	3,409,617	6.52%	1,982,229	4.47%
o Agriculture, Golf Course, Irrigation	239,492	0.46%	188,212	0.42%
TOTALS	\$52,263,067	100.00%	\$44,311,235	100.00%

- Total Operating Expenses for February 2024 of \$7.94M were \$948.0K or 11% less than budget of \$8.9M. February 2024 Total Operating Expenses were 7% or \$561.4K less than February 2023's \$8.5M.
- Year-to-date Operating Expenses as of February 2024 of \$40.0M were 10% or \$4.4M less than the budget of \$44.4M and 9% or \$3.8M less than February 2023's \$43.7M. Salaries and Benefits, Depreciation, and Retiree Benefits increased year over year while Utilities, Administrative & General Expense, and Contractual Expense decreased.
- Earnings from Operations for February 2024 of \$2.4M were 22% or \$420.4K more than the budget of \$1.9M and \$2.0M more than February 2023's \$323.0K. Change in Net Assets for February 2024 of \$800.1K was 57% or \$1.0M less than the \$1.8M budget and \$951.0K less than February 2023's \$1.8M. The decrease in the Change in Net Assets year over year was mostly due to the elimination of the ARPA funds, reduction in interest income and a loss on disposal of assets.



- Year-to-date Earnings from Operations as of February 2024 of \$13.2M is 36% or \$3.5M more than the budget of \$9.7M and \$11.8M more than prior year's \$1.4M. Year-to-date Change in Net Assets as of February 2024 of \$8.1M is \$1.1M or 11% less than budget of \$9.2M and \$1.1M or 15% more than prior year's \$7.1M
- No Rate Stabilization Funds were used in February 2024. There is a balance of \$950.0K in the RSF at the end of February 2024.

Cash Flow (Schedule F)

- FY2024 cash flows from operating activities were \$19.8M, cash used in capital and financing activities was \$21.3M, and cash used in investing activities was \$527.2K resulting in a decrease in cash of \$2.0M. Days Cash on Hand for February 2024 was calculated at 290 days compared to January 2024's 278 days. Schedule G contains a schedule of restricted and unrestricted cash and investments.

Customer Payments

While only 7% of payments are made in cash, more than a third of payments continue to be made in person. The Upper Tumon drive through continues to remain open.

On April 28, 2020, CCU Resolution 24-FY2020 granted the lifting of credit card limits on payments for non-residential accounts. In FY2024, approximately 53% of payments were made with credit cards. Below is a summary of non-residential credit card payments and related fees.

Month	Customer Count	Amount Paid	Fees	% Of Fees to Payments
May – September 2020	140	\$241,335	\$4,952	2.05%
October 2020–September 2021	526	\$1,119,286	\$22,505	2.01%
October 2021– September 2022	738	\$3,076,971	\$61,588	2.00%
October 2022 -September 2023	783	\$3,420,468	\$66,158	1.93%
October – December 2023	192	\$1,035,322	\$20,816	2.01%
January 2024	80	\$323,378	\$6,502	2.01%
February 2024	80	\$344,642	\$6,929	2.01%

The recent merchant services procurement is currently with the Office of Attorney General for review.

The Upper Tumon office is open for payments on Saturdays. For the four Saturdays in February, 455 payments totaling \$89,126 were made towards GWA billings and 646 payments totaling \$143,530 were made for GPA.

For the month of February, Finance posted \$25,674 in utility payments from the Department of Administration (DOA) for eligible renters as part of the Guam Emergency Rental Assistance Program (GERAP). There were \$10,351 in payments received for eligible homeowners as part of the Guam Homeowners Assistance Fund (GHAFP).



Guam Solid Waste (GSW) Customer Payments

GPWA began to accept GSW payments on June 6, 2022. For the month of February 2024, GWA accepted \$83,811 GSW payments at the Upper Tumon Office. GWA will bill \$1,320 to GSW for processing fees.

CIP Update

Below is a table providing a summary of the various sources of funding available for GWA CIPs. The expenditures are life to date. Note that Department of Interior Grants also include funding for training and the USEPA balances include a grant that expired in September 2023.

Funding Source	Available Funds	Expenditures as of 2/29/2024	Outstanding Encumbrances	Funding Request	Total Expenditures, Encumbrances, & Funding Requests	Unobligated Project Costs 2/29/2024	% Unobligated
B2016	\$ 142,468,797	\$ 118,683,379	\$ 18,669,127	\$ 864,212	\$ 138,216,717	\$ 4,252,079	2.98%
B2017	\$ 87,883,114	\$ 84,213,701	\$ 542,982	\$ 177,272	\$ 84,933,955	\$ 2,949,159	3.36%
B2020A	\$ 130,861,957	\$ 19,056,909	\$ 70,206,026	\$ 5,299,963	\$ 94,562,897	\$ 36,299,059	27.74%
B2020B	\$ 140,450,540	\$ 137,278,571	\$ 1,417,344	\$ 1,468,808	\$ 140,164,724	\$ 285,816	0.20%
Construction Fund	\$ 4,809,380		\$ 1,798,477		\$ 1,798,477	\$ 3,010,902	62.60%
SDC	\$ 18,367,283	\$ 12,185,510	\$ 260,303	\$ 1,094,000	\$ 13,539,814	\$ 4,827,470	26.28%
DOI	\$ 2,133,783	\$ 102,921	\$ 25,000		\$ 127,921	\$ 2,005,863	94.00%
USEPA	\$ 120,828,094	\$ 33,102,377	\$ 10,376,926		\$ 43,479,303	\$ 77,348,791	64.02%
ARPA	\$ 8,879,961	\$ 478,035	\$ 686,287		\$ 1,164,322	\$ 7,715,639	86.89%
IFCIP	\$ 21,807,262	\$ 13,667,413	\$ 1,842,295	\$ 6,561,592	\$ 22,071,300	\$ (264,038)	-1.21%
Totals	\$ 678,490,170	\$ 418,768,815	\$ 105,824,768	\$ 15,465,847	\$ 540,059,430	\$ 138,430,740	20.40%

FY2025-FY2029 Financial Plan

As required by the Rate Payers Bill of Rights (RPBR), a public notice was filed on March 8th in the Pacific Daily News and the Post. Additionally, an advance copy of the rate petition and the Five-Year Financial Plan and Capital Improvement Program for FY2025 through FY2029 was provided to the PUC on the same date, March 8, 2024. GWA has already had one virtual meeting with the PUC consultants on the rate petition.

The PUC tabled the review of the proposed rate design in February to March. The PUC consultant’s report, the report prepared by the Administrative Law Judge (ALJ), and draft order has been provided to GWA for review. The ALJ has recommended that the rate design be approved in principle until the PUC fully understands the impact of the rate design on rates.

Refunding Update

Vice Chair Santos, General Manager Bordallo and the CFO were in New York from Friday, February 23 to Friday, March 1 for the 2024AB Bond Refunding and Tender. Also present were representatives from GEDA. The BBMR Director participated virtually as well as GEDA’s financial advisors. The team spoke to twelve interested investors to field questions and discuss the tender and refunding. The team received continuous updates from our underwriters, RBC, on the progress of the deals. On Wednesday, February 28, the team reviewed the tender offers and decided which to accept. On Thursday, the team initially priced the bonds, watched the orders for bonds come in, and worked with RBC to determine the final pricing and allocations.

The net present value savings is \$14.5M. Debt service savings is \$900K annually on average over the remaining life of the bonds, i.e., through 2046. The True Interest Cost for the 2024AB bonds is 3.97%. The Series 2024A Bonds will close on March 14 and the Series 2024B Bonds will close on April 2, 2024.

US Department of Labor FLSA Compliance

The US Department of Labor is wrapping up a review to determine whether GWA is in compliance with Fair Labor Standards Act. It was determined that GWA needs to adjust how overtime is paid when hourly employees are working shifts requiring night differential as the night differential rates must be accounted for in the overtime



calculation. Additionally, certain employees claimed they were not given a meal break but deducted for it, were not paid to attend mandatory meetings outside of their assigned shifts or worked before or after their shift without pay. The Internal Auditor assisted with verification of these claims and training of supervisors and staff on FLSA is being developed. The review covered two years, and, in some cases, back wages were paid.

Tourism

Visitor arrivals in January 2024 were 82,670 compared to January 2023 of 56,687, an increase of 45.8%. Fiscal Year to Date arrivals at January FY2024 were 271,352 up 40.6% for January FY2023's 193,013. Visitors from Korea were 57% of arrivals and visitors from Japan were 23%.

**GUAM WATERWORKS AUTHORITY
February 29, 2024
FINANCIAL AND RELATED REPORTS
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GUAM WATERWORKS AUTHORITY
Balance Sheet
February 29, 2024

SCHEDULE A

ASSETS AND DEFERRED OUTFLOWS of RESOURCES	Unaudited February 29, 2024	Unaudited September 30, 2023	Increase (Decrease)
Current Assets			
Cash			
Unrestricted (Schedule G)	48,312,106	50,324,888	(2,012,782)
Restricted Funds (Schedule G)	39,455,242	32,707,733	6,747,510
Accounts Receivable Trade, Net of Allowance for Doubtful Receivables of \$9,582,684 at Feb 29, 2024 and \$9,365,376 at Sep 30, 2023	15,000,802	11,484,716	3,516,086
Federal Receivable	1,027,327	2,191,346	(1,164,019)
Other Receivable	5,416,103	4,831,548	584,555
Prepaid Expenses	1,573,639	1,206,948	366,691
Materials & Supplies Inventory, Net of Allowance for Obsolescence of \$122,856 at Feb 29, 2024 and \$122,856 at Sep 30, 2023	4,952,827	5,096,658	(143,830)
Total Current Assets	115,738,047	107,843,836	7,894,210
Property, Plant and Equipment			
Utility plant in service			
Water system	445,352,498	444,848,078	504,420
Wastewater system	683,259,415	679,249,470	4,009,946
Non-utility property	34,167,148	33,683,228	483,920
Total property	1,162,779,061	1,157,780,776	4,998,285
Less: Accumulated Depreciation	(437,153,861)	(425,426,791)	(11,727,070)
Land	5,287,305	5,287,305	-
Construction Work in Progress	76,053,853	74,149,217	1,904,635
Property, Plant and Equipment, net	806,966,358	811,790,507	(4,824,150)
Lease and subscription IT assets	1,112,482	1,112,482	-
Noncurrent assets			
Restricted cash (Schedule G)	147,516,233	150,366,788	(2,850,555)
Investments (Schedule G)	72,490,363	70,239,665	2,250,698
Total other noncurrent assets and deferred charges	220,006,597	220,606,453	(599,856)
Total Assets	1,143,823,483	1,141,353,278	2,470,205
Deferred outflows of resources			
Regulatory assets	2,858,947	2,858,947	-
Debt defeasance due to bond refunding	26,340,486	27,184,464	(843,977)
Deferred outflows from pension	7,405,025	7,405,025	-
Deferred outflows from OPEB	41,247,962	41,247,962	-
Total Assets and Deferred Outflows of Resources	1,221,675,903	1,220,049,676	1,626,228
LIABILITIES, DEFERRED INFLOWS of RESOURCES AND NET ASSETS			
Current Liabilities			
Current maturities of long-term debt			
Series 2013 Revenue Bond	3,315,000	3,315,000	-
Series 2014 Refunding Bond	4,205,000	4,205,000	-
Series 2016 Revenue Bond	875,000	875,000	-
Series 2017 Refunding Bond	2,365,000	2,365,000	-
Lease and subscription IT liabilities	375,103	375,103	-
Accounts Payable -Trade	3,758,711	4,329,683	(570,972)
Accrued and Other Liabilities	14,806,073	14,216,960	589,113
Interest Payable	4,713,678	7,070,516	(2,356,839)
Accrued Payroll and Employee Benefits	1,326,602	1,334,022	(7,420)
Current portion of employee annual leave	729,390	729,390	-
Contractors' Payable	5,151,569	8,565,009	(3,413,440)
Customer and Other Deposits	2,289,709	2,268,968	20,741
Total Current Liabilities	43,910,835	49,649,651	(5,738,817)
Long Term Debt, less current maturities			
Series 2013 Revenue Bond	15,050,000	15,050,000	-
Series 2014 Refunding Bond	55,845,000	55,845,000	-
Series 2016 Revenue Bond	133,265,000	133,265,000	-
Series 2017 Refunding Bond	98,565,000	98,565,000	-
Series 2020A Revenue Bond	134,000,000	134,000,000	-
Series 2020B Refunding Bond	166,075,000	166,075,000	-
Unamortized Bond Premium/Discount	36,505,665	37,287,410	(781,745)
Lease and subscription IT liabilities	192,245	192,245	-
Net pension liability	46,038,335	46,038,335	-
Net OPEB obligation	116,272,057	116,272,057	-
Employee Annual Leave, Less Current Portion	913,289	913,289	-
Employee Sick Leave	1,429,998	1,429,998	-
Total Liabilities	848,062,424	854,582,986	(6,520,562)
Deferred inflows of resources:			
Contribution in Aid of Construction	646,937	646,937	-
Deferred inflows from pension	5,176,746	5,176,746	-
Deferred inflows from OPEB	25,852,937	25,852,937	-
Total Liabilities and Deferred Inflows of Resources	879,739,044	886,259,606	(6,520,562)
Net Assets	341,936,859	333,790,070	8,146,790
Total Liabilities, Deferred Inflows of Resources and Net Assets	1,221,675,903	1,220,049,676	1,626,228

GUAM WATERWORKS AUTHORITY
Statement of Operations and Retained Earnings
Comparative Budget vs. Actual for the period ending February 29, 2024

SCHEDULE B

	Month to Date		Variance Favorable / (Unfavorable)
	Actual (Unaudited) February-24	Budget February-24	
OPERATING REVENUES			
Water Revenues	6,423,882	6,706,635	(282,752)
Wastewater Revenues	3,509,268	3,652,565	(143,297)
Legislative Surcharge	316,624	327,945	(11,321)
Other Revenues	30,877	39,525	(8,648)
System Development Charge	20,422	102,000	(81,578)
Total Operating Revenues	10,301,074	10,828,670	(527,596)
OPERATING AND MAINTENANCE EXPENSES			
Water Purchases	452,012	491,667	39,655
Power Purchases	1,778,286	1,935,131	156,844
Total Utility Costs	2,230,298	2,426,797	196,499
Salaries and Wages	1,488,300	1,825,560	337,260
Pension and Benefits	646,459	649,877	3,418
Total Salaries and Benefits	2,134,759	2,475,437	340,678
Capitalized Labor and Benefits	(221,399)	(346,595)	(125,196)
Net Salaries and Benefits	1,913,360	2,128,842	215,483
Administrative and General Expenses			
Sludge removal	95,429	27,993	(67,436)
Chemicals	141,161	159,944	18,784
Materials & Supplies	90,407	207,083	116,676
Transportation	37,973	64,580	26,607
Communications	8,766	13,268	4,501
Claims	-	14,917	14,917
Insurance	148,838	161,333	12,496
Training & Travel	30,369	16,763	(13,606)
Advertising	1,675	11,199	9,524
Miscellaneous	118,218	111,992	(6,226)
Regulatory Expense	17,706	18,250	544
Bad Debts Provision	(3,774)	188,520	192,294
Total Administrative and General Expense	686,766	995,841	309,075
Depreciation Expense	2,401,918	2,401,423	(495)
Contractual Expense			
Audit & Computer Maintenance	111,710	165,771	54,061
Building rental	48,680	50,264	1,583
Equipment rental	44,273	46,774	2,501
Legal	-	125,000	125,000
Laboratory	72,461	43,829	(28,632)
Other	100,974	190,403	89,428
Total Contractual Expense	378,099	622,041	243,942
Retiree Supp. Annuities and health care costs	270,995	252,159	(18,836)
Contribution to Government of Guam	58,458	60,809	2,350
Total Retiree Benefits	329,453	312,968	(16,485)
Total Operating Expenses	7,939,895	8,887,913	948,018
Earnings (Loss) from Operations	2,361,179	1,940,757	420,422
Interest Income - 2010/13/14/16/17/20 Series Bond	286,670	647,004	(360,334)
Interest Income - Other Funds	235,884	22,917	212,967
Interest Income - SDC	25,922	873	25,049
Interest Expense - 2010/13/14/16/17/20 Series Bond	(2,356,839)	(2,356,839)	-
Contributions from Local Government	-	-	-
Loss on Asset Disposal	(235,286)	(56,499)	(178,788)
Amortization of Discount, Premium and Issuance Costs	156,349	124,228	32,121
Defeasance due to bond refunding	(168,795)	(170,449)	1,654
Prior Year Adjustment	(2,102)	(7,229)	5,127
Total non-operating revenues (expenses)	(2,058,198)	(1,795,994)	(262,204)
Net Income (Loss) before capital contributions	302,980	144,762	158,218
Capital Contributions			
Grants from US Government	497,125	1,686,437	(1,189,312)
Grants from GovGuam & Others	-	8,937	(8,937)
Total Capital Contributions	497,125	1,695,374	(1,198,249)
Change in Net Assets	800,105	1,840,136	(1,040,031)
Debt Service Calculation			
Earnings From Operations	2,361,179	1,940,757	
System Development Charge	(20,422)	(102,000)	
Retiree COLA	58,458	60,809	
Interest/Investment Income	235,884	22,917	
Depreciation	2,401,918	2,401,423	
Plus withdrawals (deposits) to Rate Stabilization Fund	-	79,167	
ARPA Grant	-	-	
Balance Available for Debt Service per Section 6.12	5,037,017	4,403,072	
Debt Service			
Principal	896,667	896,667	
Interest	2,356,839	2,356,839	
Total	3,253,505	3,253,505	
Debt Service Coverage (1.25X) - per Section 6.12 (Indenture)	1.55	1.35	
Debt Service Coverage (1.30X) (PUC)	1.55	1.35	

GUAM WATERWORKS AUTHORITY
Statement of Operations and Retained Earnings
 Comparative for the period ending February 29, 2024 and February 28, 2023

SCHEDULE C

	Month to Date		Variance Increase / (Decrease)
	Actual (Unaudited) February-24	Actual (Unaudited) February-23	
OPERATING REVENUES			
Water Revenues	6,423,882	5,470,220	953,663
Wastewater Revenues	3,509,268	2,980,497	528,771
Legislative Surcharge	316,624	253,344	63,281
Other Revenues	30,877	44,627	(13,750)
System Development Charge	20,422	75,625	(55,203)
Total Operating Revenues	10,301,074	8,824,313	1,476,761
OPERATING AND MAINTENANCE EXPENSES			
Water Purchases	452,012	504,514	(52,502)
Power Purchases	1,778,286	2,246,165	(467,879)
Total Utility Costs	2,230,298	2,750,679	(520,381)
Salaries and Wages	1,488,300	1,422,102	66,198
Pension and Benefits	646,459	565,665	80,794
Total Salaries and Benefits	2,134,759	1,987,767	146,993
Capitalized Labor and Benefits	(221,399)	(254,621)	33,221
Net Salaries and Benefits	1,913,360	1,733,146	180,214
Administrative and General Expenses			
Sludge removal	95,429	74,950	20,479
Chemicals	141,161	151,691	(10,530)
Materials & Supplies	90,407	111,958	(21,551)
Transportation	37,973	40,872	(2,900)
Communications	8,766	11,459	(2,693)
Claims	-	4,542	(4,542)
Insurance	148,838	147,927	911
Training & Travel	30,369	7,000	23,369
Advertising	1,675	3,150	(1,475)
Miscellaneous	118,218	75,208	43,010
Regulatory Expense	17,706	25,545	(7,840)
Bad Debts Provision	(3,774)	174,081	(177,855)
Total Administrative and General Expense	686,766	828,383	(141,617)
Depreciation Expense	2,401,918	2,327,097	74,820
Contractual Expense			
Audit & Computer Maintenance	111,710	232,060	(120,350)
Building rental	48,680	50,661	(1,980)
Equipment rental	44,273	39,716	4,558
Legal	-	75,228	(75,228)
Laboratory	72,461	44,412	28,049
Other	100,974	112,164	(11,190)
Total Contractual Expense	378,099	554,240	(176,140)
Retiree Supp. Annuities and health care costs	270,995	251,643	19,352
Contribution to Government of Guam	58,458	56,100	2,358
Total Retiree Benefits	329,453	307,743	21,711
Total Operating Expenses	7,939,895	8,501,288	(561,394)
Earnings (Loss) from Operations	2,361,179	323,024	2,038,155
Interest Income - 2010/13/14/16/17/20 Series Bond	286,670	841,512	(554,842)
Interest Income - Other Funds	235,884	120,863	115,021
Interest Income - SDC	25,922	7,032	18,889
Interest Expense - 2010/13/14/16/17/20 Series Bond	(2,356,839)	(2,400,140)	43,301
Contributions from Local Government	-	1,850,000	(1,850,000)
Loss on Asset Disposal	(235,286)	-	(235,286)
Amortization of Discount, Premium and Issuance Costs	156,349	124,228	32,121
Defeasance due to bond refunding	(168,795)	(170,449)	1,654
Prior Year Adjustment	(2,102)	(81,750)	79,648
Total non-operating revenues (expenses)	(2,058,198)	291,296	(2,349,495)
Net Income (Loss) before capital contributions	302,980	614,321	(311,340)
Capital Contributions			
Grants from US Government	497,125	1,136,849	(639,724)
Total Capital Contributions	497,125	1,136,849	(639,724)
Change in Net Assets	800,105	1,751,170	(951,065)
Debt Service Calculation			
Earnings From Operations	2,361,179	323,024	
System Development Charge	(20,422)	(75,625)	
Retiree COLA	58,458	56,100	
Interest/Investment Income	235,884	120,863	
Depreciation	2,401,918	2,327,097	
Plus withdrawals (deposits) to Rate Stabilization Fund	-	-	
ARPA Grant	-	1,850,000	
Balance Available for Debt Service per Section 6.12	5,037,017	4,601,460	
Debt Service			
Principal	896,667	852,917	
Interest	2,356,839	2,400,140	
Total	3,253,505	3,253,056	
Debt Service Coverage (1.25X) - per Section 6.12 (Indenture)	1.55	1.41	
Debt Service Coverage (1.30X) (PUC)	1.55	1.41	

GUAM WATERWORKS AUTHORITY
Statement of Operations and Retained Earnings
Comparative Budget vs. Actual for the period ending February 29, 2024

SCHEDULE D

	Year to Date		Variance Favorable / (Unfavorable)
	Actual (Unaudited) February-24	Budget February-24	
OPERATING REVENUES			
Water Revenues	32,772,920	33,533,173	(760,253)
Wastewater Revenues	17,835,242	18,262,825	(427,582)
Legislative Surcharge	1,654,905	1,639,725	15,179
Other Revenues	169,228	197,625	(28,397)
System Development Charge	792,913	510,000	282,913
Total Operating Revenues	53,225,207	54,143,348	(918,140)
OPERATING AND MAINTENANCE EXPENSES			
Water Purchases	2,154,535	2,458,333	303,799
Power Purchases	8,669,952	9,675,653	1,005,701
Total Utility Costs	<u>10,824,487</u>	<u>12,133,987</u>	<u>1,309,500</u>
Salaries and Wages	7,993,565	9,127,802	1,134,237
Pension and Benefits	3,331,909	3,249,384	(82,525)
Total Salaries and Benefits	<u>11,325,474</u>	<u>12,377,186</u>	<u>1,051,712</u>
Capitalized Labor and Benefits	(1,139,187)	(1,732,975)	(593,788)
Net Salaries and Benefits	<u>10,186,287</u>	<u>10,644,211</u>	<u>457,924</u>
Administrative and General Expenses			
Sludge removal	468,482	139,965	(328,517)
Chemicals	591,690	799,721	208,031
Materials & Supplies	487,227	1,035,414	548,187
Transportation	214,766	322,900	108,134
Communications	44,054	66,338	22,284
Claims	-	74,583	74,583
Insurance	744,189	806,667	62,478
Training & Travel	90,097	83,814	(6,283)
Advertising	12,455	55,994	43,539
Miscellaneous	620,831	559,961	(60,870)
Regulatory Expense	68,054	91,250	23,196
Bad Debts Provision	180,335	942,598	762,263
Total Administrative and General Expense	<u>3,522,180</u>	<u>4,979,206</u>	<u>1,457,025</u>
Depreciation Expense	<u>12,018,126</u>	<u>12,007,115</u>	<u>(11,011)</u>
Contractual Expense			
Audit & Computer Maintenance	706,798	828,857	122,059
Building rental	242,961	251,319	8,357
Equipment rental	156,411	233,871	77,460
Legal	96,603	625,000	528,397
Laboratory	182,784	219,146	36,362
Other	430,887	952,013	521,127
Total Contractual Expense	<u>1,816,444</u>	<u>3,110,206</u>	<u>1,293,762</u>
Retiree Supp. Annuities and health care costs	1,359,769	1,260,796	(98,972)
Contribution to Government of Guam	292,292	304,044	11,752
Total Retiree Benefits	<u>1,652,060</u>	<u>1,564,840</u>	<u>(87,220)</u>
Total Operating Expenses	<u>40,019,584</u>	<u>44,439,565</u>	<u>4,419,981</u>
Earnings (Loss) from Operations	<u>13,205,623</u>	<u>9,703,783</u>	<u>3,501,841</u>
Interest Income - 2010/13/14/16/17/20 Series Bond	4,495,498	3,235,020	1,260,478
Interest Income - Other Funds	1,054,624	114,583	940,040
Interest Income - SDC	70,342	4,365	65,977
Interest Expense - 2010/13/14/16/17/20 Series Bond	(11,784,194)	(11,784,194)	-
Contributions from Local Government	-	-	-
Loss on Asset Disposal	(239,497)	(282,494)	42,997
Amortization of Discount, Premium and Issuance Costs	781,745	621,140	160,605
Defeasance due to bond refunding	(843,977)	(852,246)	8,269
Prior Year Adjustment	(50,804)	(36,146)	(14,658)
Total non-operating revenues (expenses)	<u>(6,516,262)</u>	<u>(8,979,971)</u>	<u>2,463,709</u>
Net Income (Loss) before capital contributions	<u>6,689,361</u>	<u>723,811</u>	<u>5,965,550</u>
Capital Contributions			
Grants from US Government	1,457,429	8,432,183	(6,974,754)
Grants from GovGuam & Others	-	44,686	(44,686)
Total Capital Contributions	<u>1,457,429</u>	<u>8,476,869</u>	<u>(7,019,440)</u>
Change in Net Assets	<u>8,146,790</u>	<u>9,200,680</u>	<u>(1,053,891)</u>
Debt Service Calculation			
Earnings From Operations	13,205,623	9,703,783	
System Development Charge	(792,913)	(510,000)	
Retiree COLA	292,292	304,044	
Interest/Investment Income	1,054,624	114,583	
Depreciation	12,018,126	12,007,115	
Plus withdrawals (deposits) to Rate Stabilization Fund	-	395,833	
ARPA Grant	-	-	
Balance Available for Debt Service per Section 6.12	<u>25,777,752</u>	<u>22,015,358</u>	
Debt Service			
Principal	4,483,333	4,483,333	
Interest	11,784,194	11,784,194	
Total	<u>16,267,527</u>	<u>16,267,527</u>	
Debt Service Coverage (1.25X) - per Section 6.12 (Indenture)	<u>1.58</u>	<u>1.35</u>	
Debt Service Coverage (1.30X) (PUC)	<u>1.58</u>	<u>1.35</u>	

GUAM WATERWORKS AUTHORITY
Statement of Operations and Retained Earnings
 Comparative for the period ending February 29, 2024 and February 28, 2023

SCHEDULE E

	Year to Date		Variance Increase / (Decrease)
	Actual (Unaudited) February-24	Actual (Unaudited) February-23	
OPERATING REVENUES			
Water Revenues	32,772,920	28,284,354	4,488,566
Wastewater Revenues	17,835,242	14,738,415	3,096,827
Legislative Surcharge	1,654,905	1,288,466	366,439
Other Revenues	169,228	201,697	(32,469)
System Development Charge	792,913	637,914	154,999
Total Operating Revenues	53,225,207	45,150,846	8,074,361
OPERATING AND MAINTENANCE EXPENSES			
Water Purchases	2,154,535	2,646,897	(492,363)
Power Purchases	8,669,952	11,536,535	(2,866,583)
Total Utility Costs	10,824,487	14,183,432	(3,358,945)
Salaries and Wages	7,993,565	7,935,239	58,326
Pension and Benefits	3,331,909	3,105,696	226,213
Total Salaries and Benefits	11,325,474	11,040,934	284,540
Capitalized Labor and Benefits	(1,139,187)	(1,112,121)	(27,066)
Net Salaries and Benefits	10,186,287	9,928,813	257,474
Administrative and General Expenses			
Sludge removal	468,482	248,917	219,565
Chemicals	591,690	596,492	(4,802)
Materials & Supplies	487,227	543,799	(56,571)
Transportation	214,766	203,937	10,828
Communications	44,054	50,135	(6,082)
Claims	-	21,869	(21,869)
Insurance	744,189	739,634	4,555
Training & Travel	90,097	47,678	42,419
Advertising	12,455	17,742	(5,287)
Miscellaneous	620,831	497,295	123,536
Regulatory Expense	68,054	72,868	(4,814)
Bad Debts Provision	180,335	886,225	(705,890)
Total Administrative and General Expense	3,522,180	3,926,593	(404,412)
Depreciation Expense	12,018,126	11,906,118	112,008
Contractual Expense			
Audit & Computer Maintenance	706,798	833,621	(126,823)
Building rental	242,961	240,422	2,539
Equipment rental	156,411	213,344	(56,933)
Legal	96,603	218,997	(122,394)
Laboratory	182,784	147,731	35,053
Other	430,887	723,356	(292,469)
Total Contractual Expense	1,816,444	2,377,471	(561,027)
Retiree Supp. Annuities and health care costs	1,359,769	1,181,988	177,781
Contribution to Government of Guam	292,292	280,500	11,792
Total Retiree Benefits	1,652,060	1,462,488	189,572
Total Operating Expenses	40,019,584	43,784,914	(3,765,330)
Earnings (Loss) from Operations	13,205,623	1,365,932	11,839,691
Interest Income - 2010/13/14/16/17/20 Series Bond	4,495,498	3,429,528	1,065,970
Interest Income - Other Funds	1,054,624	478,171	576,453
Interest Income - SDC	70,342	10,524	59,818
Interest Expense - 2010/13/14/16/17/20 Series Bond	(11,784,194)	(12,000,699)	216,505
Contributions from Local Government	-	6,450,000	(6,450,000)
Loss on Asset Disposal	(239,497)	(225,995)	(13,502)
Amortization of Discount, Premium and Issuance Costs	781,745	621,140	160,605
Defeasance due to bond refunding	(843,977)	(852,246)	8,269
Prior Year Adjustment	(50,804)	(128,211)	77,408
Total non-operating revenues (expenses)	(6,516,262)	(2,217,789)	(4,298,474)
Net Income (Loss) before capital contributions	6,689,361	(851,856)	7,541,217
Capital Contributions			
Grants from US Government	1,457,429	7,882,596	(6,425,167)
Grants from GovGuam & Others	-	35,749	(35,749)
Total Capital Contributions	1,457,429	7,918,344	(6,460,916)
Change in Net Assets	8,146,790	7,066,488	1,080,302
Debt Service Calculation			
Earnings From Operations	13,205,623	1,365,932	
System Development Charge	(792,913)	(637,914)	
Retiree COLA	292,292	280,500	
Interest/Investment Income	1,054,624	478,171	
Depreciation	12,018,126	11,906,118	
Plus withdrawals (deposits) to Rate Stabilization Fund	-	1,300,000	
ARPA Grant	-	6,450,000	
Balance Available for Debt Service per Section 6.12	25,777,752	21,142,806	
Debt Service			
Principal	4,483,333	4,264,583	
Interest	11,784,194	12,000,699	
Total	16,267,527	16,265,282	
Debt Service Coverage (1.25X) - per Section 6.12 (Indenture)	1.58	1.30	
Debt Service Coverage (1.30X) (PUC)	1.58	1.30	

SCHEDULE F

Guam Waterworks Authority Statement of Cash Flows (Unaudited) FY2024	YTD February 29, 2024	YTD September 30, 2023	Increase (Decrease)
Cash flows from operating activities:			
Cash received from trade and others	48,964,972	109,423,799	(60,458,827)
Cash payments to suppliers/contractors for goods and services	(16,187,496)	(46,036,276)	29,848,780
Cash payments to employees for services	(11,332,894)	(14,198,864)	2,865,970
Cash payments for retiree healthcare costs and other benefits	(1,652,060)	(3,560,495)	1,908,435
Net cash provided by operating activities	19,792,522	45,628,164	(25,835,642)
Cash flows from noncapital financing activities:			
Receipts from the Local Government operating grant	-	12,400,000	(12,400,000)
Proceeds from legal settlement	-	950,000	(950,000)
	-	13,350,000	(13,350,000)
Cash flows from capital and related financing activities:			
Contributed capital received (grants)	2,621,448	9,843,758	(7,222,310)
Acquisition of utility plant	(9,707,726)	(41,331,452)	31,623,726
Repayment of Long Term Debt	62,232	(10,235,000)	10,297,232
Interest expense	(14,254,068)	(28,801,678)	14,547,610
Net cash provided by (used in) capital and related financing activities	(21,278,115)	(70,524,372)	49,246,257
Cash flows from investing activities:			
Transfers from (to) restricted fund	(6,147,653)	11,442,493	(17,590,146)
Interest income received	5,620,464	11,604,779	(5,984,315)
Net cash provided by investing activities	(527,189)	23,047,272	(23,574,461)
Net increase (decrease) in cash	(2,012,782)	11,501,064	(13,513,846)
Unrestricted cash at beginning of the period	50,324,888	38,823,824	11,501,063
Unrestricted cash at end of period	48,312,106	50,324,888	(2,012,783)
Reconciliation of operating loss to net cash provided by operating activities:			
Operating Income (loss)	13,205,623	3,208,386	9,997,237
Adjustments to reconcile to net cash provided by operating activities:			
Depreciation expense	12,018,126	30,911,997	(18,893,871)
Bad debts (recovery)	180,335	421,467	(241,132)
Capitalized labor and benefits	(1,139,187)	(3,075,928)	1,936,741
Recovery of provision for inventory obsolescence	-	-	-
Non-cash pension costs	-	-	-
Other Non-cash adjustments	-	(323,071)	323,071
(Increase) decrease in assets:			
Accounts receivable	(4,280,976)	1,249,367	(5,530,343)
Materials and supplies inventory	143,830	(623,993)	767,823
Prepaid expenses	(366,691)	526,069	(892,760)
Regulatory Assets	-	(62,188)	62,188
Increase (decrease) in liabilities:			
Accounts payable	(570,972)	(177,966)	(393,006)
Accrued payroll and employee benefits	(7,420)	13,098,151	(13,105,571)
Customer deposits	20,741	(6,345)	27,086
Other liabilities	589,113	482,218	106,895
Net cash provided by operating activities	19,792,522	45,628,164	(25,835,642)

GUAM WATERWORKS AUTHORITY
Restricted and Unrestricted Cash Summary
FY2024

SCHEDULE G

Description	Unaudited February 29, 2024	Unaudited September 30, 2023	Increase (Decrease)
UNRESTRICTED			
Change Fund	2,000	2,000	-
Petty Cash	3,930	3,930	-
BOG Deposit Accounts	24,433,834	26,112,801	(1,678,967)
BOG O & M Reserve	14,782,493	14,477,230	305,263
BOG CapEx Fund	8,139,849	8,778,927	(639,078)
BOG Rate Stabilization Fund	950,000	950,000	-
Sub-total Unrestricted	48,312,106	50,324,888	(2,012,782)
RESTRICTED			
Bank Pacific	12,116	6,345	5,770
Bank of Hawaii	194,660	167,390	27,270
Community First FCU	898	2,538	(1,640)
First Hawaiian Bank	85,474	82,921	2,553
Bank Pacific Surcharge	1,571,768	6,863	1,564,905
Bank Pacific Escrow Deposit	958,758	958,711	48
BOG Customer Refunds	2,235,825	2,157,517	78,309
BOG Sewer Hookup Revolving Fund	2,146,668	2,079,769	66,899
BOG Operation and Maintenance Fund	3,083,482	3,083,482	-
BOG Revenue Trust	1,124,337	(137,922)	1,262,259
BOG Revenue Trust Fund	8,055,894	10,471,820	(2,415,926)
BOG Capital Improvement Revenue Fund	13,736,163	8,452,503	5,283,660
	33,206,043	27,331,937	5,874,106
BOG - SDC Deposit	1,249,199	1,125,796	123,404
BOG - SDC CDs	5,000,000	4,250,000	750,000
Total SDC	6,249,199	5,375,796	873,404
Total Restricted	39,455,242	32,707,733	6,747,510
Reserve Funds			
BOG Series 2013 Construction Fund	3,446,974	3,459,448	(12,474)
BOG Series 2016 Construction Fund	23,785,419	27,091,177	(3,305,759)
BOG Series 2017 Refunding Construction Fund	3,669,413	3,648,718	20,695
BOG Series 2020A Construction Fund	111,805,048	111,457,380	347,667
BOG CIF-Construction Fund Transfers	4,809,380	4,710,065	99,315
Total Restricted - Held by Trustee	147,516,233	150,366,788	(2,850,555)
BOG OMRRRF Fund	17,423,213	17,423,213	-
USB Series 2013 Debt Service Fund	2,839,487	1,494,615	1,344,872
USB Series 2013 Debt Service Reserve Fund	12,031,688	12,031,688	-
USB Series 2014 Refunding Debt Service Reserve Fund	11,499,082	10,100,975	1,398,107
USB Series 2016 Debt Service Fund	1,919,382	2,061,782	(142,400)
USB Series 2016 Debt Service Reserve Fund	7,591,999	7,591,999	-
USB Series 2017 Refunding Debt Service Reserve Fund	7,566,460	7,566,460	-
USB Series 2017 Debt Service Fund	2,633,798	2,015,191	618,607
USB Series 2020A Debt Service Fund	1,238,192	1,753,543	(515,351)
USB Series 2020A Debt Service Reserve Fund	6,659,700	6,659,700	-
USB Series 2020B Debt Service Reserve Fund	1,087,362	1,540,498	(453,136)
Total Investments	72,490,363	70,239,665	2,250,698
Total Restricted and Unrestricted Cash	307,773,945	303,639,073	4,134,871

**Guam Waterworks Authority
Accounts Receivable - Government (Active)
February 29, 2024**

SCHEDULE H

A G I N G

Customer Name	No. of Accounts	Current	31 - 60 days	61 - 90 days	91 - 120 days	Over 120 days	Total
Autonomous Agencies (Active)							
Guam Int'l Airport Authority	8	103	123	97	117	262,191	262,631
Guam Power Authority	25	33,286	32,392	-	-	-	65,678
Guam Housing & Urban Renewal Authority	10	6,361	-	-	-	-	6,361
Port Authority of Guam	5	2,062	-	-	-	-	2,062
Guam Solid Waste Authority	4	1,353	59	18	-	-	1,430
Guam Housing Corporation	1	46	-	-	-	-	46
Total Autonomous Agencies	53	43,211	32,574	115	117	262,191	338,208
Semi-Autonomous Agencies (Active)							
Guam Memorial Hospital Authority	3	48,598	49,333	44,355	50,317	13,856	206,459
University of Guam	48	118,274	-	-	-	-	118,274
Guam Environmental Protection Agency	2	75	-	-	-	-	75
Total Semi-Autonomous Agencies	53	166,946	49,333	44,355	50,317	13,856	324,807
Line Agencies (Active)							
Department of Education	51	361,008	367,197	318,764	72,125	190,039	1,309,133
Department of Corrections	9	107,051	99,835	5,690	-	-	212,576
Department of Parks & Recreation	13	71,059	29,251	26,698	3,626	-	130,634
Department of Public Works	10	33,794	2,535	8,656	97	74	45,157
Guam Fire Department	11	10,002	9,080	5,044	1,073	-	25,199
Department of Agriculture	7	5,957	4,931	4,876	4,929	2,300	22,993
Department of Public Health & Social Services	9	4,467	4,998	1,537	1,719	3,407	16,128
Guam Police Department	9	7,828	727	263	-	-	8,818
Department of Chamorro Affairs	7	4,069	2,843	321	-	-	7,233
Department of Military Affairs/GUARNG	1	5,739	0	-	-	-	5,739
Guam Homeland Security/Civil Defense	1	1,028	1,297	771	-	-	3,096
Department of Youth Affairs	3	2,404	-	-	-	-	2,404
Department of Mental Health and Substance	4	1,693	572	-	-	-	2,265
Guam Veterans Affairs Office	2	899	787	284	-	-	1,969
Department of Administration	3	1,183	148	154	143	-	1,628
Office of the Governor	2	1,424	-	-	-	-	1,424
Guam Public Library	6	1,341	78	-	-	-	1,419
Guam Visitors Bureau	2	638	-	-	-	-	638
Department of Customs & Quarantine	1	528	-	-	-	-	528
Office of Technology	1	225	-	-	-	-	225
Guam Energy Office	1	206	-	-	-	-	206
Total Line Agencies	153	622,540	524,278	373,059	83,712	195,820	1,799,410
Other Government of Guam Entities (Active)							
Mayors Council of Guam	63	19,267	16,370	16,678	11,960	13,269	77,544
The Office of the Dededo Mayor	1	1,538	806	375	585	348	3,651
Superior Court of Guam	2	1,041	-	-	-	-	1,041
Judiciary of Guam	4	271	-	-	-	-	271
Merizo Mayor	1	126	127	-	-	-	253
Total Other Government of Guam Entities	71	22,242	17,303	17,053	12,544	13,617	82,759
Total as of February 29, 2024 (Active)	330	854,940	623,489	434,581	146,690	485,484	2,545,185

CCU Regular Board Meeting, March 26, 2024 - GWA

GUAM WATERWORKS AUTHORITY
Accounts Receivable Aging Summary by Rate Class
As of February 29, 2024

SCHEDULE I

ACTIVE AND INACTIVE

Rate Class	A G I N G							Total	
	No. of Accounts	Current	31 - 60 days	61 - 90 days	91 - 120 days	Over 120 days			
Government	441	\$ 3,259,634	\$ 714,829	\$ 471,551	\$ 169,195	\$ 703,743	\$ 5,318,953	22%	
Agriculture	417	41,497	10,948	5,616	3,467	27,384	88,913	0%	
Commercial I	2,685	1,752,068	77,176	179,420	71,377	533,808	2,613,849	11%	
Commercial II	53	299,765	5,546	3,514	185	80,916	389,926	2%	
Commercial III	290	722,617	69,135	107,123	50,491	326,608	1,275,974	5%	
Golf Course	16	14,933	988	675	650	18,787	36,033	0%	
Hotel	55	2,469,534	42,173	49,128	39,572	688,612	3,289,018	13%	
Irrigation	32	4,006	460	110	-	1,295	5,872	0%	
Residential	47,622	4,364,795	831,912	457,515	344,276	5,566,451	11,564,948	47%	
	51,611	12,928,850	1,753,167	1,274,651	679,213	7,947,605	24,583,486	100%	
		53%	7%	5%	3%	32%			

Less Allowance for Doubtful Accounts: (9,582,684)
Net Accounts Receivable: 15,000,802

Days Receivables Outstanding: 39

As of January 31, 2024

Rate Class	A G I N G							Total	
	No. of Accounts	Current	31 - 60 days	61 - 90 days	91 - 120 days	Over 120 days			
Government	442	\$ 1,742,947	\$ 824,632	\$ 646,094	\$ 135,984	\$ 2,415,570	\$ 5,765,227	23%	
Agriculture	418	30,728	8,268	4,403	2,155	27,656	73,210	0%	
Commercial I	2,690	1,534,286	246,484	94,899	143,454	468,485	2,487,609	10%	
Commercial II	38	254,716	31,272	4,049	185	80,916	371,138	2%	
Commercial III	289	637,984	133,834	54,910	40,843	316,108	1,183,679	5%	
Golf Course	16	15,119	675	650	1,331	18,317	36,093	0%	
Hotel	55	2,241,445	116,219	85,334	2,702	695,888	3,141,587	13%	
Irrigation	32	2,741	501	446	80	1,295	5,063	0%	
Residential	47,527	4,292,814	864,264	522,366	346,624	5,505,064	11,531,133	47%	
	51,507	10,752,779	2,226,150	1,413,153	673,360	9,529,299	24,594,740	100%	
		44%	9%	6%	3%	39%			

Less Allowance for Doubtful Accounts: (9,582,684)
Net Accounts Receivable: 15,012,056

Days Receivables Outstanding: 39

ACTIVE ONLY

Rate Class	A G I N G							Total	
	No. of Accounts	Current	31 - 60 days	61 - 90 days	91 - 120 days	Over 120 days			
Government	440	\$ 3,259,634	\$ 714,829	\$ 471,551	\$ 169,195	\$ 701,853	\$ 5,317,063	27%	
Agriculture	396	37,627	7,642	3,397	3,144	3,538	55,348	0%	
Commercial I	2,548	1,744,191	75,774	176,742	65,797	280,510	2,343,015	12%	
Commercial II	38	299,765	5,546	3,514	185	80,916	389,926	2%	
Commercial III	275	720,579	68,659	103,684	49,074	290,093	1,232,089	6%	
Golf Course	16	14,933	988	675	650	18,787	36,033	0%	
Hotel	53	2,469,534	42,173	49,128	39,572	48,090	2,648,496	14%	
Irrigation	31	4,006	460	110	-	-	4,577	0%	
Residential	40,254	4,271,072	780,973	406,665	282,105	1,596,984	7,337,799	38%	
	44,051	12,821,342	1,697,045	1,215,466	609,723	3,020,771	19,364,346	100%	
		66%	9%	6%	3%	16%			

Less Allowance for Doubtful Accounts: (9,582,684)
Net Accounts Receivable: 9,781,662

A G I N G

Rate Class	A G I N G							Total	
	No. of Accounts	Current	31 - 60 days	61 - 90 days	91 - 120 days	Over 120 days			
Government	441	\$ 1,742,947	\$ 824,632	\$ 646,094	\$ 135,984	\$ 2,413,680	\$ 5,763,337	30%	
Agriculture	398	30,728	8,268	4,403	1,725	4,115	49,240	0%	
Commercial I	2,549	1,530,252	245,253	91,324	138,428	220,228	2,225,484	11%	
Commercial II	38	254,716	31,272	4,049	185	80,916	371,138	2%	
Commercial III	276	637,931	133,803	54,879	40,809	278,379	1,145,800	6%	
Golf Course	16	15,119	675	650	1,331	18,317	36,093	0%	
Hotel	53	2,241,445	116,219	85,334	2,702	55,365	2,501,065	13%	
Irrigation	31	2,741	501	446	80	-	3,768	0%	
Residential	40,209	4,224,884	817,056	466,680	277,436	1,618,967	7,405,021	38%	
	44,011	10,680,762	2,177,678	1,353,859	598,682	4,689,967	19,500,947	100%	
		55%	11%	7%	3%	24%			

Less Allowance for Doubtful Accounts: (9,582,684)
Net Accounts Receivable: 9,918,264

GUAM WATERWORKS AUTHORITY
Accounts Payable Aging

SCHEDULE J

As of	AGING						Total	Days Payable Outstanding
	Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	> 120 Days			
February 29, 2024	\$ 2,854,347 76%	\$ 131,602 4%	\$ 54,758 1%	\$ 138,639 4%	\$ 579,365 15%	\$ 3,758,711 100%	38	
January 31, 2024	\$ 2,674,753 74%	\$ 174,117 5%	\$ 142,961 4%	\$ 104,700 3%	\$ 508,528 14%	\$ 3,605,059 100%	38	
December 31, 2023	\$ 2,681,118 64%	\$ 334,474 8%	\$ 336,958 8%	\$ 374,018 9%	\$ 491,783 12%	\$ 4,218,351 100%	40	

GUAM WATERWORKS AUTHORITY
 WATER DEMAND BY RATE CLASS
 FY2015 - FY2024

SCHEDULE K

CLASS	AUDITED							UNAUDITED	Annualized Based on 5 months		% Inc / (Dec.)
	FY2015 TOTAL CONSUMPTION (kGal)	FY2016 TOTAL CONSUMPTION (kGal)	FY2017 TOTAL CONSUMPTION (kGal)	FY2018 TOTAL CONSUMPTION (kGal)	FY2019 TOTAL CONSUMPTION (kGal)	FY2020 TOTAL CONSUMPTION (kGal)	FY2021 TOTAL CONSUMPTION (kGal)	FY2022 CONSUMPTION (kGal)*	FY2023 TOTAL CONSUMPTION (kGal)	FY2024 TOTAL CONSUMPTION (kGal)	
R Residential	3,415,662	3,429,689	3,206,811	3,313,613	3,359,905	3,712,723	3,622,617	3,450,574	3,185,230	3,079,278	11%
C Commercial	1,020,089	1,022,890	964,639	910,905	906,192	822,029	786,054	818,460	816,393	859,560	-9%
F Federal	1,168	1,180	2,508	1,813	1,602	1,338	2,069	1,389	1,099	1,322	-16%
G Government	515,974	475,366	448,430	450,165	405,980	408,502	404,026	470,581	445,116	424,317	1%
H Hotel	999,116	1,008,087	1,004,525	989,723	1,079,919	714,161	448,034	462,757	554,767	624,227	-34%
G Golf	6,850	6,770	5,252	2,741	2,793	5,835	2,855	3,796	6,415	925	109%
A Agriculture	67,376	78,628	69,482	81,127	90,803	84,492	68,805	65,719	49,748	61,161	-7%
I Irrigation	<u>10,385</u>	<u>11,351</u>	<u>10,143</u>	<u>8,504</u>	<u>7,896</u>	<u>8,654</u>	<u>5,404</u>	<u>4,888</u>	<u>3,242</u>	<u>3,257</u>	10%
GRAND TOTAL	<u>6,036,620</u>	<u>6,033,960</u>	<u>5,711,790</u>	<u>5,758,590</u>	<u>5,855,091</u>	<u>5,757,733</u>	<u>5,339,864</u>	<u>5,278,164</u>	<u>5,062,012</u>	<u>5,054,048</u>	-2%

**Guam Waterworks Authority
System Development Charges Project Status
As of February 29, 2024**

SCHEDULE L

Funding Summary

Total available project funds	\$ 18,393,152
Total project expenditures and encumbrances	12,445,814
Total unobligated project funds	\$ 5,947,338

Projects Funded

Project Description	Expenditures	Outstanding Encumbrances	Expenditures and Encumbrances
Agat-Santa Rita Wastewater Treatment Plant Replacement	1,202,006	-	1,202,006
Baza Gardens Wastewater Cross Island Pumping & Conveyance	1,151,116	2,854	1,153,971
Central Guam Reservoirs	276,008	4,032	280,040
Line Replacement Phase IV	256,937	-	256,937
Northern District WWTP	7,552,513	-	7,552,513
Northern District WWTP (Land Purchase)	1,000,000	-	1,000,000
Route 4 Relief Sewerline Rehab & Replacement	519,227	-	519,227
South Paulino Heights Waterline Upgrade	84,056	4,714	88,770
Talofof Sewer Improvement	-	241,142	241,142
Groundwater Well Production Meter Rep.	143,647	7,560	151,207
	\$ 12,185,510	\$ 260,303	\$ 12,445,814

Future planned projects

FY 2024-2025

Water Distribution System Pipe Replacement & Upgrades	500,000
Capacity Enhancement - Well Development and Construction Progr	394,000
Well Repair Program	200,000
	\$ 1,094,000



"Better Water, Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15 | Mangilao, Guam 96913
Tel: (671) 300-6846/7

Issues for Decision

Resolution No. 13-FY2024

Relative to Increase Funding for the Central Guam Reservoirs Design

What is the project's objective and is it necessary and urgent?

The purpose of this resolution is to authorize additional engineering design and construction support services for the A-23 and A-25 GAC treatment system project. The needed engineering work will include a new generator system, new chlorine building and electrical panel upgrades, along with new SCADA, as well as additional site security improvements that are needed because of recent damage by an automobile accident that occurred on September 23, 2023. The accident damaged the A-25 Deep Well Facility. The project is necessary to correct the recent damages, but is also urgently needed to treat poly/perfluoroalkyl substances (PFAS) at A-23 and A25 and return the deep wells to service.

Design (A-23 and A-25):

1. Generator and ATS system upgrades: new generator and automatic transfer switch
2. Site security upgrades: new camera system and site fencing
3. Chlorine system and building upgrades: new chlorine feed, chlorine residual analyzer, new building door, ventilation
4. Electrical system upgrades: new conduits, panels
5. SCADA panel replacement: replace with new remote terminal unit

Construction

1. Construction support services to include A-23 and A-23 GAC Deep Wells. Construction services include responding to contractor's request for information, design changes during construction, and unforeseen issues which may arise during construction.

How much will it cost?

Additional design cost: \$78,891.00

Total additional funding request to include contingencies: \$100,000.00

When will it be completed?

Design work is anticipated to be completed within 30 days of an approved change order.

Construction support work will start during the construction project. Construction phase is anticipated to begin June 2024 with a 16-month construction period.

What is the funding source?

The source of funding will be from CIP line items PW 09-02 Water Wells bonds, other bonds and grants.



GWA RESOLUTION NO. 13-FY2024

**RELATIVE TO INCREASE FUNDING FOR THE CENTRAL GUAM
RESERVOIRS DESIGN**

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities (“CCU”) has plenary authority over financial, contractual and policy matters relative to the Guam Waterworks Authority (“GWA”); and

WHEREAS, GWA is a Guam Public Corporation established and existing under the laws of Guam; and

WHEREAS, GWA is currently working on critical reservoir projects under the 2011 Court Order (“CO”) Paragraph 29 – Storage Tank/Reservoir Repair, Replacement, and Relocation Program; and

WHEREAS, through approval of CCU Resolution No. 21-FY2015 (Exhibit A) dated March 24, 2015 GWA contracted with the engineering firm of GHD to provide design services for the Central Guam Reservoirs project with authorized funding of Two Million Five Hundred Fifty-Two Thousand Four Hundred Forty-Five Dollars (\$2,552,445.00) plus 10% contingency in the amount of Two Hundred Fifty-Five Thousand Two Hundred Forty-Four Dollars and Fifty Cents (\$255,244.50) bringing the total authorized funding to a maximum of Two Million Eight Hundred Seven Thousand Six Hundred Eighty-Nine Dollars and Fifty Cents (\$2,807,689.50);

WHEREAS, GWA issued Change Order No. 1 through No. 4 for additional design services in the amount of One Million One Hundred Thirty-Six Thousand Two Hundred Fifty Dollars (\$1,136,250.00) under the authorization of CCU Resolution No. 49-FY2016 (Exhibit B) on July 26, 2016 and CCU Resolution No. 30-FY2019 (Exhibit C) on May 28, 2019;

1 **WHEREAS**, A-23 and A-25 Deep Well GAC design to treat poly/perfluoroalkyl
2 substances (PFAS) commenced under Change Proposal No. 09 (January 25, 2018) using T&M
3 budget, followed by Change Order No. 04 (June 06, 2019), and Change Proposal No. 11
4 (December 06, 2019) (T&M budget), which totaled One Hundred Fifty-Three Thousand Four
5 Hundred Thirty-Seven Dollars (\$153,437.00); and
6

7 **WHEREAS**, GWA engineering has further determined through the course of the design
8 process that additional system improvements associated with Deep Wells A-23 and A-25 project
9 are required including improvements resulting from the automobile accident fatality that
10 occurred on September 23, 2023 that damaged A-25 Deep Well facility; and
11

12 **WHEREAS**, GWA is requesting for additional design work, which will generally consist
13 of the following:

- 14 • Generator system upgrades,
- 15 • Site security improvements,
- 16 • Chlorine system and building upgrades,
- 17 • Electrical system upgrades,
- 18 • SCADA panel replacement,
- 19 • Additional construction support services for projects under the Central Guam
20 Reservoir Design project, which include the A-23 and A-25 GAC Deep Wells and
21 Tamuning and Mannegon Reservoirs;
22

23
24 **WHEREAS**, GWA engineering and GHD negotiated the price for services to be
25 provided in the amount of Seventy-Eight Thousand Eight Hundred Ninety-One Dollars
26 (\$78,891.00) (Exhibit D); and
27

28 **WHEREAS**, GWA is requesting a funding approval of One Hundred Thousand Dollars
29 (\$100,000.00) for the additional design and construction support work including contingency;
30 and
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SECRETARY’S CERTIFICATE

I, Pedro Roy Martinez, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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**GUAM CONSOLIDATED COMMISSION ON UTILITIES
RESOLUTION NO. 21 – FY2015**

**RELATIVE TO CONTRACT APPROVAL FOR THE
CENTRAL GUAM RESERVOIRS DESIGN SERVICES**

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities (“CCU”) has plenary authority over financial, contractual and policy matters relative to the Guam Waterworks Authority (“GWA”); and

WHEREAS, the Guam Waterworks Authority (“GWA”) is a Guam Public Corporation established and existing under the laws of Guam; and

WHEREAS, GWA is currently working on critical reservoir projects under the 2011 Court Order (“CO”) Paragraph 29 – Storage Tank/Reservoir Repair, Replacement, and Relocation Program; and

WHEREAS, GWA has advertised the Request For Proposals (RFP-09-ENG-2014) soliciting statement of qualifications from experienced and qualified engineering firms for the preparation of design plans and specifications for the Central Guam Reservoirs; and

WHEREAS, the Central Guam Reservoirs design project includes site investigations and system evaluations at the Hyundai, Pulantat/Manenggon, Chaot #2, Tumon #1 (Airport), Tumon #2 (Nissan), and Piti reservoir sites, development of design plans and specifications for various sized concrete reservoirs ranging from 0.5 MG to 2.0 MG nominal capacities, booster station upgrades, instrumentation and control upgrades, control valves upgrades, pipe upgrades, and other general site upgrades; and

WHEREAS, RFP packages were downloaded by forty five (45) interested parties, from which GWA received proposal submittals from nine (9) firms before the RFP submittal deadline; and

WHEREAS, the GWA A-E Selection committee reviewed and evaluated the nine (9) proposals (see EXHIBIT A – Evaluation Score) and generated a short list of the top four (4)

1 firms with a recommendation to award a contract to the firm GHD, Inc. (“GHD”) and any
2 successor at interest thereto (see EXHIBIT B – Evaluation Summary and GM Determination);
3 and

4
5 **WHEREAS**, GHD and GWA negotiated the price for the services to be provided in the
6 amount of Two Million Five Hundred Fifty Two Thousand Four Hundred Forty Five Dollars
7 (\$2,552,445.00) (see EXHIBIT C – Fee Proposal); and

8
9 **WHEREAS**, GWA management seeks approval of the fee proposal amount of Two
10 Million Five Hundred Fifty Two Thousand Four Hundred Forty Five Dollars (\$2,552,445.00),
11 plus a ten percent (10%) contingency of Two Hundred Fifty Five Thousand Two Hundred
12 Forty Four Dollars and Fifty Cents (\$255,244.50) to bring the total authorized funding amount
13 to a maximum of Two Million Eight Hundred Seven Thousand Six Hundred Eighty Nine
14 Dollars and Fifty Cents (\$2,807,689.50); and

15
16 **WHEREAS**, funding for this project will be from the 2010 and 2013 Bond Funds
17 under the line items CIP PW 09-11 Water System Reservoirs 2005 Improvements, CIP PW 12-
18 04 Agana Heights and Chaot Tank Construction, and CIP PW 12-06 Tank Replacements Piti &
19 Hyundai Tanks; and

20
21 **WHEREAS**, GWA management recommends that a contract be entered into with
22 GHD in the aforementioned amount.

23
24 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities
25 does hereby approve the following:

- 26
- 27 1. The recitals set forth above hereby constitute the findings of the CCU.
 - 28 2. The CCU finds that the terms of the fee proposal submitted by GHD are fair
29 and reasonable.
 - 30 3. The CCU finds that the terms of the conditions set by GWA relative to
31 commencement of subsequent work activities are fair and reasonable and
32 serve as a measure of Quality Assurance/Quality Control (QA/QC).

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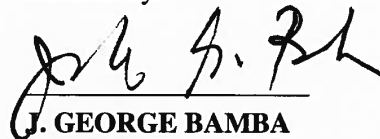
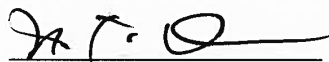
- 4. The CCU hereby authorizes the management of GWA to enter into a contract with GHD, in the amount of Two Million Five Hundred Fifty Two Thousand Four Hundred Forty Five Dollars (\$2,552,445.00).
- 5. The CCU hereby further approves the total funding amount for this project of Two Million Five Hundred Fifty Two Thousand Four Hundred Forty Five Dollars (\$2,552,445.00), plus a ten percent (10%) contingency of Two Hundred Fifty Five Thousand Two Hundred Forty Four Dollars and Fifty Cents (\$255,244.50) to bring the total authorized funding amount to a maximum of Two Million Eight Hundred Seven Thousand Six Hundred Eighty Nine Dollars and Fifty Cents (\$2,807,689.50);

RESOLVED, that the Chairman certified and the Board Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED, this 24th day of March 2015.

Certified by:

Attested by:



JOSEPH T. DUENAS
Chairperson

J. GEORGE BAMBA
Secretary

I, J. George Bamba, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES:	5
NAYS:	0
ABSTENTIONS:	0
ABSENT:	0

GUAM CONSOLIDATED COMMISSION ON UTILITIES

RESOLUTION NO. 49-FY2016

**RELATIVE TO APPROVAL OF CHANGE ORDER NO. 3 FOR
THE CENTRAL GUAM RESERVOIRS DESIGN PROJECT**

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities (“CCU”) has plenary authority over financial, contractual and policy matters relative to the Guam Waterworks Authority (“GWA”); and

WHEREAS, GWA is a Guam Public Corporation established and existing under the laws of Guam; and

WHEREAS, GWA is currently working on critical reservoir projects under the 2011 Court Order (“CO”) Paragraph 29 – Storage Tank/Reservoir Repair, Replacement, and Relocation Program; and

WHEREAS, Resolution No. 21-FY2015 (Exhibit A – Resolution 21-FY2015) authorized funding of Two Million Five Hundred Fifty Two Thousand Four Hundred Forty Five Dollars (\$2,552,445.00) plus 10% contingency of Two Hundred Fifty Five Thousand Two Hundred Forty Four Dollars and Fifty Cents (\$255,244.50) bringing the total authorized funding to a maximum of Two Million Eight Hundred Seven Thousand Six Hundred Eight Nine Dollars and Fifty Cents (\$2,807,689.50); and

WHEREAS, following CCU approval in Resolution No. 21-FY2015, GWA contracted with GHD in the amount of Two Million Five Hundred Fifty Two Thousand Four Hundred Forty Five Dollars (\$2,552,445.00) to provide design services for the Central Guam Reservoirs, which includes:

- (1) site investigations and system evaluations at Hyundai, Pulantat/Manenggon, Chaot No. 2, Tumon No. 1 (Airport), Tumon No. 2 (Nissan), and Piti reservoir sites; and
- (2) development of design plans and specifications for various sized concrete reservoirs ranging from 0.5 MG to 2.0 MG nominal capacities, booster station upgrades,

1 instrumentation and control upgrades, control valves upgrades, pipe upgrades, and other
2 general site and system upgrades; and
3

4 **WHEREAS**, GWA issued Change Orders No. 1 and No. 2 to GHD for additional
5 services that were required due to needs for land acquisition for various project sites and
6 additional water distribution system upgrade design needed for the Hyundai Reservoir service
7 zones in which the total value of the Contract was increased to Two Million Eight Hundred
8 Seven Thousand Six Hundred Eight Nine Dollars (\$2,807,689.00); and
9

10 **WHEREAS**, GWA engineering had further determined through the course of the design
11 work with the engineering consultant that additional water distribution system improvements
12 associated with the above noted reservoirs are required to meet the water distribution system
13 rezoning plan that is intended to improve water system functionality and reliability; and
14

15 **WHEREAS**, GWA management finds that the design of the necessary water distribution
16 system improvements would be best handled by the current design consultant given the
17 alternative solutions were provided by them thus GWA could expect the final design to be
18 completed expeditiously and that savings in design services would be realized as opposed to
19 putting out a whole new Request for Proposal for the necessary water distribution system
20 improvements; and
21

22 **WHEREAS**, GWA is requesting for additional design work which includes the
23 following (Exhibit B – Scope of Work and Fees):
24

- 25 (1) design work for disconnection of the 11 A-series deep wells from Chaot No. 1, Chaot
26 No. 2, and Agana Heights Reservoir distribution waterlines to eliminate cross
27 connections,
- 28 (2) design work for the rehabilitation existing pressure reducing valve for the Chaot
29 distribution line, upgrades to the centralize chlorination and SCADA systems at Chaot
30 No. 1, Chaot No. 2, and Agana Heights Reservoir sites to allow the system to function
31 properly,
32

- 1 (3) design for new pressure reducing valves and associated appurtenances for Tumon No. 1
2 and Tumon No. 2 reservoir systems,
- 3 (4) design for rehabilitating existing pressure reducing valve and associated appurtenances
4 for Tumon No. 2 reservoir system,
- 5 (5) design for SCADA connections for all new and upgraded pressure reducing valves and
6 flow meters,
- 7 (6) design for SCADA connections for Tumon No. 1, Tumon No. 2, Manenggon, and Piti
8 Reservoirs,
- 9 (7) escrow and purchasing fees associated with GWA's acquisition of a portion of Lot 177-
10 1 for the new Pulantat/Manenggon Reservoirs,
- 11 (8) design of a fire pump and electrical improvements for the new Hyundai Reservoir
12 booster pump station to meet fire flow code requirements,
- 13 (9) additional survey, geotechnical, archeological, and appraisal work for Tumon No. 1
14 Reservoir will be required should the Guam International Airport Authority (GIAA)
15 require GWA to move the existing reservoir to a new location,
- 16 (10) additional geotechnical, archeological, appraisal, booster station design, and off site
17 piping work for Piti Reservoir will be required should the U.S. National Park Services
18 (NPS) require GWA to move the existing reservoir to a new location.

19
20 **WHEREAS**, GWA engineering and GHD negotiated the price for the services to be
21 provided in the amount of Six Hundred Eighty Thousand Five Hundred Forty Eight Dollars
22 (\$680,548.00); and
23

24
25 **WHEREAS**, GWA Management is seeking CCU approval of the fee proposal relative to
26 Change Order No. 3 in the amount of Six Hundred Eighty Thousand Five Hundred Forty Eight
27 Dollars and Zero Cents (\$680,548.00) to fund the additional design services; and
28

29 **WHEREAS**, GWA Management further seeks CCU approval of the total authorized
30 funding for the design contract with GHD, Inc. to Three Million Four Hundred Eighty Eight
31 Thousand Two Hundred Thirty Seven Dollars and Fifty Cents (\$3,488,237.50); and
32

1 **WHEREAS**, funding for this project will be from 2013 and/or 2015 Bond Funds under
2 CIP line item PW 09-11 Water System Reservoirs 2005 Improvements; and

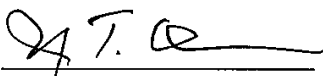
3
4 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities
5 does hereby approve the following:

- 6
- 7 1. The recitals set forth above hereby constitute the findings of the CCU.
- 8 2. The CCU finds that the terms of the fee proposal submitted by GHD is fair
9 and reasonable.
- 10 3. The CCU finds that the terms of the conditions set by GWA relative to
11 commencement of subsequent work activities are fair and reasonable and
12 serve as a measure of Quality Assurance/Quality Control (QA/QC).
- 13 4. The CCU hereby authorizes GWA management to execute Change Order No.
14 3 in the amount of Six Hundred Eighty Thousand Five Hundred Forty Eight
15 Dollars (\$680,548.00) (Exhibit B).
- 16 5. The CCU further approvals increasing the total authorized funding for the
17 design contract with GHD, Inc to Three Million Four Hundred Eighty Eight
18 Thousand Two Hundred Thirty Seven Dollars and Fifty Cents (\$3,488,237.50)
- 19 6. Funding source will be CIP PW 09-11 Water System Reservoir 2005
20 Improvements.
21

22 **RESOLVED**, that the Chairman certified and the Board Secretary attests to the adoption
23 of this Resolution.
24

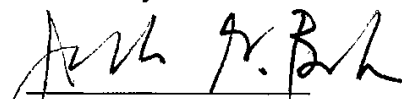
25
26 **DULY AND REGULARLY ADOPTED**, this 26th day of July 2016.

27
28 Certified by:

29 

30 **JOSEPH T. DUENAS**
31 Chairperson

28 Attested by:

29 

30 **J. GEORGE BAMBA**
31 Secretary

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I, J. George Bamba, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES:	<u>4</u>
NAYS:	<u>0</u>
ABSTENTIONS:	<u>0</u>
ABSENT:	<u>1</u>



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CONSOLIDATED COMMISSION ON UTILITIES
Guam Power Authority | Guam Waterworks Authority
P.O. Box 2977 Hagatna, Guam 96932 | (671)649-3002 | guamccu.org

GWA RESOLUTION NO. 30-FY2019

**RELATIVE TO APPROVAL OF CHANGE ORDER NO. 4 FOR THE
CENTRAL GUAM RESERVOIRS DESIGN**

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities (“CCU”) has plenary authority over financial, contractual and policy matters relative to the Guam Waterworks Authority (“GWA”); and

WHEREAS, GWA is a Guam Public Corporation established and existing under the laws of Guam; and

WHEREAS, GWA is currently working on critical reservoir projects under the 2011 Court Order (“CO”) Paragraph 29 – Storage Tank/Reservoir Repair, Replacement, and Relocation Program; and

WHEREAS, the CCU approved Resolution No. 21-FY2015 that authorized a funding of Two Million Five Hundred Fifty-Two Thousand Four Hundred Forty-Five Dollars (\$2,552,445.00) plus 10% contingency of Two Hundred Fifty-Five Thousand Two Hundred Forty-Four Dollars and Fifty Cents (\$255,244.50) bringing the total authorized funding to a maximum of Two Million Eight Hundred Seven Thousand Six Hundred Eight Nine Dollars and Fifty Cents (\$2,807,689.50); and

WHEREAS, following CCU approval in Resolution No. 21-FY2015, GWA contracted with GHD in the amount of Two Million Five Hundred Fifty-Two Thousand Four Hundred Forty-Five Dollars (\$2,552,445.00) in May 2015 to provide design services for the Central Guam Reservoirs; and

1 **WHEREAS**, GWA subsequently issued Change Order No. 1 and Change Order No. 2
2 with GHD for additional design services in the amount of Two Hundred Fifty-Five Thousand
3 Two Hundred and Forty-Four Dollars (\$255,244.00);

4
5 **WHEREAS**, in July 2016 the CCU approved Resolution No. 49-FY2016 which
6 authorized an additional Six Hundred Eighty Thousand Five Hundred Forty-Eight Dollars
7 (\$680,548.00) for additional design services to bring the total authorized funding to Three
8 Million Four Hundred Eighty-Eight Thousand Two Hundred Thirty-Seven Dollars and Fifty
9 Cents (\$3,488,237.50); and

10
11 **WHEREAS**, following CCU approval in Resolution No. 49-FY2016, GWA issued the
12 Change Order No. 3 to GHD; and

13
14 **WHEREAS**, GWA engineering has further determine through the course of the design
15 process that additional system improvements associated with the central reservoir project are
16 needed; and

17
18 **WHEREAS**, GWA is requesting for additional design work which includes the
19 following (Exhibit A):

- 20 (1) Task A: Design changes to install a new pump controller unit at the new Hyundai Tank
21 Booster Pump Station,
22 (2) Task B: Design changes to the Chaot No. 1, Chaot No. 2, and Agana Heights
23 Reservoirs SCADA,
24 (3) Task C: Programming of the Chaot No. 1, Chaot No. 2, and Agana Heights Reservoirs
25 SCADA,
26 (4) Task D: Programming of the Manenggon, Tamuning No. 1 (Airport), and Piti
27 Reservoirs SCADA,
28 (5) Task E: Tamuning No. 1 (Airport) Reservoir - Tiyan Booster Pump Station, Sewer Line
29 Rehabilitation, and Water Line Abandonment,
30 (6) Task F: A-23 and A-25 GAC System Additional Design,
31 (7) Task G: Manenggon Reservoir Access Pump Station Additional Design,
32

1 (8) Task H: Additional Structural Design to Increase Tamuning No. 1 Reservoir (Airport)
2 from 2 Million Gallon Capacity to 3 Million Gallon Capacity.

3
4 **WHEREAS**, GWA engineering and GHD negotiated the price for the services to be
5 provided in the amount of Two Hundred Thousand Four Hundred Fifty-Eight Dollars
6 (\$200,458.00); and

7
8 **WHEREAS**, GWA Management is seeking CCU approval of the fee proposal relative to
9 Change Order No. 4 in the amount of Two Hundred Thousand Four Hundred Fifty-Eight Dollars
10 (\$200,458.00) to fund the design services; and

11
12 **WHEREAS**, GWA Management further seeks CCU approval of the total authorized
13 funding for the design contract with GHD, Inc to Three Million Six Hundred Eighty-Eight
14 Thousand Six Hundred Ninety-Five Dollars and Fifty Cents (\$3,688,695.50); and

15
16 **WHEREAS**, funding for this project will be from PW 09-11 Water System Reservoirs
17 2005 Improvements and EE 09-09 SCADA Improvement – Phase 4; and

18
19 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities
20 does hereby approve the following:

- 21
22
- 23 1. The recitals set forth above hereby constitute the findings of the CCU.
 - 24 2. The CCU finds that the terms of the fee proposal submitted by GHD is fair
25 and reasonable.
 - 26 3. The CCU finds that the terms of the conditions set by GWA relative to
27 commencement of subsequent work activities are fair and reasonable and
28 serve as a measure of Quality Assurance/Quality Control (QA/QC).
 - 29 4. The CCU hereby authorizes the management of GWA to issue Change Order
30 No. 4 in the amount of Two Hundred Thousand Four Hundred Fifty-Eight
31 Dollars (\$200,458.00) (Exhibit A).
- 32

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- 5. The CCU hereby further approves the total authorized funding to Three Million Six Hundred Eighty-Eight Thousand Six Hundred Ninety-Five Dollars and Fifty Cents (\$3,688,695.50); and
- 6. Funding source will be CIP PW 09-11 Water System Reservoir 2005 Improvements and EE 09-09 SCADA Improvement – Phase 4.

RESOLVED, that the Chairman certified and the Board Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED, this 28th day of May 2019.

Certified by:

Attested by:





JOSEPH T. DUENAS
Chairperson

MICHAEL T. LIMTIACO
Secretary

SECRETARY'S CERTIFICATE

I, Michael T. Limtiaco, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES: 5

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0



///



March 13, 2024

Mr. Brett Railey, PE
Engineering Supervisor
Guam Waterworks Authority
Gloria B. Nelson Public Service Building
688 Route 15
Mangilao, Guam 96913

RE: Contract Change for PW12-04 Design Services for GWA's Central Water Reservoirs, GWA Project W14-006-BND
Contract Amendment for Design Additions for Wells A-23 and A-25

Dear Mr. Railey:

This letter amends our Scope of Work and fee for the above referenced project. The scope of work descriptions below define the additional and amended design services GHD will provide in connection with the Design Services for GWA's Central Water Reservoirs Project for Wells A-23 and A-25. The original project fee will be amended on a lump sum fee basis per the fees shown in the attached Scope Amendment Table. This change of scope was discussed and agreed upon during a site visit on February 7, 2024 and a meeting on March 6, 2024 with some drawings provided by GWA.

1. SCOPE OF WORK

A. GAC SITE

- a. Electrical - The list below includes electrical and instrumentation improvements to the Wells A-23 and A-25 and GAC treatment sites included in the design scope of work
 - i. Power and communication conduit routing site plan
 - ii. Power and communication conduit routing or radio communication from the GAC site and A-23 site to A-25 building. This includes instrumentation conduit from pressure transmitters and security cameras and power for lighting at the GAC site.
 - iii. Lighting plan
 - iv. Camera plan
 - v. Lighting and camera poles and mounting details

B. WELL A-23

- a. Civil – The list below includes civil improvements included in the design scope of work
 - i. Demolition and clearing of the well site
 - ii. New well piping and pipe supports
 - iii. Grade and gravel area within fence line
 - iv. Demo and expand fence on north side
 - v. Wellhead painting and sealing
 - vi. Painting of building inside and outside

- vii. Demolition of unused items inside the chlorination building and infill and sealing of penetrations.
- viii. Replace chlorination building door with a sliding or roll-up door.
- ix. Cap existing distribution line connection to the site and abandon existing valve
- b. Chlorination System - The list below includes improvements to the chlorination system included in the design scope of work
 - i. Remove existing chlorination equipment and piping from the building
 - ii. Replace the chlorine booster pump (GWA to provide size and specifications)
 - iii. New chlorination injection lines
 - iv. Move chlorine injection vault inside fence
 - v. Verify the connection point of the sampling line for the chlorine analyser and determine if it needs to be relocated
 - vi. Replace chlorine scales, regulators, alarm, and other chlorination system equipment. (GWA to provide size and specifications)
 - vii. Replace exhaust fan at existing location.
- c. Electrical - The list below includes electrical and instrumentation improvements included in the design scope of work
 - i. Demolition of the electrical conduit on and inside the building (underground conduit to remain where possible)
 - ii. Power and communication conduit routing site plan and building plan, replacing the circuit breaker panel and disconnect switch (all new above ground conduit on the building)
 - iii. Additional conduit, as-needed, for flow meter, pressure transmitters (2), and level sensor from well piping
 - iv. New pressure transmitter and flow meter in vault on GAC discharge line
 - v. Exterior and interior lighting plan that replaces the existing light over the door and interior light.
 - vi. Camera plan (2 wall mounted, model and specifications from GWA)
 - vii. New concrete pedestal and SSTL cabinet for the chlorine analyser and meter displays

C. WELL A-25

- a. Civil - The list below includes civil improvements included in the design scope of work
 - i. Demolition and clearing of the well site
 - ii. Demolition of sampling valve and cap the existing line
 - iii. New well piping and pipe supports
 - iv. Grade and gravel area within fence line and outside the gate
 - v. Replace fence on new jersey barriers
 - vi. Remove eyewash from generator building
 - vii. Demolition of existing outside eyewash and piping and replace with a combination shower/eyewash station and connect to transmission line.
 - viii. Wellhead painting and sealing
 - ix. Demolition of chlorine analyser
 - x. Painting of building inside and outside
- b. Electrical - The list below includes electrical and instrumentation improvements included in the design scope of work

- i. Power and communication conduit routing site plan and building plan
- ii. Conduit for flow meter, pressure transmitters (2), and level sensor from well piping
- iii. Demolition and replacement of the generator and exhaust shroud (sized by GWA)
- iv. Replacement of the existing ATS (2)
- v. Control panel:
 1. Replacement of the SCADA Pak with Rockwell Automation (2)
 2. Replacement of the UPS (2)
 3. Replacement of the HMI (2)
 4. Connect flow meter data (3) to the SCADA system
 5. Connect the pressure transmitters from A-23 (3) and A-25 (2) to the SCADA system
 6. Monitor generator with SCADA system
- vi. Install Tropos antenna
- vii. Exterior lighting plan that replaces the existing light over the door and adds two new fixtures
- viii. Camera plan (4 wall mounted) with NVR saving data from GAC, A-23 and A-25 (model and specifications from GWA).

D. DOCUMENTS

- a. Plan Sheets Added or Revised (others may be added as needed to provide the detail for the changes above)
 - i. Sheet numbering in general
 - ii. T-002: Index of drawings (Rev)
 - iii. C-102: Demo plan, revise to conform to changes (Rev)
 - iv. A-23 Site demo, use GWA CAD but conform to set (Add)
 - v. A-25 Site demo, use GWA CAD but conform to set (Add)
 - vi. C-103: Site layout revised to remove blowup (Rev)
 - vii. C-105: A-25 Site plan, combine GHD and GWA into one (Rev, use GWA CAD)
 - viii. C-106: Site grading and drainage plan, revise to conform to changes (Rev)
 - ix. C-107: Site utility plan, revise to conform to changes (Rev)
 - x. C-201: Profile, revise to conform to changes (Rev)
 - xi. C-301: Well A-23 section, revise to conform to changes (Rev)
 - xii. C-302: Well A-23 section, revise to conform to changes (Rev)
 - xiii. C-303: Well A-25 section, revise to conform to changes (Rev)
 - xiv. E-001: Electrical legend and schedule (Add)
 - xv. E-101: Overall electrical site plan (Add)
 - xvi. E-102: GAC electrical and instrumentation site plan, use GWA CAD but conform to set (Add)
 - xvii. E-103: Well A-23 electrical site plan, use GWA CAD but conform to set (Add)
 - xviii. E-104: Well A-25 electrical site and bldg plan, use GWA CAD but conform to set (Add)
 - xix. E-401: Well A-23 chlorination building electrical plan (Add)
 - xx. E-402: Well A-25 building electrical plan (Add)
 - xxi. E-501: Electrical details (Add)
 - xxii. E-502: Electrical details (Add)

- xxiii. E-503: Electrical details (Add)
- xxiv. E-601: Single line diagram (Add)
- xxv. E-602: panel schedule and notes (Add)
- xxvi. J-001: P&ID and matrix (Add)
- xxvii. J-002: Local control panel revisions (Add)
- xxviii. J-101: Well A-23 instrumentation site plan, use GWA CAD but conform to set (Add)
- xxix. J-102: Well A-25 instrumentation site and bldg. plan, use GWA CAD but conform to set (Add)
- xxx. J-601: Well A-23 instrumentation connection diagrams (Add)
- xxxi. J-602: Well A-25 instrumentation connection diagrams (Add)

- b. Specifications
 - i. Civil (Update to latest)
 - ii. Electrical (Update and Add)
 - iii. Include two deep well cameras to be provided by contractor
 - iv. SCADA (Update and Add)
- c. Cost Estimate – update original and additional items
- d. Bid Form – update original and additional items

E. DELIVERABLES - Deliverables to GWA will be provided in accordance with the following:

- 1. Schedule
 - a. Digital copy of the Project Schedule
 - b. 1 hard copy of the Project Schedule
- 2. 60% Design Plans
 - a. 5 hard copies of the 60% design documents (plan and specification submittal shall consist of 5 sets of 11"x17" sized drawings)
 - b. Digital copy of the 60% design documents
- 3. 90% Design Plans
 - a. 5 hard copies of the 90% design documents (plan and specification submittal shall consist of 5 sets of 11"x17" sized drawings)
 - b. Digital copy of the 90% design documents
 - c. 90% Engineer's Estimate
- 4. 100% Design Plans
 - a. 5 hard copies of the final design documents (plan a submittal shall consist of 2 sets of 36"x24" sized drawings and 5 sets of 11"x17" sized drawings and specifications)
 - b. Digital copy of the final design documents

F. CONSTRUCTION BID SUPPORT SERVICES

- a. Provide engineering services during bidding, consisting of the following:
 - i. Assist with preparing answers to questions regarding the bid packages during the bidding phase.
 - ii. Lead the Pre-Bid Conference and respond to technical question involving design and specifications that prospective bidders may have. Prepare Pre-Bid Conference meeting agenda, sign-in sheets, and site visit. Record Pre-Bid Conference. Preparation of meeting minutes and providing formal responses to technical questions.
 - iii. Assist with preparation of bid addenda.

- iv. Review construction proposals received. This shall include a bid analysis, review of bid proposal prices, and conformance with contract requirements and the Guam Procurement Code. A letter of recommendation of award shall be prepared.

G. DESIGN SUPPORT SERVICES DURING CONSTRUCTION

- a. Provide engineering services during construction, consisting of the following:
 - i. Prepare Final (100%) "Issued for Construction" conformed plans and specifications incorporating addenda, change orders and changes during the bid phase.
 - ii. Review submittals, shop drawings, design calculations, samples, test results, RFI's, Change Orders, schedule, and other data required to be submitted by the contractor for conformance with the contract documents.
 - iii. Review requests for clarification or interpretation submitted by contractor and provide responses to GWA.
 - iv. Evaluate substitution requests to determine acceptability of substitute materials and/or equipment proposed by the contractor and provide recommendations to GWA.
 - v. Attend construction meetings and site visits (as requested)
- b. Prepare punch list items prior to substantial completion and coordinate with GWA CM on the punch list items.
- c. Work with CM to close out the punch list items.

2. Client Provided Information

- a. CADD files produced by GWA of the well sites.
- b. Consolidated review comments on each submittal.

3. Assumptions and Exclusions

- a. This change proposal only applies to the scope of work. The terms of the original executed agreement still apply.
- b. Design additions are based on GWA requests and layout.
- c. The cost estimate will include the additional items and original items for a full project cost estimate.
- d. Utility potholing services are excluded.
- e. It is assumed that the Contractor will prepare the construction permit applications, route the permit applications through the required government agencies, and pay permit fees.
- f. Effort to revise or update bid packages that have expired due to delayed bid advertisement. GWA agrees to negotiate with GHD for change orders for additional work that may include such services as restamping plans and specifications, verifying design based on a change in the adopted building code or design standards, and pre-printing of the bid packages.
- g. Additional design period services due to additional and out of scope work, delays or any other reasons not due to errors/omissions or issues beyond GHD's control.
- h. Work performed will be billed monthly based on the estimated percent complete.

4. Fee Schedule

Task	Fee
Project management and scope preparation	\$7,100
Sheet Revisions	\$2,330
Civil Site Additions	\$6,387
Chlorination Building and Equipment Design	\$9,596
Electrical Design	\$11,648
Instrumentation Design	\$8,288
Cost Estimating	\$7,720
Bid Form Revision	\$820
Specifications	\$3,752
Construction Bid Support Services	\$5,480
Design Support Services During Construction	\$11,835
GRT (5.25%)	\$3,935
Total	\$78,891