



REGULAR BOARD OF DIRECTORS MEETING

Thursday, January 13, 2021, at 1:30 p.m.

GVB Conference Room and Teleconference - GoToMeeting

<https://www.gotomeet.me/GUAMVISITORSBUREAU/gvb-board-meeting>

PRELIMINARY AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF THE PREVIOUS MEETING

EXHIBIT A

[Approval of Minutes of the previous Board of Directors meeting dated December 9, 2021.](#)

IV. CHAIRMAN'S REPORT

V. MANAGEMENT'S REPORT

VI. TREASURER'S REPORT

EXHIBIT B

VII. REPORT OF THE BOARD COMMITTEES

A. EXECUTIVE COMMITTEE

B. ADMINISTRATION & GOVERNANCE

[Motion to approve draft GVB FY2023 Budget totaling \\$24,851,658 for submission to BBMR on Friday, January 14, 2022. Budget breakdown remains subject to change at a later date.](#)

Background: BBMR sent out a budget call on December 3, 2021, with a due date of submission on December 17, 2021. An extension was requested to gauge market volatility amidst the new COVID-19 variant.

Cost Estimate: To be Determined

Funding Source/Account: Operating Fund

Action Required: Board Approval Required

[Motion to approve GVB management to reverse the revenue and collectible recorded in the fiscal year 2021 for August and September for a total of \\$1,064,850.00.](#)

Background: Prior financial report presents assumptions that GVB will be able to collect full allotment with the drastically reduced budget for 2021. After meeting with BBMR and DOA on January 10, 2022, it was later confirmed that due to the shortage of TAF collection from projected, there would be no further allotment to be released to GVB related to FY2021. Therefore, reversal of receivable and reflection of accurate revenue and receivable as of September 30, 2021, is necessary. This will also eliminate the reconciliation needed for the ongoing external audit for 2021.

Cost Estimate: \$1,064,850

Funding Source/Account: N/A Operating Fund

Action Required: Board Approval Required

Motion to approve GVB management to charge \$126,759.54 of un-replenished expenditures related to Vax N' Win, Electronic Declaration Form, and Liberation Day program and charge it against the FY2020 Market Recovery funding.

Background: GVB management reported the expense tracking for the three programs and the anticipation that DOA will fully replenish the funds in prior board meetings. The funds were partially replenished. This is due to priorities for the release of GVB's allotment, although TAF's actual collection came short of actual budgets. On a meeting with DOA and BBMR on January 10, 2022, it was later confirmed that no additional funding would be released after the \$259,829.46 payments were made related to FY21.

Cost Estimate: \$126,759.54

Funding Source/Account: FY2020 Market Recovery Funds

Action Required: Board Approval Required

Motion to rescind the board motion on 09/23/2021 and 09/30/2021 related to the GVB FY22 budget, which allocates additional funding from the anticipated unspent funds from FY21 with an estimated total of \$2,000,000 for Japan and \$85,846.94 for Korea (\$3,716.73), Taiwan (\$1,357.21), Pacific (\$6,365.00) and Global Website and Social Media (\$74,408)

Background: GVB management assumes that all allotments will be collected from the prior year, and there will be enough unspent funds at the end of the fiscal year 2021, as represented by the previous financial report. After closing of Fiscal year 2021 and accounting for expenses related to the close of the fiscal year and as a result of the recent meeting with DOA and BBMR, which confirms no further allotment for FY2021, it is confirmed that additional source of funding will not be available. To cover the shortfall, a re-shuffling of funding between markets and other programs will be needed.

Cost Estimate: Not Applicable

Funding Source/Account: Not Applicable

Action Required: Board Approval Required

Motion to authorize GVB management to solicit the best interest rate to temporarily invest the \$20,000,000 American Rescue Plan (ARP) funding received last January 6, 2022. This includes spreading the funding into multiple TCD's and staggering the maturity date no greater than six months, and automatically rolling it over until such time the funds are needed.

Background: GVB received the ARP funding last January 5, 2022, amounting to \$20M. The fund is released conditionally to be reserved for the CAPEX funding related to recovery, which details of the said project are at its planning phase. To ensure the funding is safely kept and address the time value of money, it is prudent for management to consider investing it conservatively and make it available for its intended use at the time needed.

Cost Estimate: Not Applicable

Funding Source/Account: Not Applicable

Action Required: Board Approval Required

Motion to approve authorization of the President and CEO as Chief Procurement Officer of GVB to initiate planning and scoping efforts for the repair and improvement of the GVB Main Conference Room and issue the appropriate procurement solicitation (Invitation for Bid or Request for Proposal) as applicable and as needed for this project.

Background: The main conference room has not been renovated or improved since the building was constructed in the late 1990s, and current condition shows wear and tear, requiring much-needed repairs and improvement. The main conference room is a multi-function room. In addition to its use as a meeting space for the Board of Directors or in-house staff and committee meetings, it is also made available for use by other agencies and international visitors. Now is an opportune time to address repairs and improvement during this downtime and amidst the business lull affected by the pandemic.

GVB intends to begin with the planning and scoping phase with the advice and guidance of an architectural consultant who will assist in developing the necessary documentation (drawings, design schematic/model, bid specifications, bid schedules, etc.) to achieve our goal. Once the scope of work is finalized, an IFB/RFP (as applicable) will be issued.

The proposed start date is February 1, 2022.

Funding Source: CAPEX Admin Fund

Issue: Board approval required.

Motion to approve authorization of the President and CEO as Chief Procurement Officer of GVB to enter into a contract with the lowest responsible and most responsive bidder for GVB IFB 2022-010 SAN VITORES STREETLIGHT AND SIDEWALK SAFETY IMPROVEMENT UPGRADE.

Background: The Bureau issued GVB IFB 2022-001 Tumon Bay Streetlight Improvement Upgrade: San Vitores Boulevard and JFK Road on October 18, 2021, and the deadline to submit bids was on November 29, 2021.

Pursuant to 2 GAR, Division 4, Chapter 3, §3115(d)(2)(A)(iv)(B), GVB rejected all bids because prices exceeded available funds and it would not be appropriate to adjust quantities to come within available funds.

Therefore, in the President and CEO's capacity as Chief Procurement Officer for GVB, he determined that it is in the best interest of the territory of Guam and the Bureau to cancel GVB IFB 2022-001 and to allow for the review of, revision and re-issuance of a solicitation as provided for in 2GAR, Division 4, Chapter 3, §3115(d)(1)(D)(iii).

Therefore, this procurement, GVB IFB 2022-010, was issued on January 7, 2022. Deadline for submission of bids is January 28, 2022 at 3:00 p.m. Proposed start date is February 1, 2022.

In various locations along Chalan San Vitores and Tumon Bay (JFK) Road, some light pole components are inoperable, are missing or damaged. Some complete pole assemblies have been destroyed or removed.

The project's objective is to restore the streetlighting system to its original operating condition with adequate lighting level and minimum glare both along the roadways and sidewalks. This involves trouble shooting the system including series of tests and ascertain the condition of the light pole assemblies (the bases, the fixtures, electrical components, circuitry, controls, fuses, receptacles, wiring, concrete pole, attachments, arms) and SLPs (panelboards, contactors, wiring, conduits, SS enclosures, photocells, selector switches) including conduit and wiring from SLPs to pole assemblies. Upgrade or replace defective or ineffective light pole assemblies, SLPs and conduit and wiring including but not limited to replacement of some entire pole assemblies in accordance with the findings.

Also included in this procurement is the Sidewalk Safety Enhancement, such as waterblasting, anti-skid paint and incidental repairs to include concrete streetscapes along Pale San Vitores Road from the Bishop Flores Rotunda to the Lotte Hotel. JFK Road and Santos Hill (also known as Australian Cable Road).

Funding Source: Hotel Occupancy Tax Revenue Bonds, Series 2011A

Issue: Board approval required.

C. REOPENING TASK FORCE

D. AIR SERVICE DEVELOPMENT

E. TAIWAN

Committee Minutes - January 6, 2022

EXHIBIT B

F. DESTINATION MANAGEMENT/VISITOR & SAFETY SATISFACTION

Motion to authorize the President and Chief Executive Officer as Chief Procurement Officer of GVB to enter into a contract with the lowest responsible and most responsive bidder in response to GVB IFB 2022-002 LANDSCAPE MAINTENANCE - Zone 1: Archbishop Flores Memorial Circle to Ypao Beach Park.

Background: This contract is for Tumon Landscaping Maintenance for Zone 1 of Pale San Vitores which begins at the Archbishop Flores Memorial Circle (Rotunda) and ends at the entrance to Governor Joseph Flores Park (Ypao Beach Park).

Contract commences January 14, 2022 through September 30, 2022 for FY2022.

Issue: Board approval required.

Motion to authorize the President and Chief Executive Officer as Chief Procurement Officer of GVB to enter into a contract with the lowest responsible and most responsive bidder in response to GVB IFB 2022-003 LANDSCAPE MAINTENANCE - Zone 2: Ypao Beach Park Entrance to JFK Hill and Road Intersection.

Background: This contract is for Tumon Landscaping Maintenance for Zone 2 of Pale San Vitores which begins at the edge of the entrance of Governor Joseph Flores Park (Ypao Beach Park) and extends to JFK Road Intersection and up JFK Road from Pale San Vitores to Marine Corps. Drive.

Contract commences January 14, 2022 through September 30, 2022 for FY2022.

Issue: Board approval required.

Motion to authorize the President and Chief Executive Officer as Chief Procurement Officer of GVB to enter into a contract with the lowest responsible and most responsive bidder in response to GVB IFB 2022-004 LANDSCAPE MAINTENANCE - Zone 3: North JFK Road to Holiday Hotel.

Background: This contract is for Tumon Landscaping Maintenance for Zone 3 of Pale San Vitores which begins at the at the north edge of JFK Road Intersection and ends at the entrance to Holiday Resort Hotel.

Contract commences January 14, 2022 through September 30, 2022 for FY2022.

Motion to authorize the President and Chief Executive Officer as Chief Procurement Officer of GVB to enter into a contract with the lowest responsible and most responsive bidder in response to GVB IFB 2022-005 LANDSCAPE MAINTENANCE - Zone 4: Holiday Hotel to Hyatt Hotel.

Background: This contract is for Tumon Landscaping Maintenance for Zone 4 of Pale San Vitores which begins at the north end of the Holiday Hotel entrance and ends at the service entrance to the Hyatt Hotel

Contract commences January 14, 2022 through September 30, 2022 for FY2022.

Issue: Board approval required.

Motion to authorize the President and Chief Executive Officer as Chief Procurement Officer of GVB to enter into a contract with the lowest responsible and most responsive bidder in response to GVB IFB 2022-006 LANDSCAPE MAINTENANCE - Zone 5: Hyatt Hotel to Westin Hotel, Santos Hill.

Background: This contract is for Tumon Landscaping Maintenance for Zone 5 of Pale San Vitores which begins at the north edge of the service entrance to the Hyatt Hotel to the Westin Hotel Intersection and up Australian Cable Road (Santos Hill) to Marine Corps Drive.

Contract commences January 14, 2022 through September 30, 2022 for FY2022.

Issue: Board approval required.

Motion to authorize the President and Chief Executive Officer as Chief Procurement Officer of GVB to enter into a contract with the lowest responsible and most responsive bidder in response to GVB IFB 2022-007 LANDSCAPE MAINTENANCE - Zone 6: Westin Hotel, Pacific Place Intersection to Hotel Nikko Guam.

Background: This contract is for Tumon Landscaping Maintenance for Zone 5 of Pale San Vitores which begins at the north end of Westin Hotel and Pacific Place Intersection and ends at the north edge of Hotel Nikko Guam.

Contract commences January 14, 2022 through September 30, 2022 for FY2022.

Issue: Board approval required.

G. CULTURAL HERITAGE, COMMUNITY OUTREACH & BRANDING

H. RESEARCH / MEMBERSHIP

I. SPORTS & EVENTS

J. JAPAN

Committee Minutes - December 14, 2021

EXHIBIT C

K. KOREA

Committee Minutes - December 14, 2021

EXHIBIT D

L. NEW MARKETS

M. NORTH AMERICA, PACIFIC & PHILIPPINES

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. EXECUTIVE SESSION

XI. ANNOUNCEMENTS

Upcoming Board Meetings:

- January 27, 2022
- February 10, 2022

XII. ADJOURNMENT