



**GUAM SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING
AGENDA**

FRIDAY, DECEMBER 19, 2025
VIA VIDEO CONFERENCE

- I. CALL TO ORDER
- II. ROLL CALL
- III. DETERMINATION OF PROOF OF PUBLICATION
- IV. APPROVAL OF AGENDA ITEMS
- V. APPROVAL OF MINUTES
- VI. REPORTS
 - A. RECEIVER REPORTS
 - i. RECEIVERSHIP UPDATE
 - ii. TRANSITION PLAN UPDATE
 - B. MANAGEMENT REPORTS
 - i. OPERATIONAL UPDATE
 - ii. FINANCIAL REPORT
 - C. LEGAL COUNSEL'S REPORT
 - D. COMMITTEE REPORTS
- VII. UNFINISHED BUSINESS
 - A. ISLAND WIDE TRASH COLLECTION INITIATIVE
 - B. LAYON CELLS 1 AND 2 CLOSURE
 - C. SUCCESSION PLANNING
- VIII. NEW BUSINESS
 - A. GSWA BOARD RESOLUTION 2026-001 RELATIVE TO THE APPROVAL OF THE PETITION TO CREATE LANDFILL MANAGER & LANDFILL SUPERINTENDENT POSITIONS
 - B. GSWA BOARD RESOLUTION 2026-002 RELATIVE TO APPROVING THE AMENDMENT TO THE CONTRACT WITH GREEN GROUP HOLDINGS, LLC.
- IX. COMMUNICATIONS AND CORRESPONDENCE
- X. PUBLIC FORUM – MEMBERS OF THE PUBLIC TO CONTACT GSWA TO BE PLACED ON THE AGENDA IF THEY WISH TO ADDRESS THE BOARD.
- XI. NEXT MEETING
- XII. ADJOURN

Guam Solid Waste Authority Board of Directors Meeting
Friday, December 19, 2025 – 1:00 PM (ChST)
Join Zoom Meeting

Link: <https://zoom.us/j/9140408814?pwd=TjZ3U0dHSVd0ajlKRjBhcWFrc1ZYZZ09>
Meeting ID: 914 040 8814 **Passcode:** 777546

I. CALL TO ORDER II. ROLL CALL III. DETERMINATION OF PROOF OF PUBLICATION IV. APPROVAL OF AGENDA ITEMS V. APPROVAL OF MINUTES VI. REPORTS A. RECEIVER REPORTS I. RECEIVERSHIP UPDATE II. TRANSITION PLAN UPDATE B. MANAGEMENT REPORTS I. OPERATIONAL UPDATE II. FINANCIAL REPORT C. LEGAL COUNSEL'S REPORT D. COMMITTEE REPORTS VII. UNFINISHED BUSINESS A. ISLAND WIDE TRASH COLLECTION INITIATIVE B. LAYON CELLS 1 AND 2 CLOSURE C. SUCCESSION PLANNING VIII. NEW BUSINESS A. GSWA BOARD RESOLUTION 2026-001 RELATIVE TO THE APPROVAL OF THE PETITION TO CREATE LANDFILL MANAGER AND LANDFILL SUPERINTENDENT POSITIONS B. GSWA BOARD RESOLUTION 2026-002 RELATIVE TO APPROVING THE AMENDMENT TO THE CONTRACT WITH GREEN GROUP HOLDINGS LLC IX. COMMUNICATIONS AND CORRESPONDENCE X. PUBLIC FORUM - MEMBERS OF THE PUBLIC TO CONTACT GSWA TO BE PLACED ON THE AGENDA IF THEY WISH TO ADDRESS THE BOARD XI. NEXT MEETING XII. ADJOURN

Access live stream of the meeting on GSWA website: <https://www.gswa.guam.gov/>

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Animals for Sale: Livestock / Pets . **Automotive:** Cars/Motorcycle/Pickups and SUVs . **Celebrations . Fundraisers . Goods for Sale:** Auto Parts/Baby items/Computers/Electronics/Exercise Equipment/Furniture/Household Goods/Miscellaneous/ Musical Instruments/ Sports and Outdoors Equipment/Tools . **Lost and Found . Heavy Equipment . Repairs and Installation:** Air Conditioning/Appliances/Cellphones/Computers/Electrical/Electronics/Plumbing/Repair and Installations Services Needed . **Services:** Child and Elderly Care/Educational/Lawn Care or Yardwork/Other Services/Therapeutic Massage/Tutoring/Cleaning Services . **Wanted to Buy . Watercraft:** Boats/Personal Water Craft

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Categories

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/s/ JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

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GUAM SOLID WASTE AUTHORITY BOARD OF DIRECTORS MEETING

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AGENDA

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- APPROVAL OF MINUTES
- REPORTS

- Receiver Reports
 - Receivership Update
 - Transition Plan Update
- Management Reports
 - Operational Update
 - Financial Report
- Legal Counsel's Report
- Committee Reports

- UNFINISHED BUSINESS
 - Island Wide Trash Collection Initiative
 - Layon Cells 1 and 2 Closure
 - Succession Planning

- NEW BUSINESS
 - GSPA Board Resolution 2026-001 Relative to the approval of the petition to create Landfill Manager and Landfill Superintendent positions
 - GSPA Board Resolution 2026-002 Relative to approving the amendment to the contract with Green Group Holdings LLC
- COMMUNICATIONS AND CORRESPONDENCE
- PUBLIC FORUM - Members of the public to contact GSPA to be placed on the agenda if they wish to address the board
- NEXT MEETING
- ADJOURN

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GUAM SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, NOVEMBER 20, 2025
VIA VIDEO CONFERENCE

I. CALL TO ORDER

Chairman Gayle called the meeting to order for the Guam Solid Waste Authority (GSWA) Board of Directors' meeting at 1:02pm.

II. ROLL CALL

Board Members:

Andrew Gayle	Chairman
Minakshi Hemlani	Vice Chair
Margaret Denney	Secretary

Management & Staff:

Irvin Slike	General Manager
Alicia Fejeran	Chief of Administration
Roman Perez	SWM Superintendent
Fritzi Eata	Administrative Assistant
Shannon Taitano	GSWA Legal Counsel

Guests:

Harvey Gershman	GBB Federal Receiver Representative
Christopher Lund	GBB Federal Receiver Representative
Joyce Tang	Attorney for GBB Federal Receiver

III. DETERMINATION OF PROOF OF PUBLICATION

1st Publication with Guam Daily Post, Thursday, November 13, 2025

2nd Publication with Guam Daily Post, Tuesday, November 18, 2025

IV. APPROVAL OF AGENDA ITEMS

Chairman Gayle inquired if the Board members have any issues with the agenda, to which they responded no. Vice Chair Hemlani made a motion to approve the agenda. The motion was seconded by Secretary Denney. The motion passed unanimously and the agenda was approved.



V. APPROVAL OF MINUTES

Vice Chair Hemlani motioned to approve the minutes. Secretary Denney seconded the motion. The motion passed unanimously and the minutes for the October 23, 2025 Board Meeting were approved.

VI. REPORTS

a. RECEIVER REPORTS

i. RECEIVERSHIP UPDATE

Attorney Joyce Tang began by reporting that the GBB Receiver appealed the District Court's decision regarding its immunity to the 9th Circuit Court of Appeals, which was followed by the Government of Guam filing a Motion to Dismiss GBB's appeal based on lack of jurisdiction. The 9th Circuit denied GovGuam's Motion to Dismiss without prejudice on October 23, 2025. The Opening brief is due on December 5, 2025. The Answering brief is due on January 5, 2026 and the optional reply brief is due 21 days after the answering is served.

Next, Attorney Tang reported that the Receiver filed a request to the Court in the Consent Decree case for Global Mediation. On October 14, 2025, the District Court ordered the parties to file a statement indicating whether they wish to participate in global mediation with the 9th Circuit. On November 5, 2025, the 9th Circuit conducted a preliminary mediation call with all parties involved in the lawsuit, Consent Decree case, and Contractor's case. GSWA Board Chairman Andrew Gayle, Legal Counsel Shannon Taitano, and General Manager Irvin Slike also participated in that call. During the call, there was a general agreement that a private mediator with construction engineering background would be beneficial to facilitate the mediation. This is due to the technical issues involving leachate and design. The parties agreed to propose up to three names of private mediators by November 14, 2025. A follow up call was had on November 19, 2025 with the 9th Circuit mediator. During this call, the parties agreed to move forward with selecting a mediator without the 9th Circuit mediator. A follow-up call was scheduled to be held the following week.

Next, Attorney Tang reported on the GWA leachate treatment invoice dispute for the period of January 17 – February 12, 2025. During this period, there was an estimated billing from GWA for up to 70,000 gallons per day. However, prior to this period, the average leachate flow was 20,000 gallons per day. GWA was notified on February 6, 2025 and the Receiver was informed on February 12, 2025 that GWA resolved the issue. On October 10, 2025, GWA counsel informed the Receiver's counsel that a credit is warranted for these billings due to the meter readings registered and not due to any malfunctioning meter.



Receiver Representative Lund provided a recap of the status of the request from U.S. EPA for additional data collection, in order to complete the Cessation Certification. He stated that a Special Report was filed on May 8, 2025 by the Receiver and U.S. EPA. He highlighted key milestones and activities since October 2025, which include the initiation of drilling work on September 29, 2025, the U.S. EPA site visit on October 21, 2025, and the drilling of boreholes and well construction completed on October 24, 2025. Additionally, status meetings were conducted with the U.S. EPA and Technical Group, during which the inoperability of one well was addressed. It was agreed upon that one well will be used, but sampled twice. The second sampling will be on December 14 or 15, 2025. Lastly, U.S. EPA has requested for preparation of a field investigation summary report which is in progress.

Representative Lund moved on to report on the leachate volumes for October 2025. He reported that there were approximately 55,000 gallons per day of leachate flow treated, as well as 15.36 inches of rainfall for October. He reiterated that from May 2023, after Typhoon Mawar, all leachate has been sent to GWA for treatment and there are no longer any releases from the facility. Detry has not been used, except for routine maintenance. Next, he reported an estimated amount of 7.6M total gallons of leachate were treated for the first ten months in 2025. Adjustments to these amounts will be made once the GWA metering malfunction is resolved.

Next, Representative Lund reported on routine and non-routine operations currently ongoing by the Receiver. There are no changes for routing operations. He reported on non-routine operations, highlighting the storm swale repair construction which was completed at four locations, with the final contract closeout and documentation pending. He reported on the ongoing Soil Vapor Extraction at the Ordot Dump, stating that the contract with American Builders has been finalized and the trenching and well installation are expected to start in the next two weeks. Additionally, he presented an Ordot Dump Non-Routine Operations Cost Review for the two most recent work orders. He reported \$306,000.00 for the SVE Horizontal well and pipe trenching, but he does not expect actual expenses to be that amount. As for the Seep and Leachate flow analysis, he stated there are sufficient funds to complete this work from a previous work order. He moved on to report on an unannounced inspection of Ordot Dump on June 6, 2025. There were no concerns with the Clean Air Act and Clean Water Act. However, the Receiver is hoping to clarify the verbiage on the report if GSWA is in compliance.



Lastly, Representative Gershman reported on the status of the Post-Closure Accounts. He stated that funds from the TDOA or "checkbook" account has decreased due to the payment of bills to about \$460K, the Investment Account 5159 interest has increased only slightly, and the interest from the RCRA Trust account has increased a little over \$100K. The total balance for all three accounts at the end of October is \$39,239,792.97.

a. MANAGEMENT REPORTS

i. OPERATIONAL UPDATE

GM Slike reported the addition of two new side loaders and 2 rear loaders which arrived on island on November 4, 2025. However, they have yet to be delivered to the GSWA compound, pending documents, such as the Bill of Sale to submit to DPW in order to get them licensed and ready for use. GM Slike noted that with the addition of the 4 new vehicles, it will take off some of the problematic ones offline, which eliminates the need to spend more time or energy to repair them.

Next, GM Slike confirmed that the Annual Report has been completed and included in the Board of Directors' packet for reference. The report will include mentioning Cell #3 is still on track to reach capacity in 2031, which is the main reason needed to go forward with the \$5.00 rate increase, and will generate \$15 million in the next 5 years, which will be enough to construct Cell #4 as well as projecting the closures of Cells #1 and #2, and possibly part of Cell #3. GM Slike acknowledged some hurdles to overcome before starting the project. The main obstacle is that the RFP that was submitted to the Attorney General's Office in January 2024 is pending the AG's signature, in order to proceed with the engineering work. He noted that while the project is pending the AG's signature, Cell #3 continues to fill up. Chairman Gayle then suggested to discuss more offline to develop strategies to help move forward with the project, in which GM Slike agreed.

GM Slike then shared that the final container for the biodiesel equipment was delivered, pending a reasonable bid for electrical installation. He noted that GSWA is also exploring the option of using solar power to assist with the electrical demand. He also confirmed that the dimensions of the GSWA building's roof meets the criteria of placing 6 solar panels, generating 600 watts each.

The floor was then handed over to Chief of Administration Alicia Fejeran to explain the Customer Service Performance Indicators. A higher employee rate was noted for October. However, most of the month was focused on training, as three new hires started toward mid-October, and one started toward the end of the month.

Nonetheless, COA Fejeran concluded that customer service was able to answer more calls for the month of October, generally related to missed services and bulky waste pick up appointments. Chairman Gayle then inquired on what the typical backlog looked like if a customer were to schedule an appointment today. COA Fejeran responded that GSWA is fully booked for the remainder of the month taking into



consideration the Thanksgiving holiday and the father-son account with Ironwood Estates doing a major clean out. She did estimate about a 10-day waiting period.

ii. FINANCIAL REPORT

Comptroller Kakigi is on personal leave but had prepared October's GSWA Operating Budget Revenue (Unaudited) to which Chairman Gayle asked GM Slike to interpret. GM Slike reported that there was a slight drop in large commercial fees than what was anticipated in the budget. However, the governmental commercial fees increased, which was predominantly sludge special waste. Overall, total revenues increased for October 2025. Chairman Gayle further explained that the FY2026 budget presented is on an accrual basis, due to the rate increase. Chairman Gayle added that although the rate increase was considered into the FY2026 budget, the revenues remain ahead of the budget, with the main driver being special waste.

Lastly, he provided a quick overview stating that GSWA is 6% ahead of budget for the month and 20% year over year, which is largely due to the rate increase.

b. LEGAL COUNSEL'S REPORT

None.

c. COMMITTEE REPORTS

Chairman Gayle inquired if Member Montellano and Secretary Denney have met regarding the Island Wide Collection subcommittee, to which Secretary Denney responded that they have not met.

VII. UNFINISHED BUSINESS

a. ISLAND WIDE TRASH COLLECTION INITIATIVE

Legal Counsel Taitano reported that a draft of the rules and regulations are currently under review, with an area of concern being how GSWA can collect for, suspend, or terminate services. Legal Counsel Taitano stated that she had reached out to Department of Revenue and Taxation's legal team to discuss options regarding this, but that she believes legislation may be required. Chairman Gayle recommends listing options for collection for the IWC subcommittee to review.

Secretary Denney interjected, stating that GSWA should be cautious with the termination of services which could lead to illegal dumping. Chairman Gayle agreed, and noted GSWA would need to find the best path forward to avoid termination.

b. LAYON CELLS 1 AND 2 CLOSURE

Tabled.



c. SUCCESSION PLANNING

GM Slike noted the hiring of Assistant Comptroller Alma To, for succession of Comptroller Kakigi. He also noted there is a job announcement on SWANA for the position of Assistant General Manager of Operations.

VIII. NEW BUSINESS

a. GSWA BOARD RESOLUTION NO. 2026-002 RELATIVE TO APPROVING THE AMENDMENT TO THE CONTRACT WITH GREEN GROUP HOLDINGS, LLC.
Tabled.

IX. COMMUNICATIONS AND CORRESPONDENCE

None.

X. PUBLIC FORUM

None.

XI. NEXT MEETING

The next Board meeting is scheduled to be held on December 18, 2025 at 1:00pm via video conference.

XII. ADJOURN

Vice-chair Hemlani motioned to adjourn the meeting. Secretary Denney seconded the motion. The motion passed unanimously and the meeting was adjourned at 3:03pm.



Guam SOLID WASTE RECEIVER



Briefing for the GSWA Board



December 19, 2025 1:00 PM

GBB
SOLID WASTE
MANAGEMENT
CONSULTANTS



Receiver Presentation Topics

- I. District Court Order - Global Mediation
- II. GWA Leachate Treatment Invoice Dispute
- III. Cessation Certification
 - Status of the EPA Additional Work
- IV. Ordot Dump Operations
 - Leachate Status
 - Ongoing Routine and Non-Routine Operations (Chris/Ricky)
 - Qnergy Proposal
- V. Ordot Dump Post-Closure Funds



I. District Court Order - Global Mediation

- At the update 9th Circuit mediation call on December 3, 2025:
 - The parties involved in the Consent Decree case, Contractor's case, and the GWA case agreed to mediate:
 - U.S. v. Government of Guam (CV 02-0022)
 - Government of Guam v. Black Construction et al., (CV 24-00011)
 - GBB as Federal Receiver v. GWA and DB Insurance (Superior Court, CV 0593-24)
 - Parties selected Roger Peters as the mediator
 - Mediation will take place on March 24 and 25, 2026 in San Francisco



I. District Court Order - Global Mediation (cont'd)

- On December 4, 2025, Judge Frances Tydingco-Gatewood issued an order staying all cases pending the parties' mediation efforts. (ECF 2238)
- Receiver is required to file a brief joint report of the status of the mediation no later than January 16, 2026, and every 60 days thereafter. (ECF 2238)



Guam SOLID WASTE RECEIVER



II. GWA Leachate Treatment Invoice Dispute

- Receiver notified GWA on Feb 6, 2025 of malfunction meter readings at Ordot between Jan. 17 – Feb. 12, 2025 (27 days) and questioned the billing for January and February 2025 leachate treatment charges
- Receiver was issued a refund of \$32,246.88 on December 11, 2025, as part of the November 2025 invoice

Month	Invoice Detail	Vendor Invoice Number	Invoice Amount (\$)	Invoice Consumption (Per K gallons)	Cost Per Gallon (\$)	Legislative Surcharge
January	Original	-	\$ 26,674.38	1,432.22	-	-
	Correction	-	\$ (15,547.64)	-915.41	-	-
	Revised	3366	\$ 11,126.74	516.81	\$0.01641	3.50%
February	Original	-	\$ 24,325.25	1,570.53	-	-
	Correction	-	\$ (15,547.64)	-983.21	-	-
	Revised	0087	\$ 7,626.01	587.32	\$0.01641	3.50%
Total Corrections (January + February)			\$ (32,246.88)	-1,898.62		



III. Cessation Certification Status of the EPA Additional Work

Status of Additional Investigations for EPA requested Data

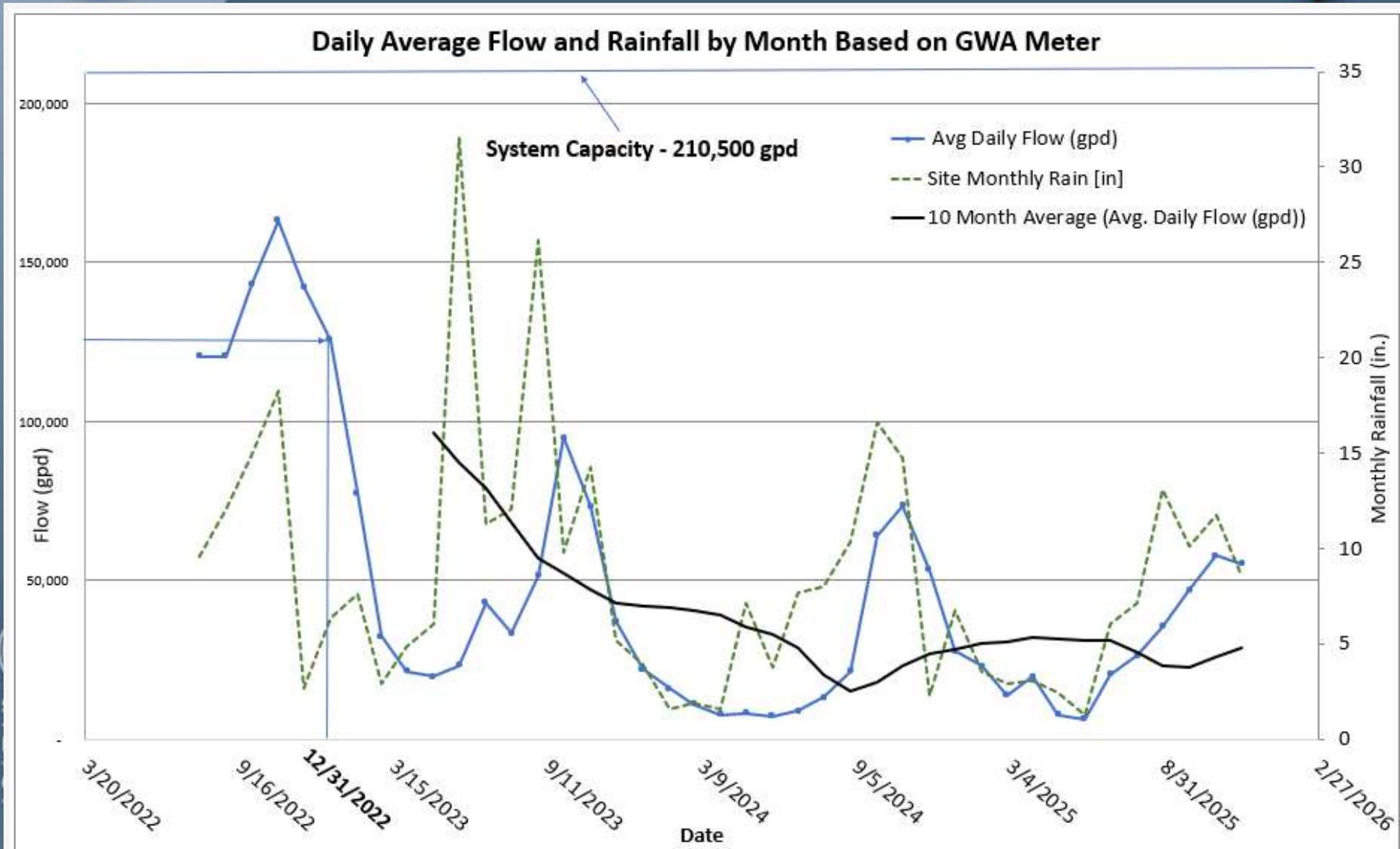
- Key milestones and activities since last month's Board report on November 20, 2025:
 - Second of two sampling events completed on December 7 and samples shipped off to be analyzed
 - Field investigation summary report at request of USEPA in final review and anticipate submittal to USEPA, GEPA and GSWA this month.
 - Awaiting Laboratory analysis for the two sampling events



Guam SOLID WASTE RECEIVER



IV. Ordot Dump Operations - Leachate Status





IV. Ordot Dump Operations - Leachate Status

- Prior Dero Road leaks are no longer impacting the Ordot Dump Facility
- We continue to look for trends
- We check leachate flows regularly

Year	Leachate (Gallons)
2022*	40,976,930
2023	15,870,700
2024	9,473,154
2025 (thru November)	9,271,580**

* GWA leaks repaired in December 2022

** Reflects January and February 2025 leachate overcharge corrections.



Guam SOLID WASTE RECEIVER



IV. Ordot Dump Operations - Leachate Status

GWA Leachate Volume Treated and Treatment Cost		
Year	Gallons	Cost (\$)
2022	40,976,930	\$ 1,126,653.88
2023	15,870,700	\$ 358,176.30
2024	9,473,154	\$ 152,382.65
2025 (thru November)*	9,271,580	\$ 162,272.09**

* GWA rate increased from \$0.01641 to \$0.01776 per gallon in October '25, an 8.227% increase

**Includes credit of \$(15,547.64) for January and \$(15,547.64) for February



IV. Ordot Dump Operations - Ongoing Routine and Non-Routine Operations

- **Ongoing Routine Operations**
 - No changes – continue to provide timely and appropriate reporting
 - SVE Gas system repaired and put back into service on Dec. 12
- **Non-Routine Operations**
 - **Storm Swale Repair Construction**
 - Final contract closeout and documentation ongoing
 - **Soil Vapor Extraction**
 - Trenching for pipe connect and horizontal extraction well installation anticipated to be initiated in next two weeks following permit approvals that are needed by GEPA and DPW
- **Receiver provides weekly updates on activities to GSWA, GEPA and EPA**



IV. Ordot Dump Operations – Qnergy Proposal

- Qnergy provides a technology solution to capture methane and provide on-site power
- Technology well suited for lower flows and lower concentrations of methane like at Ordot Dump
- Technology is based on a Free Piston Stirling Engine, a highly reliable and low maintenance engine that Qnergy reports to be able to run continuously for over 60,000 hours without maintenance

Qnergy



<https://qnergy.com/>



Guam SOLID WASTE RECEIVER



V. Ordot Dump Post-Closure Funds

Payments Made (September 01 – November 30, 2025)

GBB Control Number	Company/Vendor Invoice	Payment Amount	Payment Date
OPC-2025-134	GWA Invoice No. 5193 (Jul 2025)	\$13,790.82	9/5/2025
OPC-2025-135	GWA Invoice No. 6464 (Aug 2025)	\$17,994.92	10/17/2025
OPC-2025-136	BOG Investment Account Management Fee 3rd Quarter (July 2025 - September 2025)	\$5,888.79	10/13/2025
OPC-2025-137	B&CC Invoice No. 85569619 (May 2025) - Rev; B&CC Invoice No. 85582907 (June 2025) - Rev	\$275,053.53	11/26/2025
OPC-2025-138	GWA Invoice No. 6484 (Sept 2025)	\$21,158.53	11/26/2025
		Total	\$333,886.59



Guam SOLID WASTE RECEIVER



V. Ordot Dump Post-Closure Funds (cont'd)

Bank of Guam Account	Balances as of September 30, 2025	Balances as of October 31, 2025	Balances as of November 30, 2025
TDOA Treasurer***3788	\$ 484,866.13	\$ 460,994.56	\$ 461,005.93
Investment 5159***	\$ 4,781,566.65	\$ 4,793,616.12	\$ 4,819,231.51
RCRA Trust 5175***	\$ 33,865,490.10	\$ 33,985,182.29	\$ 34,092,566.03
Total	\$ 39,131,922.88	\$ 39,239,792.97	\$ 39,372,803.47



*Seasons' Greetings
and
Si Yu'us Ma'ase*



December 19, 2025 Operations Report

GSWA has recently installed eight(8) room AC units to replace the aged and temporarily repaired 5 ton unit. The last part of November the customer waiting area was not sufficiently cooled. The eight units were less expensive by a total of \$8,000 dollars, and will probably be more energy efficient.

This is one of the new side-loaders on a route



The last of the ARPA monies have been spent.

The diesel Roll Off is due for delivery on April 2026.

The last Side Loader was due on November 6, 2025. GSWA is engaging Vendor on reasons for further delays.

GSWA will attend a January meeting in Senator Lujan's office to discuss the possibility of GSWA becoming the lead agency for Bill 141-38. This bill seeks to establish small scale composting facilities in the commercial and governmental sectors. GSWA has previously stated that it is not opposed to the bill, but advocated that small scale composting projects are outside of its mandated duties.

GSWA has ten functioning large refuse trucks:

- 6389, 6391, 6393, 6394, 7531, 7563, 5266, 5524, 8067, 8068

Offline (Repairs):

- 6390, 7564, 6534

OPERATIONS ACCOUNTABILITY REPORT

	GSWA			PHR		
	SEP	OCT	NOV	SEP	OCT	NOV
Total Employees:	27	33	33	9	-	-
Approved Leave	26	33	32	3	-	-
Unexcused Absence	57	53	49	22	-	-
Total absences	83	86	81	25	-	-
Absentee rate	14.1%	11.8%	12.3%	12.6%	0.0%	0.0%
Unplanned Leave (< 1 week notice)	69	80	68	22	-	-
Planned Leave (> 1 week notice)	15	6	13	3	-	-
Mass Callouts > 15% of employees (in days)	11	8	6	7	-	-

Performance Indicators															
Residential Trash Collection:		Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Difference
NO. OF TRASH COLLECTIONS:	86,284	86,364	86,636	87,060	87,408	88,000	87,964	87,980	87,908	88,020	88,388	88,768	88,896	128	
MISSED SERVICE:	263	296	440	308	360	454	544	431	291	362	381	562	389	(173)	
Customer Service:															
EMPLOYEE COUNT (PHONES):	2	2	2	2	2	2	2	2	1	1	2	3	2	(1)	
EMPLOYEE COUNT (WALK IN):	2	2	2	2	2	2	1	2	1	1	1	3	2	(1)	
EMPLOYEE COUNT (EMAILS & SUPERVISION):	1	1	1	1	1	1	1	1	1	1	1	1	1	0	
TOTAL EMPLOYEE COUNT:	5	5	5	5	5	5	4	5	3	3	4	7	5	(2)	
TOTAL WALK-INS:	670	921	1028	886	931	922	858	884	969	1,088	929	1,020	766	(254)	
CALLS RECEIVED:	3,094	3,664	4,214	3,673	3,753	4,171	4,839	4,384	5,758	5,046	4,259	5,096	6,920	1,824	
CALLS ANSWERED:	2,248	2,532	2,955	2,524	2,584	2,553	2,244	2,881	1,930	1,165	1,802	1,996	2,103	107	
CALLS ABANDONED	844	1,103	1,221	1,149	1,169	1,618	2,681	1,503	3,828	3,876	2,457	3,100	2,971	(129)	
ANSWER RATE:	73%	69%	70.10%	69.00%	69%	61%	46%	66%	34%	23%	42%	39%	30%	-9%	
AVERAGE WAIT TIME:	0:01:58	0:02:29	0:02:36	0:02:50	0:02:30	0:03:35	0:05:33	0:03:18	0:06:49	0:07:43	0:05:52	0:05:59	0:02:29	-0:03:30	
AVERAGE HANDLE TIME:	0:02:41	0:02:41	0:02:43	0:02:54	0:02:45	0:02:39	0:02:37	0:02:38	0:03:18	0:03:27	0:03:14	0:04:09	0:04:00	-0:00:09	
AVERAGE TIME TO ABANDONMENT:	0:01:44	0:02:56	0:03:19	0:03:37	0:02:29	0:04:11	0:05:40	0:03:43	0:06:13	0:06:56	0:05:40	0:05:10	0:01:31	-0:03:39	

OCTOBER 2025 FINANCIAL REPORTS

GUAM SOLID WASTE AUTHORITY

Month	Revenue	Expenses	Net Income
Jan	125,058	154,568	-29,510
Feb	125,487	56,845	68,642
Mar	124,000	110,000	14,000
Apr	124,000	150,000	-26,000
May	124,000	35,000	89,000
Jun	125,000	95,054	29,946
Jul	125,000	97,511	27,489
Aug	125,000	99,011	25,989
Sep	125,000	99,216	25,784
Oct	124,500	101,090	23,410
Nov	125,000	101,684	23,316
Dec	125,000	121,962	23,038

GUAM SOLID WASTE AUTHORITY

OPERATING BUDGET REVENUES (UNAUDITED)

NOVEMBER 2025

	NOVEMBER				YEAR TO DATE			
			ACTUAL				ACTUAL	
	Budget	FY2026	FY2025	Budget	FY2026	FY2025		
Revenues:								
Commercial Fees (Large)	\$ 981,521	\$ 953,964	\$ 859,957	\$ 2,107,109	\$ 2,077,335	\$ 1,846,552		
Government & Commercial Fees (Small)	107,508	157,712	132,084	218,599	323,906	268,855		
Residential Collection Fees (net 3%)	766,922	806,231	672,942	1,533,844	1,564,689	1,348,792		
Special Waste	37,040	66,965	44,927	74,080	170,052	84,500		
Host Community Fees	29,500	29,500	31,251	62,741	62,741	65,334		
Other Revenues	54,046	49,030	36,937	108,093	97,735	73,371		
Interest Income/Investment Earnings	2,083	14,228	115	4,167	26,390	3,637		
Total Revenues	1,978,621	2,077,630 	1,778,213 	4,108,632	4,322,848 	3,691,041 		
Other financing sources:								
Transfers in from Recycling Fund	33,333	33,333	33,333	66,667	66,667	66,667		
Total revenues and other financing sources	\$ 2,011,954	\$ 2,110,964 	\$ 1,811,546 	\$ 4,175,299	\$ 4,389,515 	\$ 3,757,708 		

GUAM SOLID WASTE AUTHORITY

OPERATING BUDGET EXPENDITURES (UNAUDITED)

OCTOBER 2025

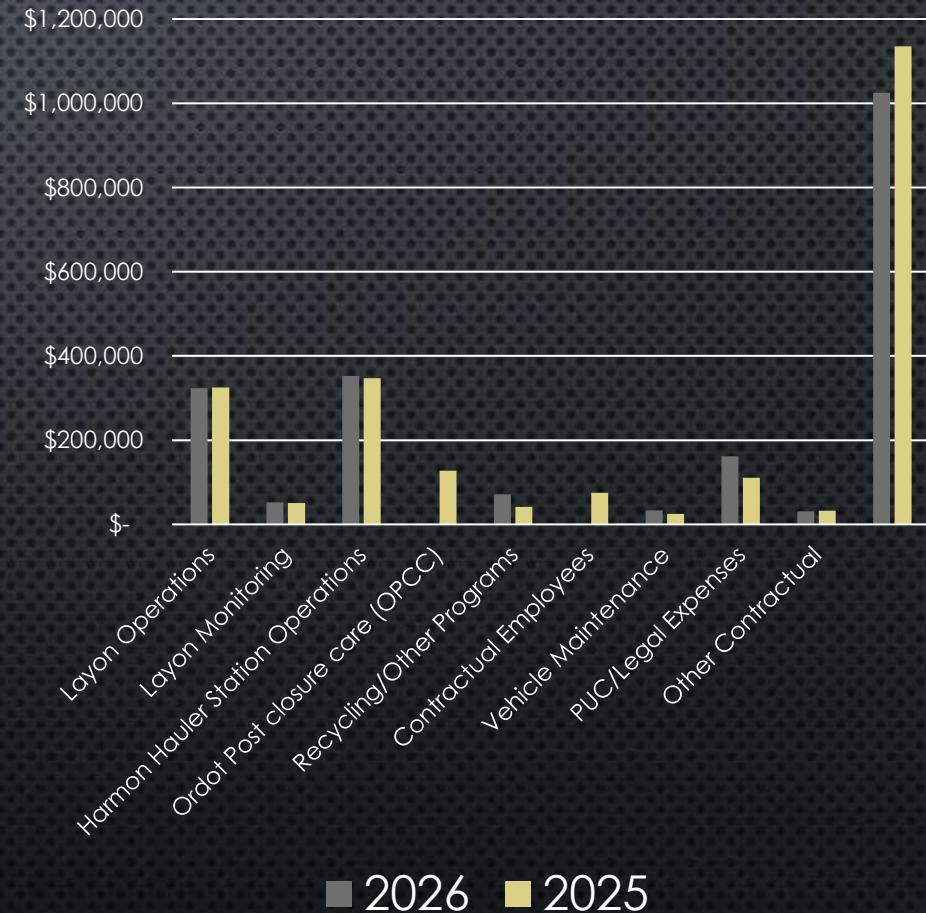
	Budget	ACTUAL	
		FY2026	FY2025
Expenditures by Object Class:			
Salaries and wages - regular	168,021	149,527 	135,094 
Salaries and wages - overtime	10,591	26,387 	9,964 
Salaries and wages - fringe benefits	92,290	70,523 	64,135 
Contractual services	1,023,129	1,024,911 	1,135,000 
Receiver	39,375	59,000 	80,000 
Travel	1,319	1,319 	- 
Supplies	28,333	35,662 	45,761 
Supplies - vehicles	50,000	27,864 	30,930 
Drug testing	582	582 	219 
Equipment	1,932	1,932 	- 
Utilities	16,328	12,304 	15,737 
Miscellaneous	20,941	17,018 	10,445 
Reserves	218,763	218,763 	- 
Transfers out to Host Community Fund	33,241	33,241 	32,392 
Transfers out to General Fund (Debt Service-Cell3)	254,167	254,167 	254,000 
Total Expenditures	1,959,012	1,933,200 	1,813,677 

GUAM SOLID WASTE AUTHORITY

CONTRACTUAL SERVICES COMPARATIVE

OCTOBER 2025

OCTOBER	2026	2025
Layon Operations	\$ 323,127	\$ 324,708
Layon Monitoring	51,948	50,720
Harmon Hauler Station Operations	352,727	347,029
Ordot Post closure care (OPCC)	-	127,808
Recycling/Other Programs	71,420	41,729
Contractual Employees	-	75,128
Vehicle Maintenance	33,281	25,154
PUC/Legal Expenses	161,308	110,420
Other Contractual	31,100	32,304
	<u><u>\$ 1,024,911</u></u>	<u><u>\$ 1,135,000</u></u>



GUAM SOLID WASTE AUTHORITY

FUND BALANCE AS OF OCTOBER 31, 2025 (UNAUDITED)

	Operational Fund	Ordot Post-Closure Fund	Total	Ordot Dump PCC Reserve (RCRA) Trust Fund
Fund Balance, September 30, 2025, Unaudited	<u>11,087,518</u>	<u>4,371,273</u>	<u>15,458,791</u>	<u>33,865,490</u>
Add: Revenues/Other Sources:	<u>2,298,544</u>	<u>12,656</u>	<u>2,311,200</u>	<u>119,692</u>
Less: Expenditures/Reserves:	<u>1,933,200</u>	<u>128,619</u>	<u>2,061,819</u>	<u>-</u>
Net Operating Budget	365,344	(115,963)	249,381	119,692
Add back:				
Layon Reserves	<u>218,763</u>	<u>-</u>	<u>218,763</u>	<u>-</u>
Total Net change in Fund Balance	<u>584,107</u>	<u>(115,963)</u>	<u>468,144</u>	<u>119,692</u>
Ending Fund Balance, October 31, 2025 (Unaudited)	<u>11,671,625</u>	<u>4,255,310</u>	<u>15,926,935</u>	<u>33,985,182</u>
		Cash Balance, October 31, 2025		<u>33,985,182</u>
		GEPA approved Post-Closure Cost Estimate 2025		
		adjustment due:		<u>33,247,769</u>
		Excess as of October 30, 2025		<u>737,413</u>
Notes:				
-On February 9, 2024, Public Law 37-64 established the Ordot Dump Reserve Fund.				
-Eligible costs includes the closure and maintenance of Ordot Dump and the opening and recent expansion of the Layon Landfill. Also included are monitoring, testing, ensuring compliance with permits and laws, litigation fees and costs, consultant fees, and fees and costs to ensure compliance with permits.				
-Expenditures attributable to costs of administering the Fund including administrative support to GSWA.				
-July 30, 2024, \$30,579,439 was deposited to DOA Ordot Settlement Fund - \$30,579,439.				
-On September 20, 2024 DOA authorized BOG to transfer \$30,715,554 to the Ordot PCC Reserve account.				
-Approved post-closure cost estimate for 2024 is \$32,462,184.24.				
-On April 30, 2025, the 2025 annual inflation amount due is \$785,584.86.				

GUAM SOLID WASTE AUTHORITY

OPERATING BALANCE SHEET (UNAUDITED)

AS OF OCTOBER 31, 2025 AND SEPTEMBER 30, 2025

	As of Oct 31, 2025	As of Sep 30, 2025	Change	
ASSETS				
Cash and cash equivalents, unrestricted	8,217,611	8,745,912	(528,301)	-6%
Cash and cash equivalents, restricted	460,995	484,866	(23,871)	-5%
Investments, Restricted	4,793,616	4,781,567	12,049	0%
Receivables, net:				
Tipping Fees	4,293,993	3,477,774	816,219	23%
Due from Recycling Revolving Fund	205,523	172,190	33,333	19%
Due from other Funds	3,984,733	3,430,091	554,642	100%
Total assets	<u>21,956,471</u>	<u>21,092,400</u>	<u>864,071</u>	4%
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	2,826,036	1,832,719	993,317	54%
Due to other funds	2,824,902	3,422,291	(597,389)	-17%
Deferred revenue	238,143	238,143	-	100%
Accrued payroll and other	140,456	140,456	-	-
Total liabilities	<u>6,029,537</u>	<u>5,633,609</u>	<u>395,928</u>	7%
Fund balance (deficit):				
Restricted, OPCC	4,255,310	4,371,273	(115,963)	-3%
Assigned	11,671,625	11,087,518	584,107	5%
Total fund balance	<u>15,926,935</u>	<u>15,458,791</u>	<u>468,145</u>	3%
Total liabilities and fund balances	<u>21,956,471</u>	<u>21,092,400</u>	<u>864,071</u>	4%
Note:				
This report is based on preliminary month end numbers and is subject to change based on DOA updates and accounting adjustments.				

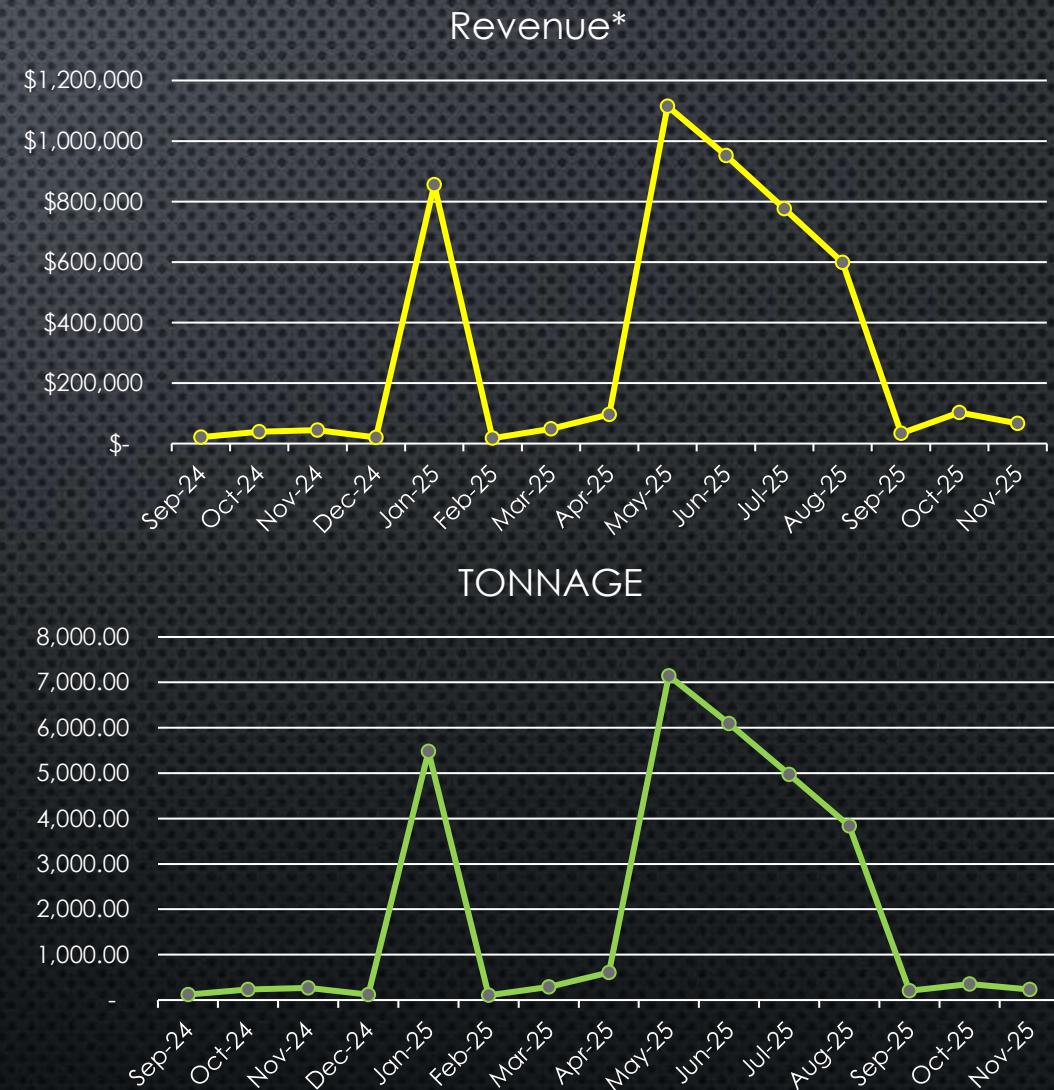
GUAM SOLID WASTE AUTHORITY

SPECIAL WASTE REVENUE & TONNAGE

15-MONTH COMPARATIVE

Month	Revenue*	Special Waste Type by Tons				
		Treated wood	Asbestos	Regulated Soil	Power poles & junk tires	TOTAL TONNAGE
Sep-24	\$ 20,813	121.73	-	-	-	121.73
Oct-24	\$ 39,573	234.14	-	-	-	234.14
Nov-24	\$ 44,927	269.70	-	-	-	269.70
Dec-24	\$ 20,195	120.87	-	-	-	120.87
Jan-25	\$ 855,691	101.86	12.95	5,360.97	-	5,475.78
Feb-25	\$ 17,558	99.74	5.22	-	-	104.96
Mar-25	\$ 48,225	289.07	-	-	-	289.07
Apr-25	\$ 96,662	194.80	2.82	409.78	-	607.40
May-25	\$ 1,115,258	146.92	2.47	6,996.50	-	7,145.89
Jun-25	\$ 952,359	167.47	37.07	5,888.03	-	6,092.57
Jul-25	\$ 776,441	152.41	14.31	4,801.86	-	4,968.58
Aug-25	\$ 598,214	152.96	0.01	3,679.76	-	3,832.73
Sep-25	\$ 33,632	207.85	-	-	-	207.85
Oct-25	\$ 103,087	256.01	1.13	-	98.32	355.46
Nov-25	\$ 66,965	159.52	-	5.03	67.93	232.48

*Net of discounts and Host Community Surcharge Fees for the month.



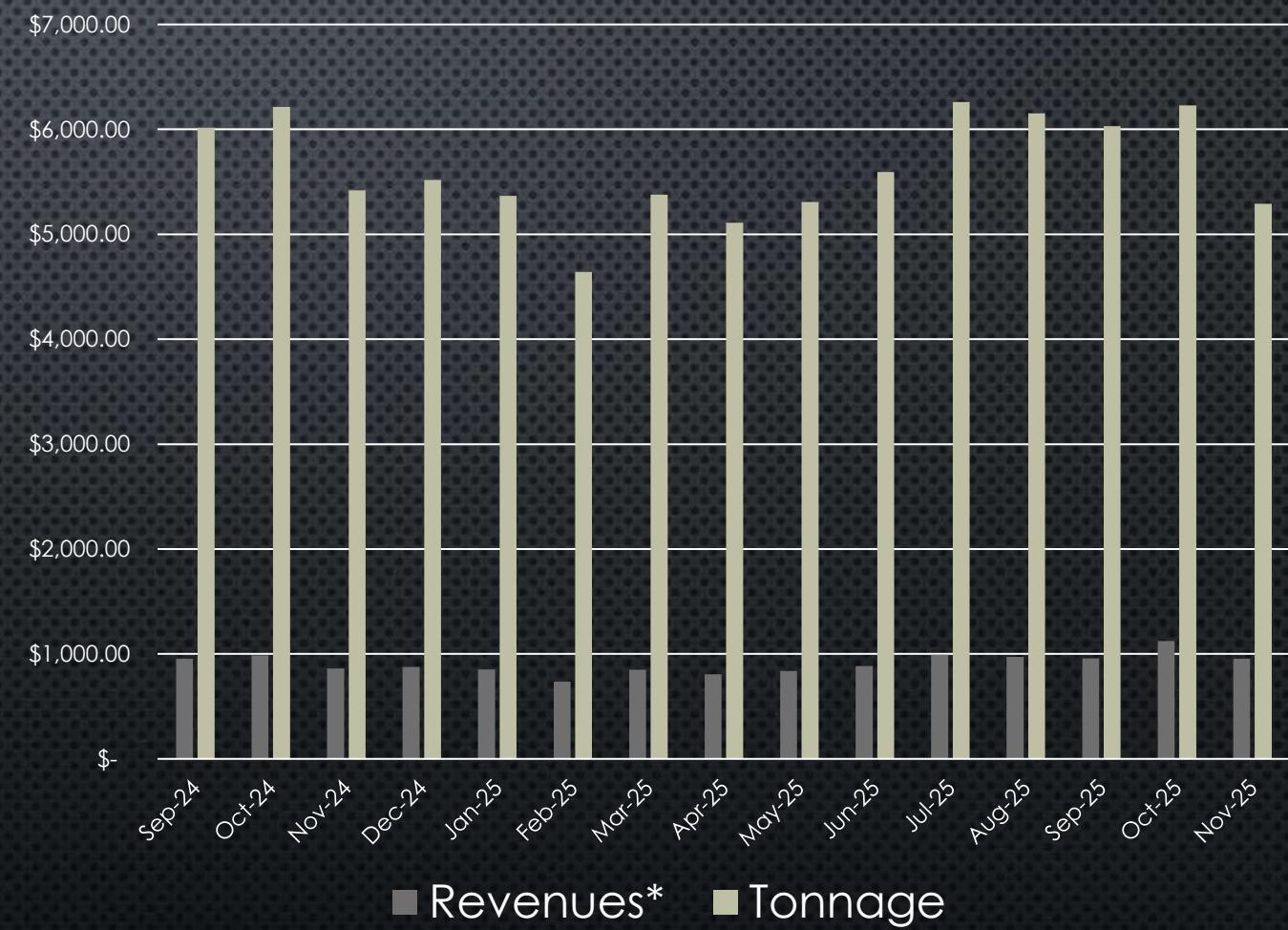
GUAM SOLID WASTE AUTHORITY

COMMERCIAL REVENUES & TONNAGE

15-MONTH COMPARATIVE

Month	Revenues*	Tonnage
Sep-24	\$ 954.64	6,016.75
Oct-24	\$ 986.60	6,213.61
Nov-24	\$ 859.96	5,418.31
Dec-24	\$ 875.11	5,517.61
Jan-25	\$ 851.04	5,367.30
Feb-25	\$ 735.42	4,641.30
Mar-25	\$ 849.40	5,377.18
Apr-25	\$ 806.94	5,109.77
May-25	\$ 838.26	5,307.00
Jun-25	\$ 885.24	5,595.06
Jul-25	\$ 990.75	6,261.08
Aug-25	\$ 970.69	6,153.73
Sep-25	\$ 955.89	6,030.25
Oct-25	\$ 1,123.37	6,229.14
Nov-25	\$ 953.96	5,291.48

*Revenues (in thousands) are net of discounts and Host Community Surcharges.



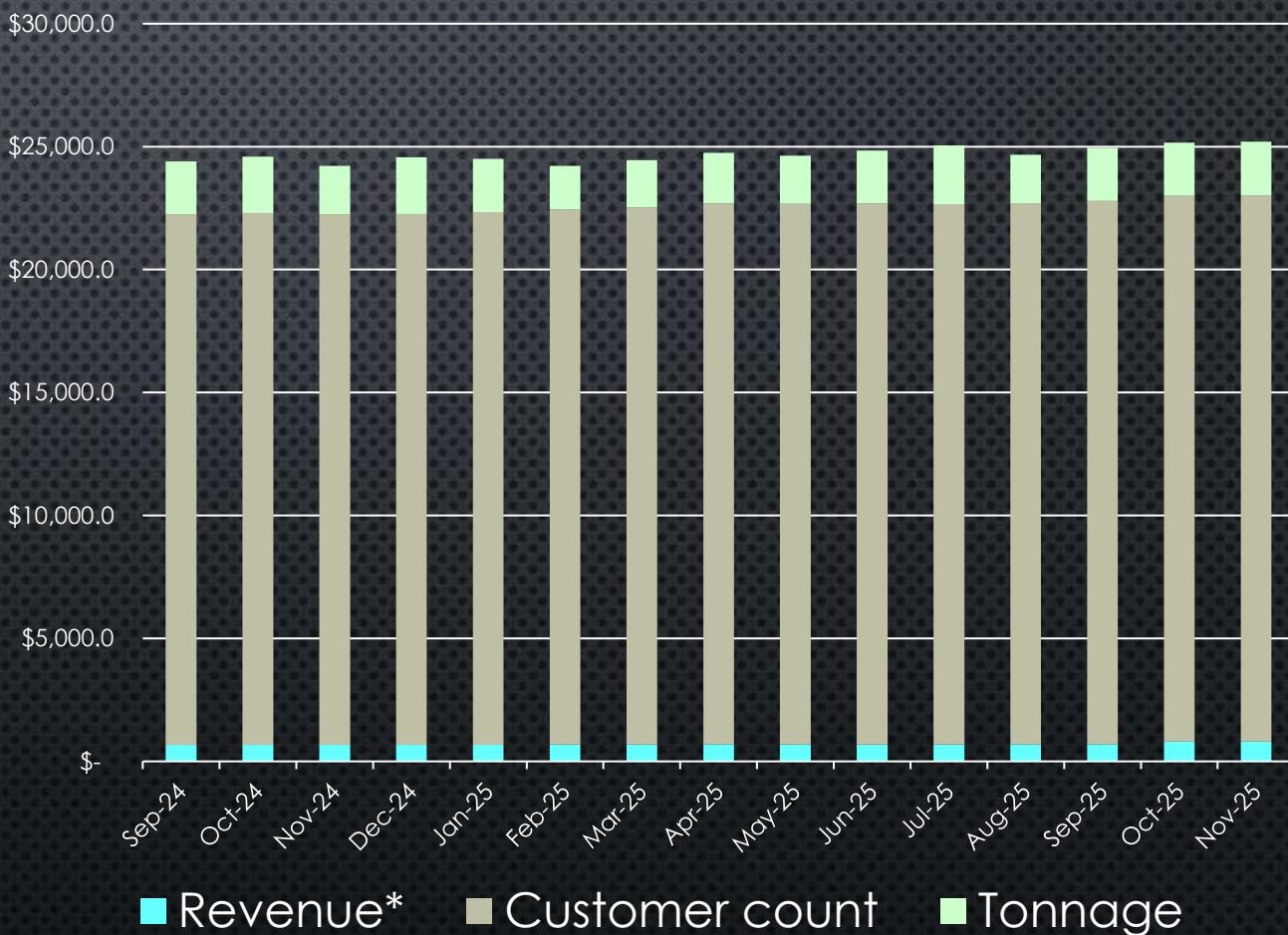
GUAM SOLID WASTE AUTHORITY

RESIDENTIAL REVENUE & TONNAGE

15 MONTH COMPARATIVE

Month	Revenue*	Customer count	Tonnage
Sep-24	\$ 674.6	21,568	2,150.92
Oct-24	\$ 675.8	21,628	2,283.35
Nov-24	\$ 672.9	21,571	1,966.02
Dec-24	\$ 674.4	21,591	2,302.68
Jan-25	\$ 675.6	21,659	2,167.56
Feb-25	\$ 679.0	21,765	1,766.11
Mar-25	\$ 682.1	21,852	1,914.90
Apr-25	\$ 691.4	22,000	2,056.56
May-25	\$ 687.1	21,991	1,954.47
Jun-25	\$ 686.6	21,995	2,161.79
Jul-25	\$ 688.0	21,977	2,380.24
Aug-25	\$ 690.9	22,005	1,968.60
Sep-25	\$ 692.0	22,097	2,169.51
Oct-25	\$ 806.9	22,192	2,169.51
Nov-25	\$ 806.2	22,224	2,169.51

*Revenues (in thousands) are net of discounts and Host Community Surcharges.

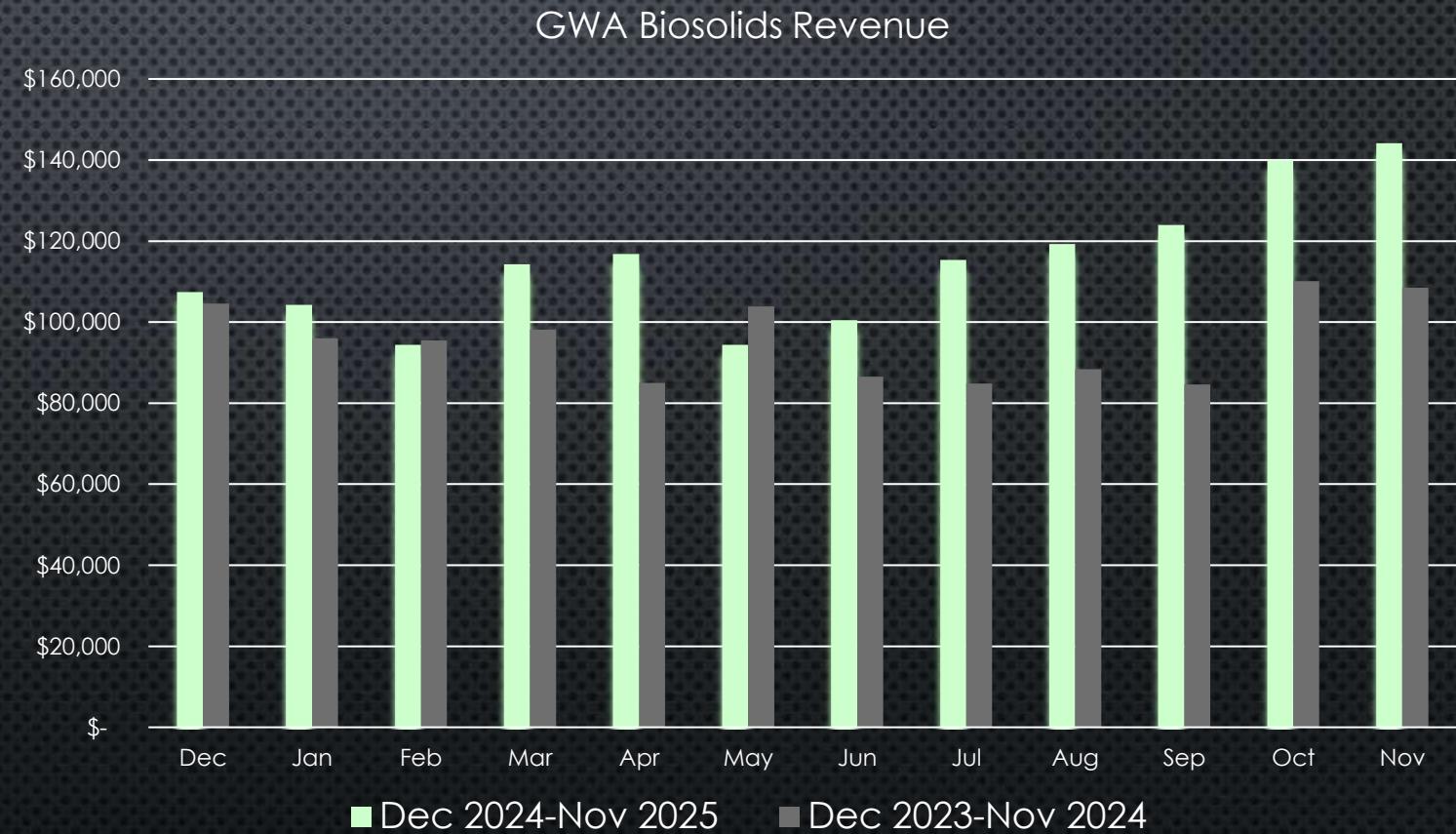


GUAM SOLID WASTE AUTHORITY

GUAM WATERWORKS AUTHORITY BIOSOLIDS

12-MONTH COMPARATIVE

Month	Dec 2024- Nov 2025	Dec 2023- Nov 2024
Dec	\$ 107,417	\$ 104,520
Jan	\$ 104,250	\$ 96,030
Feb	\$ 94,373	\$ 95,429
Mar	\$ 114,236	\$ 98,195
Apr	\$ 116,839	\$ 85,019
May	\$ 94,351	\$ 103,850
Jun	\$ 100,439	\$ 86,527
Jul	\$ 115,332	\$ 84,817
Aug	\$ 119,308	\$ 88,352
Sep	\$ 123,966	\$ 84,595
Oct	\$ 139,918	\$ 110,099
Nov	\$ 144,187	\$ 108,491



GUAM SOLID WASTE AUTHORITY

KEY INDICATORS – NOVEMBER 30, 2025

Indicators	Target	Sep 2025	Oct 2025	Nov 2025
Days in Cash (Net Reserves)	90	89	65	68
Residential Collection Rate:				
* Month to Date	98%	96%	83%	86%
* Year to Date	98%	99%	83%	84%
Commercial/Govt/Others Collection Rate:				
* Month to Date	98%	152%	78%	103%
* Year to Date	98%	100%	78%	89%
Account Receivable Days	60	60	71	Pending
Residential Customers	21,691	22,097	22,192	22,224
Trucks Procured/Purchased - FY2023	6	5	5	5
Trucks Procured/Purchased - FY2024	4	4	4	4
Trucks Procured/Purchased - FY2025	4	3	3	3
Trucks Procured/Purchased - FY2026	-	-	-	-
Trucks Not Delivered	7	5	5	5
Contamination Rate	25%	93%	84%	Pending



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



NEWS RELEASE

GUAM SOLID WASTE AUTHORITY CREATION OF POSITIONS

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions (Classified):

LANDFILL MANAGER (GSWA) LANDFILL SUPERINTENDENT (GSWA)

This petition is in compliance with Public Law 34-58 and 4GCA §6303 (d) which authorizes the creation of positions in Autonomous Agencies and Public Corporation. The petition is also required by 4 GCA. § 6205 and § 6303 as public documents for the purposes of 5 GCA, Ch. 10, Art. 1 (Sunshine Law).

For more information, please visit GSWA's website at www.gswa.guam.gov/jobs.html or contact GSWA Administrative Office at 671-646-3111.



IRVIN L. SLIKE
General Manager



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



PETITION CREATION OF POSITIONS

I. REQUEST:

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions in the classified service pursuant to 4GCA §6303(d) Creation of positions in the Autonomous Agencies and Public Corporations:

- **Landfill Manager**
- **Landfill Superintendent**

II. AUTHORITY:

Public Law 34-58 (Amended 10 GCA Ch.51A – GSWA Statute), *Section 1(e) A new position shall include justification, an analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1, the position description, the proposed pay range and demonstration of compliance with 4 GCA §6301, a fiscal note as that term is described in 2 GCA §9101 et seq., and any other pertinent information.*

(1) A new position shall include justification:

A. *The justification for the new positions;*

Since the opening of the Layon Landfill in 2011, all landfill operations have been performed under contract by private operators. However, GSWA is now transitioning to bring landfill operations in-house.

This shift necessitates the creation of key operational positions to ensure GSWA can effectively manage, maintain, and operate the landfill in compliance with all environmental, safety, and regulatory standards. Establishing the Landfill Manager and Landfill Superintendent positions will provide the leadership, technical oversight, and supervisory capacity needed to oversee daily landfill activities, coordinate personnel and equipment, manage compliance with environmental requirements, and maintain operational efficiency.

B. *An analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1;*

The positions above are new for GSWA. These positions provide GSWA with the ability to hire in-house staff to operate Layon Landfill.



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENDRIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



C. *The Position descriptions;*

See attached.

D. *The proposed pay ranges and demonstration of compliance with 4 GCA §6301 of this title:*

See below.

E. *A fiscal note as that term is described in 2 GCA §9101 et seq.; and any other pertinent information.*

GSWA certifies that this position is budgeted and that funding is available for the creation, filing, and retention of the newly created position. The funding of this position does not have an impact on the General Fund.

(2) *The General Manager of the Authority and the Director of the Department of Administration shall post the position on their respective websites for ten (10) working days. After the posting the head shall forward the petition along with evidence of compliance with Title 5 GCA §6303.1(a), to the governing board or commission who, if they approve the same shall approve the petition by resolution and file the petition and resolution for records with the Director of Department of Administration and the Legislative Secretary.*

(3) *No new positions may be filled until after the compliance with the provision of this Section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary.*

III. METHODOLOGY:

The "benchmark" classification methodology was followed in the development of the Landfill Manager and Landfill Superintendent positions. A comprehensive review was conducted of the proposed position descriptions, GSWA's organizational structure, staffing pattern, and comparable position standards.

To ensure appropriate alignment with industry practice, comparable classifications from GSWA's current landfill operations contractor and other municipal and regional solid waste agencies in the United States and Canada were reviewed.



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To determine the pay grade of each position, an evaluation was conducted using the Hay Guide Chart-Profile Method. The Hay points were determined based on the factors of *Know-How, Problem Solving, & Accountability*.

IV. Classification Review

A. Landfill Manager

Illustrative Examples of Work: This position is responsible for managing all daily aspects of the landfill facility, including fill operations, facility and equipment, and ensuring compliance with all applicable environmental, safety, and regulatory standards. Work involves planning, directing, and coordinating personnel, equipment, and resources to maintain efficient, safe, and environmentally sound landfill operations. The employee exercises independent judgment under general direction and supervises technical, operational, and administrative staff engaged in landfill activities.

Minimum Knowledge, Abilities, & Skills: The minimum knowledge, abilities, and skills reflect the work characteristics necessary to effectively manage landfill operations and ensure compliance with environmental and safety regulations. The position requires a solid understanding of the principles and practices of landfill operation and maintenance, the ability to interpret and apply environmental laws and operational standards, maintain accurate records and reports, communicate clearly, and work effectively with employees, contractors, government officials, and the public.

Minimum Experience & Training: The quantity and quality of training and experience take into consideration the minimum knowledge, abilities, and skills required to effectively manage landfill operations. The position requires a combination of education and progressively responsible experience sufficient to ensure competency in overseeing landfill activities, supervising personnel, and maintaining compliance with environmental and safety regulations.

Hay Evaluation: The staff evaluated the position of Landfill Manager to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
E II 3 304	E 3 (38%) 115	E 3 C 132	+1	551	P

The Landfill Manager is responsible for planning, directing, and coordinating the daily operations and maintenance of the landfill facility to ensure compliance with all applicable environmental, safety, and regulatory requirements. The position exercises considerable independent judgment and supervision over operational, technical, and administrative personnel.

The Know How is placed at an E which is characterized as a professional, which means the level of knowledge requires a broad practical understanding of landfill operations, environmental regulations, and safety requirements. The managerial skill component is



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II, indicating responsibility for multiple related functions such as waste placement, equipment utilization, environmental compliance, site maintenance, and contractor performance. The human relations skill is 3, requiring frequent interaction with employees, contractors, regulators, and the public, using persuasion and leadership to achieve operational objectives.

For Problem Solving, the evaluation is E or broadly defined with the thinking challenge as a 3 for adaptive challenges. The position requires interpretation and application of policies, regulations, and procedures to resolve various operational issues, equipment breakdowns, and compliance concerns, exercising considerable judgment within established guidelines.

For Accountability, the freedom to act is an E or generally directed because the incumbent operates within policy and regulatory parameters but exercises discretion in managing operations, personnel, and resources to meet performance goals. The area of impact is 3 (medium), as the position directly influences operational efficiency, safety, and compliance of the landfill. The nature of impact is shared, as results are achieved collaboratively with GSWA management and technical staff.

The position's profile is +1 which means that the job's accountability exceeds problem-solving responsibilities. This aligns with the position's operational management nature and confirms that the evaluation emphasizes execution and performance accountability. The evaluation resulted in the total hay points of 551 which is at Pay Grade P under the GSWA Pay Plan (GSWAPP).

B. Landfill Superintendent

Illustrative Examples of Work: Supervises and participates in daily landfill operations, including waste placement, equipment use, safety enforcement, and staff coordination to ensure efficient and compliant facility performance.

Minimum Knowledge, Abilities, & Skills: The minimum knowledge, abilities, and skills reflect the practical understanding of landfill operations, heavy equipment use, safety procedures, and supervisory practices necessary to ensure safe, efficient, and compliant daily landfill activities.

Minimum Experience & Training: The quantity and quality of training and experience reflect the progressive responsibility required to effectively supervise landfill operations.

Hay Evaluation: The staff evaluated the position of Landfill Superintendent to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
D 13 200	D 3 (33%) 66	D 2 C 76	+1	342	M



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General Manager



The job entails supervising and participating in daily landfill operations, including waste placement, equipment use, safety enforcement, and staff coordination to ensure efficient and compliant facility performance.

The KH is placed at a D which is characterized as General/Process/Procedural, reflecting the position's practical understanding of landfill operations, heavy equipment use, and safety procedures. The role requires a solid understanding of work methods and operational processes, combined with supervisory ability to ensure crews follow established procedures and standards under general direction. The managerial skill is I which means task-focused - involving direct supervision of landfill crews performing similar or closely related operational tasks. The position oversees daily work assignments, checks for proper execution of procedures, monitors crew performance, and ensures tasks are completed safely and correctly.. The position's human relation skill is at a 3 or change behavior. The job requires frequent interaction with operators, laborers, maintenance staff, and occasionally contractors or visitors. The Superintendent must instruct, guide, motivate, and correct employees in the performance of their duties, ensure adherence to safety and environmental standards, and communicate operational needs clearly.

For Problem Solving, the evaluation is D or standardized. This position operates within established landfill operating procedures, safety standards, and environmental regulations. The thinking challenge is a 3 or variable because the position involves identifying issues, analyzing operational conditions, and applying the best solutions among known procedures to keep operations running safely and efficiently.

For Accountability, the freedom to act is a D or generally regulated, guided by established operational procedures, safety standards, and environmental regulations, but has discretion in directing crews, adjusting work assignments, responding to operational issues, and taking corrective actions as conditions change throughout the day. The area of impact is 2 or small as the position affects daily landfill operations, safety and equipment performance within a defined section, but overall program accountability rests with the Landfill Manager. Lastly, the nature of impact is C or contributory because Superintendent's decisions contribute to the achievement of operational and compliance outcomes, but final authority and broader organizational responsibility rest with higher-level management.

The position's profile is +1 which means that the job's accountability exceeds Problem Solving, reflecting the position's operational responsibility for executing landfill activities and achieving daily performance objectives under established procedures. The evaluation resulted in the total hay points of 342 which is at Pay Grade M under the GSWA Pay Plan (GSWAPP).

V. RECOMMENDATION:

1. To approve the creation of the following positions in the classified service.
 - Landfill Manager
 - Landfill Superintendent



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General Manager



2. To adopt proposed minimum and maximum range of compensation for GSWA in accordance with the Strategic Pay Methodology as follows:

Positions	Hay Points	Grade	Min	Max
Landfill Manager	551	P	\$67,696	\$119,315
Landfill Superintendent	342	M	\$49,731	\$87,650

Alicia Fejeran
GSWA Chief of Administration

Irvin L. Slike
GSWA General Manager

Kathrine B. Kakigi
GSWA Controller

LANDFILL MANAGER

NATURE OF WORK

Performs a wide range of advanced technical and managerial duties involving the planning, coordination, and oversight of landfill operations to ensure compliance with all applicable environmental, safety, and regulatory requirements. Work involves directing and supervising personnel engaged in the daily operation and maintenance of landfill facilities, ensuring efficient use of equipment and resources, and maintaining compliance with Guam Environmental Protection Agency (GEPA), U.S. Environmental Protection Agency (USEPA), and other applicable regulations.

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

To perform this job successfully, an individual must be able to perform each duty satisfactorily.

Plans, organizes, assigns, directs, and reviews the work of employees engaged in the operation and maintenance of the landfill facility;

Oversee the operation and maintenance of facilities to meet all applicable regulatory requirements and in accordance with design criteria. Assists in developing and implementing techniques and methods of process which increase landfill efficiency;

Works to resolve equipment and operation problems;

Oversees and inspects the work of others contracted to work on landfill components;

Prepares daily, monthly, quarterly, and annual reports;

Coordinates the preventive maintenance program of the landfill; Coordinates with maintenance personnel to ensure continuous operation of compactors, dozers, pumps, and other critical assets;

Develops and implements training programs to ensure competency in landfill operations, maintenance, and safety procedures;

Assists in developing and managing the landfill's annual budget, monitoring expenditures, and forecasting equipment and staffing needs;

Responds to emergency or abnormal facility situations outside normal work hours, such as equipment breakdowns, fire, or weather-related incidents. Coordinates corrective actions to restore normal operations;

Assists in the implementation of the safety program, detect hazards and correct problems to ensure a safe working environment; Ensures safety and regulatory compliance of all employees, contractors, and visitors.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of principles and practices of solid waste landfill operation, maintenance, and environmental.

Knowledge of operation and maintenance of heavy equipment such as compactors, dozers, loaders and excavators.

Knowledge of methods and techniques used in the operation and maintenance of landfill facilities.

Knowledge of management principles involved in strategic planning, resource allocation and coordination of people and resources.

Knowledge of applicable federal, state, and local environmental laws and safety regulations.

Ability to administer the programs and activities of the solid waste landfill operation.

Ability to identify measures or indicators of system performance and the actions needed to improve efficiency or correct performance, relative to the goals of the system.

Ability to interpret and apply environmental regulations and operational standards.

Ability to ensure the accuracy and completeness of records and prepare reports.

Ability to communicate clearly and efficiently, both orally and in writing.

Ability to establish and maintain effective working relationships with employees, contractors, government officials, and the public.

MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of progressively responsible experience in the operation or supervision of a municipal solid waste landfill, Wastewater Treatment Plant, Water Treatment Plant or Environmental Remediation facility and graduation from a recognized college or university with a Bachelor's degree in Environmental Science, Civil or Environmental Engineering or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS

- A. Must possess a valid Guam Driver's License.

ESTABLISHED:

Pay Grade/Plan	P (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	E II 3	304
Problem Solving:	E 3 (38%)	115

Accountability:	E 3 C	132
Total Points:	551	


IRVIN L. SLIKE, General Manager
Guam Solid Waste Authority

DEPARTMENT OF ADMINISTRATION 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.

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.

DEPARTMENT OF ADMINISTRATION
POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title:	Landfill Manager			Official Position No.:			
Job Location:	Guam Solid Waste Authority						Landfill (Layon)
	(Department/Agency)		(Division)				(Section/Unit)
Name:			First				Middle Initial
Pay Grade:	P	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified				<input type="checkbox"/> Position Vacant
Supervisor:	Irvin Slike			General Manager			
	(Name of Direct Supervisor)						Title of Supervisor

II. DESCRIPTION OF DUTIES

ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.	
Duty No. or % of Time	<ul style="list-style-type: none"> (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>Mark (/ or X) one format only: [] (1), [x] (2), [] (3)</p>
20	Plans, organizes, assigns, directs, and reviews the work of employees engaged in the operation and maintenance of the landfill facility
15	Oversee the operation and maintenance of facilities to meet all applicable regulatory requirements and in accordance with design criteria. Assists in developing and implementing techniques and methods of process which increase landfill efficiency
10	Works to resolve equipment and operation problems
5	Oversees and inspects the work of others contracted to work on landfill components
15	Prepares daily, monthly, quarterly, and annual reports
15	Coordinates the preventive maintenance program of the landfill; Coordinates with maintenance personnel to ensure continuous operation of compactors, dozers, pumps, and other critical assets.
5	Develops and implements training programs to ensure competency in landfill operations, maintenance, and safety procedures.
10	Assists in developing and managing the landfill's annual budget, monitoring expenditures, and forecasting equipment and staffing needs.
3	Responds to emergency or abnormal facility situations outside normal work hours, such as equipment breakdowns, fire, or weather-related incidents. Coordinates corrective actions to restore normal operations.
2	Assists in the implementation of the safety program, detect hazards and correct problems to ensure a safe working environment; Ensures safety and regulatory compliance of all employees, contractors, and visitors
NON-ESSENTIAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.	
	Conduct tours of the landfill/facility for the public.
	Attend GSWA Board meetings, Government of Guam meetings, or other interagency sessions as assigned.

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

A. Within your department/agency. Mark [✓] one box:

<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours
<input type="checkbox"/> 5 - 50% of total working hours	<input checked="" type="checkbox"/> Over 50%

B. Outside your department/agency. Mark [✓] one box:

<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours
<input checked="" type="checkbox"/> 5 - 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 (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
	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.
	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.)
✓	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
1	Landfill Superintendent	Assists in managing daily landfill operations
1	Equipment Operator Leader II	Leads and coordinates the work of Equipment Operators; ensures proper operation and maintenance of heavy equipment used in the landfill
3	Sanitation Workers	Perform manual labor in support of landfill operations
5	Equipment Operator II	Operate heavy equipment such as compactors, dozers, excavators, and dump trucks
1	Administrative Assistant	Provides administrative support, including recordkeeping, data entry, purchase requests, report preparation, and coordination of communications for landfill operations

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
Computer, Printer, Scanner, Copier	45
Pick up truck	40
Survey Equipment	10
Landfill Gas Detection Equipment	5

VII. JOB REQUIREMENTS

Mark here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

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

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 "No work experience required."

No work experience is required.

General: Three (3) years of progressively responsible experience in the operation or supervision of a Municipal Solid Waste (MSW) landfill, Wastewater Treatment Plant, Water Treatment Plant, or Environmental Remediation facility and graduation from a recognized college or university with a Bachelor's degree in Environmental Science, Civil or Environmental Engineering or related field.

Specialized:

Supervisor/Management: Three (3) years of progressively responsible experience in the operation or supervision of a Municipal Solid Waste (MSW) landfill, Wastewater Treatment Plant, Water Treatment Plant, or Environmental Remediation facility

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

2. FORMAL EDUCATION OR TRAINING: Mark the most applicable education level required.

- Below High School – Show Number of Years
- High School Graduation / GED
- Vocational / Technical School

Show specific training that is required by this position:

Some college

Show number of Semester Hours or Quarter Hours.

Show specific courses required by the essential functions of this job.

College Degree (Show major area of study required.)

Associate's:

Bachelor's:

Master's:

Beyond Master's:

3. CRITICAL SKILLS / EXPERTISE:

4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/certification needed to perform essential functions.
Guam Driver's License.
SWANA Manager of Landfill Operations Certification and Certification in Erosion and Sediment Control Training (both of which can be obtained during employment)

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

1. Mark [✓] the most appropriate physical requirement(s) for the job.

<input checked="" type="checkbox"/> Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
<input type="checkbox"/> Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
<input checked="" type="checkbox"/> Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time. Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
<input type="checkbox"/> Climbing	
<input type="checkbox"/> Lifting	Employee is required to raise or lower objects from one level to another regularly.
<input checked="" type="checkbox"/> Pulling and/or Pushing	The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee.
<input type="checkbox"/> Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
<input checked="" type="checkbox"/> Reaching	The employee is regularly required to use the hands and arms to reach for objects.
<input type="checkbox"/> Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
<input type="checkbox"/> Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
<input checked="" type="checkbox"/> Speaking	The job requires expressing ideas by the spoken word.
<input checked="" type="checkbox"/> Listening	The job requires the perception of speech or the nature of sounds in the air.
<input type="checkbox"/> Other	Describe the requirement.

2. Mark [✓] the most appropriate mental / visual requirement for the job.

<input checked="" type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.)
<input checked="" type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
<input type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
<input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.)
<input checked="" type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
<input type="checkbox"/> Other

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent. (Select one response only)

80 %	Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
10 %	Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
10 %	Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions.

Show what percent of a typical workday this position is exposed to:

[] Mark [✓] if none of the following is applicable.

80 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

% Vibration (i.e., operating jackhammer, impact wrench).

% Noise (Exposure at a level enough to cause hearing loss or fatigue).

% An improperly illuminated or awkward and confining work space.

Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

% Lifting or carrying items or objects. Describe item/object and weight:

10 % Heat. Describe source and degree of high temperature.

% Cold. Describe source and degree of cold temperature:

10 % Other hazards. Describe:

Landfill gas odor and explosive

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

[] Mark [✓] if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
Potential explosive conditions	2%

C. Work Schedule / Hours – Mark [✓] 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

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

The information given on this position is complete and correct.

Employee Signature

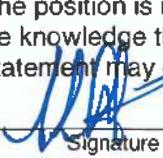
Date

VIII. SUPERVISOR'S REVIEW

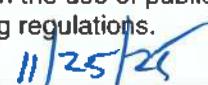
IMPORTANT: This block to be filled out only by the Direct Supervisor.

a.	(1) Has the employee correctly stated his or her official payroll position title? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Immediate supervision on a regular basis, <input checked="" type="checkbox"/> Immediate supervision only for new/complex tasks, or <input type="checkbox"/> Little immediate supervision.
e.	Does the employee participate in (mark those appropriate) the <input checked="" type="checkbox"/> Formulation, <input type="checkbox"/> Interpretation, and/or <input checked="" type="checkbox"/> Application of Agency/Department policy. Give examples: Formulates and applies landfill-specific operational policies and standard operating procedures consistent with GSWA goals and regulatory requirements. Ensures proper application of safety rules, personnel regulations, environmental compliance standards, and management directives in daily landfill operations.
f.	The employee (mark one) <input type="checkbox"/> Performs routine, well-defined tasks, <input type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or <input checked="" type="checkbox"/> 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

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: _____
Human Resources Manager _____ Date _____

LANDFILL SUPERINTENDENT

NATURE OF WORK

Supervises and coordinates daily landfill operations to ensure safe, efficient, and compliant waste disposal. Work involves directing landfill crews engaged in waste placement, cover application, equipment operation, and site maintenance in accordance with approved operational and environmental standards.

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

To perform this job successfully, an individual must be able to perform each duty satisfactorily.

Leads and supervises daily landfill activities, including waste placement, cover application, and equipment operation. Ensures that crews follow approved procedures for compaction, grading, and traffic control on the active face;

Directly supervises Landfill Operators, Laborers, and other assigned personnel. Assigns daily tasks, monitors performance, ensures adherence to safety and operational procedures, and reports workforce needs or issues to the Landfill Manager;

Operates and oversees the use of heavy equipment such as compactors, dozers, and excavators. Monitors equipment condition, coordinates with maintenance staff for service or repair, and ensures the preventive maintenance program is followed;

Supervises and participates in the maintenance of landfill roads, drainage systems, scales, and support facilities. Ensures the site is maintained in accordance with environmental and safety standards;

Detects and corrects hazards to ensure a safe working environment. Enforces all GSWA safety policies and environmental regulations for employees, contractors, and visitors;

Assists the Landfill Manager in preparing daily logs, tonnage reports, equipment usage, and other operational documentation required for monthly and quarterly reporting;

Initiates requests for the purchase of tools, materials, equipment, and services;

Responds to emergencies or abnormal facility conditions, such as fires, equipment breakdowns, or severe weather;

May act in the absence of the Landfill Manager to ensure continuity of landfill operations and decision-making.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the standard principles, practices, methods, techniques and tools used in the operation and maintenance of landfill operations.

Knowledge of safe operating procedures and maintenance of heavy equipment such as compactors, dozers, loaders and excavators.

Ability to supervise the work of others.

Ability to administer the programs and activities of the Solid Waste Landfill and make work decisions in accordance with appropriate program guidelines.

Ability to interpret and apply operational procedures, safety regulations, and environmental requirements.

Ability to prepare and maintain accurate daily logs, reports, and records.

Ability to communicate clearly and efficiently, both orally and in writing.

Ability to establish and maintain effective working relationships with employees, contractors, government officials, and the public.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of progressively responsible experience in the operation of a municipal solid waste landfill, including two (2) years in a supervisory capacity; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS

- A. Must possess a valid Guam Driver's License

ESTABLISHED:

Pay Grade/Plan	M (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	D 1 3	200
Problem Solving:	D 3 (33%)	66
Accountability:	D 2 C	76
Total Points:		342



IRVIN L. SLIKE, General Manager
Guam Solid Waste Authority

DEPARTMENT OF ADMINISTRATION 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.

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.

DEPARTMENT OF ADMINISTRATION
POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title:	Landfill Superintendent			Official Position No.:	_____
Job Location:	Guam Solid Waste Authority			Landfill (Layon)	
	(Department/Agency)		(Division)	(Section/Unit)	
Name:	VACANT				
	Last	First	Middle Initial		
Pay Grade:	<u>M</u>	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input type="checkbox"/> Position Vacant	
Supervisor:	Landfill Manager			Title of Supervisor	
	(Name of Direct Supervisor)				

II. DESCRIPTION OF DUTIES

Duty No. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.
	(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.
Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input checked="" type="checkbox"/> (2), <input type="checkbox"/> (3)	
40	Leads and supervises daily landfill activities, including waste placement, cover application, and equipment operation. Ensures that crews follow approved procedures for compaction, grading, and traffic control on the active face.
20	Directly supervises Landfill Operators, Laborers, and other assigned personnel. Assigns daily tasks, monitors performance, ensures adherence to safety and operational procedures, and reports workforce needs or issues to the Landfill Manager.
5	Operates and oversees the use of heavy equipment such as compactors, dozers, and excavators. Monitors equipment condition, coordinates with maintenance staff for service or repair, and ensures the preventive maintenance program is followed.
10	Supervises and participates in the maintenance of landfill roads, drainage systems, scales, and support facilities. Ensures the site is maintained in accordance with environmental and safety standards.
10	Detects and corrects hazards to ensure a safe working environment. Enforces all GSWA safety policies and environmental regulations for employees, contractors, and visitors.
5	Assists the Landfill Manager in preparing daily logs, tonnage reports, equipment usage, and other operational documentation required for monthly and quarterly reporting.
5	Initiates requests for the purchase of tools, materials, equipment, and services
5	Responds to emergencies or abnormal facility conditions, such as fires, equipment breakdowns, or severe weather.
NON-ESSENTIAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.	
May act in the absence of the Landfill Manager to ensure continuity of landfill operations and decision-making.	

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

A. Within your department/agency. Mark [✓] one box:

<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 5 - 50% of total working hours	<input checked="" type="checkbox"/> Over 50%
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B. Outside your department/agency. Mark [✓] one box:

<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 - 50% of total working hours	<input type="checkbox"/> Over 50%
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IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor?
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
	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.
✓	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.)
	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
1	Equipment Operator Leader II	Leads and coordinates the work of Equipment Operators; ensures proper operation and maintenance of heavy equipment used in the landfill
3	Sanitation Workers	Perform manual labor in support of landfill operations
5	Equipment Operator II	Operate heavy equipment such as compactors, dozers, excavators, and dump trucks
1	Administrative Assistant	Provides administrative support, including recordkeeping, data entry, purchase requests, report preparation, and coordination of communications for landfill operations

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
Computer, Radio, Phone	80

Truck	10
Landfill Gas Monitor, Survey Equipment	5
Dozers, Compactors, Excavators	5

VII. JOB REQUIREMENTS

Mark here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

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

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 "No work experience required."

No work experience is required.

General: Four (4) years of progressively responsible experience in the operation of a municipal solid waste landfill, including two (2) years in a supervisory capacity

Specialized:

Supervisor/Management: at least two (2) years in a lead or supervisory capacity

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

2. FORMAL EDUCATION OR TRAINING: Mark the most applicable education level required.

- a. Below High School – Show Number of Years
- b. High School Graduation / GED
- c. Vocational / Technical School

Show specific training that is required by this position:

- d. Some college

Show number of Semester Hours or Quarter Hours.

Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)

Associate's:

Bachelor's:

Master's:

Beyond Master's:

3. CRITICAL SKILLS / EXPERTISE:

4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/ certification needed to perform essential functions.

Guam Driver's License

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

1. Mark [✓] the most appropriate physical requirement(s) for the job.

<input type="checkbox"/> Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
<input type="checkbox"/> Sitting	Employee is required to sit for extended periods of time without being able to leave the work area.
<input checked="" type="checkbox"/> Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time. Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
<input checked="" type="checkbox"/> Climbing	Employee is required to raise or lower objects from one level to another regularly. The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee.
<input type="checkbox"/> Lifting	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
<input checked="" type="checkbox"/> Pulling and/or Pushing	The employee is regularly required to use the hands and arms to reach for objects. The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
<input type="checkbox"/> Carrying	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
<input checked="" type="checkbox"/> Reaching	The job requires expressing ideas by the spoken word.
<input type="checkbox"/> Stooping and Crouching	The job requires the perception of speech or the nature of sounds in the air.
<input type="checkbox"/> Crawling	
<input checked="" type="checkbox"/> Speaking	
<input checked="" type="checkbox"/> Listening	
<input type="checkbox"/> Other	Describe the requirement.

2. Mark [✓] the most appropriate mental / visual requirement for the job.

<input checked="" type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.)
<input checked="" type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
<input checked="" type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
<input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.)
<input type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
<input type="checkbox"/> Other

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent. (Select one response only)

10 %	Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
30 %	Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
60 %	Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions.

Show what percent of a typical workday this position is exposed to:

[] Mark [✓] if none of the following is applicable.

60 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

% Vibration (i.e., operating jackhammer, impact wrench).

10 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

% An improperly illuminated or awkward and confining work space.

Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

% Lifting or carrying items or objects. Describe item/object and weight:

25 % Heat. Describe source and degree of high temperature.

% Cold. Describe source and degree of cold temperature:

% Other hazards. Describe:

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

[] Mark [✓] if not applicable.

CONDITION

FREQUENCY OF EXPOSURE

Potentially explosive conditions	5%
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C. Work Schedule / Hours – Mark [✓] 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

(✓) Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

Employee Signature

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This block to be filled out only by the Direct Supervisor.

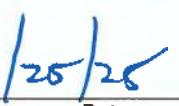
a.	(1) Has the employee correctly stated his or her official payroll position title? <input type="checkbox"/> Yes <input type="checkbox"/> No (2) If not, what is the correct title? _____
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Immediate supervision on a regular basis, <input checked="" type="checkbox"/> Immediate supervision only for new/complex tasks, or <input type="checkbox"/> Little immediate supervision.
e.	Does the employee participate in (mark those appropriate) the <input checked="" type="checkbox"/> Formulation, <input type="checkbox"/> Interpretation, and/or <input checked="" type="checkbox"/> Application of Agency/Department policy. Give examples: Assist in formulation and enforces landfill-specific operational policies and standard operating procedures consistent with GSWA goals and regulatory requirements. Ensures proper application of safety rules, personnel regulations, environmental compliance standards, and management directives in daily landfill operations.
f.	The employee (mark one) <input type="checkbox"/> Performs routine, well-defined tasks, <input checked="" type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or <input type="checkbox"/> 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

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: _____
Human Resources Manager _____ Date _____



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



GSWA BOARD RESOLUTION NO.2026-001

GSWA Board Resolution No. 2026-001 RELATIVE TO APPROVING THE CREATION OF POSITIONS FOR LANDFILL MANAGER LANDFILL SUPERINTENDENT

WHEREAS, Public Law 34-58 which amended 10 GCA Chapter 51A, GSWA's statute, authorizes GSWA to create new positions; and

WHEREAS, 4 GCA, §6303(d) authorizes the General Manager to petition the Board of Directors to create positions in the classified service; and

WHEREAS, on November 26, 2025, the General Manager released the petition to create the Landfill Manager and Landfill Superintendent positions in the classified service by providing its justification, essential details concerning the creation of the position, and analysis of similarities and differences between the position and positions listed pursuant to 4 GCA §4101.1, the position description, the proposed pay range and demonstration of compliance with 4 GCA §6301, a fiscal note as that term is described in 2 GCA §9101 *et seq.*, and any other pertinent information; and

WHEREAS, to ensure transparency and disclosure is conducted in the creation of the Landfill Manager and Landfill Superintendent positions and to comply with 4 GCA Chapter 6 §6303, management provided to the media a news release on November 26, 2025, and posted its petition on the GSWA website and DOA website from November 26, 2025 to December 15, 2025;

THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors as the Governing Body of the Guam Solid Waste Authority approves and authorizes the following:

1. Management's petition to establish the creation of the Landfill Manager and Landfill Superintendent positions in the classified service.
2. To adopt the minimum and maximum range of compensation for GSWA in accordance with the Strategic Pay Methodology as follows:

Positions	Hay Points	Grade	Min	Max
Landfill Manager	551	P	\$67,696	\$119,315
Landfill Superintendent	342	M	\$49,731	\$87,650

3. To transmit copies of such petitions to the Director of Department of Administration and the Legislative Secretary as required under 4 GCA §6303(d).

Ayes: **5**

Nays: **0**



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



GSWA BOARD RESOLUTION NO.2026-001

Absent: **0**

Abstain: **0**

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Guam Solid Waste Authority, Guam, on the 19th day of December 2025.

GUAM SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

Andrew Gayle J
Andrew Gayle, Chairman

ATTEST:

ALICIA FEJERAN, CLERK

BY: Alicia Fejeran

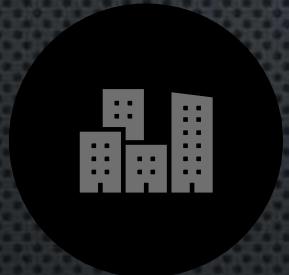
Margaret J. Denney
Margaret Denney, Secretary

GSWA ASSUMES OPERATION OF LAYON LANDFILL

CONTRACT EXTENSION TO EXPIRE SEPTEMBER 2026
WITHOUT A ONE-YEAR EXTENSION

EARLY TERMINATION SET FOR FEBRUARY 28, 2026

GREEN GROUP HOLDINGS AND GSWA MUTUALLY AGREE ABOUT EARLY TERMINATION



Green Group Holdings will concentrate on facility construction and operation on the mainland



Existing Guam workforce are local hires and are knowledgeable and experienced in landfill operation.



GSWA has extensive background in managing disposal facilities



Potential savings from the acceptance of the operation.



GSWA has agreed to purchase existing equipment from GGH at \$1,137,000.



GSWA already has contracts with existing GGH providers, or will procure providers by March 1, 2026



Existing GGH Layon personnel will undergo a typical open competitive Gov Guam Hiring process, administered by GSWA



Engineering and Environmental Monitoring will remain the same under the EA contract

PROCESS

GUAM SOLID WASTE AUTHORITY

LANDFILL OPERATOR TWO YEAR BUDGET PLAN

Expense Type	Proposed	
	FY 2026	FY 2027
Landfill Operator	\$1,620,793	\$ -
Personnel	522,269	912,330
Equipment	1,137,000	366,840
Repairs & Mainenace Parts & Supplies	210,000	782,592
Operational Exenditures	448,000	500,000
Contingency	<u>250,000</u>	<u>400,000</u>
Total Layon Operations Budget (Proposed)	<u>\$4,188,062</u>	<u>\$ 2,961,762</u>
FY 2026 Layon Operations Budget (Initial)	<u>\$4,273,083</u>	<u>\$ 4,273,083</u>
Cost Savings	<u>\$ 85,021</u>	<u>\$ 1,311,321</u>

PERSONNEL

Additional Personnel Position Title	Mar 2026 - Sep 2026	FY2027
Facility Manager	1	1
Transportation Maintenance Superintendent	1	1
Landfill Superintendent	1	1
Office Manager	1	1
Storekeeper	1	1
Operator	5	5
Laborer	3	3
Total additional personnel	13	13
Proposed budget	\$ 522,269	\$ 912,330



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



GSWA BOARD RESOLUTION NO.2026-002

GSWA Board Resolution No. 2026-002 RELATIVE TO APPROVING THE AMENDMENT TO THE AGREEMENT TO OPERATE THE LAYON LANDFILL BETWEEN GSWA AND GREEN GROUP HOLDINGS LLC

WHEREAS, GSWA and Green Group Holdings LLC (GGH) are parties to a contract for the Operation of the Layon Landfill dated April 15, 2011; and

WHEREAS, GSWA exercised its option for a second renewal on August 26, 2022; and

WHEREAS, pursuant to the second renewal, the Operating Agreement is currently scheduled to expire on August 31, 2026; and

WHEREAS, by Notice of Non-Renewal dated June 10, 2025, GSWA notified GGH of its intent not to renew the Agreement beyond its current term; and

WHEREAS, GGH responded by letter dated July 22, 2025, expressing their intent to cooperate with GSWA to ensure continuity of service and a smooth transition of management and control of the Layon Landfill back to GSWA; and

WHEREAS, GGH proposed an earlier termination date for the Agreement, which GSWA accepted pending approval from its Board of Directors;

WHEREAS, the proposed Amendment to the Agreement establishes a revised termination date of February 28, 2026, contingent upon the execution of a Termination Agreement acceptable to all parties;

THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors as the Governing Body of the Guam Solid Waste Authority approves and authorizes the following:

1. To proceed with the Amendment to the Agreement to Operate the Layon Landfill between GSWA and GGH LLC, establishing February 28, 2026 as the revised termination date of the Operating Agreement, subject to the execution of a mutually satisfactory Termination Agreement.
2. The GSWA General Manager and Board Chairman to execute the Amendment and any related documents, including a Termination Agreement.

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



GSWA BOARD RESOLUTION NO.2026-002

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Guam Solid Waste Authority, Guam, on the 19th day of December 2025.

**GUAM SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

Andrew Gayle J
Andrew Gayle, Chairman

ATTEST:

ALICIA FEJERAN, CLERK

BY: 

Margaret J. Denney
Margaret Denney, Secretary