



GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913

P.O. Box 3010, Hagatna, Guam 96932

Tel. No. (671) 300-6846 Fax. No. (671) 648-3290

April 22, 2019

Via E-Mail Transmission

john@postguam.com

Mr. John O'Connor
The Guam Daily Post
388 S. Marine Corps Drive, Suite 301
Tamuning, Guam 96931

Re: Response to Your April 16, 2019 Freedom of Information Act Request

Hafa Adai Mr. O'Connor:

The Guam Waterworks Authority ("GWA") is in receipt of your April 16, 2019 Sunshine Act Request, in which you requested: "Personnel actions or other documents related to pay increases and/or bonuses of the general manager, assistant general managers (if any), chief financial officer and attorneys at GWA for fiscal years 2017, 2018 and 2019."

GWA hereby responds to your FOIA request and submits the requested documents as follows:

1. Personnel Action for GWA General Manager;
2. Personnel Action for GWA Legal Counsel; and
3. Personnel Action for GWA Asst. General Manager of Compliance & Safety.

If you have any further questions, feel free to contact me at 300-6845 or our Legal Counsel Kelly Clark at 300-6853.

Sincerely,

Miguel C. Bordallo, P.E.
General Manager

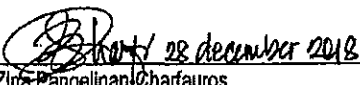
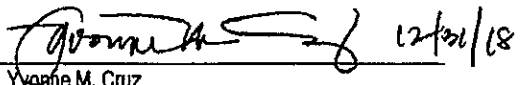
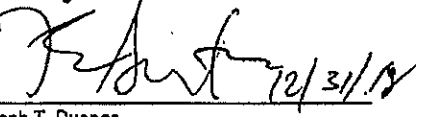
Attachments
MCB/adbg

GUAM WATERWORKS AUTHORITY
Government of Guam

Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

Notification of Personnel Action

PA #298-2019 jca

1. LAST NAME, FIRST, MIDDLE INITIAL: Bordallo, Miguel C.	2. Date of Birth [REDACTED]	3. Employee No. & SSN: 1002 [REDACTED]	4. Date 12/28/2018
THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION AFFECTING YOUR EMPLOYMENT:			
5. NATURE OF ACTION: Salary Increase Full-Time Employee	6. EFFECTIVE DATE: 01/01/2019	7. Legal Authority Consolidated Commission on Utilities (CCU) Memorandum dated November 27, 2018	
FROM		TO	
General Manager \$175,000.00 Per Annum \$84.13 per hour GUAM WATERWORKS AUTHORITY 6200 – General Manager's Office GM	8. Position Title 9. Pay Grade, Step, Sub-Step and Salary / Hourly Rate 10. Department or Agency 11. Division 12. Section	General Manager \$190,000.00 Per Annum \$91.35 per hour GUAM WATERWORKS AUTHORITY 6200 – General Manager's Office GM	
13. REMARKS: THIS ACTION IS PURSUANT TO APPLICABLE LAWS, RULES AND REGULATIONS AND IS SUBJECT TO A POST AUDIT.			
Please see attached memorandum from Consolidated Commission on Utilities (CCU); with a bonus of \$10,000.00.			
 Zina Pangelinan Charfauros Personnel Services Administrator  Greg P. Cruz Chief Financial Officer 12/31/18		BUDGET REVIEW:  Yvonne M. Cruz Chief Budget Officer 12/31/18  Joseph T. Duenas Chairperson, CCU 12/31/18	
PERSONNEL PAYROLL EMPLOYEE CSC RETIREMENT			

JDE
1/9/2019


**GUAM WATERWORKS AUTHORITY
GOVERNMENT OF GUAM**

GG1

Request for Personnel Action

1.NAME(Mr., Miss, Mrs, First, Middle Initial, Last) Miguel C. Bordallo		2.Date of Birth [REDACTED]	3.Payroll No. 1002 [REDACTED]	4.Date Requested 12/28/2018																									
5.REQUEST NUMBER GWA GG1#0512019 050-2015 <i>f</i>		6. EFFECTIVE DATE 01-01-2019	7.NATURE OF ACTION (Use standard terminology) SALARY INCREASE Full-Time Employee																										
FROM		DESCRIPTION	TO																										
General Manager \$175,000.00 Per Annum \$84.13 per hour GUAM WATERWORKS AUTHORITY 6200 – General Manager's Office GM		8. Position Title 9. Pay Grade, Step and Salary 10. Dept or Agency 11. Division 12. Section	General Manager \$190,000.00 Per Annum \$91.35 per hour GUAM WATERWORKS AUTHORITY 6200 – General Manager's Office GM																										
14. REMARKS (continue in Item 21, if necessary) Please see attached memorandum from Consolidated Commission on Utilities (CCU) ; with a bonus of \$10,000.00.																													
Approved By: (Signature, Title & Dept.) <i>[Signature]</i> JOSEPH T. BUENAS CHAIRPERSON, CCU		Date: 12/31/18	For Additional Information Call: APPROVED BY: (Releasing Dept. Head – For Transfers)																										
Part 2: To be completed by Fiscal Department																													
Budget Clearance: Vacant Position [] New Position [] Funds Available []																													
Signature: <i>[Signature]</i> Yvonne M. Cruz Chief Budget Officer		Date: 12/31/18																											
Signature: <i>[Signature]</i> GREG P. CRUZ CFO		Date: 12/31/18																											
Part 3: To be completed by Human Resources Division																													
HUMAN RESOURCES CLEARANCE: <i>[Signature]</i> ZINA PANGELINAN-CHARFAUROS PERSONNEL SERVICES ADMINISTRATOR		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="center" colspan="5">CLEARANCE –ITEMS BELOW TO BE COMPLETED BY HUMAN RESOURCES</th> </tr> <tr> <th align="center">TO</th> <th align="center">ACTION</th> <th align="center">BY</th> <th align="center">DATE</th> <th></th> </tr> <tr> <td>CLASSIFICATION</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RECRUITMENT</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RECORDS PROCESSING</td> <td></td> <td><i>[Signature]</i></td> <td>12/28/2018</td> <td></td> </tr> </table>			CLEARANCE –ITEMS BELOW TO BE COMPLETED BY HUMAN RESOURCES					TO	ACTION	BY	DATE		CLASSIFICATION					RECRUITMENT					RECORDS PROCESSING		<i>[Signature]</i>	12/28/2018	
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Government of Guam

Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

Notification of Personnel Action

PA #299-2019 jca

1. LAST NAME, FIRST, MIDDLE INITIAL: Clark, Kelly O.	2. Date of Birth [REDACTED]	3. Employee No. & SSN: 1017 [REDACTED]	4. Date 12/28/2018
THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION AFFECTING YOUR EMPLOYMENT.			
5. NATURE OF ACTION: Salary Increase Full-Time Employee	6. EFFECTIVE DATE: 01/01/2019	7. Legal Authority Consolidated Commission on Utilities (CCU) Memorandum dated November 27, 2018	
FROM		TO	
Staff Attorney \$115,000.00 Per Annum \$55.29 per hour GUAM WATERWORKS AUTHORITY 6400 – Legal Counsel Legal	8. Position Title 9. Pay Grade, Step, Sub-Step and Salary / Hourly Rate 10. Department or Agency 11. Division 12. Section	Staff Attorney \$140,000.00 Per Annum \$67.31 per hour GUAM WATERWORKS AUTHORITY 6400 – Legal Counsel Legal	
13. REMARKS: THIS ACTION IS PURSUANT TO APPLICABLE LAWS, RULES AND REGULATIONS AND IS SUBJECT TO A POST AUDIT.			
Please see attached memorandum from Consolidated Commission on Utilities (CCU)			
12 december 2018 _____ Zina Pangellinak-Charfauros Personnel Services Administrator 12/31/18 BUDGET REVIEW: _____ Yvonne M. Cruz Chief Budget Officer _____ Joseph T. Duenas Chairperson, CCU 12/31/18			
PERSONNEL PAYROLL EMPLOYEE CSC RETIREMENT			

1/19/2019
JDE
JA

**GUAM WATERWORKS AUTHORITY
GOVERNMENT OF GUAM**

GG1

Request for Personnel Action

1. NAME (Mr., Miss, Mrs., First, Middle Initial, Last) Kelly O. Clark		2. Date of Birth [REDACTED]	3. Payroll No. 1017 [REDACTED]	4. Date Requested 12/28/2018
5. REQUEST NUMBER GWA GG1#007-2019 051-2019 <i>J</i>		6. EFFECTIVE DATE 01-01-2019	7. NATURE OF ACTION (Use standard terminology) SALARY INCREASE Full-Time Employee	
FROM Staff Attorney \$115,000.00 Per Annum \$55.29 per hour GUAM WATERWORKS AUTHORITY 6400 - Legal Counsel Legal		DESCRIPTION 8. Position Title 9. Pay Grade, Step and Salary 10. Dept or Agency 11. Division 12. Section	TO Staff Attorney \$140,000.00 Per Annum \$67.31 per hour GUAM WATERWORKS AUTHORITY 6400 - Legal Counsel Legal	

14. REMARKS (continue in Item 21, if necessary)

Please see attached memorandum from Consolidated Commission on Utilities (CCU)

Approved By: (Signature, Title & Dept) <i>[Signature]</i> 12/31/18 JOSEPH T. DUENAS CHAIRPERSON, CCU		Date:	For Additional Information Call:
		Date:	APPROVED BY: (Releasing Dept. Head - For Transfers)

Part 2: To be completed by Fiscal Department

Budget Clearance: Vacant Position [] New Position [] Funds Available []

Signature: *[Signature]* Date: 12/31/18
Yvonne M. Cruz
Chief Budget Officer

Signature: *[Signature]* Date: 12/31/18
GREG P. CRUZ
CFO

Part 3: To be completed by Human Resources Division

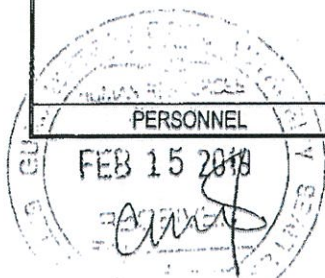
HUMAN RESOURCES CLEARANCE: <i>[Signature]</i> ZINA PANGELINAN-CHARFAUROS PERSONNEL SERVICES ADMINISTRATOR 28 december 2018 DATE	CLEARANCE - ITEMS BELOW TO BE COMPLETED BY HUMAN RESOURCES			
	TO	ACTION	BY	DATE
	CLASSIFICATION			
	RECRUITMENT			
	RECORDS PROCESSING		<i>[Signature]</i>	12/28/2018

GUAM WATERWORKS AUTHORITY
 "Good Water Always"
 GOVERNMENT OF GUAM
NOTIFICATION OF PERSONNEL ACTION



PA# 360-2019

1. LAST NAME, FIRST, MIDDLE INITIAL: Kemp, Paul J.	2. Date of Birth [REDACTED]	3. Employee No. & SSN: 706 [REDACTED]	4. Date 02/12/2019
THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION AFFECTING YOUR EMPLOYMENT.			
5. NATURE OF ACTION CTP (Certified, Technical Professional Employees) Pay For Performance Full Time Employee		6. EFFECTIVE DATE 10/01/2018	7. Legal Authority P.L.s 28-159 CTP PR&R, Section 6 CCU Res. No. 52-FY2015: Guam Power/Waterworks Authority Standard Operating Procedure AP-085
FROM		TO	
Assistant General Manager O11-A \$124,113.00 PER ANNUM \$59.67. GUAM WATERWORKS AUTHORITY Compliance & Safety 6240	8. Position Title 9. Pay Grade, Step, Sub-Step and Salary / Hourly Rate 10. Department or Agency 11. Division 12. Section	Assistant General Manager O11-C \$126,607.00 PER ANNUM \$60.87 ✓ GUAM WATERWORKS AUTHORITY Compliance & Safety 6240	
14. REMARKS: THIS ACTION IS SUBJECT TO APPLICABLE LAWS, RULES AND REGULATIONS AND IS SUBJECT TO POST AUDIT.			
CTP Pay for performance incremental step placement of 0% through 4% (whichever the case may be) is based on overall performance rating: pursuant to CCU Resolution 52-FY2015 and the Guam Power/Waterworks Authority Standard Operating Procedure AP-085. This rating is for the performance period of October 1, 2017 – September 30, 2018. In accordance with AP-085, VI-C, performance score of 361; eligible for 2%; Sub-Step Increase: O11-C \$126,607.00 PER ANNUM \$60.87 ✓			
BUDGET REVIEW: <i>[Signature]</i> 12 February 2019 ZINA PANGELINAN-CHARFAUROS PERSONNEL SERVICES ADMINISTRATOR <i>[Signature]</i> 02/14/19 GILDA M. MAFNAS CHIEF FINANCIAL OFFICER, ACTING		<i>[Signature]</i> 2/14/19 YVONNE M. CRUZ CHIEF BUDGET OFFICER <i>[Signature]</i> MIGUEL C. BORDALLO, PE GENERAL MANAGER Date: 02/14/2019	
PERSONNEL	PAYROLL	EMPLOYEE RECORD	CSC
RETIREMENT			



ENTERED
 DATE: 02/15/19

MANAGERS			
Conversion of Performance Score into a Pay Increment			
Name	Paul Kemp	Evaluation Period	Oct. 01, 2017 - Sept. 30, 2018

Section A : Key Performance Indicators

1.0 Operations

	Average		Average		Average		Average		Average
1.1.1	4.0	1.2.1	2.5	1.3.1	4.0	1.4.1	4.0	1.5.1	2.8
1.1.2	4.0	1.2.2	3.0	1.3.2	4.0	1.4.2	3.0	1.5.2	2.5
1.1.3	4.0	1.2.3	3.0	1.3.3	3.5	1.4.3	4.0	1.5.3	3.0
1.1.4	3.0	1.2.4	3.0	1.3.4	3.0	1.4.4	4.0	1.5.4	3.0
1.1.5	4.0	1.2.5	4.0	1.3.5	3.0	1.4.5	4.0	1.5.5	3.0
	3.8		3.1		3.5		3.8		2.9

2.0 Finance

3.0 People

4.0 Information

	Average		Average		Average
2.1	4.0	3.1	2.5	4.1	4.0
2.2	3.0	3.2	2.5	4.2	3.0
2.3	3.0	3.3	3.5	4.3	4.0
2.4	3.0	3.4	4.0	4.4	4.0
2.5		3.5	3.0	4.5	4.0
	3.3		3.1		3.8

	Score	Weighting
Operations	3.4	102
Finance	3.3	49
People	3.1	47
Information	3.8	38
Competencies	4.2	125

Section B : Personal / Leadership Competencies

	Average	
1.0	4.0	Strategic Perspective
2.0	3.5	Building Teams
3.0	4.0	Communication
4.0	5.0	Information Search
5.0	4.0	Achievement Focus
6.0	4.5	Judgment
	4.2	

Performance Scale	0 - 100	101 - 200	201 - 280	281 - 360	361 - 440	441 - 470	471 - 500
Sub-step Increase	0	1	2	3	4	5	6

Rating Average Meets Expectations / Satisfactory

Performance Score

Performance Step Increase

Section E : Step Increase

Total Step Increase amended

Current Salary

Salary	Hourly	Grade	Step	Sub-Step
\$124,113	\$59.67	O	11	A

New Salary

Salary	Hourly	Grade	Step	Sub-Step
\$126,607	\$60.87	O	11	C

General Manager or Designate (Signature)