



GUAM ENVIRONMENTAL PROTECTION AGENCY • AHENSIAŇ PRUTEKSIÓN LINA'LA' GUÅHAN
LOURDES A. LEON GUERRERO • GOVERNOR OF GUAM | JOSHUA F. TENORIO • LIEUTENANT GOVERNOR OF GUAM
MICHELLE C. R. LASTIMOZA • ADMINISTRATOR

**Guam Environmental Protection Agency
Board of Directors' Regular Meeting
Thursday, March 20, 2025**

MINUTES

I. Call to Order: Chairman Steven Carbullido called the Board of Director's meeting to order from the Guam EPA conference room at 4:03pm. Roll call certified by Board Secretary, Arlene Acfalle, as follows:

II. Board Members:

Chairman Steven Carbullido	- Present (in-person)
Vice Chairman Steve Carrara	- Present (attending virtually from New York)
Director Steven Hollister	- Present (in-person)
Director Fran Castro	- Present (attending virtually from Ipan)
Director Danny Taitingfong	- Present (attending virtually from Hagatna)
Director Cathleen Moore-Linn	- Present (in-person)

Quorum has been established

Guam EPA Staff: Glenn San Nicolas, Arlene Acfalle, Connie Afilleje, CAPT. Elizabeth DeGrange, Ron Charfauros, Romeo Zacarias and Malia Tom

III. Approval of Agenda: Director Hollister made a motion to approve the agenda, seconded by Director Moore-Linn. All voted in favor, zero (0) opposed and motion passes.

IV. Confirmation of Mr. Glenn San Nicolas as Guam EPA Acting Deputy Administrator –Director Hollister made a motion to approve Mr. Glenn San Nicolas as the Acting Deputy Administrator, seconded by Director Moore-Linn. All voted in favor, zero (0) opposed and motion passes.

V. Approval of February 20, 2025 Meeting Minutes: Director Castro made a motion to approve the February 20, 2025 meeting minutes subject to correction of the word "contact to contract" on the second page under Agency HQ, seconded by Director Hollister. All voted in favor, zero (0) opposed and motion passes.

VI. Administrator's Report - Provided by Acting Deputy Administrator in the absence of Administrator Lastimoza



ADMINISTRATIVE:

Personnel:

- As of 03/19/2025: **55 FTEs** (Full-Time Equivalent)
 - Classified – 46
 - Unclassified – 3
 - LTA - 4
 - USEPA Contract – 1
 - Interns - 1

Recruitment:

- Recruitment announcements closed, waiting on certification packets from DOA
 - Chief Engineer
 - Environmental Inspector Supervisor
 - Environmental Technician
 - Environmental Health Specialist III (x2)
- Pending recruitment
 - Public Information Officer
 - Environmental Health Specialist I (x1)
 - Environmental Health Specialist II (x2)
 - Engineer Supervisor
 - Engineer I (x3)
- New Hires
 - Reinstatement of Environmental Inspector (expected March 24)
 - Biologist I (pending drug test)

Director Moore Linn inquired if the hiring process with DOA is done on a timely manner. Acting Deputy San Nicolas advised it seems to be done on a timely manner as he just signed off on the GG1's for those positions and stated the problems that we are having in filling those vacancies are filling them with the right people. Acting Deputy San Nicolas added that after reading the position descriptions from DOA, it looks intimidating but once the announcement is made and we receive applicants DOA will send a list of the top five and from there we will schedule the interviews.

Agency Headquarters:

- **UPDATE:** Negotiations still in progress - no contract signed at this time, no other details available. The bidder has consulted with three lab specialists, and they will be providing DPW with their preliminary lab design estimate. With this, the bidder expects to submit their final fee proposal before the end of next week.

POLICY:

Bill 30-38 AN ACT TO ADD A NEW ARTICLE 11 TO CHAPTER 51A OF TITLE 10, GUAM CODE ANNOTATED; AND ADD A NEW §14104(p) TO CHAPTER 14 OF TITLE 12, GUAM CODE ANNOTATED, RELATIVE TO ESTABLISHING THE GUAM SOLID WASTE AUTHORITY ISLANDWIDE COLLECTION PLAN



- Guam EPA Solid Waste Program provided testimony this afternoon at the Legislature in support of Bill 30-38. Acting Deputy San Nicolas advised this is the 2nd draft of the universal waste service. It is broken down to some of the exemptions and they bill also identifies low income families participation and the possible mechanisms in trying to fund those programs.

PLASTIC BAG BAN (P.L. 36-98)

- Effective July 1, 2025 paper carry out bag will be phased out
- Met with Senator Lujan affecting luxury brand bags
- Luxury labels will be affected by this deadline, which only allows an exemption for permitted restaurants and food establishments.
- Guam EPA is agreeable that branded luxury bags used in product packaging are equivalent to standard reusable supermarket bags — only fancier.

Acting Deputy San Nicolas stated if the brand has a bag that is associated with it then it will be considered part of the packaging as opposed to a paper bag that is given out at the point of sale. Chairman advised this is not new, it is just a law that had a 2yr period. Acting Deputy advised the ban for paper bag was extended from July 1, 2022 because of the luxury branded bags. Those establishments engaged with the senators requesting for an extension to exhaust their supply. Director Moore-Linn inquired if this will get traction from other establishment. Acting Deputy advised for the paper bag ban the only exemption is for pre-processed foods and the nine exceptions on the plastic bag ban.

PROGRAMS/PROJECTS/PARTNERSHIPS:

RRF Audit

- Guam EPA met with OPA who will be auditing the Recycling Revolving Fund (5591001-619-00 / 361962201)
- One of their requests is to review the financial statement from FY 2017 to FY 2024
- Guam EPA has requested the financial statements from DOA for the fiscal years 2017 to 2024 for OPA review.

Chairman inquired if the close out reports have been completed. Ms. Connie Afilleje advised she has not received anything from the Ms. JoyJean Arceo, MCOG Executive Director, but stated she will follow up with them for FY23 and FY24. Ms. Afilleje also stated FY24 funds rolled over so whatever was left over they would have used for FY25. Chairman inquired if Guam EPA is in agreement with the funds that were spent for FY23. Ms. Afilleje stated she believes Ms. Sabrina Cruz-Sablan worked with the Mayor Jesse Alig (the former executive director) and an agreement was made.

USEPA Meeting with Emerging Contaminants – Small Disadvantaged Community Program Coordinator

- Brian Kawashima will oversee Guam EPA's EC-SDC Grant
- Discussed current funding and uncertainty of future funding pending USEPA internal review of grant awards



Congressman Moylan's DC Points of Contact

- Met with Michael Sciacca, Legislative Assistant to Congressman Moylan
- Mr. Sciacca is working on Congressman's natural resources and environment portfolio
- We discussed Guam EPA's work and priorities and if there were any policy priorities or policy requests you would like to flag for the Congressman
- Also on the call was Mr. Chris Lukas, Military Legislative Assistant, who can assist with issues that overlap with Department of Defense (DOD).

Regional Ecosystem Advisory Committee

- The REAC is an advisory group focused on supporting healthy ecosystems and fostering collaboration in the region
- Provides recommendations to the Western Pacific Regional Fishery Management Council, which under the Magnuson-Stevens Fishery Conservation and Management Act has authority over fisheries seaward of state/territorial waters in Hawaii and US Pacific Islands
- Discussed fisheries status, fishery issues, fishery ecosystem plans, stock assessments, marine conservations plans, DOD activities that impact access to fishing locations

Director Hollister inquired on the REAC headquarters. Acting Deputy and Director Castro advised it is part of the Western Pacific Regional Fishery Management Council which Guam EPA is part of the working group.

Seashore Reserve Plan Working Group

- Individuals from the network agencies and partner discussed the various topics covered in the draft SRP
- Land use is key in guiding decisions, development, and patterns of uses within the Seashore Reserve
- Importance of the "Ridge to Reef" approach and the consideration that socioeconomic factors or geographical features may indirectly affect coastal environment health
- Goal is to sustainably maintain and grow Guam's economy and society while protecting the Reserve's natural charm and cultural value
- SRP will provide the goals, policies, and strategies for land and marine usage, and delivers guidelines for development within the Seashore Reserve

Working Group for Construction on New Hospital

- Guam EPA continues to provide technical support

Pacific Island Brownfields Peer Group

- To increase the knowledge, capacity, and peer network of the Pacific Island communities in the identification, clean-up, and revitalization of brownfield sites while navigating identified barriers to reuse
- Identify opportunities for federal resources (funding and services) that can contribute/be leveraged towards Brownfields projects



- Increased peer relationships where members can learn from one another's experiences and develop collaborative partnerships
- Increase the number of EPA brownfields grants/services applications from the Pacific Islands
- Documentation and communication of barriers and possible solutions to the EPA/other federal government agencies

Acting Deputy San Nicolas added that the Brownfields is a redevelopment of impacted properties that would not have been developed because of the impacts of either soil contamination or so forth. So depending on the type of contamination and the levels of contamination it will fall into unrestricted use, which is residential use, then you have commercial uses and the most restricted use will be the use for industrial which is the worst contamination but less than being a hazardous waste site for redevelopment.

Homeless Encampment Clean Up – March 25

- March 10, 2025 - Hensa Beach at Pago Bay, Chalan Pago
- Multiple government of Guam agencies participated in the coastal cleanup of the area.
- Guam EPA had 11 personnel and provided a 30 cubic yard roll-off dumpster.

Watershed Planning Committee Quarterly Meeting

- Discussed Guam Hydrogeological Surveys and Watershed naming *through Kumision I Fino' CHamoru*
- Manell-Geus Watershed Plan – NOAA & Horsley Witten Group (report out)
 - Plan Approval by EPA allows Guam to expend CWA 319 funding to support recommended restoration activities, upon approval by GEPA Administrator.
 - Next step: BSP/CZMP will establish a public notice period for the Plan (30 day review comment period) and possibly a community meeting
- Guam Forest System Plan – DOAG/BSP
 - Promulgation of Rules and Regs
- Tumon Bay Stormwater Management – WERI, AIA, GEPA, GCMP
 - Kickoff meeting held Jan 13
 - MOU at DOA
- GCMP BIL Capacity Building Grant Projects
 - Training and Technical Assistance to Build Watershed and Conservation Planning Capacity in Guam
 - Total of \$501,801 awarded to provide training for 3 years
 - Scheduling of Training/Workshops to ensure participation of relevant agencies
 - Stormwater Training scheduled for Aug 20, 2025
 - Development of Programmatic Agreement with SHPO for watershed restoration projects
 - \$90K awarded to be implemented in year 2 of grant
- *Humatak* Revitalization Plan
 - Total of \$95k in year 1 and \$95k in year 3



- Water Quality Standards Update- EPA developing draft Triennial Review Notice; GEPA attending WQS Workshop in late April

Director Moore-Linn asked if any of these grants will be pulled back and inquired on the GCMP BIL Capacity grant. Acting Deputy San Nicolas advised a lot of these grants that have been awarded are either two, three or five year grants so we are kind of safe in that regard but we are still reaching out to Region 9 to figure out if any of these grants are going to be pulled back or if any future grants will be affected going forward. Director Moore-Linn wanted clarification if the agency is on its second year of grant cycle and if money has already been extended. Acting Deputy San Nicolas stated that is correct.

Director Castro inquired on the process and data of the water quality standards update. CAPT. DeGrange advised the water division will chime in as well as our non-point source program. They will go through the existing water quality standards and look at any updates from US EPA and new information received on island. From there they will determine if the water quality standards are still appropriate or if we need to update them. Once that is finalized the agency will do a 30day comment period and submission to US EPA for their approval. Director Castro shared that CIS (UOG) did a study back in 2021 for the Guam watersheds and noted it might be useful for Guam EPA.

Director Hollister inquired when was the Watershed Planning Committee meeting and who attended the meeting CAPT. DeGrange advised the meeting was on March 12, 2025 and attended Ms. Margaret Aguilar (Non-Point Source Program) and herself.

Attainable House Commission Meeting

- Received debrief of GHURA Housing Summit
 - Guam received \$500,800,000 in Community Development Block Grant over 6 years
 - Activities may address needs such as infrastructure, economic development projects, public facilities installation, community centers, housing rehabilitation, public services, clearance/acquisition, microenterprise assistance, code enforcement, homeowner assistance, etc.
- Discussed Committee Reports
 - Statutes and Rules (DPW and DLM)
 - Development and Environmental (GEPA and GWA)
 - Finance and Loans (GHC and GEDA)
 - Labor Shortage (CLTC and DOL)

USEPA Pacific Islands Monthly Lab Check-In

- Briefed USEPA on progress of lab construction

Mariana Island Conservation Strategy

- Met with Stephanie Hertz, who serves as the Recovery and Sustainment Partnership (RASP) Coordinator for the Department of Defense (DoD) Natural Resources Program within the



Office of the Deputy Assistant Secretary of Defense (Environmental Management and Restoration) Ronald Tickle.

- The RASP is a partnership between the DOD and Department of the Interior focused on developing and promoting conservation and recovery initiatives for threatened, endangered, and at-risk species while promoting increased flexibility for military mission activities.
- Discussed proactive, innovative and collaborative approaches that enhance implementation of the Endangered Species Act, sustain and enhance the military mission, and achieve greater conservation outcomes for species

Meeting with NAVFAC Marianas

- Discuss MOA re: Design review and design self-certification

Acting Deputy San Nicolas advised he alongside Administrator Lastimoza met with Messer's John Salas, Albert Borja (MCBCB) and Randall Sablan (JRM). Discussion to support and start a design review utilizing their professional engineers (2 minimum) to do the reviews and conduct the design review for self-certification if permit review start to take longer than expected. If after 30 days, they will submit a request for a self-certification for design review using their third party engineers, contracted with DOD, utilizing Guam EPA's permit checklist that was developed by DOD and Guam EPA. This will definitely help our staff if the design review takes longer than normal with the final approval from Guam EPA. Acting Deputy also stated that currently they are submitting everything which consists of hundreds of documents that may not be a part of Guam EPA's review process. So they are trying to streamline the process by submitting the plans, drawings and printed information that would help the agency review in a timely manner utilizing Guam EPA's checklist. The Chairman noted that applicants are submitting their full design package because GEPA's check list requires all design drawings be submitted.

Director Hollister inquired whose idea it was to come up with design review self-certification with NAVFAC Marianas. Acting Deputy advised in the past the agency had DOD engineering interns rotating through the agency. They would do 6 to 8 months with Guam EPA working on the process and understanding what it is we look for, and the volume of permit reviews that are coming through. Unfortunately that program has stopped. Acting Deputy advised although DOD will do a self-certification, Guam EPA still has final approval authority for the permit. This was a collective idea driven by DOD to help support Guam EPA. This was created due to the influx of DOD projects and the plan review that are taking longer than normal. Director Hollister inquired if the third party engineers are employed by DOD. Acting Deputy advised yes as a contractor. Director Hollister inquired if we can have DOD trim down the design review to what is pertinent to Guam EPA and to have the review process done at the agency.

Chairman Carbullido inquired what happens in between DOD contractor self-certifying the plans and Guam EPA approving the permit. Chairman also inquired on what they can do with the self-certification because they can't build yet until Guam EPA approves the permit. Acting Deputy advised it just helps with the review process. Chairman then stated so the self-certification is just them complying with Guam EPA's checklist. Acting Deputy stated in between the designs there will be



reviews and Guam EPA will have input into the process as well. Director Hollister asked if this is temporary process until the agency hires a PE. Acting Deputy advised it is a pilot that we are trying out and advised there is a timeline and if the review process starts to fall behind (30day mark) DOD will engage with Guam EPA to initiate the self-certification process. Acting Deputy added it is a case to case basis and not by default.

Chairman Carbullido explained that the contractor still has to get a permit from Guam EPA before they can build. Chairman added that at the 60% design phase DOD can self-certify by saying they've followed Guam EPA's checklist however at the 100% design phase they're going to have to get the permit for that. Acting Deputy San Nicolas concurred.

PERMIT ACTIVITY: February 27 – March 14, 2025

PERMIT TYPE	APPLICATIONS*	ISSUANCES**	HOLDS***
Building Permit Clearance	30	28	1
Clearing/Grading Clearance	5	8	0
Occupancy Clearance	20	29	0
Underground Injection Control Permit	23	8	0
H2B Clearance	7	12	0
Well Operating Permit	0	0	0
Well Abandonment Permit	0	0	0
Well Drilling Permit	5	2	0
Test Boring Permit	5	1	0
Application Review Committee Review	3	0	0
Aboveground Storage Tank (AST)	1	1	0
Underground Storage Tank (UST) Permit	2	2	0
Fumigation Permit	0	0	0
Solid Waste Management Permit	2	3	0
Air Permit	2	2	0
MILCON (New and Renewal)	11	3	0
Wastewater Collection Permit	0	0	0
Highway Encroachment Project (HEP)	2	1	0
TOTALS		121**	1***

*Applications received between February 17 – March 14, 2025.



**Includes approved permits and clearances granted to applications submitted prior to February 17, 2025.

***Includes permit and clearance holds applied to applications submitted prior to February 17, 2025.

ENFORCEMENT– Director Hollister wanted to know what the agency is doing on enforcement and how many inspectors the agency has out on the field enforcing the policies. Director Hollister stated a week after the February board meeting there was a KUAM report about the spiral stair case in Tumon and how the sand feels different and although Administrator Lastimoza stated we have regulations that need to be followed he wants to know if it's really being followed. Director Hollister provided his response regarding the comments made by the contractor at the spiral stair case of how the waves come in differently in that area causing the sand to look and feel different. In Director Hollister's opinion he stated it does not. Mr. Ron Charfauros, Acting Inspector Supervisor, advised after the KUAM report he and another inspector went out again to do a site inspection based on the "as per built and soil erosion control plans" and found no issues.

Director Hollister added that during the construction of Tsubaki Hotel he took pictures of runoff and it was also mentioned in one of our board meetings how he clearly saw the water was a different color coming out of the construction site. Director Hollister did note that our Guam EPA Inspector stated they went out to check the area but could not find anything. Director Hollister stated it clearly wasn't normal to him. Director Hollister stated unfortunately if someone is not there to hold people accountable more often then they will start to cut corners and not follow the procedure that are set in place. Director Hollister advised Guam EPA has great laws but it needs to be enforced or else no one will follow them and stated the spiral staircase is just one of his frustrations that he sees going on around the island.

Director Hollister asked what the board can do to help with enforcement because in layman eyes there seems to be a problem. Director went on to ask for a status report on the enforcement inspection that is being done within the agency.

Acting Deputy San Nicolas chimed in to use solid waste program as an example where on Tuesday and Thursday its field work which consists of complaints, occupancy inspections, and inspections and M-W-F admin work which consists of writing up the field reports, reviewing building permits, and writing up enforcement actions. Acting Deputy advised like most of the agency when a complaint is received it is logged into and tracked on the agency's WALTERS electronic permitting database. The complaint is referred to the appropriate program for inspection and follow up. Acting Deputy added that we try to gather as much information as we can but if there is no property owner noted then the agency would have to research the land parcel to find out who the property owners are. Once the agency engages with the owners a field inspection is scheduled to go over the violation, if any.

Acting Deputy San Nicolas advised if the owner, the tenant, or the business is in violation then a NOV aka Written Warning for compliance is issued to give them the opportunity to correct the violation that have been identified. Acting Deputy stated Guam EPA normally provides two weeks but based on the MOA between US EPA and Guam EPA it's normally 30days. If after two weeks and there is no action, the agency will proceed with a Notice of Violation/Order of Compliance which puts them on the clock.



If after 30 days and still no action, it gets referred to the OAG or they are taken to court. Acting Deputy advised during the NOV/OC the violator has the opportunity to contest it to the Guam EPA Board of Directors and a hearing officer will be assigned to hear the case.

Acting Deputy San Nicolas advised what the agency is seeing is non-compliance. If it is an illegal dumping or littering from an individual in public property or private properties (without the consent of the owner) then a litter citation is issued. Litter citations then get hand delivered or sent via certified mail and sent to the courts for logging and scheduling on their agenda. Acting Deputy added the alleged violators can contest it and meet with the judge or its officers to explain their cause or they can just pay the citation but if it does go to court it will be on the judge's decision.

Director Hollister chimed in to say that process sounds very time consuming and inquired on the time frame from when the agency receives the complaint. Acting Deputy San Nicolas advised normally complaints are handled on a first in, first out basis but also depending on the severity of the complaint it can be prioritized. Acting Deputy advised what is difficult is tracking lot numbers, owners information, owners of vehicles etc. and added that Guam EPA has to work with the other GovGuam agencies by lining up, filling out the slip and waiting for the information to be provided.

Director Hollister inquired if the citation is similar to what GPD issues. Acting Deputy San Nicolas advised yes it is, under the Litter Control Act (10 GGA Chapter 51 Article 2) there are nine apprehending agencies one being Guam EPA. The other enforcement agencies consists of GPD, Airport Police, Port Police, Park Rangers, Conservation Officers, village Mayor's which whom can all issue citations. Director Hollister inquired if it is immediate issuance of a citation. Acting Deputy advised if the owner of the property is accumulating solid waste on their property then it falls under Article 1 (Solid Waste Management Program) which entails a Notice of Violation with a written warning, Notice of Violation/Order of Compliance. Once the property is cleaned up an Administrative Penalty Order with fines will be issued based on the number of days of the violation.

Director Hollister inquired on the number of inspectors within the agency. Acting Deputy advised every program has inspectors. (Water division (4), solid waste program (3), hazardous waste program (3), air pollution program (3), pesticide program (3) etc.) Director Hollister asked the Acting Deputy to grade Guam EPA in enforcement just to see if we are capable due to the lack of manpower in the agency. Acting Deputy said he would give a grade of B as there is always room for improvement and with more enforcement officers out there we can get more done as well as the permitting and inspections. Acting Deputy stated there seems to be a misconception that the Government of Guam is over manned (maybe for some agencies) but for Guam EPA we are operating on vapors and we are just trying to survive with the resources that we have. Director Hollister chimed in to say it must be daunting with only four inspectors for the whole island. Mr. Ron Charfauros advised a lot of the time the individuals making the complaint prefer to remain anonymous and a lot of times the information provided are incomplete which makes the inspection harder to do. Mr. Charfauros advised you have to be experienced to know what you are looking for when you do these inspections. Acting Deputy also advised that sometimes when a complaint is made we have to educate these individuals and refer it to the proper program for follow up and enforcement.



Chairman Carbullido inquired if the enforcement process provided by Acting Deputy San Nicolas is for solid waste enforcement. Acting Deputy advised for the most part it's the standard for all programs within the agency and noted the water pollution program can do a field stop work order. Mr. Charfauros chimed in to say stop work orders are on a case to case basis.

Chairman Carbullido asked for an enforcement update for the water division. Mr. Charfauros advised the enforcement procedure is similar. Chairman inquired how often the water division inspector go out on the field in which Mr. Charfauros advised they go out Monday thru Friday. Chairman inquired on what inspections are done daily. Mr. Charfauros advised they do all inspections to include permit inspections, septic tanks, and complaints. Mr. Charfauros stated he thinks there is a problem with the permit process in regards to the silt fence and Best Management Practice (BMP). What he would like to see changed is the installation of the silt fence before the inspection and before the permit is issued.

Chairman inquired if Guam EPA inspectors go out randomly for inspection let's say on day 100 to get a status of the project. Mr. Charfauros stated not necessarily on day 100 but they do go around and monitor for compliance not only for silt fence, but also for the new septic system and also for the grease trap maintenance. Director Hollister chimed in inquiring if Guam EPA has enough man-power to do spot check inspections on projects. Mr. Charfauros advised no.

Mr. Charfauros added that they also assist GWA with FOG (Fats, Grease and Oils) inspections and noted they completed that around the island. Acting Deputy stated in addition to their facility inspections they also do complaints, like with all programs within the agency, along with their mandated inspections. Mr. Charfauros added what has been a daily challenge as well is finding an available agency vehicle. Acting Deputy San Nicolas advised once the agency starts to fill the job vacancies we're going to have a space issue in the building. Mr. Charfauros advised his program needs manpower because once they start building the Type 4 systems this needs to be renewed yearly which would require monthly maintenance logs and yearly inspections from Guam EPA. Acting Deputy San Nicolas also added that we offset and do what we can.

Chairman Carbullido inquired with Mr. Charfauros if he has a report that shows how many enforcement inspections they do in a month. Mr. Charfauros advised the inspector program has just been revitalized over the last year and they are just getting back to doing enforcement. Mr. Charfauros advised it's been a challenge since the vacancy of the Chief Engineer and added that the Acting Chief Engineer, Mr. Johnny Abedania has a full plate wearing two hats, one as an Engineer and the other as the Acting Chief Engineer.

POSITION ON BILL 57-38 – Chairman Carbullido advised the board members that the testimony provided by Guam EPA was provided in the board packet and asked if they had any further concerns. Chairman noted he has no further comments. Director Hollister stated he submitted his personal comment but it did not make the deadline.

PUBLIC COMMENTS: Director Hollister asked if we can add agency permit fees on our next agenda and also inquired on the training or induction as a new board member. Director Moore-Linn requested



to also add when the last fee adjustment was. Acting Deputy acknowledged and stated all fee adjustment must go through the AAA process and the legislature.

Director Moore Linn suggested that we keep logs of each type of inspections performed by the agency to capture our progress and key performance indicators. She mentioned it's also good data for the board as well. Acting Deputy San Nicolas advised the programs report the inspection data on a weekly basis and added that the agency also has the CCR (Citizens Centric Report). Ms. Connie Afleje chimed in to advise the CCR is an annual report and not weekly.

New Meeting Date/Adjournment: Next meeting was tentatively set for April 17, 2025 at 4pm. Director Hollister made a motion to adjourn the meeting and seconded by Director Moore-Linn. All in favor, zero (0) opposed, and regular meeting adjourned at 5:22pm.


Arlene S. Acfalle
Board Secretary

