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BENJAMIN CRUZ <speaker@senatorbjcruz.com>

## MC Fwd: GPT Board meeting August 21, 2018 - Board Materials

**BENJAMIN CRUZ** <speaker@senatorbjcruz.com>
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

Wed, Aug 22, 2018 at 9:38 AM

| | | | | |
|---|---|---|---|---|
| 08/22/18 | 08/22/18 | Guam Preservation Trust | Guam Preservation Trust's August 21, 2018 Board of Director's meeting. | 34-18-2237 |

---------- Forwarded message ----------
From: **Ruby Santos** <rspreservation@guam.net>
Date: Wed, Aug 22, 2018 at 9:23 AM
Subject: GPT Board meeting August 21, 2018 - Board Materials
To: Speaker BJ Cruz <speaker@senatorbjcruz.com>, centralfiles@guam.gov, Elizabeth Mafnas <elizabeth.mafnas@guam.gov>
Cc: Joe Quinata <jqpreservation@guam.net>

Hafa adai Speaker Cruz,

In compliance to Public Law 31-233, relative to reporting requirements, attached please find the Board materials from the Guam Preservation Trust's August 21, 2018 Board of Director's meeting.

Please feel free to contact our office if you have any questions.

Regards,

*Ruby Santos*
*Administrative Service Coordinator*
*Guam Preservation Trust*
*P.O. Box 3036*
*Hagatna, Guam 96932*
*Tel: (671)472-9439*
*Fax(671)477-2047*

GL# 34-18-2237
Speaker Benjamin J.F. Cruz

AUG 22 2018
Time: 936 [ ] AM [ ] PM File No. ____
Received By: ____

2018 AUG 22 AM 9:42

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ
Committee on Appropriations and Adjudication
*I Mina'trentai Kuattro na Liheslaturan Guahan*
Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1 | F: (671) 477-2522 | www.senatorbjcruz.com

**August 21_ 2018 GPT Board Mtg Materials .pdf**
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# GUAM PRESERVATION TRUST

INANGOKKON INADAHI GUA'HAN

P.O. Box 3036, Hagåtña, Guam 96932 * Tel: 671-472-9439/40 * Fax: 671-477-2047


**GUAM PRESERVATION TRUST**
**REGULAR BOARD OF DIRECTORS MEETING**
**TUESDAY, AUGUST 21, 2018**
**3:00 P.M., GPT CONFERENCE ROOM**
**A G E N D A**

| | | |
|---|---|---|
| | 1.0. | CALL TO ORDER / ROLL CALL |
| Action | 2.0. | APPROVAL OF MINUTES (July 31, 2018 Meeting) |
| | 3.0 | EXECUTIVE SESSION |
| | 4.0 | OLD BUSINESS |
| Action | 4.1. | APIAHiP 2018 Forum Sponsorship – November 10-13, 2018; San Francisco |
| Info | 4.2. | Interpretive Program for Site 2303 Magua' Village in NCTS Finegayan |
| | 5.0 | NEW BUSINESS |
| Action | 5.1. | Learning CHamoru – Preserving CHamoru Values & Practices Grant - Gerhard Schwab |
| Action | 5.2. | WonPat Outdoor Oven (Hotnu) – Mayor Robert Hofmann, Sinajana |
| Action | 5.3. | APT Conference – September 22-27, 2018, Buffalo, NY |
| Action | 5.4. | NTHP Conference – November 13-17, 2018; San Francisco, CA |
| Info | 5.5. | GPT Partnership Fund |
| | 6.0. | COMMITTTEE REPORTS |
| | 6.1. | Budget & Finance Report |
| Info | | Refer to Report |
| | 6.1.a. | YTD Balance |
| | 6.2. | Architecture Committee Report |
| Info | | Refer to Report |
| | 6.3. | Grants Committee Report |
| Info | | Refer to Report |
| | 7.0. | OPEN DISCUSSION/ANNOUNCEMENTS |
| Action | 8.0. | ADJOURNMENT |

GUAM PRESERVATION TRUST
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**GUAM PRESERVATION TRUST**
**BOARD OF DIRECTORS MEETING**
**JULY 31, 2018 - 3:00 P.M.**
**GPT CONFERENCE ROOM**

**M I N U T E S**

| | | |
|---|---|---|
| **PRESENT:** | **Michael Makio, Architecture – P** | **Rebecca Duenas, Chamorro Culture – P** |
| | **Dave Lotz, Planning – P** | **Jolie Liston, Archaeology – A** |
| **ALSO PRESENT:** | **Joe Quinata, GPT – CPO** | **Lawrence Borja, GPT Staff** |
| | **Terrence Brooks, Legal Counsel** | **Charmaine Ledesma, GPT Staff** |
| | **Ruby Santos, GPT Staff** | **Victor Camacho, GPT Staff** |
| | **Andrew Tenorio, GPT Staff** | |

**1.0 CALL TO ORDER**

The meeting was called to order by Chairman Makio at 4:15 p.m. and roll call was conducted.

**2.0 APPROVAL OF MINUTES**

Chairman Makio opened the floor for discussion on the minutes of April 13, 2018.

**Motion** With no discussion or changes, Dave Lotz motioned to approve the minutes as read. The motion was seconded by Rebecca Duenas and unanimously approved.

**3.0 EXECUTIVE SESSION**

Chairman Makio recessed the General Board meeting and entered into Executive Session.

Chairman Makio adjourned Executive Session at 4:35 p.m. and reconvened the General Board meeting.

**4.0 OLD BUSINESS**

**4.1 Programmatic Agreement**

Joe Quinata circulated a briefing on the discussions held on the Proposed Interpretive Plan for Site 2303; Magua' Village in NCTS Finegayan.

A letter was submitted by Lynda Aguon (SHPO) requesting "continuing consultation with Navy cultural resources to develop and implement an interpretive plan and treatment of artifacts recovered and excavated from the settlement site."

Chairman Makio and GPT staff attended several ad hoc meetings presenting a visual concept of the proposed interpretive plan to incorporate the natural setting of the area including archaeologically dense nodes at site 2303.

The committee also discussed an off-site interpretive facility.

Chairman Makio recommended the ad hoc committee meet to draft a specific form graphically laying out a model concept of the interpretive plan.

Action — Joe Quinata will prepare a charrette to present to the committee.

**4.2. Latte in the Marianas: Art Icon Archaeology in the Mariana Islands - Dr. Kelly Marsh & Dr. Jolie Liston**

Board member Jolie Liston recused from the discussion on this item.

Grants Committee Chair Rebecca Duenas reported a request for partnership was received from Dr. Kelly Marsh & Dr. Jolie Liston for $8,548.00.
The committee reviewed the request and recommended approval of $5,428.00 for honorariums, printing, and photo duplication fees.
The committee disapproved the request for travel of $3,120.00.

**Motion** — With no further discussion, Rebecca Duenas motioned to approve $5,428.00 for the Latte in the Marianas: Art Icon Archaeology in the Marianas Islands partnership request. The motion was seconded by Dave Lotz. The motion passed by the majority.
Jolie Liston abstained from voting.

**4.3. Cliff Property**

Joe Quinata reported a tenant currently occupies with the donated property.
Staff requested Board's approval to direct the CPO to obtain a rental license for the unit until such a time that a decision is made for its use.
The initial lease with the current tenant on the property was for one year and currently on a month-to month.

**Motion** — With no further discussion, Jolie Liston motioned to allow the Chief Program Officer to procure a rental license for the Cliff Property.
The motion was seconded by Rebecca Duenas and was unanimously approved.

**5.0 NEW BUSINESS**

**5.1 FY19 Administration/Operations Budget**

Joe Quinata reported the Budget & Finance Committee met to discuss the current financial position and outstanding balances for grants and projects.
The unused balances for the following grants and projects were recommended for defunding: Malesso Bell Tower & Magellan Monument $2,789.00; Manuel Guerrero Admin Bldg. & Umatac Bridge $392,914.42; Five Year Strategic Plan $2,796.28; Guam Legislature Ribbon Cutting Ceremony $2,425.00; Amot Hunters Grant $1,250.00; Rosario House HSR $2,826.00; Archbishop Flores/Shimizu House HSR $12,100.00; Congressional Art Competition $9.50.
The committee recommended defunding a total of $417,110.20.
The Board discussed the status of remaining projects.

**Motion** — With no further discussion, Rebecca Duenas motioned to defund the projects aforementioned totaling $417,110.20. The motion was seconded by Jolie Liston and unanimously approved.

Chairman Michael Makio reported the Budget & Finance Committee met to discuss the FY19 Administration and Operations budget.
The proposed FY19 budget reflects a decrease of $63,766.97 from FY18.
The budgeted categories are: Personnel $332,214.67; Fringe Benefits $107,996.00; Utilities, Communications & Insurance $50,000; Staff Travel $25,500; Equipment $4,000.00; Automobile Expense $6,500.00; Supplies $4,000.00; Contractual Services $107,000.00; Stipends $7,000.00; Advertisement $4,100.00; Post Office & Postage $300.00; Dues & Subscription $1,600.00; Employee Incentives $26,610.73; and Miscellaneous $18,636.43.
The total proposed budget recommended for approval is $695,457.83.

The Board discussed each category and recommended to increase the Performance Bonus Category to $15,000.00 and increasing the associated employer obligations by approximately $1,000.00 resulting in an adjusted overall budget of $701,457.83.

The Board discussed the need for liability insurance and obtaining information on professional liability insurance.

Action — Joe Quinata will inquire on professional liability insurance and report to the Board.

**Motion** — With no further discussion, Dave Lotz motioned to approve $701,457.83 for the FY19 Administration & Operations Budget. The motion was seconded by Rebecca Duenas and unanimously approved.

Dave Lotz inquired on obtaining a title report on the Jose P. Lujan House.

Action — Legal Counsel Terrence Brooks will obtain a PTR on the Lujan House and report to the Board.

**5.2. APIAHiP Conference – November 10-13, 2018; San Francisco**

Joe Quinata reported a letter was received from APIAHiP requesting sponsorship for the 2018 APIAHiP Conference.
Staff recommended GPT's participation as a sponsor with the objective to update progress on the effects of the Programmatic Agreement on the community.

Action — Chairman Makio recommended Joe Quinata to discuss the details of the request with APIAHiP Executive Director Michelle Magalong and report at the next Board meeting for Board action.

**5.3. Legal Service Agreement**

Chairman Makio advised the need to document renewing legal services for GPT.
Amendment No. 6 was provided to extend the current legal services provided by Attorney Terrence Brooks and Attorney Georgette Concepcion.

**Motion** — With no discussion or objections, Dave Lotz motioned to approve the Amendment to extend the legal services of Brooks Concepcion LLC.
The motion was seconded by Rebecca Duenas and unanimously approved.

**6.0 COMMITTEE REPORTS**

**6.1. Budget & Finance Committee Report**

Refer to Report
The financial report was circulated for Board's review.
The current fund balance as of June 30, 2018 is $1,985,521.54, with total obligated funds of $1,985,521.54. The total restricted fund for grants and projects is $53,048.84.
Joe Quinata reported $160,000.00 was received from DOA from the collection of permit fees.

Action — Legal Counsel Terrence Brooks will follow up with the Archdiocese on the status of the Archbishop Flores House.

**6.2. Architecture Committee Report**

Refer to Report
The project and grant status report was circulated for Board's review and update.

Joe Quinata provided the conceptual plan for the Rosario House prepared by Providio, Tan, & Jones Architects for the Board's review.

Joe Quinata provided the conceptual design of the Humatak Revitalization Plan prepared by AIA and presented at the Humatak Village meeting.

**6.3. Grants Committee Report**

Refer to Report
The project and grant status report was circulated for Board's review and update.

**7.0 Open discussion**

-Jolie Liston recommended adopting a standing committee for Archaeology.
Dave Lotz expressed an interest in serving on the committee.

-Lawrence Borja reported the 3rd Pacific Heritage Youth Summit was held in Rota and was an overall success.

-Joe Quinata initiated discussions with banks to establish a 25 year preservation revolving fund program.

Action — An update will be presented at the next Board meeting.

**8.0 Adjournment**

**Motion** — With no further agenda items or discussion, Rebecca Duenas motioned to adjourn the meeting. The motion was seconded by Jolie Liston.
With no objections, the motion carried.
The meeting adjourned at 5:33 p.m.

**Transcribed by:** _____ **Approved by:** _____

**Date:** 8/21/18 **Date:** 8/21/2018

# GUAM PRESERVATION TRUST

## BRIEFING

**July 31, 2018**

## Proposed Interpretive Plan
## Site 2303 Magua' Village in NCTS Finegayan

**July 30, 2018** – GPT plans to resume talks with Navy in mid-August.

**July 26, 2018** – Al Borja's response to GPT's follow up re discussions on the Magua Village Interpretive Plan:

- [Navy] owes SHPO a response to their request to continue consultations on the matter, which was put on the backburner to resolve more pressing concerns relating to resolved dispute.
- The thread of future discussions should cover J-001B construction progress and the increasing likelihood that re-establishing the 2303 latte and representative artifacts in DoD-controlled area of Finegayan that is accessible to the public is the only feasible option moving forward.
- The most important course of action is for non-DoD stakeholders to jointly develop the rough-order-of-magnitude (ROM) scope, layout and cost of capital improvements required to build an interpretive display site that the DoD can then review and consider internally as this will likely have to go through what's called our "Change Management" process required by program governance.
- AB reiterates from last meeting: To be clear, we cannot make commitments at the working level and can only relay a fully-developed proposal for formal submission to our chain of command.

**May 11, 2018** – Lynda Aguon (SHPO) sent out letter in response to GPT's proposal requesting "continued consultation with Navy cultural resources to develop and implement an interpretive plan and treatment plan for artifacts recovered and excavated from the settlement site". She further proposed that "preservation of 2303 be included in the overall preservation efforts for South Finegayan Latte Park (GHPI Site 66-08-0141)".

**May 8, 2018** – 2nd ad hoc meeting with Al Borja (MCAG), Joe Garrido (SHPO staff), Joe Quinata (CPO) and staff, and GPT board members Michael Makio and Dave Lotz include discussions on:

- Need to identify mitigation process as related to the PA or as a function of JRM, in order to tie funding to the legal basis of construction
- Feasibility of change to the construction and design plan
    - Al Borja stated that "due to the levels/layers of approval and funding sources, any changes are limited and safe to say unlikely due to timeline of construction goals"
- Al Borja to provide a map overlay of J-001B construction/design layout and actual location of site 2303 at the next meeting

**April 26, 2018** – 1st ad hoc meeting with Shaw Arnold (CIV NAVFACMAR), John Salas (Regional environmental director NAVFACMAR), Joe Quinata (CPO) and staff members, and GPT board members Michael Makio and Dave Lotz

- Response letter from Admiral Chatfiled was sent on April 18, 2018 indicating support for GPT's proposal
- Joe Quinata presented visual concept of the proposed interpretive plan
- GPT board members expressed the interpretive plan to have a "representative restoration" incorporating the natural setting of the area and including the (3) archaeologically dense nodes at site 2303

**April 3, 2018** – GPT sent letter to Admiral Chatfield proposing a development of an interpretive program for site 2303

# GUAM PRESERVATION TRUST

# FY 2019

# ADMINISTRATIVE & OPERATIONS

# BUDGET

## INTRODUCTION

The Guam Preservation Trust Fiscal Year Administration & Operations Budget is prepared annually as a fiducial duty and fiscal responsibility of the Trust Board and Staff.

Members of the GPT Budget & Finance Committee have developed a true cost program budget through the assessment of program performance and the analysis of revenues and cash flow projections to reflect current obligations and proposed outcomes.

The proposed FY 2019 Administration and Operations Budget total of $695,457.83 reflects a decrease of $63,766.97 from FY 2018 ($759,224.80). Estimated revenue of $700,000.00 from Building Permit Fees is anticipated accumulatively by the end of Fiscal Year 2019. The anticipated revenue does not include other revenues from grants and donations (estimated at $200,000.00). Personnel (Six FTE) costs account for about 47% of the total budget with remaining 53% account for operations and other administrative costs.

## GUAM PRESERVATION TRUST – FY 2019 BUDGET

**A. PERSONNEL** **SUBTOTAL: $332,214.67**

| POSITIONTITLE | SALARY | % OF TIME | MONTHS | TOTAL |
|---|---|---|---|---|
| Chief Program Officer | | 100 | 12 | 81,337.62 |
| Administrative Service Coordinator | | 100 | 12 | 64,959.58 |
| Development Officer | | 100 | 12 | 47,250.03 |
| Program Officer | | 100 | 12 | 48,667.44 |
| Program Officer | | 100 | 12 | 45,000.00 |
| Program Officer | | 100 | 23 | 45,000.00 |
| Sub-Total | | | | 332,214.67 |

**B. FRINGE BENEFITS** **SUBTOTAL: $107,996.00**

| | |
|---|---|
| FICA | 26,180.00 |
| Health Insurance | 70,000.00 |
| Retirement Plan | 10,266.00 |
| Life Insurance | 800.00 |
| Workman's Compensation | 750.00 |
| Sub-Total | 107,996.00 |

**Justification**: Increase of $33,115.14 or 44% due to hiring of two new staff.

This represents employee salaries; FICA, and Workman's Compensation rated based on gross salaries with the following itemized fringe benefits:

- Health Benefits offered at full coverage to employee and dependents. Increased rates are payable in December for calendar year effective for January 2019 coverage.
- Retirement Plan – Employer portion is 3% of gross for Simple IRA plan matching employee's contribution and benefit offered to employees after 1 year of service
- Life Insurance is for full coverage of employee.

**C. UTILITIES/COMMUNICATION/INSURANCE** **SUBTOTAL: $50,000.00**

| | |
|---|---|
| Telephone | 4,000.00 |
| Internet Services | 2,000.00 |
| Utility – GPA | 16,000.00 |
| Utility – GWA | 1,500.00 |
| Insurance (Property, Events & Contents) | 26,500.00 |
| Sub-Total | 50,000.00 |

**Justification:** Increase of $2,800.00 or 6% from FY18 due mostly in part to increase in property insurance rates

- Telephone Line Services are for 472-9439/40 and fax 477-2047
- Internet Service is Docomo Pacific; Website is for annual maintenance fee with Ideal Advertising
- Utilities (GPA & GWA) noted for Power and Water Consumption.
- Property, Contents, Events Insurance coverage for the Lujan House/GPT Office

**D. STAFF TRAVEL** **SUBTOTAL: $25,500.00**

| | |
|---|---|
| Off-island travel to include per diem and fees to attend national conferences, technical training (professional development), and National/ Regional meetings for GPT staff. | 25,500.00 |
| Sub-Total | 25,500.00 |

**Justification:** No change from FY18

Off-island travel is necessary to maintain important relationships with regional and national partners in order to acquire resources and expertise to sustain preservation activities on Guam. National and regional conferences and meetings provide a venue for sharing and exploring new solutions in addressing preservation. GPT-affiliated organizations are: National Trust for Historic Preservation (NTHP); Asian and Pacific Islanders American for Historic Preservation (APIAHiP); Association for Preservation Technology (APT)

**E. EQUIPMENT** **SUBTOTAL: $4,000.00**

| | |
|---|---|
| Copier Lease | 4,000.00 |
| Sub-Total | 4,000.00 |

**Justification:** No change from FY18

The current copier lease is with Xerox Corporation and was obtained following procurement procedures.

**F. AUTOMOBILE EXPENSE** **SUBTOTAL: $6,500.00**

| | |
|---|---|
| Maintenance | 2,000.00 |
| Insurance | 4,000.00 |
| Safety and Registration Fees | 500.00 |
| Sub-Total | 6,500.00 |

**Justification:** Decrease of $5,000.00 or 43% from FY18

Automobile expenses are for the Trust's vehicles (Truck and Van) that were purchased recently. Maintenance, insurance, vehicles safety and registration, and fuel are the basic necessities to maintain the vehicles for staff use.

**G. SUPPLIES** **TOTAL: $4,000.00**

| | |
|---|---|
| General Office Supplies | 4,000.00 |
| Sub-Total | 4,000.00 |

**Justification:** Decrease of $5,000.00 or 56% from FY18

General office supplies for administrative operations, projects, and programs for the year.

**H. CONTRACTUAL** **TOTAL: $107,000.00**

| | |
|---|---|
| Accounting Services | 29,000.00 |
| Audit Services | 25,000.00 |
| Legal Services | 7,000.00 |
| Technological Services | 1,000.00 |
| Maintenance & Landscaping Services | 5,000.00 |
| Atantano Feasibility Study | 30,000.00 |
| Architectural Historian | 2,500.00 |
| Restoration Architect | 2,500.00 |
| Internship Program | 5,000.00 |
| Sub-Total | 107,000.00 |

**Justification:** Decrease of $100,000.00 or 48% from FY18 due to the anticipated reduced hours for architectural historian, restoration architect, and student interns.

The following are contractual services:

- Contractual Accounting service is with Deloitte & Touche.
- Audit services for three-year agreement as prescribed by the Office of the Public Auditor.
- Contractual legal service is currently with Attorney Terrence Brooks.
- Technological Services is needed for maintenance and upkeep of the computer systems
- Yard Cleaning & Landscaping Maintenance
- Printing for GPT promotional materials
- Board motion to conduct a feasibility study of the Atantano Property

**I. STIPENDS** **TOTAL: $7,000.00**

| | |
|---|---|
| Board stipends – 10 members @ $50.00 per meeting X 14 meetings | 7,000.00 |
| Sub-Total | 7,000.00 |

**Justification:** No change from FY18

In accordance with GPT By-laws and approval by GPT Board motion (7/06), GPT Board members will receive a $50.00 stipend for attending Regular and Special Board meetings.

**J. ADVERTISEMENT** **TOTAL: $4,100.00**

| | |
|---|---|
| GPT Board Meeting Advertisements 14 @ $150.00 | 2,100.00 |
| Request for Proposals, and other GPT announcement advertisements | 2,000.00 |
| Sub-Total | 4,100.00 |

**Justification:** Decrease of $1,400.00 or 25% from FY18 due in most part from the anticipated decrease in capital improvement projects that require advertisements.

- In accordance with public law and GPT by-laws, Regular & Special Board meetings must be advertised.
- Advertisement for Request for Proposals (to comply with Procurement Regulations) another GPT announcements.

**K. POST OFFICE / POSTAGE** **TOTAL: $300.00**

| | |
|---|---|
| 1. Annual Postal Box Fee | 90.00 |
| 2. Postage | 210.00 |
| Sub-Total | 300.00 |

**Justification:** Increase of $60.00 or 25% from FY18

- Annual Postal Box Fee for PO Box 3036, Hagåtña, Guam 96932
- Postage

**L. DUES & SUBSCRIPTION** **TOTAL: $1,600.00**

| | |
|---|---|
| Association of Preservation Technology Membership | 500.00 |
| NTHP Network Partner Fee | 750.00 |
| Payuta Membership Fee | 350.00 |
| Sub-Total | 1,600.00 |

**Justification:** Increase of $350.00 or 28% from FY18

- Membership with the National Trust for Historic Preservation & Partnership level entitles GPT to participate in Preservation programs on the National level.
- Dues & Subscription to various Preservation Resources for updates in Preservation efforts and programs and expanding partners in Preservation
- Membership to the Association of Preservation Technology entitles GPT to participate and review technological advances, resources, and methods in preservation
- Membership with Payuta entitles GPT to interact and exchange preservation efforts with other Non-profit organizations in the Pacific Region

**M. EMPLOYEE INCENTIVES** **$26,610.73**

| | |
|---|---|
| Increase up to 5% for eligible employees | 16,610.73 |
| Performance Bonuses | 10,000.00 |
| Sub-Total | 26,610.73 |

**Justification:** No change from FY18

- Increase applicable to employees after one year of service and performance evaluation and as approved by GPT Board Action.

- Performance Bonuses are based on performance evaluations and as approved by GPT Board Action.

**N. MISCELLANEOUS** **TOTAL $18,636.43**

| | |
|---|---|
| 1. Contingency Fund (2% of overall budget) | 13,636.43 |
| 2. Discretionary Funds | 5,000.00 |
| Sub-Total | 18,636.43 |

**Justification:** Decrease of $5,302.87 or 22% from FY18 due to decrease in overall budget total.

- Miscellaneous expenses are unforeseen expenditures not categorized and needed for operations or projects to be effective. 2% of overall budget. All expenses reported to the Board.
- Discretionary funds are expenditures authorized by the Chief Program Officer and for purchases or services of $500.00 and below.

**TOTAL** **$695,457.83**

APIAHiP
Asian & Pacific Islander Americans in Historic Preservation

**Board of Directors**

Michelle Magalong, PhD
Executive Director

Bill Watanabe
Chair
Los Angeles, CA

Karen Kai
Co-Chair
San Francisco, CA

Lisa Hasegawa
Secretary
Los Angeles, CA

Munson A. Kwok, PhD
Treasurer
Los Angeles, CA

Alan Kumamoto
Los Angeles, CA

Tejpaul Bainiwal
Stockton, CA

Sojin Kim, PhD
Washington, DC

Dawn Buhulano Mabalon, PhD
Stockton, CA

Christina Park
Los Angeles, CA

Joseph Quinata
Hagåtña, Guam

Caroline Calderon
Intern
Los Angeles, CA

APIAHiP
2279 Glendale Blvd., #3
Los Angeles, CA 90039
www.apiahip.org

July 1, 2018

Michael Blas Makio, AIA
Guam Preservation Trust
167 Padre Palomo Street
Hagatna, Guam 96910

Dear Michael:

We are pleased to have San Francisco as our host for the 2018 National Asian and Pacific Islander American Forum on November 10-13. With the theme of "Connect. Inspire. Preserve." we are working with community partners in San Francisco to host this convening. We aim for this Forum to highlight the city's diverse histories and cultures while learning from and about the challenges in preservation. Historic preservation is often an underutilized tool not only for preserving historic sites and cultural resources but also in leveraging it for economic development and community engagement.

Asian and Pacific Islander Americans in Historic Preservation (APIAHiP) is a volunteer-based nonprofit dedicated to leading in the preservation and awareness of Asian and Pacific Islander American historic sites and heritage across the United States and its territories. Since our founding in 2007, APIAHiP has worked to create greater awareness of historic sites and cultural resources significant to Asian and Pacific Islander Americans (APIAs) with advocacy efforts and educational programs, while building a vast network of supporters.

An anticipated audience of over 250 attendees from across the nation will convene in San Francisco for our 4-day gathering. The 2018 Forum is designed to address the need to support historic and cultural preservation efforts that are important for APIAs by bringing together experts in the fields of preservation, community development, history, and the arts with community groups, practitioners, and students. Attendees will enjoy educational panels, tours of historic sites and neighborhoods, film screenings, and group discussions about the diverse stories of APIAs in US history and in neighborhoods like Chinatown, SoMa Pilipinas, and Japantown, and historic sites like Angel Island Immigration Detention Station and the former site of the International Hotel.

Your continued support can make great things happen at our 2018 Forum in San Francisco – like ensuring historic sites are represented in local, state, and federal level policy-making, protecting and improving important historic and cultural resources, and building an engaged and diverse constituency for historic and cultural preservation. In appreciation for your contribution we will be delighted to feature your name and logo in our promotional materials. We would appreciate GPT's continued support as the sponsor for our Preservation Awards Gala on Tuesday, November 13th.

We hope that we can count on you to help support the 2018 Forum. We have attached our sponsorship form for your consideration.

Sincerely,

michellemagalong

Michelle G. Magalong, PhD
Executive Director

# GUAM PRESERVATION TRUST ACCOUNTING SUMMARY

**For Period Ending: June 30, 2018**

| ADMIN & OPERATIONS | BOARD APPROVED | YTD EXPENSE | BALANCE |
|---|---|---|---|
| | **$ 759,224.80** | **$ 379,378.04** | **$ 379,846.76** |
| **BOARD FUNDED INITIATIVES** | | | |
| Capital Campaign | $ 20,000.00 | $ 266.25 | $ 19,733.75 |
| Pacific Heritage Youth Summit-II | $ 20,000.00 | $ 2,719.18 | $ 17,280.82 |
| Architectural Book for Guam | $ 49,500.00 | $ 37,125.00 | $ 12,375.00 |
| GEDA(Bell Tower/Magellan Mon | $ 101,413.07 | $ 98,624.07 | $ 2,789.00 |
| M.Guerrerro Admin Bldg/ | $ 1,000,000.00 | $ 345,085.58 | $ 392,914.42 |
| Change Orders 1 & 2 $86,002.05 | | | |
| Umatac Bridge Repair $262,000 | | $ 262,000.00 | $ - |
| Teaching with Historic Places | $ 14,400.00 | $ 4,315.00 | $ 10,085.00 |
| Latte Quarrying Project | $ 6,200.00 | $ 2,591.85 | $ 3,608.15 |
| 5 Year Strategic Plan | $ 2,500.00 | $ 2,453.72 | $ 46.28 |
| Printing | $ 10,000.00 | $ 7,250.00 | $ 2,750.00 |
| APT Conference | $ 7,903.80 | $ 7,903.80 | $ - |
| NTHP Conference | $ 12,032.80 | $ 12,032.80 | $ - |
| Guam Legislature-Ribbon Cutting | $ 10,000.00 | $ 7,575.00 | $ 2,425.00 |
| Humatak Revitalization Plan | $ 50,000.00 | $ 12,500.00 | $ 37,500.00 |
| Chamorro Language Competition | $ 500.00 | $ 500.00 | $ - |
| Pacific Preservation Summit | $ 10,000.00 | $ - | $ 10,000.00 |
| Archbishop Flores House Purchase | $ 250,000.00 | $ - | $ 250,000.00 |
| Fencing & Cleanup | $ 10,000.00 | $ - | $ 10,000.00 |
| **SUBTOTAL** | **$ 1,574,449.67** | **$ 802,942.25** | **$ 771,507.42** |
| **ETHNOGRAPHY & ORAL HISTORY** | | | |
| Amot Hunters - Ian Catling | $ 5,000.00 | $ 3,750.00 | $ 1,250.00 |
| **SUBTOTAL** | **$ 5,000.00** | **$ 3,750.00** | **$ 1,250.00** |
| **REPAIR, REHABILITATION, RESTORATION AND RENOVATION** | | | |
| Guam Legislature | $ 2,759,277.75 | $ 2,758,678.37 | $ 24,700.00 |
| CO1 (GPT 24,100.62; Leg 44758.28) | $ 24,100.62 | | |
| CO2, CO3, CO4 No Cost to GPT | | | |

| REPAIR, REHABILITATION, RESTORATION AND RENOVATION (cont) | | | |
|---|---|---|---|
| 4 Inalahan Homes-Const Mgt | $ 128,960.00 | $ 34,082.66 | $ 94,877.34 |
| Doris Lujan House | $ 410,392.00 | $ 424,924.10 | $ - |
| Change Order 1 | $ 14,532.10 | $ - | $ - |
| Antonia Chargualaf House | $ 393,350.00 | $ - | $ 393,350.00 |
| Rosario House - A&E | $ 96,488.47 | $ - | $ 96,488.47 |
| San Nicolas House - A&E | $ 83,217.21 | $ - | $ 83,217.21 |
| **SUBTOTAL** | **$ 3,910,318.15** | **$ 3,217,685.13** | **$ 692,633.02** |

| ARCHAEOLOGY RESEARCH | | | |
|---|---|---|---|
| Pilot Study of Ancient mtDNA II | $ 4,336.00 | $ 4,336.00 | $ - |
| Developing Capacity Maritime | $ 20,250.00 | $ 15,200.00 | $ 5,050.00 |
| **SUBTOTAL** | **$ 24,586.00** | **$ 19,536.00** | **$ 5,050.00** |

| PUBLIC INTERPRETATION AND PRESENTATION | | | |
|---|---|---|---|
| MARC - Ritidian Story | $ 5,000.00 | $ 3,750.00 | $ 1,250.00 |
| A Day at the Museum | $ 15,000.00 | $ 15,000.00 | $ - |
| National History Day 2018 | $ 24,000.00 | $ 24,000.00 | $ - |
| Takhelo Na Tiningo (DOE) | $ 55,606.00 | $ - | $ 55,606.00 |
| Congressional Art Competition | $ 1,000.00 | $ 990.50 | $ 9.50 |
| Kosas Camp (Guam Museum) | $ 10,500.00 | $ 10,500.00 | $ - |
| **SUBTOTAL** | **$ 111,106.00** | **$ 54,240.50** | **$ 56,865.50** |

| ARCHIVAL RESEARCH | | | |
|---|---|---|---|
| **SUBTOTAL** | $ - | $ - | **$ -** |

| ARCHITECTURAL RESEARCH | | | |
|---|---|---|---|
| Rosario House - HSR | $ 28,260.00 | $ 25,434.00 | $ 2,826.00 |
| FQ Sanchez A & E | $ 208,054.00 | $ 207,554.00 | $ 500.00 |
| Amendment 1 | $ 35,608.00 | $ 35,608.00 | $ - |
| Archbishop Flores & Ambrosio Shimizu Houses - HSR | $ 22,000.00 | $ 9,900.00 | $ 12,100.00 |
| **SUBTOTAL** | **$ 293,922.00** | **$ 278,496.00** | **$ 15,426.00** |

| HISTORIC PROPERTY DOCUMENTATION & REGISTER NOMINATION | | | |
|---|---|---|---|
| **SUBTOTAL** | **$ -** | **$ -** | **$ -** |

| 2018 APPROPRIATIONS | | | |
|---|---|---|---|
| 2018 GRANTS BUDGET (available) | $ 9,894.00 | $ - | $ 9,894.00 |
| **SUBTOTAL** | **$ 9,894.00** | **$ -** | **$ 9,894.00** |

*101,000.00 appropraited for FY18

| FEDERAL GRANT* | | | |
|---|---|---|---|
| **Pacific Preservation Project** | **$ 126,473.00** | **$ 126,473.00** | **$ -** |

***Fed Grant Awarded $126,473.00**

| | APPROVED | YTD EXPENDITURE | BALANCE |
|---|---|---|---|
| **TOTAL OBLIGATED FUNDS** | **$ 6,688,500.62** | **$ 4,756,027.92** | **$ 1,932,472.70** |

| CURRENT FUND BALANCES | | | $ 1,985,521.54 |
|---|---|---|---|
| *Bank of Guam Trust* | *$ 29,891.53* | *6/30/2018* | |
| *TD Ameritrade* | *$ 0.23* | *6/30/2018* | |
| *Merrill Lynch* | *$ 656,682.58* | *6/30/2018* | |
| *Raymond James* | *$ 544,896.98* | *6/30/2018* | |
| *Trade PMR* | *$ 662,333.08* | *6/30/2018* | |
| *Bank of Guam Checking* | *$ 91,717.14* | *6/30/2018* | |
| ***Total*** | ***$ 1,985,521.54*** | | |
| | | | |
| **TOTAL OBLIGATED FUNDS** | | | **$ 1,932,472.70** |
| **RESTRICTED FUNDS FOR GRANTS & PROJECTS** | | | **$ 53,048.84** |

| PROJECTS IN QUEUE | |
|---|---|
| Meno House | $ 383,000.00 |
| FQ Sanchez Rehabilitation* | $ 2,000,000.00 |
| Rehab - George Flores House | $ 375,000.00 |
| Agana Basilica Bell Tower Repair | $ 150,000.00 |

**GUAM PRESERVATION TRUST**

**Projects & Program Summary**

**For Period Ending: July 31, 2018**

**Repair, Restoration or Renovation of Historic Buildings and Structures**

| PROJECT NAME | APPLICANT | DATE APPROVED | AMOUNT APPROPRIATED | MILESTONES |
|---|---|---|---|---|
| **Inarajan Homes (1)- Construction of Juan SN Flores Home (AT)** | Juan SN Flores | 10/22/2015 | $572,090.59 | • Z4 fails to attend coordination meetings for three weeks; Z4 management is in the Philippines and not responsive to PTJA and GPT; Project suppliers contacting PTJA and GPT as they also have not been in able to communicate with Z4.<br>• PTJA issues Notice of Unsatisfactory Performance on March 22. Met with surety for pre-default meeting March 30. Issued Notice to file complaint to Z4 on March 30 as no response received by Z4.<br>• The Surety has taken over the project and new completion date is scheduled for August 15, 2017<br>• Request for Extension by the surety to October 4 for review<br>• Occupancy permit received Nov 6. Now working on punch list. Meeting with family members Nov 30 to discuss final stages.<br>• Family moved in December 15. Awaiting interpretive plaque and remaining punch list items. |

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| | | | | • Punch list items completed. Interpretive sign designed by Card and Card and will be printed along with the other signs for the houses.<br>• Pre-close out meeting with surety held 3/28<br>• Interpretive sign placed.<br>• Project Completed |
| **Inarajan Homes (2)- Construction of Doris Flores Lujan House** | Doris Flores Lujan | 7/11/2016<br><br><br><br>8/18/17 | $410,392.00<br><br><br><br>$ 14,432.00 | • A.M. Manabat awarded.<br>• Building Permit received<br>• Change Order submitted for modified stairs and kitchenette in the historic section of DFL house.<br>• Change Order approved at Sept board meeting.<br>• Change Order 2 approved for additional 30 days ending 1st week of March.<br>• Home Occupancy Permit set to be done in March.<br>• Interpretive sign designed by Card and Card.<br>• Occupancy Permit received 3/1<br>• Contractor finishing up items on punch-list<br>• Re-dedication ceremony held 4/14<br>• Close out ongoing<br>• Final payment issued. Close out complete<br>• Project Completed |
| **Inarajan Homes (3)- Construction of Antonia Chargualaf House** | Cecilia Manibusan | | $393,350.00 | • Notice to Proceed pending Construction Contract.<br>• Contract awarded 12/7<br>• Awaiting building permit<br>• Building Permit received 3/19 |

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| | | | | • Site mobilization and demolition ongoing<br>• Construction in progress and monitored by PTJA. Cement pour done July 2018. |
| **Guam Congress/Legislature Building, Hagåtña (JQ)** | 29th Guam Legislature | 9/2014<br>4/2015 | $180,000.00<br>$2,759,277.75 | Awarded Const. Mgmt. to RNK Architects<br>•Notice to Award: BME &Sons, Inc.<br>Notice to Proceed: May 11, 2015<br>• Building Permit for Overburden Phase: Issued May 21, 2015<br>• Building Permit for Construction Phase: Issued August 5, 2015<br>• Certification of Substantial Completion issued and Certificate of Occupancy has been obtained December 21, 2016.<br>• Change Order for Furniture & Fixtures (FF&E) was awarded and estimated completion for FF&E is March 10, 2017.<br>• Due the change in the administration of the Guam Legislature, all matters pertaining to the Guam Congress Building is under review and action on hold.<br>• Project completed – Project close-out ongoing. |

**Public Interpretation and Presentation**

| PROJECT NAME | APPLICANT | DATE APPROVED | AMOUNT APPROPRIATED | MILESTONES |
|---|---|---|---|---|
| **Ritidian Story: An Illustrated History of Ancient life & Landscape at Ritidian (JQ)** | Monique Storie and Mike Carson (MARC) | 06/2013 | $5,000.00 | • First draft edit ongoing and photo selection being finalized.<br>• Project completed. Book Launching Thursday, July 26, 2018 4:30 – 7pm at the Historic Lujan House. |
| **Architectural Book for Guam (AT)** | Jack Jones | 5/15/14 | $49,500.00 | • Board Project Agreement 15-07 signed on 2/23/15. 12 reports to be given every two months during the 2 year duration of the project. Report 1 due 4/23/15<br>• Report 1 received 4/23/15. Met with Mr. Jones regarding layout and review of photography.<br>• Report 2 submitted October 23. Report reviewed and approved.<br>• Project ongoing- awaiting Report 3<br>• Report 3 received 2/15/16<br>• Report 4 received 5/3/16<br>• Report 5 received 8/24/16. Photos for book received as well as some written work. Advised Jack Jones to use an editor to review and revise work.<br>• Report 6 received 11/09/16. Additional sketches for book reviewed. Awaiting Report #7. Contract expiries February 23, 2017, may need request for extension.<br>• Project given no-cost extension- expected completion October 2017.<br>• Report #7 received 4/13/17<br>• Report #8 received November. |

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| | | | | • Project ongoing. Request for extension received<br>• Report #9 received. Under review.<br>• Report #10 received, however incomplete. Requesting grantee to submit additional items for final review.<br>• Project ongoing |
| **A Day at the Museum** | Pacific Historic Parks | 2/2017 | $15,000.00 | • Report #1 received 10/31<br>• Day and Night at the Museum to take place in 12/7 & 9.<br>• GPT attended special preview on 12/7. Awaiting final report<br>• Final report received. Payment disbursed.<br>• Project completed |

**Archaeological Research**

| PROJECT NAME | APPLICANT | DATE APPROVED | AMOUNT APPROPRIATED | MILESTONES |
|---|---|---|---|---|
| **Phase II of a Pilot Study of Ancient mtDNA Dentitions at the Naton site (AT)** | Rosalind Hunter Anderson | 1/17 | $4,336.00 | • 1st and 2nd quarter reports received<br>• Report findings suggest that individuals whose tooth enamel was tested may not have grown up on Guam.<br>• Awaiting 3rd quarter report due October 2017<br>• 3rd qtr. report received. Project on schedule.<br>Final report received. Final payment disbursed.<br>Project Completed. |
| **Developing Capacity in Maritime Archaeology (AT)** | Bill Jeffery | 1/2017 | $20,250.00 | • US Navy Permit received<br>• 1st report received 4/29- project on schedule<br>• 2nd report received- July seminars, fieldworks completed. Awaiting final report due in October.<br>• Report extension request received. Awaiting for final report. |

**Miscellaneous**

| PROJECT NAME | APPLICANT | DATE APPROVED | AMOUNT APPROPRIATED | MILESTONES |
|---|---|---|---|---|
| **Governor Manuel Guerrero Admin Building /Umatac Bridge (JQ)** | Public Law 33-19 | 7/2015 | $1,000,000.00 | • MOA entered between DPW and GPT.<br>• Demolition project completed (Landscape & Memorial still pending)<br>• Umatac Bridge completed. |
| **Latte Quarry Project (JQ)** | Kelley Marsh Taitano | | $6,200.00 | • Project Ongoing |
| **5 yr. Strategic Plan** | Board Initiative | <br><br><br>12/6/17 | $2,500.00<br><br><br>$10,000.00 | • Project Ongoing<br>• Total of 4 focus group sessions (over 100 participants) conducted in September and October.<br>• Approved for design and printing<br>• Strategic Plan (Digital) copy was posted on GPT Website on March 26, 2018<br>• Strategic Plan Completed and distribution is ongoing. |
| **Teaching w/Historic Places (LB)** | Board Initiative | | $14,400.00 | • A total of over 250 students participated in this program. Program is still ongoing – https://historymethods.weebly.com/<br>• JFK Information Technology Class participated in a tour of historic sites in Umatac on May 2, 2018;<br>• Guam Museum's KOSAS Camp visited the village of Humatak on July 13 and 19, 2018. |
| **Capital Campaign: Awards (LB)** | Board Initiative | 4/10/17 | $20,000.00 | • Chairman Awards were presented on February 26, 2018 to Rlene Santos Steffy and Thomas Perez Camacho. |
| **Humatak Revitalization Plan (VC)** | Board Initiative | 7/10/17 | $50,000.00 | • First village meeting will be held in Jan<br>• First report due May 2018.<br>• First village meeting held in January |

| | | | | |
|---|---|---|---|---|
| | | | | • AIA submitted update 4/10/18 and stated the project is behind schedule about 1 month.<br>• First report due May 2018. First payment pending submittal of concept report.<br>• UCLA summer students (July) proposed service learning research to develop and conduct a focus group session for villager residents to participate in the development of the revitalization plan<br>• Results to be presented to Guam Preservation Trust officials, AIA and residents of Humåtak.<br>  • First bi-annual report submitted 6/15/18, payment of $12,500<br>  • UCLA students (5) started their Humatak Revitalization research project on 7/3/18 and working with Heritage Foundation youth, AIA and Humatak Mayor on survey, work plan and focus group sessions.<br>  • Village meeting scheduled for Monday, July 23, 2018 7:00pm at the Umatac Community Center. |
| **Pacific Heritage Youth Summit 2018 (LB)** | Board Initiative | 7/10/17 | $20,000.00 | • Meeting with Mayor of Rota was held on January 3, 2018;<br>• Funding from National Park Service has been approved for $30,800.00<br>• Letter of Agreement with Rota Mayor's Office was executed on April 2, 2018.<br>• Website for Online Registration is active at www.pacificpreservation.org/phys<br>• Trust is applying for another grant to help with airfare for Guam delegation.<br>• Rota Resort to provide quotes for Charter Flights from Guam to Rota. |

| | | | | |
|---|---|---|---|---|
| | | | | • A revised budget will be presented to NPS proposing the use of appropriated funds to subsidize the chartered flights.<br>• Summit was held July 8-11, 2018. Over 100 students, chaperones and volunteers participated.<br>• Final Report to be submitted December 2018. |
| **Pacific Preservation Summit (AT&LB)** | Board Initiative | 1/31/18 | $10,000.00 | • Summit was held February 26-28, 2018 with a total of 201 attendees out of 273 registrations.<br>• Grant report due to DOI for period ending June 30, 2018 in July.<br>• Staff currently working on E-publication of presentations to be placed on our website.<br>• Final Report and Financial Statement was submitted on July 18, 2018. |
| **Congressional Art Competition (AT)** | Congresswoman Bordallo's Office | 3/9/2018 | $1000 | • Competition completed in May 2018<br>• Art hanging at Capitol tunnel for one year<br>• Project final report due July 31. |
| **Kosas Camp (All GPT staff)** | Department of Chamorro Affairs/Guam Museum | 3/9/18 | $10,500 | • Project checks released for camp supplies<br>• Camp to have 2 sessions (Week of July 9 and Week of July 16)<br>• GPT Staff to provide historic tour and activities at Lujan House.<br>• Project hosted about 100 students and chaperones during Kosas camp sessions.<br>• Project Completed. |
| **Takhelo' na Tiningo' gi Fino yan Kotturan CHamoru** | Chamorro Studies/Department of Education/Rufina Mendiola | 3/9/18 | $55,606 | • Project ongoing. Awaiting quarterly report. |

| | | | | |
|---|---|---|---|---|
| **Atan Tano (CL)** | Board Initiative | TBD | -- | • Grant application submitted to NPS on July 12, 2018 for $185,300 (NPS Cultural Resources Management Service grant)<br>• The purpose of the grant is to conduct a complete and comprehensive archaeological survey and a NRHP nomination dossier for Atan Tano<br>• Response for grant approval yet to be received |