



# Grant Transit Authority

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## PTBA MEETING MINUTES April 15, 2010 at 7:00 pm

Held at: Ephrata City Council Chambers, 121 Alder St SW, Ephrata, WA 98823

### **Board Members Present**

- Mayor Kathy Bohnet
- Councilman Philip Isaak
- Mayor Roldan Capetillo
- Councilman Manuel Guerrero
- Councilwoman Roberta Hensley
- Councilwoman Gina Bennett
- Councilman Dick Deane
- Councilman Bruce Reim

### **Staff Present**

- Greg Wright, Transit Manager
- Brandy Heston, Clerk of the Board
- Michael Wyman, Legal Counsel
- John Friend, Finance Officer

### **Board Members Absent**

- Commissioner Carolann Swartz

Citizen Attendance: Please see attached attendance list.

The meeting of the Grant Transit Authority Board of Directors was called to order by Board Chair Mayor Bohnet at 7:00 pm. Pledge of Allegiance was recited. Roll call was taken by Brandy Heston, Transit Operations Supervisor/ Clerk of the Board, 8 Board Members present and 1 Board Member absent.

### • **Board Minutes Approved**

Councilman Deane made a motion to approve the minutes for March 18, 2010 as presented. Councilman Guerrero seconded the motion, motion unanimously carried.

### • **Public Comments**

NONE

### • **Transit Managers Report**

Greg Wright, Transit Manager, noted that the order for 1 29' Gillig will be submitted tomorrow when he meets with the Gillig Representative in Wenatchee. It will be at least 18 months before we receive delivery of the bus, but could be more like 2 years. The match for this bus will come out of the 2011 budget. This Gillig is over \$40,000 more than the one GTA purchased just like it in 2007. Greg

recommended that GTA sit down and hammer out a preventative maintenance plan so instead of replacing the buses, the transmissions and engines would be replaced.

**\*\*Commissioner Swartz entered the meeting at 7:06 PM**

Greg will be scheduling a pre-production visit to the ARBOC factory in Indiana in May as a condition of receiving federal grant funding. Although he will be out of the state, Greg will be available by cell phone.

Brandy is currently working with two interested vanpool groups from the PUD, this would make a total of 13 groups in service with only 2 backup vans.

Greg attended the Rural Reflections Summit at BBCC on March 20<sup>th</sup> and manned a booth where he had an opportunity to provide information on the services GTA provides. This is a statewide rural poverty reduction initiative.

Mr. Wright noted that Renee Biles, People For People, has requested time on the May agenda to make a brief presentation to the Board of Directors. Renee spoke stating that they would like to let the Board Members know what is being done to stay in compliance as well as the additional things that are being done.

Greg announced that the installation of shelters and signs throughout the PTBA is nearing completion. The City of Moses Lake has been a pleasure to work with. They are very willing to assist with locations and sign placement.

• **Treasurers Report, March Voucher Requests Paid**

John Friend, GTA Finance Officer, was unable to attend the Board Meeting tonight, but Greg presented the report in John's absence. Sales tax revenue received for the month of March was for January sales, which would explain why the February revenue was so high due to the December sales. GTA received a large reimbursement from the ARRA grant, \$74,263. The financial report shows the total expenditures for March at \$426,377.28. Mayor Capetillo made a motion to accept the Treasurers Report and to approve vouchers 6187-6237, in the amount of \$426,377.28. Councilman Guerrero seconded the motion, motion unanimously carried. Councilman Deane noted that he appreciated the new reports that are being provided by LeMaster & Daniels, they are much easier to read and follow.

• **Contract Provider Report, People For People**

Jeff Railton, PFP Operations Manager, noted that ridership was up over 12% over that of 2009, and is even over the record highs GTA saw in 2008. There was some minor road construction in the Ephrata Area which caused some deviations to occur. Communication gaps became apparent and have since been corrected. New shift bids took place recently and the new bid packages include at least two consecutive days off for all regular drivers. PFP and GTA drivers logged 106 hours of training which included a mandatory drivers meeting that both Greg Wright and GTA Board Chair Kathy Bohnet attended. Greg presented the GTA Fare Policy and spoke to them about the expectations that GTA has including how important it is for drivers to either see a pass or collect a fare upon EVERY boarding. Many employees expressed their appreciation for both Greg and Mayor Bohnet to take time to attend the meeting. There was a short discussion on putting bid packages together, fare revenue, and gang

activity on the buses. GTA works with the local law enforcement regarding any gang activity witnessed by GTA drivers.

David Gates, PFP Maintenance Supervisor, noted that bus 1401 had an inoperable wheelchair lift, the switch was replaced and it is now back in service. There is also one bus that is in Spokane right now getting the transmission replaced. The dyed diesel pumps at Cenex were down for a couple of days.

- **Darryl Piercy, Capital Project Update**

Darryl Piercy, GTA's Clerk of the Works, stated that we are out to bid and the process seems to be going remarkably well. He is getting a lot of phone calls, and although they are not all from contractors, many of them are from suppliers who want us to utilize their products. Darryl noted that this has been unique to any bid he has been involved in. Bid opening is scheduled for April 28, 2010 at 2:00 pm. Mayor Capetillo made a motion to hold a Special Board Meeting, for the purpose of awarding the bid, on Wednesday, May 12, 2010, at noon. Commissioner Swartz seconded the motion, motion unanimously carried.

## **UNFINISHED BUSINESS**

NONE

## **NEW BUSINESS**

- **Out of State Travel, Greg Wright, Transit Manager**

Greg Wright, Transit Manager, needs Board authorization to travel out of state. Greg will need to go to Indiana to the ARBOC site in May and will also need to go to Hayward, California to visit Gillig as the time gets closer to our Gillig coaches beginning production. Councilman Isaak made a motion to approve both trips, to Indiana and to California. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Resolution No. 10-08, First Amendment to GCA 6333**

This amendment is for the money that GTA had to pay back last year, it is now coming back to GTA for the facility. This amendment adds \$220,750 to GCA 6333, which also will need to have a 20% match. Councilman Isaak made a motion to approve Resolution No. 10-08. Mayor Capetillo seconded the motion, motion unanimously carried.

- **Resolution No. 10-09, First Amendment to GCA 6164**

The original Grant Agreement was for four (4) shelters to be placed throughout the PTBA. However, there was enough money left on the grant to purchase an additional shelter, primarily because we were able to get free shipping from this manufacturer. WSDOT authorized GTA to purchase an additional shelter. Mayor Capetillo made a motion to approve Resolution No. 10-09. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Other**

Mayor Capetillo brought up the possibility of providing a bus pass with college tuition that is paid. GTA Staff responded noting that Intercity Transit and Link Transit are already doing this with their local

Community Colleges. GTA has brought this idea to Big Bend Community College and will continue working with them to try get this accomplished here in Grant County.

A Special Board Meeting will be held at 12:00 pm, Wednesday, May 12, 2010. The next regularly scheduled meeting of the Grant Transit Authority Board of Directors will be at 7:00 pm, Thursday, May 20, 2010, in the City Council Chambers at the Ephrata City Hall, 121 Alder St SW. Bid Opening will be on April 28, 2010 at 2:00 pm in the Ephrata City Council Chambers.

Mayor Capetillo made a motion to adjourn the GTA Board of Directors Meeting. Councilman Deane seconded the motion, motion unanimously carried.

Meeting was adjourned at 7:50 pm.

Attested:

Brandy J. Heston  
Transit Operations Supervisor/Clerk of the Board

I certify that this is a true copy of the accepted GTA meeting minutes.

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Board Member