



Grant Transit Authority

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PTBA MEETING MINUTES August 19, 2010 at 7:00 pm

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

Board Members Present

Mayor Kathy Bohnet
Commissioner Carolann Swartz
Councilman Dick Deane
Councilman Philip Isaak
Councilman Manuel Guerrero
Councilwoman Roberta Hensley
Mayor Roldan Capetillo
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

Councilwoman Gina Burnett

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 7:10 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 Guerrero made a motion to approve the minutes for the July 15, 2010 Board Meeting as presented. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Public Comments**

NONE

- **Transit Managers Report**

Greg noted that most Board Members present had the opportunity to take a look at one of the new ARBOC coaches tonight. Hopefully both new buses will be put into service within the next few weeks. We may possibly be able to bring one of the buses to the meeting next month with logo's intact.

John Friend continues to work with the Department of Revenue to recover the sales tax that has been paid for fuel purchased by GTA. It has been a struggle, as the auditor wants GTA to show shy Cennex didn't charge the appropriate sales tax rate. John has been getting about two phone calls a week

asking for additional information, but things should start to move a bit quicker now as he is now dealing with the manager.

Last month Greg reported that he was awaiting confirmation that we were not successful in being selected for the Livability Grant. We have since received notification confirming that we were not successful.

Total purchase price for the two ARBOC buses that were delivered last week came to \$281,210.72. These buses were purchased utilizing money off of an old earmark of \$220,000. This leaves \$61,210.72 that will come out of GTA reserves.

The Washington State Auditor began our 2008/2009 audit on August 10th. He plans on finishing up by the end of the month.

WSDOT released the 2011-2013 Consolidated Grant Application packet last week and Greg recommended that GTA submit applications for the preservation of JARC/Warden Express service as well as the expansion of JARC service to be able to retain the transportation to the Quincy Plants. Greg also noted that he may also like to add bike racks to this request, as ours are getting worn and tattered. A new bike rack runs about \$2500.

GTA was asked by WSDOT to be a presenter at the Annual Public Transportation Conference. Both Brandy and Greg will be speaking of the relationship between GTA and Trailways and becoming a ticket agent. Brandy has already applied for RTAP Scholarships to offset the cost of our attending this conference.

Greg received a phone call from Senator Murray's office last month regarding GTA's appropriation request for additional facility construction funds and replacement of 2 buses. The Senator included GTA's projects in the key spending bill and it passed through the THUD Appropriations Subcommittee and has now moved on to the full Appropriations Committee.

Greg attended the public meeting that WSDOT put on in Grand Coulee regarding the road closures next March due to the Rock Slope Scaling Project. WSDOT will work with GTA to accommodate the fixed route schedule with minimal interruptions.

GTA received a letter from WSDOT regarding our compliance with this years' Site Visit, this letter was copied onto the back of the managers report, included in each Board Members Packet.

Greg thanked PFP staff and GTA Board Members for their participation in manning the fair booth this year.

- **Treasurers Report, July Voucher Requests Paid**

John Friend, GTA Finance Officer, presented the financial report showing the total expenditures for July at \$874,477.18. This amount is higher due to the construction of the new facility. John reported that sales tax came in at \$223,005, which is the second largest amount for the year. Although revenue is down, GTA is currently under budget on both Administrative and Operations Expenses. Councilman Isaak made a motion to accept the Treasurers Report and to approve vouchers 6385-6438, in the amount of \$874,477.18. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Contract Provider Report, People For People**

Jeff Railton, PFP, reported that routed ridership was down once again this last month, which is consistent with the route re-structure that occurred in April. Wilson Creek service changed slightly on Fridays to facilitate passengers who wanted to go to the Aquatic Center in Moses Lake. GTA has also slightly modified the Thursday transportation in Mattawa to get to the medical facilities in Othello and back.

There were 281 hours of combined training over the last month, including training for two new fixed route drivers.

There were 4 road calls during the last month. The new ARBOC buses have arrived and Maintenance Staff has been going through them and making a list of items that will need to be addressed with the dealer. PFP is investigating the purchase of an Allison Transmission Diagnostic tool. This tool would be helpful to improve transmission diagnostics, reduce bus downtime and outside service repairs.

Jeff noted that David Gates is no longer with People For People and that for the time being he will be taking over the duties of the Maintenance Manager. Jeff has an extensive maintenance background. This will allow PFP to evaluate what they need to fill this position.

- **Darryl Piercy, Capital Project Update**

Darryl Piercy, GTA's Clerk of the Works, apologized for being late, there was a fire which caused the freeway to be closed for a few hours. Mr. Piercy disclosed to the Board of Directors some issues that a sub-contractor has brought forth regarding site conditions. They believe that the site conditions are different than was stated in the geo-tech report. They are seeking additional compensation, to the tune of about \$50,000, however GTA has taken the very defensible position that this is simply not the case. Darryl noted that he hopes to have a conference call with the firm that conducted the Geo-Tech work soon. This has not delayed the project in any way, or increased man hours, not to mention that the equipment that was initially brought to the site could handle all of the work and no larger equipment was needed. Darryl will update the Board when additional information is available.

The contractor hopes to have the entire site paved by October; this will make for a more pleasurable work environment during the winter months. The foundation for the Administrative Building is complete, but we are still waiting for the drawings for the Maintenance Building, the structural design. However we are still within the appropriate time frame. There are, however, what seems to be a higher than normal number of requests for information. There have been 28 so far. The architecture firm believes that this is a normal number of information requests, however Darryl pointed out that he will be scrutinizing their invoices very closely to make sure we aren't being billed for work that has already been paid for.

Change Order No. 5, increase of \$17,312.07 plus tax, due to usable fiber not being available for 1 to 2 years to our site. The phone service will be pulled from Doolittle rather than Patton. Mayor Capetillo made a motion to approve Change Order No. 5. Councilwoman Hensley seconded the motion, motion unanimously carried.

Change Order No. 6, decrease of \$1,750.00 plus sales tax. This change order has to do with the deletion of the soffit panels on the covered parking, as they are not necessary. Commissioner Swartz made a motion to approve Change Order No. 6. Mayor Capetillo seconded the motion, motion unanimously carried.

Change Order No. 7, decrease of \$6,640.00, based on the material used. The fencing material was changed from vinyl clad to galvanized aluminum. Commissioner Swartz noted that knowing the location, this will be a better choice and reduce the surface for graffiti. Councilman Dean made a motion to approve Change Order No. 7. Mayor Capetillo seconded the motion, motion unanimously carried.

Change Order No. 8, decrease of \$1,590.00. This change order changes the water line material. It was initially spec'd out as copper line, however all others were approved plastic lines. This change is ok with the City of Moses Lake. Councilman Isaak made a motion to approve Change Order No. 8. Councilman Deane seconded the motion, motion unanimously carried.

UNFINISHED BUSINESS

- **Update from Transition Team**

Tom Hanson, WSDOT, gave the Board of Directors a brief update on the progress that has been made by the appointed Transition Team. This team has been looking at issues that revolve around occupying the building, there are many options, however we have gotten to a point where we are running into some timelines that matter as GTA needs to give PFP 180 days notice of intent to relocate to our new facility. Getting good and solid information from PFP is what it is going to take for the move and for GTA to compare all available options.

We know that to some extent PFP will be in the building, we just aren't sure what that level will be at right now. Notification needs to be given to PFP to be prepared to move into the new facility by March 1st or within 30 days of the construction completion date, whichever is later. Councilman Isaak made a motion to give PFP notice to move and Intent to negotiate. Councilman Guerrero seconded the motion, motion unanimously carried.

Discussion was had as to what items may or may not need to be taken into consideration during the notification. This negotiation could potentially open up everything, for both parties.

NEW BUSINESS

- **Resolution No. 10-18, Comprehensive Transit Plan Agreement Extension**

Greg explained that Darryl needs a little more time to work on the Comp Plan, so this will extend the current agreement until November 18th. At such time, if more time is needed, the Transit Manager had the authorization to extend an additional 60 days without further action by the GTA Board. Commissioner Swartz made a motion to approve Resolution 10-18. Councilman Guerrero seconded motion, motion unanimously carried.

- **Resolution No. 10-19, Second Amendment to GCA 6333**

This amendment adds a couple thousand dollars to the agreement and added in the match requirement which was inadvertently left off the original agreement. Councilman Guerrero made a motion to approve Resolution No. 10-19. Councilman Deane seconded the motion, motion unanimously carried.

- **Resolution No. 10-20, First Amendment to the Garda Agreement**

This amendment simply changes the service from coin wrapping to coin processing and changes the agreement to indicate every OTHER Wednesday not EVERY Wednesday. Mayor Capetillo made a

motion to approve Resolution No. 10-20. Commissioner Swartz seconded the motion, motion unanimously carried.

Other

Commissioner Swartz wished Board Chair Bohnet and her husband a Happy 50th Wedding Anniversary. Mayor Bohnet invited all to celebrate her anniversary with a BBQ at her house on Sunday at 2:00 pm.

The next Board meeting will be at the Ephrata City Council Chambers, 121 Alder St SW, on September 16, 2010 at 7:00 pm.

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

Meeting was adjourned at 8:15 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.

Board Member