



Grant Transit Authority

PTBA MEETING MINUTES

7 P.M. Thursday

January 21, 2010

PO Box 10, Ephrata, WA 98823/Phone 754-1075 FAX 754-1170

Board Members Present:

Mayor Kathy Bohnet
Councilman Manuel Guerrero
Councilman Bruce Reim
Councilwoman Roberta Hensley
Councilwoman Gina Bennett
Councilman Dick Deane
Commissioner Carolann Swartz
Mayor Roldan Capetillo

Staff Members Present:

Greg Wright, Transit Manager
Brandy Heston, Operations Supervisor/Clerk of the Board
Tina Ovenell, Administrative Assistant
Michael Wyman, Legal Council
John Friend, Finance Officer

Board Members Absent:

Councilman Philip Isaak

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 5:00 p.m. Pledge of Allegiance was recited. Roll call was taken by Brandy Heston, Clerk of the Board, 8 Board Members present and 1 Board Members absent. Mayor Bohnet introduced the two new Board Members.

- **Board Minutes Approved**

Councilman Guerrero made a motion to approve the minutes of the December 17, 2009 meeting of the GTA Board of Directors. Councilman Deane seconded the motion, motion unanimously carried.

- **Public Comments**

Dan Morrissey, People For People, announced to the GTA Board of Directors that he is beginning the process of retirement. He thanked GTA staff and Board Members for their support over the last five years. He will be around to work on special projects for the next 6-12 months.

- **Transit Manager's Report**

Greg Wright, Transit Manager, noted that the purchase orders were submitted for the new ARBOC coaches. The total cost came to \$281,910.72, GTA's match will be \$59,564.72. Greg thanked Dan, Jeff and

David for their assistance in specking out the buses. These are new buses and we are anxious to see how they handle in Grant County.

The base price for the Gillig coaches came in at \$340,000 each, without added options, tax and license fees. GTA's grant is in the amount of \$425,000 with a 20% match. Greg recommended that GTA purchase only one of these buses. This Gillig will arrive in 2011, and Greg will look into future earmarks for additional coaches. Greg will work with the FTA. Councilman Deane moved to purchase only one Gillig coach. Mayor Capetillo seconded the motion, motion unanimously carried.

Greg stated that both he and Brandy met with Mason Transit staff members to begin discussions for the potential organizational shift with bringing operations in house. Greg noted that he and Brandy would like to visit other properties in February and March to gather additional information and recommended that the Board of Directors meet prior to the June Board Meeting to review the material and develop a direction.

Mr. Wright will be attending the WSTA Legislative Reception January 27 & 28 in Olympia. There isn't a lot in the works that will directly affect GTA, however Representative Warnick specifically asked if Greg would be attending on behalf of GTA.

The shelter at the Grant County Fairgrounds has finally been installed and since there is money left on this grant, WSDOT has authorized GTA to purchase one additional shelter with the remaining funds, however this will require Board action. Commissioner Swartz made a motion to move forward with the purchase of the one additional shelter. Councilman Guerrero seconded the motion, motion unanimously carried.

Greg and Brandy attended training for the Transit Development Plan, which is the required 6 year planning document that addresses GTA's planned capital improvements, planned operating changes, and how plans will be funded and covers the prior year. Greg will be meeting with John Friend, Finance Officer, next month to begin working on Grant Transit Authority's TDP.

There is a new funding opportunity available and the construction of our facility is an eligible project. WSDOT came to Greg and specifically asked him to apply for this Livability Grant as they felt GTA would have a good chance at being successful. Mr. Wright asked the Board of Directors for authorization to apply for \$1 million, this would require a 20% match by GTA. Mayor Capetillo made a motion to authorize the Transit Manager to move forward and apply for the Livability Grant. Commissioner Swartz seconded the motion, motion unanimously carried.

It is once again time to submit for earmarks through Senator Murray's office and Congressman Doc Hastings office. Greg noted that he would like to request \$1 million for construction and \$240,000 for the purchase of two additional cutaways. A representative from Senator Murray's office would like to come visit the Grant Transit Authority so if there are any Board Members interested in attending this meeting once it is scheduled please let Brandy know. Both Mayor Kathy Bohnet and Councilman Dick Deane expressed their interest in attending the meeting.

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

John Friend, GTA Finance Officer, presented the financial report showing the total expenditures for December at \$510,396.48. This is higher than normal due to the annual premium to WSTIP. Councilman Guerrero made a motion to accept the Treasurers Report and to approve vouchers 6060-6105, in the amount of \$510,396.48. Councilman Deane seconded the motion, motion unanimously carried.

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

Jeff Railton, People For People, noted that ridership showed a 5% increase over the same time period in 2008. ADA hours have decreased. There were over a hundred hours in training, both classroom and route training, last month. Once bus had to be towed after it got stuck in the snow. There was a driver who received a ticket for running a red light, this driver has received a written warning and is not eligible for their bonus.

David Gates, People For People, stated that 20 PM's were done over the last month, a variation of A-C. The undercarriage system wash has been fabricated and is in use when the temperature is over 32 degrees. Insurance cards were replaced in all vehicles and two different recalls were completed.

Darryl Piercy, Capital Project Update

Mr. Piercy, Plan it Now Consulting and GTA's Clerk of the Works, noted that we just received 90% drawings. It is important that we move quickly, hopefully we will release the bid documents around March 1st. Darryl stated that he still believes that the cost estimates from the Architects are high. We will have a number of bid alternates if this holds true. We are hopeful that the entire project will be funded.

We received final approval from the Planning Commission for Land Use, however we still are awaiting approval for the alternative landscaping requirements around the Maintenance Building. The requirements could pose a safety hazard.

Unfinished Business

NONE

New Business

- **Snow Plowing Agreement with KJ's Lawn Care Maintenance, Review**

Since we were not actually requesting them to remove the snow and only plow it, we needed the contract to express this. Mayor Bohnet and the other party have already initialed the entire agreement changing the wording from snow removal to snow plowing. Mayor Capetillo made a motion to approve the amended contract. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Resolution No. 10-01, ADA Policy**

This is a policy that is required by WSDOT. We have been following the ADA laws at GTA, but have never actually had an official policy to go by. This has been reviewed by People For People as well as WSDOT. Councilwoman Bennett made a motion to approve Resolution No. 10-01, ADA Policy. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Board Workshop Action Items**

Community meetings will be scheduled as discussed with the exception of adding an evening meeting. These meetings will be for the purpose of discussing the proposed schedule and fare changes. Grant Transit Authority staff will also be developing a reserve policy to present to the Board of Directors for approval.

Commissioner Swartz made a motion to move forward with the public meetings. Mayor Capetillo seconded the motion. After a short discussion, the motion was unanimously carried.

Mayor Capetillo made a motion to direct staff to work on the reserve policy. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Board Meeting Times**

Currently our Board Meetings are regularly scheduled to begin at 7:00 pm. After polling about half of the systems in Washington, it was clear a majority of them hold their meetings between 4 & 5 in the evening. In an effort to gain more community involvement Greg suggested moving the meetings to an earlier time, possibly around the 5:00 hour. Mayor Bohnet noted that it may be difficult for those Board Members who are traveling a further distance to be to the meeting if they were held earlier. Mayor Capetillo noted that 6:00 would work, but 5:00 is way to early. This item will be discussed again at next months meeting.

- **Comprehensive Transit Plan, RFP 09-02**

We received only one response, from Darryl Piercy at Plan it Now Consulting. Staff has reviewed the proposal and agrees that this is exactly what we were looking for and legal counsel noted that there were no conflict issues. Mayor Capetillo noted that he worked with Mr. Piercy at the City of Warden and was happy. Councilman Reim made a motion to move forward and accept the proposal from Plan it Now Consulting and to authorize staff to commence contract negotiations. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Schedule Public Hearing to Approve Route Modifications and Fare Increase**

Commissioner Swartz made a motion to schedule a public hearing for the February 18, 2010 Board Meeting for the Approval of the Route Modifications and Fare Increase. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Other**

Councilman Deane thanked Dan Morrissey, People For People, for his service to Moses Lake and to GTA.

Greg pointed out the letters that were included in the Board Members packets. The first was a letter from the passengers of the Health Express Shuttle commenting on how well they liked and appreciated the driver, John Willis. The second letter was from a passenger commending the customer service skills of our administrative assistant, Tina Ovenell. Congratulations TINA!! GTA staff will send a letter to PFP expressing our appreciation for John Willis' dedication and caring towards our passengers.

Grant Transit Authority is in the beginning stages of looking for a new insurance broker.

The next regularly scheduled meeting of the Grant Transit Authority Board of Directors will be at 7:00 pm, Thursday, February 18, 2010, in the City Council Chambers at the Ephrata City Hall, 121 Alder St SW.

Commissioner Swartz made a motion to adjourn the meeting. Mayor Capetillo seconded the motion, motion unanimously carried. Meeting was adjourned at 6:07 pm.

Attested:

Brandy J. Heston
Board Secretary

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

Board Member