



Grant Transit Authority

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PTBA MEETING MINUTES July 15, 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
Councilwoman Gina Bernett
Councilman Bruce Reim
Mayor Roldan Capetillo

Staff Present

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

Board Members Absent

NONE

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, 9 Board Members present and no Board Members absent.

- **Board Minutes Approved**

Councilman Guerrero made a motion to approve the minutes for the June 17, 2010 Board Meeting as presented. Councilman Deane seconded the motion, motion unanimously carried.

Mayor Capetillo made a motion to approve the minutes for the July 14, 2010 Special Board Meeting as presented. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Public Comments**

NONE

- **Transit Managers Report**

Greg reported that John continues to work with the Department of Revenue for the sales tax recovery. We are hoping to have everything worked out and receive reimbursement in August.

Although we are still waiting for confirmation from the Department of Transportation, it appears that GTA was not awarded the livability grant that we had applied for. Link was also unsuccessful, however Skagit Transit was awarded money for a park and ride.

EK Coaches assured Greg that both buses are being prepared for delivery, we are hoping to have them by the end of July. Brandy is currently working with Signs Now for decals.

Changes happening around transit systems in the state include, Community Transit increasing fares and suspending Sunday Dial-A-Ride service. Whatcom Transit will cut service this fall by 14% and will eliminate Sunday service due to their ballot measure failing. Intercity Transit, Pierce Transit and Clallam Transit are all contemplating sales tax increases.

Greg noted that he had received an e-mail notifying him of the impending audit. The audit will begin around August 2nd. Board Members will be informed when an entrance meeting has been scheduled.

Grant County Public Works has offered to install posts and bus stop signs for GTA in the Moses Lake area, as long as GTA supplies the materials.

Grant Transit Authority has recently added six (6) additional shelters throughout the PTBA. There is now a total of 16 shelters, some of which local jurisdictions maintain. The other shelters are cleaned when needed by Greg when opportunity allows. Greg would like to work with Michael to develop an RFP that would include shelter maintenance, snow removal, and sign installation. Mayor Bohnet suggested that Greg contact Public Works, Councilman Reim recommended going to the Department of Corrections.

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

John Friend, GTA Finance Officer, presented the financial report showing the total expenditures for June at \$286,597.16. Revenue to date is about \$400,000 below budget. Commissioner Swartz made a motion to accept the Treasurers Report and to approve vouchers 6339-6384, in the amount of \$286,597.16. Councilman Guerrero seconded the motion, motion unanimously carried.

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

Madelyn Carlson, PFP CEO, gave the report this month due to Jeff Railton being out of town for training. Ms. Carlson noted that system wide ridership was down 20%, however this has been the trend since service reductions took effect in April. The ridership for the Health Express Shuttle has decreased and PFP will look into the reason for this. Mayor Capetillo noted that during the summer months, patients are more likely to drive themselves or with family members. Ridership will likely pick up again in the fall.

Construction caused 20 minute delays for many buses, but drivers and dispatchers worked together to ensure passengers made it to their final destinations. The Washington State Legislature enacted a new law, requiring all Transit Buses to stop at all railroad crossings. Stickers have been installed on the back of all bused indicating that the buses will stop at all crossings.

David Gates, PFP Maintenance Supervisor, explained that the stop engine light came on in bus number 3101 on June 1st causing a road call. 43 PM's work orders were complete and 17 PM's, no repeat repairs this month.

- **Darryl Piercy, Capital Project Update**

Darryl Piercy, GTA's Clerk of the Works, stated that work is finally underway! Things are going quite well, there have been a few small glitches, but nothing major. There are 4 change orders on the agenda tonight.

Change Order No. 1, reduction of \$45,000 because of a more efficient way to acquire the maintenance facility. The contractor requested to be allowed to utilize a different supplier than Waterleaf had originally spec'd out. Councilman Deane made a motion to approve Change Order No. 1. Councilman Guerrero seconded the motion, motion unanimously carried.

Change Order No. 2, this change order has to do with the abandonment of the sewer line. The City of Moses lake wanted the lines flushed and washed out prior to filling with the slurry. The sub contractor agreed to remove the sewer line for the same price as just the slurry mix, no additional charge for flushing, saving GTA approximately \$12,000. This change order would add \$16,497.65 to the contract, part of permit requirements that were received after the bidding process. Councilman Deane made a motion to approve Change Order No. 2. Mayor Capetillo seconded the motion, motion unanimously carried.

Change Order No. 3, this change order comes after the PUD requested additional work and sizing for conduit and vaults after GTA had already paid the requested fees. The amount this change order is \$18,741.68, Darryl noted that this is the most troubling of all the change orders presented tonight. In the PUD documents they have the right to make that change, GTA could direct our attorney to negotiate with the PUD. However, in order to not hold up construction, it was recommended that Change Order No. 3 be approved and go after the PUD for a refund of services after the fact. Michael Wyman, legal counsel, suggested that GTA pay under protest. Councilman Isaak suggested that a letter be sent directly to the PUD Commissioners. Mr. Wyman also suggested that GTA request time on the PUD Commissioners agenda, having Greg, Michal, and the Board Chair present. Councilman Isaak made a motion to grant this change order but write under protest and write a letter to the PUD Commissioners that this is not acceptable business practice. Commissioner Swartz seconded the motion, motion carried. Councilwoman Bernett abstained from the vote.

Change Order No. 4, this change order would allow for telephone service to the GTA site. There was a belief that phone service was at our site, however that is not the case. Instead GTA would need to trench and provide conduit and phone service all the way out to Patton Blvd. Discussion was had as to fiber or possibly wireless phone options. Mayor Capetillo made a motion to table this change order to next month so research can be done. Councilwoman Hensley seconded the motion, motion unanimously carried.

UNFINISHED BUSINESS

- **Resolution No. 10-15, Purchasing Policy**

This policy revision was a result of the last site visit from WSDOT. They didn't feel our policy was effective enough to protect us in an audit. WSDOT staff bought off on the policy, presented tonight, this morning. Councilman Guerrero made a motion to approve Resolution No. 10-15, Purchasing Policy. Commissioner Swartz seconded the motion, motion unanimously carried. This policy repeals the previous policy related to fuel, and adds the fuel bidding into it.

NEW BUSINESS

- **Resolution No. 10-16, Personnel Policy Amendment**

Greg explained that many factors played part in the accrual of vacation hours and not utilizing any of them. The policy amendment was explained and Greg assured the Board of Directors that a better effort will be made by both himself and staff to make sure vacation time is used annually. Mayor Capetillo made a motion to approve Resolution No. 10-16. Councilwoman Bennett seconded the motion, motion carried. Councilman Reim opposed this motion.

- **Resolution No. 10-17, Construction Modification Approval**

This resolution establishes a process for the Manager or the Board Chair, in his absence, to approve up to \$1,000 or a change order if no money and no substantial change to the plans by Waterleaf. Even if this is done administratively it will still have to come before the Board. A ceiling should be added, and has been left blank on the presented resolution, Darryl noted that \$10,000 should be good. Commissioner Swartz made a motion to approve Resolution No. 10-17, inserting the amount of \$10,000 as a threshold. Councilwoman Bennett seconded the motion, motion unanimously carried.

Other

Greg thanked everyone who attended the Groundbreaking Ceremony and thanked Ralph for bringing the bus to the occasion.

The next Board meeting will be at the Big Bend Community College, ATEC Building in the Hardin Room, on August 19, 2010 at 7:00 pm.

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

Meeting was adjourned at 8:13 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