



Grant Transit Authority

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PTBA MEETING MINUTES June 17, 2010 at 7:00 pm

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

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

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

Mayor Roldan Capetillo

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 Guerrero made a motion to approve the minutes for May 20, 2010 as presented. Councilman Deane seconded the motion, motion unanimously carried.

- **Public Comments**

NONE

- **Safety Training, Graham Construction**

A video began to play for all in attendance by Graham Construction, however there were some minor technical difficulties. The managers report will be given while the computer is set up to play the video again.

- **Transit Managers Report**

John has been working with the Department of Revenue in an attempt to recover the sales tax that was paid on diesel fuel for the past 4 years and 4 months. The amount to be recovered is \$126,880.01.

Greg spoke with Jerry Ayres with WSDOT regarding the Livability Grant that GTA had applied for. Mr. Ayres noted that the FTA believes that the selections will be made soon, but they do not have a definite date as of yet. Jerry also noted that he would contact Greg as soon as he heard anything.

A meeting was held with officials from Con Agra and Washington Potato in Warden to discuss their future potential financial contribution during the next consolidated grant cycle. The discussion was focused on weekend service and how the plants could offset the cost in the provision of this service. Mr. Wright recommended to the Board that GTA continue providing weekend service for at least the next three months.

Greg reported that Brandy is currently working with BBCC to develop a joint pass program that would provide GTA with guaranteed income. She will be meeting with officials from Wenatchee Valley community college who partner with Link Transit as well as Columbia Basin Community College who partner with Ben Franklin Transit as a starting point.

EK Coaches contacted Greg yesterday to let him know that GTA should be able to expect delivery of both ARBOCS in July.

Greg has been working with WSTIP regarding the additional insurance costs for the new facility when constructed. Coverage on a \$5 million facility is approximately \$5800 per year. This is a full coverage program including Boiler & Machinery with a deductible of \$2500. Just for informational purposes, Greg checked on what it would cost to insure if GTA had an underground fuel storage tank. The coverage would be an additional \$4000 per year.

Tom Hanson with the Washington State Department of Transportation has agreed to take the lead in providing assistance and direction to Grant Transit Authority regarding the possibility of an annexation of Othello.

Greg noted that GTA staff plans, once again, to have a booth at the Grant County Fair this year. The cost for the booth is \$300 and is a great way to provide information to the public and promote GTA services. The location of the Board Meeting for August will likely need to take place at the college as we did last year.

Mr. Wright noted that he recently visited with Clallam Transit staff to discuss and identify the elements involved in an organizational shift with bringing operations and maintenance from a contracted model to an in-house model. Greg recommended that the Long Range Planning Committee act as the Transition Team for the purpose of reviewing information and recommending a direction to the full board regarding future service delivery. Tom Hanson, WSDOT, has agreed to take the lead and assist GTA with guidance through this process. Commissioner Swartz made a motion to add Councilman Deane and Councilwoman Hensley to the Long Range Planning Committee. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Safety Training by Graham Construction, Cont.**

The video was resumed and watched by all in attendance.

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

John Friend, GTA Finance Officer, was not able to attend the Board Meeting tonight so Greg Wright, Transit Manager gave the report in his absence. Due to Grant Transit Authority's owing over \$300,000 for sales tax that was not suppose to be collected, this years budget is close to a half million dollars short. GTA's cash on hand is significantly lower than what we have had in the past due to the taxes that we paid back, however this should be offset a little bit after the fuel tax refund comes in.

An agreement was entered into with Garda for the processing of all fares collected. The first pick up was last week and although ridership has dropped slightly, fares are still coming in.

Councilman Isaak recommended that the insurance payment to WSTIP be put into the operations portion of the budget as to not skew what is an operations expense and what is an administrative expense.

Greg presented the financial report showing the total expenditures for May at \$360,333.09. Councilman Guerrero made a motion to accept the Treasurers Report and to approve vouchers 6289-6338, in the amount of \$360,333.09. Commissioner Swartz seconded the motion, motion unanimously carried.

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

Jeff Railton, PFP Operations Manager, noted that system wide ridership was down 18%, however miles decreased by the same amount. There was a severe dust storm which caused an accident near Winchester. This highlighted the need for a pre-arranged service response plan that establishes initial service levels under various emergency conditions. Jeff and Greg will work on this together. A driver hit a parked car with the tail of the bus upon pulling away from the curb at Wanapum. This driver had just been off for 3 weeks and it is apparent that retraining should have taken place prior to being put out on the road again. There is a retirement party scheduled to take place for Dan Morrissey, on July 21st at Memories are Forever in Moses Lake. If you plan on attending please RSVP.

David Gates, PFP Maintenance Supervisor, noted that there were 4 road calls, in addition to the accident during the dust storm, over the past month for various reasons. 36 Work Orders were completed during this reporting period, 12 PM's completed and no repeat repairs were performed this reporting period.

Jeff, David and Greg will all be working together to look at overhauling buses rather than purchasing new ones. The cost is looking like it will be close to \$25,000 for a complete overhaul for one bus. This should be added to the budget for next year.

Councilwoman Hensley noted that the folks who rode the bus in the Grand Coulee Area had to pay the fare today, but should have gotten a free ride, for Dump the Pump. Jeff acknowledged that PFP likely did not get the word out properly to the extended service areas.

- **Darryl Piercy, Capital Project Update**

Darryl Piercy, GTA's Clerk of the Works, noted that at the last meeting the contract had been awarded and the Board had authorized staff to begin negotiations on a contract. The final contract was delivered to Graham Construction today and we hope to have the signed contract within a couple of days. The president contacted Darryl and Michael and is very anxious to get the contract signed and get the project underway. A pre-construction meeting with Graham outlined communications and expectations. It was made clear that there are strict Federal guidelines that must be followed. This seems to be a great group to work with.

The contractor expects to begin turning dirt the second week in July and anticipates being done with the project well before the 305 day contract period. When modifications are seen that need to be made Darryl asked that the Board authorize either the Transit Manager or the Board Chair to be able to approve paying up to \$1,000 without prior Board approval. It would not be a good thing to halt the project to wait for Board approval for a minor expense. Councilman Isaak noted that while he has no problem with giving authority up to \$1,000, he would like a cap of some sort so that the cost doesn't get out of hand and end of being a \$30,000 increase. Darryl suggested all changes that are approved should go before the full Board of Directors for final approval. After a short discussion, it was recommended that a policy be brought back to the July Board meeting for approval.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

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

This policy needs to be modified slightly prior to the Board of Directors approving it, due to a late e-mail from WSDOT. Resolution No. 10-15 will be tabled until the July Board Meeting.

- **Employee Leave Accrual Review**

Greg noted that Brandy has been here for many years, and according to the personnel policy, employees can only accrue up to 240 hours of vacation leave. At the end of December Brandy will have almost 400 hours accrued. We have been trying to schedule vacation, but it is not always an easy thing to do with such a small staff and the projects that are underway right now. At Link, if an employee takes two days, they are able to cash in two days. After a short discussion, the Board of Directors instructed Greg to work with Michael to change the personnel policy to bring back to the July Board Meeting. It was noted that there are Board Members who worry that this could potentially become like a bonus, the leave is there so the employee takes a break from the office.

Michael noted that there are many different options that the Board can go with. For example, an employee could be allowed to carry leave over, but is required to use it by the end of the next month, some places allow employees to cash out their leave. GTA can pretty much do what they want here. Councilman Reim suggested a one-time thing, possibly with a sunset clause.

- **August, 2010 Board Meeting Location**

As Greg mentioned earlier in his managers report, the GTA staff will once again have a booth at the Grant County Fair. While in the past GTA has eliminated the August Board Meeting altogether, with

the project underway, it is likely that we will need to meet. Greg recommended holding the August meeting at the ATEC Building at BBCC just as was done last year. This makes it easier on staff to be able to be at the fair manning the booth as well as being able to be at the meeting. Councilman Isaak made a motion to change the location of the August 19th Board Meeting to the BBCC Campus. Councilman Guerrero seconded the motion, motion unanimously carried.

Other

NONE

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

Meeting was adjourned at 8:47 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