



# Grant Transit Authority

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## PTBA MEETING MINUTES March 18, 2010 at 7:00 pm

Held at: Grant County Public Works, 124 Enterprise St, 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
- Commissioner Carolann Swartz

### 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

- Councilman Bruce Reim

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 7:01 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 3 Board Member absent.

- **PUBLIC HEARING, Transit Development Plan**

No comments were received regarding the Transit Development Plan.

- **Board Minutes Approved**

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

- **Public Comments**

NONE

- **Transit Managers Report**

Greg Wright, Transit Manager, noted that he is waiting to receive the new bid price for the Gillig that the GTA Board of Directors authorized. Once we get this bid price, Greg will place the order, however, bus delivery is approximately 18 to 24 months after the order is placed. GTA had originally been awarded \$425,600 for the purchase of 2 buses, however due to the increased costs GTA is only able to purchase one. Since GTA will only

be purchasing one bus, the amount of the grant will be reduced to \$212,800 and the additional money will be de-obligated back to the FTA. GTA will still have to come up with a 20% match for this Gillig purchase.

Greg noted that GTA received an e-mail from Congressman Hastings office noting that there is a moratorium on all earmarks. Mr. Wright stated that he is still hopeful that Cantwell and Murray will not follow the same suit and will give GTA an opportunity to receive an earmark from them.

Last year Brandy applied for, and was awarded, a \$2500 risk-management grant from WSTIP, for the relocation of the large blue mail receptacle. This year we would like to install tactile warnings along the busway at the Administrative Office. Brandy will be applying for this same grant to cover the expenses. GTA would need to pay for the materials, however the City of Ephrata stated that their staff would be willing and able to install the tactile warnings.

Brandy has another Vanpool group getting ready to go out. This makes a total of 11 vans on the road with 2 vans available and 2 vans as backup.

Greg noted that he traveled to Jefferson Transit on March 2<sup>nd</sup> to meet with their staff to discuss and identify the elements involved with an organizational shift with bringing operations and maintenance in-house.

Tina has been working hard conducting ADA Eligibility Assessments this month. These assessments allow us to see and interact with the passengers and see if they truly need this level of service. The law requires that we strictly limit this service to those who truly require the service. Greg thanked Jeff and his staff at PFP for scheduling and transporting the many applicants seeking eligibility to the assessment site.

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

John Friend, GTA Finance Officer, noted that the sales tax for February jumped to \$260,000, GTA has budgeted \$240,000 each month. GTA received our first ARRA reimbursement. John presented the financial report showing the total expenditures for February at \$365,511.54. Mayor Capetillo made a motion to accept the Treasurers Report and to approve vouchers 6148-6186, in the amount of \$365,511.54. Commissioner Swartz seconded the motion, motion unanimously carried.

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

Jeff Railton, PFP Operations Manager, noted that ridership was up 7%. The weather cooperated with transit this month and everything ran smoothly. One bus was rear-ended near the Park & Ride at I-90, there were no injuries, however the bus and passengers were held by the State Patrol for questioning. A bus broke down near Coulee City, causing the run to be late, mechanics were able to fix it enough to eliminate the need for a tow. The alternator was bad and a belt had broken.

Grant Transit Authority and People For People worked together on the new routes. Jeff noted that the drivers appreciate the Grant Transit Authority's willingness to accommodate and incorporate the drivers suggestions and requests.

David Gates, PFP Maintenance Supervisor, noted that a fuel injector line broke in bus number 3101 while at the Safeway stop in Ephrata. The line couldn't be fixed at the site so the bus had to be towed to Moses Lake. The fire department was called to clean up the fuel that was spilled. This bus is back in service. There were no repeat maintenance performed this month. Mr. Gates also reported that his maintenance staff attended the Dayco V-Belt training at BBCC.

- **Darryl Piercy, Capital Project Update**

Darryl Piercy, GTA's Clerk of the Works, noted that this has been an interesting month. The final documents were sent today to Waterleaf and the bid documents should be released on Wednesday next week. All bid documents and site plans will be available to potential contractors via the Builders Exchange of Washington internet site. Builders can go online, review and print everything, thus saving GTA money.

The bid consists of the base bid, plus 7 alternates. GTA staff is seeking additional funding for this project, but GTA will most likely have to go through a second bid process due to funding timing issues. The bid opening will be held on April 28<sup>th</sup>. Darryl noted that he applauds the extraordinary efforts by Michael Wyman, GTA's Legal Counsel.

## **UNFINISHED BUSINESS**

- **Resolution No. 10-04, Transit Development Plan**

Councilman Guerrero made a motion to approve Resolution No. 10-04. Councilwoman Hensley seconded the motion, motion unanimously carried.

## **NEW BUSINESS**

- **Retired Senior Volunteer Program**

Greg noted that staff had looked into the Retired Senior Volunteer Program and would like to begin working with them to attempt to get some volunteer help in the administrative office on a part time basis. After a short discussion, it was clear the Board of Directors was in favor of Staff moving forward with this process.

- **Resolution No. 10-05, First Amendment to Christensen Construction Contract**

Greg stated that the time had simply run out prior to the work being able to be completed. No additional funds need to be obligated, as the funding has already been addressed in the original contract. Councilman Isaak made a motion to approve Resolution No. 10-05. Councilman Deane seconded the motion, motion unanimously carried.

- **Resolution No. 10-06, Fuel Quote Policy**

When GTA was audited last, the State Auditor stated that they wanted GTA to get quotes for our fuel purchases. Greg noted that there are three jobbers in Grant County. This policy states that a fax should be sent out on a quarterly basis for a request for quotes. After a short discussion Councilman Deane made a motion to approve Resolution No. 10-06. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Resolution No. 10-07, GCA 4442 Second Amendment**

This amendment will essentially close out the Grant Agreement GCA 4442. This is the same grant that GTA paid money back to last year. DOT is satisfied that GTA has met our obligation and, once closed, the AG's office will move to get the money back to GTA. Mayor Capetillo made a motion to approve Resolution No. 10-07. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Other**

Councilwoman Hensley spoke about the money that had been left in PFP's care for transportation services in the Grand Coulee Area. It was determined that GTA has no involvement with this money and that Councilwoman Hensley should speak with Madelyn Carlson, PFP.

Councilwoman Bennett asked about the Board Meeting times being changes. The meeting times will remain at 7:00 pm on the third Thursday of every month.

The next regularly scheduled meeting of the Grant Transit Authority Board of Directors will be at 7:00 pm, Thursday, April 15, 2010, in the City Council Chambers at the Ephrata City Hall, 121 Alder St SW.

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

Meeting was adjourned at 8:07 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