



Grant Transit Authority

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PTBA MEETING MINUTES November 18, 2010 at 7:00 pm

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

Board Members Present

Mayor Roldan Capetillo
Councilwoman Roberta Hensley
Councilman Dick Deane
Councilwoman Gina Bernett
Councilman Manuel Guerrero

Staff Present

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

Board Members Absent

Mayor Kathy Bohnet
Councilman Philip Isaak
Commissioner Carolann Swartz
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 Pro-tem Mayor Capetillo at 7:01 pm. Pledge of Allegiance was recited. Roll call was taken by Brandy Heston, Transit Operations Supervisor/Clerk of the Board, 5 Board Members present and 4 Board Members absent.

Councilman Deane stated that it is the Board Members responsibility to let the GTA staff know if they will not be attending the Board Meetings, and he didn't feel the Board Secretary should have to call each individual Board Member to make sure there is a quorum.

- **Board Minutes Approved**

Councilman Guerrero made a motion to approve the minutes for the October 21, 2010 Board Meeting. Councilman Deane seconded the motion, motion unanimously carried.

- **Public Comments**

NONE

- **Transit Managers Report**

GTA Staff has been working on putting together a committee to review the ADA Appeals that are received. The new process could potentially lead to an increased number of appeals and this committee may be needed more. Our new process includes an in-person assessment and professional verification. The training for the committee members should be held the first part of December.

Greg and John have been working together to develop the 2011 budget for the Grant Transit Authority. This has been a time consuming process, and John will review the proposed budget later in the meeting.

Greg noted that the grant applications for the Consolidated Grant Program through the Washington State Department of Transportation have been submitted to WSDOT for the initial review process. The first is a capital grant application, for the purchase of replacement bike racks. The second grant application is for the continuation of the JARC funded transportation to the processing plants in Warden and Othello. If GTA is not fully funded for the JARC service, it is likely that we will be forced to discontinue the weekend service. We received several letters of support from Con Agra in Warden and will be including them with the final submittal of the application.

Greg participated in a webinar regarding Narrow Banding. This is a new regulation that will require us to narrow our bandwidths in half by January 1, 2013. GTA will be procuring a new dispatch system that will meet these requirements when we move into the new facility. Fines will be imposed if an entity does not comply. Councilman Deane recommended that GTA work with MACC as they have covered all of the dead spots in the area.

Greg set up a time where the City of Moses Lake SWAT Team came to the Operations Base to become more familiar with the GTA fleet. Jeff will be going over this visit in more detail during his report tonight.

Contract negotiations continue between the Grant Transit Authority and People For People. Brandy will be contacting the transition team to schedule a meeting within the next couple of weeks.

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

John Friend, GTA Finance Officer, presented the financial report showing the total expenditures for October at \$723,642.60. John reported on where we stand for income for the year through the first 10 months of the year. Councilman Guerrero made a motion to accept the Treasurers Report and to approve vouchers 6541-6591, in the amount of \$723,642.60. Councilwoman Hensley 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. Jeff attended the Operations committee meeting in Pullman, items discussed included the new rail-road crossing, disciplinary language in employee manuals, DOT physicals to be tracked by the state and how transits establish driver seniority.

Jeff noted that there was a fire in the women's bathroom recently.

There was an accident recently where a driver used poor judgment and hit a People For People bus when making a turn. This driver is not currently driving pending the implementation of discipline.

There was only one road call this month, bus number 3102 kept stalling at stops.

The two ARBOC coaches are at different locations in Moses Lake for warranty repairs. One needs an oil pan gasket replaced and the other is in for repairs to the drive line as there are vibration issues. The lead mechanic, Chuck, was able to figure out how to program the new destination signs, this will save GTA time and money going forward.

On October 7th, a large group of law enforcement officers were training by lead mechanic, Chuck, on how to force entry onto a bus and force shut down the bus. Chuck was able to demonstrate how to bleed the air system to lock the brakes, and how to shut down the engines from the rear and overcome the entry doors. Greg noted that we have not done a good enough job working with local law enforcement to allow them to have familiarity of our buses in case of an emergency.

- **Darryl Piercy, Capital Project Update**

Darryl Piercy, GTA's Clerk of the Works, noted that things are moving along well, the lot is now paved and it is beginning to look as it will in the final stage. Steel framework is now on site and erection will begin next week, weather permitting. The issue of US Steel has been resolved, and though we could have had a delay of up to 16 weeks, the delay is now only 4 weeks. The steel should be here about the time the steel girders are put into place. There is still an issue with the fire connections. Greg and Darryl met with the Fire Marshal and the Fire Chief. Code clearly shows the connections are required to be off the building and a variance has never been granted. Darryl noted that they are working to negotiate a plan that will not cost GTA quite as much money. E-mails from the local engineering firm showed that there was a miscommunication between the engineer and the Fire Marshal's office in some manner. We are expecting the windows and roof to be placed on the administrative building the first part of December. A reasonably firm date for move in continues to be April 1st.

Change orders on the agenda tonight are as follows:

Change order, Addition of 5 Concrete Bollards. This change order adds \$7,492.53. Councilman Deane made a motion to approve the change order for the addition of 5 concrete bollards at a price of \$7,492.53 plus sales tax, and authorize the Transit Manager to execute the change order. Councilman Guerrero seconded the motion, motion unanimously carried.

Change order, Gate at entry. This change order adds \$1,966.34. After a short discussion Councilman Deane made a motion to accept the change order for the entry gate at a cost of \$1,966.34 and to authorize the Transit Manager to execute said change order. Councilman Guerrero seconded the motion, motion unanimously carried.

Change order, Wall not big enough for Waist Cleanout. This change order adds \$592.46. After a short discussion Councilwoman Bennett made a motion to approve the change order for the Waist Cleanout and to authorize the Transit Manager to execute said change order. Councilman Deane seconded the motion, motion unanimously carried.

Change order, Sinks and Venting. This change order adds \$1,770.70 and is for the sinks in the janitorial rooms. Darryl noted that even though there have been a lot of change orders, we are still well below the amount of reserves that have been budgeted for change orders. Darryl will develop a spreadsheet to present to the Board Members at the December meeting outlining all of the change orders and the costs associated with them. Councilwoman Hensley made a motion to approve the change order for the sinks and venting in the amount of \$1,770.70 and to authorize the Transit Manager to execute said change order. Councilman Guerrero seconded the motion, motion unanimously carried.

Change order, handicap parking signs. This change order adds \$1,279.76 and is for two signs. Darryl initially questioned the high price of this change order, but after doing some research found that this price is acceptable. Councilwoman Bennett made a motion to approve the change order for the purchase and

installation of two handicap signs and to authorize the Transit Manager to execute said change order. Councilman Deane seconded the motion, motion unanimously carried.

Change order, added sprinkler soffit. This change order adds \$866.74 and was requested by GTA staff. Councilwoman Bennett made a motion to approve the change order for the addition of a sprinkler soffit and to authorize the Transit Manager to execute said change order. Councilman Guerrero seconded the motion, motion unanimously carried.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

- **Resolution No. 10-26, Snow Plowing Agreement**

Greg noted that GTA still has one more year left on the lease for the Administrative Office in Ephrata. We are responsible for clearing the snow as the City cannot guarantee snow plowing in a timely manner. GTA contracted with this same firm last year and although they didn't have much to plow, the relationship was a good one. Councilman Guerrero made a motion to approve Resolution No. 10-26, Snow Plowing Agreement and to authorize the Board Chair Pro-tem to sign the agreement. Councilman Deane seconded the motion, motion unanimously carried.

- **Resolution No. 10-27, Accounting Services Agreement**

The agreement with John Friend at LeMaster Daniels is due to expire. This new agreement increases the monthly limit to \$3,000; anything over this amount must be approved by the Transit Manager. The agreement also changes the name of the firm from LeMaster Daniels to LarsonAllen. Councilwoman Hensley made a motion to accept Resolution No. 10-27 and to change the signing authority to the Board Chair Pro-Tem. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Comprehensive Transit Plan**

Darryl Piercy noted that the statistical data will need to be updated with the 2010 census information, which should be available in March of 2011. This plan can be used to develop the Transit Development Plan and to set the philosophy of why we are here and what we will achieve. The statistical analysis and demographics should be reviewed every 5-7 years to ensure everything still applies. Information regarding the Health Express Shuttle and the relationship between Grant Transit Authority and Quadco. This item will be tabled until next month to allow the Board of Directors and Staff a chance to review the Comprehensive Transit Plan before adopting it. Councilwoman Hensley made a motion to table the Comprehensive Transit Plan Adoption to the December Board Meeting. Councilwoman Bennett seconded the motion, motion unanimously carried.

- **Resolution No. 10-28, 2010 Budget Amendment**

GTA needs to amend the current budget for 2010 to align with the actual numbers as well as adding a few line items. Councilman Deane made a motion to accept Resolution No. 10-28, budget 2010, and to authorize the Chair Pro-Tem to sign said resolution. Councilman Guerrero seconded the motion, motion unanimously carried.

- **2011 Proposed Budget**

John Friend, Finance Officer, went over the proposed 2011 budget along with the budget assumptions. Councilwoman Hensley made a motion to hold a public hearing at the December 16, 2010 Board Meeting

for the adoption of the 2011 budget for the Grant Transit Authority. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Executive Session, Transit Manager Performance Evaluation**

This executive session was tabled to the December meeting to allow for more Board Members to be able to complete their assessment and to attend and participate in the evaluation process.

Other

Brandy noted that law requires transit systems to go through a Board Composition Review every 4 years. This is the year that this will need to be done. Brandy has sent out letters to each community in our PTBA inviting them to attend the December Board Meeting for the Board Composition Review.

Mayor Capetillo noted that while he was at Sacred Heart in Spokane their staff praised our system for providing service to cancer patients for treatment.

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

Councilwoman Hensley made a motion to adjourn the GTA Board of Directors Meeting. Councilwoman Bennett seconded the motion, motion unanimously carried.

Meeting was adjourned at 8:32 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