



Grant Transit Authority

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PTBA MEETING MINUTES October 21, 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 Bruce Reim
Councilman Manuel Guerrero
Councilwoman Roberta Hensley
Mayor Roldan Capetillo
Councilwoman Gina Bernett
Councilman Philip Isaak

Staff Present

Greg Wright, Transit Manager
Brandy Heston, Clerk of the Board
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 Deane made a motion to approve the minutes for the September 16, 2010 Board Meeting. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Public Comments**

NONE

- **Transit Managers Report**

Greg reported once again that John continues to work with the Department of Revenue. Our claim has been verbally approved; however, we are still waiting for the paperwork to go through and the check to arrive.

Both Greg and John Friend, Finance Officer, have been working on the 2011 budget assumptions and would like to meet with the Long Range Planning Committee. After a short discussion, Councilman Isaak made a

motion to nominate Councilman Reim to the Long Range Planning Committee. Councilman Deane seconded the motion. Councilman Deane made a motion to close the nominations. Commissioner Swartz seconded the motion, motion unanimously carried. Councilman Reim was appointed to the Long Range Planning Committee by a unanimous vote of the Board. It was made clear, however, that seats on committees are not simply filled by the replacing board member, but by a vote of the Board. A tentative meeting date and time has been set for the meeting, November 9th at 10 am at the Administrative Office in Ephrata.

Greg stated that he was the lunchtime speaker at the Washington State Good Roads Association Meeting. Overall this was a very positive experience. Greg also spoke at the Moses Lake Association of Realtors. Very positive feedback was given regarding GTA's role in providing transportation in Grant County.

Tina has been working on putting together an Adopt-A-Shelter Program. This is a community service project that would be available for high school students to get the required community service hours in order to graduate. GTA would provide all of the supplies necessary for the students to clean one shelter. We would have them, and their parents if they are minors, sign an agreement holding GTA harmless. Councilman Deane offered a few names for Tina to contact at the Moses Lake School District.

Mr. Wright attended the dedication ceremony at Ben Franklin Transit recently. They have a brand new, beautiful, 18,000 square foot Administration Building. Greg noted that hopefully by December GTA will be able to identify what type of dedication ceremony we will hold. The consensus of the Board was to wait for the completion of the Maintenance Building before holding the dedication ceremony. We will need to begin planning soon in order to get dignitaries scheduled to attend.

The shelter at the aquatic center in Moses Lake was damaged recently. The city officials were notified and GTA intends on repairing the damage as soon as possible.

Grant Transit Authority has been in negotiations with People For People. Both parties have been working on transition options and will resume negotiations next week.

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

John Friend, GTA Finance Officer, presented the financial report showing the total expenditures for September at \$559,502.32. John reported on where we stand for income for the year through the first 9 months of the year. Councilman Guerrero made a motion to accept the Treasurers Report and to approve vouchers 6492-6540, in the amount of \$559,502.32. Commissioner Swartz 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. 4 Moses Lake employees were recognized at the WSDOT Conference in Spokane. There were 69.5 hours of training provided in September. There were 4 road calls last month, an accident with a stop sign, improperly secured wheelchair, broken fuel line and air conditioner inoperable.

The ARBOC's are nearly ready to be put into service. There are, however, a few maintenance issues that need to be addressed with EK Coaches prior to putting on the road. Several buses have been identified as needing new batteries with the colder weather.

- **Darryl Piercy, Capital Project Update**

Darryl Piercy, GTA's Clerk of the Works, showed the Board Members the materials, and colors of what will be utilized for the main body and roofing of the Maintenance Building. Mr. Piercy noted that there have been several issues brought forth due to the Buy-America requirement. The Building material was spec'd out with definitions from FTA in May, 2010. However since then the definition has changed. After much discussion and explanation from Darryl, it was noted that the definition change could cause a substantial delay and may have a financial effect as well.

An issue has been raised by a competitor lift company. They are stating that the lift that was selected does not meet the buy America requirement. GTA is comfortable that the chosen lift does meet the requirement. The competitor is also raising the issue saying that our bid is non-competitive, although GTA is once again, confident in our process.

We have also run into issues with the connections provided so the fire department trucks can connect directly to feed the sprinkler systems. Plans show the connections attached to the buildings, but the Fire Marshal wants them to be removed and placed a minimum of 40' from each building, which could have significant financial impact. Mayor Capetillo recommended finding out where the connections are located on the City of Moses Lakes current construction project. Darryl and Greg, and possibly Councilman Deane, will be meeting with the Fire Marshal next week to discuss this further.

There was over 200 yards of concrete poured today for the fleet parking area.

Change orders on the agenda tonight are as follows:

Change order, plumbing. Originally designed to be in the wall, however the wall isn't wide enough to accommodate this. This change order puts cleanouts into the floor. This change order adds \$1985.83, and is due to design error. Councilman Deane made a motion to approve the change order for the cleanouts. Councilman Guerrero seconded the motion, motion unanimously carried.

Change order, Traffic Grates. The grate that the buses drive over to enter the Maintenance Building takes the full force of the bus. The original spec did not meet the weight distribution load requirements to accommodate the buses in our fleet. We need to upgrade the rating, which adds \$3121.74. Councilwoman Hensley made a motion to approve the change order for Traffic Grates. Mayor Capetillo seconded the motion, motion unanimously carried.

Change order, Rainwater Receiver. Initially the spec called for cast iron, though this is an expensive material and is not buy America. It is recommended that the cast iron be replaced with PVC pipe. It may not be quite as pleasing to the eye, but is much more functional and easily repaired. This change order will result in a credit of \$3000. Commissioner Swartz made a motion to approve the Rainwater Receiver change order. Councilman Guerrero seconded the motion, motion unanimously carried.

Change order, stormwater permit. This permit is required by the Department of Ecology and adds \$431.28. Councilman Guerrero made a motion to approve the Stormwater Permit change order. Mayor Capetillo seconded the motion, motion unanimously carried.

Change order, footing and wall. Behind the administrative building there is an employee area where staff can eat lunch on the patio or take breaks. The design showed a wall with veneer; however the structural

drawings do not show the wall. We have the stone veneer already, but no wall to put it on. This wall is the only thing that separates the patio from the lane of traffic. This change order will add \$8378.24. Councilman Isaak made a motion to approve the change order for the footing and wall. Councilman Deane seconded the motion, motion unanimously carried.

Mr. Piercy noted that future potential change orders include possibly being able to remove the booster pumps. Also there are issues with the plans for plumbing and electrical that were not identified in the plans. It will be more, but right now we aren't sure how much.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

- **Transit Manager Evaluation**

In the existing contract with the Transit Manager, Greg Wright, it states that a performance evaluation will be conducted prior to November 20th of every year. As has been done in the past, Greg will conduct a self evaluation, which will be sent out to the Board of Directors along with a blank evaluation form. Each Board Member will evaluate the Transit Manager and mail it into the Administrative Office; however, the envelopes will not be opened until the time of the executive session. At the November 18th Board of Directors meeting an executive session will be held to discuss this review and then Mr. Wright will be invited into the executive session for his performance evaluation.

- **Resolution No. 10-23, First Amendment to the Health Express Agreement**

This amendment addresses who pays for the fuel. In the past GTA has paid for the fuel; however, in the new agreement, it indicates that People For People is responsible for fuel. This amendment reverses this. Mayor Capetillo made a motion to approve Resolution No. 10-23, First Amendment to the Health Express Agreement. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Resolution No. 10-24, First Amendment to Transit Manager Agreement**

This amendment changes Greg's pay periods to be in line with the other two GTA Administrative Staff members. The amendment also extends Mr. Wright's contract by one year. Councilwoman Bernett made a motion to approve Resolution No. 10-24, First Amendment to the Transit Manager Agreement. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Resolution No. 10-25, Retention Account**

GTA is required to hold a certain amount of the contract for this construction project in a retention account. This resolution will set up that account. Commissioner Swartz made a motion to approve Resolution No. 10-25, Retention Account. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Electronic Payment Approval**

The Department of Revenue is now requiring electronic payments. John noted that he would also like to be able to set up the insurance to be paid electronically to avoid late notices or potential cancellation of the policies if the invoices are not received and delivered to John's office in time to get the payment out in the mail. Mr. Friend stated that within the next year or so payroll tax will also be required to be paid electronically. Mayor Capetillo made a motion to approve electronic payments to the Department of

Revenue, Insurance, and electronic payments of payroll taxes. Councilwoman Bennett seconded the motion, motion unanimously carried.

- **Employee Leave Payout Request**

Recently there was a change in the personnel policy regarding vacation leave payout if the employee was not able to utilize the leave by the end of the year. The employee must notify the Transit Manager by the 1st of October. Then the Board is ultimately responsible for approving all or part of the request. Due to the increased amount of work with the new facility project, Greg recommended a payout of 120 hours of vacation to this employee. A mechanism will be put in place to ensure that this will not happen again. Greg noted that he would like to look further into a General Leave Policy rather than sick leave or vacation leave. Councilwoman Bennett made a motion to approve the payout to the employee in the amount of 120 hours as a one-time payout. Councilman Guerrero seconded the motion. After a short discussion the motion was unanimously approved.

Other

NONE

The next Board meeting will be at the Ephrata City Council Chambers, 121 Alder St SW, on November 18th at 7:00 pm.

Mayor Capetillo made a motion to adjourn the GTA Board of Directors Meeting. Commissioner Swartz 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