



# Grant Transit Authority

PO Box 10, Ephrata, WA 98823  
(888) 482-2877 or (509) 754-1075  
Fax: (509) 754-1170  
[www.gta-ride.com](http://www.gta-ride.com)



## PTBA MEETING MINUTES September 16, 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

### **Staff Present**

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

### **Board Members Absent**

Councilwoman Gina Barnett  
Councilman Philip Isaak

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, 7 Board Members present and 2 Board Members absent.

- **Board Minutes Approved**

The minutes of the August 19<sup>th</sup> Board Meeting should be amended to show the meeting was held in Moses Lake at the ATEC at BBCC. Mayor Capetillo made a motion to approve the minutes, as amended, for the August 19, 2010 Board Meeting. Councilman Guerrero seconded the motion, motion unanimously carried.

- **Public Comments**

NONE

- **Transit Managers Report**

Greg stated that John has made some progress in getting the sales tax refund. He was assured that we would get the refund but it would take a period of time.

The audit is now complete and the exit meeting was held this afternoon. Board Chair Bohnet, Councilman Isaak, Commissioner Swartz and Councilman Deane attended the exit meeting. GTA received a clean audit with no findings. Due to the amount of money that will be spent this year on the facility, GTA can expect to be audited again next year. Mayor Bohnet noted that the auditor who performed the work thanked the GTA Staff for their cooperation.

Greg informed the Board Members that the public transportation Consolidated Grant Applications were released for the 2011-2013 biennium. We are required to submit any projects that we will be applying for to QUADCO by Friday, September 24<sup>th</sup>. Greg stated that he would like to apply for the preservation of the JARC funded express service between Moses Lake and Warden/Othello. He would also like to apply for additional funding for the expansion/preservation of the service to Quincy. We will also apply for funding for new bike racks, these run about \$2500 per unit. Greg recommended that GTA apply to replace only 10 at a time.

While working at the Fair this year we heard several positive comments about our service, especially related to the express service in to Warden. Greg once again thanked the staff at PFP who helped man the booth this year. Mayor Capetillo commented on the fact that when he volunteered to man the booth this year he was able to work at the same time as the driver for the Health Express Shuttle. Mayor Capetillo noted that he will always support and fight for the continuation of this service.

Electric City would like to paint the roof of the shelter in their area to match their town décor. This would not cost the Grant Transit Authority anything as Electric City will supply the paint and the labor to get this done. Commissioner Swartz made a motion to change the color of the roof from green to blue with no cost to GTA. Mayor Capetillo seconded the motion, motion unanimously carried.

Greg reported that Intercity Transit, in Olympia, recently passed a ballot measure increasing their sales tax rate from 6 tenths to 8 tenths. State law allows transits to collect up to 9 tenths currently.

Both Brandy and Greg will be out of the office Monday through Wednesday next week. They have been asked by WSDOT to do a presentation at the WSDOT conference regarding our relationship with Northwestern Trailways. Tina will be in Ephrata manning the office.

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

John Friend, GTA Finance Officer, presented the financial report showing the total expenditures for August at \$640,533.36. John reported that sales tax came in at just over \$250,000, and hopes that this trend will continue. Councilman Guerrero made a motion to accept the Treasurers Report and to approve vouchers 6439-6491, in the amount of \$640,533.36. Mayor Capetillo 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. Several of the routes were re-routed to be able to provide service to the Grant County Fair this year. Things went well, although drivers reported that there were a few issues with maneuvering the larger buses through the parking lot.

There continues to be a road closure in Soap Lake which is causing our routes to have a detour from the printed schedule until the road work is complete.

Drivers have bid on new shifts that will go into effect soon. They have been notified that mistakes will not be tolerated as they have had plenty of time to review and learn their new routes. There was 115 hours of combined training last month which consisted of PASS Training, and Train the Trainer.

There were 3 road calls last month, an a/c failure, loss of power and a broken air hose. Vehicle 1901 is currently at the Ford dealership as there was an electrical system failure. It was fixed once and failed again.

Graphics are on the two new ARBOC's and radios have been installed. There were some repairs that needed to be made prior to putting in service so they are back at EK Coaches.

- **Darryl Piercy, Capital Project Update**

Darryl Piercy, GTA's Clerk of the Works, showed the Board Members pictures that were taken of the site. Use of non American materials has occurred, and Darryl notified the contractor. The stack of material has been removed, however today the material was still on the building. Darryl stated that he hoped the material would be removed by dark tonight. Darryl expressed his appreciation of having the involvement and input from Tom Hanson, WSDOT.

The project currently is about 2-3 months ahead of the anticipated finish date; however there are some items that could hold this up soon. The City of Moses Lake should be issuing the foundation only permit by tomorrow. This is for the maintenance and covered fleet parking.

We anticipated a few change orders, but the contractor didn't get them to us in time. Architects have had to do additional work on the electrical and plumbing due to the plans not really being complete. The project overall is going well. Darryl continues to work with Graham on the differing site conditions. Mr. Piercy continues to believe GTA is on strong ground, this may take some time to come to a conclusion.

## **UNFINISHED BUSINESS**

**NONE**

## **NEW BUSINESS**

- **Resolution No. 10-21, Health Express Agreement**

People For People will be contacting the Moses Lake Clinic and the Cancer Foundation and is waiting on their confirmation of their commitment to help maintain the service that is being provided. GTA took a little different approach, paragraph 3.1 changes the dollar amount that GTA would contribute to the project. Commissioner Swartz recommended that PFP contact the Wenatchee Valley Clinic since this is where the patients are going for their treatment. Mayor Capetillo made a motion to approve Resolution No. 10-21. Commissioner Swartz seconded the motion, motion unanimously carried.

- **Resolution No. 10-22, Personnel Policy Amendment, Pay Periods**

This amendment simply changes the pay periods for GTA Administrative Staff from being paid only once a month to a bi-weekly pay period. The pay periods will go from Sunday through Saturday and the first bi-weekly pay period will end on September 18<sup>th</sup>. The first bi-weekly payday will be on Friday, September 24<sup>th</sup>. Councilman Guerrero made a motion to approve Resolution No. 10-22. Commissioner Swartz seconded the motion, motion unanimously carried.

**Other**

It was recommended that Staff look into putting the schedules into a book format. Greg noted that we have looked into this. It is very expensive to do this, but staff will re-visit this idea.

The next Board meeting will be at the Ephrata City Council Chambers, 121 Alder St SW, on October 21<sup>st</sup> at 7:00 pm.

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

Meeting was adjourned at 7:49 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