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PTBA MEETING MINUTES

April 19, 2018, 6:30 PM

Held at: Grant Transit Authority, 116 W 5th Ave, Moses Lake, WA

Board Members Present	Staff Present
<p><i>Chair, Mayor Bruce Reim, Ephrata</i> <i>Vice Chair, Steve Wellein, Soap Lake</i> <i>Councilman Don Myers, Moses Lake</i> <i>Councilman David Day, Quincy</i> <i>Mayor Kevin Newland, Wilson Creek</i> <i>Councilman Richard McGuire, Electric City</i></p>	<p><i>Michael Wagner, General Manager</i> <i>John Friend, Finance Officer</i> <i>Saira Martinez, Administrative & ACCESS Coordinator/Board Clerk</i> <i>Brandy Heston, Administrative Services Manager</i> <i>Kendra Moos, Human Resources Manager</i> <i>Jim Ackley, Financial Resources Manager</i></p>
Board Members Absent	Board Member Vacancies
<p><i>Councilman Vaughn Jordan, Coulee City</i> <i>Commissioner Tom Taylor, Grant County</i> <i>Councilman Michael Leavitt, Warden</i></p>	<p><i>ATU Representative</i></p>

Citizen Attendance: Please see attached list of participants.

The meeting of the Grant Transit Authority Board of Directors was called to order by Board Chair, Bruce Reim at 6:30 pm. Pledge of Allegiance was recited. Roll call was taken by Saira Martinez, GTA Board Clerk, 6 Board Members present, 3 Board Members absent and 1 Board position is vacant.

- **Board Minutes Approved**

Mayor Newland made a motion to approve the minutes for the March 15, 2018, Board Meeting. Vice Chair, Wellein seconded the motion, motion unanimously carried.

- **Public Comments**

None.

- **Treasurers Report, review and approval of vouchers**

John Friend, GTA Finance Officer, reported we are right on budget at 30%. We also had 3 payrolls for the month of March which is why the numbers look so high and March is also the lowest month for sales tax. Councilman Day made a motion to accept the Treasurers Report and to approve vouchers 4795 to 13895, in the amount of \$659,749.19. Councilman McGuire seconded the motion, motion unanimously carried.

- **Demand Response, People for People, Questions or Comments**

Jan Ollivier, People for People, reported the monthly stats for March, 2018. ADA boarding's increased by 10% in March of 2018, as compared to March of 2017. ADA services miles increased by 15% as compared to March of 2017. Service hours continue to be up due to the increase of Ephrata and Soap Lake ridership and dialysis clients that sometimes require longer wait time for their returns. Auxiliary

(20) hours, Service hours totaled 62.54. PFP WSDOT funding was used to support 42.54 hours. Auxiliary is higher than last year due to a significant number of new riders going to the Senior Center three times per week. Board Chair, Bruce Reim, made a comment that there is a rider in Ephrata that has reported to have lost paratransit service. Brandy explained that this is not associated with the ACCESS program. Jan Ollivier explained that those rides are provided with the extra funding that PFP has, however, that funding is now limited to clients who are needing transportation to doctor's appointments only. Brandy explained that the clients who have lost that service are now calling GTA asking about the ACCESS program. Jan asked that she be notified anytime any clients are calling GTA due to losing the service with People for People.

- **Executive Session**

The board adjourned into executive session at 6:45pm for Contract Negotiations for 30 minutes. The meeting was called back to order 7:15pm.

UNFINISHED BUSINESS

- None

NEW BUSINESS

- **Resolution No. 18-06, Bicycle Locker Usage Policy & Agreement**

GTA has come up with a policy and agreement for the bicycle lockers. In this policy, we are requesting a nonrefundable deposit. Councilman Day made a motion to approve Resolution No. 18-06, Bicycle Locker Usage Policy & Agreement. Councilman Myers seconded the motion, motion unanimously carried.

- **Resolution No. 18-07, 2018 Certifications & Assurances**

Councilman Myers made a motion to approve Resolution No. 18-07, 2018 Certifications & Assurances. Councilman Day seconded the motion, motion unanimously carried.

- **WSTIP Above & Beyond Award**

WSTIP has come up with a program where they recognize employees for going Above & Beyond their expressed job responsibilities during a significant event, demonstrating courage and heroism, or other extraordinary acts deserving recognition, resulting in a saved life or lives, and/or minimizing the impact of a loss to the agency or the public. One of GTA's drivers, Fidel Barajas is being recognized and will be receiving an award on April 30, 2018 at 12pm at the Operation Building. Board members are welcome to join the celebration.

- **General Manager/Board Interaction**

Mr. Wagner thanked Elsa Borrego, Administrative Assistant, for filling in for Saira Martinez as Board Clerk while she was out, it was very much appreciated.

There is currently a GTA board member who is in Grant County Jail. Saira spoke to the city in which this board member represents. The city explained that the only way a councilmember can be removed from the city council is if they resign or have three consecutive absences. So far, the councilmember has missed two city council meetings. May 8, 2018 will be their third absence if they do not attend. At that point, the city will then remove the councilmember from their city council and they will then appoint a new person to represent the GTA Board of Directors.

FISCAL BUDGET CYCLE

We are on target to complete our fiscal budget for public notice starting in the month of May with Board ratification in June to sequence to the budget year 2018/2019 by July 1. Currently, an unknown is the labor negotiations which have begun and the impact that will have on the budget. The Board will be kept abreast of this between this meeting and the next meeting of the board on May 17th.

RIDERSHIP TARGETS, PROJECTIONS, AND OPERATIONS

Ridership totals for March were very encouraging that we are beginning to make an impact in the community. Fluctuation always occurs, but 20,200 riders is a great month! We have been short on drivers with some retirements, and changes in employment as well as trying to finalize service with needed personnel, but Stephanie has kept the drivers and Dispatch on the course, and the team is doing very well at filling gaps when needed. We have new trainees in the cue for this month and next. We are anticipating this will firm up our driver pool. Councilman McGuire asked if there are only a certain amount of hours a driver can drive, Michael said 12 hours.

FACILITIES AND MAINTENANCE

Greg has been busy bringing about major changes in our Maintenance and Facilities operations. The lift that was in the wash bay has been removed and stored, and now drivers and bus washers can move in and out to wash and clean vehicles. Thanks go out to Greg, and his crew for the Saturday facilities works done to clear space to better handle parts and inventory for the maintenance crew. Fleetio, a vehicle management software, is being used to track inventory and allow better communication between drivers, dispatch, and maintenance. We are in a crisis with our aging fleet and have been working on a strategy to move forward with newer vehicles without the exorbitant costs of new. In addition to our energy audit and correction of poorly installed and maintained heating and cooling systems, we are looking at the requirements of new roofing for the maintenance facility and the main OPS building. Greg has reached out to provide us options, and we will be discussing these at a later date. We are in the final steps working with Skill Source to provide a summer program that will provide for shelter repair, cleanup, signage, as well as detailing of the fleet.

SYSTEM EVALUATIONS

Having had 9 months to work with our new routes and schedules, we are looking to do a strategic evaluation of efficiency and ridership numbers to provide optimal service developed in areas of growth and school system transportation. It will not interfere with the school bus system, but hopefully, provide alternate transportation for parent confidence in the GTA transit system. We will be reaching out to educational organizations providing special programs for students to see how we can interface and provide service for their programs.

iFiber and GTA

A public/private partnership is being established between iFiber and GTA for the purpose of community outreach and information services. Currently, our large monitor in the waiting area of the transit center is being utilized for local news content, community notices, the Washington Grown series, rider alerts and information for the Grant County community. As a pilot project concept, currently not done anywhere else in the State, we are trying this as a means of interconnecting our community with a consistent message of support and information. This idea has many ramifications for our transit system, and the response has already been very strong.

LABOR NEGOTIATIONS

We have met for the initial discussions with the ATU, and they have shared their proposals minus their economic data. They have requested financials which we are providing. We are scheduled to once again meet on May 11, 2018, at which point we will make our proposal to them.

Michael explained that he had a meeting with AT&T representatives and after reviewing our AT&T bills from this last year, they have no idea why we are paying so much. Our accounts are currently frozen and AT&T will be reviewing the charges. GTA is requesting a refund on all the unnecessary charges.

• **Other:**

Board Chair, Bruce Reim, explained that future executive sessions will take place before the board meetings start. Board meetings are scheduled to start at 6:30pm, therefore, executive sessions will start at 6pm.

Saira is currently working on getting Chromebooks ready for board members to use to review board packets at the next board meeting.

The next GTA Board of Directors Meeting will be held at the Multimodal Transit Center, on Thursday, May 17, 2018, at 6:30 pm.

Councilman McGuire made a motion to adjourn the meeting. Vice Chair Wellein seconded the motion, motion unanimously carried. Meeting was adjourned at 7:43 pm.

Attested:



Saira Martinez
GTA Board Clerk

I certify that this is a true copy of the accepted GTA meeting minutes.



Board Member