



## PTBA MEETING MINUTES February 15, 2018, 6:30 PM

Held at: Grant Transit Authority, 116 W 5<sup>th</sup> Ave, Moses Lake, WA

<b>Board Members Present</b>	<b>Staff Present</b>
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<i>Vice Chair, Steve Wellein, Soap Lake</i> <i>Mayor Kevin Newland, Wilson Creek</i> <i>Councilman Don Myers, Moses Lake</i> <i>Councilwoman Anita Paulsson, Coulee City</i> <i>Councilman Michael Leavitt, Warden</i> <i>Commissioner Tom Taylor, Grant County</i> <i>Councilman David Day, Quincy</i> <i>Councilman Richard McGuire, Electric City</i>	<i>Michael Wagner, General Manager</i> <i>John Friend, Finance Officer</i> <i>Elsa Borrego, Admin Assistant/Interim Board Clerk</i> <i>Brandy Heston, Administrative Services Manager</i> <i>Greg Lange, Facilities &amp; Maintenance Manager</i> <i>Jim Ackley, Financial Resources Manager</i>
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**Board Member Vacancies**

*ATU Representative*

**Board Members Absent**

*Chair, Mayor Bruce Reim, Ephrata*

Citizen Attendance: Please see attached list of participants.

The meeting of the Grant Transit Authority Board of Directors was called to order by Vice Chair, Steve Wellein at 6:30 pm. Pledge of Allegiance was recited. Roll call was taken by Elsa Borrego, Interim GTA Board Secretary, 8 Board Members present, 1 Board Member absent and 1 Board position is vacant.

**• Board Minutes Approved**

Councilwoman Paulsson made a motion to approve the minutes for the January 18, 2017, Board Meeting. Councilman McGuire seconded the motion, motion unanimously carried.

**• Public Comments**

None.

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

John Friend, GTA Finance Officer, reported first month calendar year sales tax came in at \$326 thousand dollars. We are currently 8% into our budget, year to date. Overall, we are close on budget. Councilwoman Paulsson made a motion to accept the Treasurers Report as amended and to approve vouchers DD4598 to 13684, in the amount of \$497,749.19. Councilman Myers seconded the motion, motion unanimously carried.

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

Bob Walsh, People for People, reported the monthly stats for January 2018. ADA boarding's increased by 51% in January of 2018, as compared to January of 2017. Service hours increased by 29% compared to January 2017. Service miles increased by 26% as compared to January of 2017. Service hours are up due to the increase of Ephrata and Soap Lake ridership and dialysis clients that sometimes require longer wait times for their returns.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

- **Purchase Order #180205, Trailer Solutions**

Michael apologized to the board for a purchase that was made for a trailer which was over the \$3,000 approval limit, the trailer will be used to haul the CanAm around as well as various other pieces of equipment. Councilwoman Paulsson made a motion to approve Purchase order #180205, Trailer Solutions. Councilman Myers seconded the motion, motion unanimously carried.

- **Purchase Order #180209, Apollo Sheet Metal**

Greg Lange, Facility and Maintenance Manager stated he sent out 3 RFQ's, but initially only received one back. As of 5 pm tonight he received the other two quotes. Greg would rather hold off on this PO to review the other 2 quotes.

No Action Taken.

- **Resolution No. 18-02, GTA/PFP Agreement**

Michael stated he and Madelyn have been working together to come to an agreement along with the approval of legal counsel for both organizations and have finalized the Agreement between GTA and PFP.

Councilwoman Paulsson made a motion to approve Resolution No. 18-02, GTA/PFP Agreement. Councilman Leavitt seconded the motion, motion unanimously carried.

- **Resolution No. 18-03, Drug & Alcohol Policy**

Councilwoman Paulsson made a motion to approve Resolution No. 18-03, Drug & Alcohol Policy. Councilman Day seconded the motion, motion unanimously carried.

- **General Manager/Board Interaction**

Mr. Wagner stated that for 2018 he has decided he will be providing written documentation as to what GTA is doing and what GTA is working towards. He stated that in 2017 we stayed away from that.

Michael went on to discuss topics of discussion at the Management retreat such as the 20/30 goal, which is a goal to have 30,000 riders by 2020 and double that that by 2030. He said currently they are working their way through a book called "Deep Work" which discusses the effects of distractions by cell phones and social media. Michael highly recommends that the board read the book.

Michael also mentioned the Remix Software that was purchased last year and stated we are utilizing the software to work on routes, maps and timetables to optimize ridership and efficiency while decreasing miles.

Also, presented to the board this evening, was Grant Transit Authority's new website. Brandy presented the new site as well as the old, to show the different changes that have taken place.

- **Other:**

Mr. Wagner stated the system is running very well, the numbers are in the reports, asked if anyone had questions, he would be happy to answer.

Vice Chair Wellein asked after route expansions what is the next step? Michael answered and said the next step is to formulate a plan that increases ridership and decreases mileage.

Councilman Myers stated he was very pleased with the ridership numbers, he is excited to see the numbers and our increase in riders.

The next GTA Board of Directors Meeting will be held at the Multimodal Transit Center, on Thursday, March 15, 2018, at 6:30 pm.

Councilwoman Paulsson made a motion to adjourn the meeting. Councilman McGuire seconded the motion, motion unanimously carried. Meeting was adjourned at 7:05 pm.

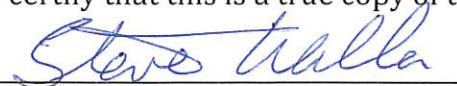
Attested:



Elsa Borrego

Interim GTA Board Secretary

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



Board Member