



PTBA MEETING MINUTES
March 15, 2018, 6:30 PM

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

Board Members Present Staff Present

Vice Chair, Steve Wellein, Soap Lake
Mayor Kevin Newland, Wilson Creek
Councilman Don Myers, Moses Lake
Councilman Michael Leavitt, Warden
Commissioner Richard Stevens, Grant County
Councilman David Day, Quincy

Michael Wagner, General Manager
John Friend, Finance Officer
Elsa Borrego, Admin Assistant/Interim Board Clerk
Brandy Heston, Administrative Services Manager
Greg Lange, Facilities & Maintenance Manager
Jim Ackley, Financial Resources Manager

Board Members Absent

Chair, Mayor Bruce Reim, Ephrata
Councilman Vaughn Jordan, Coulee City
Councilman Richard McGuire, Electric City

Board Member Vacancies

ATU Representative

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, 6 Board Members present, 3 Board Members absent and 1 Board position is vacant.

• Board Minutes Approved

Councilman Leavitt made a motion to approve the minutes for the February 15, 2018, Board Meeting. Councilman Day 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 17.6%. Councilman Day made a motion to accept the Treasurers Report and to approve vouchers DD4686 to 13768, in the amount of \$392,398.95. Vice Chair Wellein seconded the motion, motion unanimously carried.

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

Bob Walsh, People for People, reported the monthly stats for February 2018. ADA boarding's increased by 34% in February of 2018, as compared to February of 2017. Service hours increased by 30% compared to February 2017. Service miles increased by 31% as compared to February 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

- **Resolution No. 18-04, GTA/MightyShine Agreement**

MightyShine will be GTA's window cleaning service provider. Councilman Day made a motion to approve Resolution No. 18-04, GTA/MightyShine Agreement. Commissioner Stevens seconded the motion, motion unanimously carried.

- **Purchase Order #180315, Motorized Blind Installation in MTC Lobby**

Councilman Leavitt made a motion to approve Purchase Order # 180315, Motorized Blind Installation in MTC Lobby. Vice Chair Wellein seconded the motion, motion unanimously carried.

- **Purchase Order #180314, Exhaust Fan Relocation in Maintenance Shop**

Greg discussed the exhaust fan relocation in the maintenance shop. Mayor Newland asked about the bid that was presented last month, to which Greg responded that the bid was a high bid. Commissioner Stevens made a motion to approve Purchase Order #180314, Exhaust Fan Relocation in Maintenance Shop. Councilman Leavitt seconded the motion, motion unanimously carried.

- **Resolution No. 18-05, DIVCO, HVAC Maintenance**

Councilman Leavitt made a motion to approve Resolution No. 18-05, DIVCO, HVAC Maintenance. Mayor Newland seconded the motion, motion unanimously carried.

- **Tatum Lawn Care Proposal**

Michael presented the proposal to the board and asked for their approval of the proposal and authorization for General Manager to sign the agreement. Councilman Day made a motion to approve Tatum Lawn Care Proposal and authorization for General Manager to sign the agreement. Councilman Leavitt seconded the motion, motion unanimously carried.

- **General Manager/Board Interaction**

Mr. Wagner provided the board with an update on fiscal budget cycle and said that he would bring forward the budget that will transition our 2018 budget, to a 2018-2019 Biennial based from July 1, 2018 - June 30, 2019.

Ridership was discussed next, Michael stated that ridership is currently staying strong with daily ridership in the high 800's and 900's per day. He went on to say that we anticipate with better weather and improved efficiency in our service to reach a steady 1,000 riders per day over the next six months.

Michael also provided the Board with an update on schedules and maps stating that the Remix schedule and mapping software have been invaluable in determining costing and efficiency of routes and labor.

The next topic of discussion was the website update, Michael informed the Board we have been getting rave reviews from riders and community alike and have been filling in new material and changes as they occur.

The maintenance department is currently in the process to engage with SkillSource for work teams that we train at no cost to us, that will provide labor for shelter clean up and vehicle detailing during the summer. This could also be a major employee pool that we would benefit from as we train them without the cost and they learn the job before we hire them.

Lastly, we anticipate the first meeting with the Union for contract negotiations to be sometime in April. We will keep the Board apprised of these as we know more.

• **Other:**

Vice Chair Wellein asked if the website is interactive, Mr. Wagner answered not currently, but once we have Google Bus part of it, it will be interactive.

Councilman Myers asked if we have a route that goes up to the airport area, Michael said currently only as a flag stop and the closest route would be the BBCC route. He stated we are currently working on routes that will incorporate the airport.

Councilman Leavitt asked how the public would know to go to our new website. Michael stated that all our new business cards, schedules and Facebook all have our new URL. The information will also be on buses and we will work on having it on the bus signage.

The next GTA Board of Directors Meeting will be held at the Multimodal Transit Center, on Thursday, April 19, 2018, at 6:30 pm.

Councilman Leavitt made a motion to adjourn the meeting. Councilman Day 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