



PTBA MEETING MINUTES August 16, 2018, 6:30PM

Held at: Grant Transit Authority, 116 W 5th Ave, Moses Lake, WA 98837

Board Members Present

Chair, Mayor Bruce Reim, Ephrata
Vice Chair, Steve Wellein, Soap Lake
Mayor, Kevin Newland, Wilson Creek
Councilman, Richard McGuire, Electric City
Councilman, Byron Starkey, Warden
Councilman, Don Myers, Moses Lake

Board Members Absent

Councilman, David Day, Quincy
Commissioner Tom Taylor, Grant County

Staff Present

Michael Wagner, Transit Manager
John Friend, Finance Officer
Saira Martinez, Administrative & ACCESS Coordinator/Board Clerk
Greg Lange, Facility & Maintenance Manager
Kendra Moos, Human Resources Manager

Board Members Vacancies

Coulee City
ATU Representative

Citizen Attendance: Please see attached list of participants.

Executive Session

The board went into executive session at 6:00pm for Contract Negotiations. At 6:30pm, Saira announced that 5 more minutes were needed.

The meeting of the Grant Transit Authority Board of Directors was called to order by Board Chair, Bruce Reim at 6:35pm. Pledge of Allegiance was recited. Roll call was taken by Saira Martinez, GTA Board Clerk, 6 Board Members present, 2 Board Members absent, and 2 Board positions are vacant.

Consent Agenda

Vice Chair, Wellein, made a motion to approve the Consent Agenda. Mayor Newland, seconded the motion, motion unanimously carried.

Treasurers Report, review and approval of vouchers

John Friend, GTA Finance Officer, reported we are 73% into our budget for the year. Councilman Myers asked if GTA has a more foreseeable budget for the rest of the year. Mr. Wagner explained that we budget as best as we can but can never be certain on what's going to be spent. Mayor Newland noted that over the last year, all the numbers have been very high. Finance Manager, John Friend, explained that the budget is created as best as it could, sometimes you're under budget and sometimes you're over budget. Mr. Wagner explained that we have had some maintenance issues that we never anticipated for and these are expenses that you just can't budget for. Councilman Starkey made a motion to accept the Treasurers Report and to approve vouchers 14071 to 14175, in the amount of \$733,935.64. Councilman McGuire seconded the motion, motion unanimously carried.

Public Comments

None

Unfinished Business

a. None

New Business

a. Job Description Updates

Mr. Wagner noted that the job descriptions were cleaned up and updated. Mayor Newland, made a motion to approve the Job Description Updates. Councilman Myers seconded the motion, motion unanimously carried.

b. PO #180816A - Cummins

GTA needs approval of PO #180816A - Cummins, to replace the engine on bus 2302. Councilman McGuire asked if there a mechanic who looks at the buses before we purchase them.

Maintenance and Facilities Manager, Greg Lange, explained that we do have a mechanic look at them. Chair, Mayor Reim, asked if GTA thinks of these kinds of purchases when building the budget. Mr. Wagner explained that we cannot plan for these kinds of purchases as they happen unexpectedly. Councilman Myers asked if there is warranty on the engine and if GTA is keeping track of how much maintenance/repair is being put into each bus. Greg explained that there is 6 months of warranty on the engine components and we have a program called Fleet Complete that helps us keep track of all the maintenance being done to each bus. Vice Chair, Wellein, made a motion to approve PO #180816A-Cummins, Councilman McGuire seconded the motion, motion unanimously carried.

c. PO #180816B – Freightliner Northwest Spokane

GTA needs approval of PO #180816B – Freightliner Northwest Spokane, for some repairs on bus 3203. Councilman Starkey made a motion to approve PO #180816B – Freightliner Northwest Spokane. Vice Chair, Wellein, seconded the motion, motion unanimously carried.

Managers' Report/Board Interaction

RIDERSHIP TARGETS, PROJECTIONS, AND OPERATIONS

We ended July with 2,200 more riders than the same time in 2017. Along with this we are moving toward our busier season when children and adults go back to school. Our Regional Mobility funded routes to Ellensburg and Wenatchee have also picked up with 132 riders to Ellensburg, and 400 riders to Wenatchee.

TRANSIT DEVELOPMENT PLAN

The Transit Development Plan (TDP) is the living, working document that charts our course over the next 5 years. It is a report of the year for 2017 and then a document of intent from 2018 – 2023. It is a measure of growth in preservation of the current system, a metric of expansion for the future system and with it the capital projects necessary to accomplish the set-out goal. Along with it is the budget estimates to correlate with these intents. We will be providing this document for board discussion and interaction at our next board meeting and then will make it available for public comment for one month, with potential approval by the October 18th board meeting.

AT&T

After months of promises and little delivery, I was finally able to reach high enough into the AT&T organization (West Coast Regional Manager) to be able to secure a \$17,500 credit to our account. Along with this the parts of the system still in dispute are being shut down in order to identify what is showing up as data and how it is happening. Once we have this entirely taken care of, the system will be brought back online and a discussion regarding new technology will go forward. Our GPS units will remain in temporary status which will cost about \$500 per month.

STATE AUDIT NOTIFICATION

In the beginning of August, I received a call from the State Auditor's Office that they will once again be auditing us this year. It is tentatively set for the beginning of September, but that is always subject to change. Hopefully it will not take the 6 months that the previous one did, as we have a plan in place to deal what they had previously asked for.

PARATRANSIT/DEMAND RESPONSE

We have started to transition our Paratransit/Demand Response Manager to her new location at the Ephrata Transit Center. For the next six weeks she will be assisting with our Consolidated grant applications in which we will be asking for vehicle funding, personnel costs, scheduling software, and on-going operational expenses for both Fixed Route and Paratransit/Demand Response services.

Other:

The next GTA Board of Directors Meeting will be held at the Multimodal Transit Center on Thursday, September 20, 2018 at 6:30pm.

Councilman McGuire made a motion to adjourn the meeting. Vice Chair, Wellein, seconded the motion, motion unanimously carried. Meeting was adjourned at 7:09pm.

Attested:



Saira Martinez
GTA Board Clerk

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



Board Member