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**PTBA MEETING MINUTES**  
**December 20, 2018, 6:30PM**

Held at: Grant Transit Authority, 116 W 5<sup>th</sup> 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, Don Myers, Moses Lake*

**Board Members Absent**

*Councilman, David Durfee, Quincy*  
*Councilman, Byron Starkey, Warden*  
*Councilwoman Bailee Grindy, Coulee City*  
*Commissioner Tom Taylor Grant County*

**Staff Present**

*John Friend, Finance Officer*  
*Brandy Heston, Administrative Services Manager*  
*Saira Martinez, Administrative & ACCESS Coordinator/Board Clerk*

**Board Members Vacancies**

*ATU Representative*

**Executive Session, Contract Negotiations**

The board went into executive session at 6:00pm for Contract Negotiations.

The meeting of the Grant Transit Authority Board of Directors was called to order by Board Chair, Bruce Reim at 6:30pm. Pledge of Allegiance was recited. Roll call was taken by Saira Martinez, GTA Board Clerk, 5 Board Members present, 4 Board Members absent, and 1 Board position is vacant.

**Public Hearing, 2019 Budget**

No comments. Public Hearing was closed by Board Chair, Mayor Reim.

**Consent Agenda**

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

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

Finance Officer, John Friend, reported sales tax came in strong once again. Councilman Myers made a motion to accept the Treasurers Report and to approve vouchers DD5703 to 14592, in the amount of \$513,750.93. Councilman McGuire seconded the motion, motion unanimously carried.

**Public Comments**

None.

## Unfinished Business

### **a. Resolution No. 18-15, Adoption of 2019 Budget**

Administrative Services Manager, Brandy Heston, explained the few things that she knew of that had changed since the last version they had been presented. It was pointed out to disregard the column that shows the anticipated 2018 figures as it is not correct. The Board looked at several options, one being they call special meetings from now to the end of the year in hopes of a different budget, the other was to adopt the budget as presented as a supplemental budget and direct staff to come back with a different budget for adoption in January. Mayor Newland made a motion to approve Resolution No. 18-15, Adoption of 2019 budget as a supplemental operating budget. Councilman Myers seconded the motion, motion unanimously carried.

## New Business

### **a. Resolution No. 18-16, Sutter, Kunkle & Thompson ps**

At last month's board meeting, Clifton Larsen Allen gave their notice effective December 31, 2018, however have given an extension to the end of January to help transition and close year end. Brandy indicated that General Manager, Michael Wagner, met with a couple local firms and has decided to go with a local office, Sutter, Kunkle & Thompson ps. Discussion was had regarding a cap being placed on the monthly billable amount from the accountant. This agreement will need to be revisited and amended a couple months from now after they have determined what all is involved in GTA finances. Vice Chair, Wellein, made a motion to approve Resolution No. 18-16, Sutter, Kunkle & Thompson ps. Councilman McGuire seconded the motion, motion unanimously carried.

### **b. Proposed Fare Increase for DART and Long Distance Express**

During last month's board meeting, Michael had initiated discussion about increasing the fares for Dial-A-Ride and long distance express routes to include Wanapum Dam and Royal City. Staff is proposing to increase the fares consistent to other long distance routes which is \$3 per boarding and/or \$80 per pass. GTA will need to hold a series of public meetings and the board will need to come back and approve the fare increase. Councilman McGuire made a motion to direct staff to hold a series of public meetings regarding the proposed fare increase. Vice Chair, Wellein, seconded the motion, motion unanimously carried.

### **c. Election of officers**

Councilman McGuire made a motion to keep the officers as is. Mayor Newland seconded the motion, motion unanimously carried.

## Managers' Report/Board Interaction

No report.

## Other:

Mayor Newland made a motion to direct the Executive Team - to include Kendra, Stephanie, Greg and Brandy - to work on and create a 2019 budget, attempting to put 25% into reserves. Councilman Myers seconded the motion, motion unanimously carried. The team is to then present the budget to the GM and to the Board.

Councilman Myers brought up a couple items for discussion. First, he had heard someone say that drivers get paid OT on PTO that is taken. After brief discussion, the board decided to discontinue this practice as it is not in the CBA and is not a good practice. Councilman McGuire made a motion to discontinue paying OT on hours not worked. Mayor Newland seconded the motion, motion unanimously carried.

Councilman Myers also asked when the board had last done a performance review on the General Manager. Since it is due to be done, it was requested to send out review forms and hold an executive session at the next board meeting to review it with the General Manager.

The next GTA Board of Directors Meeting will be held at the Multimodal Transit Center on Thursday, January 17, 2019 at 6:30pm, with executive session starting at 6:00pm.

Councilman McGuire made a motion to adjourn the meeting. Councilman Myers, seconded the motion, motion unanimously carried. Meeting was adjourned at 7:11pm.

Attested:



Saira Martinez  
Administrative & ACCESS Coordinator  
Board Clerk

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



Board Member