



PO BOX 870  
 MOSES LAKE, WA 98837  
 509-765-0898 | 1-888-482-2877  
 www.granttransit.com



**PTBA MEETING MINUTES**  
**November 15, 2018, 6:30PM**

**Held at: Grant Transit Authority, 116 W 5<sup>th</sup> Ave, Moses Lake, WA 98837**

**Board Members Present**

*Vice Chair, Steve Wellein, Soap Lake  
 Mayor, Kevin Newland, Wilson Creek  
 Councilman, Richard McGuire, Electric City  
 Councilman, Don Myers, Moses Lake  
 Councilman, David Durfee, Quincy*

**Board Members Absent**

*Chair, Mayor Bruce Reim, Ephrata  
 Councilman, Byron Starkey, Warden  
 Councilwoman Bailee Grindy, Coulee City  
 Commissioner Richard Stevens, Grant County*

**Staff Present**

*John Friend, Finance Officer  
 Brandy Heston, Administrative Services Manager  
 Michael Wagner, General Manager*

**Board Members Vacancies**

*ATU Representative*

The meeting of the Grant Transit Authority Board of Directors was called to order by Board Vice Chair, Steve Wellein at 6:30pm. Pledge of Allegiance was recited. Roll call was taken by Brandy Heston, GTA Administrative Services Manager, 5 Board Members present, 4 Board Members absent, and 1 Board position is vacant.

**Consent Agenda**

Councilman Myers, made a motion to approve the Consent Agenda. Councilman McGuire, seconded the motion, motion unanimously carried.

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

Finance Officer, John Friend, reported sales tax came in strong last month at just over \$380,000. Year to date we are over budget for revenue which is good. Michael Wagner, GTA General Manager explained a few of the out of the ordinary expensed for the month, all but one were for maintenance. The one non maintenance expense was the added cost for legal fees due to ATU negotiations. Mayor Newland made a motion to accept the Treasurers Report and to approve vouchers 14416-14496, in the amount of \$520,006.36. Councilman Myers seconded the motion, motion unanimously carried.

**Public Comments**

None.

**Unfinished Business**

None.

## New Business

### a. **Executive Session, Contract Negotiations, 10 minutes**

Vice Chair Wellein adjourned the meeting into executive session for 10 minutes to discuss Contract Negotiations at 6:38 pm. The meeting was called back to order at 6:48 pm by Board Vice Chair Wellein who stated that no decisions were made and no votes were taken.

### b. **Proposed 2019 Budget**

Michael explained the proposed 2019 budget. Board members discussed the proposal and requested a comparison of 2018 actuals to what is being budgeted for 2019 and send to the Board Members for review prior to the December Board Meeting. Mayor Newland would like GTA to set a budget that is not only balanced, but adding to reserves to help GTA achieve a 6 month operating reserve. Michael noted that if we are successful in obtaining the grants we have applied for, this will help our reserves. There were questions related to this as it will also cost GTA money to provide the services requested in the Grants.

Councilman McGuire made a motion to call for a public hearing for the adoption of the 2019 Budget. Councilman Durfee seconded the motion, motion unanimously carried.

### c. **RFP 01-18, Accounting Services**

Staff has presented a Request For Proposals for Accounting Services. This is something that GTA has never done and it makes sense to do it now. The timeline is listed on page 3. Mayor Newland made a motion to approve the release and publication of RFP 01-18, Accounting Services. Councilman Wellein seconded the motion, motion unanimously carried.

## Managers' Report/Board Interaction

GTA Staff met the deadline of November 5<sup>th</sup> for route modifications. We will be making some modifications to driver schedules in early December and there are still some adjustments that will need to be made, however ridership continues to be going well.

Michael noted we did not do the Holiday Bus this year due to the cost. In addition, we will not be doing the food for fare campaign as we did last year. Instead we will be a collection site for the warming center.

Mr. Wagner gave a preliminary presentation to the Board for them to begin considering increasing the fare to Wanapum Dam, Royal City, Mattawa, Wilson Creek and Grand Coulee to \$3.00 per boarding. Michael noted that we will have a public meeting in Grand Coulee, and may present possibly going once a week, loop around a couple times, then return.

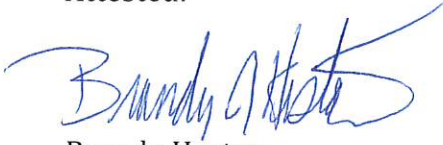
### Other:

Vice Chair Wellein asked about a marketing person and if GTA had hired for that position yet. Mr. Wellein noted we are losing out on riders by not advertising the Wenatchee and Ellensburg routes. Michael stated we did advertise but did not find a viable candidate for the position. That position is not included in the 2019 budget.

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

Councilman McGuire made a motion to adjourn the meeting. Councilman Myers, seconded the motion, motion unanimously carried. Meeting was adjourned at 7:32pm.

Attested:

A handwritten signature in blue ink, appearing to read "Brandy Heston".

Brandy Heston  
Administrative Services Manager

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

A handwritten signature in blue ink, appearing to read "Drecker".

Board Member