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**PTBA MEETING MINUTES**  
**October 18, 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, Byron Starkey, Warden*  
*Councilman, Don Myers, Moses Lake*  
*Commissioner Richard Stevens, Grant County*

**Board Members Absent**

*Councilman, David Durfee, Quincy*

**Staff Present**

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

**Board Members Vacancies**

*Coulee City*  
*ATU Representative*

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 Brandy Heston, GTA Administrative Services Manager, 7 Board Members present, 1 Board Member absent, and 2 Board positions are vacant.

**Public Hearing, Transit Development Plan**

No comments received, Board Chair Reim closed the public hearing portion of the meeting.

**Consent Agenda**

Councilman Starkey, made a motion to approve the Consent Agenda. Commissioner Stevens, seconded the motion, motion unanimously carried.

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

Finance Officer, John Friend, reported the expenses for the month and noted the revenue is currently exceeding budget by about 5%. Board Chair Reim asked Mr. Friend if they are entering numbers or if they are assessing and determining what is happening in the budget. John explained CliftonLarsonAllen pays the bills and gives the monthly report, he and his staff have no say in what happens or how the money is being spent. Mayor Reim said he would expect the reports to be more pressing and urgent to give emphasis that the budget is not looking well. It was requested that John provide the reports earlier, and although the full report cannot be complete until the bank statements and county reports have been received, John did agree to provide the expenses to GTA during the first week of the month from here on out.

Councilman McGuire questioned the funds in reserves, and Michael Wagner, General Manager, responded noting reserves will be lower than hoped. It was expressed that the relationship

between the accounting firm and the General Manager should be tighter and the accountant should be letting GTA know when trouble is seen or forecasted.

Vice Chair Wellein made a motion to accept the Treasurers Report and to approve vouchers 14326-14415, in the amount of \$505,406.10. Commissioner Stevens seconded the motion, motion unanimously carried.

### **Public Comments**

Councilman Starkey asked how the public meetings for route modifications went. Michael stated the meetings went well and we continue to work on accomplishing an acceptable outcome in Grand Coulee, Royal City and Wanapum. Board Members asked if the cuts will be enough to bring us back into the black. Michael compared GTA to a big ship that cannot turn on a dime, rather it is a slow turn and to not expect immediate across the board results.

### **Unfinished Business**

#### **a. Resolution No. 18-13, Transit Development Plan**

Michael explained the Transit Development Plan is an essential planning tool for transit systems and is a requirement of the state. The Board Members listed on the TDP are those that were in place as of December 31, 2017, not current. Councilman Starkey made a motion to approve Resolution No. 18-13, Adoption of the Transit Development Plan. Vice Chair Wellein seconded the motion, motion unanimously carried.

### **New Business**

#### **a. Peer Review**

Greg Wright, WSDOT Liaison for Grant Transit Authority, was asked to attend the Board Meeting to inform the Board Members of a program WSDOT has called a Peer Review. This is a technical assistance program funded and led by WSDOT. Greg noted since he is the former General Manager of Grant Transit Authority, he would participate in the review, however would not be the lead to avoid any conflicts of interest. Greg stated WSDOT would like to see all transit systems have a minimum of a 3-6 months in capitol reserves and he wants GTA to be strong and successful in future grant opportunities. Vice Chair Wellein stated he was unsure why Greg was in attendance at the meeting, Board Chair Reim noted that he had invited Greg to speak. The Board thanked Greg for attending the meeting to explain the Peer Review Program.

#### **b. Purchase Order 181001, Freightliner**

Michael explained this is the PO Board Clerk called Board Members about. This was approved via telephone poll, but needs to be ratified tonight. Commissioner Stevens made a motion to approve Purchase Order 181001 for Freightliner. Councilman McGuire seconded the motion, motion unanimously carried.

#### **c. Purchase Order 181012, Freightliner**

This vehicle had already gone out and is torn apart, we need to have the backend put back into the bus as it was completely coming apart. There are several more buses in the "boneyard" needing repairs, but they will stay there until the repairs can be budgeted. Councilman Starkey made a motion to approve Purchase Order 181012. Commissioner Stevens seconded the motion, motion unanimously carried.

**d. Purchase Order 181015, Thermo King Northwest**

The work is in progress right now. Vice Chair Wellein made a motion to approve Purchase Order 181015. Mayor Newland seconded the motion, motion unanimously carried.

**e. Resolution No. 18-14, Mulligans on the Pointe Contract**

Earlier in the year, staff applied for the Risk Management Grant, through WSTIP to hold our first ever Safety & Awards Banquet. This banquet will be held on December 8<sup>th</sup> and will be completely paid for with this grant. In addition, WSTIP announced that Grant Transit Authority was the winner of the Safety Star award for Medium Transit Systems. This award came with a check in the amount of \$3500, and the only caveat is the money must be spent on employee recognition ONLY. Councilman Starkey made a motion to approve Resolution No. 18-14, Mulligans on the Pointe Contract. Commissioner Stevens seconded the motion, motion unanimously carried.

Board Chair Reim called for an executive session to discuss contracts and personnel for 20 minutes. Board meeting adjourned at 7:10 pm.

Meeting was called back to order at 7:31 pm by Board Chair Reim who stated that no decisions were made and no votes were taken.

**f. Transit Asset Management Plan**

Michael explained the plan is a 5 year projection and coincides with the Transit Development Plan discussed earlier tonight. This is a great tool to make assessments and plans for replacement in the future. Mayor Newland made a motion to approve the Asset Management Plan. Vice Chair Wellein seconded the motion, motion unanimously carried.

**g. Budget Goals**

Michael noted the budget will need to be presented to the Board Members at the November meeting, and approved at the December meeting. Goals to consider are rebuilding the reserves, filling buses, health of the fleet, bringing paratransit in house. Michael noted he has negotiated with PFP to provide another year of paratransit service as it is not the appropriate time right now to take that service in house. It will likely be 2020 before we can make that transition.

Once our maintenance department can get caught up we can begin doing more of the work inhouse rather than outsourcing it.

Councilman Myers stated GTA needs to plan 4-5 years out, how are our goals and how are we pushing towards the future? It is important to solidify what we have. Michael pointed out the Transit Development Plan and recommended the Board Members study this plan as it talks about preservation, growth and maintenance.

**Managers' Report/Board Interaction**

Most of the report has already been covered in the meeting. New routes will take effect on November 5<sup>th</sup>. We will continue serving Grand Coulee, Royal City and Wanapum dam at least until the end of the year, at which time a decision for future service will need to be made.

Councilman Starkey noted that it appears as though GTA is heading in the right direction, keep going and keep the Board informed so they can help. Michael reported his staff has shown great mettle and are definitely showing their worth. Councilman McGuire stated GTA has a great staff.

Other:

The next GTA Board of Directors Meeting will be held at the Multimodal Transit Center on Thursday, November 15, 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 7:42pm.

Attested:



Brandy Heston  
Administrative Services Manager

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



Board Member