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**PTBA MEETING MINUTES**  
**November 21, 2019, 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, Don Myers, Moses Lake*  
*Mayor ShirleyRae Maes, Coulee City*  
*Councilman, Byron Starkey, Warden*  
*Councilman, David Durfee, Quincy*  
*Councilman, Richard McGuire, Electric City*  
*ATU Representative, Paul Belisle*

**Board Members Absent**

*Commissioner, Tom Taylor Grant County*

**Staff Present**

*Greg Wright, General Manager*  
*Saira Martinez, Administrative & ACCESS Coordinator/Board Clerk*  
*Brandy Heston, Administrative Services Manager*  
*Kendra Moos, Human Resources Manager*  
*Stephanie Guettinger, Operations Manager*  
*Greg Lange, Facility & Maintenance Manager*  
*Amanda Walker, Financial Resources Manager*

Pledge of Allegiance was recited. Roll call was taken by Saira Martinez, GTA Board Clerk, 9 Board Members present and 1 Board Member absent.

**Executive Session**

The Board of Directors went into executive session at 6:00pm for Performance Review of a Public Employee. The executive session ended at 6:27pm.

The meeting of the Grant Transit Authority Board of Directors was called to order by Board Chair, Bruce Reim, at 6:30pm.

**Consent Agenda**

Councilman Starkey made a motion to approve the Consent Agenda. Mayor Maes seconded the motion, motion unanimously carried.

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

Financial Resources Manager, Amanda Walker, reported the expenses for the month and noted that we are right on track with budget.

**Public Comments**

None

**Unfinished Business**

None

## New Business

### a. 2020 Proposed Budget

General Manager, Greg Wright, went over the 2020 proposed budget with the board and discussed wanting to release an RFP for GTA's ADA Paratransit Services. After a short discussion, Mayor Maes made a motion to call for a public hearing for the 2020 budget at December's board meeting. Councilman Myers seconded the motion, motion unanimously carried.

### b. Resolution No. 19-21, Capital Grant Agreement

Mayor Maes made a motion to approve Resolution No. 19-21, Capital Grant Agreement. Councilman Myers seconded the motion, motion unanimously carried.

### c. Holiday Bus

Administrative Services Manager, Brandy Heston, explained that a couple years ago GTA decorated a bus and it was randomly put on different routes and was a fare free bus. GTA is interested in doing that again this year. Councilman Myers made a motion to approve a fare free bus for the month of December. Councilman McGuire seconded the motion, motion unanimously carried.

## General Manager's Report

### Passage of I-976/Fleet Discussion – Potential Grant Funding Loss

I referenced in my General Manager's Report last month (Item #4) that in the event I-976 passes, we will most likely lose some level of state funding that will impact GTA. I-976 did pass and the possible loss of capital and operating funding is identified below:

#### OPERATING (State Funding)

• Rural Mobility Competitive DART	\$219,375
• Special Needs Transportation	\$443,201
• RMG – ML to Wenatchee	<u>\$170,430</u>
Total	\$833,006

#### CAPITAL (State Funding)

• Para Transit Special Needs	\$360,000 (ordered/delivery January 2020)
4 gas/10-passenger vehicles	(sign agreement tonight)
• Van Pool Investment Program	\$169,950 (not ordered – WSDOT Deferred Program)
7 van pool vehicles	
Total	<u>\$529,900</u>
	<b>\$1,362,906</b>

#### • Green Transportation Capital Grant Program

Messaging from WSDOT this morning indicated that capital projects funded with both Federal and state or state-only funds can proceed only if your vehicle order was submitted prior to November 5<sup>th</sup>. All operating projects can proceed even if your contract hasn't been fully executed. Waiting on further information from the Governor's Office regarding VIP and RMG grant programs.

## **2. Low-No Electric Bus Grant Proposed Scope Change Recommendation & WSDOT Green Capital Grant Program**

Last month I provided in my Project Work Plan an overview of the Low-No Grant that was awarded to GTA in 2018 for the purchase of 3-30' electric coaches w/charging infrastructure and that the amount applied for was insufficient to complete the project as smaller equipment should have been specified and more money put into charging infrastructure.

There are two areas of focus with this project:

1. We have been working with WSDOT on changing the Scope of Work for this project to “right size” the buses from 3-30’ coaches to 4-less than 30’ coaches with charging infrastructure. This project is possible to complete with the funding available (\$1,662,575 with a match of \$332,515) if we can get the scope changed through WSDOT and approved by the FTA.

2. Submit an application through WSDOT’s newly created Green Transportation Capital Grant Program, due tomorrow, for \$1,135,000 with a match of \$225,000 in order to make the Electric Bus grant achievable with the supplemental funding. This grant program is one that could be eliminated due to I-976. If GTA is awarded the grant, we most likely would know at the end of the 2020 Supplemental Session when the Transportation Budget is published. We have an agenda item tonight requesting board authorization to submit an application through this program and commit to the 20% match.

Mayor Maes made a motion authorizing an application be submitted through WSDOT’s Green Transportation Capital Grant Program and committing to the 20% match. Councilman Starkey seconded the motion, motion unanimously carried.

### 3. Weekend Service Change

As staff has begun analyzing routes, it appears that weekend service is very low. We are recommending bringing this topic to next month’s board meeting and potentially removing weekend service. This change would begin February 1, 2020.

### People for People

The People For People report was reviewed by the board.

### Other:

None

The next regular GTA Board of Directors Meeting will be held at the Multimodal Transit Center on Thursday, December 19, 2019 at 6:30pm. An executive session will be held at 6:00pm to discuss the performance review of a public employee.

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

Attested:



Saira Martinez  
Administrative & ACCESS Coordinator  
Board Clerk

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



Board Member