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**PTBA MEETING MINUTES**  
**January 16, 2020 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  
 Mayor, Kevin Newland, Wilson Creek  
 Councilman, Don Myers, Moses Lake  
 Mayor ShirleyRae Maes, Coulee City  
 Councilman, Byron Starkey, Warden  
 Commissioner, Cindy Carter Grant County*

**Board Members Absent**

Councilwoman, Michelle Agliano, Soap Lake  
 Councilman, Dylan Kling, Quincy

**Staff Present**

*Greg Wright, General Manager  
 Saira Martinez, Administrative & ACCESS Coordinator/Board Clerk  
 Greg Lange, Facility & Maintenance Manager  
 Stephanie Guettinger, Operations Manager*

**Vacant**

Electric City  
 ATU Representative

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

**Executive Session**

The Board of Directors went into executive session at 6:31pm for 15 minutes for Performance Review of a Public Employee. The meeting was called back to order at 6:46pm by Board Chair Mayor Reim who stated that no decisions were made and no votes were taken.

**Consent Agenda**

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

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

Sales tax came in strong. General Manager, Greg Wright, noted that we are going to be able to build up our reserves this year.

**Public Comments**

Councilman Starkey made a comment that came from the Warden processing plants. The workers appreciated Greg Wright going out to talk to them about the routes.

Commissioner Carter brought some route recommendations to the board.

**Unfinished Business**

None

## **New Business**

### **a. Election of officers**

Councilman Starkey made a motion to nominate Mayor Reim as Board Chair. Commissioner Carter seconded the motion, motion unanimously carried.

Board Chair Mayor Reim made a motion to nominate Don Myers as Vice Chair. Councilwoman Mayor Maes seconded the motion, motion unanimously carried.

Councilwoman Mayor Maes made a motion to nominate Saira Martinez as the Board Secretary. Councilman Mayor Newland seconded the motion, motion unanimously carried.

### **b. Resolution No. 20-01 – Surplus Property**

At last month's meeting, Greg Wright mentioned that GTA had purchased a Can-Am in November, 2017. GTA has not been able to make good use of the Can-Am, therefore we would like to surplus it. After a short discussion, Councilwoman Mayor Maes made a motion to approve Resolution No. 20-01, Surplus Property. Vice Chair Myers seconded the motion, motion unanimously carried.

### **c. Legal Ad for RFP 20-01, Paratransit Services**

Greg Wright reported that GTA's contract with People for People expires on June 30, 2020. GTA has not gone out to bid for quite some time. We have put together and prepared an RFP that we would like to release tomorrow with approve from the board. This RFP will give us the opportunity to see what else is out there. We will need to form a committee to review the RFP's. Vice Chair Myers made a motion to release a Legal Ad for RFP 20-01, Paratransit Services. Councilwoman Mayor Maes seconded the motion, motion unanimously carried.

## **General Manager's Report**

### **Low-No Electric Bus Grant Proposed Scope Change Recommendation Update**

I last spoke with WSDOT on January 8 regarding the status with GTA's request to change scope for the Lo-No electric bus project. WSDOT will forward the request on to the FTA once the vehicles GTA is interested in have been through Altoona for testing and the Buy American provisions have been met. It is hopeful that WSDOT will be able to get the request to the FTA by April.

This change would reflect right-sizing the buses from (3) 30' coaches to (4) purpose-built 25' battery electric vans. This change in scope would demonstrate better use of tax payer dollars by introducing smaller, less expensive battery electric buses. This project would be the first small purpose-built battery electric van utilizing on-route Wireless Inductive Charging in public transit today.

### **Upcoming NTI Title VI & NTD Training**

Stephanie – NTD Reporting in Everett

Greg – Title VI in Seattle (on waiting list)

### **Procurement Policy Update**

I will begin working with legal on updating GTA's procurement policy to reflect the current process used for fuel purchases that include diesel and propane suppliers. Once GTA's electric bus project is in operation, purchasing electricity will be addressed in the policy as well.

## **GM 6 Month Project Work Plan Update**

Emergency Preparedness Plan – Work in progress

State of the Fleet Analysis – Work in progress

- ✓ Green Transportation Capital Grant Opportunity – Completed and submitted in November
- ✓ RFP for ADA Access-Paratransit Service – Completed and before you tonight for approval
- ✓ ATU/CBA Review - Completed
- Marketing Program – No movement

## **People for People**

The People for People report was presented to the Board of Directors.

## **Other:**

Darin Jackson from the Port of Moses Lake explained that they are preparing for the Grant County Air Show. Darin asked if GTA can help transport people inside the port. Greg Wright said this is something he is going to look into.

The next regular GTA Board of Directors Meeting will be held at the Multimodal Transit Center on Thursday, February 20, 2020 at 6:30pm.

Councilman Starkey made a motion to adjourn the meeting. Councilwoman Mayor Maes seconded the motion, motion unanimously carried. Meeting was adjourned at 7:48pm.

Attested:



Saira Martinez

Administrative & ACCESS Coordinator

Board Clerk

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



Board Member