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## PTBA MEETING MINUTES July 16, 2020 6:30PM

Held at: Grant Transit Authority, (Go to Meeting)

### Board Members Present

Chair, Mayor Bruce Reim, Ephrata  
Vice Chair, Councilman Don Myers, Moses Lake  
Mayor, Kevin Newland, Wilson Creek  
Mayor, ShirleyRae Maes, Coulee City  
Commissioner, Cindy Carter, Grant County  
Councilwoman, Michelle Agliano, Soap Lake  
Mayor Diane Kohout, Electric City  
Councilman, Dylan Kling, Quincy

### Board Members Absent

Councilman, Byron Starkey, Warden  
Paul Belisle, ATU Representative

### 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*

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, 8 Board Members present and 2 Board Members absent.

### Consent Agenda

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

### Treasurers Report, review and approval of vouchers

Financial Resources Manager, Amanda Walker, went over the expenses for the month. We have some grants coming in. Total expenses are at 44.8% which is good. Mayor Newland had some questions regarding fringe benefits. Amanda said it includes health insurance, etc. She can bring more detail to the next meeting.

### Public Comments

None

### Unfinished Business

None

### New Business

#### a. Transit Development Plan

The Transit Development Plan and Annual Report is required under RCW 35.58.2795 and provides the framework for guiding GTA's service delivery over the next 6 years. It is reviewed annually and amended to reflect funding realities and changing service & fleet needs.

WSDOT uses this document to prepare an annual report to the Washington State Legislature summarizing the status of state public transit systems. In addition, this document is used to notify the public regarding completed, current, or planned projects that have been undertaken or planned to be undertaken by GTA.

Because this is a plan, not every project will be completed as planned in the document and some projects may never be started as a result of changed conditions or other factors. The TDP requires a public hearing and the board chair will need to call for this public hearing to happen at next month's board meeting. Mayor Maes made a motion to call for public hearing at next month's board meeting. Mayor Newland seconded the motion, motion unanimously carried.

### **General Manager's Report**

#### **1. FTA 5311 CARES Act Funding Update**

GTA received \$1,649,545 in CARES Act funding from the FTA to assist with COVID-19 related impacts and operating expenses to maintain transit services. To date, we have invoiced \$1,358,340, with \$291,205 remaining on the grant.

#### **2. WSDOT Site Visits**

WSDOT conducted the Drug & Alcohol, Financial and Administrative Site Visits with GTA staff last month virtually and by phone. The visits went well and we are waiting on a follow-up letters from WSDOT regarding items that need to be addressed. We are now working with WSDOT on the Capital portion of the site visit.

#### **3. Moses Lake to Wenatchee RMG Project Termination**

See Attached Letter.

#### **4. FTA Low-No Electric Bus Grant Proposed Scope Change Update**

WSDOT has moved GTA's request to change the scope for the Lo-No electric bus project on to the FTA for review and approval. If successful with this scope change, we may need to request an extension for this project based on how the pandemic impacts this as well as other capital projects we have.

#### **5. WSDOT Vanpool Investment Program (VIP)**

GTA was awarded \$169,950 for vanpool replacement and expansion vans in 2019 and then due to the passage of I-976, WSDOT delayed this program for 6 months to assess the impact on the transportation budget. We received correspondence from WSDOT in March giving us the green flag to proceed with our project and then a week later asked to see if we could reduce the number of vans which we did. This program is delayed once again and we are in a holding pattern regarding funding.

#### **6. 2-Year Financial, Accountability & Single Audits**

The State Auditor will begin GTA's 2-year Financial, Accountability, and Single Audits August 10th. I will let the board know when the entrance conference is scheduled.

#### **7. Accounting Services RFP – Recommendation**

The former GM solicited interest from local accountants in December of 2018 to gauge their interest in providing accounting services for GTA and chose Sutter, Kunkle & Thompson. The GM had SKT produce an agreement with specific accounting tasks that didn't include preparing the Annual Financial Report, currently being done by our past accountant, CLA.

During GTA's Site Visit with WSDOT last month, it was brought to our attention that this agreement was not reviewed and approved by them prior to implementation. Federal Funds used with 3<sup>rd</sup> Party Contracts over \$10,000 must comply with requirements outlined in FTA Circular 4220.1F, which includes required FTA clauses (micro, small and large purchases).

Due to the way this service was procured, I recommend that GTA release the RFP staff has worked with legal on for Accounting Services. Releasing the RFP will comply with the required open and competitive process. I have had a conversation with Amanda/SKT regarding why we need to go back out to bid for accounting services. Commissioner Carter made a motion to release the RFP for Accounting Services. Councilman Myers seconded the motion, motion unanimously carried.

**People for People**

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

The Facilities and Maintenance Manager's report was available for the Board of Directors to review.

**Other:**

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

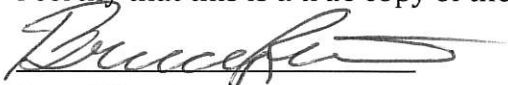
Mayor Maes made a motion to adjourn. Meeting was adjourned at 7:00pm.

Attested:



Saira Martinez  
Administrative & ACCESS Coordinator  
Board Clerk

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



Board Member