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PTBA MEETING MINUTES
August 20, 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 Pro Tem, Bob Rupe, Electric City
 Councilman, Dylan Kling, Quincy
 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
Greg Lange, Facility & Maintenance Manager

Board Members Absent

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, 9 Board Members present and 1 Board Member absent.

Public Hearing

The Public Meeting was opened by Board Chair, Mayor Reim. General Manager, Greg Wright, explained that WSDOT requires transit systems to submit a 6-year TDP annually. This 6-year projection of operating and capital expenditures establishes the agency’s direction over the next 6 years to guide future transit service & investment during the next 5-years as well as addressing goals and accomplishments. The TDP has been available for public comment and we have not received any comments to date and can take comments during this hearing. No comments. The Public Hearing was closed by Board Chair, Mayor Reim.

Consent Agenda

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

ATU Representative, Paul Belisle joined the meeting at 6:34pm.

Treasurers Report, review and approval of vouchers

Financial Resources Manager, Amanda Walker, went over the expenses for the month. COVID grants came in. Sales tax came in strong.

Public Comments

None

Unfinished Business

a. **Resolution No. 20-14, Transit Development Plan**

Mayor Maes made a motion to approve Resolution No. 20-14, Transit Development Plan. Councilman Starkey seconded the motion, motion unanimously carried.

b. **RFP 20-02, Accounting Services**

The RFP for accounting services was released August 3, 2020 with proposals due September 4, 2020 at 4:30pm. As of today, we have received 4 requests for the RFP packet. We need to get a committee together to review the proposals. Board Chair Mayor Reim, Councilman Myers, Mayor Newland and Commissioner Carter volunteered to be on the committee. GTA will contact them soon to schedule a meeting.

New Business

a. **PO #021-2020 – Amended – Cummins – Telephone Poll**

Councilwoman Agliano made a motion to approve PO #021-2020 – Amended – Cummins. Commissioner Carter seconded the motion, motion unanimously carried.

b. **Resolution No. 20-15 – ADA Policy**

Councilwoman Agliano made a motion to approve Resolution No. 20-15, ADA Policy. Councilman Starkey seconded the motion, motion unanimously carried.

c. **Resolution No. 20-16, GTA D & A Policy, 2020**

Mayor Maes made a motion to approve Resolution No. 20-16, GTA D & A Policy 2020. Mayor Newland seconded the motion, motion unanimously carried.

d. **Resolution No. 20-17, Title VI Policy Update**

Councilman Starkey made a motion to approve Resolution No. 20-17, Title VI Policy Update. Councilman Kling seconded the motion, motion unanimously carried.

General Manager's Report

• **FTA 5311 CARES Act Funding Update**

GTA is waiting for the 2nd allotment of CARES Act funding that should be in the amount of \$1,649,545, for a total of \$3,299,090 in total CARES Act funding. This funding from the FTA assists with paying for COVID-19 related impacts and operating expenses to maintain transit services.

• **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.

• **WSDOT Consolidated Grant Program**

On July 23rd, WSDOT announced the Notice of Funding Opportunity for the 2021-2023 Consolidated Grant Program that provides funding for both operating and capital projects. GTA plans on submitting one (1) application for operating @ \$1.5 million and one (1) capital project @ approximately \$200,000. The match for these projects will be factored into 2021's budget.

- **2-Year Financial, Accountability & Single Audits**

The State Auditor will begin working on GTA's 2-year Financial, Accountability, and Single Audits on August 24th. The Board Chair will need to sign the Letter of Engagement with the SAO tonight in order to start the process.

- **Budget – Financial Forecast**

The management team met to begin initial budget discussions and how COVID-19 will impact the budget for 2021. There is uncertainty regarding what sales tax revenue will come in at and if we are awarded any grant funding from WSDOT.

- **Passenger Fares**

I made a recommendation to the board in March that GTA eliminate fares until further notice due to COVID as this would not only alleviate a financial burden for many but also assists with social distancing challenges our coach operators face when interacting with passengers as they board and pay their fare.

I'm recommending that we continue this practice until at least June 30th of 2021.

- **Community Involvement with Ephrata Senior Center**

- **Emergency Hire Discussion**

Recommending hiring a mechanic.

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

People for People

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

Other:

The next regular GTA Board of Directors Meeting will be held at the Multimodal Transit Center on Thursday, September 17, 2020 at 6:30pm.

Meeting was adjourned at 7:07pm.

Attested:



Saira Martinez
Administrative & ACCESS Coordinator
Board Clerk

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



Board Member