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PTBA MEETING MINUTES
October 15, 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
 Councilman, Byron Starkey, Warden

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

Board Members Absent

Paul Belisle, 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, 9 Board Members were present and 1 absent.

Consent Agenda

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

Treasurers Report, review and approval of vouchers

General Manager, Greg Wright, went over the expenses for the month.

Public Comments

None

Unfinished Business

a. Resolution NO 20-19, Clifton Larson Allen Agreement

This agreement between GTA & CLA is for professional accounting services. This agreement begins November 1, 2020 thru December 2023. Both GTA's attorney and CLA's attorney are still working on a few final changes, and CLA was unable to get the signed contract back to GTA today. Greg Wright recommended that the board authorize the board chair to sign the agreement following prior execution by CLA. Again, this agreement begins November 1st. Mayor Maes made a motion to authorize the board chair to sign the agreement prior execution by CLA. Councilwoman Agliano seconded the motion, motion unanimously carried.

b. Fare Suspension

In April, the board approved suspending fare collection until further notice to help reduce the spread of COVID. Not only does this practice help alleviate a financial burden for many, it assists with the social distancing challenges our bus drivers face when interacting with passengers as they board. Greg Wright recommended that GTA continue with fare suspension throughout the rest of 2020, and through the first half of 2021, and revisit in April of 2021. After a short discussion, the board agreed to bring this back for discussion in January.

New Business

a. Resolution NO. 20-20, Capital Grant Agreement

Councilman Starkey made a motion to approve Resolution No. 20-20, Capital Grant Agreement. Commissioner Carter seconded the motion, motion unanimously carried.

b. RFP – Electric Buses

Since we are unable to release the RFP at this time, I am requesting that we get general approval from the board tonight to issue the RFP when GTA receives final approval from WSDOT and GTA's attorney. This will allow GTA to move forward with this project and not have to wait until after November's board meeting to release it. Councilman Myers made a motion for approval for when agreed to by all people involved. Councilman Kling seconded the motion, motion unanimously carried.

c. Resolution NO. 20-21, First Amendment Agreement PTD0030

Mayor Maes made a motion to approve Resolution NO. 20-21, First Amendment Agreement PTD0030. Councilman Starkey seconded the motion, motion unanimously carried.

d. Resolution NO. 20-22, First Amendment Agreement PTD0140

Mayor Newland made a motion to approve Resolution NO. 20-22, First Amendment Agreement PTD0140. Commissioner Carter seconded the motion, motion unanimously carried.

E. PO # 029-2020 – Creative Bus Sales

Mayor Maes made a motion to approve PO # 029-2020, Creative Bus Sales. Councilman Agliano seconded the motion, motion unanimously carried.

General Manager's Report

• **Battery Electric Bus Project**

Power Point Presentation – Discussed RFP

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

The State Auditor continues to work on GTA's 2-year Financial & Accountability audits. The Federal Single Audit is complete. There will be an Exit Interview with the SAO after all audits are completed.

• **Budgeting – Financial Forecast**

The management team has been working on initial budget assumptions and projecting how COVID-19 coupled with the potential loss of funding through WSDOT's Consolidated Grant Program for the 2021-2023 biennium could impact the budget.

GTA's draft 2021 budget will be on the November board meeting agenda.

A special thanks to Stephanie, GTA's Ops Manager, for doing an incredible job of putting our draft budget together. While the entire management team contributes to the budget process, Stephanie has taken a lead role in laying out the foundation for GTA's budget.

WSDOT Consolidated Grant Program

This program awards funding to improve public transportation services between communities and purchase new buses and other equipment. This program is supported by state and federal funding. Staff recommends submitting two grant applications through this program. 1 for operating assistance and 1 for the purchase of 2 propane powered cutaways. Councilman Starkey made a motion to submit two grant applications through this program. Mayor Newland seconded the motion, motion unanimously carried.

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, November 19, 2020 at 6:30pm.

Commissioner Carter made a motion to adjourn. Councilwoman Agliano seconded the motion, motion unanimously carried. Meeting was adjourned at 7:08pm.

Attested:



Saira Martinez
Administrative & ACCESS Coordinator
Board Clerk

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



Board Member