



GUAM REGIONAL TRANSIT AUTHORITY GOVERNMENT OF GUAM

Lourdes A. Leon Guerrero, Governor
Joshua F. Tenorio, Lieutenant Governor
Celestin C. Babauta, Interim Executive Manager



BOARD OF DIRECTORS MEETING GRTA Conference Room February 20, 2020, 9:30 AM Agenda

- I. Meeting Called to Order
- II. Roll Call and Opening Remarks
- III. Review of Minutes – January 22, 2020
- IV. Old Business
 - A. Board Meeting Schedule
 - B. Legal Service (MOU AG)
 - C. Status of Bus Procurement
 - D. Maintenance Contract
 - E. Concerns – Public Participation
- V. Management Reports - FY20 Budget, NAF, FTA Funds, Vehicles, Paratransit
- VI. New Business
 - A. IG Report
 - B. Code of Conduct
 - C. Pick-up Window Time – 30 minutes After Scheduled Pickup Time
 - D. Free Paratransit on Fixed Route
 - E. Deviation Route
 - F. Transportation Management System Briefing
- VII. Public Participation 3 Minutes per individual
- VIII. Executive Session
- IX. Adjournment



GUAM REGIONAL TRANSIT AUTHORITY

Post Office Box 2896 Hagåtña, Guam 96932
Telephone: (671) 475-4686 / 475-4616 Facsimile: (671) 475-4600








SIGN IN SHEET

GRTA BOARD OF DIRECTORS REGULAR MEETING

February 20, 2020 - 9:30am

CIP Conference Room, Building B - DPW Compound

BOARD OF DIRECTORS		
NAME	SIGNATURE	EMAIL ADDRESS
Alejo Sablan Chairman		sablanac671@gmail.com
John Leon Guerrero Vice-Chairman		lleonguerrero@yahoo.com
Rudy Iriarte Board Member		rudyiriarte@gmail.com
David Arentz Board Member		rentadavid@yahoo.com
Rudy Paco Board Member		mltmayorpacol7@gmail.com



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GRTA STAFF		
Celestin Babauta Interim Executive Manager		celestin.babauta@grta.guam.gov
Catherine Blas Administrative Officer		catherine.blas@grta.guam.gov
Rally Pilipina Chief Planner		rally.pilipina@grta.guam.gov
Myra Hernandez Private/Board Secretary		myra.hernandez@grta.guam.gov
Jennifer Cruz Administrative Assistant		jennifer.cruz@grta.guam.gov
Mark Crisostomo Transportation Supervisor		mark.crisostomo@grta.guam.gov
Jacqueline Taitano Program Coordinator II		jacqueline.taitano@grta.guam.gov
Virgilio Penafiel Program Coordinator I		virgil.penafiel@grta.guam.gov
Rolando Dydasco Auto Mechanic Supervisor		rolando.dydasco@grta.guam.gov
Margaret Nauta Customer Service Supervisor		margaret.nauta@grta.guam.gov
Cynthia Terlaje Word Processing Secretary		cynthia.terlaje@grta.guam.gov



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February 20, 2020 - 9:30am
CIP Conference Room, Building B - DPW Compound

PUBLIC

NAME	SIGNATURE	EMAIL ADDRESS
Ginger Porter		ginger.porter47@gmail.com
Carol Cobles		Carol.cobles@guanpsc.org
Erick Pags		erickpags@gmail.com
Thomas Hye		Thomas.hye@hotmail.com
Thomas Manglona		
Lourdes Mesa		lagmesa@gmail.com
Rodney Calimlim		rodney.calimlim@gmail.com



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Board of Directors Regular Meeting

Wednesday, January 22, 2020 at 9:30am

GRTA Conference Room, Bldg. B, DPW Compound, Upper Tumon

Meeting Minutes

I. Call to order:

Acting Chairman John Leon Guerrero called the meeting to order at 9:32 am.

II. Roll Call:

GRTA Board Members present: Acting Chairman John Leon Guerrero, Secretary Alejo Sablan, Director David Arentz and Director Rudy Paco.

III. Review of Minutes:

Board Members reviewed the November 19, 2019 meeting minutes. Acting Chairman Leon Guerrero motioned to approve the minutes and Secretary Sablan second it. Meeting minutes was approved with 4 yes and 0 nays.

IV. Old Business:

A. **Bus Routes:** Staff Member Mark Crisostomo briefed the Board that the Southern Shuttle route will start at the Agat Mayor's office, Umatac, Merizo, Inarajan, Talafo Mayor's office, Cross Island road, Santa Rita, and back to Agat. Staff Member Crisostomo stated this additional route will shorten both Blueline 2 and Greenline routes by about 45 minutes each. Interim Executive Manager Babauta informed the Board GRTA is working with DOA to hire more bus drivers so GRTA can move forward and start the Southern Shuttle.

B. **Fleet Status:** Staff Member Crisostomo informed the Board that currently there are 8 MVI's operational - 2 being utilized for fixed route, 5 used for Paratransit/On-Demand, and 1 at Veterans Affairs to assist riders with base access. Staff Member Crisostomo also said that 6 out of 11 ARBOCS are operational, 4 being utilized for fixed route, and 2 for Paratransit. He informed the Board that 4 leased vehicles are readily available when needed and within the next few weeks GRTA should be receiving 2 MVI's and 2 ARBOCs from AK where they are being repaired. Staff Member Crisostomo stated that when GRTA receives vehicles from AK they are rotated so other vehicles will be turned in for preventive maintenance.

V. New Business:

A. **Election of Board Members:** Acting Chairperson John Leon Guerrero nominated himself for Chairman. Director Sablan nominated himself for Chairman as well. Director Arentz and Director Paco voted for Director Sablan to be Chairman of the Board. Vice-Chairman Leon Guerrero will retain his position. Vice-Chairman Leon Guerrero nominated Director Paco as Secretary of the Board



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but declined. Vice-Chairman Leon Guerrero informed the Board he spoke to Mr. Mike Weakley from the Governor's office and he was told that there are 2 Board member positions open.

B. Paratransit: Staff Member Jackie Taitano briefed the Board that GRTA currently has 517 paratransit riders. Furthermore, she explained that GRTA is currently working on updating the active and inactive rider listings. Staff Member Taitano also mentioned that GRTA receives an average of 8 to 10 paratransit applications monthly. The Interim Executive Manager told the Board that since GRTA took over paratransit operations January 1, 2020, GRTA has provided 1,691 rides, averaging approximately 250 rides daily.

C. Bus Fares: Interim Executive Manager Celestin Babauta updated the Board, GRTA currently has \$170,977.43 in a checking account at Bank of Guam. He stated that GRTA receives about \$313.00 daily in bus fares. Director Rudy Paco suggested GRTA have other companies or agencies advertise their logo on GRTA vehicles to generate more funds. Interim Executive Manager Babauta informed the board the Guam Army National Guard had reached out to GRTA regarding advertisement of their logo's to be posted on GRTA vehicles.

D. Contracts:

1. Maintenance Contract: Interim Executive Manager Babauta informed the Board that GRTA is still waiting for GSA to award the contract. He explained that GRTA provided GSA with a contract proposal, they put out on a bid September 2019 and unfortunately there is a protest. Still waiting for GSA to provide an update. Interim Executive Manager Babauta stated GRTA currently has a maintenance contract on a month to month basis with Atkins Kroll.

2. Kloppenburg Enterprises Inc (KEI): Interim Executive Manager Babauta informed the Board that copy of the 2020 Fixed Route Scope of Work Addendum, to IFB No. GSA-065-15 between GRTA and Kloppenburg Enterprises Inc, was forwarded to all Board members. He explained that some changes were made with one being that cost per hour is \$47/hour instead of \$52. Interim Executive Babauta informed the Board, GRTA will perform Quality Control checks on fixed route as well as Paratransit vehicles. Also included in the addendum is, in the event there is an incident or accident both GRTA and KEI will be represented. Chairman Sablan, Vice Chairman Leon Guerrero, Director Paco and Director Arentz all signed the letter of support with regards to the Addendum between GRTA and KEI.

3. Leased Vehicles: Interim Executive Manager Babauta explained to the Board that the maintenance for the leased vehicles is being accomplished by the rental car company. He further explained the rental car company rotates the vehicles depending on the mileage and they take responsibility with any other issues that need to be done to the vans to ensure they are safe and reliable to transport our riders.



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4. FY2020 Budget: Interim Executive Manager Babauta informed the board GRTA was budgeted 3.2 million dollars, the bulk of the funds is mainly for bus operations and contractual with \$383,571 for maintenance and fuel of GRTA vehicles. GRTA also budgeted for salaries, benefits, supplies, equipment, miscellaneous, power and telephone.

E. GRTA Radio Call Policy: Director Arentz brought up a situation he encountered where his driver was on her radio for over 15 minutes giving directions to another driver. Interim Executive Manager explained to the Board that dispatchers, drivers, schedulers, and supervisors were directed that the information conveyed through the radios are for official use only. Moreover, he mentioned that in the event a driver needs assistance he/she will contact the dispatch. A standard operating procedure will be created a regarding radio usage.

F. Status of Buses/Dispatch System: Staff Member Rally Pilipina explained to the Board GRTA that there were 2 bidders with respect to bus procurement - 1 off-island and 1 on-island. He further explained that GRTA's Planning Section reviewed the procurement packages and discovered that some of the required documents were not submitted to GRTA. He informed the Board he will be meeting with GSA to review procurement documents and determine steps needed to move the procurement process forward.

G. With respect to Transportation Management System (TMS), he stated that the Purchase Order was signed by Routematch which completes the procurement process. He informed the Board GRTA started communicating with Routematch Representative Teague to schedule a teleconference and begin the implementation process.

H. Staff Member Pilipina informed the Board GRTA's Maintenance/Administration facility bid proposal was submitted on January 10, 2020. The proposal did not contain detail breakdown on cost for each architectural and engineering section so negotiation meeting was scheduled on January 30, 2020. Interim Executive Manager Babauta explained further the bidder will provide GRTA with a couple of proposals, from those proposals the Board will decide on the design they wish to pursue.

VI. Public Comments – 3 minutes per individual:

Mark "Paps" Martinez explained under Public Law 26-57 subsection 3.21, paratransit riders can schedule a ride up to 14 days in advance and not just for medical. He also stated on more than one occasion it took about 8 to 10 hours for the scheduler to call him back to confirm a schedule. Interim Executive Manager Babauta informed the Board and Mr. Martinez that he directed the staff at the Transit Management Center (TMC) to open up appointment scheduling up to 2 weeks in advance.

Mr. Thomas Manglona specified that it takes more than 8 hours for the scheduler to return his telephone call. Mr. Babauta vowed that he will direct the TMC personnel to return telephone calls expeditiously.



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Another issue he stated was for GRTA to bring back the 40 rules posters that were posted on the buses in the past. He witness children who were not properly seated when he asked the parents to have the kids seated and secured he was told that until signs are posted inside the bus, they won't secure their kids. Mr. Manglona suggested GRTA build a HUB or rest stop with restrooms.

Ms. Ginger Porter asked whether police/court clearances are required prior to hiring. She referenced a current bus driver who was arrested for sexual assault in September 2019. Ms. Porter inquired if GRTA still has ride denials because a rider named JC requested 5 days in a row to go to the bank and was denied. She believes call backs from GRTA's scheduler needs to be improved. Interim Executive Manager Babauta informed Ms. Porter that persons with disabilities requiring transportation are being afforded with their transportation needs. She indicated that ticket purchase for paratransit riders maybe purchased by anyone who wishes to buy them. However, such tickets can only be used by a paratransit ID holder. Ms. Porter addressed her concern that some of GRTA's paratransit drivers are expecting to be paid more than what they are presently receiving. She agreed with Director Paco's suggestion regarding advertisement on buses for additional income. With regards to accessibility to the current facility, Mr. Babauta said that he makes himself and the staff available to persons with disabilities when needed. He further explained that the current facility was offered to GRTA during the midst of large rainstorms. The previous facility was flooding, moldy and people were getting sick. Mr. Babauta said he was informed by leadership that at the time that finances were very tight. Additionally, he stated that he and the Chief Planner are working with the DPW engineers to design and build the GRTA facility.

Mr. Rodney Calimlim thanked Mr. Babauta and Ms. Cindi for always addressing his issues. Mr. Calimlim brought up the concern of personal cellular telephone usage while driving. He asked if some of the riders are getting preferential treatment because some drivers are waiting longer than the 10-minute wait time.

No other public comments were made.

VII. Adjournment:

Being that there were no further discussions, Chairman Sablan adjourned the meeting at 11:14am and entered into Executive Session thereafter.

Notes:

Vice-Chairman John Leon Guerrero had Interim Executive Manager Celestin Babauta read a letter from Governor Lou Leon Guerrero regarding Ms. Evelyn Duenas' removal from the Board.

Alejo C. Sablan, Chairman

Date

Guam Regional Transit Authority Board of Directors

FLEET REPORT

Vehicle ID #	Description	License Plate #	Vehicle Location	In Maintenance Start	Complete	Mileage	Maint Status	Status	Back in service date
PT001	2014 MV1 VAN	6375	GRTA						
PT003	2014 MV1 VAN	6360	KEI						
PT004	2014 MV1 VAN	6361	GRTA						
PT007	2014 MV1 VAN	6369	GRTA						
PT 008	2014 MV1 VAN	6359	GRTA						
PT 011	2015 MV1 VAN	6366	KEI						
PT 012	2015 MV1 VAN	5736	VA						
Total Operational: 7									
PT100	2015 ARBOC BUS	5850	GRTA						
PT101	2015 ARBOC BUS	5848	KEI						
PT105	2015 ARBOC BUS	4991	KEI						
PT106	2015 ARBOC BUS	4990	KEI						
PT107	2015 ARBOC BUS	5744	GRTA						
PT108	2015 ARBOC BUS	5747	GRTA						
PT110	2015 ARBOC BUS	5745	GRTA						
Total Operational: 7									
	2016 FORD F150 PICKUP TRUCK	4974	GRTA						
	2015 TOYOTA RAV4	5980	GRTA						
	2016 ALUMA, 63BLW TRAILER	5767	GRTA						
	2017 KIA SEDONA VAN	4999	KEI						
Total Operational: 4									
G88188	2018 Ford Transit	BW1634	GRTA						
G08269	2019 Kia Sedona	MN4945	GRTA						
G813A8	2018 Kia Sedona	IN4783	GRTA						
G822A8	2018 Kia Sedona	MG4951	GRTA						
Total Operational: 4									
NOT IN SERVICE									
PT002	2014 MV1 VAN	6364	KEI	9-Nov-19			Accident (pending Police Report)		awaits claims from KEI
PT005	2014 MV1 VAN	6372	AK	18-Feb-20			Transmission inop	Parts on order	
PT006	2014 MV1 VAN	6358	AK	30-Aug-18			Window (e/hand @KEI); Steering bad; Wiper motor	Parts on hand	
PT009	2015 MV1 VAN	6363	AK	1-Feb-20			Runs rough	evac'd to AK	
PT010	2014 MV1 VAN	6365	AK	3-Feb-20			Ramp inop	evac'd to AK	
Total Down: 5									
PT102	2015 ARBOC BUS	5849	AK	10-Dec-19			Air pressure loss; Engine light on; Sputtering; Eng wiring harness bad	Parts on hand	
PT 103	2015 ARBOC BUS	5851	AK	19-Feb-20			Brakes grinding; Signal light inop		
PT104	2015 ARBOC BUS	4989	DPW	24-Sep-18			Major Repairs; Decommissioned		Pending estimate
PT109	2015 ARBOC BUS	5746	DPW	5-Nov-18			Major Repairs		Pending estimate
Total Down: 4									

as of 20 Feb 20

LOCAL FUNDS -

GUAM HIGHWAY FUND (GHF) - \$2,853,159
PUBLIC TRANSIT FUND (PTF) - \$383,571

TOTAL: \$3,236,730

	Object Class	FY20 Budget	Less 15% Reserve	Expenditure	Total Available Budget	
111	Salaries	582,967	87,445	107,696	387,826	
113	Benefits	247,414	37,112	37,795	172,507	
220	Travel	-	-	-	-	
230	Contractual (GHF)	1,909,703	-	1,573,510	336,193	
230	Contractual (PTF)	383,571	-	74,912	308,659	TOTAL 230:
						\$ 2,293,274
233	Office Rental	-	-	-	-	
240	Supplies (Incl. Fuel)	210,001	-	70,113	139,888	
250	Equipment	10,000	-	-	10,000	
290	Misc.	10,200	-	1,884	8,316	
361	Power	12,000	-	-	12,000	
362	Water	-	-	-	-	
363	Telephone	4,445	-	3,735	710	
450	Capital Outlay	-	-	-	-	
	TOTAL	3,370,301	124,557	1,869,645	1,376,099	

Fiscal Restraint

GRTA CHECKING ACCOUNT: (Bank of Guam)	
Balance Forwarded	173,331.36
Payments/WD/Fee (-)	(7,320.42)
Deposits/Credits(+)	4,966.49
\$	170,977.43
As of 01/21/2020	

Based on an Average Deposits: Daily	\$	313.00	Based on an Average FY20
(Est) Based on current tracking Monthly	\$	8,588.00	
Annual	\$	103,056.00	

BUS FARES ACCOUNT: (TOG)	
As of : 02/19/2020	\$ 1,981.00
**from 10/01/19 - 02/19/2020	

****Funds collected at DOA and deposited into GRTA Account**