



GUAM REGIONAL TRANSIT AUTHORITY
GOVERNMENT OF GUAM

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



BOARD OF DIRECTORS MEETING
Google Meet
January 19, 2021, 2:00 pm
Agenda

- I. Meeting Call to Order
- II. Roll Call and Opening Remarks
- III. Review of Minutes December 29, 2020
- IV. Public Participation – Mandatory 3 minutes per individual
- V. Management Reports
 - A. Transit Management System – Virgil Penafiel
 - B. Paratransit – Jackie Taitano
 - C. Maintenance/Vehicle Fleet – Rolando Dydasco
 - D. Ridership Data (Paratransit, Fixed) – Margaret Nauta
 - E. Budget – Jeff Schindler
 - F. Procurement – Jennifer Cruz
 - G. Projects – John Dizon
 - H. GRTA Facility – Cel Babauta
 - I. Advertisement – Richard Ybanez
 - J. Guam Homeless Coalition – Mark Crisostomo
 - K. Park and Ride – Cel Babauta
- VI. Old Business
 - A. Adoption of Advertising Agreement
- VII. New Business
 - A. Petty Cash Policies and Procedures – Cel Babauta
 - B. On-Time Performance – Cel Babauta
- VIII. Executive Session
- IX. Adjournment



GUAM REGIONAL TRANSIT AUTHORITY

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



SIGN IN SHEET
GRTA BOARD OF DIRECTORS SPECIAL MEETING
January 19, 2021 2:00pm
Google Meet

BOARD OF DIRECTORS		
NAME	SIGNATURE	EMAIL ADDRESS
Mr. Alejo Sablan <i>Chairman</i>	present	sablanac671@gmail.com
Mr. David Arentz <i>Vice-Chairman</i>	present	rentadavid@yahoo.com
Honorable Kevin Susuico <i>Board Member</i>	present	agatmayor@yahoo.com
Honorable Rudy Paco <i>Board Member</i>	present	mtmmayorpaco17@gmail.com
Ms. Bernadette Wiemann <i>Board Member</i>	present	bernadettewiemann3@gmail.com



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GRTA BOARD OF DIRECTORS SPECIAL MEETING
January 19, 2021 - 2:00pm
Google Meet

GRTA STAFF		
Celestin Babauta <i>Executive Manager</i>	present	celestin.babauta@grta.guam.gov
Rally Pilipina <i>Chief Planner</i>		rally.pilipina@grta.guam.gov
Jeff Schindler <i>Administrative Officer</i>	present	jeff.schindler@grta.guam.gov
Myra Hernandez <i>Private/Board Secretary</i>	present	myra.hernandez@grta.guam.gov
Jennifer Cruz <i>Administrative Assistant</i>	present	jennifer.cruz@grta.guam.gov
Mark Crisostomo <i>Transportation Supervisor</i>	present	mark.crisostomo@grta.guam.gov
Jacqueline Taitano <i>Program Coordinator II</i>		jacqueline.taitano@grta.guam.gov
Virgilio Penafiel <i>Special Projects Coordinator</i>	present	virgil.penafiel@grta.guam.gov
John Louie L. Dizon <i>Program Coordinator I</i>	present	john.dizon@grta.guam.gov
Marlon Molinos <i>Program Coordinator I</i>	present	marlon.molinos@grta.guam.gov
ShaiAnna Palacios <i>Planner I</i>	present	shaianna.palacios@grta.guam.gov
Rolando Dydasco <i>Auto Mechanic Supervisor</i>		rolando.dydasco@grta.guam.gov
Margaret Nauta <i>Customer Service Supervisor</i>	present	margaret.nauta@grta.guam.gov
Richard Ybanez <i>Special Projects Coordinator</i>	present	richard.ybanez@grta.guam.gov
Harry Crisostomo <i>Bus Driver Supervisor</i>		harry.crisostomo@grta.guam.gov
Cynthia Terlaje <i>Word Processing Secretary</i>		cynthia.terlaje@grta.guam.gov
Britney Salas	present	



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Board of Directors Special Meeting

Tuesday, December 29, 2020 at 2:00 pm
Virtual Meeting – Google Meet
Meeting Minutes

- I. **Call to order:**
Chairman Alejo Sablan called the meeting to order at 2:05 pm.
- II. **Roll Call:**
GRTA Board Members present: Chairman Alejo Sablan, Vice-Chairman David Arentz, Director Kevin Susuico, Director Rudy Paco and Director Bernadette Wiemann. A quorum was established.
- III. **Review of Minutes:**
Board Members reviewed the November 17, 2020 meeting minutes. Vice-Chairman David Arentz motioned to approve the minutes and Director Bernadette Wiemann seconded it. Meeting minutes was approved with 5 yeas and 0 nays.
- IV. **Unfinished Business:**
 - A. **Adoption of Drug and Alcohol Program:** Executive Manager Celestin Babauta informed the Board, our legal counsel reviewed the proposal and recommended we forward it to the Department of Administration (DOA) for their review as well. Staff Member John Dizon made the appropriate changes recommended by DOA and the Federal Transportation Administration guidelines. Vice-Chairman David Arentz motioned to approve the adoption of the Drug and Alcohol Policy and Director Wiemann seconded it. The adoption of the Drug and Alcohol Policy has been approved with 5 yeas and 0 nays.
 - B. **Fixed Route Contract:** Executive Manager Babauta received the proposed amendment to the Fixed Route contract offering Kloppenburg Enterprises Incorporated 3 of the 6 routes at \$47.00 per hour due to budget cuts. Director Rudy Paco suggested to Executive Manager Babauta and to the Board to out subject to change in the contract, in case GRTA is prepared to take over all routes before December 31, 2021. Executive Manager Babauta explained to the Board if everything runs smoothly by the end of 2021 GRTA should be getting 20 new buses. Furthermore, GRTA is working on adding a Fixed Route Transportation Management System that will allow the riders to download an app or use a smart card to pay for their rides. Director Kevin Susuico brought up his concerns with regards to paying KEI \$47.00, since GRTA will be providing the vehicles, fuel, maintenance and equipment to operate the 3 Fixed Routes. Executive Manager Babauta stated by extending this contract another year it will allow GRTA to fully prepare ourselves to take over the Fixed Routes. Director Kevin Susuico motioned to approve the one-year Fixed Route contract from January 1, 2021 to December 31, 2021 between GRTA and KEI and Director Bernadette Wiemann seconded it. The Fixed Route contract was approved with 5 yeas and 0 nays.



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C. Executive Manager Employment Agreement Contract: Vice-Chairman David Arentz motioned to approve the acceptance of the employment agreement between the Guam Regional Transit Authority and Mr. Celestin Babauta as the Executive Manager for the agency and seconded it by Director Bernadette Wiemann. The Executive Manager Employment Agreement contract between GRTA and Mr. Celestin Babauta was approved with 5 years and 0 nays.

V. Adjournment: Chairman Alejo Sablan adjourned the meeting at 2:54pm.



Alejo C. Sablan, Chairman

Guam Regional Transit Authority Board of Directors



Date



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To: Board of Directors, Guam Regional Transit Authority

From: Virgil Penafiel, Project Manager - Transit Management System with RouteMatch by Uber, AIM Grant, and Bus & Bus Facilities Grant Implementation Mgr.

Subject: AIM and Bus & Bus Facilities Award in post-award in process with FTA and Status of Transportation Management System.

Good Afternoon Board of Directors:

Grants for Buses and Bus Facilities FY2020. Reference: Opp id: FTA-2020-006-BUS GRTA funding of \$9,558,120

Status Update:

- Since the land promised to GRTA for the Park and Ride has been withdrawn, we are looking at the possible alternate ground with the Land Management Director. Anticipate that we will better understand available lands by the last week of January 2021 if we can earmark land transferred to GRTA before starting the project. Otherwise, we will engage with FTA to discuss our options to continue with the Bus and Bus Facilities Grant Award.

Accelerating Innovative Mobility (AIM) Challenge Grant. Opp Id: FTA-2020-012-TRI-AIM: \$1,950,106 with matching local funding of 20%.

On Oct 2, 2020, we submitted our Executive Summary, Statement of Work, and Fact Sheet to FTA and received acknowledgment for review. We await feedback and requests from FTA.

- Status Update: on Dec 15, 2020: We are now preparing to begin the post-award phase.
- Received communication from FTA AIM Project and are now engaged in clarifying information on the three documents they sent us. We will submit once completed no later than Jan 21, 21.

Transportation Management System: Status Update as of 01/15/2021

Support is now ongoing with Routematch by Uber.

Quick Overview:

- **AMBLE NEXT STEPS** Rider Facing Technology as an optional mobile app for our paratransit riders to use. The introduction is now complete, and educating our paratransit riders will continue through our website and by engaging our riders to try Amble, it's free, and the benefits it offers. See section for further details.
- **CUSTOMER CARE TRANSITION as of 1/15/21** (Australian Care Support Team). If we have any issues with troubleshooting our TMS System, we are now with our Routematch Australian Support Team.



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- **TRANSIT MINER** (New to Routematch by Uber with a 6-month trial offer) Staff Training Scheduled 1/21/21 Thursday.
- **Routematch Pay and Propay** - Anticipated timeline completion is estimated to be in May.
- **Integration of the TMS Fixed Route:** plan to train KEI Drivers to be determined.
- **Continued Development of our TMS Anticipated Purchase in 2021 and 2022:** Ongoing.

AMBLE NEXT STEPS

- **Now that we've introduced Amble into the market, we continue to engage the ridership on Amble and provide continual support:** Since the Amble App is on the mobile and the apple platform is free and optional, we hope to continue the dialogue within our ridership. We are doing the following:
 - **Zoom focus groups** when there are at least five or greater interested riders. Our riders can call TMC if they require a more comprehensive education on the use of the Amble App; Mr. Marlon Molinos is our advocate for using the Amble App referred to by TMC when there is an interest called in by a rider. If the rider wishes to learn more, the TMC Staff can arrange an appointment with Marlon. Marlon can determine and then coordinate a schedule for an Amble Forum. Usually, the TMC Staff can answer the general questions, but we understand the need to assist if the caller wishes for a more engaging dialogue than Time TMC Staff can attend. Marlon determines this if the incoming number of appointment requests suggests arranging for a group session about Amble. This zoom forum would then become more fitting to manage all these inquiries in one virtual meeting for now.
 - **Zoom video introduction to Amble available is on the website.** We prerecorded the Amble Public Forum and is on the website. We recorded the Public Forum on Amble to help benefit all our paratransit riders. In most cases, this will help answer questions, and paratransit riders can get the information from the video on its purpose and getting started.
- **Marketing Platforms,** Because our market is exclusively for our Paratransit Rider, we can focus our marketing efforts within GRTA's venues: 1.) Paratransit Shuttles w/ flyers, cards, handouts. 2.) TMC dispatch actively promoting marketing efforts and engaging with incoming calls (TBD). 3.) GRTA Website.
 - Alternatively, other options include flyers posted in bus shelters, mayors' offices, and other public places such as Public Health, DISD, and others, online with social influencers, and setting up a GRTA Facebook account.
- **Marketing Incentives,** currently, we have no marketing enticement other than the benefits of using the Amble App. Here are some examples
 - A free mobile phone w/a mobile/internet provider when you load the amble app.
 - Show that you have downloaded the mobile app on your phone and using Amble and get a free promotional gift.
- **Amble Goal:** First Quarter of the Year 2021: Increase our Amble users to 20%-30% of Current Paratransit Riders or 120 paratransit riders out of 600 customers as our gauge. Noted Challenges to our goal; not every paratransit rider has access to a mobile or online, and not every person with a disability depending on the severity and lack of assistive technology to allow for mobile phone use. Otherwise, we will strive through our public awareness campaign. **Assessment,** As of this date, I have no updates to provide regarding the number of paratransit riders using Amble since we launched on Dec 16. At the end of January, we can gauge whether we need to conduct further marketing efforts to raise the app's number of riders.



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CUSTOMER CARE SUPPORT as of 1/15/2021 (Australian Care Support Team)

- We are now actively engaged with our Routematch Australian Care Support Team in all matters related to our Transportation Management System's operation. We want to utilize support as much as possible, but we haven't fully engaged support to our fullest. There hasn't been an urgent need to warrant it. I'm confident we can deal with any issue so long as we have support. Primarily since most of the time, our TMC staff has worked through issues internally. In the few times that we have recently, they responded quickly and effectively in answering our question via email. We have yet to use a zoom conference because we haven't had any issue requiring a zoom meeting. Tom continues to monitor for quality assurance and smooth transition.

TRANSIT MINER (New to Routematch by Uber is a 6-month trial offer valued at 21,250.00)

- We are now furthering our efforts with a scheduled training in using the Transit Miner on Thursday, Jan 21, 2021. Transit miner is a statistical reporting and analysis cloud-hosted, web-based statistical reporting, analysis, and dashboard tool for use in the transit industry. The Service consists of, at a minimum, the following:
 - • An extract transform load process by which trip and operational data of the Client (the "Client Data") is securely transmitted from the Client's demand response system to the Transit Miner database;
 - • A database that processes the Client Data and converts it into historical, real-time, AR, and predictive reporting as further described in the attached Transit Miner Core Report and Dashboard Listing;
 - • A web portal allowing the Client to access and view the various reports, dashboards, and/or administrative tools based on the user's security access level;
 - • The Service includes a self-service user administration module that allows the Client to maintain its users and define security roles for its users;
 - Reporting. The Service generates the reports and features dashboards described on the Transit Miner Core Report and Dashboard document. Any additional or custom reports requested by Client including or respecting special data considerations and/or adjustments required to omit, include or treat differently data submitted to the Service due to local use practices or business rules that are not already included as available options within the Service shall be billed at Company's then-current rates for such work.

Routematch Pay and Propay. We are working on the Pay and Propay Hardware Quantity & Distribution to provide Routematch to allocate.

- Allocation of Hardware devices for specific vehicles to install - determined 1/14/2021 by GRTA
 - MV 1 - RM Pay Hardware **Demand** & Installation
 - ARBOC - RM Pay Hardware **Fixed** & Installation (Chief -pending confirmation)
 - 3 New Buses will be Mixed Mode Pay Hardware **Fixed & Demand** (Chief -pending verification)
- Provide RM with the quantity of Demand Pay Hardware and Fixed Pay Hardware.
- RM will procure and prepare Hardware.
- RM ship the hardware to Guam.
- GRTA will receive/RM
- GRTA/RM Installation



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- Estimated Completion is forecast for April/May 2021.
- GRTA Fixed/Demand Payment System begins.
- Drivers/Staff Orientation Training and the Use of RM Pay System Demand and Fixed.
- Test and Practice
- Public Notification and Forum on the introduction of the New Automated, Cashless System

Integrating KEI Drivers with our TMS System on Fixed Route.

- We are going to work on the Plan and Process to schedule and train KEI Drivers.
 - Once the plan is in place, we can work with KEI to further schedule and train drivers. Note: because the use of the tablets and procedure is simple. It is possible; we can do this training on the job and reduce any additional cost, time, or effort. We will leave for further discussion with our Operations Manager and Team as to the best options to effectively train KEI Drivers. We will also seek guidance from our Routematch Team.
 - Training of Fixed Route Drivers on use of the Tablets/Process
 - Training - Proper Use, Procedure, and Care of the tablets for KEI Drivers can begin.
 - Fixed Route Vehicles
 - Vehicles: PT110 (Redline), PT109(GreyLine), PT101 (BLUE1/EXPRESS, PT103 (BLUE LINE2), 4999 (GREENLINE), 1634 (SOUTHERN SHUTTLE), 4951 (ORANGE LINE)
 - GRTA Routes
 - KEI Routes
 - Demand Vehicles
 - PT102, PT105, PT008, MV004, MV005, MV009, MV010, MV011, MV012,
 - KEI Drivers are assigned to REDLINE, GREYLINE, BLUE1/EXPRESS using PT110 RED, PT109 RED, PT101 BLUE1/EXPRESS.
 - Once fixed routes are confirmed good, Tablet KEI Drivers can begin to use the tablet (implementation begins).
 - Initially, data collection, along with KEI paper reports, can proceed concurrently.
- GRTA Operations is confident enough to train new Drivers in the use of the tablets.

Continued Development of our TMS Anticipated Purchase in 2021 and 2022

- RM Pay & Propay is still on course adjusted to May 21
- RouteShout for Fixed Route App
- Transit Miner
- **To be determined:** Purchase of additional RM Licenses and Hardware over our 30 Vehicles License covered under MSB.
 - Mobility on Demand (MOD) for AIM Grant w/ AIM
 - Additional Shuttles 10 - Integrate into existing services
- Mobility on Demand MOD & FIXED Services for Bus & Bus Facilities Grant and AIM.



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Paratransit

Data Count for Board Meeting (January 19, 2021)

Total Paratransit Riders: as of 01.14.2021 635

Processed: 3 Renewals and 3 New Applicants

Complaints to Date: 54 Received (0 open complaints / 54 closed)



GUAM REGIONAL TRANSIT AUTHORITY FLEET REPORT



Vehicle ID #	Description	License Plate #	Vehicle Location	In Maintenance Start	In Maintenance Complete	Mileage	Maint Status	Status	Back in service date
PT003	2014 MV1 VAN	6360	GRTA						
PT004	2014 MV1 VAN	6361	GRTA						
PT005	2014 MV1 VAN	6372	GRTA						
PT006	2014 MV1 VAN	6358	GRTA						
PT007	2014 MV1 VAN	6369	GRTA						
PT 008	2014 MV1 VAN	6359	GRTA						
PT009	2015 MV1 VAN	6363	GRTA						
PT010	2014 MV1 VAN	6365	GRTA						
PT 011	2015 MV1 VAN	6366	GRTA						
PT 012	2015 MV1 VAN	5736	GRTA						
Total Operational: 10									
PT101	2015 ARBOC BUS	5848	GRTA						
PT 102	2015 ARBOC BUS	5849	GRTA						
PT103	2015 ARBOC BUS	5851	GRTA						
PT105	2015 ARBOC BUS	4991	GRTA						
PT107	2015 ARBOC BUS	5744	KEI						
PT108	2015 ARBOC BUS	5747	GRTA						
PT109	2015 ARBOC BUS	5746	KEI						
PT110	2015 ARBOC BUS	5745	KEI						
Total Operational: 8									
2016 FORD F150 PICKUP TRUCK									
		4974	GRTA						
2015 TOYOTA RAV4									
		5990	GRTA						
2016 ALUMA, 63BLW TRAILER									
		5767	GRTA						
2017 KIA SEDONA VAN									
		4999	KEI						
Total Operational: 4									
688188	2018 Ford Transit	BU1634	Southern Shuttle						
G08269	2019 Kia Sedona	MIN4945	GRTA						
G813A8	2018 Kia Sedona	IN4783	COVID						
G822A8	2018 Kia Sedona	MG4951	Southern Shuttle						
Total Operational: 4									
NOT IN SERVICE									
PT001	2014 MV1 VAN	6375	AK	9-Sep-20			A/C INOPERABLE	ECM Defective	On back order
PT002	2014 MV1 VAN	6364	AK	18-May-20			Accident-pending quote		Awaiting claims from KEI
Total down: 2									
PT100	2015 ARBOC BUS	5850	AK	30-Nov-20			air system		awaiting parts
PT104	2015 ARBOC BUS	4989	DPW	24-Sep-18			Major Repair; Decommissioned		
PT105	2015 ARBOC BUS	4990	GRTA	9-Jan-21			air system		
Total down: 3									

as of 15 January 2021

TMC's DAILY REPORT - For the month of December 2020

Day/Date	T M C													DAILY ON-TIME PERFORMANCE				
	A	B	C	D	E	F	G	H	I	J	K	L	M		N	O	P	Q
	Number of SCHEDULED Riders	Number of W/CHAIR Riders	Number of WORK Riders	Number of MEDICAL Riders	Number of GENERAL Riders	Number of ACTUAL Riders	Number of CANCELLED RIDES	Number of NO SHOWS	RIDE DENIALS Capacity	Number of Refusal	# of Missed Trips	TRIP TYPE	Late Trips	Early Trips	Total Trips	Period Summary		
Tuesday, December 1, 2020	193	46	10	85	71	156	34	6	10	0	0	GEN MED WK	0 2 0	21 28 2	54 77 7	2 51 138	- Late Trips - Early Trips - Total Trips	98.54% On Time
Wednesday, December 2, 2020	157	30	6	86	48	134	36	7	2	0	0	GEN MED WK	1 1 0	14 43 4	27 73 9	2 61 109	- Late Trips - Early Trips - Total Trips	98.17% On Time
Thursday, December 3, 2020	180	43	16	88	64	152	24	5	0	0	0	GEN MED WK	3 1 0	12 21 2	38 56 8	4 35 102	- Late Trips - Early Trips - Total Trips	95.15% On Time
Friday, December 4, 2020	180	43	16	88	64	152	24	5	2	0	0	GEN MED WK	0 4 0	13 38 1	32 85 9	4 52 126	- Late Trips - Early Trips - Total Trips	96.80% On Time
Saturday, December 5, 2020	165	41	7	82	59	141	37	1	5	0	0	GEN MED WK	0 5 0	13 30 1	33 59 5	5 44 97	- Late Trips - Early Trips - Total Trips	94.85% On Time
Sunday, December 6, 2020	No Bus Operations																	
Monday, December 7, 2020	179	28	7	85	56	141	37	1	15	2	0	GEN MED WK	0 5 1	2 28 28	5 54 4	6 58 63	- Late Trips - Early Trips - Total Trips	98.41% On Time
Tuesday, December 8, 2020	183	45	10	95	56	151	37	2	1	3	0	GEN MED WK	1 1 0	19 32 2	48 74 7	2 53 129	- Late Trips - Early Trips - Total Trips	97.17% On Time
Wednesday, December 9, 2020	188	30	8	88	52	140	48	5	11	3	0	GEN MED WK	0 2 0	14 33 1	35 73 5	2 48 113	- Late Trips - Early Trips - Total Trips	98.23% On Time
Thursday, December 10, 2020	167	37	9	83	47	130	40	11	11	4	0	GEN MED WK	0 4 0	15 34 1	30 68 6	4 50 104	- Late Trips - Early Trips - Total Trips	96.15% On Time
Friday, December 11, 2020	202	38	9	110	58	168	61	11	2	2	0	GEN MED WK	2 7 0	13 27 1	39 74 4	9 41 117	- Late Trips - Early Trips - Total Trips	92.31% On Time
Saturday, December 12, 2020	143	38	6	73	47	120	29	0	4	3	0	GEN MED WK	1 1 0	17 32 1	37 57 2	2 50 96	- Late Trips - Early Trips - Total Trips	97.92% On Time
Sunday, December 13, 2020	No Bus Operations																	

TMC's DAILY REPORT - For the month of December 2020

Day/Date	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
	Number of SCHEDULED Riders	Number of W/CHAIR Riders	Number of MEDICAL Riders	Number of WORK Riders	Number of GENERAL Riders	Number of ACTUAL Riders	Number of CANCELLED Rides	Number of NO SHOWS	Number of RIDE DENIALS Capacity	Number of Refusal	# of Missed Trips	TRIP TYPE	Total Trips	Late Trips	Early Trips	Period Summary	DAILY ON-TIME PERFORMANCE	
Monday, December 14, 2020	167	30	83	9	54	137	42	3	8	0	0	GEN MED WK	33 69 7	1 0 0	16 36 0	2 52 109	- Late Trips - Early Trips - Total Trips	98.23% On Time
Tuesday, December 15, 2020	175	38	91	12	59	150	39	9	6	0	0	GEN MED WK	28 73 111	1 8 0	6 23 1	9 30 111	- Late Trips - Early Trips - Total Trips	91.30% On Time
Wednesday, December 16, 2020	175	31	88	10	58	146	29	10	3	0	0	GEN MED WK	41 74 9	0 7 2	18 26 9	7 46 124	- Late Trips - Early Trips - Total Trips	94.44% On Time
Thursday, December 17, 2020	173	35	77	11	61	149	49	5	0	0	0	GEN MED WK	42 56 110	0 1 0	18 29 9	1 56 110	- Late Trips - Early Trips - Total Trips	99.09% On Time
Friday, December 18, 2020	180	35	104	9	48	161	50	4	0	0	0	GEN MED WK	33 83 7	0 8 0	9 37 3	8 49 123	- Late Trips - Early Trips - Total Trips	93.50% On Time
Saturday, December 19, 2020	134	31	79	7	38	124	28	6	0	0	0	GEN MED WK	29 62 3	0 4 0	12 26 1	4 39 94	- Late Trips - Early Trips - Total Trips	95.74% On Time
Sunday, December 20, 2020	No Bus Operations																	
Monday, December 21, 2020	168	36	79	29	32	140	43	7	9	0	0	GEN MED WK	19 73 12	0 3 0	5 28 2	3 35 104	- Late Trips - Early Trips - Total Trips	97.12% On Time
Tuesday, December 22, 2020	175	40	82	16	49	147	46	7	5	2	0	GEN MED WK	31 66 9	0 4 0	14 33 4	4 51 106	- Late Trips - Early Trips - Total Trips	96.23% On Time
Wednesday, December 23, 2020	183	35	87	18	44	149	42	5	6	0	0	GEN MED WK	34 73 2	3 5 0	7 26 1	8 34 109	- Late Trips - Early Trips - Total Trips	94.32% On Time
Thursday, December 24, 2020	163	38	79	10	54	143	58	8	0	0	0	GEN MED WK	39 47 3	1 4 0	16 17 1	5 34 89	- Late Trips - Early Trips - Total Trips	94.32% On Time
Friday, December 25, 2020	No Bus Operations																	
Saturday, December 26, 2020	170	26	92	15	49	156	63	11	3	0	0	GEN MED WK	21 47 6	1 0 0	5 24 0	2 29 74	- Late Trips - Early Trips - Total Trips	97.30% On Time
Sunday, December 27, 2020	No Bus Operations																	

Fixed Route Ridership

Service Date	BlueLine 1		BlueLine Express		BlueLine 2		Redline		Greenline		Greyline		Orangeline		Southern Shuttle	Total Ridership
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
12/1/2020	22	24	13	21	19	9	22	22	2	11	15	9	8	4	7	208
12/2/2020	19	31	22	17	22	7	20	23	9	12	23	15	9	15	15	259
12/3/2020	20	23	23	16	13	8	18	12	7	4	17	12	8	6	8	195
12/4/2020	19	23	9	23	13	9	29	15	5	5	40	15	8	5	4	222
12/5/2020	5	7	10	8	11	6	16	16	4	3	27	4	0	0	8	125
12/6/2020	NO OPERATIONS															
12/7/2020	14	22	16	15	17	14	19	33	3	3	23	15	10	7	14	225
12/8/2020	18	17	9	11	10	7	20	15	2	0	13	15	4	3	9	153
12/9/2020	11	23	20	19	13	7	24	23	2	1	13	12	9	5	9	191
12/10/2020	23	22	27	13	18	13	29	21	8	0	22	19	13	4	11	243
12/11/2020	8	18	17	20	18	5	21	22	7	2	19	17	10	12	10	206
12/12/2020	5	16	16	10	9	4	12	21	2	4	12	9	0	0	7	127
12/13/2020	NO OPERATIONS															
12/14/2020	24	22	11	17	9	5	16	23	6	3	15	11	11	3	3	196
12/15/2020	14	22	19	23	11	10	20	29	6	3	14	5	9	5		190
12/16/2020	22	14	10	14	14	8	21	19	7	2	8	15	12	5		171
12/17/2020	15	25	14	15	19	11	31	31	3	1	21	13	7	7		213
12/18/2020	15	19	20	18	20	15	32	29	3	0	19	13	12	10		225
12/19/2020	18	9	10	19	9	11	20	35	1	6	11	12	0	0		161
12/20/2020	NO OPERATIONS															
12/21/2020	25	18	11	21	6	5	30	28	1	4	23	12	10	9		203
12/22/2020	14	22	6	24	17	9	25	23	1	2	16	23	7	6		195
12/23/2020	17	17	14	19	13	11	35	32	8	4	13	14	6	6		209
12/24/2020	7	17	11	21	14	13	26	22	5	5	12	16	10	4		183
12/25/2020	NO OPERATIONS															
12/26/2020	24	13	16	11	8	6	5	16	5	7	16	16	0	0		143
12/27/2020	NO OPERATIONS															
12/28/2020	11	16	14	16	15	7	19	20	4	1	11	6	11	11		162
12/29/2020	18	19	15	15	12	6	24	13	2	2	21	13	6	10		176
12/30/2020	24	20	20	8	5	9	23	22	5	2	16	12	9	5		180
12/31/2020	22	14	16	18	6	11	18	14	2	5	9	21	10	5		171
AM / PM DAILY TOTAL:	434	493	389	432	341	226	575	579	110	92	449	344	199	147	105	4,915

DECEMBER



**GUAM REGIONAL TRANSIT AUTHORITY
GOVERNMENT OF GUAM**

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Joshua F. Tenorio, Lieutenant Governor
Celestin C. Babauta, Executive Manager



**FY21 Account Balance Report
1/14/2021**

5208A219977SE208 GRTA-GUAM HIGHWAY FUND						
Object Class	Appropriation	Allotment	Expenditure	Encumbrance	Balance	Unallotted
111 - Salaries	508,111.00	175,887.00	136,422.45	-	39,464.55	332,224.00
112 - OT	50,000.00	11,000.00	11,571.66	-	(571.66)	39,000.00
113 - Fringe	225,233.00	77,966.00	52,207.24	-	25,758.76	147,267.00
230 - Contractual	1,163,240.00	988,754.00	200,201.14	757,361.75	31,191.11	174,486.00
230 - DPW Work Request - Bathrooms				4,900.00		
240 - Supplies	300,164.00	150,082.00	7,394.56	14,725.28	127,962.16	150,082.00
250 - Equipment	315,000.00	-	-	-	-	315,000.00
271 - Drug Testing	15,000.00	12,750.00	2,000.00	-	10,750.00	2,250.00
290 - Miscellaneous	11,400.00	9,690.00	200.00	1,090.00	8,400.00	1,710.00
363 - Telephone	9,000.00	7,650.00	1,395.97	-	6,254.03	1,350.00
	\$ 2,597,148.00	\$ 1,433,779.00	\$ 411,393.02	\$ 778,077.03	\$ 249,208.95	\$ 1,163,369.00

5317A219977SE201 GRTA-PUBLIC TRANSIT FUND FOR FUEL						
Object Class	Appropriation	Allotment	Expenditure	Encumbrance	Balance	Reserve
240	313,020.00	156,510.00	-	-	156,510.00	156,510.00
	\$ 313,020.00	\$ 156,510.00	\$ -	Balance	\$ 156,510.00	\$ 156,510.00

GRTA - CHECKING ACCOUNT	
as of 01/14/2021	Balance \$ 131,560.71

**GUAM REGIONAL TRANSIT AUTHORITY
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1/14/2021

GRTA

PROCUREMENT REPORT

REQUISITION	ACCOUNT NUMBER	OBJ CLASS	TYPE	DESCRIPTION	BID#	REQ AMOUNT	PO NUMBER	STATUS	PO AMOUNT
FY2020									
Q219977052	5101H199977PT105450	CAPITAL	FED	VEHICLES	GSA-29-20	495,000.00	P206A05843	PENDING DELIVERY***	437,400.00
FY2021									
DPW									
Q219977017	5208A219977SE208230	CONTRACTS	LOC	2ND FLOOR RR		4900.00		W/DPW	
Q219977017	5208A219977SE208230	CONTRACTS	LOC	CLEARING OF PROP		75,000.00		Returned by GSA	
FY 2021									
Q219977001	5101H199977PT102230	CONTRACTS	FED	COPIER	GSA-001-17	9979.32	P216A00286	Acknowledged by vendor	9,979.32
Q219977002	5208A219977SE208230	CONTRACTS	LOC	FIXED ROUTE		300,000.00	P216A00300	Acknowledged by vendor	300,000.00
Q219977003	5208A219977SE208230	CONTRACTS	LOC	COPIER - ADMIN	GSA-019-19	8487.48	P216A00285	Acknowledged by vendor	8,487.48
Q219977004	5208A219977SE208230	CONTRACTS	LOC	PROCUREMENT SUBS		1090.00	P216A00283	Pending Act by Vendor	1,090.00
Q219977005	5208A219977SE208230	CONTRACTS	LOC	TRASH SERVICES	GSA-004-20	5928.00	P216A00290	Acknowledged by vendor	5,928.00
Q219977006	5208A219977SE208230	CONTRACTS	LOC	BPA-ADS		5,000.00	P216A00293	Acknowledged by vendor	5,000.00
Q219977007	5208A219977SE208240	SUPPLIES	LOC	BPA-ADS		2,000.00	P216A00336	Acknowledged by vendor	2,000.00
Q219977007	5208A219977SE208240	SUPPLIES	LOC	BPA - AUTO		2,000.00	P216A00337	Acknowledged by vendor	2,000.00
Q219977007	5208A219977SE208240	SUPPLIES	LOC	BPA - AUTO		2,000.00	P216A00338	Acknowledged by vendor	2,000.00
Q219977008	5208A219977SE208230	CONTRACTS	LOC	BPA - SAFETY INSPE		162.00	P216A00452	Acknowledged by vendor	162.00
Q219977008	5208A219977SE208230	CONTRACTS	LOC	BPA - SAFETY INSPE		162.00	P216A00453	Acknowledged by vendor	162.00
Q219977008	5208A219977SE208230	CONTRACTS	LOC	BPA - SAFETY INSPE		162.00	P216A00454	Acknowledged by vendor	162.00
Q219977009	5208A219977SE208230	CONTRACTS	LOC	GRANT MATCH		446,000.00	0	Returned by GSA	446,000.00
Q219977010	5208A219977SE208363	TELEPHONE	LOC	ADMIN TELEPHONE		7,316.88	0	Returned by GSA	
Q219977011	5101H199977PT102240	SUPPLIES	FED	FIRST AID/FIRE EXT		1,359.80	P216A00789	Acknowledged by vendor	229.90
Q219977011	5101H199977PT102240	SUPPLIES	FED	TRIANGLES			P216A00790	NATIONAL TRADING	1,020.00
Q219977012	5101H199977PT102230	CONTRACTS	FED	RADIOS		9,221.13	P216A00896	ICONNECT	9,221.13
Q219977013	5208A219977SE208240	SUPPLIES	LOC	BPA - TIRES		2,000.00	P216A00897	TRIPLE J	2,000.00
Q219977013	5208A219977SE208240	SUPPLIES	LOC	BPA - TIRES		2,000.00	P216A00899	MGT CORP	2,000.00
Q219977014	5208A219977SE208240	SUPPLIES	LOC	BPA - HARDWARE		1,000.00	P216A00916	BENSON GU ENT	1,000.00
Q219977014	5208A219977SE208240	SUPPLIES	LOC	BPA - HARDWARE		1,000.00	P216A00917	GUAM HOME CENTER	1,000.00
Q219977014	5208A219977SE208240	SUPPLIES	LOC	BPA - HARDWARE		1,000.00	P216A00918	ERC HARWARE	1,000.00
Q219977016	5101H199977PT102230	CONTRACTS	FED	SUPP FOR RM	GSA-026-19	70,000.00	P216A01068	ROUTEMATCH	70,000.00
Q219977018	5101H199977PT105240	SUPPLIES	FED	COMPUTERS/MONITORS		9,000.30	P216A01542	SANFORD	9,000.30
Q219977019	5101H199977PT102450	CAPITAL	FED	VEHICLES	GSA-055-19	500,000.00	P216A01662	Pending	500,000.00
Q219977020	5101E199977PT101450	CAPITAL	FED	VEHICLES	GSA-055-19	583,562.00	P216A01663	Pending	336,825.80
Q219977021	5101H199977PT105230	CONTRACTS	FED	SUPP FOR RM	GSA-026-19	39,333.00	P216A01583	Pending	39,333.00

BUS PROCUREMENT



GUAM REGIONAL TRANSIT AUTHORITY

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Date: January 19, 2021

GRTA PROJECTS

State Management Review:

The purpose of the State Management Review (SMR) is to provide a comprehensive oversight review of the agency's current management practices and program implementation. This triennial review is conducted every three years, which involves a reviewer scrutinizing documents and records to determine if the agency is in adherence to the Federal Transit Administration's regulations. The agency is currently collecting the required documents, records, and data for the reviewer to make the determination of our compliance. Any deficiencies during the review will be reported to the agency and corrective actions will be implemented to resolve them.

- The Program Coordinator I continue to monitor and collect all of the information needed to fulfill the request of the reviewer and recipient information request document. He continues to compile all of the documents, records, and data for upcoming submission with the assistance of the Data Collector.
- Draft policies and procedures will continue to be compiled for review to the Executive Manager and Board of Directors. These drafts include financial policies and procedures, safety plan, transit asset management plan, and disadvantaged business enterprise policy.
- An electronic listing of all items received and pending is provided to the Executive Manager and SMR Workgroup on a weekly basis to ensure all concerns relating to data collection are addressed. All up to date items will also be printed as a hardcopy and filed in the SMR Binder by the Data Collector.

Disadvantaged Business Enterprise:

The purpose of the Disadvantaged Business Enterprise (DBE) is to ensure nondiscrimination in the award and administration of FTA-assisted contracts. The program helps to create a level playing field in which DBEs can compete fairly for FTA-assisted contracts. DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least 51% interest and also control management and daily business operations. The agency is working to finalize the DBE policy, shortfall analysis, training opportunities, and outreach events to educate DBEs and small businesses of our procurement projects for FYs 2021 to 2023.

- A Disadvantaged Business Enterprise (DBE) Policy for Fiscal Years 2021 to 2023 is currently being finalized, which describes the regulations and procedures to implement this program. The policy would later be reviewed by the Executive Manager and Board of Directors.
- The policy will establish a DBE overall goal, which sets a percentage of federal-aid funds to be expended based on the anticipated participation of DBEs. The agency will maintain good faith efforts to meet the goal by ensuring outreach efforts are made with DBEs and small businesses.
- The program involves arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBEs, and other small business participation. An example is unbundling large contracts to make them more accessible.



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- The program would provide assistance in overcoming limitations such as inability to obtain bonding and financing. The agency is seeking to work with Small Business Development Center (SBDC) to refer small businesses to the resources needed to address challenges with competing for federal contracts.
- The Program Coordinator I and Planner I will be trained on Disadvantage Business Enterprise by a representative of the Small Business Association (SBA) on Thursday, January 14, 2021. They will gain knowledge of the program's requirements and certification process for DBEs.



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January 14, 2021

GRTA Facility Report

GRTA is working with Department of Public Works Director and GSA to get the site cleared. As soon as the site is cleared the Architectural and Engineering firm will work on completing the design. The design is currently at 30 percent complete. Estimated completion date: March 2021



GUAM REGIONAL TRANSIT AUTHORITY GOVERNMENT OF GUAM

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REPORT FOR GRTA BOARD OF DIRECTORS MEETING January 19, 2021

- Started with RFP for parking meters in Hagatna, Henry Cruz from GIAA is Assisting GRTA.
- Working with HRRRA Director Lasia Casil on Hagatna paid public parking locations as they have a master plan already in place. Will discuss further with her.
- MOU for advertising reviewed by AAG Keeler.
- Guam Crime Stoppers will put ad on one of our busses they will pay for The ad and installation
- Will begin advertising campaign.
- Potential advertisers:
*****I have compiled a list*****
Reconciling list as some businesses have closed down.





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January 14, 2021

Park and Ride Facility Report

GRTA is working with Department of Land Management, Senator Pedro Terlaje, and Senator Mary Torres in finding a piece of property for the Park and Ride facility at Dededo. It is imperative that property is located at Dededo in order to comply with our Bus and Bus Facilities grant application. We need property that is at least 2 and a half acres in order to accommodate the Park and Ride facility, convenience building, charging stations, electric buses, and electric cars.

* **Myra is working on scheduling a meeting towards the end of January 2021 for everyone to view available property.**



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January 14, 2021

Petty Cash Policy and Procedures

GRTA's current policy and procedures regarding Petty Cash was created by the previous boards. We have been using the existing policy and it is suitable for our current needs. The only addition is that Mr. Jeff Schindler will be the Petty Cash Custodian. We are requesting for the current Board Members to review and see if there is any part of the policy that should be changed in addition to the signature blocks of the current Board Members and the Petty Cash Custodian. We have forwarded the policy to our Legal Counsel for his review.



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January 14, 2021

On-Time Performance Report

On-time Performance is GRTA's ability in dropping off its Paratransit Riders based on their scheduled drop-off time. According to the Federal Transit Administration Office of Civil Rights, 92 percent or higher is a good and acceptable goal. GRTA is currently achieving a 96 percent On-time Performance rating. GRTA's goal is currently at 98 percent which is very challenging because of our limited number of buses. We believe that with the GRTA Board of Directors approval, we would like to establish our goal of 92 percent.