

GUAM REGIONAL TRANSIT AUTHORITY

Eddie Baza Calvo, Governor
Raymond S. Tenorio Lt. Governor

P.O. Box 2896
Hagatna, GU 96932

Phone: (671) 475-4686 or 4616
Fax: (671) 475-4600

REGULAR BOARD OF DIRECTORS MEETING

Agenda, March 18, 2013

4:30PM

GRTA Conference Room
Administration Building, Hagåtña, Guam

-
- I. **Call to Order** – Mr. Chairman
 - II. **Roll Call** – Board of Directors (Members)
 - III. **Public Comments** – 15 minutes time limit
 - IV. **Approval of Minutes** – February 18, 2013
 - V. **Old Business** –
 1. Recruitment of Executive Manager
 2. Update of the VTCLI grant "One Call / One Click" Center
 3. Status on Fiscal Year 2013 Budget
 4. Status on Transit (Bus) Procurement
 5. Status on IFB (Invitation For Bid) for GRTA Service Contract
 6. Status on DISID/GRTA office space
 7. Board vacancies
 8. Status on recruitment of Attorney – MOU
 9. Logo/Branding – Final Award
 - VI. **New Business** –
 1. FY'13 - No Show / Cancellation / Ride Denial Report
 1. Inclusive Coordinated Transportation Partnership Project Grant
 2. Procurement Workshop with Attorney General, March 20th, 2013 – (Rudy, Felix and Myra)
 - VII. **Executive Session**
 - VIII. **Announcement**
 - IX. **Adjournment**

APPROVED BY:



Andrew Tydingco, Chairman of the Board

Dated: March 18, 2013 Time: 5:57



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(Government of Guam)



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Rudy PL Cabana, Interim Executive Manager

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SIGN IN SHEET
GRTA Board of Directors
BOARD MEETING (REGULAR)
March 18, 2013 - 4:30 p.m.

BOARD OF DIRECTORS		
Name	Sign In	Email Address / Phone Number
Andrew Tydingco <i>Chairman</i>		pokilabot@teleguam.net 929-9990
Manuel Q. Cruz <i>Vice-Chairman</i>		campwitek4ever@yahoo.com 482-2198
Ginger S. Porter, M.Ed. <i>Secretary</i>		ginger.porter@guamcedders.org 735-2478
Vicente D. Gumataotao <i>Board Member</i>		pitimayor@yahoo.com 472-1232
Louise C. Rivera <i>Board Member</i>		weezierivera@hotmail.com 888-1540
Jason Cruz <i>Board Member</i>		jasonleecruz44@gmail.com 777-2444

GRTA STAFF		
Name	Sign In	Email Address / Phone Number
Rudy Cabana <i>Executive Manager, Interim</i>		rudy.cabana@grta.guam.gov 475-4616
Felix R. Dungca <i>Chief Planner</i>		felixberto.dungca@grta.guam.gov 475-4603
Rally Pilipina <i>Planner II</i>		rally.pilipina@grta.guam.gov 475-4620
Myra Abaya <i>Administrative Officer</i>		myra.abaya@grta.guam.gov 300-0703
Nicole Gutierrez <i>Board Secretary</i>		nicole.gutierrez@grta.guam.gov 475-4686

PUBLIC AT LARGE		
Name	Sign In	Email Address / Phone Number
1. Mike Garrido - KEI		transops@keiguam.com
2. Travis Kloppenburg - KEI		tek@keiguam.com
3. ARIEL P. DIMALANTA		ARIEL@ARIELANDCOMPANY.COM
4. JERMAINE ALERTA		alerta.jermaine@gmail.com
5.		
6.		
7.		
8.		
9.		
10.		

Guam Regional Transit Authority Board of Directors

Eddie Baza Calvo, Governor
Raymond S. Tenorio, Lt. Governor
Rudy P. Cabana, Interim Executive Manager

MEETING MINUTES

Board Officers

FY 2013

Chairman

Andrew Tydingco
T (671) 929-9990
pokilabot@teleguam.net

Vice Chairman

Manuel Q. Cruz
T (671) 487-2197
campwitek4ever@yahoo.com

Secretary

Ginger S. Porter
T (671) 735-2478
F (671) 734-5709
ginger.porter@guamcedders.org

Members

Louise Rivera
T (671) 888-1540
weezierivera@hotmail.com

Jason Cruz
T (671) 777-2444
jasonleecruz44@gmail.com

Vicente Gumataotao
T (671) 472-1232
pitimayor@yahoo.com

Vacant

Regular Board Meeting of February 18, 2013

I. Call to Order

The meeting was called to order by Vice-Chairman Manuel Cruz at 4:34 pm, at the GRTA conference room, Administration Building, Hagatna.

II. Roll Call

Vice-Chairman Manny Cruz and member Ginger Porter, member Ben Gumataotao, and member Jason Cruz were present. A quorum was established. Acting Interim Executive Manager, Rudy Cabana and others noted on the sign in sheet were also in attendance. Not in attendance: Chairman Andrew Tydingco, out sick and member Louise Rivera, off island.

III. Approval of Minutes

Ben Gumataotao moved to approve and Jason Cruz seconded the motion to approve minutes of January 22, 2013.

IV. Public Comment

NONE

Guam Regional Transit Authority Board of Directors

Eddie Baza Calvo, Governor
Raymond S. Tenorio, Lt. Governor
Rudy P. Cabana, Interim Executive Manager

V. Old Business

1. Recruitment of Executive Manager

Rudy Cabana reported that board will make a decision on the position for Executive Manager.

G. Porter to move to approve the Appointment of Mr. Arno Sponeman and the offer of employment as Executive Manager, GRTA, for the Salary Sum of \$88,915.00, three (3) year term with benefits. B. Gumataotao seconded the motion. The Appointment of Mr. Arno Sponeman and the offer of employment as Executive Manager, GRTA, for the Salary Sum of \$88,915.00, three (3) year term with benefits was approved unanimously.

2. Update of the Veterans Transportation and Community Living “One Call, One Click” Center

R. Cabana reported that Mr. Joseph Santos, Planner IV at Department of Land Management has been detailed to GRTA to assist with the VTCLI Grant.

G. Porter reported that she has completed a draft form of the RFP (Request for Proposal) for the Transportation Management Software. There are two versions that the staff and board will need to make a decision on which one to use.

G. Porter stated that when she was in Saipan she met with Mr. Tom Camacho and asked where they were with the VTCLI Grant. G. Porter stated that T. Camacho mentioned that he was interested in procuring a Transportation Management Software for their One Call/One Click Center.

G. Porter stated that T. Camacho also mentioned that they will be purchasing four (4) busses. G. Porter stated that GRTA would be willing to share the bus procurement specifications if they were interested in piggy-backing with GRTA when we procure the busses.

3. Status on Fiscal Year 2014 Budget

R. Cabana reported that he submitted the FY'14 budget to BBMR. Matt Quinata had some questions on the organizational chart and where the funding will be coming from. R. Cabana informed M. Quinata that Myra will be returning from leave and upon her return she will get back to him.

G. Porter asked if the budget included rental and utilities. R. Cabana reported that it did. G. Porter asked that once there is a solid figure if it could be reported to the board.

Guam Regional Transit Authority Board of Directors

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4. Status Transit (Bus) Procurement

R. Cabana reported that GRTA is still waiting Parsons Brinckerhoff to clean up the specifications. R. Cabana reported received an email from Nora Camacho that she is tied up with various projects for DPW. Since GRTA is not paying for this review, N. Camacho is trying to find time to finish the review.

5. Status IFB (Invitation for Bid) for GRTA Service Contract Service and new Transit Routes and Schedules + VTCLI + New Fares (NEW ADDITIONS)

R. Cabana reported that the scope of work is still being worked on to include language for all the new additions.

6. GRTA Office Relocation

R. Cabana reported that he received an email from Ben Servino that the DISID lease agreement for the 7th floor at DNA Building is still being worked on.

7. Requesting additional board members

R. Cabana reported that there were two individuals who were interested, Mr. Tony Aquiningoc and Ms. Carol Piercy. Applications have been sent to both but no response has been received. R. Cabana stated that he will follow-up on the status of the application.

8. Recruitment of Attorney – MOA

R. Cabana stated that the staff and the board will need to revisit the MOA for the recruitment of an attorney.

G. Porter stated that if the proposal is to have a half time attorney, what the attorney will do for GRTA. Will it be to prepare Personnel Rules and Regulations, GRTA's Operating Rules and Systems. If the MOU can clearly state what the attorney will do then I could support this decision.

Manny Cruz asked if there is a provision that the attorney have some Human Resources background. M. Cruz asked if R. Cabana could get a copy of the MOU from other smaller agencies that have an attorney to see what they have done.

VI. New Business

1. Final Draft Approval of 2013 Transit Routes and Schedules. Effective Date: March 1, 2013

G. Porter to move to approve the 2013 Transit Routes and Schedules, Effective March 1, 2013. B. Gumataotao seconded the motion. The 2013 Transit Routes and Schedules, Effective March 1, 2013 was approved unanimously.

Guam Regional Transit Authority Board of Directors

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G. Porter asked if the schedule included Sunday services. R. Cabana reported that it did not include Sunday services but GRTA will be meeting with Mike Garrido – KEI to look at the possibility of Sunday services.

2. Rally Pilipina - Request to attend 8th Annual FTA Drug and Alcohol Program National Conference: April 9, 2013

R. Cabana reported that Mr. Rally Pilipina is requesting to attend the 8th Annual FTA Drug and Alcohol Program National Conference. The last time he took the course was back in 2009.

G. Porter to move to approve for Rally Pilipina to attend 8th Annual FTA Drug and Alcohol Program National Conference: April 9, 2013. B. Gumataotao seconded the motion. The request for Rally Pilipina to attend 8th Annual FTA Drug and Alcohol Program National Conference: April 9, 2013 was approved unanimously.

3. Rudy Cabana and Nicole Gutierrez - Request to attend CTAA Expo 2013: June 2-7, 2013

B. Gumataotao to move to approve the request for Rudy Cabana and Nicole Gutierrez to attend CTAA Expo 2013: June 2-7, 2013. G. Porter seconded the motion. The request for Rudy Cabana and Nicole Gutierrez to attend CTAA Expo 2013: June 2-7, 2013 was approved unanimously.

4. Additional GRTA Personnel

R. Cabana asked that GRTA be provided with two additional staff for GRTA. There is still the vacant position for the Program Coordinator II.

5. Roundtable discussion with 32nd Guam Legislature and Senator Michael F.Q. San Nicolas, Chairman – Committee on Aviation, Ground Transportation, Regulatory Concerns and Future Generations

R. Cabana reported that R. Pilipina is still trying to gather information as to the comparison between public transit and school bus. Felix Dungca is working with Joseph Santos to pull together more information.

Jermaine Alerta with Senator San Nicolas Office reported that the process is in an early stage. The staff is still reviewing the recording from the Public Hearing to see what information they get to address the concerns brought up to see what is allowable and what is not allowable.

Guam Regional Transit Authority Board of Directors

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VII. Executive Session

Selection of Executive Manager Candidate

VIII. Announcements NONE

IX. Next Board Meeting March 18, 2013

X. Adjournment The meeting was adjourned at 5:35pm

Respectfully Submitted,


Nicole Gutierrez
GRTA Board Secretary

Attachments: Sign in Sheet, March 18, 2013
Board Action – New Transit Routes and Schedules, Effective March 1, 2013
Board Action – Rally Pilipina – 8th Annual FTA Drug and Alcohol Program National Conference
Board Action – Rudy Cabana and Nicole Gutierrez – 2013 CTAA Annual Expo

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February 18, 2013

TO: Board of Directors
FROM: Executive Manager, Interim
SUBJECT: 2013 Transit Schedules & Routes (FINAL VERSION)




Attached for Board review and approval is the 2013 Transit Schedules and Routes. Pending board approval the proposed effective date of the new schedule is March 01, 2013. Pursuant to Public Law 31-268 (public hearing requirements) GRTA conducted three (3) public hearings as noted below:



- a. Central Public Hearing (GRTA Conference Room), January 24th @ 4:30 p.m.;
- b. Southern Public Hearing (Inarajan Community Center), January 25th @ 4:30 p.m.;
- c. Northern Public Hearing (Dededo Community Center) January 28th @ 4:30 p.m.

Attached and made a part of the record are the sign in sheets.

BOARD ACTION: [✓] APPROVED
Dated this 18th day of February 2013

BOARD OF DIRECTORS:

_____ Andrew Tydingco Chairman	_____ Date
 2-18-13	
_____ Manuel Q. Cruz Vice-Chairman	_____ Date
	
_____ Ginger S. Porter, M.Ed. Board Member/Secretary	_____ Date
 2/18/13	

_____ Louise C. Rivera Board Member	_____ Date
 2/18/13	
_____ Vicente D. Gumataotao Board Member	_____ Date
	
_____ Jason Cruz Board Member	_____ Date



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February 18, 2013

MEMORANDUM

To: Board of Directors
From: Executive Manager, Interim
Subject: 8th Annual FTA Drug and Alcohol Program National Conference

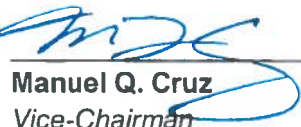


This is a request for the Board of Approval to send Rally Pilipina to the 8th Annual FTA Drug and Alcohol Program National Conference to be held in Phoenix Arizona from April 09, 2013. He last attended this conference in April 07, 2009.



This years' program includes nine (9) new sessions. Please refer to the attached brochure for description of sessions.

I request your favorable approval for this important conference.

BOARD ACTION [✓] APPROVED
Dated this 18th day of February 2013

BOARD OF DIRECORS:

_____ Andrew Tydingco Chairman	_____ Date
	2-18-13
_____ Manuel Q. Cruz Vice-Chairman	_____ Date
	
_____ Ginger S. Porter, M.Ed. Board Member/Secretary	_____ Date
	2/15/13

_____ Louise C. Rivera Board Member	_____ Date
	2/18/13
_____ Vicente D. Gumataotao Board Member	_____ Date
	
_____ Jason Cruz Board Member	_____ Date



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February 18, 2013

MEMORANDUM



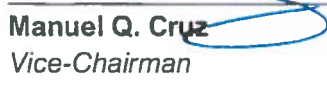
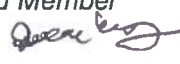

To: Board of Directors
From: Executive Manager, Interim
Subject: Annual Community Transportation Association of America 2013 EXPO

This is a request for the Board of Approval to send Rudy Cabana and Nicole Gutierrez to the Annual Community Transportation Association of America 2013 EXPO to be held in Albuquerque, New Mexico from June 2nd - 7th, 2013.

Conference brochure is attached for your information.

BOARD ACTION [✓] APPROVED
Dated this 18th day of February 2013

BOARD OF DIRECORS:

<u>Andrew Tydingco</u> Chairman	<u>Date</u>	<u>Louise C. Rivera</u> Board Member	<u>Date</u>
	2-18-13		2/18/13
<u>Manuel Q. Cruz</u> Vice-Chairman	<u>Date</u>	<u>Vicente D. Gumataotao</u> Board Member	<u>Date</u>
			
<u>Ginger S. Porter, M.Ed.</u> Board Member/Secretary	<u>Date</u>	<u>Jason Cruz</u> Board Member	<u>Date</u>
	2-18-13		

FY13 BUDGET FORECAST
(As of 3/15/13)

	FY 13 Budget	Less 15% Reserve
111 Salaries	359,656.00	305,708.00
113 Benefits	111,134.00	94,464.00
220 Travel	-	-
230 Contractual	3,418,209.00	2,905,477.00
240 Supplies	2,500.00	2,125.00
290 Misc.	8,400.00	7,140.00
363 Telephone	6,000.00	5,100.00
TOTAL	3,905,899.00	3,320,014.00

TOTAL 15% RESERVE: \$585,885

230 - Misc. Cont. Services	Cost
Drug Testing	4,900.00
Xerox Lease	9,873.00
I-Connect	1,378.00
Internet	1,000.00
Van Repairs/Maint	2,000.00
Drinking Water	324.00
Printing Services/Ads	13,000.00
Publication & others	2,575.50
MOU, Legal Services	60,000.00
Total Misc. Contractual	\$ 95,050.50

Breakdown:

2,905,477.00	Total 230 - Contractual Budget, FY13
(95,050.50)	Less: Misc. Contractual
2,810,426.50	Total Available Budget for Operation, local
629,973.00	Available FY12 FTA, Federal Funds for bus operation
3,440,399.50	REALISTIC AMOUNT CAN BE USED FOR OPERATION
(3,249,512.50)	FY13 Bus Operation Projected Funding - ???
\$ 190,887.00	Avail as of 3/15/13, based on \$70/hr. rate
	Provided hourly rate will not increase
200,000.00	FY12 Federal Grant Balance to be included in FY13 grant
941,000.00	Projected FY13 FTA Grant, expected by Sept. 2013
\$ 1,331,887.00	GRAND TOTAL FUNDS AVAILABLE BY END OF FY13 - ???

Plus:

FY13 Bus Operation Expenses:

Oct	13 hrs, 5/5 units (\$67.50/hr)	233,550.00
Nov	13 hrs, 5/5 units (\$67.50/hr)	207,562.50
Dec	13 hrs, 5/6 units (\$70/hr)	223,930.00
Jan	13 hrs, 5/6 units (\$70/hr)	246,050.00
Feb	13 hrs, 5/6 units (\$70/hr)	236,320.00
Mar	15 hrs, 5/6 units (\$70/hr)	300,300.00
		1,447,712.50
		1,801,800.00
April-Sept	15 hrs, 5/ 6 units (\$70/hr)	

\$ 3,249,512.50 Est. bus op. by Sept. 2013
at \$70/hr.

GUAM REGIONAL TRANSIT AUTHORITY
EMERGENCY PROCUREMENT
SERVICE HOURS

ESTIMATED COST BREAKDOWN
OCTOBER 2012 - SEPTEMBER 2013

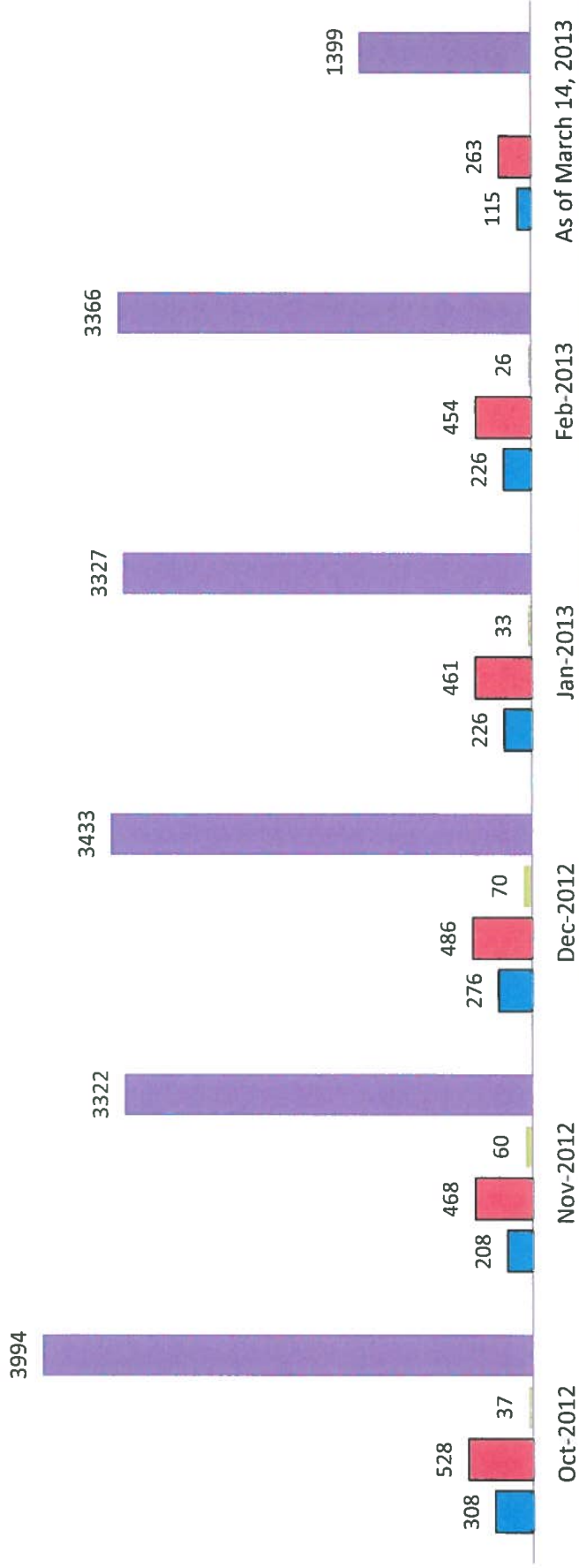
FY13 BUS OPERATION HOURS

2013	FIXED ROUTE SERVICES										PARATRANSIT										TOTAL BUS OPERATION HOURS	TOTAL COST (ESTIMATED) BUS OPERATION PER MONTH	ACTUAL COST
	UNIT PRICE	REG DAYS	REG HOURS	BUS UNITS	REG UNIT HOURS	TOTAL PARA UNIT HOURS	SUNHOL DAYS	SUNHOL UNIT HOURS	BUS UNITS	TOTAL SUNHOL UNIT HOURS	FIXED ROUTE SERVICES AMOUNT	UNIT PRICE	REG DAYS	REG HOURS	BUS UNITS	REG UNIT HOURS	TOTAL PARA UNIT HOURS	SUNHOL DAYS	SUNHOL UNIT HOURS	BUS UNITS			
OCTOBER	\$ 67.50	27	13	5	1755	0	0	0	0	\$ 118,462.50	\$ 67.50	27	13	5	1755	0	0	0	0	0	0	\$ 118,462.50	
NOVEMBER	\$ 67.50	23	13	5	1495	1	13	5	65	\$ 105,300.00	\$ 67.50	23	13	5	1495	1	13	5	65	5	65	\$ 105,300.00	
DECEMBER	\$ 70.00	24	13	5	1560	1	13	5	65	\$ 113,750.00	\$ 70.00	24	13	6	1872	1	13	6	78	6	78	\$ 136,500.00	
JANUARY	\$ 70.00	25	13	5	1625	0	0	0	0	\$ 113,750.00	\$ 70.00	25	13	6	1950	0	0	0	0	0	0	\$ 136,500.00	
FEBRUARY	\$ 70.00	24	13	5	1560	0	0	0	0	\$ 109,200.00	\$ 70.00	24	13	6	1872	0	0	0	0	0	0	\$ 131,040.00	
MARCH	\$ 70.00	26	15	5	1950	0	0	0	0	\$ 136,500.00	\$ 70.00	26	15	6	2340	0	0	0	0	0	0	\$ 163,800.00	
APRIL	\$ 70.00	26	15	5	1950	0	0	0	0	\$ 136,500.00	\$ 70.00	26	15	6	2340	0	0	0	0	0	0	\$ 163,800.00	
MAY	\$ 70.00	26	15	5	1950	1	15	5	75	\$ 141,750.00	\$ 70.00	26	15	6	2340	1	15	6	90	6	90	\$ 170,100.00	
JUNE	\$ 70.00	25	15	5	1875	0	0	0	0	\$ 131,250.00	\$ 70.00	25	15	6	2250	0	0	0	0	0	0	\$ 157,500.00	
JULY	\$ 70.00	26	15	5	1950	1	15	5	75	\$ 141,750.00	\$ 70.00	26	15	6	2340	1	15	6	90	6	90	\$ 170,100.00	
AUGUST	\$ 70.00	27	15	5	2025	0	0	0	0	\$ 141,750.00	\$ 70.00	27	15	6	2430	0	0	0	0	0	0	\$ 170,100.00	
SEPTEMBER	\$ 70.00	24	15	5	1800	0	0	0	0	\$ 126,000.00	\$ 70.00	24	15	6	2160	0	0	0	0	0	0	\$ 151,200.00	
TOTAL:																						\$ 3,290,365.00	\$ 3,249,512.50

Funding Required: \$ 1,801,800.00
From April-Sept
at \$70 per hour

GUAM REGIONAL TRANSIT AUTHORITY RIDERSHIP REPORT Fiscal Year 2013

■ NO SHOW
 ■ CANCELLATION
 ■ DENIAL
 ■ TOTAL RIDES REQUESTED



*Ride Denial - Not available
Mar-13*