



GUAM REGIONAL TRANSIT AUTHORITY
Government of Guam

Eddie B. Calvo, Governor
Raymond S. Tenorio, Lt. Governor
Enrique Agustin, Executive Manager

P.O. Box 2896
Hagatna, Guam 96932

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



Guam Regional Transit Authority

Board of Directors Meeting

AGENDA

Tuesday, April 18, 2017 at 4:00PM

GRTA Conference Room (DPW Compound) Upper Tumon, Guam

- I. **Call to order – Chairwoman**
- II. **Roll Call – Board of Directors (Members)**
- III. **Approval of Minutes**

March 28, 2017 Board minutes approval
- IV. **Executive Manager's Report (Rick Agustin)**
- V. **Old Business**
 - A. DOL use of MV1 Vans – DOL MOA Approval
 - B. \$197,000 Issue Last SMR findings
 - C. \$50,000 Marketing
 - D. 5 days a wk or 6 days a week bus operations.
Decision has to be made.
 - E. Position title change - Board Secretary to Administrative Assistant
as per P.L. 30-05 – (attached position descriptions)
 - F. Temporary Advisory Committee Fare Proposal Calendar days (60
calendar days or 60 working days)
 - G. Transit Ambassador Program



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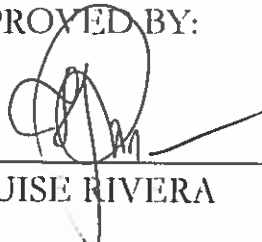
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- H. Proposed Public Hearing (Bus schedule change)
- VI. **Budget Report and Ridership Report (Myra Abaya)**
- VII. **Chief Planner Report (Rally Pilipina) – All Procurement project updates**
- VIII. **New Business**
 - A. GCC Earth Day
 - B. Vehicle Maintenance – IFB
 - C. Liberation Day Parade and Carnival bus schedule
- IX. **Public Comments – 15 minutes total**
- X. **Executive Session**
- XI. **Adjournment**

APPROVED BY:



LOUISE RIVERA

4-18-17

Date

LR:pg



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SIGN IN SHEET
GRTA Board of Directors Regular Board Meeting
Tuesday, April 18, 2017 4:00pm
GRTA OFFICE (DPW Compound)

BOARD OF DIRECTORS		
Name	Sign In	Email Address / Phone Number
Louise C. Rivera <i>Chairwoman</i>		weezierivera@hotmail.com
Gerard A. Cruz <i>Vice Chairman.</i>		gerard.cruz71@gmail.com
Ginger S. Porter <i>Board of Director Secretary</i>		ginger.porter47@gmail.com
Frank A. Benavente <i>Board Member</i>		frankabenavente17@gmail.com
Andrew S. Tydingco <i>Board Member</i>		pokilabot@gmail.com
Vacant <i>Board Member</i>		
GRTA STAFF		
Name	Sign In	Email Address / Phone Number
Rick Agustin <i>Executive Manager</i>		rick.agustin@grta.guam.gov 475-4616
Myra Abaya <i>Administrative Officer</i>		myra.abaya@grta.guam.gov 300-0703
Rally Pilipina <i>Chief Planner</i>		rally.pilipina@grta.guam.gov 300-7261
Penni Gates <i>Board Secretary</i>		penelope.gates@grta.guam.gov 475-4616
Michelle Marquez <i>Planning Technician I</i>		michelle.marquez@grta.guam.gov 475-4603
Brenda Ann Atalig <i>Planner II</i>		brenda.atalig@grta.guam.gov 300-7262
Jennifer Badar <i>Customer Service Representative</i>		iennifer.badar@grta.guam.gov 475-4686



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SIGN IN SHEET

GRTA Board of Directors Regular Board Meeting
Tuesday, April 18, 2017 4:00pm
GRTA OFFICE (DPW Compound)

PUBLIC			
Name	Sign	Phone No.	Topic
EVERYNN BUENAS			Comments
Rosanna O'Mallan		475-486/62	Senator Aguirre's Staff
Ros S. Servino		898-8695	DISID
Esther Panglima		647-7123	KEI



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Board Officers

FY 2017

Chairman

Louise Rivera
646-5211/8646
mayorlrivera.tatuha@gmail.com

Vice Chairman

Gerard Cruz
487-4248
gerard.cruz71@gmail.com

Secretary

Ginger Porter
(671) 483-6150
ginger.porter47@gmail.com

Members

Frank A. Benavente
T (671) 632-5203
frankabenavente17@gmail.com

Andrew Tydingco
T (671) 472-8903
pokilabot@gmail.com

Vacant

Vacant

MEETING MINUTES

***Board of Directors scheduled
Regular Board Meeting of Tuesday,
March 28, 2017***

I. Call to Order:

The meeting was called to order by Chairwoman Louise Rivera at 4:03pm, at the GRTA Conference Room, 542 North Marine Corp Drive, Tamuning.

II. Roll Call:

Chairwoman Louise Rivera, Vice Chair Gerard Cruz, Board Secretary Ginger Porter, Board Member Andrew Tydingco and Board Member Frank Benavente were present.

Also present were: Executive Manager Rick Agustin, Chief Planner Rally Pilipina, Administrative Officer Myra Abaya, Planner II Brenda Atalig, Board Secretary Penelope Gates and Customer Service Rep Jennifer Badar.

A quorum was established.



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III. Approval of Minutes

March 3, 2017 – Director Andrew Tydingco stated a correction be made on the adjournment of the March 3, 2017 board meeting minutes. He did not make the motion. Madam Chairwoman Mayor Louise Rivera confirmed that Director Frank Benavente made the motion for adjournment.

A motion to approve was moved by GRTA Board member Andrew Tydingco. Seconded and carried.

IV. Executive Manager's Report (Rick Agustin)

State Management Review (SMR)

The State Management Review (SMR) Team will be arriving to GRTA on Wednesday, April 12 to Friday, April 14, 2017. The last time they performed a review of GRTA and sent a poor evaluation performance letter and froze \$600,000 of GRTA federal funds. SMR will pay a visit to the GRTA transit provider and the Office of Attorney General and discuss Title VI.

Unfilled GRTA Transportation Supervisor position

GRTA needs a Transportation Supervisor. A key position to monitor transit operations.

Prospective board member

A disabled veteran who utilized the transit for many years has applied for the GRTA board membership. He was also a Lt. Commander in the U.S. Navy.

3 GRTA Public Hearings for bus schedule changes

Planner II Brenda Atalig made her report (see Old Business under proposed Public Hearing) on the public hearings which were posted in the Guam Daily Post on Friday, March 3, 2017. Public Hearings were heard in the South, North and Central part of the Island. Agat Mayor's Community Center, Tamuning Community Center and the Dededo Mayor's Community Center.

Marketing budget of \$50,000

Marketing strategy to address increased ridership.

Liberation Day parade

Obtain pre-approval for transit operations for liberation day parade and carnival and throughout the evening of July 21, 2017.

GRTA Staff and transit drivers to attain training to deal with difficult riders



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Riders who utilize a wheelchair on the transit bus, e.g., are instructed by the driver to wait for verbal safety clearance before engaging onto the platform ramp but end up falling off the ramp because they did not follow instructions. Riders who constantly complain and continually stress out the drivers would benefit from this training.

Ensure decorum during Public Comments

GRTA will not allow yelling and screaming during a public comments portion of the board meeting. Everyone is allowed to speak, stay on-topic, mindful and respectful during the allotted time slot for a total of 15 minutes.

V. Old Business

A. DOL use of MV1 Vans – DOL MOA Approval

MOA has not returned back from Guam Department of Labor. It still needs to go to the Attorney General's Office and the Governor.

B. \$197,000 Issue Last SMR findings

EM R. Agustin to inquire from the State Management Review (SMR) team when they visit GRTA April 12-14, 2017 for a site visit and evaluation review as to how to proceed with resolving this issue.

C. \$50,000 Marketing

EM R. Agustin recommends the GRTA Board of Directors take a vote on marketing strategy and once FY2016 federal grant funds are available GRTA can proceed on this. GRTA Chairwoman Mayor Louise Rivera inquired as to scope of work on the marketing plan for GRTA. AO Myra Abaya stated this will require a request for proposal (RFP).

D. 5 days a week or 6 days a week bus operations.

Decision has to be made

As per EM R. Agustin this is a budget issue.

E. Position title change – Board Secretary to Administrative Assistance

As per P.L. 30-05 – (attached position descriptions)

Public Law 30-05 stated that GRTA has an administrative assistant position but since 2009 it has been a position filled by a board secretary. Administrative Assistant is a classified position. Board secretary position is unclassified. There has been a high turn-over of GRTA board secretaries in the past. GRTA has to open the administrative assistant position and DOA currently has a list of administrative assistant applicants already in place. Director Ginger Porter would like to look into the different positions



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qualifications and general pay plan attached to review before she can make any further decisions. GRTA Chairwoman Louise Rivera will further discuss this topic in the Executive Session because it deals with an employment position. She also asked assistance from Senator Frank Aguon, Jr.'s staff Sixto Quintanilla, who was present and for me to contact Senator Telena Nelson's Office for assistance as well as to what GRTA can do to have a classified secretary position for the board and office.

F. Temporary Advisory Committee Fare Proposal Calendar days (60 calendar days or 60 working days)

Focus Advisory Chairwoman Lynn Tydingco reports the focus group gathers weekly. They approved and summarized a recommendation to present to the Board April 18, 2017.

G. Transit Ambassador Program

EM R. Agustin reports that GRTA will initiate an agreement with DOL to hire

H. Proposed Public Hearing (Bus schedule change)

This was discussed under Executive Manager's Report - Planner II Brenda Atalig reported that majority voted to omit Saturday's bus schedule if 5 days a week is chosen and also to remove the orange line on Saturdays. A total of only 4 riders and GRTA staff.

I. Annual Calendar for Bus Operations

I prepared and passed out the 2017 annual calendar to EM R Agustin, AO Myra Abaya and the GRTA Board of Directors. Change "No service" on July 21, 2017 to "bus service hours to be determined." Saturday scheduling for Tuesday. Calls must be made on Mondays for Wednesdays scheduling even though Monday is a holiday.

J. Bus Operations reporting requirements

Director Ginger Porter stated that she would like to see the on-time performance report by next quarter from KEI. Planner II Brenda Atalig to work with Kloppenburg Enterprises, Inc. (KEI) on this report and Planning Technician I Michelle Marquez to work on the excel data spreadsheet for this report.

K. Training certification

The GRTA Board would like to review the syllabus for the training. KEI hired their own trainer from Guam Community College (GCC) to train their drivers and staff.



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VI. Budget Report and Ridership Report (Myra Abaya)

FY2017 Approved GRTA Budget – P.L. 33-185

Local funds

GUAM HIGHWAY FUND (GHF) - \$3,211,082

PUBLIC TRANSIT FUND (PTF) - \$452,876

Total: \$3,663,958 Less 15% Reserve – \$549,594

Available Budget: \$3,114,364

Total Contractual (GHF) \$2,567,132

Less Misc. Contractual (\$128,429)

Less FY17 Estimated Bus Ops \$4,740,491

Shortfall from Local funds **(\$1,497,585)**

Plus: Current available Federal Funds - \$1,216,245.05

Grand Total Shortfall, Projection: (\$281,339.95)

Federal funds (3/28/17)

FY13 Continuing Grant – Award No. GU18X029000 – Balance - \$64.38

Exp Date – 11/30/2017

FY14 FTA Continuing Grant – Award No. GU18X03000 – Balance - \$5,744.27

Exp Date – 9/30/2017

FY16 FTA Continuing Grant – Award No. GU18X03100 – Balance - \$49,011.61

Exp Date – 9/30/2018

TOTAL CURRENT BALANCE = \$54,820.26

Please see attached March 28, 2017 Budget Report

VII. Chief Planner Report (Rally Pilipina) –All Procurement project updates
On February 28, 2017, the evaluation of the One Call-One Click Dispatch Center Software and Hardware was completed. The same team will be doing the price negotiation and if the first negotiation fails they will go to the second one. The team will meet after the State Management Review (SMR) is done. Price Negotiation documents are prepared to go.

VIII. New Business

A. *GCC Earth Day*

Per Planner II Brenda Atalig GCC requested for GRTA to partner with them on GCC's Earth Day. They want to promote "going green" and utilize GRTA's transit system as a bus-a-thon. They are requesting the 34th Legislature and the Governor to issue a proclamation signing for this event. GRTA is providing the bus schedules and handing out goodies during this event.



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B. Vehicle Maintenance – IFB

This was already discussed in earlier topics.

C. Liberation Day Parade and Carnival bus schedule

Under Annual Calendar for bus operations Director Andrew Tydingco reported to advertise the bus service schedule in advance.

IX. Public Comment – 15 minutes' total.

Lynn Tydingco reported SINA and other non-profit disability organizations approached the Governor to get public transportation to run during the liberation day festivities. She stated the Governor is in support of this effort. GRTA Chairwoman stated that this has already been approved.

X. Executive Session

GRTA Board member Andrew Tydingco moved to recess for Executive session at 5:55pm. Seconded and carried.

XI. Adjournment

The GRTA Board meeting reconvened at 6:37pm. GRTA Board member Andrew Tydingco moved to adjourn the meeting. Seconded and Motion carried. GRTA Board meeting adjourned at 6:38pm.

Respectfully submitted,

Penni Gates
GRTA Board Secretary



Benito "Ben" Servino
DIRECTOR

Department of Integrated Services for Individuals with Disabilities

Dipårtamenton Programa Para I Maninutet
Government of Guam



Eddie Baza Calvo
GOVERNOR


Ray Tenorio
LIEUTENANT GOVERNOR

April 17, 2017

DISID Ref. No. 1704-2515

MEMORANDUM

To: Enrique Agustin, Executive Manager
Guam Regional Transit Authority (GRTA)

From: Ben S. Servino, Director 
Dept. of Integrated Services for Individuals with Disabilities (DISID)

Subject: DISID Bldg. Progress Report (Month of March/April 2017)

Hafa Adai Mr. Agustin:

Attached below, is a summary of the steps taken regarding the construction of our DISID Bldg.:

- On Saturday, March 25, 2017, the Dept. Of Corrections assisted with the tree trimming on the DISID and the Mayor's Office of Tamuning Village has agreed to assist with the clean up and disposal of the trash due to the illegal dumping that has occurred there.
- On Tuesday, March 28, 2017 at 2:00pm at the GEDA Conference Room, I met with representatives from GEDA, DLM and GRTA to discuss concerns regarding the draft MOU and provided input on possible recommendations that could be considered to resolve them.
- On Wednesday March 29, 2017, I received an email from GEDA representative (Larry Toves) who forwarded the final draft MOU with all changes that were incorporated from our meeting discussions in order to present to the respective Agency's Boards/Commissions so that we can proceed with the development of the DISID/CLTC property in upper Tumon and a draft copy of the Request For Proposal (RFP) for our review and comments.
- On Tuesday, April 11, 2017 at 1:30pm at the DPW Director's Office, I met with GEDA Staff (Diego Mendiola) and DPW Director Glenn Leon Guerrero to discuss the Harmon Industrial Park Association Committee's (HIPAC) Plans to improve the roadways servicing the Harmon Industrial Park and to seek DPW's support in ensuring that if HIPAC decides to continue the road improvements within the portion of the roadway of the DISID property, they follow the designated legal easement as depicted in the property survey map and not the current roadway that is being utilized at the property. DPW Director Leon Guerrero, stated that DPW would ensure that the legal easement is utilized and also recommended that GEDA contact the HIPAC's organizational President (Mr. Frank Shimizu) to inquire more about their Harmon Industrial Park roadway improvement plans to confirm if they do plan to continue the roadway improvements into the easement at the DISID property. I also provided a hard copy of my feedback and comments regarding the draft RFP that was developed by GEDA.



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PUBLIC ANNOUNCEMENT
Board of Directors Meeting

The Guam Regional Transit Authority (GRTA) announces there will be a regular board meeting scheduled for **4:00PM, Tuesday, April 18, 2017**. The meeting will be held at the GRTA Office located at Department of Public Works Compound, Marine Corps Drive, Tamuning, Guam.

Paratransit riders please make your reservation at least one (1) day to two (2) days prior to your scheduled pick up time. For more information call Kloppenburg Enterprises, Inc. at 647-7433/34/35.

Individuals requiring special accommodations, auxiliary aids or services may contact Brenda Atalig at 300-7262 Monday through Friday, 8AM – 5PM. Closed on weekends and GovGuam Holidays.

For more information, please call GRTA at 475-4686.



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FEBRUARY 2017 – RIDERSHIP REPORT

FIXED ROUTE – 13,625

PARATRANSIT – 4,517

TOTAL RIDERSHIP (FEB 2017) – 18,142

TOTAL # OF DAYS (OPERATION) – 24 DAYS

PARATRANSIT APPLICANTS (FEB) – 6

ACTIVE RIDERS AS OF FEB 2017 – 446 (Updated I.D)

FY17 APPROVED GRTA BUDGET
P.L. 33-185

GUAM REGIONAL TRANSIT AUTHORITY
(Budget Report)

LOCAL FUNDS - GUAM HIGHWAY FUND (GHF) - \$3,211,082
(TOTAL: \$3,663,958) PUBLIC TRANSIT FUND (PTF) - \$452,876

Object Class	FY17 Budget	Less 15% Reserve	Total Available Budget	
111 Salaries	451,105.00	67,666	383,439	
113 Benefits	168,445.00	25,267	143,178	
220 Travel	-	-	-	
230 Contractual (GHF)	2,567,132.00	385,070	2,182,062	Total - 230:
230 Contractual (PTF)	452,876.00	67,931	384,945	\$ 2,567,007
233 Office Rental	-	-	-	
240 Supplies	8,000.00	1,200	6,800	Total Reserve - 230
290 Misc.	10,400.00	1,560	8,840	\$ 453,001.20
361 Power	-	-	-	
362 Water	-	-	-	
363 Telephone	6,000.00	900	5,100	
450 Capital Outlay	-	-	-	
TOTAL	\$ 3,663,958.00	549,594	3,114,364	

(Fiscal Restraint)

TOTAL APPROP. FOR BUS OPERATION, LOCAL:	2,567,007	GHF/PTF
Less: Misc. Contractual	(46,429)	
Less: FY17 Est. Bus Operation	(4,390,906)	
Shortfall from Local Funds	(1,870,328)	453,001.20
Plus: Current Avail. Fed. Funds	1,216,245.05	(654,083.00)
GRAND TOTAL SHORTFALL, PROJECTION:	(654,083)	(201,081.80)

(Still short by above amount)

FTA FEDERAL FUNDS AVAILABLE CARRIED OVER FOR FY17 FOR BUS OP.:	
FY13	64.38
FY14	3,916.67
FY15	606,132.00
FY16	606,132.00
TOTAL FTA FUNDS:	\$ 1,216,245.05

Used to fund the long term bus contract
777 - Estimate

Other Misc. Contractual (230):	
Legal Services	-
Xerox Copier/Printer	4,653.00
Internet	1,000.00
Drinking Water Delivery	324.00
Print Advertisement Svcs.	3,000.00
Van/AC Repairs Maint. Svcs.	2,000.00
Printing Services (Bus Fares, Brochures, Schedules, etc.)	2,000.00
Training fee re FTA Para. Regs.	5,000.00
Website Maintenance Services	7,200.00
Trash Collection (GRTA office)	1,000.00
Grounds Maintenance Services	10,704.00
Installation of LED Solar Lights	4,548.00
Misc. Subscription & Other Services	5,000.00
TOTAL MISC. 230:	\$ 46,429.00

75k

6k

3k

GUAM REGIONAL TRANSIT AUTHORITY

FEDERAL FUNDS: AS OF 4/18/17

Description	Grant Award No.	AS400 A/C No. & Object Class	Balance	Expiration Date
FY13 FTA Continuing Grant	GU18X02900	5101E139977PT101-230 111/113/220/240/250	64.38	11/30/2017
		Total	64.38	
FY14 FTA Continuing Grant	GU18X03000	5101E149977PT101-230 111/113/220/240/250	4,452.17	9/30/2017
		Total	2,070.73	
FY16 FTA Continuing Grant	GU18X03100	5101E169977PT101-230 111/113/220/240/250	42,530.95	9/30/2018
		Total	42,530.95	
Total Current Balance:			49,118.23	

Funding for Bus Op.

SPECIAL FEDERAL GRANTS:

FOR IFB - PROCUREMENT OF BUSES:		Orig. Approp.:	Current Balance:	
From FY13 FTA Continuing Grant (Additional)	GU18X02900	5101E139977PT101-450 \$499,000	1,950.00	9/30/2017
From FY14 FTA Continuing Grant (Additional)	GU18X03000	5101E149977PT101-450 \$475,325	-	9/30/2017
From FY16 FTA Continuing Grant (Additional)	GU18X03100	5101E169977PT101-450 \$416,438	-	9/30/2018
		Total	1,950.00	

Partial Design GRTA Maint. Facility	GU-04-0003-00	5101H139977PA104-230	237,500.00	9/30/2018
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One-Call/One-Click Federal Grant	GU-04-0004-00	5101H129977PT106:		6/30/2018
		Funding for Construction of DISID Bldg.	1,000,000.00	
		5101H129977PT105: (Orig. Approp. - \$305,000)	270,627.52	
		Funding for proposed GRTA's One-Call/One-Click Center and Software	1,270,627.52	
		Total Current Balance:	1,270,627.52	

FY17 Bus Operation Expenses:		Cost	Fuel Expenses	Total Monthly Cost	Bus Fares Collection
October	15 hrs, 5/6 units (\$70.00/hr)	297,080.00			7,629.80
November	15 hrs, 5/6 units (\$70.00/hr)	268,730.00			7,192.71
December	15 hrs, 5/6 units (\$70.00/hr)	296,380.00			7,379.22
TOTAL COST FROM OCTOBER - DECEMBER (ACTUAL)		862,190.00			
NOTE: 5:30AM-1:30PM/1:30PM-8:30PM = NO GAP					
January	16 hrs, 8/10 units (For Long Term Bus Service Contract)	236,895.98	27,081.38	263,977.36	7,401.27
February	16 hrs, 8/10 units (For Long Term Bus Service Contract)	329,348.66	29,302.89	358,651.55	8,222.61
March	16 hrs, 8/10 units (For Long Term Bus Service Contract)	-	34,973.00		-
April	16 hrs, 8/10 units (For Long Term Bus Service Contract)				
May	16 hrs, 8/10 units (For Long Term Bus Service Contract)				
June	16 hrs, 8/10 units (For Long Term Bus Service Contract)				
July	16 hrs, 8/10 units (For Long Term Bus Service Contract)				
August	16 hrs, 8/10 units (For Long Term Bus Service Contract)				
September	16 hrs, 8/10 units (For Long Term Bus Service Contract)				
PROJECTED COST FROM MARCH - SEPTEMBER 2017:		2,474,737.00			
PLUS: FUEL COST FROM JAN - MARCH 2017:		91,357.27			
SUB-TOTAL:		3,132,338.91			
PLUS: PROJ. FUEL COST FROM APRIL- SEPT:		396,376.63			
TOTAL PROJ. BUS OPERATION COST, FY17		\$ 4,390,905.54	\$ 91,357.27	\$ 622,628.91	29,825.00
(Jan & Feb Cost)					

BREAKDOWN OF HOURLY RATE (EXCLUDING FUEL):

FIXED ROUTE: \$50.93 PER HOUR (10 VEH.)

PARATRANSIT: \$51.42 PER HOUR (8 VEH.)

CALCULATION:

Fixed : 10 veh x 16 hrs/day x 6 days/week x 28 wks (March to Sept) x \$50.93/hr = \$1,368,998

Paratransit : 8 veh x 16 hrs/day x 6 days/week x 28 wks (March to Sept) x \$51.42/hr = \$1,105,736

Total: = \$2,474,734 (March - Sept Cost Projection

based on Govt Owned Veh only)

Proj. Fuel Cost Based on 6 days a week, 16 hrs a day, 39 weeks:

January - September, 2017 = \$487,734 - 91,357.37 (Jan - March) = \$396,376.63