



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
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SIGN IN SHEET
GRTA Board of Directors Regular Board Meeting
Sign in Sheet
Monday, March 21, 2016 4:30pm
GRTA OFFICE (DPW Compound)

BOARD OF DIRECTORS		
Name	Sign In	Email Address / Phone Number
Louise C. Rivera Chairwoman	<i>off island</i>	weezierivera@hotmail.com
Gerard A. Cruz Vice Chair	<i>[Signature]</i>	gerardcruz71@gmail.com
Jason Lee Cruz Secretary		jasonleecruz@gmail.com
Vicente D. Gumataotao Board Member	<i>[Signature]</i>	pitimayor@yahoo.com
Ginger S. Porter, M.Ed. Board Member	<i>Ginger Porter</i>	ginger.porter47@gmail.com
Andrew S. Tydingco Board Member	<i>[Signature]</i>	pokilabot@teleguam.net
Vacant Board Member		
GRTA STAFF		
Name	Sign In	Email Address / Phone Number
Rick Agustin Executive Manager	<i>[Signature]</i>	rick.agustin@grta.guam.gov 475-4686
Myra Abaya Administrative Officer	<i>[Signature]</i>	myra.abaya@grta.guam.gov 300-0703
Penni Gates Board Secretary	<i>[Signature]</i>	penelope.gates@grta.guam.gov 475-4686
Rally Pilipina Program Coordinator IV	<i>Rally Pilipina</i>	rally.pilipina@grta.guam.gov 300-7261
Patrick Zerzan Planner II	<i>[Signature]</i>	patrick.zerzan@grta.guam.gov 475-4616
Janet Soriano Administrative Aide	<i>[Signature]</i>	janet.soriano@grta.guam.gov 300-7262
Michelle Marquez Messenger	<i>[Signature]</i>	michelle.marquez@grta.guam.gov 475-4603



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Guam Regional Transit Authority

Board of Directors Meeting

AGENDA

Monday, March 21, 2016 at 4:30PM

GRTA Conference Room (DPW Compound) Upper Tumon, Guam

- I. Call to order – Chairwoman
- II. Roll Call – Board of Directors (Members)
- III. Approval of Minutes
 - June 22, 2015 – Pending, A. Tydingco’s recording.
 - August 17, 2015 – Pending
 - December 21, 2015 – for approval
 - January 19, 2016 – for approval
 - February 15, 2016 – for approval
- IV. Executive Manager’s Report (Rick Agustin)
- V. Old Business
 - A. Bus Fare Increase
 - B. Replacement Fee Resolution
- VI. Budget Report (Myra Abaya)
- VII. Opening of GRTA bank accounts Updates
- VIII. PC IV Report (Rally Pilipina)
 - A. Update of all procurement projects
- IX. New Business:



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- A. Nomination and voting – Board Secretary
- B. Executive Manager and CTAA Convention and visit to FTA Region 9 May, 2016.
- C. State Wide Interim use of MV-1 Vans
- D. Website CTO scope of work (sent out RFQ – awaiting for response).
- E. FestPac Issues (Ginger Porter/Gerard Cruz)
- F. Contracting out for attorney services.
- X. Public Comments – 15 minutes
- XI. Executive Session
- XII. Adjournment

APPROVED BY:

for Louise Rivera

LOUISE RIVERA

Date



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REGULAR MEETING MINUTES
Board of Directors Regular Board
Meeting of December 21, 2015

I. Call to Order:

The meeting was called to order by Chairwoman Louise Rivera at 4:40 p.m., at the GRTA Conference Room, 542 North Marine Corp Drive, Tamuning.

II. Roll Call:

Chairwoman Louise Rivera, Vice Chair Gerard Cruz, Secretary Jason Cruz, Member Ben Gumataotao, Member Ginger Porter and Member Andrew Tydingco were all present.

Also present were: Executive Manager Rick Agustin, Board Secretary Penelope Gates, AO Myra Abaya and Messenger Michelle Marquez.

A quorum was established.



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III. Approval of Minutes

Chairwoman Mayor Louise Rivera reports the following minutes as pending:

June 22, 2015
August 17, 2015

Ginger Porter requested that the October 19, 2015 minutes reflect that she was off-island.

The minutes of October 19, 2015 were approved as amended.

November 16, 2015 Board Minutes were approved as amended to correct the spelling of 'aye' throughout.

IV. Executive Manager's Report

A. Award

EM R. Agustin recognized Myra Abaya, GRTA Administrative Officer and Rally Pilipina, GRTA Program Coordinator IV as two of 300 nominees submitted for Magpro 2016, a prestigious annual award among Government of Guam agencies.

Ms. Myra Abaya won "Supervisor of the Year" award. Photos were taken of the nominee and awardee with the GRTA Board Members.

B. Van & lighting

EM R. Agustin reported that GRTA has been the media attention of the Pacific Daily News, Guam Daily Post and K57 Radio regarding the delay in placing the new vans into service and the lack of lighting at the bus terminal in Hagatna. Mr. Agustin stated he was obliged to be transparent to the public and reported the facts. He further reported that eight options were considered for Hagatna Pool Parking Lot illumination and the decision was made to procure solar lighting.

C. Status of Veteran van usage

On November 11th, the Governor was apprised to tell Mr. Martin A. Manglona, Veterans Administrator that a GRTA van could be used through an MOU. An employee of the Guam VA Office would be required to be licensed to drive the van and certified in providing service to clients with disabilities. The planned MOU arrangement did not transpire. The Veteran's Office has no driver assigned, no driver is trained, and they haven't signed an MOU.

GRTA requested the purchase of a twelfth van using local funds for a demonstration MV-1 van for \$10,000 less. GSA disapproved the purchase, stating it was a used vehicle. GRTA as requested for a definition of used vehicle as GRTA contends that if a vehicle has not been sold, it is therefore not a used vehicle, but a demonstration vehicle.



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D. Region Nine Conferencing – Maintenance Facility, Alternative Fuels requirement, Multi-Step Bid

GRTA had a telephone conference with Region Nine that included the head of the San Francisco office and his major staff. They remarked after the meeting that the key to transit success on Guam is to have our own maintenance facility. They read the transit business plan and it states there were properties supposedly available within the Guam International Airport, real estate that could be made available to GRTA. That never happened. In the meantime, GRTA received \$237,000 for A&E for a maintenance facility on a property that GRTA does not have.

At the last meeting, EM mentioned that GRTA is not able to use \$437,000 for buses that are hybrid or compressed natural gas (CNG) due to lack of supporting infrastructure. FTA stated any change would have to go through congressional action. GRTA requested a letter from Congresswoman Madeleine Bordallo's office asking the FTA Administrator to give GRTA a waiver to redirect funds to buy and renovate bus shelters, renovate restrooms to be ADA compliant, improve our website for ADA compliance, and buy more bus stop signs. That letter is moving forward.

The aforementioned was discussed in the FTA teleconference, as well as the status of the Multi-Step Bid, which is an ongoing procurement process. FTA promised verbally that they will not freeze our funds while we are going through this process. GRTA is attempting to make this competitive through the procurement process but is presently stuck on the procurement.

E. Assessment – Stops and signage

In response to Mr. Frank Ungacta's (Koolaid) comment at the last meeting that he wanted assurance that there are designated bus stops and bus signs for riders to know where to pick up or drop off in Merizo. Mr. Paul Muna, working temporarily for GRTA under the Department of Labor, has been assigned to assess the status of current stops, benches, and bus shelters. Roughly, GRTA needs 115 bus shelters, 106 benches and 129 bus stop signs, all of which require funds.

F. Military Base Access for transit

The staff of Congresswoman Madeleine Bordallo is researching how other communities in the States achieve base access for public busing. One of the reasons why we are not gaining base access is that the military perceives that public transit has been unreliable, and they have their own contract on base for their purposes.

G. Payment to vendors

There is an issue with very slow payments to vendors by the Treasurer of Guam. By delaying payment to vendors on time, the government is diminishing competition. CAN, who completed our restroom renovation; WACO, who completed 7 of our bus shelters; repair of the air conditioning system, and even office supply orders received have not been paid. The total due now to KEI for operations is \$413,448. GRTA negotiated a price and assigned money to that contract. That money should be reserved, set aside



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and not touched and made available once the contract is complete. That is not happening.

Mayor Ben Gumataotao stated that DOA temporarily borrowed those funds to pay all bills.

EM R. Agustin stated that that is one topic that we want to address with Senator Thomas Ada and the Transportation Committee. There is a perception that there is wide concern about transit and how poor the services are, yet GRTA does have the funds to pay for better services.

An email from DOA accounting stated that even though it is GRTA's money, without our own back account, the monies are being consolidated and deposited into the general fund. Once it is released into the general fund, whatever monies are available in the general fund will be disbursed to whoever needs to be paid.

V. Budget Report (Myra Abaya)

Ms. Myra Abaya reported that GRTA has almost completed the first quarter of FY16. She will start including all bus fares collections every month. In October, 2015 KEI sold \$8,186.13 bus fares, Treasurer of Guam (TOG) \$410.75. For November, 2015 KEI sold \$6,401.96 bus fares; Treasurer of Guam \$704; and other agencies purchased \$1,100 for a total of \$16,802.84 for the two months. Bus fares for December, 2015 are pending.

Ginger Porter asked if the usage by agencies is known. For data purposes, who is receiving fares and for what purpose would be useful. Myra will be forthcoming with the information to the Board.

GRTA is looking to move forward with the current operation to spending \$3,502,413 for FY16 bus operation. With that amount minus the local budget of \$2,652,916.30 less miscellaneous contractual funds of \$127,300 that is appropriated, GRTA is in the red in the amount of \$976,796.70 by the end of the fiscal year. GRTA's FTA funding will help support the shortage for bus operation services. If rates increase, our federal funds will be insufficient to cover the bus operation services for the entire fiscal year. With this limited amount of money, GRTA will not have flexibility to do any improvements or expansions. The funds that we currently have is enough to cover the current level of operations, which is 11 buses for 5 fixed route buses and 6 paratransit buses total, 18 hours a day, 6 days a week. To live within our means, this is how GRTA has to operate up to the end of the fiscal year.

VI. Opening of GRTA bank accounts (Resolution)

Resolution 2016-001 to open a GRTA bank accounts was presented and signed.

VII. Old Business:



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A. Update on VTCLI Funds – DISID Community Resource Center/GRTA One Call Center

Mr. Ben Servino, Director of DISID provided a progress report on the status of the construction of the DISID Building. See attachment.

EM R. Agustin stated that there is urgency to get started as the funds provided by FTA does not include demolition nor architectural and engineering.

Myra Abaya warned that the One-Call One-Click (VTCLI) will expire on June 30, 2016 which includes the One Million Dollars as a part of that same grant.

Board Member Ginger Porter stated that the development from this grant included the One-Call One-Click Center and a GRTA Office. Without a grant extension, the timeline is short. If there is anything that the Board or EM can do to help convince other parties about additional funding for the completion of the building GRTA should be involved.

Myra Abaya stated that before the deadline we should ask FTA for an extension if we feel that we need 2 or 3 more years. EM R. Agustin stated that in order for us to ask for an extension we have to have major progress on how we are moving forward. Mr. Servino has tried to work with other agencies and some of them were not very successful.

DISID Director Servino will meet with GEDA and other partners and will give us an update after the holidays.

B. Focus Group

EM R. Agustin stated that we need volunteers for a focus group. There are possibly 2 or 3 people that want to volunteer to be in this group.

Board Member Andrew Tydingco further stated that former members of the Advisory Committee are interested and are inquiring as to when they can start.

EM R. Agustin requested they email him of their interest and they will discuss which item he wants them to focus on. He would like to see the former advisory committee members or other riders to volunteer.

Board Member Ginger Porter stated Evelyn Manibusan is interested in volunteering. She would also like to speak with Marcy Santos. Board Member Andrew Tydingco also informed the Board that Lou Mesa is interested in the bus fare topic.

EM R. Agustin asked all to send him names and he will put them on a list and to input what particular topic each would like to focus on.



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VIII. PC IV Report (Rally Pilipina)

A. Update of all procurement projects

The Procurement of 4 buses was awarded.

The specifications for the cafeteria renovation are in final revision. As soon as it's finalized, it will be sent to GSA to place it into bid form document.

The Drug and Alcohol audit is coming up this January, 2016 and the NTD (National Transit Data Base) reporting is due on January 31, 2016.

EM R Agustin reported that he asked Rally to spend a majority of his time to prepare for the audit and to further move forward with the scope of work for the GRTA Website to be ADA compliant, drafted by the Chief Technology Officer. \$10,000 is assigned to this project.

The One-Call One-Click Center plus software equipment is \$305,000. The RFP for that portion is not that difficult, but requires timing. The EM is working with Department of Labor to interest veterans in driving a van and becoming a transit ambassador so they know how to deal with passengers through customer service. Then if they work for the One-Call One-Click center, they are aware of what happens out on the field, they are sensitive to the customer and how they focus on One-Call One-Click as being a dispatcher.

GRTA Program Coordinator IV Rally Pilipina reported that Fukuda is in the mainland doing the final inspection of the 17 passenger, low-floor buses for shipment to Guam. Upon arrival, they will be receiving the same branding as the vans.

IX. New Business:

A. Proposed meeting with Transportation Committee

A request to meet with the Legislative Transportation Committee was made last month along with a draft agenda. If the Committee does want to meet, GRTA will request a roundtable. GRTA will not continue to do what has always been done in the past.

Board Member Mayor Ben Gumataotao stated that depositing GRTA funds into GRTA bank accounts would resolve all the problems GRTA has been having. EM R. Agustin agreed with him wholeheartedly. GRTA received a letter today from the Office of Public Accountability saying if the Government of Guam agencies want the OPA to look into or discuss (funding) concerns, then to write a letter to Mrs. Doris Flores-Brooks. EM R. Agustin is drafting a request to check on the Guam Mass Transit Automotive surcharge: 1) how much money is that



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over the last few years, 2) what is happening to the liquid fuel tax that is considered public transit funds, and 3) why four other non-transportation agencies are receiving transportation funds. People do not know that GRTA transportation funds are being used for other things besides transit. If we want more service, better looking bus shelters, better anything for transit, it's about money, it's about the enabling act, it's about procurement, authority and it's about getting the right structure for this agency.

An FTA for the drug and alcohol compliance is scheduled for Tuesday, January 5th, 6th, and 7th. The audit includes MHI, Sanko, (KEI) and the testing companies. GRTA is collecting all files and records so that when requested, it's available for them.

Board Member Ginger Porter reports that amending our eligibility to be able to utilize an RFP for procurement (of operations) is to our advantage. It is part of the legislation that was proposed by Senator Ada. It gives us a lot more flexibility without having to spell out every single detail for a contract. It's a preferred method that's used by other transit properties although; it is not the only method.

If they are not going to fund GRTA totally for our needs, we would like to look into other alternative funding options available in our enabling legislation. One is to put in public parking and take receipts off of public parking. That as a revenue generating piece which GRTA is authorized to do, with exception of parking at the Port and the airport. Does GRTA want to set up parking for public service agencies, maybe not. Do we want to set up parking for other areas? This is where we can get some revenue from local funds.

The other is to look at franchising. The franchise for public transportation within our enabling legislation, includes the trolley services and other services that run for the tourist and the general public: 1) it runs on public roadways and 2) anybody can buy a ticket. This is public transportation. By implementing a franchise over that kind of transportation and requiring people pay in to GRTA for the use of that franchise.

1. GRTA can generate revenue without affecting the affordability of that transportation.
2. GRTA can insure that all the businesses that run those services provide accessible services, which are a requirement by FTA and is not presently happening.

The other agenda items should include:

1. The slow payments to vendors and
2. Purchasing the demo van, constricted on part of the procurement regulations.



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Some of these things need to be eased up so that we can operate in an effective way and efficiently. These are some of the things that need to be taken to the legislature.

Board Member Ginger Porter moved to forward the letter as drafted with the addition of adding "within the next month" and that it be sent to Senator Thomas Ada, Chair of the Transportation Committee. A courtesy copy sent to all senators. Seconded by Mayor Ben Gumataotao. Motion approved by unanimous vote.

- B. Website CTO scope of work. (see PCIV report)
- C. Paratransit Replacement I.D. – Charge a fee continued.

EM R. Agustin requested a decision by the Board on the desire to charge a fee for replacement I.Ds. Replacing (lost) I.D.'s costs time and money. Other government agencies charge a fee for a Guam I.D. or driver's license and for renewal as well. Board Member Gerard Cruz also stated that for any kind of I.D. if you lose it they charge for renewal.

It was determined that Government I.D.'s cost normally around \$20.

GRTA Board Member Ginger Porter moved that the Paratransit replacement I.D. fee be set at \$20 and notice and flyers be put out for public information and that it be effective January 15, 2016. GRTA Board Member Ben Gumataotao seconded the motion. With no opposition, the motion carried.

Complaints from riders were brought up by Chairwoman Mayor L Rivera. People contacted her today complaining about the fixed route speeding in Asan and about the buses being without air conditioning.

EM R. Agustin requested that all complaints need to be forwarded to GRTA office. A written complaint will be provided to the provider. All complaints must be specific in detail.

If the air conditioning breaks down on route, KEI Eming Borja reported that the bus driver will call it in and they will do their best to replace the unit or if they are on route towards the end of his shift, he (the driver) will continue on route until he is done with his shift.

EM R. Agustin reports that when GRTA asks for bus service it expects a complete working bus including air conditioning. KEI Travis Kloppenburg stated that the air conditioning could go out on route or it could start blowing hot air and so the question is should they turn around and go back and get a new bus and make the person wait. Sometimes the better thing to do is to complete the scheduled route and when that is completed they switch it out so when they start to do the other pick-ups and drop-offs especially towards the end of a shift.



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Member Ben Gumataotao asks how often the air conditioning breaks down. KEI Travis Kloppenburg answered "every now and then. It's not every day but it is not uncommon."

X. Bus Shelters renovation

EM R. Agustin stated that this item was covered and that it requires funding.

XI. Hagatna Bus Shelter Location

EM R. Agustin reported the Hagatna bus terminal has poor lighting. GRTA is working on an expedited procurement.

XII. Mandatory Paratransit Orientation

A mandatory paratransit orientation is proposed for new and renewal Paratransit Riders. There remains different interpretation to the rules and EM R. Agustin wants riders to understand.

GRTA Board Member Ginger Porter stated that the orientation will be for new paratransit applicants because they are going into a new service. She will resend a message to Marilyn Golden from Disability Rights Education (to determine if there are limitations on a requirement for renewing riders). Chairwoman Mayor Louise Rivera stated that this orientation will benefit the riders and educate them to know and understand SOP's of how the transit works.

EM R. Agustin stated that we will discuss this further and present a date to do this.

XIV. Public Comments - None

XV. Executive Session

Chairwoman Mayor Louise Rivera requested to move to recess at 6:46pm. Moved by Member Ginger Porter and seconded by Board Member Gerard Cruz.

Chairwoman Mayor L Rivera reports meeting is reconvened at 6:54pm.

XVI. Adjournment

Chairwoman Mayor Louise Rivera reconvened the regular meeting at 6:54pm.

Chairwoman May Louise Rivera moved to adjourn the meeting at 6:55pm.

A quorum was lost and the meeting adjourned at 6:55pm.



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Respectfully submitted,

Penni Gates
GRTA Board Secretary



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REGULAR MEETING MINUTES
Board of Directors Regular Board
Meeting of January 19, 2016

I. Call to Order:

The meeting was called to order by Chairwoman Louise Rivera at 4:36 p.m., at the GRTA Conference Room, 542 North Marine Corp Drive, Tamuning.

II. Roll Call:

Chairwoman Louise Rivera, Vice Chair Gerard Cruz, Secretary Jason Cruz, Member Ginger Porter were present. Not present were Member Ben Gumataotao, and Andrew Tydingco.

Also present were: Executive Manager Rick Agustin, PCIV Rally Pilipina, BS Penelope Gates and Messenger Michelle Marquez.

A quorum was established.



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III. Approval of Minutes

Chairwoman Louise Rivera moved to table the approval of the minutes of December 21, 2015 to allow for revision. Seconded by Gerard Cruz. Minutes tabled.

IV. Executive Manager's Report – R. Agustin gave the following report:

1. **FTA Drug and Alcohol compliance visit.** A visit by an FTA team was conducted on January 5 - 7, 2016. A draft report was provided to GRTA to address and provide a response to non-compliance of procedural items. GRTA has 90 days to respond. When the report is final, it will be released to the public and posted on the website.
2. **Bus service vendor rate** has increased from \$69/hr/bus to \$71/hr/bus. The reason for increase is reported as the lack of timely payment and the cost of borrowing funds to meet payroll and other expenses due.
3. **Hagåtña Bus Terminal lighting.** Procurement is proceeding for solar LED lighting of the temporary Hagåtña bus terminal. The area will remain poorly lit until procurement is completed.
4. **GRTA Website.** A Scope of Work, prepared by the Office of Technology, has been submitted to bring the GRTA website into ADA compliance.
5. **Eleven MV1 vans.** Many questions have been raised about the delay in putting the vans into use. At present, the local government has not come up with funds to place them into service. Presently, the Dept. of Labor is working to identify drivers for a driver apprenticeship program to hire drivers for service to passengers with disabilities. When the long term MSB is awarded, these units will become part of the service contract.
6. **2017 Budget Projection.** The 2017 submitted budget request was \$9 million for bus operations. The increase reflects the Governor's desire to operate 7 days a week, 18 hours/day as was demonstrated in the Pilot Project. This will be in the discussion with the Legislative Transportation Committee Meeting of January 28, 2016.
7. **Transportation Committee meeting with Board** is moved from January 25th to Thursday, January 28 at 3-5 pm. Mayor Rivera noted she will be unavailable on January 28th.
8. **Email from Mr. Ray Hackett** requested a flag down transit system. Executive Manager R. Agustin related that this kind of 'wave a ride' system causes greater disruption to scheduled service and would require policy changes by the Board and changes to the Operations bid. Buses as seen in Adelaide, Australia and suggested by Mr. Hackett, are solar powered, expensive, and do not meet the



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Buy America requirement. Guam also lacks the infrastructure for alternative fuel or electric buses.

V. Budget Report – R. Agustin

Mr. Agustin provided the budget report for Ms. Myra Abaya, who was on leave. The approved budget appropriation is \$3.6 million, a reduction of \$1.6 million from the requested \$5.2 million. The net increase from last year is \$71,842, sufficient for only 10 days of bus operation. BBMR set a 15% reserve, resulting in a bottom line of \$3.14 million, leaving a shortfall of \$1.07 million for operations. There will be a need to use all of the budget reserve and not request additional funding provided GRTA doesn't exceed \$71/hour.

GRTA is waiting for a response from FTA regarding a requested waiver for the A&E funds for a Maintenance facility. A&E funds cannot be utilized for the intended purpose because GRTA has been unable to acquire access to real property. The request proposes alternative use of the funds for other bus related facilities such as bus shelters, etc. A complaint of the new Hagåtña terminal is the lack of restroom facilities, which results in people using the open area behind the shelter. Board Member Gerard Cruz confirmed.

VI. GRTA Bank account update.

GRTA has established an account with the Bank of Guam. All required signatures are complete and the form is ready to submit. All subsequent bus fares will be deposited into the account. Funds will be used to improve the system.

VII. Reports – Planner R. Pilipina

Planner Pilipina reported that Federal program reports are updated. The final draft for the old DPW cafeteria renovation for the One-Call One-Click Dispatch Center needs some revision. Upon M. Abaya's return from leave, this will go to GSA for the RFP.

E.M. R Augustin reported GRTA is in the process of amending an MOA with DPW for the use of the old cafeteria, which requires upgrade. Once the amendment is complete, GRTA will move forward with the renovation and the transportation management software.

Mr. Agustin reminded Board members that when procurement becomes active, it is not subject for discussion as information leaks may result in cause for a protest. All information that goes on bid remains confidential and GSA will do their part.

VIII. New Business

- A. Proposed meeting with Transportation Committee. Will be moved to January 28, 2016 at the request of Committee Chair, Senator Tom Ada.
- B. Website Scope of Work - The Scope of Work has been written by Mr. Frank



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Lujan, Chief Technology Officer and is submitted to GSA for processing. An update will be provided at the next Board meeting.

IX. Public Comment

Mr. Ray Hackett reported that there are alternative funding methods for buses. The government is likely shorting GRTA. One method is having the federal judge order funding methods from different funding sources. Today on Blue Line, the lift broke down and a person had to crawl down the steps on the bus. It was requested that a check be made with Eming to ensure that the manual lift was operable.

Mr. Rodney Calimlim: Mr. Calimlim stated that he receives dialysis treatment on Monday, Wednesday and Friday. Documentation from dialysis reports that when he is late, his treatment time is cut up to an hour when other patients are scheduled after him. This occurred most recently on January 2nd and several times in 2015. One pick-up was 1 hour late, and his treatment was 1 hour late. When this happens, the dispatcher states, "I am sorry." He asked the dispatcher if a taxi could be called and they pay for the ride, but received a response that it could not happen.

G Porter responded that early morning pickups have been a recurring problem and that she requested Mr. Calimlim to track his rides.

Chairwoman Rivera stated there needs to be Plan B and asked why there is a delay in the pickup at 5:30 am.

General discussion followed with the key points that schedules cannot be prioritized by purpose, the provider must get passengers to their appointment times, the key element is scheduling. It was suggested to provide for flexibility in the budget for peak hour overages. It was noted there is a need to track data on late pickups and late appointment drop offs through completed manifests and to review the scheduling of riders who are conditionally eligible. Other private options exist (at the expense of the rider).

Mr. Calimlim brought his issue to the attention of Senator Ada and asked that it be brought forward at the meeting with the Transportation Committee.

X. Executive Session.

The meeting recessed for Executive Session at 5:37 pm.

XI. Adjournment.

The meeting reconvened at 7:06 pm. G Porter moved to adjourn, seconded by G. Cruz. There being no further business, the meeting was adjourned at 7:08 pm.

Submitted by,

Penni Gates

GRTA Board Secretary



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FY 2016

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565-5264/734-2291
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Secretary

Jason Cruz - **Absent**
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Members

Vicente Gumataotao - **Absent**
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Andrew Tydingco
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REGULAR MEETING MINUTES
Board of Directors Regular Board
Meeting of February 15, 2016

I. Call to Order:

The meeting was called to order by Chairwoman Louise Rivera at 4:32 p.m., at the GRTA Conference Room, 542 North Marine Corp Drive, Tamuning.

II. Roll Call:

Chairwoman Louise Rivera, Vice Chair Gerard Cruz, Member Ginger Porter and Member Andrew Tydingco were present. Not present were Member Ben Gumataotao and Secretary Jason Cruz.

Also present were: Acting EM Myra Abaya, PCIV Rally Pilipina, BS Penelope Gates and Messenger Michelle Marquez.

A quorum was established.



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III. Approval of Minutes

June 22, 2015, August 17, 2015, December 21, 2015 and January 19, 2016 board minutes were tabled until next board meeting.

A Tydingco motioned to table the minutes, seconded by G Porter. Per Chairwoman Louise Rivera all minutes to be cleared by March, 2016.

IV. Executive Manager's Report (Myra Abaya)

AO M Abaya reports for Executive Manager R Agustin who is off-island.

1. A copy of the response by OPA from GRTA's Request (financial and performance audit).

Both audit requests were denied explained in the letter from OPA. EM R Agustin did an independent research that University of Guam has been receiving GRTA federal budget of \$500,000 annually in the past and the FY14 and FY15 audit showed UOG receiving \$750,000. EM R Agustin will seek answers as to who authorized and why was GRTA not consulted.

2. Numerous complaints from riders.

No restroom at the Hagatna Bus Terminal. The Hagatna Tennis Courts does not have a restroom and the Hagatna Swimming Pool restrooms are under repair. EM R Agustin has sought GHURA to use the Community Development Block Grant to build a restroom at the Hagatna Bus Terminal but was denied due to the area being a flood zone. According to GHURA, federal funds cannot to be used to construct anything on a flood zone. GRTA is searching alternate solutions such as buying a trailer and modifying it to be ADA compliant.

3. Teleconference with Region 9.

Teleconference with Region 9 is set for February 24, 2016. FTA Region 9 now requires a monthly teleconference as they felt Guam is not obligating FTA funds received and wants a monthly update from GRTA. Most of the funds are in various stages of procurement and will soon be obligated and spent. FTA wants GRTA to use the funds immediately.

4. Old tires left at the Hagatna Bus Terminal.

EM R. Agustin wrote an email to Director James Gillan, DPHSS and Administrator Eric Palacios, GEPA requesting help to get rid of the old tires that have accumulated rain water that settles and has become a breeding ground for mosquitoes. A source of potential illness called Zika. Those tires have been removed as a result of EM R. Agustin requesting and asking for help by the two Government of Guam officials.

5. Letter to GSA on questions arising out of the K57 Talkshow.

GRTA received back to back FOIA by the law firm of Calvo, Fisher & Jacobs. They represent Kloppenburg Enterprises, Inc. (KEI). There will be no further



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discussion on this matter until GSA, the AG's Office and GRTA have resolved any issues pertaining to the Multi-Step Bid (MSB). This is considered an active procurement matter and is not open for discussion.

6. In the event of a bomb threat.

DPW has given GRTA instruction as to where employees will assemble in the event of a bomb threat. There are 3 places around DPW. The parking lot behind the DPW Directors Office (close to Marine Corps Drive), back of the Administrative Services Office (the old Guam Fire Department maintenance area) and Guam Energy Office parking lot area. Please see posted areas. GRTA is prepared should a bomb threat arise.

7. ADA Website Procurement Process

The ADA Website procurement process is ongoing. We have a company that is using their status as persons with a disability to be awarded the contract. It is up to GSA if they want to award this procurement to this company. There is a law that if a bidder is considered a non-profit organization or a company that employs persons with a disability they have the priority over the contract without competition. They don't have to compete. We have to make sure that the company can perform the job. They will not be awarded the job if they cannot produce the work. GSA has the power to award the contract.

Gerard Cruz brought up the meeting GRTA had with Senator Thomas C. Ada, Vice-Speaker Benjamin Cruz and Senator Jim Espaldon with Board members Mayor B Gumataotao, G Cruz, G Porter and A Tydingco regarding the issues with UOG receiving GRTA funds of \$500,000 per year which is going to be a 40 year loan and that it was raised up to \$750,000 and GRTA was never informed. UOG is using the funds for Capital Improvement Debt Service and rental payments. Per Myra Abaya GCC is also receiving GRTA funds of \$100,000 for rental payments as well. These funds are taken out from the Territorial Highway Funds. According to OPA, THF is used primarily to maintain Guam's Highways and roadways, implement safety plans, programs and projects. However, over the years, a variety of non-highway projects have been funded through the THF. Other Government of Guam Agencies are being funded with GRTA funds. G Cruz stated that GRTA was told that we will not be able to receive any more funds this year and to work within our means.

V. Budget Report (AO Myra Abaya) - Please see attached GRTA Budget Report.

The budget report shows how much GRTA is getting this fiscal year for a total of \$3,663,958. This is a combination of THF of \$3,213,290 and Public Transit Funds (PTF) of \$450,668. Most of GRTA travel funds come out of federal funds from the FTA continuing grants. Capital outlay (computer equipment, vehicles, official vehicles) come out of FTA continuing grants as well. The bulk of GRTA budget goes to bus operation cost. This fiscal year the amount earmarked for bus operations for overall (GHF and PTF) contractual services is \$2,652,916.30. Out of the \$2,652,916.30 other miscellaneous contractual costs for legal services, Xerox copier/printer, internet, drinking water delivery, print advertisement services, van/AC repairs maintenance service, etc.



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total \$124,300.00. Along with this a deduction was made with the estimated FY16 Bus operation funds of \$3,508,883.00 for a shortfall from local funds for \$980,266.70. FTA federal funds available carried over to FY16 for bus operations total \$722,623.07. This includes FY13 Budget of \$114,292.63, FY14 Budget of \$2,198.44 and FY16 Budget of \$606,132. If we deduct the total FTA available funds of \$722,623.07 from \$980,266.70 we will still be in the shortfall of \$257,643.63. GRTA will be able to move forward after the end of the fiscal year if BBMR releases the 15% reserves imposed in the FY16 budget. GRTA must request for this in order for them to release the reserves. A total of \$549,593.70 remains in the reserves. Current balances for GRTA federal funds for FY13 is \$114,292.63, which will expires September 30, 2016. FY14 balance is \$2,198.44 which will expire September 30, 2016 and FY16 balance is on reserve for the MSB also expiring September 30, 2016. These are all to be used for bus operation services.

Additional continuing grants

Special Federal Grants for the procurement of buses for FY13 additional continuing grants of \$499,000; for FY14 additional continuing grants of \$475,325 and for FY16 additional continuing grants of \$416,438 for a total of \$1,390,763. These are separate from the regular grant that GRTA received for bus operation. 85% of that goes to bus operations and 15% of that goes to State Admin cost.

FY16 Operation Bus Expenses

Bus Operation expenses went up from \$69 per hour to \$71 per hour starting in January, 2016. Myra will continue to try and negotiate to lower the hourly rate.

Bus fare tickets modified

There was a brief discussion regarding modification of bus fare tickets amongst GRTA board members and staff. Per Myra GRTA staff had to modify bus fares to be used for tickets that were already exhausted but some riders peeled off the sticker attached to the ticket which caused problems with the bus drivers. To avoid these kinds of issues GRTA will print new updated bus tickets.

VI. Opening of GRTA bank accounts Updates

Myra Abaya went to Bank of Guam to open a GRTA business bank account but faced some issues. One being that GRTA needs an EIN number to open an account and the other is the business license. She will visit Department of Revenue and Taxation to gather information to complete the bank requirements.

GRTA monies in the Government of Guam Treasury Account

Per Myra All GRTA monies are being deposited into a revenue account. GRTA needs to prepare a modification of account to transfer from a revenue account into a public transit account. She explains to the Board that GRTA bus fares are being deposited into the Revenue account at Treasurer of Guam and stay right there until we prepare a modification of account to transfer the funds into the GRTA AS400 account.

VII. PC IV Report (Rally Pilipina)



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To date, GRTA is waiting for the approval from FTA for a waiver to procure gasoline fueled buses, instead of CNG/hybrid. Should the waiver request is officially approved; GRTA will proceed in bringing in 7 more 17-passenger low floor buses, which will be used for GRTA fixed route service. Jason Mc Mahon is the Transportation Liaison at the office of Congresswoman Bordallo who is assisting GRTA in our effort to change the congressional record of the grant.

First Project-Procurement Activities

Currently, GRTA has a total of 5 procurement activities. Two are actively ongoing. GRTA met with GSA and the AG's Office regarding the MSB cancellation. A consensus has been reached in regards to the next step GRTA has to take to resolve any cancellation issues.

Second Project-17 Passenger Low Floor Buses

On the second ongoing project, Jason Fukuda delivered 4 units of 17-passenger low floor buses. The DPW Maintenance Division has initiated their inspection of the buses to find out whether the buses are in compliance with GRTA procurement specifications. As soon as Mr. Fukuda gets back from his off-island trip; GRTA, DPW, Mr. Fukuda will meet to discuss the bus inspection findings and the corrective actions that need to be done by Mr. Fukuda.

Installation of LED Solar Light Post at Hagatna Pool Transfer Station

GRTA Program Coordinator IV has submitted the Scope of Work of this project to GRTA Administrative Officer (AO). The AO will then submit the Scope of Work to GSA for GSA to incorporate their section for this project to be officially announced for bidding.

Third Project-DPW Cafeteria

GRTA Program Coordinator IV (PC IV) has finalized the draft of the Scope of Work of the Proposed Renovation of DPW Cafeteria to house the One-Call/one-Click Dispatch which includes the required federal clauses. These clauses are required by FTA whether the funding is in full or in part. PC IV has submitted the subject documents to the AO. In turn, the AO will submit the subject documents to GSA for official bid solicitation.

The tentative schedule for the official solicitation publication of the Request for Proposal of the Proposed Transportation Management System Hardware and Software is tentatively set for the first week of April 2016. The RFP solicitation will be handled in house by GRTA AO.

Accessible GRTA Website for ADA

GRTA accessible website will be interfaced with GRTA One-Call/One-Click Transportation Management System (TMS), when the TMS system is operational. GRTA will proceed first with the solicitation of the Proposed Transportation Management System. Then at a later time, GRTA add on a module for the fare card system. The bus fare cards are a system that GRTA is looking into to control bus fare collections.

VIII. New Business:



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A. Executive Manager and CTAA Convention and visit to FTA Region 9.

EM R. Agustin is planning on attending the CTAA Convention in Portland, OR and also on the way back he is planning to stop by in San Francisco to visit our counterpart Federal Transit Administration (FTA) Region 9 to discuss GRTA funding issues in May 24 – May 27, 2016.

B. Rally's Drug & Alcohol Training March 22-24, 2016 in Sacramento, CA.

Rally is scheduled to attend the Drug & Alcohol Training National Conference in Sacramento, CA in March 22 – March 24, 2016.

C. Guam System for Assistive Technology Fair Request

Board Member Ginger Porter will discuss the eligibility of paratransit March 4, 2016 at the conference. At the same time, Ginger mentioned a possibility of a demonstration of two of GRTA's vehicles at the GSAT Fair slated for March 19, 2016.

D. Website CTO scope of work (sent out RFQ – waiting for response).

E. FestPac Issues (Ginger Porter/Gerard Cruz)

Board Members Ginger Porter and Gerard Cruz started with the FESTPAC Transportation Committee which was held at DPW. 2 of 3 options were provided. They are seeking assistance from GRTA to find accessible transportation for individuals that are coming to Guam for the FESTPAC event. FESTPAC runs from May 22 to June 4, 2016. GRTA has been requested to provide support for transportation for delegates only. The discussion was about the eleven MV-1 vans and 1) That the drivers be trained and certified through the Department of Labor Training Program; 2) GRTA could charter the vehicles to FESTPAC. The pros would be income for GRTA. The con is that GRTA would provide the drivers and the fuel and prepare charter fee cost to FESTPAC. This requires time and effort to establish the charter fees and will require quite a bit of paper work. The concern is that there might not be sufficient time. 3) That there will be an MOU between DPW, GRTA and the FESTPAC committee to utilize the MV-1 vans. The conditions Ginger prepared states that Discussion continued on this subject.

The motion was moved by Board Member Ginger Porter. Seconded by Board Member Gerard Cruz to go with option number 3 with the MOU between DPW, GRTA and the FESTPAC committee to utilize assigned MV-1 Vans in support of the FESTPAC activities.

IX. Public Comments – 15 minutes

Mr. Frank "Koolaid" Ungacta states that Andersen Air Force Base is having an Open House event coming up soon and wants to know if KEI can accommodate him to drop him off into the military installation. He was informed by KEI that he could only be



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dropped off at the front gate of Andersen Air Force Base. He states that he checked into it further and was informed that KEI would have to make a special request to the Air Force Base Commander to enter the base to attend the open house. Per Mayor Louise Rivera all Mr. Ungacta has to do is call in and request for KEI to accommodate him.

Mayor Louise Rivera asked if a complaint was resolved from a rider and Myra Abaya informed the Board that GRTA and KEI are looking into the matter.

X. Executive Session

The meeting recessed for Executive Session at 6:14pm.

XI. Adjournment

The meeting reconvened at 7:40pm. Board Member Gerard Cruz moved to adjourn the meeting. Seconded by Board Member Andrew Tydingco. Meeting adjourned at 7:41pm.

Submitted by,

Penni Gates
GRTA Board Secretary

MSB

FY16 GRTA BUDGET
P.L. 33-66

GUAM REGIONAL TRANSIT AUTHORITY

LOCAL FUNDS - TERRITORIAL HIGHWAY FUND (THF) - \$3,213,290
(TOTAL: \$3,663,958) PUBLIC TRANSIT FUND (PTF) - \$450,668

Object Class	FY16 Budget	Less 15% Reserve	Total Available Budget	Total - 230:
111 Salaries	372,817.00	55,922.55	316,894.45	
113 Benefits	139,663.00	20,949.45	118,713.55	
220 Travel	-	-	-	
230 Contractual (GHF)	2,670,410.00	400,561.50	2,269,848.50	
230 Contractual (PTF)	450,668.00	67,600.20	383,067.80	\$ 2,652,916.30
233 Office Rental	-	-	-	
240 Supplies	8,000.00	1,200.00	6,800.00	
290 Misc.	8,400.00	1,260.00	7,140.00	
361 Power	5,000.00	750.00	4,250.00	
362 Water	3,000.00	450.00	2,550.00	
363 Telephone	6,000.00	900.00	5,100.00	
450 Capital Outlay	-	-	-	
TOTAL	\$ 3,663,958.00	\$ 549,593.70	\$ 3,114,364.30	

(Fiscal Restraint)

TOTAL APPROP. FOR BUS OPERATION, LOCAL:	2,652,916.30	GHF/PTF	Used to fund the MSB (PTF)
	(243,868.00)		Bus Fares Collection Balance
Less: Misc. Contractual	31,452.93		
Less: FY16 Est. Bus Operation	(84,400.00)		
	(3,508,386.00)		
Shortfall from Local Funds	\$ (1,152,284.77)		

FTA FEDERAL FUNDS AVAILABLE CARRIED OVER FOR FY16 FOR BUS OPERATION:		
FY13	19.88	
FY14	2,198.44	
FY16 (Used to fund the MSB)		606,132.00
TOTAL FTA AVAIL. FUNDS:	\$ 2,218.32	

NOTE: 850K total MSB funding (\$606,132 Fed & \$243,868 Local)

Other Misc. Contractual (230):	As of 3/19/16
Legal Services	40,000.00
Xerox Copier/Printer	10,000.00
Internet	1,000.00
Drinking Water Delivery	400.00
Print Advertisement Svcs.	10,000.00
Van/AC Repairs Maint. Svcs.	2,000.00
Printing Services (Bus Fares, Brochures, Schedules, etc.)	5,000.00
Training fee re FTA Para. Regs.	5,000.00
Website Upgrade & Maintenance	10,000.00
Misc. Subscription	1,000.00
TOTAL MISC. 230:	\$ 84,400.00

*Reduced

Encumbered for MSB:		
5101E16997PT101-230 (Paratransit)		181,132.00
5317A16997SE201-230 (Paratransit)		243,868.00
5101E16997PT101-230 (Fixed Route)		425,000.00
GRAND TOTAL	\$	850,000.00

Bus Fares Collection

	FY16 Bus Operation Expenses:	Monthly Cost	Bus Fares Collection			GRAND TOTAL
			KEI	TOG	OTHERS	
October	15 hrs, 5/6 units (\$69.00/hr - 27 days)	306,636.00	8,186.13	410.75		8,596.88
November	15 hrs, 5/6 units (\$69.00/hr - 23 days)	254,817.00	6,401.96	704.00	1,100.00	8,205.96
December	15 hrs, 5/6 units (\$69.00/hr - 26 days)	295,389.00	7,249.77	493.25		7,743.02
January	15 hrs, 5/6 units (\$71.00/hr - 25 days)	280,166.00	6,842.52	253.00	500.00	7,595.52
February	15 hrs, 5/6 units (\$71.00/hr - 25 days)	292,378.00	7,260.95	230.25	1,005.00	8,496.20
March	15 hrs, 5/6 units (\$70.00/hr - 25 Days)	300,300.00				
April	15 hrs, 5/6 units (\$70.00/hr)	300,300.00				
May	15 hrs, 5/6 units (\$70.00/hr)	300,300.00				
June	15 hrs, 5/6 units (\$70.00/hr)	288,750.00				
July	15 hrs, 5/6 units (\$70.00/hr)	300,300.00				
August	15 hrs, 5/6 units (\$70.00/hr)	300,300.00				
September	15 hrs, 5/6 units (\$70.00/hr)	288,750.00				
TOTAL PROJ. BUS OPERATION COST, FY16		\$ 3,508,386.00	35,941.33	2,091.25	2,605.00	40,637.58

NOTE: Hourly Rate varies every month

GUAM REGIONAL TRANSIT AUTHORITY

FEDERAL FUNDS CURRENT BALANCE - 3/21/16

Description	Grant Award No.	AS400 A/C No. & Object Class	Amount	Exp. Date:
FY13 FTA Continuing Grant	GU18X02900	5101E139977PT101-230	\$ 19.88	9/30/2016
FY14 FTA Continuing Grant	GU18X03000	5101E149977PT101-230	2,198.44	9/30/2016
		111/113/220/240/250	101,788.95	
		Total	\$ 103,987.39	
FY16 FTA Continuing Grant	GU18X03100	5101E169977PT101-230	606,132.00	9/30/2016
		111/113/220/240/250	110,548.18	
		Total	\$ 716,680.18	

Used to Fund MSB

SPECIAL FEDERAL GRANTS:

FOR IFB - PROCUREMENT OF BUSES:				
From FY13 FTA Continuing Grant (Additional)	GU18X02900	5101E139977PT101-450	80,000.00	9/30/2016
From FY14 FTA Continuing Grant (Additional)	GU18X03000	5101E149977PT101-450	-	9/30/2016
From FY16 FTA Continuing Grant (Additional)	GU18X03100	5101E149977PT101-450	46,452.00	9/30/2016
		Grand Total Balance For Bus Procurement	\$ 126,452.00	

For office utility vehicles
Used for 17-pass buses
Avail. Balance

Partial Design GRTA Maint. Facility	GU-04-0003-00	5101H139977PA104-230	\$ 237,500.00	9/30/2014
One-Call/One-Click Federal Grant	GU03B9C001003	5101H129977PT105:		6/30/2016
		Funding for construction of DISID Bldg.	1,000,000.00	
		Funding for proposed GRTA's One-Call/ One-Click Center + Software Equipmt.	305,000.00	
		Grand Total One-Call/One-Click	\$ 1,305,000.00	