



**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, September 13 at 4:30PM

GRTA Conference Room (DPW Compound) Upper Tumon, Guam

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- I. Call to order – Chairwoman
- II. Roll Call – Board of Directors (Members)
- III. Approval of Minutes
  - May 16, 2016 – for approval
  - July 5, 2016 – for approval
- IV. Executive Manager’s Report (Rick Agustin)
- V. Old Business
  - A. Activate and fund approved Transit Business Plan (Public Transit Fund P.L. 30-05)
  - B. New Board Member Nomination
  - C. Contract Specialist
  - D. Life-Line Fare
  - E. Petty Cash approval – GRTA Resolution No. 2016-003
  - F. GRTA Staff lunch hour – CLOSED 12:00pm – 1:00pm daily (Monday-Friday)
- VI. Budget Report and Ridership Report (Rick Agustin)
  - A. Bill 250-33(Cor) By Vice-Speaker Benjamin J.F. Cruz



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B. July Budget Report (Rick Agustin)

**VII. PC IV Report (Rally Pilipina) – All Procurement project updates**

- A. Multi-Step Bids for Paratransit and fixed route services
- B. Request for Proposal of the Transportation Management System Hardware and Software
- C. Acquisition of seven ARBOC buses.
- D. ADA Website contract and current status

**VIII. New Business:**

- A. Budget Hearing – 2017 Budget
- B. Paratransit Rider's Guide - Islandwide
- C. Oversized electric mobility device

**IX. Public Comments – 15 minutes**

**X. Executive Session**

**XI. Adjournment**

APPROVED BY:

  
\_\_\_\_\_  
LOUISE RIVERA

9-13-16

\_\_\_\_\_  
Date

LR:Pg

(Tuesday, September 13, 2016 Board Meeting Agenda)



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**SIGN IN SHEET**  
**GRTA Board of Directors Regular Board Meeting RESCHEDULED**  
**Sign in Sheet**  
**Tuesday, September 13, 2016 4:30pm**  
**GRTA OFFICE (DPW Compound)**

BOARD OF DIRECTORS		
Name	Sign In	Email Address / Phone Number
Louise C. Rivera Chairwoman		<a href="mailto:weezierivera@hotmail.com">weezierivera@hotmail.com</a>
Gerard A. Cruz Vice Chairman.		<a href="mailto:gerard.cruz@gmail.com">gerard.cruz@gmail.com</a>
Ginger S. Porter Board of Director Secretary		<a href="mailto:ginger.porter47@gmail.com">ginger.porter47@gmail.com</a>
Vicente D. Gumataotao Board Member		<a href="mailto:pitimayor@yahoo.com">pitimayor@yahoo.com</a>
Andrew S. Tydingco Board Member		<a href="mailto:pokilabot@telequam.net">pokilabot@telequam.net</a>
Vacant Board Member		
GRTA STAFF		
Name	Sign In	Email Address / Phone Number
Rick Agustin Executive Manager		<a href="mailto:rick.agustin@grta.guam.gov">rick.agustin@grta.guam.gov</a> 475-4616
Myra Abaya Administrative Officer		<a href="mailto:myra.abaya@grta.guam.gov">myra.abaya@grta.guam.gov</a> 300-0703
Rally Pilipina Program Coordinator IV	Excused	<a href="mailto:rally.pilipina@grta.guam.gov">rally.pilipina@grta.guam.gov</a> 300-7261
Penni Gates Board Secretary		<a href="mailto:penelope.gates@grta.guam.gov">penelope.gates@grta.guam.gov</a> 475-4616
Michelle Marquez Planner Technician I		<a href="mailto:michelle.marquez@grta.guam.gov">michelle.marquez@grta.guam.gov</a> 475-4603
Janet Soriano Administrative Aide		<a href="mailto:janet.soriano@grta.guam.gov">janet.soriano@grta.guam.gov</a> 300-7262



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**SIGN IN SHEET**  
**GRTA Board of Directors Regular Board Meeting RESCHEDULED**  
**Sign in Sheet**  
**Tuesday, September 13, 2016 4:30pm**  
**GRTA OFFICE (DPW Compound)**

PUBLIC			
Name	Sign	Phone No.	Topic
<del>Ervey n Auenas</del>	<del>[Signature]</del>	787-4408	Service
Roy Rosario	[Signature]	9885088	
Lisa Ogo	[Signature]		
Peter Tran	[Signature]	473-3301	Mtg.
Ernie Lopez	[Signature]	649-1940	MTG
Esabel Pamplinan (Deaf)	[Signature]	647-7168	
Neil Pang	[Signature]	797-6743	Mtg
✓ Jude Ogo (Deaf)	[Signature]	only text 988-8323	
Jared Delon Guerrero (Deaf) (Deaf)	[Signature]	text only 998-1487	
Kersten L. Bamba-Rosari (Interpreter)	[Signature]	735-0267 689-0729	Service / mtg
✓ Enrique Mesinger (Deaf)	[Signature]	734-0782 - Home 808-791-4577 VP 649-1924	
MATT ZEISS	[Signature]		media
Brad Kloppenburg	[Signature]	649-1941	

**FY 16 GRTA BUDGET APPROPRIATION**  
**P.L. 33-66**

**BUDGET REPORT - 8/30/16 BOD MEETING:**

ORIGINAL BUDGET REQUEST:	5,224,185.00
APPROVED FY16 BUDGET:	(3,663,958.00)
<b>BUDGET CUT:</b>	<b>1,560,227.00</b>

GUAMI HIGHWAY FUND (GHF)	3,213,290.00	LESS: 15% RESERVE	481,993.50	TOTAL BUDGET-NET	2,731,296.50
PUBLIC TRANSIT FUND (PTF)	450,668.00		(67,600.20)		383,067.80
TOTAL FY16 BUDGET APPROP.	3,663,958.00		(549,593.70)		\$ 3,114,364.30
		(INTACT)			

	GHF	PTF	TOTAL CONTRACTUAL BUDGET - 230
111 - SALARIES	316,894.45		
113 - BENEFITS	118,713.55		
230 - CONTRACTUAL/BUS OP.	2,269,848.50	383,067.80	2,652,916.30 (GHF + PTF)
240 - SUPPLIES	6,800.00		(53,207.30) LESS: Misc - 230
290 - MISC./STIPENDS	7,140.00		2,589,709.00 Net Total for Bus Op.
361 - POWER	4,250.00		
362 - WATER	2,550.00		
363 - TELEPHONE	5,100.00		
TOTAL	\$ 2,731,296.50	\$ 383,067.80	\$ 3,114,364.30

<b>BUS OPERATION COST:</b>	3,501,000.00	FY16 BUS OPERATION COST (OCT - SEPT, APPROX.)	3,501,000.00
	(2,599,709.00)	LESS: BUDGET FOR BUS OPERATION	(2,599,709.00)
	<b>\$ 901,291.00</b>	<b>SHORTFALL, LOCAL BUDGET (WHICH WAS COVERED BY FED. FUNDS)</b>	

<b>AVAILABLE FEDERAL FUNDS, AS OF 08/30/16 FOR BUS OPERATION:</b>	
FY13	64.38
FY14	3,294.67
FY15	-
TOTAL	\$ 3,359.05
	Used to fund the MSB (\$606,132)
	Net Balance Left after funding the local shortfall for bus operation

Misc. Contractual - 230	
Legal Services	-
MOA With UOG	-
Xerox Copier/Printer	10,000.00
Internet	1,000.00
Drinking Water Delivery	400.00
Print Advertisement	6,000.00
Van/AC Repairs & Maint.	2,000.00
Printing Services, Brochures/bus fares/schedules, etc.	5,000.00
Training Fee re FTA Para. Regs.	-
Website Upgrade & Maintenance	5,755.00
Misc. Subscription	1,000.00
Pacific Waste Systems	1,516.80
Advance Management, Janitorial Svcs.	5,635.50
Bus Shelters Renovation	14,900.00
<b>TOTAL MISC. - 230</b>	<b>\$ 53,207.30</b>

<b>AVAILABLE FEDERAL FUNDS FOR BUS PROCUREMENT:</b>	
FY13 Cont. Grant	1,950
FY14 Cont. Grant	0
FY16 Cont. Grant	0
Total	\$1,950
Partial Design GRTA Maint.	\$237,500
One Call/One Click Grant	\$1,305,000

**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
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
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	-	-	-
<b>TOTAL</b>	<b>\$ 3,663,958.00</b>	<b>\$ 549,593.70</b>	<b>\$ 3,114,364.30</b>

(Fiscal Restraint)

Total - 230: \$ 2,652,916.30

Other Misc. Contractual (230):	As of 8/15/16
MOA With UOG	-
Xerox Copier/Printer	10,000.00
Internet	1,000.00
Drinking Water Delivery	400.00
Print Advertisement Svcs.	6,000.00
Van/AC Repairs Maint. Svcs.	2,000.00
Printing Services (Bus Fares, Brochures, Schedules, etc.)	5,000.00
Training fee re FTA Para. Regs.	-
Website Upgrade & Maintenance	5,755.00
Misc. Subscription	1,000.00
Others (See below)	22,052.30
<b>TOTAL MISC. 230:</b>	<b>\$ 53,207.30</b>

TOTAL APPROP. FOR BUS OPERATION, LOCAL:		2,652,916.30	GHF/PTF
Less: Misc. Contractual		(53,207.30)	
Less: FY16 Est. Bus Operation		(3,501,030.50)	
Plus: Bus Fares Balance		36.35	Bus Fares Collection
<b>Shortfall from Local Funds</b>	<b>\$</b>	<b>(901,285.15)</b>	To be covered by Federal Funds

Encumbered for MSB:		
5101E169977PT101-230 (Paratransit)		181,132.00
5317A169977SE201-230 (Paratransit)		-
5101E169977PT101-230 (Fixed Route)		425,000.00
<b>GRAND TOTAL</b>	<b>\$</b>	<b>606,132.00</b>

(Will become avail once MSB awarded)

FTA FEDERAL FUNDS AVAILABLE CARRIED OVER FOR FY16 FOR BUS OPERATION:	
FY13	64.38
FY14	3,297.67
FY16 (Used to fund the MSB)	606,132.00
<b>TOTAL FTA AVAIL. FUNDS:</b>	<b>\$ 3,362.05</b>

NOTE: 606,132 total MSB funding

Others:	
Pacific Waste Systems	1,516.80
Advance Management, Janitorial Svcs.	5,635.50
Bus Shelters Repairs & Renovation	14,900.00
<b>TOTAL</b>	<b>22,052.30</b>

Bus Fares Collection - FY16

	<b>FY16 Bus Operation Expenses:</b>	<b>Monthly Cost</b>	<b>KEI</b>	<b>TOG</b>	<b>OTHERS</b>	<b>GRAND TOTAL</b>
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	6,658.36	704.00	1,100.00	8,462.36
December	15 hrs, 5/6 units (\$69.00/hr - 26 days)	295,389.00	7,522.37	493.25		8,015.62
January	15 hrs, 5/6 units (\$71.00/hr - 24 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 - 26 Days)	300,300.00	7,848.51	452.20		8,300.71
April	15 hrs, 5/6 units (\$70.00/hr) - 26 Days)	299,180.00	7,821.26	229.80		
May	15 hrs, 5/6 units (\$70.00/hr) - 26 Days)	297,290.00	7,565.23	323.05		
June	15 hrs, 5/6 units (\$71.00/hr) - 26 Days)	300,294.50	7,578.21	\$ 311.35		
July	15 hrs, 5/6 units (\$70.00/hr) - 25 Days)	285,530.00	6,578.10	319.95		
August	15 hrs, 5/6 units (\$70.00/hr) - 27 Days)	300,300.00				
September	15 hrs, 5/6 units (\$70.00/hr)	288,750.00				
	<b>TOTAL PROJ. BUS OPERATION COST, FY16</b>	<b>\$ 3,501,030.50</b>	<b>73,861.64</b>	<b>3,727.60</b>	<b>2,605.00</b>	<b>80,194.24</b>

**NOTE: Hourly Rate varies every month**

\$ 3,212,280.50	Oct-August Cost
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\$ 288,750.00	Proj. Bus Op. for September
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GUAM REGIONAL TRANSIT AUTHORITY

<b>FEDERAL FUNDS CURRENT BALANCE - 8/15/16</b>					
Description	Grant Award No.	AS400 A/C No. & Object Class	Amount	Exp. Date:	
FY13 FTA Continuing Grant	GU18X02900	5101E139977PT101-230 (For Bus Op.)	\$ 64.38	9/30/2017	
		Total	\$ 64.38		
FY14 FTA Continuing Grant	GU18X03000	5101E149977PT101-230 (For Bus Op.)	3,297.67	9/30/2017	
		250	2,934.00		
		Total	\$ 6,231.67		
FY16 FTA Continuing Grant	GU18X03100	5101E169977PT101-230 (For Bus Op.)	606,132.00	9/30/2018	
		111/113/220/240/250	105,034.54		
		Total	\$ 711,166.54		
		<b>TOTAL CONTINUING GRANT FUND BALANCE:</b>	<b>\$ 717,462.59</b>		

**SPECIAL FEDERAL GRANTS:**

**FOR IFB - PROCUREMENT OF BUSES:**

From FY13 FTA Continuing Grant (Additional)	GU18X02900	5101E139977PT101-450	8,700.00	9/30/2017	
From FY14 FTA Continuing Grant (Additional)	GU18X03000	5101E149977PT101-450	-	9/30/2017	
From FY16 FTA Continuing Grant (Additional)	GU18X03100	5101E149977PT101-450	-	9/30/2018	
		Current Total Balance For Bus Procurement	\$ 8,700.00		

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:	1,000,000.00	9/30/2018	
		Funding for Construction of DISID Bldg.			
	GU-04-0004-00	5101H129977PT105:	305,000.00		
		Funding for Proposed GRTA's One-Call/One-Click Center + Software Equipt.			
		Grand Total One-Call/One-Click	\$ 1,305,000.00		

**GRAND TOTAL REMAINING FED. FUNDS BALANCE \$ 2,268,662.59**



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**GRTA RESOLUTION NO. 2016-003**

**ESTABLISH PETTY CASH FUNDS**

*Whereas*, the Guam Regional Transit Authority (GRTA) is a public corporation to plan, establish, develop, coordinate, promote, own and operate facilities and services that support public transportation and public parking within Guam.

*Whereas*, the Guam Regional Transit Authority is duly established under 12 GCA Chapter 6 (via P.L. 30-05) as an autonomous agency of the Government of Guam and pursuant to § 6105, GRTA is hereby empowered to enter into contracts, leases, concession agreements and permits and to execute all instruments necessary or convenient in the exercise of its purpose and powers;

*Whereas*, the implementation of these services may require immediate access to small amounts of funds for the purpose of supportive items. including refreshments for GRTA board meetings and work sessions;

*Whereas*, on July 5, 2016 GRTA Board of Directors regular meeting, the Board authorizes the establishment of a monthly Petty Cash Fund, and determined it to be approved;

*Whereas*, it is the desire of the GRTA Board of Directors that the GRTA Administrative Officer, Myra Abaya, be the custodian of the *GRTA Petty Cash Fund*;

*Whereas*, it is estimated that the maximum amount of claims to be paid in any one month will be no more than Three Hundred Dollars (\$300.00);

*Whereas*, it is estimated that the maximum amount of such claims to be paid in any fiscal year will be no more than Three Thousand Six Hundred Dollars (\$3,600.00)

***NOW THEREFORE BE IT RESOLVED AND ADOPTED*** on the 15<sup>th</sup> day of August, 2016 by the Guam Regional Transit Authority that, GRTA is authorized and directed to establish a petty cash fund to be and not to exceed in the amount of Three Hundred Dollars (\$300.00) per month.

***FURTHER BE RESOLVED*** that Guam Regional Transit Authority Board of Directors authorizes the GRTA custodian to administer and account for petty cash.

Duly adopted by the GRTA Board of Directors this 13<sup>th</sup> day of September, 2016.

(GRTA RESOLUTION 2016-003)  
Establish Petty Cash Funds



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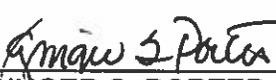
P.O. Box 2896  
Hagatna, Guam 96932

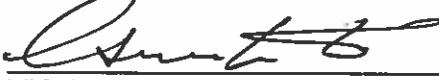
Phone: (671) 475-4686 or 475-4616  
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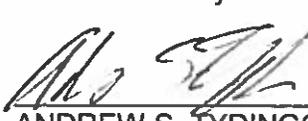
**BOARD OF DIRECTORS**

  
\_\_\_\_\_  
LOUISE C. RIVERA                      DATE  
Chairwoman

  
\_\_\_\_\_  
GERARD A. CRUZ                      DATE  
Vice Chairman

  
\_\_\_\_\_  
GINGER S. PORTER                      DATE  
Board Secretary

  
\_\_\_\_\_  
VICENTE D. GUMATAOTAO                      DATE

  
\_\_\_\_\_  
ANDREW S. TYDINGCO                      DATE



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**Board Officers**

**FY 2016**

***Chairman***

Louise Rivera  
646-5211/8646  
[mayorlcrivera.tatuha@gmail.com](mailto:mayorlcrivera.tatuha@gmail.com)

***Vice Chairman***

Gerard Cruz  
565-5264/734-2291  
[gerardcruz71@gmail.com](mailto:gerardcruz71@gmail.com)

***Secretary***

Ginger Porter  
(671) 483-6150  
[ginger.porter47@gmail.com](mailto:ginger.porter47@gmail.com)

***Members***

Vicente Gumataotao  
T (671) 472-1232/688-7877  
[pitimayor@yahoo.com](mailto:pitimayor@yahoo.com)

Andrew Tydingco  
T (671) 929-9990  
[pokilabot@gmail.com](mailto:pokilabot@gmail.com)

Vacant

Vacant

**MEETING MINUTES**

**Board of Directors Regular Board  
Meeting of July 5, 2016**

**I. Call to Order:**

The meeting was called to order by Chairwoman Louise Rivera at 4:33pm, at the GRTA Conference Room, 542 North Marine Corp Drive, Tamuning.

**II. Roll Call:**

Chairwoman Louise Rivera, Vice-Chairman Gerard Cruz, Board Member Andrew Tydingco, and Board Member Ben Gumataotao were present. Off-Island – Board Secretary Ginger Porter.

Also present were: EM Rick Agustin, AO Myra Abaya, BS Penelope Gates, Planner Tech Michelle Marquez and AA Janet Soriano.

A quorum was established.



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**III. Approval of Minutes**

**June 22, 2015 minutes** – moved to accept by Vice Chair Gerard Cruz. Seconded and carried.

**March 21, 2016 and April 18, 2016** – moved to accept by Board Director Ben Gumataotao. Seconded and carried.

**May 16, 2016 and May 20, 2016** – Moved to table by Board Director Ben Gumataotao. Seconded and carried.

**IV. Executive Manager's Report**

**GRTA short-staffed**

GRTA Executive Manager R. Agustin reports that GRTA is down 60% on employed staff. Just a few hours ago, he received four employment applications for the position of Chief Planner to interview. We are still short a Transportation Supervisor which GRTA had to resubmit for reopening and a Planner II.

**Another MV1-Van and an Office Van purchased**

GRTA recently purchased a van which is already here. GRTA is working to pay it through the system. GRTA purchased an Office van to replace the five year old Office van that is presently being utilized by GRTA.

**Website upgrade**

The website upgrade has been awarded. EM R. Agustin spoke to the contractor Guam Webz and they will work on it soon with the guidance of the Chief Technology Office.

**Update on the MSB**

Pending procurement process, we have one more step for the MSB to be awarded. For 12 years GRTA has had a month to month contract with KEI. EM R. Agustin spoke with GSA recently and they will get clarification from the vendor on certain items.

**One-Call One-Click Building Renovation**

EM R. Agustin reports that GRTA wants to renovate the GRTA Office here at DPW Compound where the lounge and attorney's office is currently situated.

**Transportation Management System**

Per EM R. Agustin this procurement has already gone forward. GRTA has been getting feedback from potential vendors. Closing date is August 5, 2016.

**V. Old Business**

- A. Activate and fund approved Transit Business Plan**  
(Public Transit Fund P.L. 30-05)



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EM R. Agustin reports that the Transit Business Plan has been approved by GRTA Board of Directors. Under Item D Contract Specialist which GRTA is trying to hire and who will be tasked to find the funding to move forward with the Transit Business Plan.

**B. State Wide Interim use of MV1-Vans**

GRTA AO Myra Abaya and EM R. Agustin briefed the Governor and key staff as to what GRTA wanted to do in the interim for the eleven MV1 Vans. The idea was to have the Guam Department of Labor, VA, DISID and GRTA to come up with an MOA to use the vehicles without contracting them out.

**C. New Board Member Nomination**

The two board member nominees that went forward to the Governor's Office were Evelyn Duenas, paratransit rider and Jonas Macapinlac, University of Guam. 2 positions have not been filled. A seventh (7<sup>th</sup>) board member position has not been filled which is one of the 2 positions since GRTA became reestablished in 2009. EM R. Agustin went on to say that GRTA should recommend and appoint a veteran for the 7<sup>th</sup> board member. GRTA has yet to hear from the Governor's Office of their appointment.

Chairwoman Mayor Louise Rivera stated that she followed up on the nominees that were sent in. She also mentioned that another Mayor is interested in filling the board position but that it will be discussed come January, 2017 when board member Mayor Ben Gumataotao's time expires then.

**D. Contract Specialist**

**VI. Budget Report and Ridership Report (Myra Abaya)**

**Budge Report as of June 20, 2016.**

(Please see attached budget report for July 5, 2016.)

Local Funds - \$3,663,958.00

Territorial Highway Funds (THF) - \$3,213,290.00

Public Transit Fund (PTF) - \$450,668.00

15% Reserve - \$549,593.70 – (Fiscal Restraint)

Total Appropriation for Bus Operations (Local) \$2,652,916.30 (GHF/PTF)

Shortfall from Local Funds - \$1,181,447.70. To be covered by Federal Funds.

**Available Funding as of July 25, 2016**

FY16 Budget – THF \$230,000.00

FY16 Budget – PTF (used to fund the MSB - \$243,868)

Bus Fares Account \$ 44,174.00

FY14 FTA Continuing Grant \$ 90,024.00 (used for August, 2016 bus services)

FY16 FTA Continuing Grant (used to fund the MSB - \$606,132)

**Total** \$364,198.00 (Good and enough for August, 2016 operations only)

For September, 2016 Bus Operations – No Funds as of now.

Total Funding Used for MSB \$850,000.00



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Enrique Agustin, Executive Manager

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**Ridership Report**

For the Month of May, 2016

Total for fixed route – 12,680 riders

Total for para transit – 3,837 riders

**For a total - 16,517 riders.**

Fixed Route - From October, 2015 to May, 2016 – total – 106,761 = 77%

Para transit – From October, 2015 to May, 2016 – total – 31, 315 = 23%

Grand yearly total = 13,076 = 100%

**VII. PC IV Report (Rally Pilipina) – Rick Agustin reporting - All procurement projects**

Summarizing 2 weeks from today, EM R. Agustin reported that the 17-passenger buses will be arriving at Port Authority. The plan is to have DPW accept the buses and place GRTA logo and the whole works. Then finally, award the buses to utilize for transit. GRTA will have to consult advice from the AG's Office if GRTA decides to let the contract provider (KEI) use the vehicles. GRTA is trying to move forward as quickly as we can to award the MSB. When FTA Region 9 says GRTA has done their part and if the price is right let's move forward. GRTA is trying to get to this point. As per AO Myra Abaya by September, 2016 GRTA needs to start using the new equipment because funds are tied up to this. The goal is to have the MSB awarded within 45 days. When GRTA receives FY2017 FTA federal budget, we will buy 2 more buses and 2 more MV1 Vans. Part of these vehicles will become our daily back up. We will not rely on older equipment from the current vendor for back up.

**VIII. New Business:**

**A. Marketing Presentation – Guamzilla**

Owners and Founders of Guamzilla, Mr. Goldenburg and Dan came to market their brand in six major phases before the GRTA Board and staff. Guamzilla is a symbol, a founding mascot and an experience people want to capture by traveling to Guam, so becomes a relatable brand, face and image for Guam visitors as well as a mascot for Guam's public transportation industry.

**B. Life-Line Fare**

GRTA EM R. Agustin stated that GRTA has heard from other government agencies that were invited and came to discuss the Basic Life-Line meeting back in June, 2016. He would like GRTA Director Porter to discuss this again when she gets back from her trip before the next meeting.

**C. Petty Cash approval**

GRTA EM R. Agustin explains to the Board why we need petty cash and asked the Board to approve it. He asked how much petty cash we should allot every month. Petty Cash will come from the bus fares collection. AO Myra Abaya suggests GRTA allot \$300 and when the balance falls below the maximum allotment to replenish back to the maximum amount allotted the following month.



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GRTA Board of Director Andrew Tydingco moved to set aside petty cash not to exceed Three Hundred Dollars (\$300) per month for miscellaneous items including refreshments for meetings and work sessions. Seconded and carried.

**KEI Report**

Brad Kloppenburg, Vice President and Director of Operations for Kloppenburg Enterprises, Inc. reports:

- **Confidentiality Issues with clients and riders**  
Confidentiality issues with clients and riders' communication with dispatchers over the radios – Management has discussed with the drivers and they will continue to maintain that confidentiality.
- **Error in the manifest re pick ups**  
Management has addressed the issue and will be more careful and attentive in the future.
- **Billing charges for services in error**  
Billing charges are cross-checked with dispatcher reports, driver trip tickets, etc. Charges are not made when services are not in operation.
- **Supervisor on duty during service hours**  
Dispatchers and schedulers are on duty. Dispatchers are direct supervisors and are in charge of all the drivers and they have direct contact with Eming Borja, KEI Operations Manager. KEI has confidence in the decisions that the dispatchers regulate on behalf of KEI.
- **Personnel Training**  
Four employees at KEI need to undergo the required 16 hour refresher training. The law requires that UOG or GCC conduct the training. Presently, there is no one available to provide these required trainings.
- **KEI Phone System**  
KEI hesitates to upgrade their phone system if they are not the ones awarded for the long term contract of the MSB.

AO Myra Abaya asks KEI Brad Kloppenburg how much their company is being charged to upgrade their phone system. The startup cost is close to \$20,000 not inclusive of the recurring monthly service per KEI B. Kloppenburg.

As far as phone lines being answered KEI added a third employee to assist with answering the phone lines at KEI.

**D. GRTA Staff lunch hour – CLOSED 12:00pm – 1:00pm daily**

GRTA EM R. Agustin asks the GRTA Board of Directors to approve staff lunch hour be closed during the hours of 12:00pm to 1:00pm daily.



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GRTA EM R. Agustin explains that bus operations have a two hour gap when changing shift during those time slots and so closing the office during lunch hour should be okay.

GRTA Board of Director Chairwoman Mayor Louise Rivera advises GRTA Executive Manager R. Agustin to educate the public of changes in GRTA hours of operation.

**E. July 21, 2016 Liberation Day Parade – (Andrew Tydingco/Eming Borja)**

Riders who will attend the parade will go by the regular schedule. The parade begins at 10:00am and ends at 2:00pm. A special run will accommodate carnival patrons who ride the public and para transit to enjoy the festivities and watch the fireworks from 7:30pm to 9:30pm on July 21, 2016. Flyers will be passed out on the buses and will be posted on the GRTA website.

**IX. Public Comments – 15 minutes**

Paratransit rider, Evelyn Duenas brought a concern forward to Mr. Brad Kloppenburg regarding KEI dispatcher decision making. She felt that dispatchers should clarify decision making with upper management when GRTA is closed for business. Too often she hears, "I don't know," or "cannot."

She also stated there is no monitoring of driver performance on the bus. She reiterated prior complaints of erratic driving by a driver and asked if someone could monitor the driver while on duty. She also reported that drivers have damaged private property in Talofofu and encroached onto opposite lanes on the two lane street while trying to make turns onto village streets.

Mr. Kloppenburg stated they will need to do an assessment of the area. GRTA Board Vice Chairman Gerard Cruz communicated to Mr. Kloppenburg to resolve the matter by re-assessing the routing to Ms. Duenas' residence.

**X. Executive Session**

The meeting recessed for Executive Session at 6:50pm.

**XI. Bus Fare Increase Discussion**

**XII. Adjournment**

GRTA Board of Director Andrew Tydingco moved to adjourn the meeting. Seconded and carried. The meeting was adjourned at 7:13pm.

Respectfully submitted,

*Penni Gates*  
GRTA Board Secretary