



GUAM REGIONAL TRANSIT AUTHORITY
GOVERNMENT OF GUAM

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



BOARD OF DIRECTORS MEETING

Google Meet

February 23, 2021, 2:00 pm

Agenda

- I. Meeting Call to Order
- II. Roll Call and Opening Remarks
- III. Review of Minutes January 19, 2021
- IV. Public Participation – Mandatory 3 minutes per individual
- V. Management Reports
 - A. Transit Management System – Virgil Penafiel
 - B. Accelerating Innovative Mobility Grant – Virgil Penafiel
 - C. Paratransit – Jackie Taitano
 - D. Complaints – Marlon Molinos
 - E. Maintenance/Vehicle Fleet – Rolando Dydasco
 - F. Ridership Data (Paratransit, Fixed) – Margaret Nauta
 - G. Budget – Jeff Schindler
 - H. Procurement – Jennifer Cruz
 - I. Projects – John Dizon
 - J. GRTA Facility – Cel Babauta
 - K. Advertisement – Richard Ybanez
 - L. Guam Homeless Coalition – Mark Crisostomo
 - M. Park and Ride – Cel Babauta
- VI. Old Business
 - A. Petty Cash Policies and Procedures
- VII. New Business
 - A. FY22 Budget Local Funds
 - B. Board Governance Assessment
- VIII. Executive Session
- IX. Adjournment



GUAM REGIONAL TRANSIT AUTHORITY

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



SIGN IN SHEET
GRTA BOARD OF DIRECTORS REGULAR MEETING
February 23, 2021 2:00pm
Google Meet

BOARD OF DIRECTORS		
NAME	SIGNATURE	EMAIL ADDRESS
Mr. Alejo Sablan <i>Chairman</i>	Present	sablanac671@gmail.com
Mr. David Arentz <i>Vice-Chairman</i>	Present	rentadavid@yahoo.com
Honorable Kevin Susuico <i>Board Member</i>	Present 2:17pm	agatmayor@yahoo.com
Honorable Anthony Chargualaf <i>Board Member</i>	Present	inalahanmayor@gmail.com
Ms. Bernadette Wiemann <i>Board Member</i>	Present	bernadettewiemann3@gmail.com



Mayors' Council of Guam

Konsehedon Mañhet Guåhan

COPY

February 5, 2021

The Honorable Lourdes A. Leon Guerrero
Governor of Guam
Ricardo J. Bordallo Governor's Complex
Hagåtña, Guam 96910

Dear Governor Leon Guerrero:

Hafa Adai! Pursuant to P.L. 30-5 and as President of the Mayors' Council of Guam, I have selected Agat Mayor Kevin J.T. Susuico and Inarajan Mayor Anthony P. Chargualaf to serve as members of the Guam Regional Transit Authority.

Si Yu'os Ma'ase!

Sincerely,

JESSE L.G. ALIG

President
Mayor of Piti

cc: Mayor Kevin J.T. Susuico
Mayor Anthony P. Chargualaf
MCOG Executive Director



P.O. Box 786, Hagåtña, Guam 96932
Office: (671) 472-6940 / (671) 477-8461 Fax: (671) 477-8777
E-Mail: mcogadmin@teleguam.net

RCVD AT CENTRAL FILES
FEB 5 '21 AM 11:21

Jessica Cruz



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SIGN IN SHEET
GRTA BOARD OF DIRECTORS REGULAR MEETING
February 23, 2021 - 2:00pm
Google Meet

GRTA STAFF

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



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Board of Directors Regular Meeting

Tuesday, January 19, 2021 at 2:00 pm

Virtual Meeting – Google Meet

Meeting Minutes

I. Call to order:

Chairman Alejo Sablan called the meeting to order at 2:04 pm.

II. Roll Call and Opening Remarks:

GRTA Board Members present: Chairman Alejo Sablan, Vice-Chairman David Arentz, Director Kevin Susuico, Director Rudy Paco and Director Bernadette Wiemann. A quorum was established.

III. Review of Minutes:

Board Members reviewed the December 29, 2020 meeting minutes. Director Kevin Susuico motioned to approve the minutes and Director Rudy Paco seconded it. Meeting minutes was approved with 5 yeas and 0 nays.

IV. Public Participation – 3 minutes per individual:

No public comments were made.

V. Management Reports:

- A. Transit Management System: Staff Member Virgil Penafiel informed the Board the Propay software and hardware are different from the tablets that are currently installed in our vehicles. The Routematch pay system hardware will have to be installed in the vehicles in order for the riders to make payments. Director Susuico commended Mr. Penafiel and team GRTA on a job well done being awarded these grants. Please see attached report from Staff Member Virgil Penafiel.
- B. Paratransit: As of January 14, 2021, GRTA has a total of 635 paratransit riders. To-date there has been a total of 54 complaints received and all are closed. Please see attached report from Staff Member Jackie Taitano.
- C. Maintenance/Vehicle Fleet: As of January 15, 2021, GRTA has a total of 10 operational MV1's and 8 Arbocs. Executive Manager Babauta commended Mr. Dydasco and his team with the maintenance upkeep of our vehicles that are being utilized 16 hours a day, 6 days a week. Please see attached report from Staff Member Rolando Dydasco.
- D. Ridership Data (Paratransit, Fixed Route): Babauta stated that with regards to the On-Time Performance, the Federal Transit Administration (FTA) stated 92 percent or higher is acceptable. For the month of December, GRTA's average is 96 percent. Please see attached report from Staff Member Margaret Nauta.
- E. Budget: Please see attached report from Staff Member Jeff Schindler.



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- F. **Procurement:** No discussions were made. Please see attached report from Staff Member Jennifer Cruz.
- G. **Projects:** Staff Member John Dizon explained to the Board he took a Disadvantaged Business Enterprise (DBE) introductory training along with the Planner I, which was led by a Small Business Association (SBA) representative. Staff Member Dizon is looking into DBE training offered by the FTA. Please see attached report from Staff Member John Dizon.
- H. **GRTA Facility:** Executive Manager informed the Board we are working with the Director of Department of Public Works and GSA to get the site cleared. Mr. Babauta further explained the site needs to be cleared in order for the A & E firm to complete the design. The design is currently 30 percent completed. The estimated completion date is March 2021.
- I. **Advertisement:** No discussions were made. Please see attached report by Staff Member Richard Ybanez.
- J. **Guam Homeless Coalition:** Staff Member Mark Crisostomo explained to the Board the Homeless Coalition is similar to Paratransit services. GRTA will provide rides for the homeless who are registered with one of the 23 sponsoring organizations. The hours of operation will be from 6:00 am - 7:00 pm, Monday thru Saturday and reservations may be made 5 days in advance Monday thru Saturday 8:00 am – 4:00 pm. Staff Member Crisostomo further explained some of the transportation priorities will be medical appointments, going to work or those seeking work, housing and other essential destinations such as the grocery stores and laundromats.
- K. **Park and Ride:** Executive Manager Babauta informed the Board that we are working with Department of Land Management, Senator Pedro Terlaje and Senator Mary Torres in finding a piece of property for the Park and Ride facility in Dededo. The property needs to be at least 2 and a half acres in order to accommodate the charging stations, electric buses, and electric cars.

VI. **Old Business:**

- A. **Adoption of Advertising Agreement:** Executive Manager Babauta informed the Board; the agreement was reviewed by our Legal Counsel. Vice Chairman David Arentz motioned to approve the adoption of the Advertising Agreement, seconded it by Director Rudy Paco. The Advertising Agreement was approved with 5 years and 0 nays.

VII. **New Business:**

- A. **Petty Cash Policies and Procedures:** Executive Manager Babauta described to the Board that the Petty Cash Policies and Procedures were created by the previous Board. The only addition is that our Administrative Officer, Mr. Jeffrey Schindler will be the Petty Cash Custodian. Mr. Babauta informed the Board we have forwarded the policy to our Legal Counsel for his review.
- B. **On-Time Performance:** Mr. Babauta mentioned that according to the FTA's Office of Civil Rights, 92 percent or higher is a good and acceptable goal. GRTA is currently achieving a 96 percent On-Time Performance rating. Mr. Babauta further clarified that GRTA's goal is currently at 98 percent which is very challenging because of our limited number of buses. Chairman Alejo Sablan motioned to approve the goal of 92 percent for the On-Time Performance rating and seconded by Director



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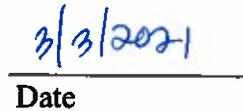
Bernadette Wiemann. The goal of 92 percent On-Time Performance rating was approved with 5 years and 0 nays.

VIII. Executive Session: Chairman Alejo Sablan called a recess at 3:00pm.

IX. Adjournment: The GRTA Board meeting reconvened at 3:28pm. Chairman Sablan adjourned the meeting at 3:29pm.



Alejo C. Sablan, Chairman
Guam Regional Transit Authority Board of Directors



Date



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To: Board of Directors, Guam Regional Transit Authority

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

Date: 4 February 2021

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

Good Afternoon Board of Directors:

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

Status Update:

- Since the land promised to GRTA for the Park and Ride has been withdrawn, we are looking at the possible alternate ground with the Land Management Director. Anticipate that we will better understand available lands by the last week of January 2021 if we can earmark land transferred to GRTA before starting the project. Otherwise, we will engage with FTA to discuss our options to continue with the Bus and Bus Facilities Grant Award.
- As of 2/3/21 Potential land availability is currently being assessed with Department of Land management.

Accelerating Innovative Mobility (AIM) Challenge Grant. Opp Id: FTA-2020-012-TRI-AIM: \$1,950,106 with matching local funding of \$446,480 local match. Total Project \$2,396,586.

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

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

As of 1/28/21. FTA has approved our Executive Summary, Statement of Work, and Fact Sheet to FTA. We are now in the Process of preparing the information to submit into TrAMS application.

As of 2/4/21: This includes the IMI which stands for the integrated Mobility Innovation Recommended Budget and how are AIM Projected Budget should be reflected in TrAMS. I'm working with Rally to interpret this to TrAMS and then submitting it. Note that with AIM, this is with the FTA Office of Research, Demonstration, and Innovation (TRI)



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- Under the AIM Project, only leased vehicles are permitted. I am awaiting opinion from the research office on leasing ADA Shuttles on island being unavailable or cost prohibitive for the project. The option for us is to include an option for Lease to Own. If we exhaust the possibility of having any vendor(s) participation for lease or lease to own, that we be permitted to purchase. Otherwise, we would reallocate our existing resources within our fleet to conduct the AIM Project.

Transportation Management System: Status Update as of 02/04/2021

- **AMBLE NEXT STEPS** Rider Facing Technology as an optional mobile app for our paratransit riders to use. The introduction is now complete, and educating our paratransit riders will continue through our website and by engaging our riders to try Amble, it's free, and the benefits it offers.
 - As of 2/3/21 we currently have 15 Amble Users. We will be encouraging more riders who have access online/internet to use amble via our TMC.
- **CUSTOMER CARE TRANSITION as of 1/15/21** (Australian Care Support Team). If we have any issues with troubleshooting our TMS System, we are now with our Routematch Australian Support Team.
- **TRANSIT MINER** (New to Routematch by Uber with a 6-month trial offer) Staff Training completed on the use of Transit Miner.
- **Routematch Pay and Propay** - Anticipated timeline completion is estimated to be in May.
- **Integration of the TMS Fixed Route:** Plan to train KEI Drivers with a target date of 9 Feb 2021 has been tentatively set. Fixed route for Transportation Management Center training on KEI assigned routes with our fixed route modules is also tentatively scheduled. This will move us further into the GoLive process with our Transportation Management Center/Drivers. This is to ensure that the drivers training would receive the hands-on training while our support team stands by to resolve any questions from TMC and drivers.



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Paratransit

Data Count for Board Meeting (February 23, 2021)

Total Paratransit Riders: as of 02.17.2021 642



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Complaints

Data count for Board Meeting (February 23, 2021)

2020 Complaints Received

Fixed Route: 24

Paratransit: 25

Pending: 0

Closed: 49

2021 Complaints Received

As of February 16, 2021

Fixed Route: 1

Paratransit: 1

Pending: 1

Closed: 1



GUAM REGIONAL TRANSIT AUTHORITY FLEET REPORT



Vehicle ID #	Description	License Plate #	Vehicle Location	In Maintenance Turned In	EITC	Mileage	Maint Status	Status	Back in service date
PT003	2014 NV1 VAN	6360	GRTA						
PT004	2014 NV1 VAN	6361	GRTA						
PT005	2014 NV1 VAN	6372	GRTA						
PT006	2014 NV1 VAN	6358	GRTA						
PT007	2014 NV1 VAN	6359	GRTA						
PT008	2014 NV1 VAN	6359	GRTA						
PT009	2015 NV1 VAN	6363	GRTA						
PT010	2014 NV1 VAN	6365	GRTA						
PT 011	2015 NV1 VAN	6366	GRTA						
Total Operational: 9									
PT100	2015 ARBOC BUS	5850	DPW-COVID						
PT101	2015 ARBOC BUS	5848	GRTA						
PT 102	2015 ARBOC BUS	5849	GRTA						
PT103	2015 ARBOC BUS	5851	GRTA						
PT106	2015 ARBOC BUS	4991	GRTA						
PT107	2015 ARBOC BUS	5744	KEI						
PT110	2015 ARBOC BUS	5745	KEI						
Total Operational: 8									
PT120	2020 E350 STARCRAFT BUS	7947	GRTA						
PT121	2020 E350 STARCRAFT BUS	7348	GRTA						
PT122	2020 E350 STARCRAFT BUS	7351	GRTA						
Total Operational: 3									
Total Operational: 20									
Total Operational: 4									
G08118	2018 Ford Transit	BUL634	Southern Shuttle						
G08109	2019 Kia Sedona	MM4945	GRTA						
G813A8	2018 Kia Sedona	HM4783	COVID						
G822A8	2018 Kia Sedona	MG6951	Southern Shuttle						
Total Operational: 4									
NOT IN SERVICE									
PT001	2014 NV1 VAN	6375	AK	9-Sep-20			A/C INOPERABLE		
PT002	2014 NV1 VAN	6364	AK	18-May-20			Accident pending quote	ECM Defective	On back order
PT 012	2015 NV1 VAN	5736	GRTA	30-Jan-21			diagnosis/and repairs		Awaiting claims from KEI
Total down: 3									
PT104	2015 ARBOC BUS	4989	DPW	24-Sep-18			Major Repairs; Decommissioned	Diagnosing	
PT108	2015 ARBOC BUS	5747	GRTA	15-Feb-21			rear a/c repairs		
PT109	2015 ARBOC BUS	5746	AK	27-Jan-21			diagnosis		
Total down: 3									

as of 17 February 2021



GUAM REGIONAL TRANSIT AUTHORITY PARATRANSIT RIDERSHIP REPORT



TMC'S DAILY REPORT PARATRANSIT RIDES - For the month of JANUARY 2021

Day/Date	A Number of SCHEDULED Rides	B Number of W/CHIB Rides	D Number of WORK Rides	C Number of SCHOOL Rides	E Number of MEDICAL Rides	F Number of GENERAL ACTUAL Rides	G Number of CANCELLED Rides	H Number of NO SHOWS	I Number of DENIALS Capacity	J Number of RIDE Refused	K # of Missed Trips	Q DAILY ON-TIME PERFORMANCE
Saturday, January 2, 2021	207	49	7	0	102	166	70	8	13	0	0	99.05% On Time
Sunday, January 3, 2021	No Bus Operations											
Monday, January 4, 2021	184	39	11	2	85	152	35	8	11	0	0	96.67% On Time
Tuesday, January 5, 2021	196	40	17	0	84	164	43	2	8	0	0	94.93% On Time
Wednesday, January 6, 2021	196	33	12	5	92	172	54	3	8	0	0	97.75% On Time
Thursday, January 7, 2021	179	40	11	0	92	158	42	8	9	0	0	96.23% On Time
Friday, January 8, 2021	189	33	14	0	90	157	54	1	2	2	0	99.18% On Time
Saturday, January 9, 2021	153	39	6	1	75	130	28	7	0	0	0	98.02% On Time
Sunday, January 10, 2021	No Bus Operations											
Monday, January 11, 2021	185	30	8	2	89	146	34	4	11	1	0	95.73% On Time
Tuesday, January 12, 2021	190	36	12	0	92	162	31	7	7	0	0	94.03% On Time
Wednesday, January 13, 2021	197	23	11	2	90	158	41	7	6	0	0	98.39% On Time
Thursday, January 14, 2021	170	44	11	0	89	148	48	9	1	0	0	92.75% On Time
Friday, January 15, 2021	191	37	13	0	86	161	54	3	7	0	0	93.33% On Time
Saturday, January 16, 2021	140	41	7	0	76	131	27	5	0	0	0	99.05% On Time
Sunday, January 17, 2021	No Bus Operations											
Monday, January 18, 2021	No Bus Operations - HOLIDAY - Martin Luther King											
Tuesday, January 19, 2021	185	41	15	0	84	153	38	4	9	0	0	94.35% On Time
Wednesday, January 20, 2021	197	43	21	4	89	164	64	5	9	0	0	98.15% On Time
Thursday, January 21, 2021	188	39	17	0	92	158	48	6	4	0	0	98.11% On Time
Friday, January 22, 2021	209	30	19	0	85	141	47	5	6	0	0	96.67% On Time
Saturday, January 23, 2021	170	7	7	0	75	143	33	6	4	0	0	98.31% On Time
Sunday, January 24, 2021	No Bus Operations											
Monday, January 25, 2021	183	43	13	2	101	166	45	5	7	0	0	97.54% On Time
Tuesday, January 26, 2021	181	38	1	81	35	155	272	41	7	0	1	98.05% On Time
Wednesday, January 27, 2021	171	32	18	2	104	153	30	6	0	1	0	95.31% On Time
Thursday, January 28, 2021	185	36	16	1	92	149	32	2	7	0	0	94.78% On Time
Friday, January 29, 2021	190	38	17	0	97	159	35	7	4	0	0	95.08% On Time
Saturday, January 30, 2021	153	44	4	0	82	140	33	6	5	0	0	97.12% On Time
Sunday, January 31, 2021	No Bus Operations											
Sub-Total for 1st to 9th 2021	1304	273	78	8	628	393	1999	326	37	2	0	97.31% On Time
Sub-Total for 10th to 16th, 2021	1073	211	62	4	522	318	906	235	35	32	1	94.75% On Time
Sub-Total for 17th to 23rd, 2021	949	160	79	4	425	251	759	230	26	32	0	97.05% On Time
Sub-Total for 24th to 30th, 2021	947	162	77	6	442	247	772	237	27	30	0	95.77% On Time
GRAND TOTAL	4373	816	296	22	2009	1209	3536	1078	125	45	3	95.21% JAN 2021



GUAM REGIONAL TRANSIT AUTHORITY FIXED ROUTE RIDERSHIP REPORT



2021 JANUARY

Service Date	BlueLine 1		BlueLine Express		BlueLine 2		Redline		Greenline		Greyline		Orangeline		Southern Shuttle		Daily Totals:
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
1/1/2021																	
1/2/2021	21	10	13	16	7	8	17	14	3	1	22	15	4	1	0	0	152
1/3/2021	NO OPERATIONS																
1/4/2021	25	25	22	14	17	10	22	21	5	1	20	12	1	4	1	4	204
1/5/2021	14	25	23	15	14	7	12	21	4	1	12	10	12	5	5	3	183
1/6/2021	29	20	18	19	18	10	21	24	3	1	16	14	4	1	0	0	196
1/7/2021	24	12	27	24	13	7	19	14	3	3	12	8	10	2	0	0	179
1/8/2021	28	15	22	13	12	6	14	27	2	1	18	13	5	3	0	0	175
1/9/2021	22	16	15	11	19	8	12	19	6	0	10	11	NO RUN	3	5	0	154
1/10/2021	NO OPERATIONS																
1/11/2021	25	19	20	21	16	6	28	19	7	5	21	12	4	10	0	0	213
1/12/2021	19	28	17	16	19	5	22	21	2	3	10	10	7	4	10	3	196
1/13/2021	24	29	26	11	18	5	17	16	7	3	20	10	10	17	2	2	217
1/14/2021	16	17	23	13	10	6	21	20	6	12	18	27	9	10	4	1	213
1/15/2021	16	22	20	23	12	6	17	17	6	4	17	13	9	2	0	0	184
1/16/2021	15	19	24	8	16	9	18	16	4	0	12	20	NO RUN	9	6	2	169
1/17/2021	NO OPERATIONS																
1/18/2021	NO OPERATIONS																
1/19/2021	21	22	22	18	30	12	28	22	3	1	19	14	18	8	7	8	253
1/20/2021	18	15	20	8	20	15	15	29	4	3	19	20	6	6	9	5	212
1/21/2021	12	7	16	7	10	6	25	21	3	1	23	11	9	4	0	2	157
1/22/2021	16	12	20	9	12	3	23	30	3	6	16	29	9	9	1	2	200
1/23/2021	19	11	17	8	14	4	20	16	3	1	17	13	NO RUN	9	4	1	148
1/24/2021	NO OPERATIONS																
1/25/2021	15	12	22	10	21	8	29	16	12	8	17	10	9	11	5	2	198
1/26/2021	11	13	24	21	11	5	14	19	3	6	17	16	12	6	1	1	180
1/27/2021	13	11	15	18	19	7	22	24	6	2	17	15	14	6	2	0	191
1/28/2021	21	20	23	20	20	5	27	18	7	6	16	13	18	4	1	2	221
1/29/2021	17	21	34	19	28	10	22	24	4	3	26	13	14	4	6	4	249
1/30/2021	22	15	22	12	28	10	12	14	3	3	10	23	NO RUN	4	4	5	183
1/31/2021	NO OPERATIONS																
Daily Month Totals:	461	416	505	354	402	178	468	482	109	75	403	352	184	117	73	48	Month AM/PM Totals: 4,827
Daily Totals:	4,827																



GUAM REGIONAL TRANSIT AUTHORITY

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 Celestin C. Babautia, Executive Manager



FY21 Account Balance Report
 2/17/2021

5208A219977SE208									
GRTA-GUAM HIGHWAY FUND									
Object Class	Appropriation	Allotment	Expenditure	Encumbrance	Balance	Unallotted			
111 - Salaries	508,111.00	214,973.00	205,953.03	-	9,019.97	293,138.00			
112 - OT	50,000.00	11,000.00	13,364.58	-	(2,364.58)	39,000.00			
113 - Fringe	225,233.00	95,292.00	68,933.00	-	26,359.00	129,941.00			
230 - Contractual	1,163,240.00	988,754.00	408,124.28	478,850.75	101,778.97	174,486.00			
240 - Supplies	300,164.00	150,082.00	13,798.30	8,498.00	127,785.70	150,082.00			
250 - Equipment	315,000.00	-	-	-	-	315,000.00			
271 - Drug Testing	15,000.00	12,750.00	2,000.00	-	10,750.00	2,250.00			
290 - Miscellaneous	11,400.00	9,690.00	500.00	1,090.00	8,100.00	1,710.00			
363 - Telephone	9,000.00	7,650.00	2,152.46	-	5,497.54	1,350.00			
	\$ 2,597,148.00	\$ 1,490,191.00	\$ 714,825.65	\$ 488,438.75	\$ 286,926.60	\$ 1,106,957.00			

5317A219977SE201									
GRTA-PUBLIC TRANSIT FUND									
Object Class	Appropriation	Allotment	Expenditure	Encumbrance	Balance	Reserve			
240	313,020.00	156,510.00	53,692.01	-	102,817.99	102,817.99			
	\$ 313,020.00	\$ 156,510.00	\$ 53,692.01	Balance	\$ 102,817.99	\$ 102,817.99			

GRTA - CHECKING ACCOUNT									
as of 2/3/2021					Balance	\$ 133,388.48			



GUAM REGIONAL TRANSIT AUTHORITY
GOVERNMENT OF GUAM
 Lourdes A. Leon Guerrero, Governor
 Joshua F. Tenorio, Lieutenant Governor
 Celestin C. Babauta, Executive Manager



2/4/2021
 GRTA
 PROCUREMENT REPORT

REQUESTION	ACCOUNT NUMBER	OBI CLASS	TYPE	DESCRIPTION	BID#	REQ AMOUNT	PO NUMBER	STATUS	PO AMOUNT
FY2020									
Q219977052	5101H199977PT105450	CAPITAL	FED	VEHICLES	GSA-29-20	495,000.00	P206A05943	PENDING DELIVERY...	437,400.00
FY2021									
DPW	5208A219977SE208230	CONTRACTS	LOC	2ND FLOOR RR		4,900.00		W/DPW	
Q219977017	5208A219977SE208230	CONTRACTS	LOC	CLEARING OF PROP		75,000.00		Returned by GSA	
FY 2021									
Q219977001	5101H199977PT102230	CONTRACTS	FED	COPIER	GSA-001-17	979.32	P216A00286	XEROX	9,979.32
Q219977002	5208A219977SE208230	CONTRACTS	LOC	FIXED ROUTE		300,000.00	P216A00300	KEI	300,000.00
Q219977003	5208A219977SE208230	CONTRACTS	LOC	COPPER - ADMIN	GSA-019-19	8487.48	P216A00285	XEROX	8,487.48
Q219977004	5208A219977SE208230		LOC	PROCUREMENT SUBS		1,090.00	P216A00283	DMR	1,090.00
Q219977005	5208A219977SE208230	CONTRACTS	LOC	TRASH SERVICES	GSA-004-20	5,928.00	P216A00290	PWS	5,928.00
Q219977006	5208A219977SE208230	CONTRACTS	LOC	BPA-ADS		5,000.00	P216A00292	GUAM DAILY POST	5,000.00
Q219977007	5208A219977SE208230	CONTRACTS	LOC	BPA-ADS		2,000.00	P216A00336	PDW	2,000.00
Q219977007	5208A219977SE208230	CONTRACTS	LOC	BPA - AUTO		2,000.00	P216A00337	RINGS	2,000.00
Q219977007	5208A219977SE208230	CONTRACTS	LOC	BPA - AUTO		2,000.00	P216A00338	MAPA	2,000.00
Q219977008	5208A219977SE208230	CONTRACTS	LOC	BPA - SAFETY INSPE		162.00	P216A00454	MAARS CORP	162.00
Q219977008	5208A219977SE208230	CONTRACTS	LOC	BPA - SAFETY INSPE		162.00	P216A00453	ONE STOP AUTO	162.00
Q219977008	5208A219977SE208230	CONTRACTS	LOC	BPA - SAFETY INSPE		162.00	P216A00454	MAARS CORP	162.00
Q219977009	5208A219977SE208230	CONTRACTS	LOC	GRANT MATCH		446,000.00	0	Returned by GSA	446,000.00
Q219977011	5101H199977PT102240	SUPPLIES	FED	FIRST AID/FIRE EXT		1,359.80	P216A00789	BENSON	229.90
Q219977011	5101H199977PT102240	SUPPLIES	FED	TRIANGLES		=	P216A00790	NATIONAL TRADING	1,020.00
Q219977012	5101H199977PT102240	CONTRACTS	FED	RADIOS		9,221.13	P216A00856	CONNECT	9,221.13
Q219977013	5208A219977SE208230	SUPPLIES	LOC	BPA - TIRES		2,000.00	P216A00897	TRIPLE J	2,000.00
Q219977013	5208A219977SE208230	SUPPLIES	LOC	BPA		2,000.00	P216A00899	MGT CORP	2,000.00
Q219977014	5208A219977SE208230	SUPPLIES	LOC	BPA - HARDWARE		1,000.00	P216A00917	BENSON GU ENT	1,000.00
Q219977014	5208A219977SE208230	SUPPLIES	LOC	BPA - HARDWARE		1,000.00	P216A00918	ERIC HARDWARE	1,000.00
Q219977016	5101H199977PT102230	CONTRACTS	FED	SUP FOR RM		70,000.00	P216A01068	ROUTEMATCH	70,000.00
Q219977018	5101H199977PT105240	SUPPLIES	FED	SUP FOR RM		9,000.30	P216A01542	SAANFORD	9,000.30
Q219977019	5101H199977PT105240	SUPPLIES	FED	COMPUTERS/MONITORS		500,000.00	P216A01562	GUAM AUTOSPORT	500,000.00
Q219977020	5101H199977PT101450	CAPITAL	FED	VEHICLES		583,562.00	P216A01663	GUAM AUTOSPORT	336,825.80
Q219977021	5101H199977PT105230	CAPITAL	FED	SUPP FOR RM		39,333.00	P216A01742	ROUTEMATCH	39,333.00
Q219977022	5101H199977PT102230	EQUIPMENT	FED	VEHICLES		548,180.00	P216A01989	GUAM AUTOSPORT	548,180.00
Q219977023	5101H199977PT102230	SUPPLIES	FED	RADIOS - COA		104,247.00	P216A01742	ROUTEMATCH	104,247.00
Q219977024	5101H209977CV108240	SUPPLIES	FED	BPA - PPE'S		1,066.00	P216A01821	CONNECT	1,066.00
Q219977025	5101H209977CV108240	SUPPLIES	FED	BPA - PPE'S		1,066.00	P216A01972	BENSON GU ENT	1,066.00
Q219977025	5101H209977CV108240	SUPPLIES	FED	BPA - PPE'S		1,066.00	P216A01973	Sunny Plastic	1,066.00
Q219977025	5101H209977CV108240	SUPPLIES	FED	BPA - PPE'S		1,066.00	P216A01973	National Trading	1,066.00

BUS PROCUREMENT



GUAM REGIONAL TRANSIT AUTHORITY

GOVERNMENT OF GUAM

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



Date: February 9, 2021

GRTA PROJECTS

State Management Review:

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

- The Program Coordinator I continue to monitor and collect all of the information needed to fulfill the request of the reviewer and recipient information request document. He continues to compile all of the documents, records, and data for upcoming submission with the assistance of the Data Collector.
- The deadline for the submission of the State Management Review supplementary recipient information request items to the lead reviewer is on Tuesday, February 16, 2021. We will begin to submit the documents through e-mail to the lead reviewer starting on Wednesday, February 10, 2021.
- The State Management Review recipient information request documents reflect the review period, which was between April 15, 2017 to January 20, 2020. Receipt of information required requests sent to employees, third-party contractor, and other agencies since October 2020.
- Examples of documents that will be submitted to the reviewer include the ECHO Transactions, Procurement Files, and Vehicle Maintenance Records. Procurement files include the A&E Design for Maintenance Facility, Transportation Management System (TMS), and Bus Procurements.
- The Program Coordinator I is currently performing quality assurance to ensure the accuracy and completeness of each electronic file he has received. All revised documents are then forwarded to the Chief Planner and Executive Manager for review, prior to submitting the documents.



GUAM REGIONAL TRANSIT AUTHORITY
GOVERNMENT OF GUAM

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February 5, 2021

GRTA Facility Report

GSA has sold some of the vehicles and the new owners had have a deadline to remove the vehicles from the GRTA property. Whatever is left will be bided out for purchase and removal of the vehicles and other items. A Change Order has been initiated to make payment on the 30 percent design that was completed by the architectural and engineering firm – Belanger and Associates. Upon clearance of the property, the design process will move quickly. The surveyors and civil engineers will have access to obtain establish the property markings plus and additional property that DPW committed to give to GRTA. Estimated completion date: March 2021



GUAM REGIONAL TRANSIT AUTHORITY GOVERNMENT OF GUAM

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REPORT FOR GRTA BOARD OF DIRECTORS MEETING FEBRUARY 9, 2021

- Starting on metered parking and paid public parking draft. Getting assistance from GIAA.
 - Advertising revenue campaign has started, below is a list of customers who have signed 1-year contracts:
 - 76/Circle K
 - McDonald's
 - Ajisen Ramen
 - Yamaha
 - Plumeria Bingo (2 busses)
- See attached ledger for revenue.



CONTRACTS FOR BUS ADVERTISING

ADVERTISER	CONTRACT NUMBER	START AND END DATE	BUS	WINDOW LOCATION	TOTAL AMOUNT	INVOICE NUMBER	PAYMENT
1 Graphic Center	Barter		PT 100	1 and 5	0		
2 Guam Crime Stoppers	No Charge PSA				0		
3 South Pacific Petroleum Corporation	01-0121	Feb 1, 2021-Feb 1 2022	PT 107	5	\$1,800		
4 Alisen Ramen	02-0121	Feb 1, 2021-Feb 1 2022		5	\$1,800		
5 Yamaha	03-0121	Feb 1, 2021-Feb 1 2022		5	\$1,800		
6 McDonald's of Guam	04-0121	Feb 1, 2021-Feb 1 2022		2	\$1,800		
7 Plumera Bingo	05-0121	Feb 1, 2021-Feb 1 2022		2 *2 busses	\$3,600		
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Operations:

- **Go Live Date: Pending Memorandum of Understanding-In progress with Ms. Amor GHC.**
- **Standard Operating Procedure-Complete; Pending approval**
- **BASE Call sign- "AYUDA SHUTTLE"**
- **ID Cards for clients: Laminating machine procurement in progress; awaiting by name roster of client's from GHC; issued by Coalition Transit Center (CTC)**
- **All fares waived**
- **CTC set up for operations-complete**
- **Tracking systems created (Ridership, expenditures, Daily, Weekly, Monthly, Annually Reports)**
- **Hours of Operations: Mon-Sat; 1st Pick up 0600-Last Pick up 1900; Closed on Sundays and Holidays; Scheduling (5 Days in advance) 0800-1600; 1200 cutoff for next day scheduling**

Personnel:

- **Transportation Supervisor-Mark Crisostomo**
- **Schedulers: 4 required; 2 on hand (Cindi-Post surgery 6 wks recovery, Octavia)**
- **Drivers: 5 required; 1 on hand (Juliet) 2 drivers required for both AM and PM shift.**
- **Vaccinations-1st Vaccine Complete (Mark, Octavia, Juliet)**

Equipment:

- **Vehicles: 2 MV1, 2 Vans (7-12 Pax)- Pending**
- **Radios: 4 required-in progress; pending procurement**
- **Landline-in progress; pending procurement**
- **Internet-complete**

Note: Highlighted in Red are Show stoppers!



**GUAM REGIONAL TRANSIT AUTHORITY
GOVERNMENT OF GUAM**

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February 4, 2021

Park and Ride Facility Report

I met with Senator Pedro Terlaje and Senator Mary Torres at the proposed property for our Park and Ride location that located at Dededo. The property is Lot 10126-1, Route 27, Harmon Loop Road. Its size is approximately 11,000 square meters (2 and half acres) and suitable for our Park and Ride. It is imperative that property be located at Dededo in order to comply with our Bus and Bus Facilities grant application.

Senator Pedro Terlaje informed me that he has assigned a staff to begin working on legislation to transfer the property to GRTA. He has a copy of the land map as well as a pictorial view of the site.



GUAM REGIONAL TRANSIT AUTHORITY GOVERNMENT OF GUAM

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GUAM REGIONAL TRANSIT AUTHORITY POLICIES AND PROCEDURES

Petty Cash Fund Procedures

1. General Information
 2. Establishing a Petty Cash Fund
 3. Increasing a Petty Cash Fund
 4. Decreasing a Petty Cash Fund
 5. Changing a Petty Cash Custodian
 6. Managing a Petty Cash Fund
 7. Requesting Petty Cash Fund
 8. Replenishing the Petty Cash Fund
 9. Reconciling Petty Cash Fund and Reporting Losses
 10. Safeguarding the Fund
 11. Determining Excess Funds
-

General Information

The purpose of this policy is to establish procedures for Petty Cash Fund and procedures for the custody expenditure of those funds.

Guam Regional Transit Authority (GRTA) may establish a petty cash fund for a maximum of Three Hundred Dollars (\$300.00) per month: exceptions are allowed per the written approval from the GRTA Chairperson or his/her designee and the GRTA Executive Manager.

GRTA shall conduct random audits of selected funds a minimum of once a year.

Petty cash funds must be kept in the Petty Cash Custodian's locked safe, desk, cabinet or other secured area approved in writing by the Executive Manager.

GRTA will hold the Petty Cash Custodian liable for misuse or mismanagement of funds.

Petty cash funds shall NOT be used for personal use, personal loans, cashing checks, or shall not exceed Fifty Dollars (\$50.00) unless approved in advance by the Executive Manager.

Petty cash MAY be used for miscellaneous items including refreshments for meetings and work sessions as approved in writing by GRTA's Executive Manager.



GUAM REGIONAL TRANSIT AUTHORITY

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Establishing a Petty Cash Fund

GRTA's petty cash fund (Petty Cash Fund) was established August 15, 2016 by the GRTA's Board of Directors. GRTA Resolution No. 2016-003. Once the GRTA check has been prepared, the **Petty Cash Custodian** shall present the check for cash at Bank of Guam with the proper identification.

The GRTA's Board of Directors requesting the establishment of a Petty Cash Fund is responsible for:

1. Ensuring the disbursements are in compliance with GRTA policies and procedures, and the GRTA Resolution No 2016-003;
2. Ensuring the proper security of funds and prompt reporting of losses;
3. Ensuring accountability is maintained for the Petty Cash Fund;
4. Ensuring the correct amount is promptly deposited in the GRTA Petty Cash Fund; and
5. Funds for the establishment of Petty Cash comes from GRTA's revenue generating bus fares. The funds are then placed into GRTA's checking account.

Increasing a Petty Cash Fund

To increase Petty Cash Funds, GRTA must submit a written request for the amount of the increase for petty cash to the GRTA Board of Directors. Upon written approval from the GRTA Board of Directors a check will be issued. The Petty Cash Custodian will be notified and present the check to the GRTA Board Chairperson and GRTA Executive Manager for signature and then cash the check at Bank of Guam.

Decreasing or Closing a Petty Cash Fund

When the GRTA Board of Directors decide that the Petty Cash Fund should be decreased, the amount is returned and deposited to the Guam Regional Transit Authority checking account. A copy of the cash receipt issued for this deposit and a memo from the authorized signatories requesting the decrease will be given to the GRTA Administrative Officer for further processing and record filing.

Changing a Petty Cash Custodian

When a change in the Petty Cash Custodian is required, the GRTA Administrative Officer must safeguard the fund and account for the fund's cash. The cash on hand must be counted, receipts reconciled, and the results of the reconciliation recorded on the Petty Cash Log by the GRTA's Administrative Officer or duly appointed custodian by the Executive Manager before relieving the current Petty Cash Custodian. When a new Petty Cash Custodian is appointed, s/he shall count the cash and reconcile the Petty Cash Fund using the Petty Cash Log.



GUAM REGIONAL TRANSIT AUTHORITY

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The GRTA Administrative Officer must complete the *Petty Cash Custodian Form* designating the new Petty Cash Custodian. The form must be submitted along with the Petty Cash Log and all receipts for the funds to GRTA Administrative Officer for further processing. GRTA Administrative Officer will adjust the financial records to reflect the new custodian.

Managing a Petty Cash Fund

Petty cash funds are established for reimbursement of small out-of-pocket expenses incurred in the course of conducting GRTA business. Petty cash funds promote efficiency and economy to GRTA by eliminating the preparation of checks for small amounts.

Generally, petty cash transactions will consist of emergency supplies, business related meal expenses, parking expenses, etc. Original receipts are required in order to support the disbursements.

It is the duty of the Petty Cash Custodian to ensure that the disbursement is appropriate and is an allowable expense.

Requesting Petty Cash Funds

If a request for Petty Cash Funds is submitted, the requestor must submit three (3) valid quotes from various vendors for the requested item, if applicable, and then submitted to the Petty Cash Custodian with a justification of the item(s) needed.

The Petty Cash Custodian shall review the request if valid and an allowable expense. If request is approved, the Petty Cash Custodian will give the funds to the requestor.

The requestor SHALL purchase the item(s) and certify the item(s) by signing on the bottom of the invoice. The requestor will then submit the Original Invoice and supporting documents to the Petty Cash Custodian for accountability.

Any and all expenditures must be logged on the Petty Cash Log as the funds are issued, increased, decreased or replenished. The date of the transaction, the vendor used, and the item purchased, the purpose for the purchase, and the exact amount of the purchase should be recorded in the log.



GUAM REGIONAL TRANSIT AUTHORITY

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As the custodian disburses the petty cash funds, the following procedures must be followed:

1. All expenditures are REQUIRED to have Original invoices. Photocopies of invoices is NOT allowed.
2. Invoices must have complete supporting documentation.

1. *Vendor Name*
2. *Date*
3. *Item Purchased*
4. *Purpose*
5. *Amount of Invoice*
6. *Requestor's signature on receipt of goods.*

Replenishing the Petty Cash Fund

The Petty Cash Fund is to be reimbursed monthly. The expenditures logged on the Petty Cash Log are totaled and the cash on hand is also recorded in the log. *The total expenditures and cash on hand SHOULD EQUAL the total Petty Cash Fund.*

The GRTA Board Chairperson and the GRTA Executive Manager are required to sign the Petty Cash Log after reviewing all expenditures. The payee is the Petty Cash Custodian, with "Petty Cash" written underneath the name on all petty cash checks. All expenses are then listed, grouped together **reconciling Petty Cash Fund and Reporting Losses.**

The fund is to be reconciled at least monthly. Count the cash on hand and add up the receipts, the total should equal the authorized amount of the Petty Cash Fund. If there is an overage or shortage caused by carelessness on the part of the custodian, the board chairperson will make a determination as to whether to replace the custodian.

Any shortages over Fifty Dollars (\$50.00) as the result of theft, fraud, defalcation, or other irregularities should be reported in writing to the GRTA Executive Manager and any of the following individuals: Board Chairperson, Board Vice Chair and/or GRTA's Administrative Officer no later than the first business day following the discovery. Losses will be investigated by the Administrative Officer and any recommendation made by the Administrative Officer must be implemented before the fund is replenished.

To return the fund to the original amount, complete a Petty Cash Log and Memo-To-File and submit to the Administrative Officer, charging the overage or shortage to the GRTA Bank of Guam Checking Account.



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Safeguarding the Petty Cash Fund

The petty cash fund is required to be in the control of the Petty Cash Custodian. Only the Petty Cash Custodian shall be allowed access to the Petty Cash Fund.

The Petty Fund Cash shall be kept in the Petty Cash Custodian's locked safe, drawer, file cabinet or other secure area approved in writing by the Executive Manager.

Determining Excess Petty Cash Funds

It is the responsibility of the Petty Cash Custodian to report to the GRTA Executive Manager that the Petty Cash Fund is larger than needed. A rule of thumb to follow is that the fund should "turn over every month" (i.e., every month the total amount of the fund should be replenished). A balance in excess of one month could indicate extra funds that should be deposited with the GRTA Bank of Guam Checking account and documentation processed to decrease the fund through Memo-To-File.