



GUAM REGIONAL TRANSIT AUTHORITY
GOVERNMENT OF GUAM

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



BOARD OF DIRECTORS MEETING
Transit Management Center
June 9, 2020, 2:00 pm
Agenda

- I. Meeting Call to Order
- II. Roll Call
- III. Opening Remarks
- IV. Administrative Directive – Wearing of Mask and Social Distancing Mandatory
- V. Routematch Transportation Management System Presentation – Mr. Tom Coogan
- VI. Review of Minutes May 12, 2020
- VII. Public Participation – Submit 3 Minutes per individual
- VIII. Interim Executive Manager's Report: Budget, Paratransit, Maintenance, Transit Management Center, Projects, Procurement, Grants - CARES Act, FY17
- IX. New Business
 - A. Civil Rights Review
 - B. Bus Stop Signs
 - C. Plexiglass – Drivers and Passengers Seats
 - D. Proposed No-Show Policy
 - E. Resolutions
- X. Executive Session
- XI. 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
June 9, 2020 2:00pm
Transportation Management Center - DPW Compound

BOARD OF DIRECTORS		
NAME	SIGNATURE	EMAIL ADDRESS
Mr. Alejo Sablan <i>Chairman</i>		sablanac671@gmail.com
Mr. John Leon Guerrero <i>Vice-Chairman</i>		ileonguerrero@yahoo.com
Honorable Rudy Paco <i>Board Member</i>		mtmmayorpaco17@gmail.com
Honorable Kevin Susuico <i>Board Member</i>		agatmayor@yahoo.com
Mr. David Arentz <i>Board Member</i>		rentadavid@yahoo.com



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SIGN IN SHEET GRTA BOARD OF DIRECTORS REGULAR MEETING June 9, 2020 - 2:00pm Transportation Management Center - DPW Compound

GRTA STAFF		
Celestin Babauta <i>Interim Executive Manager</i>		celestin.babauta@grta.guam.gov
Catherine Blas <i>Administrative Officer</i>		catherine.blas@grta.guam.gov
Rally Pilipina <i>Chief Planner</i>		rally.pilipina@grta.guam.gov
Myra Hernandez <i>Private/Board Secretary</i>		myra.hernandez@grta.guam.gov
Jennifer Cruz <i>Administrative Assistant</i>		jennifer.cruz@grta.guam.gov
Mark Crisostomo <i>Transportation Supervisor</i>		mark.crisostomo@grta.guam.gov
Jacqueline Taitano <i>Program Coordinator II</i>		jacqueline.taitano@grta.guam.gov
Virgilio Penafiel <i>Program Coordinator I</i>		virgil.penafiel@grta.guam.gov
Rolando Dydasco <i>Auto Mechanic Supervisor</i>		rolando.dydasco@grta.guam.gov
Margaret Nauta <i>Customer Service Supervisor</i>		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
ENJOYMENT DASH		



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Board of Directors Regular Meeting

Tuesday, May 12, 2020 at 2:00 pm

Mayor's Conference Room - MTM

Meeting Minutes

I. Call to order:

Chairman Alejo Sablan called the meeting to order at 2:00 pm.

II. Roll Call:

GRTA Board Members present: Chairman Alejo Sablan, Vice-Chairman John Leon Guerrero, Director Kevin Susuico and Director Rudy Paco.

III. Administrative Directive – Social Distancing Mandatory:

Chairman Sablan informed the Board and as well as the public that due to COVID-19, wearing a mask and social distancing is mandatory.

IV. Review of Minutes:

Board Members reviewed the February 20, 2020 meeting minutes. Vice-Chairman John Leon Guerrero motioned to approve the minutes and Director Rudy Paco second it. Meeting minutes was approved with 3 yes and 0 nays. Director Susuico yielded his vote because he was not a Board Member during the February 20, 2020 Board meeting. However, he was in support of the Board's decision.

V. Public Participation – 3 minutes per individual:

Mr. Rodney Calimlim, a paratransit rider since 2010, reported several concerns. The first is relative to safety. He stated that the drivers were dropping him for dialysis treatment and consistently parked on the on-coming lane. Therefore, he fears for his safety. Secondly, he feels very strongly that a Board Member has been abusing his position by refusing to show his ID card and told the drivers that as a Board Member the card does not expire. Mr. Calimlim also mentioned that the Board Member goes over the 5-minute wait time during pick-up and he uses intimidation and scare tactics towards the drivers and other riders. Finally, Mr. Calimlim informed the Board that such Board Member also declined to wear a mask because COVID-19 is a joke. Mr. Calimlim clearly expressed his frustrations to the Board and requested a full investigation into Director David Arentz' actions.

VI. Old Business:

A. Code of Conduct: The Board had an opportunity to review the Code of Conduct prior to the Board meeting. Thereafter, Director Rudy Paco motioned to approve the policy and Vice-Chairman John Leon Guerrero second it. Code of Conduct policy was approved with 4 yes and 0 nays.



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B. Office of Civil Rights Report – Complaint Standard Operating Procedure (SOP): Interim Executive Manager Celestin Babauta proposed to the Board an updated version of the Complaint SOP. He explained to the Board that a complaint may be filed by telephone, email or in person. He articulated that during the last Office of Civil Rights (OCR) review he met with one of the reviewers and was told that GRTA must be in compliance with its complaint processes. The Interim Executive Manager informed the Board that GRTA has ten (10) business days to respond to the complainant and inform the respondent that GRTA will review the complaint and it will either move forward to conduct an investigation or that an investigation is not warranted. The complainant and respondent have ten (10) days to write back to GRTA stating whether they concur with GRTA’s decision - to conduct an investigation or end it with no further actions required. Babauta further explained in the event the complaint requires further investigation the GRTA ombudsman is required to do a thorough investigation using available resources to ensure the complaint is objectively addressed. GRTA has 30 days to respond back to the complainant and the respondent with regards to the actions that were undertaken to address the complaint. In the event the complainant is not satisfied with the outcome the Ombudsman will put together an Appeals Board. To make sure that there is objectivity, no one from GRTA will be apart of the Appeals Board. The Appeals Board will address the complaint and issue its conclusion. Babauta informed the Board that the Ombudsman will brief the Board at every board meeting regarding complaints and the outcome of such complaints. Director Rudy Paco motioned to approve the complaint SOP and Vice-Chairman John Leon Guerrero second it. Complaint SOP was approved with 4 yes and 0 nays. Interim Executive Manager Babauta informed the Board that GRTA has hired an Ombudsman whose primary task is to address complaints and compliance.

VII. New Business:

A. By-Laws – Meeting Dates: Chairperson Sablan motioned to have Board meetings change to the second Tuesday of every month at 2:00 pm with the location to be announced at a later date due to COVID-19. Vice Chairman Leon Guerrero second it, motioned was approved with 4 yes and 0 nays.

VIII. Interim Executive Manager’s Report:

A. CARES Act: Interim Executive Manager Babauta updated the Board in that GRTA will be receiving \$2.7 million in federal funds. He explained that the funds will be used for operations, planning and purchase of equipment such as buses. The Interim Executive Manager advised the Board that a proposal will be formulated for the Board’s approval. The proposal includes \$1.6 million to purchase buses and \$1.1 will be for the hiring of bus drivers in support of COVID 19, paratransit, and fixed route bus operations. He further explained that 24 passenger buses are what GRTA is looking at purchasing because of the need to comply with social distance mandates and addressed transportation needs of paratransit and fixed route riders. Furthermore, Babauta told the Board that on the 2030 Guam Transportation Plan which was created in 2009, it showed that Guam should budget \$30 million to procure 50 buses. As a result, procurement of is compatible with the 2030 Plan. Besides buses that will be procured using CARES Act funds, he said that GRTA is also working on buying at least 3 each 14 passenger buses with FY19



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discretionary grant from FTA under emergency procurement. Director Kevin Susuico suggested that GRTA look into installing plexiglass in the vehicles to help with social distancing while buses are being bought.

B. Fleet Status: Interim Executive Manager Celestin Babauta apprised the Board of GRTA's fleet status. To date, GRTA has 10 MV1's and 8 ARBOCs operational. This is the highest fleet status since taking he took over as Interim Executive Manager, January 2019. In addition, GRTA currently has 18 bus drivers (17 Full-Time and 1 Part-Time).

C. Competitive Grant: With regards to the competitive grant that was submitted at the end of April, Interim Executive Manager Babauta informed the Board that the funds GRTA hopes to receive if awarded is approximately \$10 million. The funds will be used to purchase electric buses, charging stations, building of a facility within the park and ride site. The Federal Transit Administration (FTA) will announce award winners around July timeframe. Staff Member Richard Ybanez was able to get letters of support from Governor Leon Guerrero, Speaker Muna-Barnes, Dededo Mayor Savares and the GRTA Board Members.

D. GRTA Facility: The Interim Executive Manager informed Board Members that they will have an opportunity to review the design of the GRTA facility at various stages of the review states - 25%, 50%, 75% and then 100%. On every step of the way the Board will have the opportunity to scrutinize the plans and make appropriate adjustments. The facility will consist of Admin/Finance, Maintenance, and Transit Management Center. The facility will be ADA compliant.

E. Marketing/Advertisements: Staff Member Richard Ybanez explained to the Board marketing activities that he is pursuing. He mentioned that with good marketing, GRTA will increase ridership and boost revenue. Staff Member Ybanez is currently working with advertisers to place advertisements on GRTA vehicles. He states that the national average to advertise on a bus window is about \$160. He explained that \$150 may be a reasonable amount to charge and \$1800 for a whole year per window. Nevertheless, he will provide the Interim Executive Manager more concrete advertising costs and therefore requests for Board approval. In addition to advertising on GRTA buses, Staff Member Ybanez informed the Board that he is working on advertisements that may be posted on GRTA bus shelters. He informed the Board that he was assisting Staff Member Virgil Penafiel with grant applications such as Accelerating Innovative Mobility (AIM) and Low Emission Buses and Facilities.

IX. Chairman Sablan, Vice Chairman Leon Guerrero and the Board Members expressed their appreciation of the hard work and commitment during the on-going pandemic crisis.

X. **Executive Session:**

No Executive session took place.



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XI. Adjournment:

Being that there were no further discussions, Chairman Sablan adjourned the meeting at 3:09 pm.

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

Date

FY 20 APPROVED GRTA BUDGET
P.L. 35-36 Section 1 (bb)

GUAM REGIONAL TRANSIT AUTHORITY
(Budget Report)

LOCAL FUNDS - 3,236,730.00
 GUAM HIGHWAY FUND (GHF) - \$2,853,159
 PUBLIC TRANSIT FUND (PTF) - \$383,571

Object Class	FY19 Budget	Less 15% Reserve	Total Available Budget
111 Salaries	547,203	-	547,203
112 Overtime	177,299	-	177,299
113 Benefits	235,839	-	235,839
220 Travel	-	-	-
230 Contractual (GHF)	1,732,404	-	1,732,404
230 Contractual (PTF)	250,000	-	250,000
233 Office Rental	-	-	-
240 Supplies (Incl. Fuel)	210,001	-	210,001
250 Equipment	10,000	-	10,000
290 Misc.	10,200	-	10,200
361 Power	12,000	-	12,000
362 Water	-	-	-
363 Telephone	4,445	-	4,445
450 Capital Outlay	-	-	-
TOTAL	3,189,390	-	3,189,390

Governor's Transfer Pilar Carbullido = \$ 47,340

Fiscal Restraint

TOTAL APPROP. FOR BUS OPERATION, LOCAL:	1,982,404	GHF/PTF
Less: Contractual Svs	1,910,859	
Balance Remaining	71,545	Local

Other Misc. Contractual (230):

Bus Ops - Fixed	865,681
Bus Ops - Paratransit	325,861
Bus Maintenance	393,760
Xerox Copier/Printer	10,000
GGWAN/Internet Service	2,400
Print Advertisement Svcs.	15,200
Trash Collection (GRTA office)	3,600
Supplemental for TMS	248,540
Installation of Solar Lights	30,000
Bus Shelters Project (TY Dolphin) Govt Share	6,265
Misc. Subscription & Other Services	9,552
TOTAL MISC. 230:	1,910,859

AVAILABLE FEDERAL FUNDS as of 06/08/2020

FY12 - ONE CALL / ONE CLICK	\$ 129,483.45
FY12 - OC/OC BUILDING FUND	\$ 1,000,000.00
FY13 - A&E DESIGN GRTA FACILITY	\$ 237,500.00
FY17-001 Cont. Grant	\$ 9,694.00
FY17-002 Cont. Grant	\$ 50,199.00
FY18 & 19 Cont. Grant	\$ 1,159,256.62
FY18 & 19 GRTA Facility	\$ 1,500,000.00
TOTAL:	\$ 4,086,133.07

MISC. GRANTS:

Dolphin Grantee-GRTA CAT G	18,790
Public Assistance Grant	
Required local match - \$6,250	

May 2020

576 Applicants to date
23²² processed in May (10 New / ¹²13~~1~~ Renewal)

38 Applications processed during COVID 19 (March 2020 - May 2020)

RIDERS for May

Fixed Route 4,192
Paratransit 3,509

Riders for February - April 2020 (Before and During COVID 19 Pandemic):

	<u>February 2020</u>	<u>March 2020</u>	<u>April 2020</u>
Fixed Route	4,228	3,614	2,934
Paratransit	6,876	6,127	3,098

FIXED ROUTE SERVICES - COST SAVINGS

Current

KEI average hours per 2 weeks = 1250 hrs
Current rate for services billed = \$47.00 / hr

2500 average hours per month
\$ 47.00 current rate per hour
\$ 117,500.00 Sub-Total for services in 1 MONTH

30000 average hours per year
\$ 47.00 current rate per hour
\$ 1,410,000.00 Sub-Total for services in 1 YEAR

Proposed GRTA Fixed Route Take Over (01.01.2021)

2500 average hours per month
\$ 25.00 current rate per hour
\$ 62,500.00 Sub-Total for services in 1 MONTH

30000 average hours per ^{year}month
\$ 25.00 current rate per hour
\$ 750,000.00 Sub-Total for services in 1 YEAR

\$ 55,000.00 SAVINGS - PER MONTH
\$ 660,000.00 SAVINGS - PER YEAR

FLEET REPORT

Vehicle ID #	Description	License #	Vehicle Location	In Maintenance Start	Complete	Mileage	Maint Status	Status	Back in service date
PT001	2014 MV1 VAN	6375	GRTA						
PT003	2014 MV1 VAN	6360	GRTA						
PT004	2014 MV1 VAN	6361	GRTA						
PT005	2014 MV1 VAN	6372	KEI						
PT007	2014 MV1 VAN	6369	GRTA						
PT 008	2014 MV1 VAN	6359	KEI						
PT009	2015 MV1 VAN	6363	GRTA						
PT010	2014 MV1 VAN	6365	GRTA						
PT 011	2015 MV1 VAN	6366	GRTA						
PT 012	2015 MV1 VAN	5736	GRTA						
Total Operational: 10									
PT100	2015 ARBOC BUS	5850	KEI						
PT 101	2015 ARBOC BUS	5848	GRTA						
PT103	2015 ARBOC BUS	5851	KEI						
PT106	2015 ARBOC BUS	4990	GRTA						
PT 107	2015 ARBOC BUS	5744	KEI						
PT110	2015 ARBOC BUS	5745	COVID						
Total Operational: 6									
2016 FORD F150 PICKUP TRUCK									
		4974	GRTA						
2015 TOYOTA RAV4									
		5980	GRTA						
2016 ALUMA, 63BLW TRAILER									
		5767	GRTA						
2017 KIA SEDONA VAN									
		4999	KEI						
Total Operational: 4									
G88188	2018 Ford Transit	BU1634	COVID						
G08269	2019 Kia Sedona	MN4945	GRTA						
G813A8	2018 Kia Sedona	IN4783	COVID						
G822A8	2018 Kia Sedona	MG4951	COVID						
Total Operational: 4									
NOT IN SERVICE									
GDOE	E450 BUS	6669	Triple J	20-May-20			Belt		
Total down: 1									
PT002	2014 MV1 VAN	6364	AK	18-May-20			Accident-pending quote		Awaiting claims from KEI
PT006	2014 MV1 VAN	6358	KEI	26-May-20			Rear door body work and glass installation		6/11/2020
Total down: 2									
PT102	2015 ARBOC BUS	5849	AK	9-Jun-20			Rear hub seal/air compressor/rear air bags		
PT104	2015 ARBOC BUS	4989	DPW	24-Sep-18			Major Repairs; Decommissioned		
PT105	2015 ARBOC BUS	4991	AK	28-May-20			Ramp pump inoperable/rear a/c blower inoperable		Parts on order
PT108	2015 ARBOC BUS	5747	AK	16-Apr-20			Transmission inop		Waiting on parts to arrive
PT109	2015 ARBOC BUS	5746	GRTA	23-May-20			Currently working on getting switches and ramp pump		Parts on order
Total Down: 5									

as of 09 June 2020

PARATRANSIT RIDES

MAY 1ST THRU 30TH

DATES	# OF TRIPS	# of WC	PARA Riders (Clients)	Add'l Riders		TOTAL # OF RIDERS	RIDE CATEGORY		
				PCA	COMP		MD	WK	OTH
5/01 TO 5/10 TOTALS	577	230	416	147	28	591	301	46	230
5/11 TO 5/16 TOTALS	866	233	803	184	24	883	589	92	189
5/18 TO 5/23 TOTALS	795	233	752	106	5	848	513	117	159
5/24 TO 5/30 TOTALS	639	172	603	84	12	699	405	84	158
	2877 3509	868	2574	521	69	3021	1808	339	736

RIDERS FOR THE MONTHS COUNT

FEBRUARY 2020 6,876

MARCH 2020 6,127

APRIL 2020 3,098