



GUAM REGIONAL TRANSIT AUTHORITY
GOVERNMENT OF GUAM

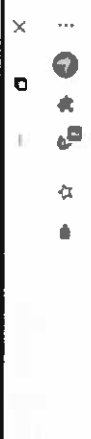
Lourdes A. Leon Guerrero, Governor
Joshua F. Tenorio, Lieutenant Governor
Celestin C. Babauta, Interim Executive Manager



BOARD OF DIRECTORS MEETING
Google Meet
November 17, 2020, 2:00 pm
Agenda

- I. Meeting Call to Order
- II. Roll Call and Opening Remarks
- III. Review of Minutes September 8, 2020
- IV. Public Participation – Mandatory 3 minutes per individual
- V. Management Reports
 - A. Transit Management System – Virgil Penafiel
 - B. Paratransit/Ridership/Complaints – Jackie Taitano
 - C. Maintenance/Vehicle Fleet – Rolando Dydasco
 - D. Transit Management Center – Margaret Nauta
 - E. Budget – Jennifer Cruz
 - F. Procurement – Jennifer Cruz
 - G. Projects – John Dizon
 - H. Advertisement – Richard Ybanez
- VI. Old Business
 - A. Adoption of No-Show Policy
 - B. Adoption of Advertising Regulation
 - C. Adoption of Drug and Alcohol Program
- VII. New Business
 - A. Hiring of GRTA Executive Manager
- VIII. Executive Session
- IX. Adjournment

GRTA REGULAR BOARD MEETING - NOVEMBER 17, 2020 AT 2PM VIA GOOGLE MEET



Meeting details X

People (15) Chat

M Myra Hernandez (You)

+1 671-...-228

Vice Chairman David Arentz

Director Rudy Paco

+1 671-...-334

Alejo Sablan

C Celestin Eabianto

G Gerry Partido

J Jackson Iantano

J Jennifer Cruz

John Louis Dizon

K Karla Boyla

K Kevin Susuico

Margaret Ferrer-Santillana

M Marie Libre

S Stephanie Palacios

V Virqui Penafiel

2:05 PM 11/17/2020



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
November 17, 2020 - 2:00pm
Google Meet

GRTA STAFF		
Celestin Babauta <i>Interim Executive Manager</i>	Present	celestin.babauta@grta.guam.gov
Rally Pilipina <i>Chief Planner</i>		rally.pilipina@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>Program Coordinator I</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>		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



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Board of Directors Regular Meeting

Tuesday, September 8, 2020 at 2:00 pm

Virtual Meeting – Google Meet

Meeting Minutes

I. Call to order:

Chairman Alejo Sablan called the meeting to order at 2:28 pm.

II. Roll Call:

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

III. Opening Remarks:

Chairman Sablan informed the Board Vice-Chairman John Leon Guerrero resigned from the GRTA Board effective, August 25, 2020.

IV. Review of Minutes:

Board Members reviewed the August 11, 2020 meeting minutes. Director Rudy Paco motioned to approve the minutes and Director Kevin Susuico seconded it. Meeting minutes was approved with 4 yeas and 0 nays.

V. Public Participation – 3 minutes per individual:

No public comments were made.

VI. Interim Executive Manager's Report:

A. Transportation Management System (TMS): No discussions were made. Please see attached report from Staff Member Virgil Penafiel.

B. Paratransit/Ridership/Complaints: As of September 4, 2020, GRTA has a total of 621 paratransit riders, total fixed route ridership for July 2020 is 5,152, 35 complaints, 4 are open and 31 closed. Please see attached report from Staff Member Jackie Taitano.

C. Maintenance/Vehicle Fleet: As of September 2, 2020, GRTA has 10 operational MV1's and 8 Arbocs. Please see attached report from Staff Member Rolando Dydasco. Director Kevin Susuico suggested we put signs on our leased vehicle that we are currently using for Southern Shuttle so it's visible for our riders.

D. Transit Management Center: No discussions were made. Please see attached report from Staff Member Margaret Nauta.

E. Budget: No discussions were made. Please see attached report from Staff Member Jennifer Cruz.

F. Procurement: Staff Member informed the Board the Invitation for Bid (IFB) for the buses are still ongoing. Interim Executive Manager Celestin Babauta informed the Board GSA is currently



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working on procuring 3 buses, the bid is supposed to be put out as of September 8, 2020. He stated we are currently working with Legal Counsel on the bus specifications for the eight ADA compliant 24 passenger buses to procure using the CARES Act funds.

- G. **Projects:** No discussions were made. Please see attached report from Staff Member John Dizon and Interim Executive Manager Celestin Babauta.
- H. **Advertising:** No discussions were made. Please see attached report from Staff Member Richard Ybanez.

VII. **Old Business:**

- A. **Adoption of No-Show Policy:** Interim Executive Manager Babauta informed the Board GRTA personnel is still working on the policy that will be presented to them for adoption. We want to ensure the riders will be able to understand the processes and they have the opportunity to present their case in the event they are subject to removal of paratransit transportation services. Interim Executive Manager Babauta stated upon completion, the policy will be forwarded to the Legal Counsel and to the Board for their review.
- B. **Adoption of the Department of Administration Personnel Rules & Regulations:** Interim Executive Manager Babauta recommend that the Department of Administration's (DOA) Personnel Rules and Regulations be adopted. This will allow the GRTA to have a set of rules and regulations that it could be using to address personnel issues. Interim Executive Manager stated if GRTA needs guidance on any matters regarding the rules or any other personnel matters, the DOA Human Resources Administrator will be able to provide assistance. Director Kevin Susuico motioned to approve the adoption of the Personnel Rules and Regulations and Director Rudy Paco seconded it. Adoption of the Department of Administration Personnel Rules and Regulations was approved with 4 years and 0 days.

VIII. **New Business:**

- A. **Bus and Bus Facilities Grant \$9.5 million:** No discussions were made. Please see attached report from Staff Member Virgil Penafiel.
- B. **Accelerating Innovative Mobility (AIM) Grant:** No discussions were made. Please see attached report from Staff Member Virgil Penafiel.
- C. **Organizational Chart:** Interim Executive Manager Celestin Babauta explained to the Board that the Chart shows how GRTA is organized. In addition, Babauta described what sections the personnel are assigned to.
- D. **Election of Vice-Chairman:** Chairman Alejo Sablan opened the floor for nominations for the position of Vice-Chairman. Director David Arentz nominated himself. Director Rudy Paco nominated Director Kevin Susuico for Vice-Chairman, but due to his busy schedule he declined the position. Chairman Sablan, Director Paco and Director Susuico voted for Director Arentz to be Vice-Chairman of the GRTA Board.



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Notes: Chairman Sablan gave kudos to Mr. Penafiel and the GRTA team for being awarded the Bus and Bus Facilities Grant and the Accelerating Innovative Mobility (AIM) Grant to help improve our transportation services on our island of Guam.

IX. **Executive Session:** No Executive Session took place.

X. **Adjournment:** Chairman Alejo Sablan adjourned the meeting at 3:09pm.

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.

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:

We are happy to report that the 2 grants that we were awarded are now awaiting further communication with FTA for processing and we are ready for our RM GRTA Training Sessions beginning next week.

Grants for Buses and Bus Facilities FY2020.

Reference: Opp id: FTA-2020-006-BUS GRTA funding of \$9,558,120

Status Update:

- Nov 17 Awaiting communication from FTA.

Accelerating Innovative Mobility (AIM) Challenge Grant.

Opp Id: FTA-2020-012-TRI-AIM: \$1,950,106 with a matching local funding of \$445,880.

AIM Challenge Grant Status

- On Oct 2, 2020, we submitted our Executive Summary, Statement of Work and Fact Sheet to FTA and received acknowledgement for review. We await feedback and requests from FTA.
- Status Update: on Nov 17, 2020 awaiting communication from FTA.

Transportation Management System: Status Update as of 11/12/2020

GRTA's Transportation Management System powered by Routematch by Uber is now fully operational and acquiring data for our Paratransit Demand Service as of 11/4/2020 when we went Go Live. Training is continuing through Post Go Live as we continue to receive continuing support from Routematch by Uber.

- **Infrastructure** Successfully applied to training and use of our TMS System
- **TABLETS** are functioning and operating in the Southern Shuttle Fixed Route and Paratransit Demand Service.
- **Mounting Installation** Current inventory Mounting Installations for Arboc & MV1 Completed.
 - **Leased Vehicles (2)** are being processed as authorized by lease company.
- **Training Session** (reference Transportation Management System Project Status Updated from Oct102020.pdf) The following Training has been completed.
 - October 13th - 30th, 2020
 - We will be trained in the Demand, Fixed, and Driver Tablet. This is the core users of the operation side of our TMS.
 - Fixed Route 2 sessions 13-15 October Dispatch, Schedulers, Supervisors
 - Demand Response 2 sessions 20-22 Oct
 - Driver Training for Fixed Oct 16
 - Driver Training for Demand Oct 23



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- GoLive for Southern Shuttle Oct 20 - 24.
- Demand Simulation Prep Oct 25
- Demand Response Simulations: 27-30 Oct
- GoLive for Demand starts on Nov 3rd - 7th.
- Meet and Greet RM support Team from Australia Nov 10,2020.
- GoLive post Go Live in progress. Nov 10-14th (nearing completion).
- Automated Notification System introduction:
 - Informed our Paratransit Riders via notices to the public via the websites home page, pdf and flyers on our paratransit vehicles as early as 10/31/2020. Continued flyers hand out on 11/2 - 3/2020
 - Introduced the Automated Notification System on 11/4/2020 through the system itself.
 - Introduced again on 11/4/2020 at noon of new automated notification system
 - At 6pm next day notification to inform customers of their next day appt begins moving forward.
 - GRTA Notifications & Public Forum was conducted via zoom on Thursday 5/11/2020 from 8 am – 9 am.
 - We continue to educate our paratransit riders via our Transportation Management Center.
- Next Phase: Amble, Rider Facing Technology design 17 Nov 2020
 - Awareness Marketing Campaign and Focus Group
 - Preparing Assets, press release, pdf files, web pages (in progress)
 - Timeline
- Additional Tasks and Timeline TBA for the following:
 - Fixed Route takeover sometime January 2021 - physical transfer process (Harry, Mark, Rolando)
 - Preparation and implementation (from KEI to GRTA)
 - RM-GRTA to follow after takeover: Set-up process and preparation and training for RM GRTA to include simulations of all routes then through GoLive for other fixed routes.
 - RM Pay & Propay
 - Reporting

The completion of the TMS Project is on target for completion in March 2021.

- We can anticipate a continued working relationship with Routematch for support to continue.
- We anticipate purchase of add-on RM technology for new vehicles as they are procured
- 6 month trial of transit minor which will enhance and automate our data collection
- Mobility on demand (MOD) for AIM Grant
- MOD & FIXED Services for Bus & Bus Facilities Grant



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Paratransit / Ridership / Complaints
Data Count for Board Meeting (November 2020)

Total Paratransit Riders: as of 11.12.2020 628

Complaints: as of 11.12.2020

Paratransit/Fixed Route Complaints received to date	50
OPEN Complaints	0
CLOSED/RESOLVED Complaints	50

*Complaints are currently being processed AS RECEIVED



GUAM REGIONAL TRANSIT AUTHORITY FLEET REPORT



Vehicle ID #	Description	License Plate #	Vehicle Location	In Maintenance Start	In Maintenance Complete	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	6369	KEI						
PT008	2014 NV1 VAN	6359	DPW-COVID						
PT009	2015 NV1 VAN	6363	GRTA						
PT010	2014 NV1 VAN	6365	GRTA						
PT 011	2015 NV1 VAN	6366	GRTA						
PT 012	2015 NV1 VAN	5736	GRTA						
Total Operational: 10									
PT100	2015 ARBOC BUS	5850	KEI						
PT 101	2015 ARBOC BUS	5848	KEI						
PT 102	2015 ARBOC BUS	5849	GRTA						
PT103	2015 ARBOC BUS	5851	GRTA						
PT105	2015 ARBOC BUS	4991	GRTA						
PT106	2015 ARBOC BUS	4990	DPW-COVID						
PT109	2015 ARBOC BUS	5746	KEI						
PT130	2015 ARBOC BUS	5745	KEI						
Total Operational: 8									
	2016 FORD F150 PICKUP TRUCK	4974	GRTA						
	2015 TOYOTA RAV4	5880	GRTA						
	2016 ALIUMA, ESEBLW TRAILER	5767	GRTA						
	2017 KIA SEDONA VAN	4999	KEI						
Total Operational: 4									
GR218B	2018 Ford Transit	BU1524	Southern Shuttle						
GR2259	2019 Kia Sedona	MM45K5	GRTA						
GR1348	2018 Kia Sedona	IN4783	COVID						
GR2248	2018 Kia Sedona	MC4951	Southern Shuttle						
Total Operational: 4									
NOT IN SERVICE									
PT001	2014 NV1 VAN	6375	AK	9-Sep-20			A/C INOPERABLE	ECM Defective	On back order
PT002	2014 NV1 VAN	6364	AK	18-May-20			Accident-pending quote		Awaiting claims from KEI
Total down: 2									
PT104	2015 ARBOC BUS	4889	DPW	26-Sep-18			Major Repair, Decommissioned		
PT107	2015 ARBOC BUS	5744	AK	23-Oct-20			12V Solenoid assembly		
PT108	2015 ARBOC BUS	5747	GRTA	5-Oct-20			Transmission diagnostic/Transmission slipping		2 weeks for part
Total down: 3									

as of 12 NOV 2020



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GUAM REGIONAL TRANSIT AUTHORITY PARATRANSIT MONTHLY RIDERSHIP REPORT

For the Month of: **OCTOBER 2020**

A	D	E	F	G	H	I	J	K	L
DATE	# OF TRIPS (J+K+L)	# of WC	Para Transit Clients	Add'l Riders		TOTAL # OF RIDERS (F+G+H)	RIDE CATEGORY		
				PCA	COMP		MD	WK	OTH
Thursday, October 1, 2020	152	47	139	22	11	172	87	23	42
Friday, October 2, 2020	130	35	126	19	4	149	88	24	18
Saturday, October 3, 2020	128	44	115	14	17	146	78	6	44
Sunday, October 4, 2020	<i>No Bus Operations</i>								
Monday, October 5, 2020	141	38	130	21	0	151	92	27	22
Tuesday, October 6, 2020	178	41	135	16	4	155	122	28	28
Wednesday, October 7, 2020	154	47	143	21	2	166	104	25	25
Thursday, October 8, 2020	145	19	130	15	10	155	85	24	36
Friday, October 9, 2020	147	47	139	25	3	167	89	26	32
Saturday, October 10, 2020	112	35	97	13	4	114	76	3	33
Sunday, October 11, 2020	<i>No Bus Operations</i>								
Monday, October 12, 2020	140	29	138	14	2	154	88	25	27
Tuesday, October 13, 2020	144	40	135	16	7	158	88	29	27
Wednesday, October 14, 2020	125	39	145	20	5	170	95	21	9
Thursday, October 15, 2020	149	32	140	19	12	171	96	27	26
Friday, October 16, 2020	140	37	133	18	0	151	93	22	25
Saturday, October 17, 2020	113	37	99	22	11	132	73	4	36
Sunday, October 18, 2020	<i>No Bus Operations</i>								
Monday, October 19, 2020	144	41	131	14	3	148	86	26	32
Tuesday, October 20, 2020	158	45	144	16	4	164	92	31	35
Wednesday, October 21, 2020	163	33	152	15	1	168	100	27	36
Thursday, October 22, 2020	163	33	152	15	1	168	100	27	36
Friday, October 23, 2020	144	36	139	17	2	158	94	18	32
Saturday, October 24, 2020	125	38	112	14	8	134	83	2	40
Sunday, October 25, 2020	<i>No Bus Operations</i>								
Monday, October 26, 2020	142	142	139	136	29	204	92	20	30
Tuesday, October 27, 2020	148	33	141	17	4	162	98	22	28
Wednesday, October 28, 2020	147	30	138	15	0	153	101	22	24
Thursday, October 29, 2020	141	40	135	8	6	149	96	20	25
Friday, October 30, 2020	143	29	131	18	6	155	94	20	29
Saturday, October 31, 2020	139	54	127	24	10	161	85	3	51
TOTAL AS OF 10/31/2020	3835	1121	3485	584	166	4235	2475	552	828

NOTE: These riders were accommodated following the Social Distancing within our buses. Customers are all wearing masks before entering, and drivers take the temperature of each rider before boarding the buses

Fixed Route Ridership

Service Date	Blueline 1		Blueline Express		Blueline 2		Redline		Greenline		Greyline		Orangeline		Southern Shuttle	Total Ridership	MONTHLY TOTAL	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM				
10/1/2020	12	17	14	6	4	4	14	12	1	1	24	17	2	8	7	143		
10/2/2020	13	17	10	12	6	1	27	16	1	1	37	20	6	3	3	173		
10/3/2020	18	19	17	8	8	8	8	13	2	0	16	16	0	0	6	139		
10/4/2020	NO OPERATIONS																	
10/5/2020	13	9	14	19	13	6	22	13	7	3	19	16	7	6	8	175		
10/6/2020	8	18	12	18	6	5	15	18	4	1	15	7	6	1	7	141		
10/7/2020	21	21	12	9	6	4	8	15	1	0	27	21	8	7	4	164		
10/8/2020	15	17	15	11	12	6	19	24	3	0	18	15	10	7	7	179		
10/9/2020	19	14	9	10	12	5	14	16	2	2	24	14	5	2	7	155		
10/10/2020	22	17	15	7	11	5	11	14	0	0	13	8	0	0	5	128		
10/11/2020	NO OPERATIONS																	
10/12/2020	22	17	13	8	11	6	22	20	10	3	19	8	7	4		170		
10/13/2020	4	17	5	19	10	9	15	13	4	0	8	16	7	3		130		
10/14/2020	15	17	11	15	7	6	11	22	1	2	23	10	0	6		146		
10/15/2020	12	12	10	15	12	3	20	10	1	2	14	16	5	7		139		
10/16/2020	17	23	12	11	13	11	12	18	0	4	20	15	9	8		173		
10/17/2020	14	11	10	10	5	5	7	14	0	0	16	5	0	0		97		
10/18/2020	NO OPERATIONS																	
10/19/2020	18	21	21	12	4	8	16	12	7	4	20	20	5	6		174		
10/20/2020	9	13	16	16	3	4	26	10	3	0	22	17	3	5		147		
10/21/2020	13	19	16	9	4	8	28	18	8	1	22	13	9	5		173		
10/22/2020	17	17	6	12	13	8	16	13	1	0	21	6	8	8		146		
10/23/2020	14	11	15	15	8	9	13	19	4	4	14	12	3	5		146		
10/24/2020	26	8	24	6	6	12	10	17	1	0	14	15	0	0		139		
10/25/2020	NO OPERATIONS																	
10/26/2020	12	10	6	26	8	8	19	18	9	0	21	15	5	6		163		
10/27/2020	13	10	10	18	18	10	18	7	0	4	17	23	6	9		163		
10/28/2020	18	22	11	15	9	18	23	24	6	1	16	10	5	7		184		
10/29/2020	13	18	14	12	17	16	20	16	1	0	11	9	4	3		185		
10/30/2020	13	8	10	14	16	11	18	23	4	2	15	13	1	3		151		
10/31/2020	20	9	11	10	1	3	17	20	8	3	14	21	0	0		137		
																4,160		

OCTOBER



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FY21 Account Balance Report
 as of: 11/07/2020

5208A219977SE208

GRTA-GUAM HIGHWAY FUND

Object Class	Appropriation	Allotment	Expenditure	Encumbrance	Balance	Unallotted
111 - Salaries	508,111.00	97,715.00	32,846.01	-	64,868.99	410,396.00
112 - OT	50,000.00	-	6,146.41	-	(6,146.41)	50,000.00
113 - Fringe	225,233.00	43,314.00	13,016.84	-	30,297.16	181,919.00
230 - Contractual	1,163,240.00	988,754.00	-	775,801.48	212,952.52	174,486.00
240 - Supplies	300,164.00	75,041.00	-	6,000.00	69,041.00	225,123.00
250 - Equipment	315,000.00	-	-	-	-	315,000.00
271 - Drug Testing	15,000.00	12,750.00	-	-	12,750.00	2,250.00
290 - Miscellaneous	11,400.00	9,690.00	-	1,090.00	8,600.00	1,710.00
361 - Utility	-	-	-	-	-	-
363 - Telephone	9,000.00	7,650.00	-	-	7,650.00	1,350.00
	\$ 2,597,148.00	\$ 1,234,914.00	\$ 52,009.26	\$ 782,891.48	\$ 400,013.26	\$ 1,362,234.00
16 Bus Drivers						
Current Staff						
					Balance	\$ 91,894.00
						\$ (628,340.00)
						\$ (642,000.00)

5317A219977SE201

GRTA-PUBLIC TRANSIT FUND

FOR FUEL

Object Class	Appropriation	Allotment	Expenditure	Encumbrance	Balance	Reserve
240	313,020.00	78,255.00	-	-	78,255.00	234,765.00
	\$ 313,020.00	\$ 78,255.00	\$ -	Balance	\$ 78,255.00	\$ 234,765.00

GRTA - CHECKING ACCOUNT

11/7/2020					Balance	\$ 131,591.02
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11/7/2020
 GRTA
 PROCUREMENT REPORT

REQUISITION	ACCOUNT NUMBER	TYPE	DESCRIPTION	BID#	REQ AMOUNT	PO NUMBER	STATUS	PO AMOUNT
FTA 2016	5101E179977PT101	FED			583562.00		PENDING REQ	
FY 2020								
Q209977047	5101H179977PT102450	FED	14 PAX	GSA-055-19	500000.00	P206A003566	PENDING	489,522.60
Q209977052	5101H199977PT105450	FED	14 PAX	GSA-29-20	495000.00	P206A005843	RECD 10/8/20	437,400.00
FY2021								
DPW	5208219977SE208230	LOC	2ND FLOOR RR		4900.00		W/DPW	
FY 2021								
Q219977001	5101H199977PT102230	FED	COPIER	GSA-001-17	9979.32	P216A00286	UNPOSTED	9,979.32
Q219977002			FIXED ROUTE		300000.00		PENDING GSA	
Q219977003	5208A219977SE208230	LOC	COPIER - ADMIN	GSA-019-19	8487.48	P216A00285	XEROX	8,487.48
Q219977004	5208A219977SE208290	LOC	PROCUREMENT SUBS		1090.00	P216A00283	DMR	1,090.00
Q219977005	5208A219977SE208230	LOC	TRASH SERVICES	GSA-004-20	5928.00	P216A00290	PWS	5,928.00
Q219977006	5208A219977SE208230	LOC	BPA-ADS		5,000.00	P216A00292	GUAM DAILY POST	5,000.00
Q219977007	5208A219977SE208240	LOC	BPA-ADS		5,000.00	P216A00293	PDN	5,000.00
Q219977007	5208A219977SE208240	LOC	BPA - AUTO		2,000.00	P216A00336	DIAMOND	2,000.00
Q219977007	5208A219977SE208240	LOC	BPA - AUTO		2,000.00	P216A00337	KINGS	2,000.00
Q219977008	5208A219977SE208230	LOC	BPA - SAFETY INSPE		486.00	P216A00338	NAPA	2,000.00
Q219977009	5208A219977SE208230	LOC	AIM GRANT		446,000.00		PENDING	



GUAM REGIONAL TRANSIT AUTHORITY

GOVERNMENT OF GUAM

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



Date: November 17, 2020

GRTA PROJECTS

State Management Review:

- The purpose of the State Management Review (SMR) is to assess GRTA's current management practices and program implementation in order to determine whether we are in compliance with the Federal Transit Administration (FTA) law provisions and requirements.
- Due to the COVID-19 pandemic, the SMR will be conducted virtually sometime during the first quarter of 2021. The Lead Reviewer for the agency's SMR has notified us to provide him with the required documents and clarification of questions by December 18, 2020.
- In addition to the Lead Reviewer's follow-up request, the workgroup also utilizes the Recipient Information Request (RIR) document in order to examine the list of required documents and questions to be answered for each section of the SMR.
- The agency assembled an SMR Workgroup composed of the Program Coordinator I (John Dizon), Planner I, Program Coordinator II, Data Collector, Chief Planner and the Executive Manager. The workgroup meets twice a week to discuss and address issues regarding the SMR.
- The meetings consist of the workgroup reviewing through each compliance indicator for each section of the Fiscal Year 2020 SMR Contractor's Manual. The workgroup also scrutinizes supporting documents to see whether we are in compliance with FTA.
- When supporting documents show that certain manuals or policies may need to be updated as it currently reflects outdated information, the workgroup plans to make necessary revisions to these documents before the submission deadline.
- When there is a lack of supporting documents or if responses to questions need to be substantiated with additional evidence, the Program Coordinator I will solicit information requests to the GRTA supervisors of each respective section to provide the necessary data to him.
- As of November 12, 2020, the workgroup has conducted a total of nine meetings and has reviewed the following sections' compliance indicators:
 - Section 1: Legal
 - Section 2: Financial Management and Capacity
 - Section 3: Technical Capacity – Award Management
 - Section 4: Technical Capacity – Program Management and Subrecipient Oversight
 - Section 5: Technical Capacity – Project Management
 - Section 6: Transit Asset Management
 - Section 7: Satisfactory Continuing Control
 - Section 8: Maintenance
 - Section 9: Procurement
 - Section 11: Title VI
 - Section 12: Americans with Disabilities Act – General
 - Section 13: Americans with Disabilities Act – Complementary Paratransit





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- As of November 12, 2020, the workgroup will conduct more meetings to review the remaining sections' compliance indicators and scrutinize their supporting documents:
 - Section 10: Disadvantaged Business Enterprise
 - Section 17: Drug-Free Workplace Act
 - Section 18: Drug and Alcohol Program
 - Section 20: Section 5310 Program Requirements
 - Section 21: Section 5311 Program Requirements

Drug and Alcohol Program:

- The Drug and Alcohol Program Policy has been forwarded to the Department of Administration and is currently undergoing review. The policy replicates the US Department of Transportation, Federal Transit Administration rules and regulations.





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REPORT FOR GRTA BOARD OF DIRECTORS MEETING November 17, 2020

- MOU for advertising reviewed by Legal Counsel.
 - Graphic Center completed proposed advertisement and posted Sunday November 15 on ARBOC.
 - Public participation completed.
 - Will begin advertising campaign.
 - Potential advertisers:
 - McDonald's
 - Bank of Guam
 - 76/Circle K
 - Guam National Guard (Pending)
 - Hawaiian Rock
 - GTA
 - Cost U less
- *****I have compiled a list*****

