



# **GUAM REGIONAL TRANSIT AUTHORITY**

## **GOVERNMENT OF GUAM**

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



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### **BOARD OF DIRECTORS MEETING**

#### **Department of Public Works CIP Conference Room**

#### **October 17, 2019 10:00 am**

#### **Agenda**

- I. Meeting Called to Order**
- II. Roll Call**
- III. Review of Minutes – September 12, 2019**
- IV. Old Business**
  - A. NAF Funds – Expenditure Policy**
  - B. Ombudsman**
- V. New Business**
  - A. RFP Lease/Purchase Vehicles**
  - B. Bus Routes**
- VI. Executive Manager's Report**
  - A. Budget**
  - B. Bus Operations**
  - C. Vehicles**
  - D. Procurement Packages**
- VII. Brief Overview**
  - A. Federal Grants**
  - B. Vehicles**
  - C. Budget/NAF**
  - D. Routes**
- VIII. Public Comments – 3 Minutes per individual**
- IX. Executive Session**
- X. Other Discussion**
- XI. Adjournment**



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### Board of Directors Regular Meeting

Thursday, October 17, 2019 at 10:00am

CIP Conference Room, Bldg. B, DPW Compound, Upper Tumon

### Meeting Minutes

#### I. Call to order:

Chairperson Evelyn Duenas called the meeting to order at 10:07am.

#### II. Roll Call:

GRTA Board Members present: Chairperson Evelyn Duenas, Vice-Chairperson John Leon Guerrero, Secretary Alejo Sablan and Director David Arentz.

#### III. Review of Minutes:

Chairperson Duenas motioned to change verbiage from Temporary to Acting on September 12, 2019 meeting minutes. Motion to approve by Vice Chairman John Leon Guerrero and Director David Arentz second it. Motion was approved with no objections-4 yeas and 0 no.

#### IV. Old Business:

A. Non-appropriated Funds (NAF): Interim Executive Manager Babauta advised the Board that GRTA has been spending NAF funds for operational expenditures such as small parts and vehicle repairs (light bulbs, oil, etc.). Interim Executive Manager Babauta also asked the board to review proposed GRTA Resolution 2020-002 which require the Board's approval on any expenditures that GRTA wishes to spend relative to operational requirements using NAF funds. Resolution was approved and signed by Acting Chairperson Evelyn Duenas, Acting Vice-Chairperson John Leon Guerrero, Director Alejo Sablan and Director David Arentz.

B. Ombudsman: Staff Member Pilar Carbullido explained that we are unable to hire an Ombudsman because such title does not exist in the FY20 budget. However, with the 2018-2019 FTA grant, GRTA is allowed to hire a Program Coordinator I who will be tasked to perform as an Ombudsman and as a Quality Assurance Coordinator to assess the entire transit operations. Moreover, Interim Executive Manager Babauta explained that he would like the Quality Assurance Coordinator to evaluate the functions and the contracts of GRTA. He also explained that as GRTA moves on with its duties and responsibilities, it is imperative that program requirements and contracts are being followed and enforced.



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### **V. New Business:**

- A. RFP Lease/Purchase Vehicles: Interim Executive Manager Babauta informed the board when he came on board with GRTA there was only 7 vehicles operating with 6 Para-Transit routes and 6 Fixed routes. GRTA was forced to lease the contractors vehicles. GRTA has been able to work closely with its Maintenance Contractor and we now currently have 16 vehicles operating. The Interim Executive Manager stressed to the board that the 16 vehicles that GRTA currently have are being utilized extensively. In order to maintain consistency with transit operations, we need additional vehicles, either to lease or purchase. The Chief Planner is conducting an analysis whether it is more economical to lease or purchase. When the results are available, Mr. Babauta will report back to the Board. He further explained that he proposed to purchase 10 new vehicles in the beginning of this administration, but unfortunately it is now just being advertised for bidding. Mr. Babauta stated those 10 new vehicles will probably be available around August 2020.
- B. Bus Routes/Operations: Staff Member Mark Crisostomo stated to the board that GRTA will be adding another fixed route down south which will be called Southern Express. He explained to the Board that the route will go from Agat Mayor's office to Inarajan Public Health up to Talafofo Mayor's office down Cross Island road, Santa Rita, and back to Agat. Staff Member Crisostomo stated this additional route will shorten both Blueline 2 and Greenline routes to about 1hour and 30 minutes. Staff Member Crisostomo proposed to Mr. Babauta to have 10 fixed routes instead of the 6 fixed routes we currently have. Mr. Babauta explained that once the 10 new vehicles arrive there will be more flexibility to add more routes which will reduce the time people will have to wait. Chairperson Evelyn Duenas addressed her concerns to the board that there should be more 12-17 passenger vehicles down south due to buses being full. Vice-Chairperson John Leon Guerrero also shared his concerns regarding lack of buses to transport the public in a timely manner. Chairperson Duenas advised the Board that in order to move forward with any decisions GRTA needs to provide a plan on how to rectify the problem. Chairperson Duenas stated that the vehicles should be used to its maximum capacity to eliminate the wait time for the public. Mr. Babauta reassures the Board that GRTA is constantly looking for ways to meet the needs for the people of Guam.

### **VI. Executive Manager's Report:**

- A. Budget: No discussions made. Board referred to handout.
- B. Bus Operations/Vehicles: Staff Member Mark Crisostomo stated all routes are running, 12 operational vehicles (7 Arbocs and 5 MV1 vans) for Para-Transit and Fixed routes. Staff Member Crisostomo informed the board GRTA currently has 11 Arbocs, 8 of which are operational and 12 MV1 vans which as of October 16, 2019, 9 are operational. Board referred to handout regarding GRTA's fleet status.
- C. Status of Procurement Packages:



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1. One Call-One Click Transportation Management System (TMS): GRTA is waiting for GSA to receive the final proposal from the vendor.
2. Bus Procurement: Bus Procurement opening date was extended to November for bid opening. GRTA is also requesting that instead of an 8 month delivery date, it'll be reduced to 6-months.
3. Vehicle Maintenance Contract: GSA is working to address the protest.

### VII. **Brief Overview:**

A. Federal Grants: Staff Member Carbullido informed the board FY 2018 & FY 2019 grants total combined awarded is \$3,919,839 (FY 2018 - \$1,918,192 & FY 2019 - \$2,001,647) which will cover Federal Programs, hiring of two Program Coordinator I, operations for Para-Transit, construction of the building and procure more buses. Staff Carbullido asked for the Board support the program proposal.

B. Budget/NAF: Previously discussed in Old Business.

### VIII. **Public Comments – 3 minutes per individual:**

Ms. Ginger Porter: I reviewed the website of staffing pattern and organizational chart. I'm seeing a disconnect with the 2 documents. I'm wondering in regard to the enabling act that it talks about the Board hiring an Unclassified Administrative Assistant. She would like to know where that stands and if the Board will hire. My question is how many of these positions are Limited Term status on the organizational chart because it doesn't show.

Interim Executive Manager Babauta informed Ms. Ginger that there has been a big change with respect to the FY 2019/20 budget. Mr. Babauta stated he requested to the legislature for additional positions based on the requirements of the public law. For local budget GRTA does not have any Limited Term status. Mr. Babauta assured Ms. Porter that GRTA is hiring based on the mandates of the law. The website will be updated shortly.

### IX. **Executive Session:** Secretary Sablan provided recorded minutes.

### X. **Adjournment:**

Being that there were no further discussions, Chairperson Duenas adjourned the meeting at 11:42 AM.

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Evelyn Duenas, Chairperson  
Guam Regional Transit Authority Board of Directors

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Date