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PTBA BOARD MEETING MINUTES
May 15, 2025

Held at: 116 W 5th Ave, Moses Lake & Via Zoom

Board Members Present In-Person

Chair, Mayor Bruce Reim, *Ephrata*
Vice Chair, Councilman Don Myers, Moses Lake
Commissioner Kevin Burgess, Grant County
Mayor Peter Sharp, Soap Lake
Councilman Dylan Kling, Quincy
Councilman Karl Hinze, Wilson Creek

Board Members Present via ZOOM

Councilman, Blake Martin, Electric City
Councilwoman Emily Campos, Warden
Mayor ShirleyRae Maes, Coulee City

Board Members Absent

Johnny Findley, ATU Representative

Staff Present

Eric Loomis, General Manager
Saira Martinez, Administrative & ACCESS
Coordinator/Board Clerk
Brandy Pesta, Administrative Services Manager
JoBeth Carlson, Operations Manager
Matt Buchmann, Maintenance & Facilities Manager
Stephanie Guettinger, Financial Services Manager

Staff Present via ZOOM

N/A

The regular meeting of the Grant Transit Authority Board of Directors was called to order by Board Chair, Mayor Reim at 6:30 pm. The Pledge of Allegiance was recited. Roll call was taken by Saira Martinez, Administrative & ACCESS Coordinator/Board Clerk. 9 Board members were present, and 1 Board Member was absent.

Consent Agenda

Mayor Sharp made a motion to approve the Consent Agenda. Mayor Myers seconded the motion, and the motion was unanimously carried.

Financial Report

Stephanie Guettinger, Financial Services Manager went over the financial report.

Public Comments

None

Unfinished Business

None

New Business

a. Goals & Objective

General Manager Eric Loomis discussed the Goals & Objectives with the board of directors. Maes made a motion to approve the Goals & Objectives. Mayor Sharp seconded. The motion was carried unanimously.

b. Resolution NO. 25-10, PUD Easement

Mayor Sharp made a motion to approve Resolution No. 25-10, PUD Easement. Councilman Kling seconded the motion. The motion was carried unanimously.

c. Resolution NO. 25-11, Cortner Architect – Amendment

General Manager Eric explained that Cortner is requesting a \$79,815 increase for close-out costs. Councilman Kling made a motion to approve Resolution NO. 25-11, Cortner Architect – Amendment. Commissioner Burgess seconded the motion. The motion was carried unanimously.

d. Resolution NO. 25-12, Title VI Policy

Mayor Sharp made a motion to approve the update to the Title VI Policy. Vice Chair, Councilman Myers, seconded the motion. The motion was carried unanimously.

e. Fixed Route & Dial-A-Ride Transportation (DART) Program Planning

During the April retreat, General Manager Eric Loomis addressed the Fixed Route and DART Program Planning. Mayor Sharp made a motion to approve the Fixed Route & Dial-A-Ride Transportation Program Planning. Councilman Kling seconded the motion. The motion was carried unanimously.

f. Employee Wellness Program Plan

General Manager Eric Loomis previously discussed the Employee Wellness Program Plan at the board retreat. Mayor Sharp made a motion to approve the Employee Wellness Program. Councilman Kling seconded the motion. The motion was carried unanimously.

g. Additional Facilities Custodian

General Manager Eric Loomis is suggesting the hiring of an additional Facilities Custodian to manage the growing workload and responsibilities facing our facilities maintenance team. Mayor Sharp made a motion to approve the additional Facilities Custodian. Vice Chair, Councilman Myers, seconded the motion. The motion was carried unanimously.

h. Out-of-state Travel – Florida

Operation Manager, JoBeth Carlson, is requesting out-of-state travel to Florida for a National Training Seminar. Mayor Sharp made a motion to approve out-of-state travel for JoBeth. Councilman Kling seconded the motion. The motion was carried unanimously.

General Manager's Report

Councils Visited in May

- Wilson Creek - Thursday, May 8
- Soap Lake - Wednesday, May 7
- Electric City - Tuesday, May 13

Current Project Status

1. Ephrata Property
 - a. Staff conducted a walkthrough of the facility
 - b. Working with City of Ephrata staff and setting up inspections/appraisal
 - c. Drafting an Implementation Phase for immediate use of the property
 - i. Transitioning from the current ETC to the new property.
 - d. Early workings of a Facilities Master Plan for the Property
2. Phase II Maintenance Facility Construction Project
 - a. The Funding cycle for the grant ends June 30. Stephanie is working with WSDOT to reallocate the estimated carryover needed to complete the project.
3. Drive Through Gate at Operations/Maintenance
 - a. Finalizing the scope of work (on hold)
 - b. Next steps: Post the scope of work on the MRCS website for vendors to submit bids
4. Reader board for the MTC lobby
5. Public comments will be held for upcoming service changes in May and June.
 - a. A webpage on our website will describe the changes and include a link to an interactive map with an opportunity to comment electronically.
6. Rolling Stock
 - a. 1 Ford Transit (Rideshare) has been delivered
 - b. Waiting on the second Ford Transit and Facilities van to be processed and delivered

Upcoming June

Public comment on service changes

Requests for Bid for Records Management System

Request for Bid for Drive-through gate at Operations Maintenance

The Financial & Operations Manager's reports were available for review.

Other:

The next regular GTA Board of Directors Meeting will be held at the Multimodal Transit Center at 116 West 5th Ave, Moses Lake, WA. 98837 on Thursday, June 26, 2025, at 6:30 pm.

Mayor Sharp made a motion to adjourn the meeting. Councilman Kling seconded the motion, and the motion was unanimously carried. The meeting was adjourned at 7:34 pm.

Attested:



Saira Martinez

Administrative & ACCESS Coordinator/Board Clerk

I certify that this is a true copy of the accepted GTA meeting minutes.



Board Member