



PTBA BOARD MEETING MINUTES
June 26, 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
Mayor Peter Sharp, Soap Lake
Councilman Dylan Kling, Quincy
Councilman Karl Hinze, Wilson Creek
Councilwoman Emily Campos, Warden

Board Members Present via ZOOM

Mayor ShirleyRae Maes, Coulee City
Bobbi Tidwell, ATU Representative

Board Members Absent

Commissioner Kevin Burgess, Grant County
Councilman, Blake Martin, Electric City

Staff Present

Eric Loomis, General Manager
Saira Martinez, Administrative & ACCESS
Coordinator/Board Clerk
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. 8 Board members were present, and 2 Board Members were absent.

Consent Agenda

Mayor Sharp made a motion to approve the Consent Agenda. Councilman Kling 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. Resolution NO. 25-13, PTD0968-01, First Amendment

Mayor Sharp made a motion to approve Resolution NO. 25-13, PTD0968-01, First Amendment. Vice Chair, Councilman Myers, seconded the motion. The motion carried unanimously.

b. Resolution NO. 25-14, PTD0600-01, First Amendment

Mayor Sharp made a motion to approve Resolution NO. 25-14, PTD0600-01, First Amendment. Councilman Kling seconded the motion. The motion carried unanimously.

c. Resolution NO. 25-15, PTD0324-02, Second Amendment

Councilwoman Campos made a motion to approve Resolution NO. 25-15, PTD0324-02, Second Amendment. Mayor Sharp seconded the motion. The motion carried unanimously.

d. Resolution NO. 25-16, Change Order No. 03 – Maintenance Building Expansion

Mayor Sharp made a motion to approve Resolution NO. 25-16, Change Order No. 03 - Maintenance Building Expansion. Councilwoman Campos seconded the motion. The motion carried unanimously.

e. Resolution NO. 25-17, Employee Assistance Program Agreement

Councilwoman Campos made a motion to approve Resolution NO. 25-17, Employee Assistance Program Agreement. Councilman Kling seconded the motion. The motion carried unanimously.

f. Resolution NO. 25-18, PFP Agreement

General Manager Eric Loomis explained that the PFP agreement is approaching expiration and must be renewed. Modifications to the new agreement include increased rates per trip. Following a brief discussion, Mayor Sharp motioned for the approval of Resolution NO. 25-18, PFP Agreement. The motion was seconded by Councilman Kling. The resolution was approved with seven votes in favor, while Vice Chair Councilman Myers voted against it.

g. PO 008-2025 – Mohawk Lifts, LLC

Maintenance & Facilities Manager Matt Buchmann explained that this PO is for GTA's bus washing system. Mayor Sharp made a motion to approve PO 008-2025, Mohawk Lifts, LLC. Councilman Kling seconded the motion. The motion carried unanimously.

h. Transit Agency Sales Tax Collection Certification Form

Financial Services Manager Stephanie Guettinger explained that this form must be signed, certifying that GTA will not delay, divert, supplant, or suspend the collection of approved local sales and use taxes for the purpose of public transportation during the 2025-2027 fiscal biennium. Mayor Sharp made a motion to approve signature of the Transit Agency Sales Tax Collection Certification Form. Vice Chair, Councilman Myers, seconded the motion. The motion carried unanimously.

i. Bus and Bus Facilities Program and Low-No Program application

Financial Services Manager Stephanie Guettinger explained that this letter serves as a commitment from GTA regarding the local match requirements for the Fiscal Year 2025

Discretionary Funding Opportunity for the Bus and Bus Facilities Program and the Low- or No-Emission Vehicle Program application. Councilman Kling made a motion to sign the letter committing the local match. Mayor Sharp seconded the motion. The motion carried unanimously.

j. System Security & Emergency Preparedness Plan

General Manager, Eric Loomis noted that GTA has updated its emergency preparedness plan and we just need approval from the board. Mayor Sharp made a motion to approve the System Security & Emergency Preparedness Plan. Councilwoman Campos seconded the motion. The motion carried unanimously.

General Manager's Report

All Staff

1. Management gave an overview of the System Security & Emergency Preparedness Plan
2. Staff were introduced to the Zonar tool for future use in pre-trip, post-trip, and other inspections

WSTA

1. Washington State Transit Association met in Walla Walla for the quarter 2 Board of Directors meeting.
 - a. Review of the legislation session and outcomes
 - b. HB 1418 – Permits, but does not require, PTBAs to add two additional voting members to their governing bodies.

Current Project Status

1. Ephrata Property
 - a. Inspections will be conducted throughout the month of July, and reports will be finalized for our review before finalizing the purchase.
 - b. Drafting an Implementation Phase for immediate use of the property
 - i. Transitioning from the current ETC to the new property.
 - c. Facilities Master Plan
 - i. Begin researching options for a planning/engineering firm to assist with design
2. Phase II Maintenance Facility Construction Project
 - a. Funding cycle for the grant ends June 30.
3. Drive Through Gate at Operations/Maintenance
 - a. Finalizing the scope of work will be completed in July
 - b. Next steps: Post scope of work on the MRCS website for vendors to submit bids
4. Reader board for the MTC lobby
 - a. Bids for electricians are being made
5. Westmatic Bus Wash
 - a. Beginning procurement process

6. Public comments are underway and will be completed in early July.
 - a. A webpage is on our website with a description of the changes.
 - b. Meetings conducted:
 - i. Moses Lake – MTC
 - ii. Ephrata – ETC
 - iii. Moses Lake – Grant County Fairgrounds (Senior Picnic)
 - iv. Ephrata – Senior Center
 - v. Grand Coulee – Senior Center
 - c. Future Meetings
 - i. Quincy – City Hall July 9, 12pm – 2pm

7. Rolling Stock

- a. 1 Ford Transits (Maintenance) has been delivered
- b. Waiting on the second Ford Transit to be processed and delivered

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

People For People Services Report

People For People's Director of Transportation, Ashley Arriaga, went over the PFP reports

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, July 17, 2025, at 6:30 pm.

Councilman Kling made a motion to adjourn the meeting. Vice Chair, Councilman Myers seconded the motion, and the motion was unanimously carried. The meeting was adjourned at 7:35 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