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PTBA BOARD MEETING MINUTES
November 20, 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
Bobbi Tidwell, ATU Representative

Staff Present

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

Board Members Present via ZOOM

Mayor ShirleyRae Maes, Coulee City
Councilwoman Emily Campos, Warden
Commissioner Kevin Burgess, Grant County
Councilman, Blake Martin, Electric City

Staff Present via ZOOM

None

Board Members Absent

None

The 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. 10 Board members were present, and no Board Member 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. 2026 Proposed Draft Budget – Call for Public Hearing

General Manager Eric Loomis provided an overview of the key budget highlights. He noted that we were awarded four Gillig 35-foot diesel-hybrid buses today. He also shared that the ETC design budget will appear in the December board packet, as the team is currently reviewing RFQs. Mayor Sharp made a motion to approve the 2026 Proposed Draft Budget. Mayor Maes seconded the motion, and the motion was unanimously carried.

b. Resolution NO. 25-35, SimplifyTransit LLC Agreement

Operations Manager, JoBeth Carlson, reviewed the agreement, explaining that it is a digital communications tool similar to a Sheriff's Message. Riders can opt in to receive route updates, service change announcements, rider alerts, and other important information. Mayor Sharp made a motion to approve Resolution NO. 25-35, SimplyTransit LLC Agreement. Councilman Kling seconded the motion, motion unanimously carried.

c. Resolution NO. 25-36, Diligent Agreement

Administrative Services Manager, Brandy Pesta, reviewed the proposed agreement with the Board. She explained that GTA currently uses a program called AgendaFree to create and post board packets; however, the system limits GTA to three packets. After researching alternative solutions, staff determined that Diligent would be a better fit for GTA's needs. Mayor Sharp made a motion to approve Resolution No. 25-36, Diligent Agreement. Mayor Maes seconded the motion. The motion carried unanimously.

d. Maintenance Expansion – Change Order NO. 06

General Manager Eric Loomis went over the change order details. Mayor Sharp made a motion to approve Change Order NO. 06. Councilman Kling seconded the motion, motion unanimously carried.

e. Public Transportation Agency Safety Plan

Operations Manager, JoBeth Carlson, explained that this plan is updated annually. Very minor changes were made. Mayor Sharp made a motion to approve the Public Transportation Agency Safety Plan. Mayor Maes seconded the motion, motion unanimously carried.

General Manager's Report

All Staff

Staff will come together on Saturday, December 13, to celebrate a productive year, with a focus on safety.

WSTA

- At our 4th quarter Washington State Transit Association, I had the opportunity to tour Mason Transit Authority's Transit-Community Center.

- The Washington State Legislature's 2026 regular session will begin on Monday, January 12, 2026, and is scheduled to be a short session ending on Thursday, March 12, 2026. This 60-day session follows the biennial legislative cycle, which began with the 2025 session. WSTA's 2026 Quarter 1 meeting is scheduled for early February in Olympia, WA.

Vital Connections Workshop

- GTA hosted the Grant County Coalition for Health Improvement (A Community Health Improvement Series), Vital Connections: Community Solutions for Transportation Access workshop.

Current Project Status

1. Ephrata Property
 - a. Facilities Master Plan
 - i. The Request for Qualifications (RFQ) closes November 24.
 - ii. Anticipated Contract Award at December's Board meeting.
2. Phase II Maintenance Facility Construction Project
 - a. See Maintenance & Facilities Manager's Report.
3. Public Transportation Agency Safety Plan has been updated.
4. On the horizon
 - a. Bus stop Improvement Plan is expected to be completed and presented to the Board for approval in December.
 - b. Route Performance Measures is expected to be completed and presented to the Board for approval in December.

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

People For People Services Report

Transportation Manager, Gabriela Jacobsen went over the PFP report.

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, December 18, 2025, at 6:30 pm.

Mayor Sharp made a motion to adjourn the meeting. Mayor Maes seconded the motion, and the motion was unanimously carried. The meeting was adjourned at 7:54 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