



# GUAM REGIONAL TRANSIT AUTHORITY

## Government of Guam

Eddie B. Calvo, Governor  
Raymond S. Tenorio, Lt. Governor  
Enrique Agustin, Executive Manager

P.O. Box 2896  
Hagatna, Guam 96932

Phone: (671) 475-4686 or 475-4616  
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### **Board Officers**

**FY 2015**

#### ***Chairman***

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#### ***Vice Chairman***

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#### ***Members***

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Andrew Tydingco - Absent

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### **REGULAR MEETING MINUTES**

**Regular Board Meeting of  
July 28, 2015**

#### **I. Call to Order:**

The meeting was called to order by Chairwoman Louise Rivera at 4:34 p.m., at the GRTA Conference Room, 542 North Marine Corp Drive, Tamuning.

#### **II. Roll Call:**

Chairwoman Louise Rivera, Gerard Cruz, Member Ben Gumataotao, Executive Manager Rick Agustin, Vice Chairman, Member Jason Cruz and Member Ginger Porter; Not in attendance: Member Andrew Tydingco.

Also present were: Board Secretary Penelope Gates, Planner II Patrick Zerzan, Program Coordinator Rally Pilipina, Admin Aide Janet Soriano, AO Myra Abaya, Chief Planner Rudy Cabana and from Senator Ada's Office, Joseph Borja were present.

A quorum was established.

#### **III. Public Comments:**

Lisa Ogo stated concern over errors in driver manifests, resulting in wrong drop off locations for blind rider. Executive Manager, Rick Agustin responded that he will respond to her via email.

Roy Rosario stated his observation of passengers providing gifts to drivers, asking to deliver to dispatcher. This was reported as being a practice. Vehicle time pickup was reported for tracking.



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Chairwoman Rivera introduced Mr. Joseph Borja from Senator Ada's Office and then moved to the approval of minutes.

### **IV. Approval of Minutes**

M. Abaya asked the Board members to provide missing information of adjournment at the Special Meeting of May 8, 2015. Chairwoman Rivera will review her notes of the session to finalize the minutes.

The June 22, 2015 minutes are pending transcription by new Secretary Penni Gates.

G. Porter asked to amend the approved minutes of May 20, 2015 to reflect that her absence was due to being off-island.

### **V. Executive Manager's Report**

Typhoon Dolphin – GRTA had an expenditure of \$897 to take shelterees back to the village. Without exceeding \$3000, FEMA will not reimburse. Homeland Security is gathering all small expenditures from agencies to submit to FEMA and then reimburse. The large bus shelter at Hagatna Village was damaged beyond repair. 75% of the allowable cost (\$25,000) is reimbursable by FEMA.

Staff Training – P. Zerzan participated in training for accessible formatting of pdf documents and Section 508 website requirements.

U.S. Attorney meeting – 3-day working session in which R. Cabana gave presentation for GRTA. 80% of the complaints from the public were relevant to transportation. Executive Manager R. Agustin is working with Alicia Limtiaco to comply with an executive order issued by the President to coordinate transportation for the community to improve mobility. Mobility is the third part of community transportation, complimenting fixed route and paratransit services by coordinating all of the assets in Guam to provide a transportation system for the community. Implementation of the One-Call/One-Click center will place everybody under one umbrella for dispatching services (permitting coordination of trips).

ADA Compliance – Estimates have been received for price quotes to make the restrooms accessible.

One-Call/One-Click Center. Alternate locations are being sought that are within 5 minutes of our present location. The absence of a location is holding back the RFP for transportation management software and development of the center. Once a location is determined and FTA approves, the RFP will go out.

Board tenure – At the last meeting there was a question regarding the term expiration dates of Board members. It was the Executive Manager's understanding that two (2)



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member terms, those of Jason Cruz and Andrew Tydingco, will expire next year. G. Porter stated those terms end January, 2016. The two seats for Mayors are made by selection from the Mayor's Council, with no stated expiration of their terms.

Board Attorney – Executive Manager R. Agustin will meet former Assistant Attorney General to locate a lawyer for GRTA. To clarify the inquiry of Mayor Gumataotao, he stated that either part time or full time would suffice and funds were available for either option. At the request of member G. Porter, he will ask if GRTA can hire a lawyer outside of the government.

Advisory Committee Meeting – The next meeting will be held at the large Conference Room at Adelup as the GRTA office is too small for those invited. Typically, the committee receives issues from the public, provides recommendations, and brings issues to the Board. They are not to receive normal complaints, but would prefer they review issues such as increasing fares (as an example). Mayor Gumataotao asked when the meeting was to take place, to which it was answered August 4, 2015..

### **Bus Shelter Renovation and Relocation and Repair**

R. Agustin stated we had DPW work on this project and we finally got down to one vendor that was selected by DPW and most were responsive both on the ability to do the work and the price that they set. But then GSA said that we are unable to do so because it's not a construction project it is a renovation and repair. Renovation and repair is done by GSA. However, DPW Director, Glen Leon Guerrero says he will fight that battle for us. He has not given a time frame. It should be done fairly quickly. It is not a lot of excessive repair. There are seventeen bus shelters out there confirmed by Rudy Cabana.

### **Branding of new vans**

The biggest impediment in moving forward with this van to be actually delivered and approved and accepted by the government is that Fukuda, the winning bidder has wanted to get the branding. So before you, are two (2) brandings. One is Fukuda's with the Koko Bird and the other one is GRTA, Guam Regional Transit Authority and no Koko Bird but it states "Nihi ta'fan hanao." It is very critical that we make this decision today. The winning bidder has a reason to make it even more difficult for us if we are not responsive to his needs because this guy has to get paid. The longer we hold back the branding of the vehicle acceptance by DPW the problem will not go away. Again, we need to approve the branding and we need to tell Fukuda tomorrow that this is the branding we want to use.

Louise Rivera states that in the Law it states that the Guam transportation, Division of Transportation which is under the purview of DPW. With all our government of Guam vehicles we're supposed to have the logo on the front driver's side door and the wordings have to be like so many inches. They have those requirements.



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Mayor L. Rivera states it will still have the “Nihi ta’fan hanao” in the back.

All Board Members agreed to Mayor Rivera’s suggestion.

Rick Agustin thanks everyone. He is finished with the Manager’s Report and is ready for an executive session.

### **VI. PCIV Report**

R. Pilipina reports in regards to what R. Agustin mentioned of what Fukuda installed. They installed emergency equipment like first aid kit, blood pathogen kit, 3 reflective triangles and a wheel chock. As soon as you’re ready with the graphics he will give it to Fukuda and they can install it all in one branch. After that, they can deliver the vans to DPW.

- A. Bus Procurement – Fukuda’s specifications concluded that the buses were non-compliant. So GSA and GRTA went again and refute. Found out that there were missing items comparing it with our specifications. What was agreed upon was that when Fukuda specified in our procurement specification it means to say they will by complying with all our requirements. GSA agreed to that. So we changed it from non-compliant to compliant.

R. Agustin stated that when we say award it means that we gave Fukuda notice to proceed. Then we wait a 14 day process. Within those 14 days that somebody may protest that’s the reason they have that 14 days. After the 14 days, we can start celebrating that this thing is actually awarded.

Mayor Gumataotao asks what the time frame is after 14 days completed.

R. Agustin stated after 14 days then Fukuda can go back to his dealer and bring them in and we give them a time frame of 180 days. Six (6) months.

R. Pilipina states he has one more MSB Paratransit route contract. We received the answer to the question re the MSB documents and we already answered that and sent the document to GSA last July 8<sup>th</sup>. There were delays to that and I did the rest of my follow up with GSA. We had to send it to the bidders yesterday. I procured that with one and they confirmed they have the document already. This is the final extension that he sees right now.

R. Agustin stated Ray Topasna has done hundreds of procurement before for the airport and so he’s going to help us with this. Once it’s finally awarded, they have six months to jet up, put in their infrastructure of the equipment and whatever they need to execute the new MSB. It’s is work in progress. We’re moving forward. We’re not moving as fast as we want. There are other activities that have to play their part but we are pushing forward.



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## VII. Budget Report

M. Abaya stated that we have two months left before the end of the fiscal year. July is almost done. With the help of the FTA Federal funds we were able to make it up to the end of the fiscal year, September 30, 2015. That means the buses will move forward. It's operational. We have money all the way up to September 30<sup>th</sup> to fund the public transportation. Without the help of FTA, because of the MSB, they released the FTA funding for us to use for July, August and September to fund the public transit operation services. Without the aid of the federal funds we wouldn't be able to make it. So we're happy that the FTA has been very cooperative with us. They helped us make it through the end of the fiscal year.

The full appropriation for the local funding has been exhausted fully. Then our projected bus operation for FY15 is going to be Three Million Eight Hundred Thousand (\$3,800,000). Right now, our funding is only Three Million Four Hundred Sixteen. In other words, if she is going to deduct the 3.8 Million out of the 3.4 Million we are going to have a short fall of Five Hundred Eight Thousand Dollars (\$508,000). The Five Hundred Eight Thousand Dollars (\$508,000) will be covered by the Federal funds. With Five Hundred Eight Thousand Dollars (\$508,000) we are going to minus the remaining month which is for the month of September. The funding we are going to need for bus operations is going to be Two Hundred Eighty-Eight Thousand Dollars (\$288,000). If you are going to look at the first page Mayor, additional funding for bus operations is in the blue portion. In FY13, Myra released One Hundred Fifty Thousand Dollars (\$150,000) from the Eight Hundred Fifty Thousand Dollars (\$850,000) that was originally funded for the MSB. Because it hasn't been awarded yet and the money is being held back there, Myra released One Hundred Fifty Thousand there plus the Four Hundred Thirty Thousand Dollars (\$430,000) that we have available funds in the FY14 FTA funds. It came up to Five Hundred Eighty-One Thousand Dollars (\$581,000). Then Myra deducted the shortfall in local funds of Five Hundred Eight Thousand Five Hundred Thirty Four Dollars (\$508,534). At the end of the fiscal year, we will have surplus. We will have in access of Seventy Three Thousand Two Hundred Ninety-Four Dollars (\$73,294) of federal funds. It looks like we will not have any more problems with funding and everything is fully covered up to FY15. We have nothing to worry about. On page 3 of the budget report, our grand total bus procurement funding is Two Million Five Hundred Twenty-Five Thousand Eight Hundred Seven (\$2,525,807). Out of that, we cut a purchase order to Fukuda for the eleven vans which came up to Seven Hundred Sixty-Two Thousand Seven Hundred Thirty-Four Dollars (\$762,734.00). The balance left is One Million Seven Hundred Sixty-Three Thousand Seventy-Three Dollars (\$1,763,073). This money will be to fund the Four (4) buses. The four (4) buses that will be awarded to Fukuda as well because they were the only bidder on the IFB that we put out. Out of the One Million Seven Hundred Thousand Dollars (\$1,700,000) we will be getting the Four (4) buses. There are some more money left out of it which Mr. Agustin stated we may be able to get one more van.



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R. Agustin stated additionally, out of that balance of the \$1.7 Million we need those monies for other purchases. Other purchases, like One Call-One Click.

M. Abaya stated right now no more shortfalls in funding. Come next fiscal year we might be receiving more funding than we have for this fiscal year. It all depends once the Legislature entertains our FY16 budget based on what was given to us by BBMR we have additionally, over One Million for FY16.

### **VIII. GRTA to open a bank account (Savings and Checking)**

M. Abaya continued with that stating we are talking about opening our own bank account because as an autonomous agency, we were created as such and we have the authority to manage our own funds. Right now, we are still under DOA. DOA is the one managing our own accounts. And DOA is paying our vendors, our payroll and the whole nine yards. So by opening our own checking account we would be able to control our own monies. We will be the one paying our vendors. That will speed up paying our vendors.

Myra has gone to two banks and what we are looking for today is to allow us to proceed in selecting a bank that would give us a better deal and then we will open an account.

M. Abaya stated right now Bank of Guam and First Hawaiian Bank responded to our inquiry and practically, they both have the same requirements. We have to turn in by-laws and our enabling act. We have to decide who will be the signatories on the check.

R. Agustin continued on saying once we select a bank then we will bring it back to the board for a final disposition.

M. Abaya stated the Government of Guam banks with Bank of Guam and First Hawaiian Bank.

R. Agustin stated a motion to reach out to Five (5) banks.

G. Porter further stated that the selection will be endorsed by the Board.

M. Abaya stated to the Board to think about who will be the signatories on the check. One from the Board Member and one from In-House. Two signatures required.

R. Agustin also mentioned one alternate from the Board and one alternate from GRTA.

M. Abaya stated on the next board meeting we will discuss and make a decision.

### **IX. Old Business**

#### **1. Fest Pact – Impact on Transit**





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R. Agustin stated the idea is to relocate the bus terminal from Paseo over to the Hagatna Swimming Pool area. There is one Nissan truck nearby and it is occupied by a person who is indigent. He lives in the vehicle. He spoke to the Hagatna Mayor and knowing that and speaking from the heart we also need to sensitive to this person's needs. So Mayor, John Cruz told him that he will move the pickup truck away from where the bus shelter will be. That takes care of the order of the truck. That will clear the way for us to place a bus shelter. That is our temporary solution for Fest Pact. The Long term is that we still need to work with Hagatna restoration development board to find a permanent location for the terminal. That is the Fest Pact Impact on Transit. We need to move out as soon as we can. We have discussed this in the past so next month we'll just take that portion out.

## X. New Business

### **1. MSB for the Management & Operations of the Guam Public Transit:**

Bid Announcement – May 4 & 5, 2015

Pre-Bid Conference – June 9, 2015

Bid Opening – July 31, 2015

R. Agustin stated Rally has already gone through this.

### **2. IFB for ADA Paratransit Vans – Awarded to Fukuda Enterprises**

### **3. Chief Planner's Report**

#### **A. Status of Bus Shelters Renovation/Relocation**

R. Cabana stated Hagatna renovation and relocation was brought up by R. Agustin already. We are working with DPW right now. We are supposed to build a maintenance facility at DPW.

#### **B. A & E reference to GRTA's Maintenance Facility**

R. Agustin reported Architectural and Engineering. That is Two Hundred Thirty-Seven Thousand Dollars (\$237,000). We're really some issues trying to get a piece of property. We have money for an A&E but we don't have property. That's number one. Number two. The property that we finally looked at and were promising was this abandoned warehouse from DPW. It was five days. However, after going back and forth, their request was to fix the five day warehouses but give two of those back to us. He doesn't think FTA would want to do that. So that idea is out. Rick Agustin reported that we do not have the technical expertise. We already put on the radar scope for FTA that Two Hundred Thirty-Seven Thousand Dollars (\$237,000) we may want them to reprogram that and use that money because the total amount to get a technical assistant to move us forward and shepard us forward to this public/private partnership is estimated to be Five Hundred Thousand Dollars (\$500,000). The \$237,000 is a moving target. We really do not want to provide any money to



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DPW to fix up a five day warehouse and then get only three back. If we write that up as a Memorandum of Understanding (MOU) and send it to FTA they're not going to buy off one.

G. Porter asks Mr. Agustin if he's asking to reprogram it to other projects what are the ideas for other projects.

R. Agustin states the reprogramming for the Two Hundred Thirty-Seven Thousand Dollars (\$237,000) would be part of the Five Hundred Thousand Dollars (\$500,000) for the technical assistant. Here's what FTA says: If we send our guys out there, they're only going to be out there for a couple of weeks and then they leave. It is very costly to bring people out here, travel, per diem, hotel, taxi, whatever. It's better if we bid that project out to somebody here in Guam so that they can help you with the BBB. Of course, if you subtract Two Hundred Thirty-Seven Thousand (\$237,000) by Five Hundred Thousand Dollars (\$500,000) that is about Two Hundred Sixty-Three Thousand Dollars (\$263,000) that we need to find somewhere either local funding or ask for more funding from FTA. That is where we're at with A&E.

### **C. Paseo Terminal Station**

Rudy Cabana stated we are going to relocate bus terminal to Hagatna swimming pool.

### **4. Bill 85-33, Version 6**

R. Agustin reported that we have not had any roundtable discussion on that issue. When we do get invited he would let the Board Members know about it. In the past the Board has approved for him to speak on behalf on the Board for GRTA but not to make any commitments unless the Board has been informed and if the Board has approved. Once he hears from Senator Tom Ada's Office that there will be another roundtable discussion then he will let us all know. That is where we are at with Item No. 4.

### **5. OCR Review and Policy Change**

R. Agustin stated that it is basically an issue where we did not know that this was actually approved and it was Director Porter from the minutes that showed that those policies have been approved. It's basically a non-issue. G. Porter has sent out the information to all Board Members.

A discussion was ongoing.

### **GRTA Fare Structure**

R. Agustin stated G. Porter submitted for discussion but not for approval the GRTA Fare Structure.





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G. Porter discussed fare structure. It's been more than fifteen years and rates have not changed. Best practice is to improve fare recovery rate. She calculated fare recovery rate based on the budget that M. Abaya provided. It is not very high it is extremely low. It is probably up to us to improve the fare recovery rate.

R. Agustin asked if this would be something the Advisory Committee could help us with.

A discussion ensued on this matter. G. Porter stated that this would have to go through a notice to the public and public hearing process. If we decide to restructure some of the fares that we would target into the new fiscal year to probably implement it. G. Porter heard a lot of agreement from the riders that we need to increase the bus fares. Timing is really key. It makes sense to address this issue.

G. Porter went on to say a study was done on Fare Increase. This was within the Transportation Business Plan which they approved. It was done in 2010 so it is already at the end of the planning document's life. It's dated by 5 years. Does the Board feel that it is reasonable or is it a little dated and does it need some adjustment?

1. It is really a very sound plan. It needs federal requirements. It contains the discounted fare provision. This is something the Board would like to offer. It is backed by research and planning. The goal with this particular plan is that it be affordable and equitable to the public and that it be sustainable in terms of contributing to the satisfaction of our revenue requirements. One thing it doesn't do is it doesn't propose a paratransit fare.

### Proposal and Transportation Business Plan

An initial fare package that was proposed were Peak and non-peak hours proposed for full fare. There would need to be a recommendation from a planning scale. Do we want to implement something like that? Peak hours are usually travel hours arrive time - from 7am to 9am. Return time is you go back.

This plan shows a non-peak full fare being a \$1.50 but the peak full fare being \$1.75. The discount fare should be half or less of the full fare. It shows a discount fare of being \$.75. It gives some recommended cost for a full fare day pass which was \$3.00 discounted fares passes half that price. The same with the 30 day pass. Full fare is \$50 discounted is \$25. The estimated average fare collected that they looked at was \$.85. When we met with the State Management Review Team and we talked about how lopsided our paratransit are in comparison to the full fare structure and the fact that economically it's driving people towards paratransit usage because it's so much cheaper. State Management Review Team had communicated to Ginger that we are not pulling much fare off of the people who are riding discounted. Why not offer them



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free fare. Instead of a discount fare would be the option to offer free fare for people who are on Medicare, Medicaid and persons with disabilities. If an ADA eligible rider decides to ride paratransit they will pay a fare. If they ride the fixed route it would be free or it would be discounted to \$.75. That would be the structure. It's virtually costs nothing and the people who are conditional riders are likely to say they're going to take a free ride versus paying a ride that cost more than the full fare.

M. Abaya suggested leaving bus fares at full rate rather than implementing peak hour rates. It will create some kind of commotion/confusion.

### Compared to Maui

Per Ginger GRTA has looked at Maui's fare structure in some regards. They're almost the same population. They have more mileage than Guam because it's a larger island. It is somewhat similar. They addressed it in a different fashion. They may run into trouble for the fact they don't have discounted fare. Maybe it hasn't been picked up by FTA. They said their full fare at all times is \$2.00. This is for fixed route and paratransit. They also did the same for a day pass. The full fare for day pass is \$4.00 for fixed route and paratransit. They offered no discount. Ginger questioned that it may be problematic with FTA. They show a full fare 30 day pass and then you get into differences for seniors who are ADA eligible and for ADA. They are similar in that they are a no-transfer system and we are a no-transfer system. So when you get on the bus you pay \$2.00 and when you get on the next bus you pay \$2.00 unless you're on a pass. On their website, a child under 2 years old riding on your lap that child is free. On Guam's system if the child is under 6 years old the ride is free. Why do we compare to Maui? Discussion was made about the size of the community and population. There's no-transfer system, and all of their vehicles are accessible. Here is one thing that they say in their plan. It's generally good policy to program regular fare increases for fare revenue to keep pace with inflation. That is something that GRTA has not done in a long time. It's time we start talking about it. They recommended that Maui Department of Transportation work with various public agencies or departments in retail establishments to sell fare media.

Discussion continued.

Paratransit costs more than fixed route costs. The way GRTA is structured paratransit fare is cheaper to go by paratransit than if you were to use a combination of paratransit fixed route or to use fixed route. For \$.35 you can go point to point from Maleso to Dededo and anybody who rides fixed route has to pay at least two fares. So even if you are riding ADA discount on fixed route you're going to pay a minimum \$.70 to get there. If you go on paratransit it only cost \$.35. It's one of the reasons why we have such a large demand for this kind of service. So what happens, we have unconditional riders who are always eligible for ADA and they are always eligible for paratransit but we have conditional riders that are not always eligible. We need to look at strategy that has a fare structure that offers choice. But it also encourages people who are conditional to ride fixed route over paratransit which really should be the case any way.



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**XI. Executive Session**

The board went into executive session and 6:20pm.

Meeting was reconvened at 6:47pm

**XII. Adjournment**

Mayor Gumataotao moved to adjourn; motion was seconded by G. Porter. All voted in favor motion passed

Adjourned at 6:56pm

Transcribed by,  
Penni Gates  
GRTA Board Secretary