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
Fax: (671) 475-4600

Guam Regional Transit Authority

Board of Directors Meeting

AGENDA

Tuesday, March 20, 2018 at 3:00PM

GRTA Conference Room (DPW Compound) Upper Tumon, Guam

I. Call to order – Chairwoman

II. Roll Call – Board of Directors

III. Approval of Minutes
February 20, 2018 Board meeting

IV. Executive Manager's Report (EM R. Agustin)

V. For Board Approval
None

VI. Old Business
$197,000 SMR short fall

VII. Budget Report (Myra Soriano)

VIII. Bus Operations Report (Mark Crisostomo)
A. Bus schedule and Routes
B. Ridership Report – January, 2018
C. On-time performance

IX. Chief Planner Report (Rally Pilipina)
A. All Procurement project updates

X. New Business
A. Focus Group recruitment – For appointment scheduling
B. Cost-cutting measures

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XI. Public Comments

XII. Executive Session
Staff issues/challenges

XIII. Adjournment

APPROVED BY:

3/20/18

LOUISE RIVERA — Date
Chairperson

LR:pg

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Board Officers

FY2018

Chairman
Louise Rivera
646-5211/8646
mayorlcrivera.tatuha@gmail.com

Vice Chairman
Gerard Cruz
487-4248
gerard.cruz71@gmail.com

Members
Frank A. Benavente
T (671) 632-5203
frankabenavente17@gmail.com

Andrew Tydingco
T (671) 472-8903
pokilabot@gmail.com

David Arentz
989-0055
rentadavid@yahoo.com

Vacant

MEETING MINUTES
Board of Directors scheduled Regular Board Meeting of Tuesday, February 20, 2018 at 3:05pm.

I. Call to Order:
Chairwoman Louise Rivera called the meeting to order at 3:05pm, at the GRTA Conference Room, 542 North Marine Corp Drive, Tamuning.

II. Roll Call:
GRTA Board members – Board Chairwoman Louise Rivera, Director Andrew Tydingco, Director David Arentz, and Director Frank Benavente were present.
Not present were Director Vice Chair Gerard Cruz due to illness.

Also present were: Executive Manager Rick Agustin, Chief Planner Rally Pilipina, Program Coordinator IV Pilar Carbullido, Program Coordinator II Jackie Taitano, Planner II Brenda Atalig, Board Secretary Penelope Gates, Customer Service Representative Jennifer Badar Cruz and Planning Technician I Michelle Marquez.

A quorum was established.

GRTA Chairwoman Louise Rivera thanked Ginger Porter for her time and knowledge as a GRTA Board member whose membership expired January 27, 2018.

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III. Approval of Minutes

January 16, 2018 – Director Andrew Tydingco moved to approve the minutes. Seconded and carried.

IV. Executive Manager's Report (Rick Agustin)

Several pressing issues:

Letter from BBMR – What budget cuts will our agency make for FY2019? GRTA budget this year is $3,666,563.00. Proposed budget for FY2019 $3,230,663.00. GRTA is required to turn in a response by Friday, February 23, 2018.

GRTA Oversight Hearing – Oversight hearing is next Wednesday, February 28, 2018 at 10:00am.

OPA Audit – First of two parts to an audit. GRTA has responded to the findings. The second part will be to audit the Non-appropriated funds. Bus fare collections fall under program income and falls under non-appropriated funds.

Procurement Module courses – Three GRTA staff members taking procurement courses Mondays, Wednesdays and Fridays at GCC currently, PCIV, Transportation Supervisor and Planning Technician I.

Letter to Congresswoman for military installation transit access – A letter will be sent out to Congresswoman to assistance GRTA to allow transit buses to enter the military installations on Guam.

Request executive session – Discuss GRTA staff personnel issues.

V. For Board Approvals

None

VI. Old Business

A. $197,000 SMR shortfall

A State Management Review (SMR) conducted in 2011, 2014 and recently 2017 indicated that there was a $197,000 grant awarded to a contractor and is being disputed by FTA for bus specifications not properly bided out. EM R. Agustin was hired as an Executive Manager in 2014 and is now responsible to find the corrective action to bring closure. He has instructed the staff to investigate into this issue with FTA Region IX and they suggested looking into the monies that were spent to offset the $197,000. $143,000 was identified. A letter will be sent to Region IX requesting a balance of the total amount and if there are still monies that need to be identified then GRTA will continue the analysis.

VII. Budget Report (EM Rick Agustin)

Projected shortfall of $81,123.00. To make up the shortfall, GRTA will use the salary set aside for an attorney of $75,000. The Bus fare collection (NAF) to offset some of the operational requirements.

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Please see January 16, 2018 budget report attached.

VIII. Bus Operations (Rick Agustin)

A. Bus Schedules and Routes – None at this time.

B. Ridership Report – January, 2018
Fixed Route – 10,015 passengers
Paratransit – 4,013 passengers
Total Ridership – 14,028

C. On-time performance

Please see January 2018 Ridership Report and On-Time Performance Report attached

IX. Chief Planner Report (Rally Pilipina)

A. *All Procurement project updates.*
Rally Pilipina reports – Two active procurement projects

- RFP – Transportation Management and Software for the GRTA proposed One-Call One-Click. The GRTA Negotiating Team has concluded their negotiation with Route Match. The copy of the draft contract is now in review by the Attorney General's Office.
- GRTA submitted IFB documents to GSA for minor and major repairs of all GRTA vehicles last.
- GRTA Planning Team has won a project, which is under development right now.
- GRTA was awarded $40,000 from the Federal Department of Interior to install LED solar lighting at all the bus shelters and benches. Currently finalizing specifications for these. When completed it will be sent out for solicitation.
- GRTA is currently moving forward with a project. GRTA has a federal grant of $1,083,000 to procure more vehicles including spare parts. Market research is completed in identifying companies who are able to deliver the vehicles.

X. New Business

A. Focus Group recruitment – For appointment scheduling
EM R. Agustin reports that a focus group will be established amongst the paratransit riders to perform research on better scheduling services for paratransit riders.

XI. Public Comment

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1. Rodney Calimlim – Phone system issues and last minute scheduling request on the way home.

2. Tom Manglona – Phone system issues, late pick up, and last minutes schedule request due to driver late pick up denied.

3. Lisa Ogo – Scheduling issues

XII. Executive Session

GRTA Board of Director Andrew Tydingco motioned to recess at 4:24pm. Seconded and carried.

XIII. Adjournment

GRTA Board Chairwoman reconvened the meeting at 5:24pm. GRTA Board of Director Andrew Tydingco moved to adjourn the meeting at 5:24pm. Seconded and carried.

Respectfully submitted,

Penni Gates

GRTA Board Secretary

FY18 APPROVED GRTA BUDGET
P.L. 34-42

GUAM REGIONAL TRANSIT AUTHORITY
(Budget Report)

LOCAL FUNDS - GUAM HIGHWAY FUND (GHF) - $3,211,082
(TOTAL: $3,663,958) PUBLIC TRANSIT FUND (PTF) - $455,481

	Object Class	FY17 Budget	Less 15% Reserve	Total Available Budget
111	Salaries	445,304	(66,796)	378,508
113	Benefits	164,523	(24,678)	139,845
220	Travel	-	-	-
230	Contractual (GHF)	2,283,355	(342,503)	1,940,852
230	Contractual (PTF)	455,481	(68,322)	387,159
233	Office Rental	-	-	-
240	Supplies (Incld. Fuel)	300,000	(45,000)	255,000
290	Misc.	11,400	(1,710)	9,690
361	Power	-	-	-
362	Water	-	-	-
363	Telephone	6,500	(975)	5,525
450	Capital Outlay	-	-	-
	TOTAL	3,666,563	(549,984)	3,116,579

Fiscal Restraint

TOTAL 230:	
$	2,328,011

Other Misc. Contractual (230):		
Legal Services	-	75k
Xerox Copier/Printer	10,000	
Internet	1,000	
Drinking Water Delivery	500	
Print Advertisement Srvcs.	5,000	
Office AC Repairs Maint. Srvcs.	5,000	
Printing Services (Bus Fares, Brochures, Schedules, etc.)	2,000	
Website Maintenance Services	7,200	
Trash Collection (GRTA office)	2,500	
Grounds Maint. Svcs	12,000	
Preventive & Repairs Maintenance, DPW	100,000	MOU
Wrecker Services	2,000	
New Tires Replacement/MV1	6,000	
New Tires Replacement/ARBOC	6,000	
Tire Repair Services	3,000	
VEHICLE REPAIRS AND MAINT. (QUICK FIX)	24,999	
Supplemental for TMS (RouteMatch Contract)	56,032	
Misc. Subscription & Other Services	9,552	
TOTAL MISC. 230:	252,783	

TOTAL APPROP. FOR BUS OPERATION, LOCAL:	2,328,011	GHF/PTF
Less: Misc. Contractual	(252,783)	
Total funding for Bus Op.	2,075,228	Local
Less: FY18 Est. Bus Op + Fuel	(3,500,000)	
Shortfall from Local Funds	(1,424,772)	
Less: Current Avail Fed. Funds	812,633	
Projected Shortfall, FY18 $	(612,139)	This Amount Excludes Contractor's Owned Vehicles & Undetermined Fuel Cost. Projection was based on Govt. Owned Veh. Only.

AVAILABLE FEDERAL FUNDS FOR BUS OPERATION, FY18	
FY13 Cont. Grant	0
FY14 Cont. Grant	0
FY16 Cont. Grant	36
FY17-001 Cont. Grant	36,860
FY17-002 Cont. Grant	775,737
Total	812,633

MISC. GRANTS:

Partial Design GRTA Maint.	237,500	(A & E)
One Call/One Click Grant	1,127,817	
FTA FY17 Bus Procurement	1,083,562	($583,562 + $500k)
Total (Other Misc. Grant)	2,507,669	

FTA FEDERAL FUNDS AVAILABLE CARRIED OVER FOR FY18:	
FY16 - FTA	36
FY17 - 001 FTA	36,860
FY17 - 002 FTA	775,737
	812,633

PROPOSED OPTION TO ADDRESS SHORTFALL:	
FY18 Projected Shortfall	(612,139)
To Request Release of Reserve	549,984
PROJECTED OVERALL SHORTFALL = ($ 62,155)	

	FY18 BUS MONTHLY OPERATION EXPENSES	COST	FUEL EXPENSES	TOTAL MONTHLY COST (Bus Srvcs + Fuel)	BREAKDOWN: GRTA EQUIPMENT	CONTRACTOR EQUIPT	TOTAL	BUS FARES COLLECTION: KEI	TOG & Others	Grand Total Bus Fares
October	15 hrs/day, 6 (Fixed), 6 (Para)	272,412.25	12,554.43	284,966.68	100,034.32	172,377.93	272,412.25	8,310.50	390.20	8,700.70
November	15 hrs/day, 6 (Fixed), 6 (Para)	192,574.69	7,673.61	200,248.30	68,013.69	124,561.00	192,574.69	3,788.60	463.75	4,252.35
December	15 hrs/day, 6 (Fixed), 6 (Para)	223,322.26	12,946.54	236,268.80	104,400.58	118,921.68	223,322.26	5,011.74	556.25	5,567.99
January	15 hrs/day, 6 (Fixed), 6 (Para)	242,519.69	19,238.95	261,758.64	144,284.23	98,235.46	242,519.69	6,097.77	191.00	6,288.77
February	15 hrs/day, 6 (Fixed), 6 (Para)	226,249.14	21,376.85	247,625.99	148,308.92	77,940.22	226,249.14	5,993.64	344.10	6,337.74
March										
April										
May										
June										
July										
August										
September										
	CURRENT TOTAL:	1,157,078.03								
	PLUS: FUEL COST	73,790.38								
	(OCT - FEB COST) SUB-TOTAL:	1,230,868.41								
	PROJECTED COST FOR BUS OP, MARCH - SEPTEMBER	1,890,000.00								
	PROJECTED COST FOR FUEL, MARCH - SEPTEMBER:	210,000.00								
	TOTAL PROJ. BUS OPERATION COST, FY18	$ 3,330,868.41	$ 73,790.38	$ 1,230,868.41	$ 565,041.74	$ 592,036.29	$ 1,157,078.03	29,202 25	1,945 30	31,147.55

BREAKDOWN OF HOURLY RATE:

GOVERNMENT OWNED VEHICLE:	CONTRACTOR'S OWNED VEHICLE:
(EXCLUDING FUEL/MAINTENANCE)	(INCLUSIVE OF FUEL/MAINTENANCE)
FIXED ROUTE: $50.93	$ 73.33
PARATRANSIT: $51.42	$ 73.74

PROJECTED MONTHLY BUS OPERATION COST:

PROJECTED MONTHLY OP COST = $270,000 (Average)
PROJECTED MONTHLY FUEL COST = $ 30,000
PROJECTED MONTHLY TOTAL COST = $300,000
(If full blast operation)

GUAM REGIONAL TRANSIT AUTHORITY

CURRENT AVAIL. FEDERAL FUNDS: AS OF 03/20/18

Description	Grant Award No.	AS400 A/C No. & Object Class	Balance	230: Funding for Bus Op.	Expiration Date
FY16 FTA Continuing Grant	GU18X03100	5101E169977PT101-230		36	11/30/2018
Orig. Approp.	$1,136,189	111/113/220/240/250	2,446		
FY17 FTA Continuing Grant	GU-2017-001-00	5101E179977PT101-230		36,554	9/30/2019
	(First Batch)	111/113/220/240/250	61,345		
Orig. Approp.	$1,615,066				
FY17 FTA Continuing Grant	GU-2017-002-00	5101H179977PT102-230		775,737	9/30/2020
	(Second Batch)	Supplmental for TMS - OCOC - 250	104,247		
Orig. Approp.	$1,417,486	111/113	37,502		
		Total	141,749		
		Grand Total Current Balance:	205,540	812,327	

SPECIAL FEDERAL GRANTS:

FOR IFB - PROCUREMENT OF BUSES:		Orig. Approp. :	Current Balance:		
From FY17 FTA Continuing Grant (Additional)	GU-2017-001-00	5101E179977PT101-450 $583,562	583,562.00		9/30/2019
From FY17 FTA Continuing Grant (Additional)	GU-2017-002-00	5101H179977PT102-450 $500,000	500,000.00		9/30/2019
		TOTAL: $1,083,562 For Bus Proc.	1,083,562.00		

Partial Design GRTA Maint. Facility	GU-04-0003-00	5101H139977PA104-230	237,500.00		9/30/2018

One-Call/One-Click Federal Grant	GU-04-0004-00	5101H129977PT106: Funding for Construction of DISID Bldg.	1,000,000.00		9/30/2018
		5101H129977PT105: (Orig. Approp. - $305,000) Funding for proposed GRTA's One-Call/One-Click Center and Software	127,817.01	142k used to fund TMS	
		Total Current Balance:	1,127,817.01		

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SIGN IN SHEET
GRTA Board of Directors Regular Board Meeting
Tuesday March 20, 2018 3:00pm
GRTA OFFICE (DPW Compound)

BOARD OF DIRECTORS		
Name	**Sign In**	**Email Address / Phone Number**
Louise C. Rivera *Chairwoman*		weezierivera@hotmail.com
Gerard A. Cruz Vice Chairman.		gerard.cruz71@gmail.com
Frank A. Benavente *Board Member*		frankabenavente17@gmail.com
Andrew S. Tydingco *Board Member*		pokilabot@gmail.com
David Arentz *Board Member*		rentadavid@yahoo.com
Vacant *Board Member*		
Vacant *Board Member*		

GRTA STAFF		
Name	**Sign In**	**Email Address / Phone Number**
Rick Agustin *Executive Manager*		rick.agustin@grta.guam.gov *475-4616*
Myra Soriano *Administrative Officer*		myra.soriano@grta.guam.gov *300-0703*
Rally Pilipina *Chief Planner*		rally.pilipina@grta.guam.gov *300-7261*
Penni Gates *Board Secretary*		penelope.gates@grta.guam.gov *475-4616*
Michelle Marquez *Planning Technician I*	On Leave	michelle.marquez@grta.guam.gov *475-4603*
Brenda Ann Atalig *Planner II*		brenda.atalig@grta.guam.gov 300-7262
Jennifer Badar *Customer Service Representative*		*jennifer.badar@grta.guam.gov* *475-4686*
Mark Crisostomo *Transportation Supervisor*		*mark.crisostomo@grta.guam.gov* 300-7255
Pilar C. Carbullido *Program Coordinator IV*		*pilar.carbullido@grta.guam.gov* 475-4620
Jacqueline Taitano *Program Coordinator II*		*jacqueline.taitano@grta.guam.gov* 300-7255

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Tuesday, March 20, 2018 3:00pm
GRTA OFFICE (DPW Compound)

PUBLIC

Name	Sign	Phone No.	Topic of Discussion
LISA OGO			Comment - before bus Comes 4:30
MARLON MOLINOS			Comment - before bus Comes 4:45
Enrique Vinas			
Geneg Martin	[illegible]	489-5424	General
Ginger Porter	[illegible]	472-6150	Comment
Lou Mesa	[illegible]	482-1987	
Brad Kloppenburg	[illegible]		
Bruce Kloppenburg	[illegible]		
Emma Roops	[illegible]	[illegible]	
Chelsea resurreccion	[illegible]	—	—
Tanya Simer	[illegible]		

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January 2018 On-Time Performance Summary

	Day	No. of PICK-UP On-Time	Percentage	No. of DROP-OFF On-Time	Percentage	Total No. of Rides Serviced
1	2	103	74%	125	90%	139
2	3	85	63%	111	83%	134
3	4	83	60%	116	83%	139
4	5	106	72%	125	84%	148
5	6	56	52%	89	83%	107
6	8	93	65%	109	76%	143
7	9	96	57%	136	80%	169
8	10	101	67%	115	77%	150
9	11	116	76%	129	85%	152
10	12	88	62%	110	77%	142
11	13	57	63%	94	104%	90
12	16	90	61%	0	0%	147
13	17	92	63%	117	81%	145
14	18	1	100%	1	100%	0
15	19	77	58%	127	95%	133
16	20	52	51%	82	81%	101
17	22	106	73%	120	83%	145
18	23	83	58%	128	89%	144
19	24	93	65%	152	106%	144
20	25	97	64%	121	80%	151
21	26	94	68%	109	78%	139
22	27	69	67%	83	81%	103
23	29	94	61%	119	77%	154
24	30	106	73%	117	81%	145
25	31	100	64%	127	81%	156
Sub-Total	25	2138	1638%	2662	2037%	3320
Average Grand Total	25 Days	85.52 On-Time PICK UPS	66% On-Time PICK UPS	106.48 On-Time DROP OFFs	81% On-Time DROP OFFS	132.8 No. of rides average per day