



GUAM REGIONAL TRANSIT AUTHORITY
(Government of Guam)



Eddie B. Calvo, Governor
Raymond S. Tenorio, Lt. Governor
Rudy PL Cabana, Interim Executive Manager

P.O. Box 2896
Hagatna, GU 96932

Phone: (671) 475-4686 or 4616
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Transmittal

TO: Speaker of I Liheslaturan Guåhan
CC:
FROM: Nicole Gutierrez,
Board Secretary
DATE: JULY 23, 2013
RE: Board of Director's Meeting – July 15, 2013

2013 AUG 30 AM 10:48
[Signature]

Attached for your review:

1. Agenda
2. Sign in Sheet
3. Meeting Minutes
4. Executive Manager Report
5. Chief Planner Report
6. VTCLI Building Plans
7. Board Vacancies / Term Information
8. Advisory Committee Information Packet

32.13-726
OFFICE OF THE CLERK
JULY 23 2013
Date: 8.30.13
Time: 10:30a
Received by: *[Signature]*

RECEIVED
By: <u>AB <i>[Signature]</i></u>
Date: <u>8/20/2013</u>
Time: <u>9:50</u>



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REGULAR BOARD OF DIRECTORS MEETING
Agenda, July 15, 2013 at 4:30PM
GRTA Conference Room
Administration Building Hagatna, Guam

- I. Call to Order – Mr. Chairman
- II. Roll Call – Board of Directors (Members)
- III. Public Comments – 15 minutes time limit
- IV. Approval of Minutes – ~~May 20, 2013~~ ^{June 17, 2013}
- V. Old Business –
 - 1 Recruitment of Executive Manager
 - 2 Status on Fiscal Year 2013 Budget
 - 3 Bi-Weekly SOP on Transit (Bus) Procurement
 - 4 Bi-Weekly SOP on IFB (Invitation For Bid) for GRTA Service Contract
 - 5 Update of the VTCLI grant "One Call / One Click" Center
 - 6 Status on GRTA Office Space / Bus Parking
 - 7 Board Vacancies / Elections of New Officers
 - 8 Update on Attorney
 - 9 Advisory Committee
 - 10 Transit Shelter Tumon and Islandwide
 - 11 New GRTA Logo
- VI. New Business –
 - 1 Liberation Holiday – July 21, 2013
- VII. Executive Session
- VIII. Announcement
- IX. Adjournment

32-13-728
D. 8:30-13
Time 10:30am
Received by: [Signature]

APPROVED BY:

[Signature]

Andrew Tydingco, Chairman of the Board

Dated July 15, 2013 Time 6:24 pm



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SIGN IN SHEET
GRTA Board of Directors
BOARD MEETING (REGULAR)
July 15, 2013 - 4:30 p.m.

BOARD OF DIRECTORS		
Name	Sign In	Email Address / Phone Number
Andrew Tydingco Chairman		<u>pokilabot@teleguam.net</u> 929-9990
Vacant <i>Manny Cruz</i> Vice-Chairman		
Ginger S. Porter, M.Ed. Secretary		<u>ginger.porter@guamcedders.org</u> 735-2478
Vicente D. Gumataotao Board Member		<u>pitimayor@yahoo.com</u> 472-1232
Louise C. Rivera Board Member		<u>weezierivera@hotmail.com</u> 888-1540
Jason Cruz Board Member		<u>jasonleecruz44@gmail.com</u> 777-2444
Vacant Board Member		
GRTA STAFF		
Name	Sign In	Email Address / Phone Number
Rudy Cabana Executive Manager, Interim		<u>rudy.cabana@grta.guam.gov</u> 475-4616
Felix R. Dungca Chief Planner		<u>felixberto.dungca@grta.guam.gov</u> 475-4603
Rally Pilipina Planner II		<u>rally.pilipina@grta.guam.gov</u> 475-4620
Myra Abaya Administrative Officer		<u>myra.abaya@grta.guam.gov</u> 300-0703
Nicole Gutierrez Board Secretary		<u>nicole.gutierrez@grta.guam.gov</u> 475-4686
PUBLIC AT LARGE		
Name	Sign In	Email Address / Phone Number
1. Mike Garrido - KEI		<u>transops@keiguam.com</u>
2. Travis Kloppenburg - KEI		<u>tek@keiguam.com</u>
3. Jermaine Alerta - Senator Mike San Nicolas		<u>alerta.jermaine@gmail.com</u>
4. <i>Evelyn Duenas</i>		
5.		
6.		
7.		
8.		



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MEETING MINUTES

Board Officers FY 2013

Chairman

Andrew Tydingco
T (671) 929-9990
pokilabot@teleguam.net

Vice Chairman

Manuel Q. Cruz
T (671) 487-2197
campwitek4ever@yahoo.com

Secretary

Ginger S. Porter
T (671) 735-2478
F (671) 734-5709
ginger.porter@guamcedders.org

Members

Louise Rivera
T (671) 888-1540
weezierivera@hotmail.com

Jason Cruz
T (671) 777-2444
jasonleecruz44@gmail.com

Vicente Gumataotao
T (671) 472-1232
pitimayor@yahoo.com

Vacant

Regular Board Meeting of June 17, 2013

I. Call to Order

The meeting was called to order by Chairman Andrew Tydingco at 4:34 pm, at the GRTA conference room, Administration Building, Hagatna.

II. Roll Call

Chairman Andrew Tydingco, Vice-Chairman Manny Cruz, member Ginger Porter, member Louise Rivera, member Ben Gumataotao and member Jason Cruz were present. A quorum was established. Acting Interim Executive Manager, Rudy Cabana and others noted on the sign in sheet were also in attendance.

III. Approval of Minutes

M. Cruz moved to approve and G. Porter seconded the motion to approve minutes of June 17, 2013.

IV. Public Comment

NONE



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V. Old Business

1. Recruitment of Executive Manager

Rudy Cabana reported that GRTA has received three applicants; Mr. Mark Kelley, Mr. Jonathan Diaz and Mr. Joe Jordan.

G. Porter asked if all the applicants have transportation experience noted on their resume. R. Cabana stated that the only one that had transportation was Mr. Kelley from DoDEA, DOE bus transportation.

G. Porter stated that she didn't feel that all the applicants were qualified; they all have the degree requirement but not the transportation experience requirement. G. Porter stated that Mr. Kelley may be the only one who meets the qualifications and it would be wise for GRTA to keep the position open and continue with recruitment until a better pool of applicants are received.

G. Porter to move that GRTA retain the recruitment until filled to improve the applicant pool. B. Gumataotao seconded the motion. The retaining of the recruitment until filled to improve the applicant pool was approved unanimously.

2. Update of the Veterans Transportation and Community Living "One Call, One Click" Center

R. Cabana reported that Joe Santos completed Draft VTCLI RFP. Mr. Felix Dungca is to review, edit the RFP and Work Scope; upon completion of the RFP he is to submit the packet to the board before the AG review. R. Cabana stated that he had asked Mr. Dungca to an SOP for the VTCLI grant and is still waiting for that document.

G. Porter asked which RFP is this Work Scope for because there are several projects within the grant.

R. Cabana reported that he would like to schedule a meeting with Mr. Ben Servino as he has some concerns regarding the 1 Million Dollars at 2,000 square feet of space. R. Cabana stated that there might be a problem with FTA regarding this as well. Mr. Dungca previously reported that a realtor informed him that GRTA could build their own building with the property for 1 Million Dollars. R. Cabana stated that he wants to see if Mr. Servino would amend the MOU to reflect an office space of 4,000 square feet.



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Rally Pilipina stated that what was indicated in the grant application is that it is a partnership between GRTA and DISID and the MOU does not reflect that partnership. The MOU shows GRTA as a tenant in the relationship.

G. Porter stated that she had spoken to Mr. Servino and the MOU Mr. Pilipina was referring to Mr. Servino understand that it is a moot one. G. Porter stated that her concern with moving forward with a new building is that GRTA has no architectural plans. When GRTA was packaging the idea we knew DISID had architectural plans and property so that is why we went with the idea to partner with DISID.

A. Tydingco stated that his concern is would GRTA be renting the space or would GRTA own the space. G. Porter stated that GRTA would own the space. R. Cabana stated would the MOU state a "Joint Partnership" between the agencies but then how would GRTA approach the lease later down the line.

G. Porter stated that it be best to have an attorney put it together and build it as you would a condominium. G. Porter stated that GRTA would own the unit and space. There may be common area fees for maintenance.

M. Cruz stated how GRTA would maintain their autonomy. M. Cruz stated that he didn't think it be wise to get locked in with a line agency.

A. Tydingco stated the R. Cabana needs to meet with Mr. Servino and iron out all the details and concerns.

M. Cruz to move that Rudy Cabana work with Ben Servino and come back and report to the board at the next board meeting. G. Porter seconded the motion.

G. Porter asked if the 499K in the 5309 Fund was new money. R. Pilipina stated that the 491K was funding for FY'13 – Map 21 funding authorization under 5339, previously 5309. R. Pilipina stated that Mr. Paul Page informed him to combine the 5339 with the consolidated grant because the Map 21 Circular is not yet out. The funds can be used for Capital money, assistance for operations and administrative costs such as procurement of buses.

G. Porter stated that she would like Mr. Pilipina to do a couple of things:

- 1) Forward the board the formula funds and allocations.
- 2) Explore the idea of putting some of the 5339 funds towards the buses as it would give GRTA more flexibility with operations.
- 3) What options are there to apply some of the 5339 funds to the One Call/One Click for Mobility Management.



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G. Porter stated that it is to her understanding that Mobility Management is counted as a capital expense.

3. Status on Fiscal Year 2014 Budget

R. Cabana reported on the budget and provided an updated report for the Board of Directors information.

G. Porter asked if there are any recommendations for the use of \$134K at the end of the fiscal year. G. Porter stated that GRTA should look in to the cost of signage and benches.

A. Tydingco recommended that GRTA look at getting some type of technology accommodations for the riders such as text to speech for reasonable accommodations.

M. Cruz stated that GRTA also needs to look at putting funds aside for the Hay Study that will be going into effect.

4. Status Transit (Bus) Procurement

R. Cabana reported that the legal review #2 is ongoing by OAG. Draft SOP for Transit Buses to be provided by Mr. Felix Dungca for the next board meeting.

5. Status IFB (Invitation for Bid) for GRTA Service Contract Service and new Transit Routes and Schedules + VTCLI + New Fares (NEW ADDITIONS)

R. Cabana reported that the legal review is ongoing by OAG. Draft SOP for Transit Buses to be provided by Mr. Felix Dungca for the next board meeting.

6. GRTA Office Relocation

R. Cabana reported Myra Abaya completed the requisition and was submitted to GSA for packaging and announcement of bid invitation. As of now it is under review by GSA and a follow up with GSA this week will be done.

7. Board Vacancies

R. Cabana reported that the two applicants who were previously interested decided to cancel out. A former GMTA board member Fe Ovalles is interested and an application was sent to her; we are waiting her response.

8. Status on recruitment of Attorney – MOU

R. Cabana reported GRTA has been assigned Assistant Attorney General David Highsmith. R. Cabana stated that Ms. Deborah Rivera is currently grooming Mr. Highsmith into the review process on the two IFB's in their office.



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9. Advisory Committee

J. Cruz reported that he is getting recommendations for committee members. A. Tydingco asked would the members need to fill out an application.

G. Porter stated that a simple letter of application and for GRTA to put an article out announcing that they are seeking Advisory Committee Members.

G. Porter to move to reconsider the motion that was approved at the last meeting in regards to the Advisory Committee. B. Gumataotao seconded the motion. The motion to reconsider the Advisory Committee was approved unanimously.

G. Porter to move to amend the motion on the Advisory Committee to designate the membership as 8 riders and 4 representatives from either nonprofit organizations or agencies. L. Rivera seconded the motion. The motion to amend the Advisory Committee to designate the membership as 8 riders and 4 representatives from either nonprofit organizations or agencies was approved unanimously.

10. Transit Shelter Tumon and Islandwide

R. Cabana reported that Mr. Nate Denight GVB Deputy Director that their attorney is almost done with the MOU between GVB and GRTA.

A. Tydingco stated that Mr. Cabana explain what this line item is for the rest of the board. R. Cabana stated that this is a beautification project for the island. R. Cabana stated that Mr. Denight wanted to just focus on Tumon but the Lieutenant Governor wanted to be done island wide.

G. Porter asked what he proposal is exactly. L. Rivera reported that she is on the committee and that GVB has money to spruce up the bus shelters, GRTA just needs to allow them to come in and identify the stops and make it pretty.

G. Porter stated that she would like the seating to be redesigned so that there is better access for wheelchairs can get into the shelters.

VI. New Business

1. GCC plans to make Sesame Street One-Way access from Corten Torres Street

R. Cabana reported that he met with Mary Okada, Guam Community College, President and was told that GCC plans to turn Sesame Street into a one-way access road from Corten Torres Street. R. Cabana stated that there is a bus shelter right in front of the campus that would need to be relocated.



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Mike Garrido, KEI asked if GCC mentioned the purpose of turning the road into a one-way access. R. Cabana stated per Ms. Okada the campus wants to expand their parking.

2. Request for reinstatement for "Program Coordinator II"

R. Cabana reported that previous employee Emeline Pereira is requesting to be reinstated to her previous position of Program Coordinator II under the reinstatement rights of four years for GovGuam employees.

G. Porter asked if the position is still available. R. Cabana reported that the open FTE has been changed to a Program Coordinator IV.

G. Porter asked if there is a comparable position available. R. Cabana stated that currently Planner II; however it is currently filled.

R. Cabana reported that in a meeting with Myra Abaya she informed him that she spoke with DOA HR and was told that GRTA is not obligated to reinstate the individual and the individual could go to other GovGuam agencies to seek the PC II position she left.

G. Porter stated that GRTA is not in the position to entertain her request at this time.

3. Trip Report (Written / Schedule working session with staff)

R. Pilipina and R. Cabana reported on the off island workshops and provided written reports for the Board of Directors information.

R. Pilipina stated that upon attending the FTA workshop it has made his job a lot easier. He stated that he was provided a summary of 14 SMR areas that the FTA grantees must comply with.

R. Cabana stated the he would like to thank the board for sending him on the CTAA Expo and he will be doing a workshop along with Mr. Pilipina for the rest of the staff sometime next week.

G. Porter stated that R. Cabana attended a training seminar for a Certified Safety Officer and this is required under Map 21. R. Cabana stated that he received his certification.

R. Cabana reported that the training is for vehicle management inspection that deals with old buses and what is to be inspected such as underneath the bus, the sides of the bus and the over view on top of the bus.



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4. Information update on Symposium

R. Cabana reported that the staff has attended various symposiums from Accounting, Human Resources and he will be attending the Procurement within the Government of Guam.

VII. Executive Session

NONE

VIII. Announcements

- BOD respond/acknowledge emails

IX. Next Board Meeting July 15, 2013

X. Adjournment The meeting was adjourned at 5:44pm

Respectfully Submitted,

Nicole Gutierrez
GRTA Board Secretary

Attachments Sign in Sheet, June 17, 2013



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SIGN IN SHEET
GRTA Board of Directors
BOARD MEETING (REGULAR)
June 17, 2013 - 4:30 p.m.

BOARD OF DIRECTORS

Name
Andrew Tydingco <i>Chairman</i>
Manuel Q. Cruz <i>Vice-Chairman</i>
Ginger S. Porter, M.Ed. <i>Secretary</i>
Vicente D. Gumataotao <i>Board Member</i>
Louise C. Rivera <i>Board Member</i>
Jason Cruz <i>Board Member</i>

Sign In
<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>
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<u>ginger.porter@guamcedders.org</u> 735-2478
<u>pitimayor@yahoo.com</u> 472-1232
<u>weezierivera@hotmail.com</u> 888-1540
<u>jasonleecruz44@gmail.com</u> 777-2444

GRTA STAFF

Name
Rudy Cabana <i>Executive Manager, Interim</i>
Felix R. Dungca <i>Chief Planner</i>
Rally Pilipina <i>Planner II</i>
Myra Abaya <i>Administrative Officer</i>
Nicole Gutierrez <i>Board Secretary</i>

Sign In
<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>

Email Address / Phone Number
<u>rudycabana@grta.guam.gov</u> 475-4616
<u>felixberto.dungca@grta.guam.gov</u> 475-4603
<u>rally.pilipina@grta.guam.gov</u> 475-4620
<u>myra.abaya@grta.guam.gov</u> 300-0703
<u>nicole.gutierrez@grta.guam.gov</u> 475-4686

PUBLIC AT LARGE

Name
1. Mike Garrido - KEI
2. Travis Kloppenburg - KEI
3. Jermaine Alerta - <i>Senator San Nicolas</i>
4. <i>[Signature]</i>
5.
6.
7.
8.
9.
10.

Sign In
<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>

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<u>alerta.jermaine@gmail.com</u>

EXECUTIVE
MANAGERS
REPORT



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July 15, 2013

Executive Manager's Report to the Board of Directors

1. Status on Fiscal Year 2014 Budget:

Myra completed the GRTA budget and sent a report to BBMR for them to report to Legislature hearing from the 15th thru 19th all week. GRTA is good to go.

2. Bi weekly SOP report Invitation for Bid (IFB) for Bus Procurement/ IFB Contractual:

Mr. Felix Dungca is assigned to handle the major project SOPS, Policy, Rules and Regulation, for the VTCLI, IFB projects, any other FTA/Local GRTA Transit business

3. Invitation for Bid (IFB) for Transit Service Contract –

- a. IFB Bus Specifications
- b. IFB for Contractual GRTA services for "Operations and Maintenance finally completed as of July 11, 2013 by Ms. Deborah Rivera and Mr. Dungca.

4. IFB next step was to packet both IFB:

GRTA ready to send to General Services Agency (GSA) for their review. Received an email from Ms. Claudia Acfalle DOA/ CPO last Friday, July 12, 2013 informing Mr. Dungca, that GRTA missed the deadline to submit requisition above \$15K requiring IFB on July 5, 2013. Mr. Rally Pilipina GRTA Planner II is in charge of all Federal Transit Authority grants. Rally if you would please can you elaborate more about reporting to FTA of a possible extension due to GRTA not meeting GSA's deadline July 05, 2013.

5. DISID/GRTA Joint Venture (Proposed Resource Center Building/ VTCLI One Call – One Click Center):

Present in the meeting were GRTA (Rudy), Rally GRTA Program Coordinator, Ben Servino DISID, Director, Mr. Monte Mafnas DLM, Henry Taitano GEDA Director, Maria Benito Deputy Rev/Tax.

Discussions were the consolidation property map, and MOU to house different Government of Guam Agencies/Department. Building Plans are done and only need to tweak sections DLM will take lead with the revision. Next meeting is the call of the DISID Director Mr. Ben Servino.

END OF REPORT

Rudy PL. Cabana
Acting, Executive Manager

Agenda Items

1. Bi-Weekly SOP on Transit (Bus) Procurement
2. Bi-Weekly SOP on IFB (Invitation For Bid) for GRTA Service Contract
3. Update of the VTCLI grant "One Call / One Click" Center



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July 15, 2013

Memorandum

To: Board of Directors
Via: Interim Executive Manager
Re: Supplemental Updated Report- Status of Invitation for Bid (Bus Procurement)

This supplemental report is to update the Board on the status of the Invitation for Bid for Bus Procurement.

- On July 11th (Last Thursday) a working session between GRTA and the OAG was conducted in their office for the purpose of updating the IFB. This task has been completed and satisfactory to the OAG.
- Their office have advised us that we can now move forward in transmitting the IFB to the Guam Services Agency for the procurement phase.

Prepared by:


Felix R. Dungca



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July 09, 2013

MEMORANDUM

(Revised as of July 09, 2013)

COPY

To: Board of Directors
From: CHIEF PLANNER
Via: Acting Interim Executive Manager
Subject: Report to the Board of Directors

MAJOR PROJECTS & CHALLENGES

- 1 **Status Report- Invitation for Bid (IFB) for Bus Procurement-** As previously reported to the Board, we continue to communicate with the OAG on this pressing matter twice monthly. In the most recent email, I specifically asked for a "realistic time frame" on when their office can conclude the final legal review. I am attaching a copy of their email reply for your updated information (Exhibit C) dated June 25th, 2013
 - It should be noted for the record that the arrangement between PB, OAG, GSA and GRTA are as follows (1) PB is the technical consultant to GRTA via an MOA tasked with the drafting of the technical bus specifications and any supplemental ARRA, FTA requirements, etc. (2) OAG is the government attorney tasked with the review of that draft IFB, (3) GRTA is the government client, and (4) GSA is the chief procurement office tasked with the actual procurement;
 - In that regard, PB in coordination with both OAG and GSA has prepared the IFB and transmitted to OAG for legal review and inclusion of any other language consistent with local IFB laws (5 GCA). A copy of the complete project files with specific task orders is available in house. Each task order and invoice is normally signed off by Federal Highway Administration (FHWA), DPW, PB and GRTA.
 - Furthermore during this review process by OAG, all documented comments by their office are transmitted back to PB to corrections to ensure that local laws are complied with;
 - Lastly, during several tele-conference calls between GRTA and PB they agreed to update the draft IFB to incorporate those changes noted by OAG as this is a document that has specific language, forms, requirements best handled by either the consultant or the OAG;
 - Update as of July 05, 2013- A working session between GRTA and OAG is scheduled for next week to make corrections to the IFB documents that will satisfy the OAG. These insertions of specific language were identified by PB as required by OAG or GSA to comply with local procurement law during the actual procurement process.

- 2 **Status Report- Invitation for Bid (IFB) for Transit Contract-** As in #2 above I had pressed the OAG for an updated status report on this IFB packet. Attached is their reply. (Exhibit C) dated June 25th, 2013



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As previously reported by staff, this agency is in the process of recruiting an Assistant Attorney General that will be assigned full time to GRTA. This is critical to ensure that Projects # 1 and 2 receive immediate and full time legal review as they are both time sensitive. (ARRA funding for bus procurement extended to July 2014 by FTA)

3. **Status Report- VTCLI Grant-** As outlined in the grant approval documents, this grant is allocated as such:
 - a. **Part 1-** Approximately \$1 Million to joint venture with DISID for the construction of a future "multi-purpose resource center. DISID role is to secure an additional \$6 - \$7 Million. Additionally a previous FTA grant for \$273,500 ** awarded to GRTA was for the initial "seed" monies for the construction of a maintenance facility, however GRTA does not have any real property at this time to pursue the construction of such a facility (i.e. this project is identified in both the 2030 GTP and the 2010 Transit Business Plan).
** \$137,500. For preliminary engineering and architectural design, and \$100,000. For NEPA environmental review.

- As such the \$273,500. was combined with the \$1 Million and subsequent meetings and discussions with DISID was to have them modify their construction plans to include a maintenance facility;
 - b. **Part 2-** The remaining \$305,000. (est.) of the VTCLI grant was allocated for the construction of a One Call-One Click Dispatch Center and the purchase of certain hardware, software and technical assistance as well as the updating of the coordinated plan, etc.
In the interim while we work towards the construction of a multi-purpose resource center with DISID and a permanent office GRTA is moving forward with an RFP for a temporary office and one call center.
 - c. **RFP - Construction of One Call Center-** Attached for your review is the completed RFP (Exhibit D) that was drafted with the assistance of Planner IV Joseph C. Santos.
4. **2014 Projects (Proposed)-** As reported to the Board in their April meeting I listed several capital improvement projects for consideration that is consistent with all previous master plans for Guam. These projects are suggested in the 2030 GTP and 2010 Transit Business Plan and the **Guam Island-wide Program Management Services (Task Order No. 8) PB DPW-FHWA-GU-NH-ISMS (002) Task 1.2.2 – Mass Transit Implementation: Site Selection Study for Vehicle Operations, Maintenance, and Storage Facility, dated February 2009**

These plans are the basis for GRTA applying and qualifying for future federal grant funding, and it is recommended that GRTA begin to re-program current and future federal funding towards them, as well as apply for any future federal grants.

5. **Repair, Renovation and Construction of Bus Shelters in Tumon-** Briefly, this project originated in 2011-2012 with an un-solicited proposal from Tri-Vision. The proposal was returned to them at the advice of the OAG as GRTA did not issue any RFP for this project. In numerous discussions with OAG and GVB on how to proceed forward with a possible MOA or joint venture with GVB, it was advised that there are some legal and administrative issues that need to be resolved as the



GUAM REGIONAL TRANSIT AUTHORITY
Government of Guam

Eddie B. Calvo, Governor
Raymond S. Tenorio, Lt. Governor
Rudy Pl. Cabana, Interim Executive Manager

P.O. Box 2896
Hagatna, Guam 96932

Phone: (671) 475-4686 or 475-4616
Fax: (671) 475-4600



(1) structures are GRTA, (2) the location of said structures are DPW rights-of-way and (3) the area in question is GVB.

Furthermore the initial proposal is requesting an exclusive right to all existing and new shelters in Tumon, and the rights to advertise and receive revenues from said advertisement on government-owned properties, with a possible revenue-sharing for GRTA.

6. **Revocation of Procurement Delegation by GSA-** During calendar year 2012 I engaged in several email conversations with GSA personnel to seek advice and direction relative to our procurement needs as well as the process to follow relative to our requisitions. It was relayed to me at that time that GSA does not have the personnel to assist and process our requisitions and this was followed up with a memorandum from the Chief Procurement Office dated June 06, 2012, (**Exhibit A**) as explained. Furthermore in GSA's opinion and review of our mandates GRTA is authorized to procure its own supplies without going through GSA, subject to 5 GCA Section 5;
- At some point thereafter we were advised by GSA that for us to secure some level of Delegation of Procurement Authority we would have to assign Myra Abaya full time to GSA for additional three month training. I mentioned to them that this request would be difficult at this time since Myra oversees several accounting tasks daily. I asked if we could make an arrangement for her to receive training half day at GSA, however that request was not acceptable to them. It should be noted that Myra is a 20 year veteran of GRTA and the former GMTA and in her capacity as administrative officer she had previously handled procurement issues. In discussions with Myra she had advised me that she can handle our specific procurement needs.
 - At no time did GSA ever advise me that our delegation would be rescinded if we did not complete the training. (**Exhibit B**) dated June 21, 2013
 - It should also be noted that despite this advisory from GSA between the initial June 02, 2012 letter to present, Myra has continued to process minor requisitions for this agency (i.e. month-to-month procurement of transit services, purchasing of equipment, furniture, etc.) in collaboration with DOA accounting office.
 - Additionally it should be noted that in our ongoing efforts to seek proper guidance from GSA on the whole issue of procurement, we also sought guidance from the OAG on the processes for both RFP's and IFB's.
 - Lastly in 2012 the OAG scheduled and conducted an RFP Workshop 101. We requested to be included but were advised that the class was already filled. We were eventually included in the 2013 session;



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Fax: (671) 475-4600



RECOMMENDATIONS

- Immediate recruitment of a full time assistant attorney general and assigned to GRTA. The following projects shall receive top priority-
 - a. *IFB- Bus Procurement* (DOCUMENTS COMPLETED pending final legal review and approval)
 - b. *IFB- Transit Services* (DOCUMENTS COMPLETED pending legal review and approval)
 - c. *RFP -Office Rental* (DOCUMENTS COMPLETED pending legal review and approval)
 - d. *RFP (Construction of One Call – One Click Center)* (DOCUMENTS COMPLETED pending legal approval)
 - e. *RFP (VTCLI Grant-New Building/Office)* As suggested in a previous Board meeting, it is recommended that a working session be scheduled with DISID to discuss their progress in securing additional funding for their resource building to include the updating of the current construction drawings, consolidation of lots, hiring of a Project Manager to oversee the project and other related tasks including the drafting of an MOA between GRTA and DISID relative to our respective roles under the grant award.
 - f. *Need for Adjudication of Rules & Regulations-* Until time that rules and regulations are adjudicated we continue to fall under the DOA Personnel Rules & Regulations, GSA procurement laws, DOA accounting and administration and OAG legal review.
 - g. *RFP- Tumon Bus Shelters-* This project will require legal review and guidance on how to proceed forward.
- Recruitment of Additional Personnel for GRTA in Fiscal Year 2014 as identified below:
 - h. Executive Manager (Approved and funded FTE-ongoing recruitment)
 - i. Contract Manager (recommended new FTE)
 - j. Administrative Assistant(recommended new FTE)
 - k. Junior Planner (recommended new FTE)
 - l. Etc.

Attached for your updated information is the Report to the Board dated April 15th, 2013 (Exhibit E)

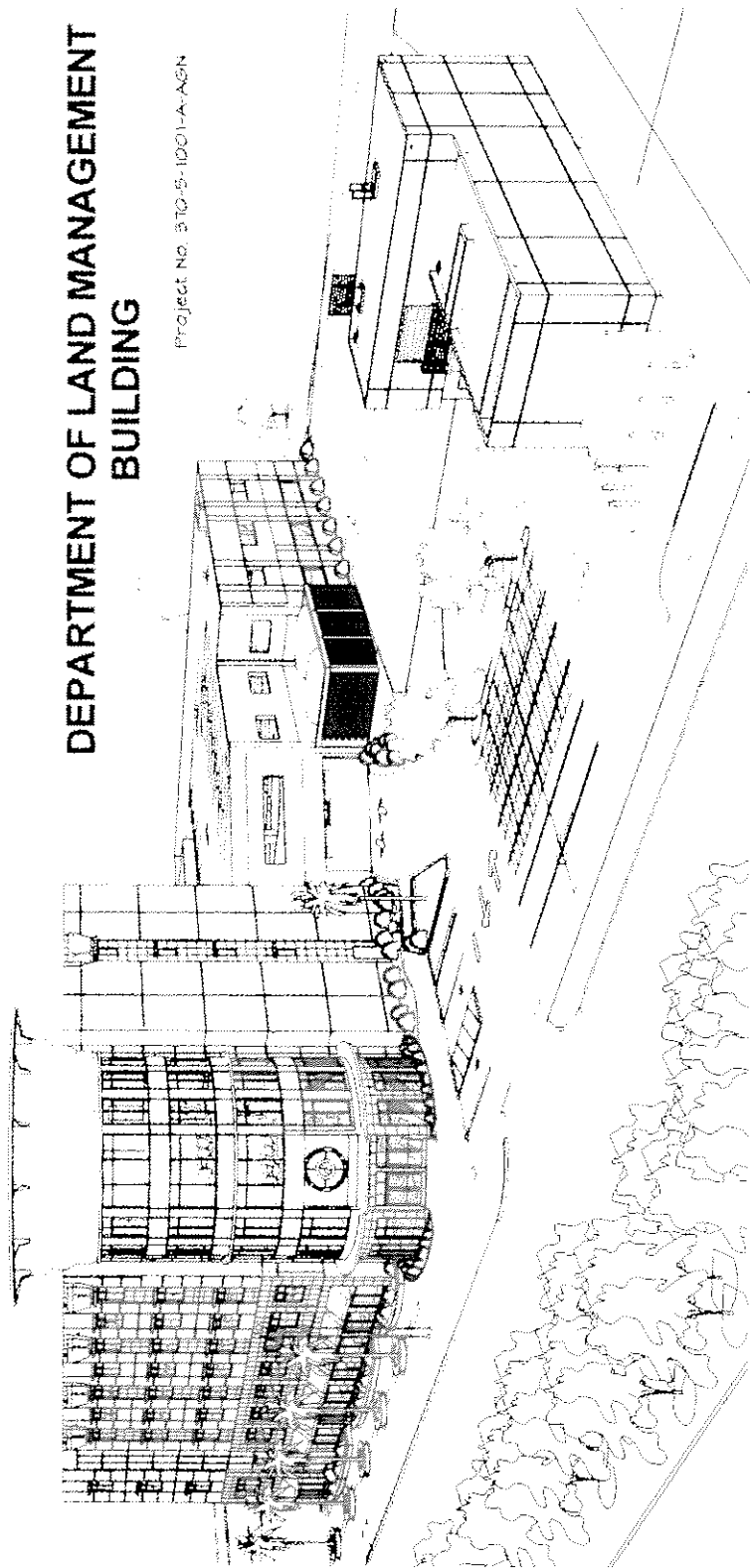
END OF REPORT


FELIXBERTO R. DUNGCA

Attachment(s)

DEPARTMENT OF LAND MANAGEMENT BUILDING

Project No. BTD-9-1001A-AGN



REV.	DATE	BY	CHKD.

TRMAD
 TRMAD ARCHITECTS
 1000 S. GARDNER ST., SUITE 100
 ANCHORAGE, ALASKA 99503
 PHONE: (907) 562-1111
 FAX: (907) 562-1112
 WWW: TRMAD.COM



PROJECT:
 DEPARTMENT OF LAND MANAGEMENT BUILDING
 LOCATION:
 ANCHORAGE

TITLE SHEET

DATE: 10/17/00
 DRAWN BY: J. W. WILSON
 CHECKED BY: J. W. WILSON
 SCALE: AS SHOWN
 SHEET NO.: T1

T1

MANAGEMENTS

DESIGNER: TRMAD

ARCHITECT: TRMAD

ENGINEER: TRMAD

PLUMBER: TRMAD

ELECTRICIAN: TRMAD

Mechanical: TRMAD

Structural: TRMAD

Interior: TRMAD

Exterior: TRMAD


Site: TRMAD

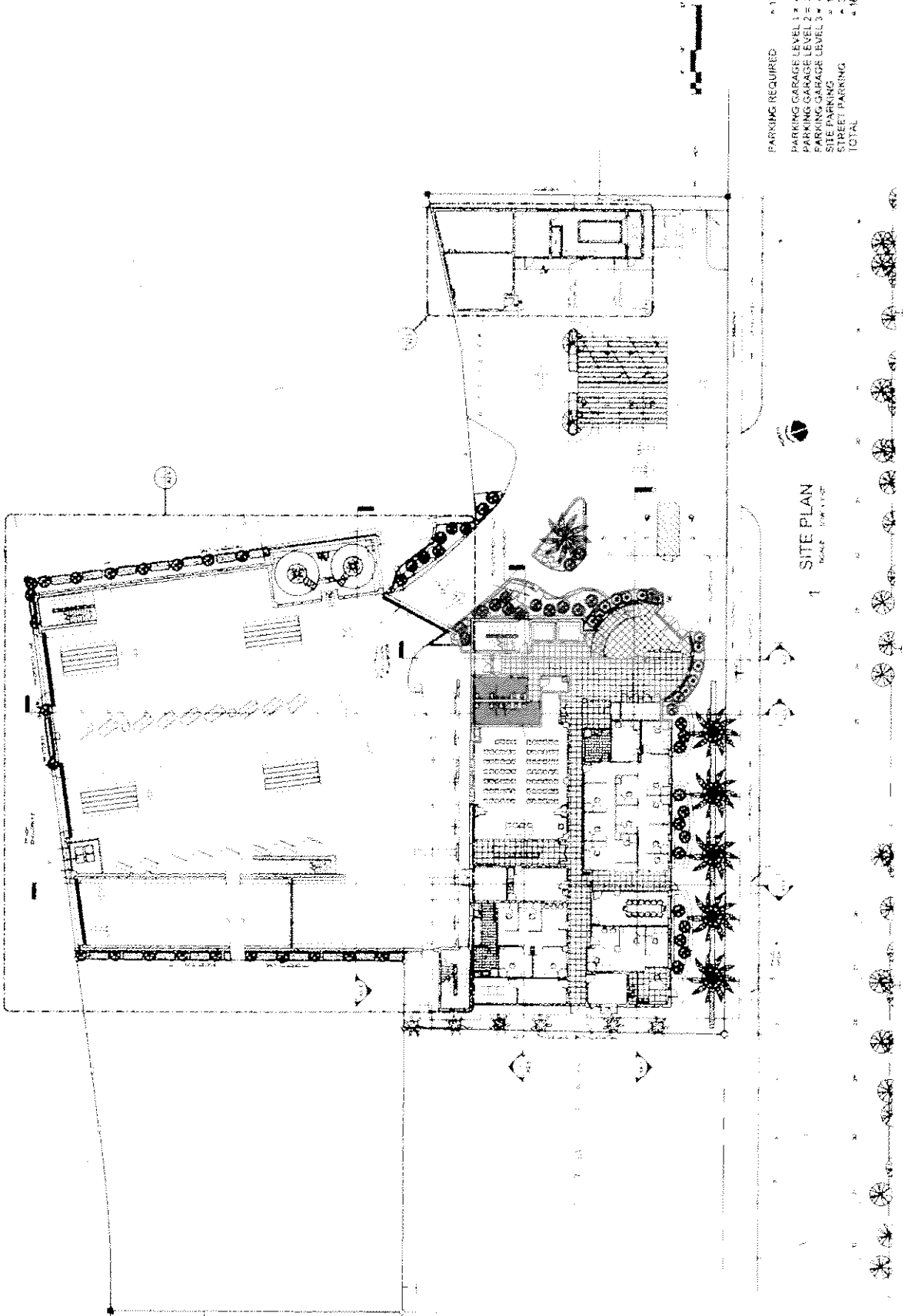
Other: TRMAD

DATE: 10/17/00

SCALE: AS SHOWN

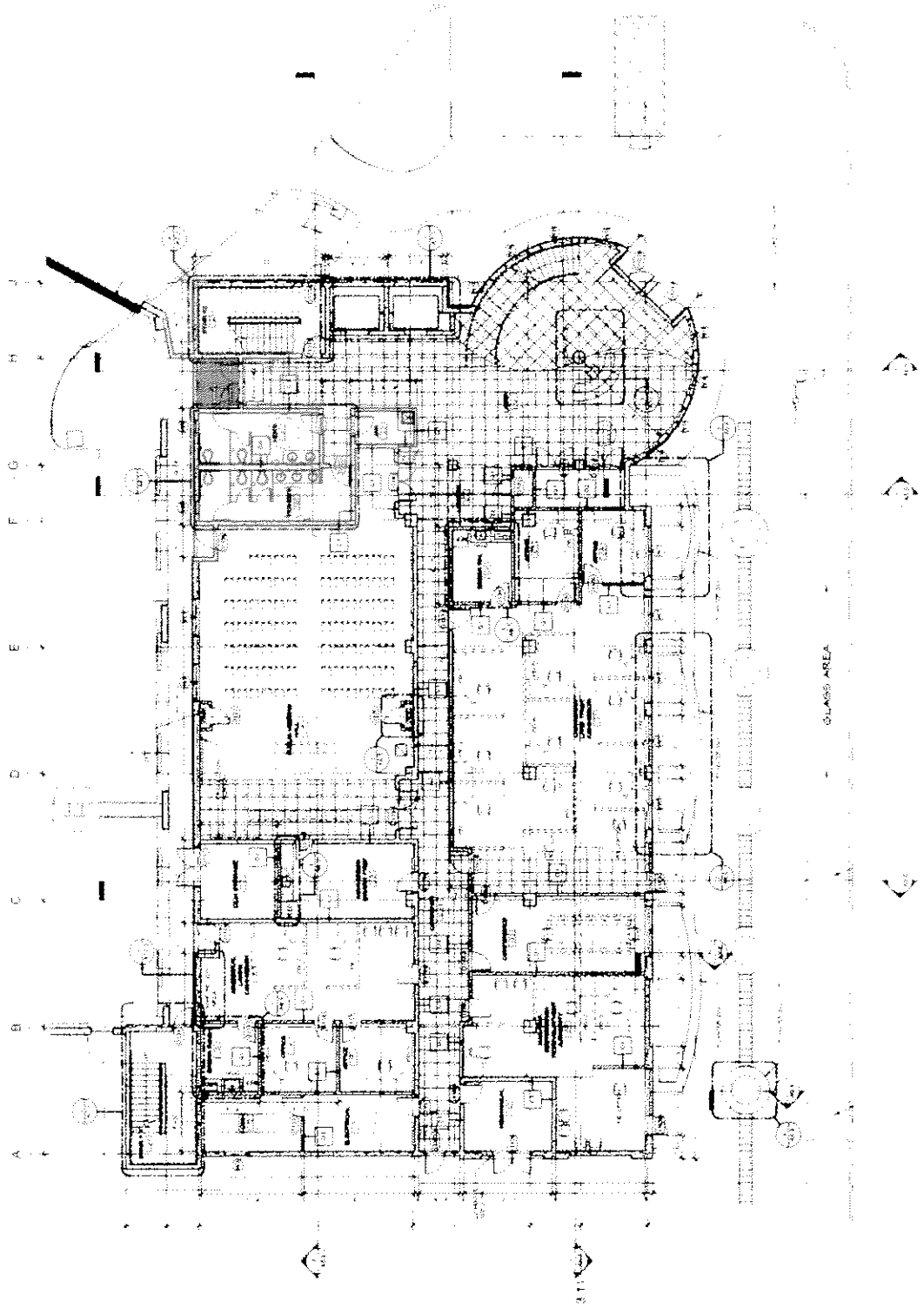
SHEET NO.: T1



		TRMAD <small>TRMAD ARCHITECTURAL & INTERIOR DESIGN</small> <small>2150 LAUREL DRIVE, SUITE 100, WEST VALLEY CITY, UT 84119</small> <small>TEL: (801) 972-1111 FAX: (801) 972-1112</small> <small>WWW.TRMAD.COM</small>	
PROJECT: TRMAD OFFICE & MANAGEMENT BUILDING 1000 WEST VALLEY BLVD WEST VALLEY CITY, UT 84119		SITE PLAN FINAL SUBMITTAL TRMAD	
DATE: 07/15/2010		SCALE: AS SHOWN	
BY: TRMAD		CHECKED: TRMAD	
APPROVED: TRMAD		DATE: 07/15/2010	
PROJECT NO.: TRMAD-10-001		SHEET NO.: A1.1	

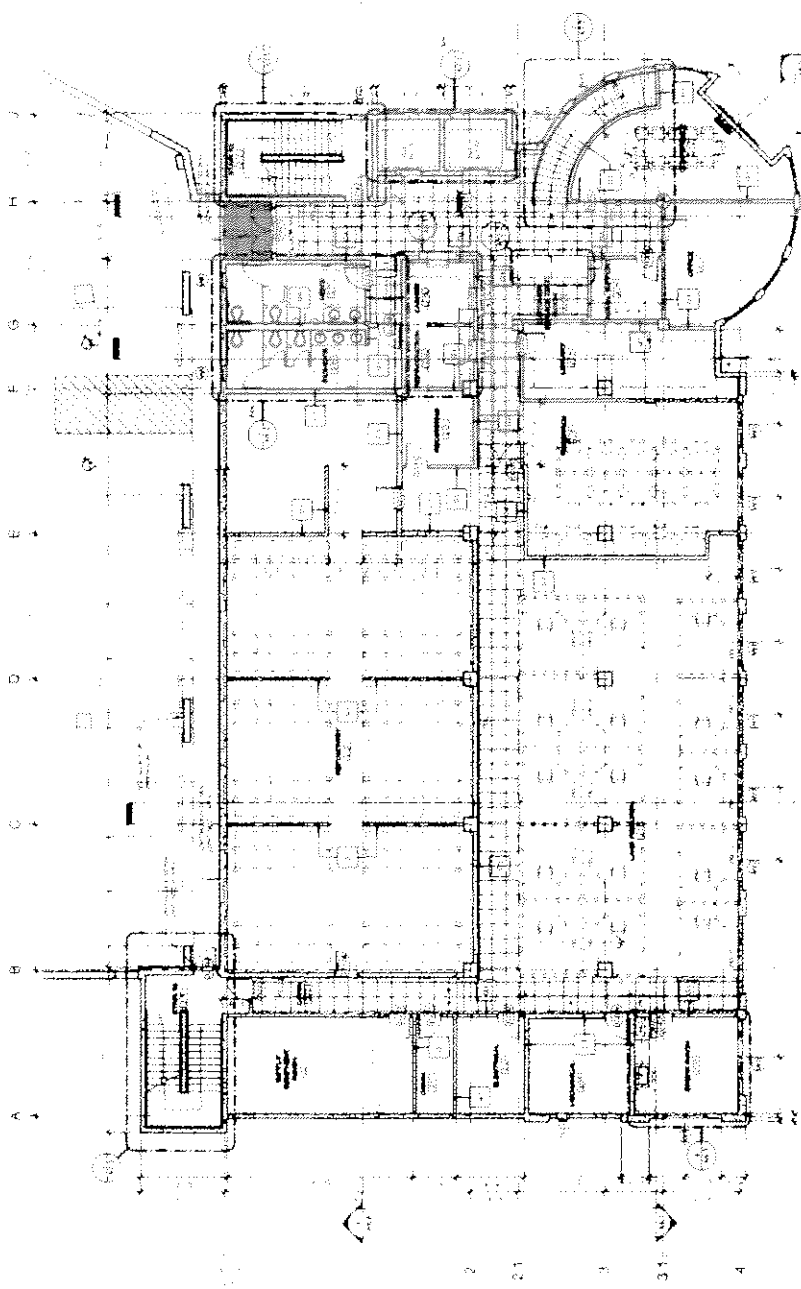


PARKING REQUIRED

PARKING GARAGE LEVEL 1	42
PARKING GARAGE LEVEL 2	34
PARKING GARAGE LEVEL 3	42
SITE PARKING	17
STREET PARKING	32
TOTAL	167



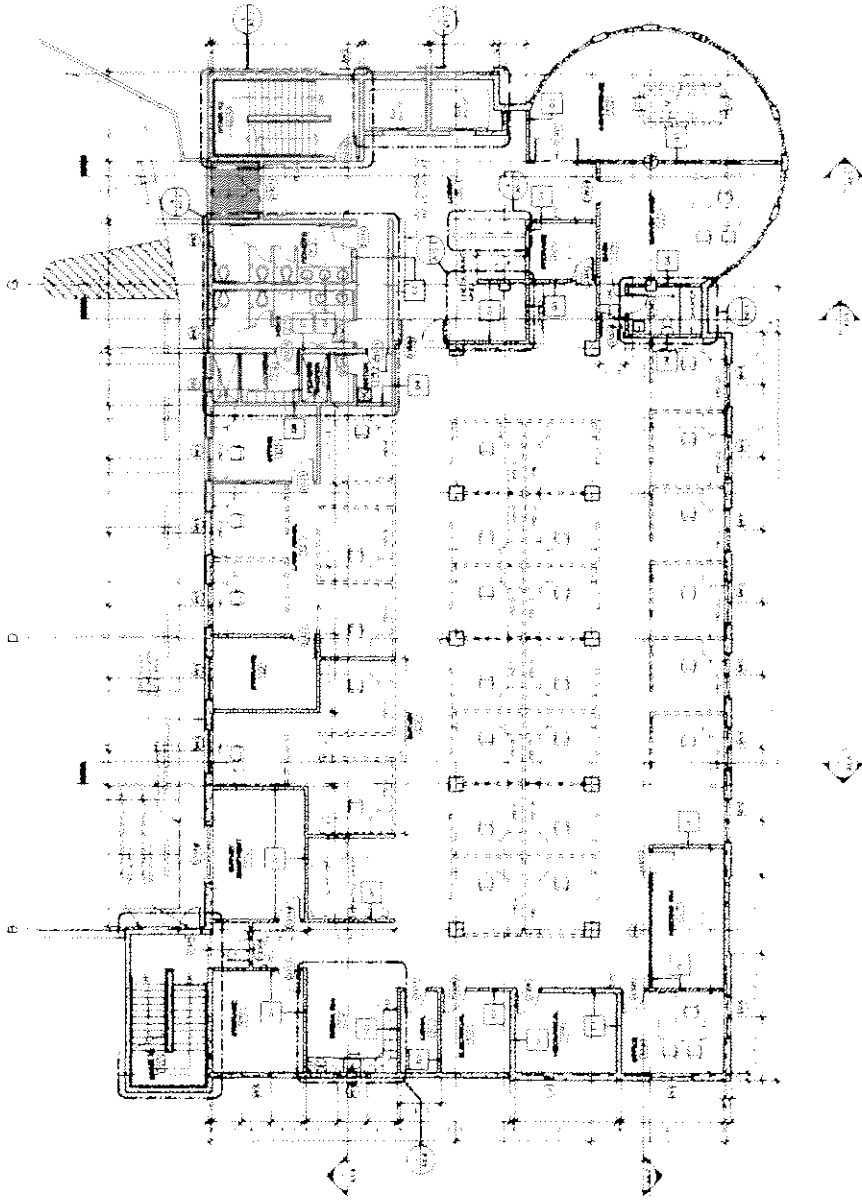
 <p>TRMAD TRADING COMPANY 1100 BROADWAY, SUITE 1000 NEW YORK, NY 10006 TEL: (212) 512-1000 FAX: (212) 512-1001</p>		 <p>Professional Engineer State of New York License No. 12345 Date of Issue: 01/01/2000 Expiration Date: 12/31/2005</p>		<p>STATE OF NEW YORK DEPARTMENT OF LAND OFFICE OF GENERAL SERVICES MANAGEMENT BUILDING ALBANY, NY 12242</p>		<p>TITLE LEVEL 2 FLOOR PLAN</p>		<p>DESIGNED BY TRMAD</p>		<p>DATE 05/11/00</p>		<p>SCALE 1/8" = 1'-0"</p>		<p>PROJECT NO. 10000000</p>		<p>10/23</p>		<p>A2.2</p>	
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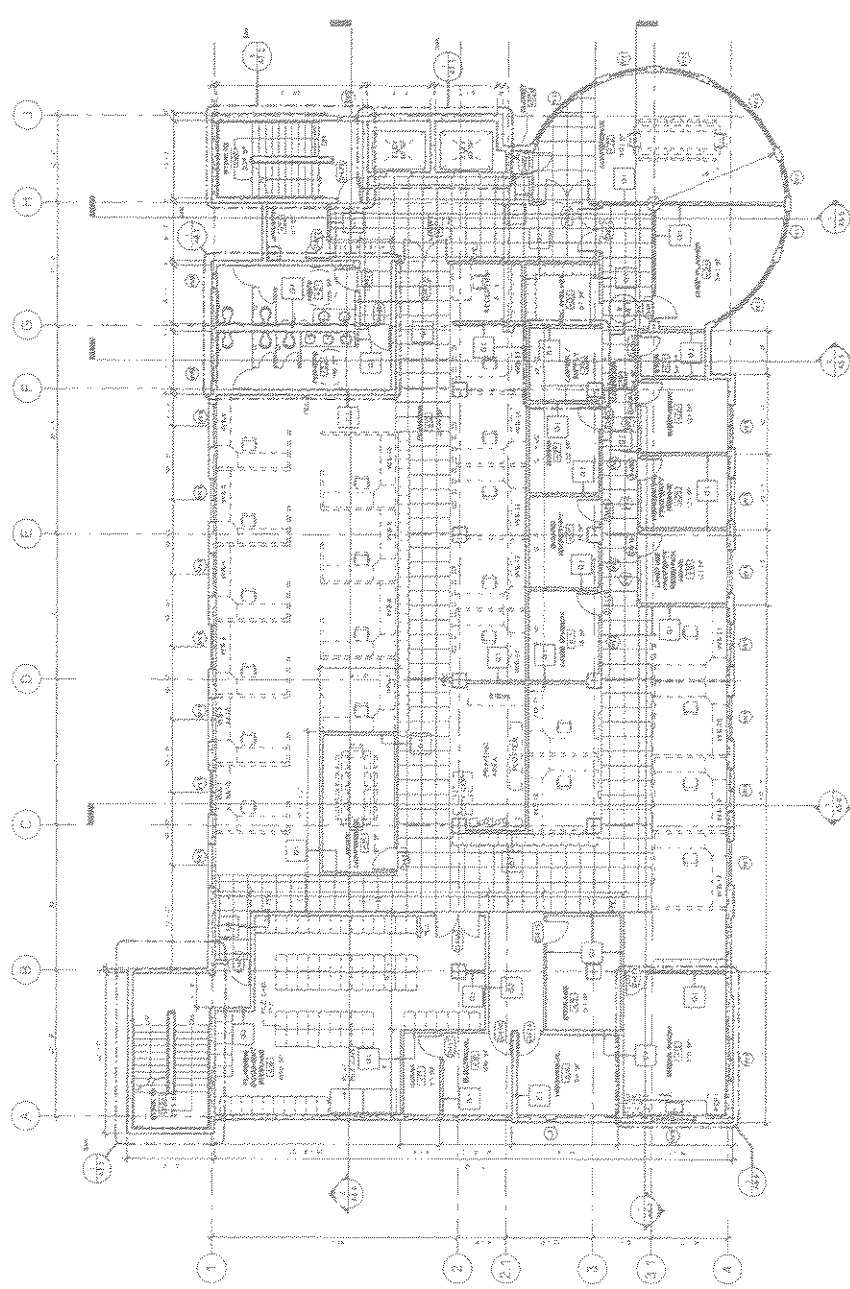


		TRMAD TRADING COMPANY (PVT) LTD 23, SOUTH BRIDGE ROAD, SINGAPORE 058742 Tel: 339 2828 Fax: 339 1417 Email: trmad@trmad.com.sg	DEPARTMENT OF LAND MANAGEMENT BUILDINGS HYGIENE QUARANTINE	LEVEL 3 FLOOR PLAN	FINAL SUBMITTAL TRMAD TRMAD 1/2" = 1'-0" 0077/00 2002	A2.3
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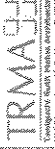

N 36° 30' 00" E 22.00' 00" 1:4" = 1:1"

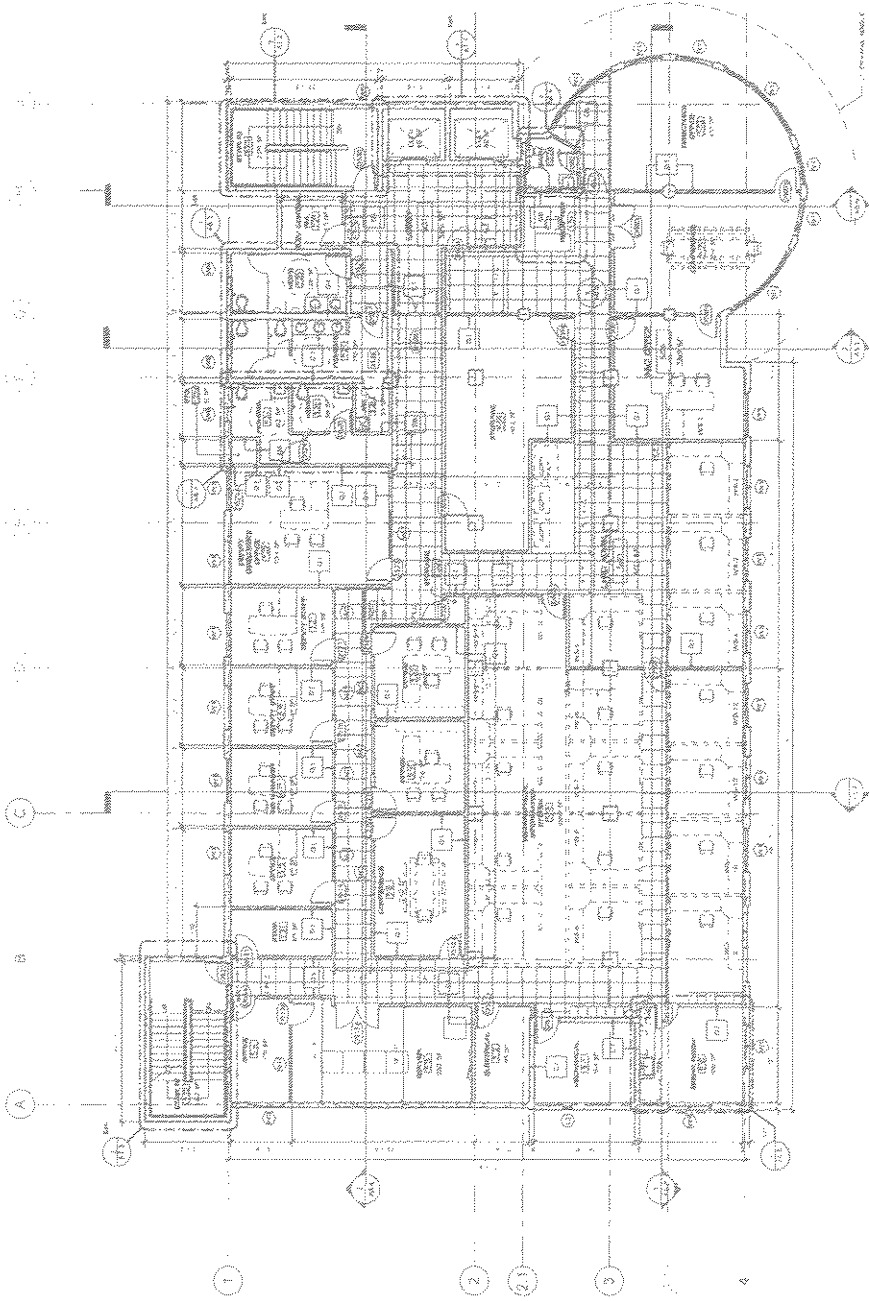
<p>TRMAG TRMAG Group Inc. 1000 Highway 70, Suite 200 St. John's, NL A1A 1S1</p>		<p>ROBERT A. MACDONALD PROFESSIONAL ENGINEER REG. NO. 12345 PROVINCE OF NEW BRUNSWICK</p>		<p>PROJECT: [REDACTED] DRAWING NO.: [REDACTED] DATE: [REDACTED]</p>		<p>LEVEL 4 FLOOR PLAN</p>		<p>FINAL SUBMITTAL TRMAG DATE: [REDACTED]</p>		<p>SCALE: AS SHOWN DATE: [REDACTED]</p>		<p>NO. 1</p>		<p>A2.4</p>	
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1 LEVEL 4
 SCALE 5/16"


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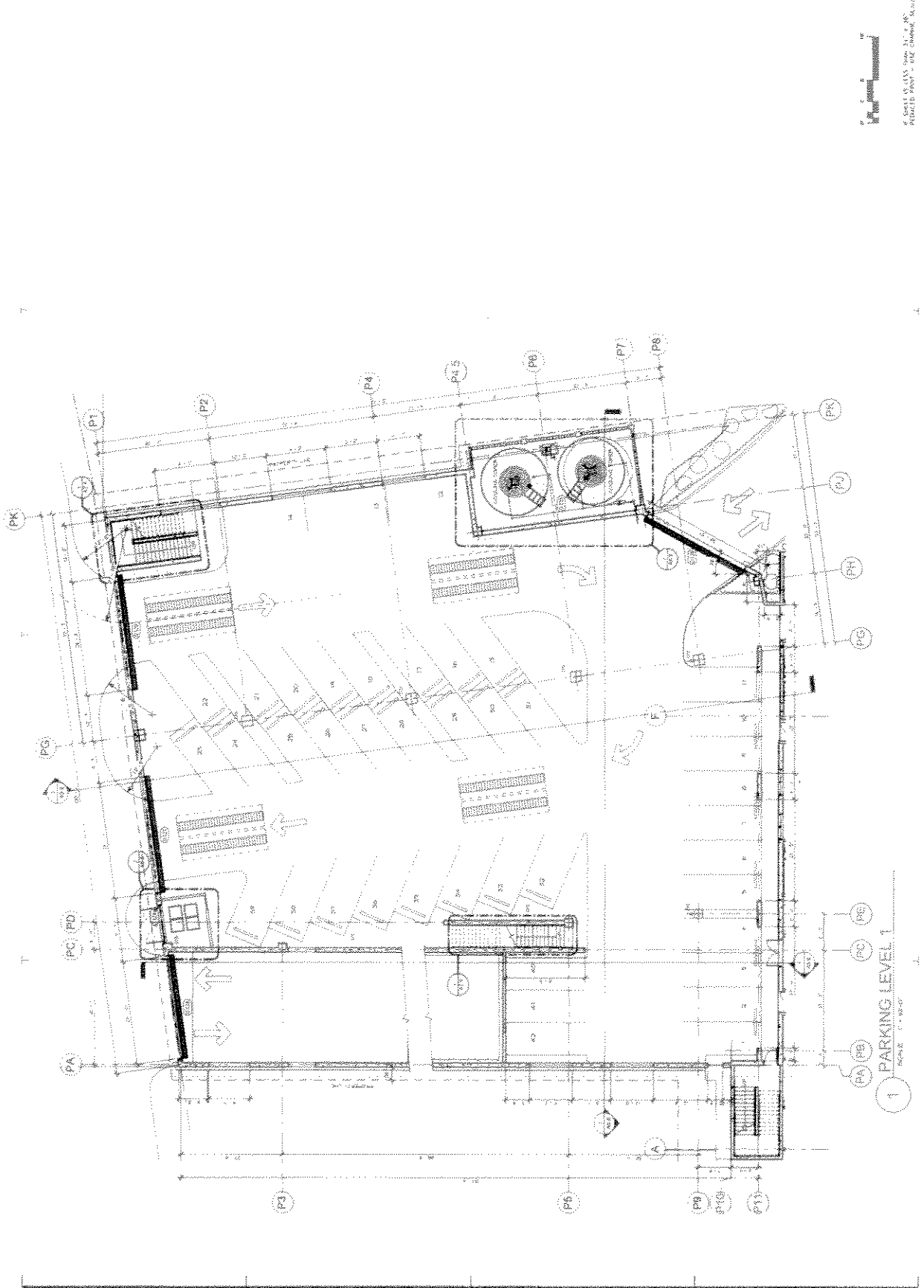
 <p>TRMA TRANSPORTATION REVENUE MANAGEMENT ASSOCIATION 1000 EAST 17TH AVENUE, SUITE 2000 DENVER, CO 80202-1000</p>		 <p>Professional Engineer License No. 100000000 State of Colorado</p>		<p>Project: TRANSPORTATION REVENUE MANAGEMENT ASSOCIATION Building: MANAGEMENT BUILDING Location: DENVER, CO</p>		<p>LEVEL 5 FLOOR PLAN</p>		<p>DATE: 10/22/10</p>		<p>A2.5</p>	
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1 LEVEL 5
 SCALE: 1/8" = 1'-0"




PROJECT:	DRIVE:
DATE:	DATE:
BY:	BY:
CHECKED:	CHECKED:
APPROVED:	APPROVED:
TRMARCH	TRMARCH
TRMARCH ARCHITECTS	TRMARCH ARCHITECTS
1000 BROADWAY, SUITE 2000	1000 BROADWAY, SUITE 2000
NEW YORK, NY 10018	NEW YORK, NY 10018
ARCHITECTS	ARCHITECTS
INTERIOR DESIGN	INTERIOR DESIGN
	
PROJECT NO. 1000 BROADWAY, SUITE 2000 PROJECT NAME: 1000 BROADWAY, SUITE 2000 PROJECT ADDRESS: 1000 BROADWAY, SUITE 2000 PROJECT CITY: NEW YORK, NY 10018 PROJECT STATE: NY PROJECT ZIP: 10018 PROJECT DATE: 10/1/2010 PROJECT SCALE: 1/8" = 1'-0" PROJECT SHEET: 0002 PROJECT TOTAL: 0002	
A2.6	

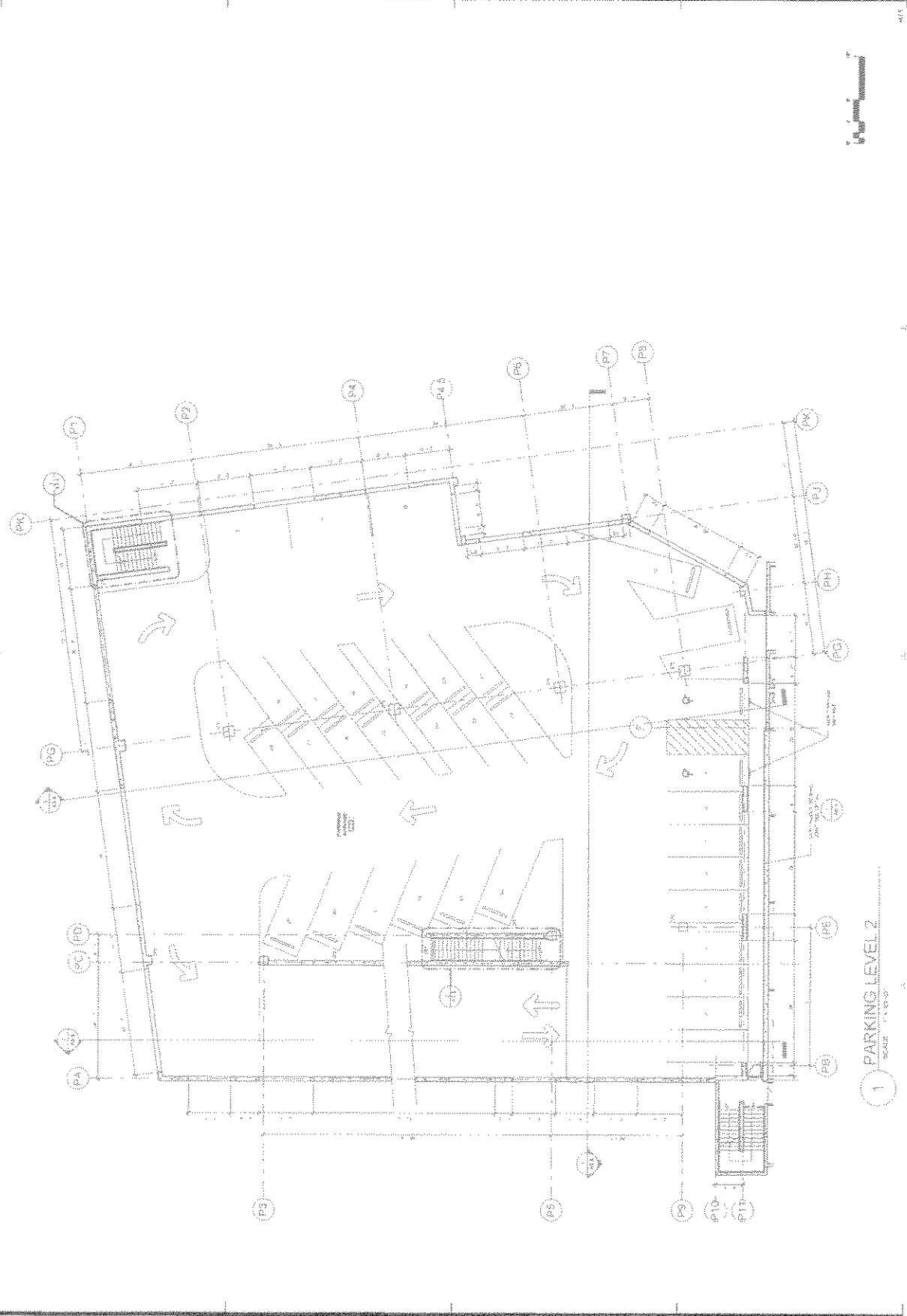


Scale: 1" = 30'-0"

1000 BROADWAY, SUITE 2000
 PROJECT NAME: 1000 BROADWAY, SUITE 2000
 PROJECT ADDRESS: 1000 BROADWAY, SUITE 2000
 PROJECT CITY: NEW YORK, NY 10018
 PROJECT STATE: NY
 PROJECT ZIP: 10018
 PROJECT DATE: 10/1/2010
 PROJECT SCALE: 1/8" = 1'-0"
 PROJECT SHEET: 0002
 PROJECT TOTAL: 0002


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 Scale: 1" = 30'-0"

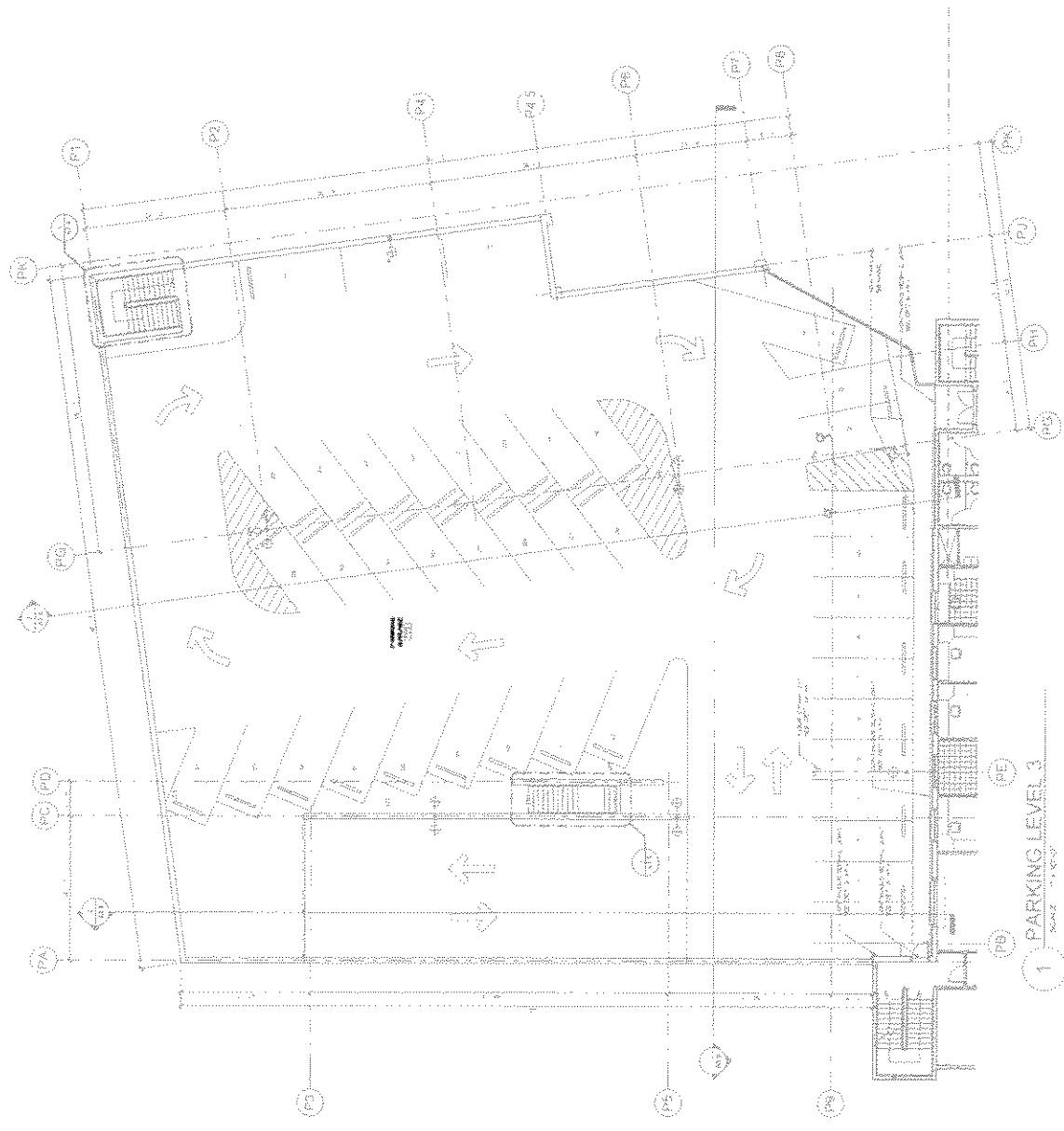
		TRM&P TRM&P ENGINEERS, P.C. 2500 Lakes Drive, Suite 400, Irvine, CA 92614 Tel: 949.453.2500 Fax: 949.453.2501	
PROJECT: LEVEL 2 PARKING		SHEET: A2.7	
PREPARED BY: TRM&P		DATE: 11/10/07	
CHECKED BY: TRM&P		PROJECT NO.: 100720P	
DRAWN BY: TRM&P		SCALE: AS SHOWN	
APPROVED BY: TRM&P		SHEET NO.: 1	
PROJECT NO.: 100720P		DRAWING NO.: 100720P	
PROJECT NAME: LEVEL 2 PARKING		PROJECT LOCATION: 100720P	
PROJECT OWNER: TRM&P		PROJECT NO.: 100720P	
PROJECT NO.: 100720P		PROJECT NO.: 100720P	



1 PARKING LEVEL 2
SCALE: 1/4" = 1'-0"



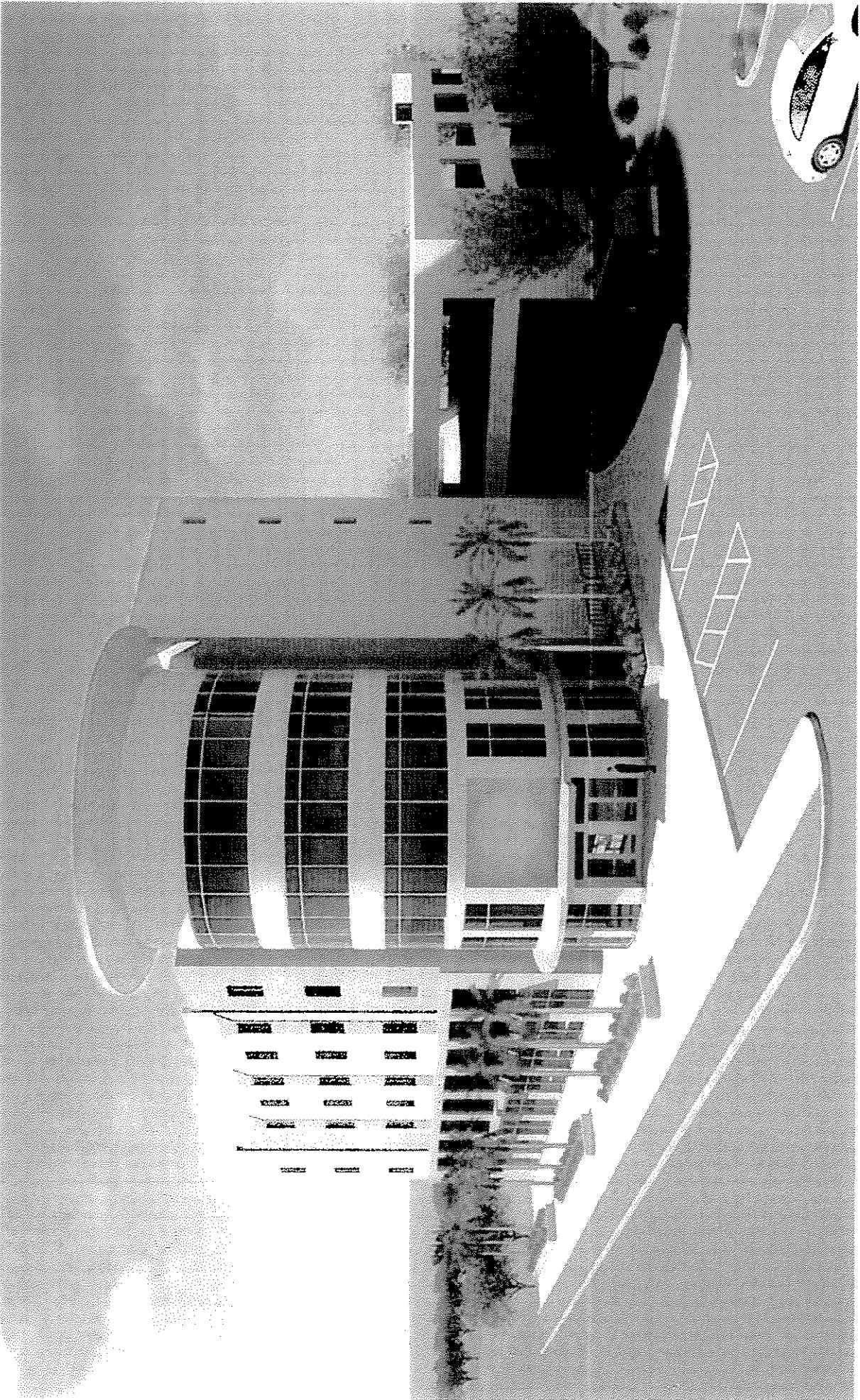
		TRMAHH TRMAHH ARCHITECTS & ENGINEERS 1000 W. 10th Street, Suite 1000 Denver, CO 80202	
Project: DEPARTMENT OF LAND MANAGEMENT & PLANNING MANAGEMENT PLAN		Drawing: LEVEL 3 PARKING	
Date: 12/10/2018		Scale: 1" = 10'-0"	
Drawing No: 0002		Revision No: 01	
Project No: 100000000		Drawing No: 0002	

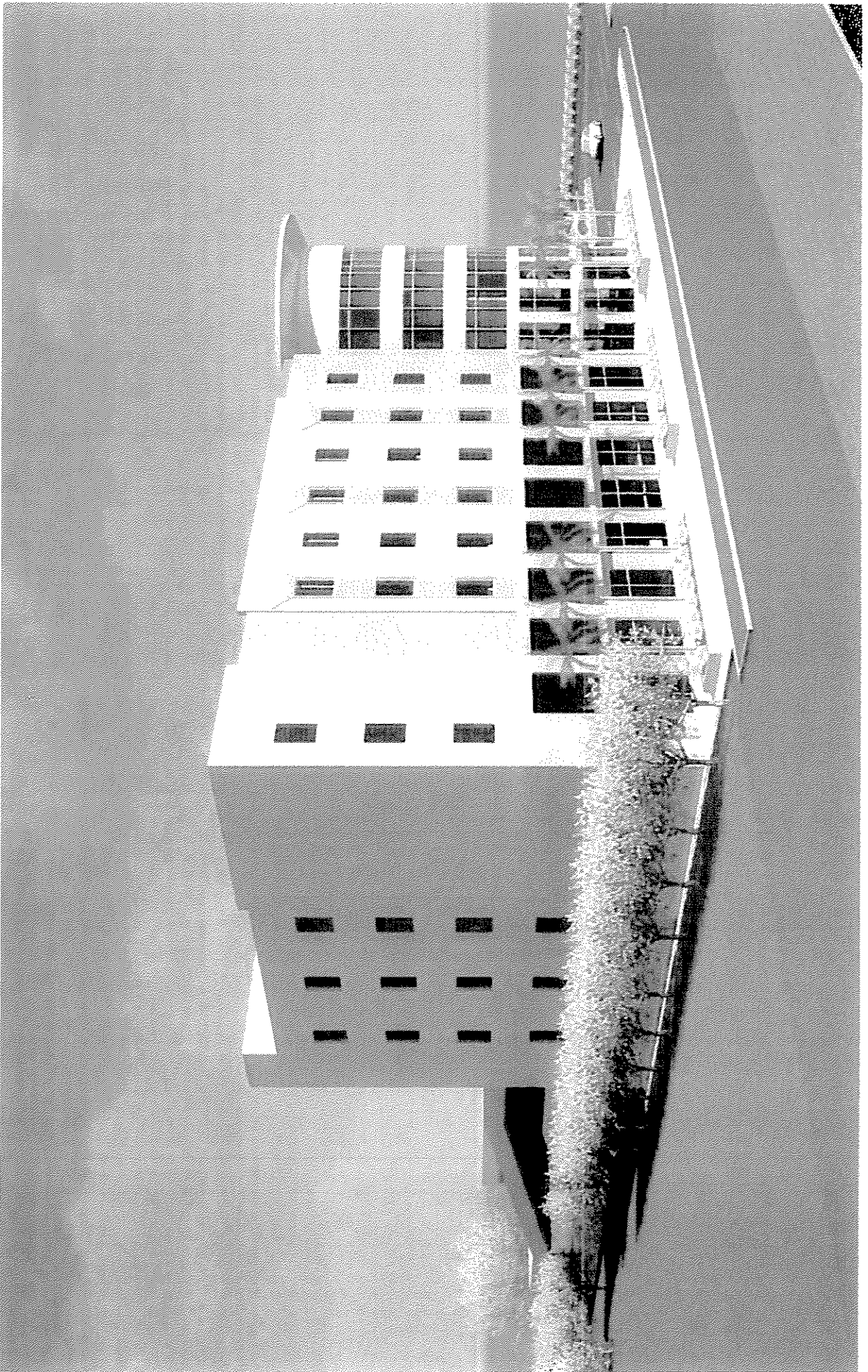


1 PARKING LEVEL 3
 SCALE 1" = 10'-0"

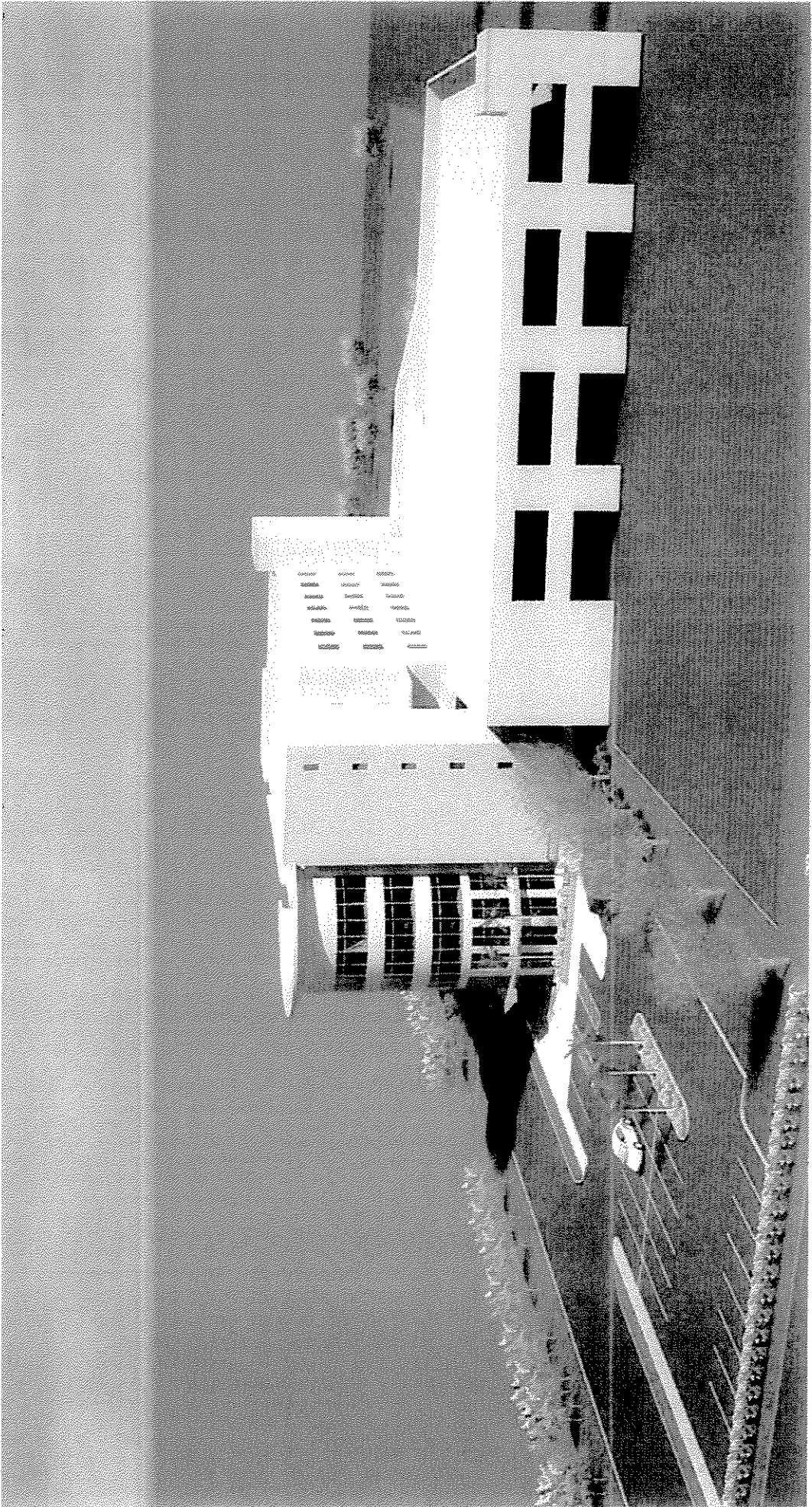


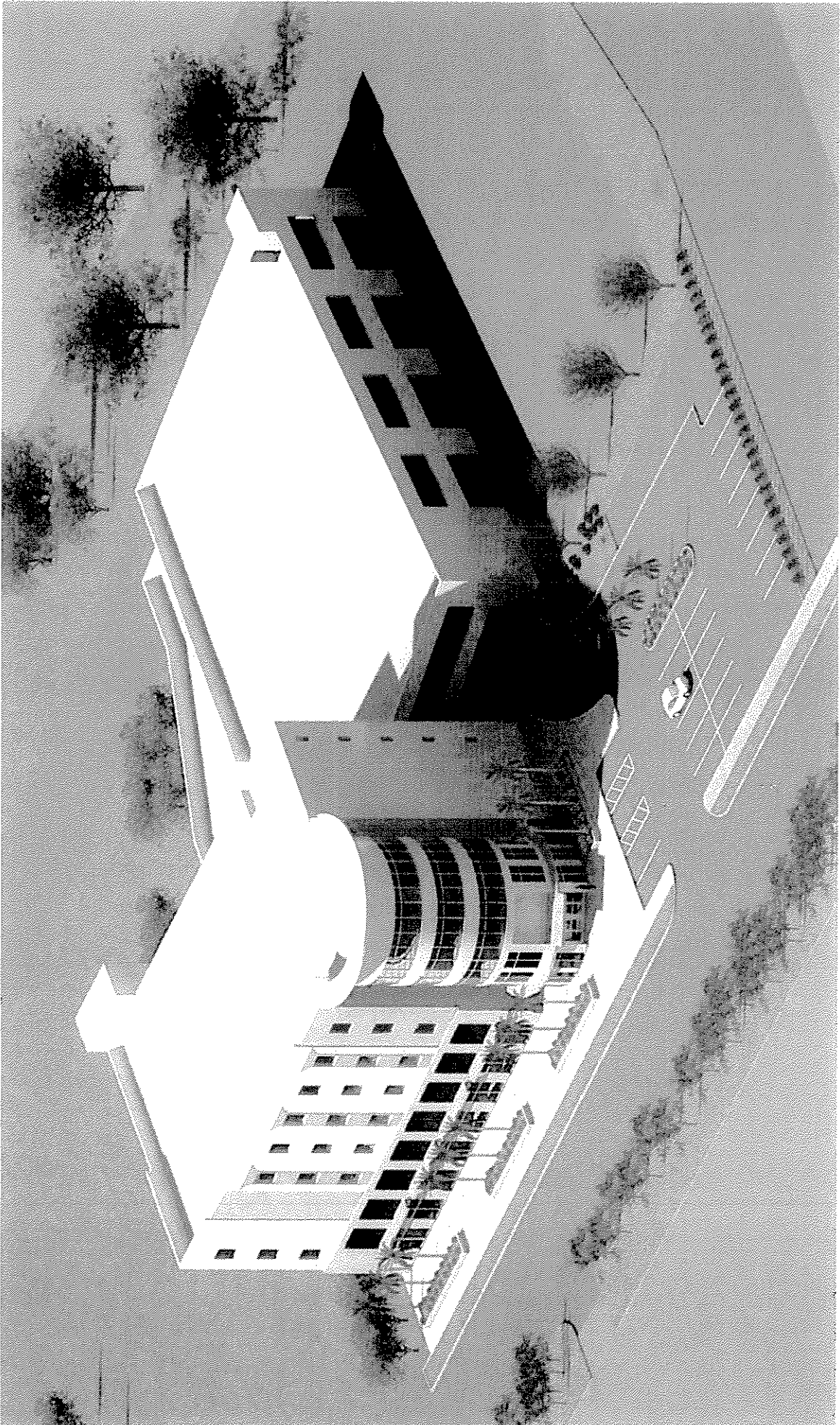
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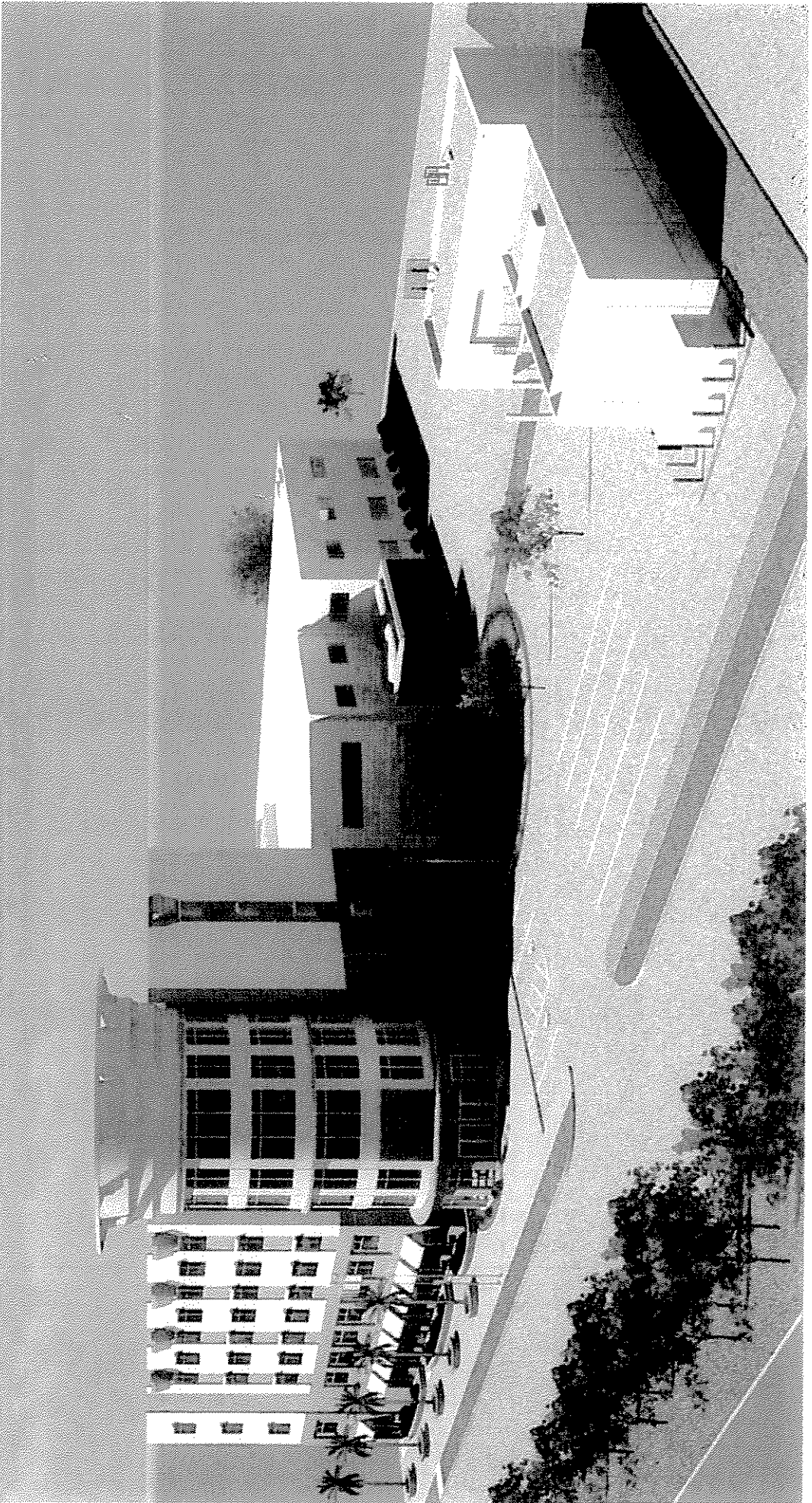














Agenda Item

6. Status on GRTA Office Space / Bus Parking

Judge allows more time for psychiatric evaluation
 Sex Offender Registry. the morning to find Gagan Gagan, on Nov. 19, 2012, sexually assaulting him.

GSA General Services Agency
 (Ahension Sobhision Hinirai)
 Department of Administration
 Government of Guam
 148 Route 1 Marford Drive, P.O. Box 96916
 Agaña, GUAM 96916
 Tel: 472-4217/475-1719/475-1727

THIS ADVERTISEMENT WAS PAID WITH GOVERNMENT FUNDS BY:

GUAM REGIONAL TRANSIT AUTHORITY

A non-refundable fee of \$10.00 per bid package will be assessed.
 Certified Check, Cashier's Check, Cash will be accepted. No personal or company check.
 Payment for bid package picked up after 3:00 pm will not be accepted.

INVITATION FOR BID

BID NO: GSA-0112-13

FOR: OFFICE SPACE LEASE

Opening Date: July 25, 2013 Time: 10:00 AM

INTERESTED PARTY MAY PICK UP FORM/SPECIFICATIONS AT SAID PLACE
 s/ CLAUDIA S. AGFALLE
 Chief Procurement Officer



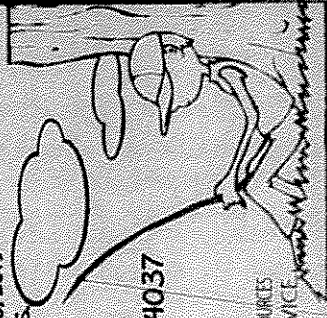
Saturday

July 27, 2013 7:00 a.m. - 12:00 p.m.

TO ALL KIDS BETWEEN THE AGES OF 7 AND 12
WHERE: WAR IN THE PACIFIC HISTORICAL PARK, ASAN

SIGN UP DEADLINE: 12 NOON, THURSDAY, JUN 18, 2013
 REGISTRATION AT THE DAWR OFFICES.

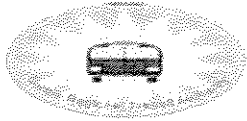
FOR MORE INFORMATION,
 CALL 735-3955/56/87/4035/4037



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 IN COOPERATION WITH THE NATIONAL PARK SERVICE

Agenda Item

7. Board Vacancies / Elections of New Officers



Fwd: Ms. Porter's expiration

Flora A. Weilbacher <flora.weilbacher@guam.gov>
To: nicole.gutierrez <nicole.gutierrez@grta.guam.gov>
Cc: Rudy PL Cabana <rudy.cabana@grta.guam.gov>

Thu, Jul 11, 2013 at 10:11 AM

Hi Nicole,

Please refer to the attached, under §2103.9(e), Chapter 2, 4GCA (page 9). :)

Regards,

Flora A. Weilbacher

Staff Assistant
Legal Office
Office of the Governor
Ricardo J. Bordallo Governor's Complex
Adelup, Guam 96910

Tel. # 475-9370

E-mail: flora.weilbacher@guam.gov

On Thu, Jul 11, 2013 at 8:47 AM, nicole.gutierrez <nicole.gutierrez@grta.guam.gov> wrote:
Hafa Ada Flora

Thank you for the information. I just have one more question. Does the term expire on the exact day - for example: Ms Porter 09/11/13 or will she be good for the month and be able to attend the scheduled board meeting on Sept 16, 2013?

Si Yu'os Ma'ase,

Nicole Gutierrez
Board Secretary

Guam Regional Transit Authority
T: 671-475-4686 | F: 671-475-4600
nicole.gutierrez@grta.guam.gov | www.grta.guam.gov

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On Thu, Jul 11, 2013 at 8:24 AM, Flora A. Weilbacher <flora.weilbacher@guam.gov> wrote:
Good morning and Hafa Adai, Nicole!

The documents you've attached are from the Governor's Office. The appointment and transmittal letters are both signed by the Governor, and then transmitted to the Legislature, along with the appointee's nomination packet. From there, the Legislature schedules a confirmation hearing for the appointee. After he/she has been "heard", the hearing committee will either "confirm" or "deny" their appointment and inform the Governor's Office with a letter. The date the Legislature confirms the appointment, is the date their term begins. I've attached a copy of the Legislature's "Boards & Commissions" listing, which indicates Mr Cruz and Ms. Porter's dates of confirmation (Page 77). I hope this better explains my email to Mr. Cabana. I do apologize for the confusion. Should you have any further questions, feel free to contact our office at the number listed below. Thanks!)

Regards,

Flora A. Weilbacher

Staff Assistant
Legal Office
Office of the Governor
Ricardo J. Bordallo Governor's Complex
Adelup, Guam 96910

Tel. # 475 9370
E mail: flora.weilbacher@guam.gov

On Wed, Jul 10, 2013 at 4:47 PM, nicole gutierrez <nicole.gutierrez@grta.guam.gov> wrote
Hafa Adai Ms. Weilbacher

I am hoping you could help me understand you email to Mr. Cabana I have attached both Mr. Manny Cruz and Ms. Ginger Porter's board term documents for reference.

Is the second page of Ms. Porter's board term the confirmation by the legislature that you are referring too? If so the date on that letter is June 25, 2009 If this is not what you are referring too can you explain if that is just an internal confirmation into their books at the legislature? The reason for my clarification is the board will need to elect officers at the up coming board meeting Monday, July 15, 2013 and Ms. Porter is currently the Secretary and if her term is in fact expired we will need to know that information

Thank you in advance for your help with this matter

Si Yu'os Ma'ase,

Nicole Gutierrez
Board Secretary

Guam Regional Transit Authority
T: 671-475-4686 | F: 671-475-4600

nicole.gutierrez@grta.guam.gov | www.grta.guam.gov

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----- Forwarded message -----

From: **Rudy PL Cabana** <rudy.cabana@grta.guam.gov>
Date: Wed, Jul 10, 2013 at 4:36 PM
Subject: Fwd: Ms. Porter's expiration
To: nicole.gutierrez <nicole.gutierrez@grta.guam.gov>

----- Forwarded message -----

From: **Flora A. Weilbacher** <flora.weilbacher@guam.gov>
Date: Thu, Jul 4, 2013 at 3:21 PM
Subject: Re: Ms. Porter's expiration
To: Rudy PL Cabana <rudy.cabana@grta.guam.gov>

Hafa Adai, Mr. Cabana!

Sorry for the late response. Our files indicate Mr. Cruz's term expired June 5, 2013 and Ms. Porter's term will be expiring on September 11, 2013. According to statute, the terms are effective on the date of confirmation by the legislature, not the date on the appointment letter signed by the Governor. Sorry again and thank you!

Regards,

Flora A. Weilbacher

Staff Assistant to the Chief Policy Advisor
& Legal Counsel
Office of the Governor
Ricardo J. Bordallo Governor's Complex
Adelup, Guam 96910

Tel. # 475 9370

E-mail: flora.weilbacher@guam.gov

On Thu, Jul 4, 2013 at 9:28 PM, Rudy PL Cabana <rudy.cabana@grta.guam.gov> wrote
Hafa Adai: Flora

Do you have the an update on Ms. Ginger Porter's Board Membership expiration? So I can

7/11/13

Guam Regional Transit Authority Mail - Fwd: Ms. Porter's expiration

provide a response to remaining GRTA Board of Directors.

Si Yu'os Ma'ase

**Rudy PL. Cabana
Acting, Executive Manager
Guam Regional Transit Authority.**



Acting Capacity.PDF

281K

GUAM REGIONAL TRANSIT AUTHORITY COMMISSION

(Membership: 7; Term: 4 years)

Mr. Andrew S. Tydingco – appointed 9/20/11 to serve as a member of the Guam Regional Transit Authority Commission for a four-year term to expire four (4) years. 9/23/11 – Referred to the Committee on Utilities, Transportation, Public Works, and Veterans Affairs. 10/11/11 – Public hearing scheduled by the Committee on Utilities, Transportation, Public Works, and Veterans Affairs. CONFIRMED – 11/08/11

Mr. Jason L. Cruz – appointed 7/19/11 to serve as a member of the Guam Regional Transit Authority Commission for a four-year term to expire four (4) years. 9/23/11 – Referred to the Committee on Utilities, Transportation, Public Works, and Veterans Affairs. 10/11/11 – Public hearing scheduled by the Committee on Utilities, Transportation, Public Works, and Veterans Affairs. CONFIRMED – 11/08/11

Mr. Manuel Q. Cruz – appointed 6-05-09 to serve as a member of the Guam Regional Transit Authority Commission for a four-year term to expire four (4) years from the date of appointment. Referred to Committee on Utilities, Transportation, Public Works, and Veterans Affairs. CONFIRMED 6/29/09.

Ms. Ginger Porter – appointed 6-24-09 to serve as a member of the Guam Regional Transit Authority Commission for a four-year term to expire four (4) years from the date of appointment. Referred to Committee on Utilities, Transportation, Public Works, and Veterans Affairs. 09/04/09 Public Hearing by the Committee on Utilities, Transportation, Public Works, and Veterans Affairs. CONFIRMED 09/11/09.

Mr. Ray Aflague – appointed 09/01/09 to serve as a member of the Guam Regional Transit Authority Commission for a four-year term to expire four (4) years from the date of appointment. 09/10/09 - Referred to Committee on Utilities, Transportation, Public Works, and Veterans Affairs. Public Hearing by the Committee on Utilities, Transportation, Public Works, and Veterans Affairs.

Mr. Michael G. Terlaje – appointed 12/09/09 to serve as a member of the Guam Regional Transit Authority Commission for a four-year term to expire four (4) years from the date of appointment. 12/09/09 - Referred to Committee on Utilities, Transportation, Public Works, and Veterans Affairs. 12/18/09 – Public Hearing held by the Committee on Utilities, Transportation, Public Works, and Veterans Affairs. CONFIRMED 1/22/10.

Mr. Jason L. Cruz – appointed 7/19/11 to serve as a member of the Guam Regional Transit Authority Commission for a four-year term to expire four. 7/22/11 –

Referred to the Committee on Utilities, Transportation, Public Works, and Veterans Affairs.

Appointments or reappointments pending.



Office of the Governor of Guam

P.O. Box 2950 Hagåtña, Guam 96932

TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: governor@mgov.gu

Felix P. Camacho
Governor

Michael W. Cruz, M.D.
Lieutenant Governor

OATH OF OFFICE

I, **GINGER S. PORTER**, do solemnly swear in the presence of Almighty God, that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam, and that I will conscientiously and impartially discharge my duties as a:

**Member, GUAM REGIONAL TRANSIT AUTHORITY
COMMISSION**

I declare that the foregoing is true and correct. Executed at Hagåtña on
25 SEP 2009.


GINGER S. PORTER

Oath administered by Felix P. Camacho, Governor of Guam on
25 SEP 2009.


FELIX P. CAMACHO
Maga'låhen Guåhan
Governor of Guam



Office of the Governor of Guam

P.O. Box 1950 Hagåtña, Guam 96932
TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: governor@mail.gov.gu

Felix P. Camacho
Governor

Michael W. Cruz, M.D.
Lieutenant Governor

25 JUN 2009

Honorable Judith T. Won Pat, Ed.D.,
Speaker
I Mina' Trenta Na Liheslaturan Guåhan
155 Hesler Street
Hagåtña, Guam 96910

Office of the Speaker
Judith T. Won Pat, Ed. D.
Date: 6/25/09
Time: 3:15
Received by: [Signature]

Dear Speaker Won Pat:

By virtue of the authority vested in me pursuant to the Organic Act of Guam and the local laws applicable to the following position, I am pleased to transmit the following appointment and supporting documents for:

- APPOINTEE: Ginger S. Porter
POSITION: Member, Guam Regional Transit Authority Commission
TERM LENGTH: Four (4) Years
EXPIRATION: Four (4) Years from the Date of Appointment.

The appointment is subject to the advice and consent of I Liheslaturan Guåhan. Please schedule a hearing at your earliest convenience.

Sinseru yan Magåhet,

[Signature of Felix P. Camacho]

FELIX P. CAMACHO
I Moga' lahen Guåhan
Governor of Guam

Enclosure



Office of the Governor of Guam

P.O. Box 1000, Hagåtña, Guam 96912

TEL: (671) 472-8931 • FAX: (671) 477-4825 • EMAIL: governor@info.gu

Felix P. Camacho
Governor

Michael W. Cruz, M.D.
Liehetlauran Governor

25 JUN 2009

Ginger S. Porter
123 Biradán Kamiya
Asan, Guam 96910-1440

Dear Ms. Porter:

Thank you for your willingness to contribute your time, expertise, and energies towards helping the people of Guam. As you know, the Camacho-Cruz Administration is facing unprecedented challenges, both near and long-term. The task ahead of us will require the collective efforts of the best minds who will have the courage to make the tough decisions for the good of all our people. You have been recognized to possess the qualifications and character that support our philosophy, in general, and our vision for the specified agency, in particular. I hereby appoint you to serve in the Camacho-Cruz Administration in the capacity of:

Member, GUAM REGIONAL TRANSIT AUTHORITY BOARD

This appointment is effective today and is subject to the advice and consent of *Liehetlauran Guåhan*. Please contact the Governor's Office at 472-8931-6 for further processing your acceptance.

Sinserru yan Magåhet,

FELIX P. CAMACHO
L Maga' lãhen Guåhan
Governor of Guam



OFFICE OF THE GOVERNOR
GUAM

AFFIDAVIT

I, **GINGER S. PORTER**, being first duly sworn, deposes and sayeth:

1. That I have read and reviewed the information contained in the attached Nomination Letter from the Governor of Guam.
2. That the matters contained in the Nomination Letter and all attachments thereto are true and correct.
3. That this affidavit is made for the purpose of complying with the requirements of 4 GCA §2103.5.

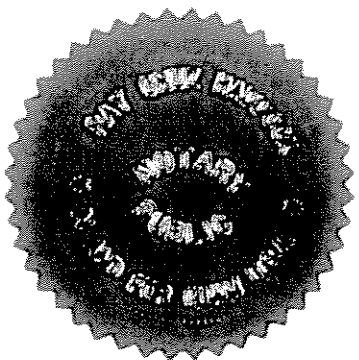
I declare under penalty of perjury that the foregoing is, to the best of my knowledge, true and correct.


GINGER S. PORTER

SUBSCRIBED AND SWORN TO before me this 25 day of June, 2009.


Notary Public

RAY CRUZ HADDOCK
NOTARY PUBLIC
in and for Guam, U.S.A.
My Commission Expires: Oct. 03, 2012
P.O. Box 2950 Hagåtña, Guam 96932
Phone: (671) 475-3206



4 GCA PUBLIC OFFICERS & EMPLOYEES
CH. 2 APPOINTMENTS TO OFFICE

and void.

(e) An appointed board or commission member may continue to serve for ninety (90) calendar plus three (3) legislative days in that persons position after that persons term has expired in an acting holdover capacity until that person, or another person, is appointed by *I Maga'lāhen Guāhan* [Governor] and confirmed by *I Liheslaturan Guāhan* [the Legislature].

(f) The ninety (90) calendar day plus the three (3) legislative day limitation period for serving in an acting capacity shall not be tolled because another person is serving in a temporary acting capacity during the nominee's absence, nor shall it be tolled by the appointment of some other person to temporarily fill the position in an acting capacity.

SOURCE: Added by P.L. 22-108:7 (Apr. 1, 1994). Amended by P.L. 26-119:4 (Aug. 14, 2002). Subsection (d) amended by P.L. 27-106:IV:29 (Sept. 30, 2004) and P.L. 28-068:IV:85 (Sept. 30, 2005). Subsection (a) amended by P.L. 29-113:VI:29 (Sept. 30, 2008). Subsections (d) and (e) amended by P.L. 29-113:VI:31(a) (Sept. 30, 2008), effective 60 days from the enactment of the Act, pursuant to P.L. 29-113:VI:31(b).

§ 2103.10. Withdrawal of Nominations.

The appointing authority or the appointee may withdraw a Nomination Letter at any time prior to confirmation by delivering a letter of withdrawal to the Speaker. The withdrawal shall become effective upon receipt by the Speaker, effected in the same manner as submission. A person whose nomination has been withdrawn may neither serve nor be reappointed to serve in an acting capacity for that position until the Legislature confirms a nominee to fill that position permanently.

SOURCE: Added by P.L. 22-108:8 (Apr. 1, 1994).

§ 2103.11. Deputy May Become Acting.

If upon the expiration of the maximum term for serving in an acting capacity, a nominee to an approved position has not been confirmed, any person appointed to a deputy position, if such exists, may assume the position in an acting capacity for the maximum term provided by this chapter, pending completion of the confirmation process.

SOURCE: Added by P.L. 22-108:9 (Apr. 1, 1994).

§ 2103.12. Acting Capacity.

No person who shall be appointed to a position which requires advice and consent of *I Liheslatura* may serve in an acting capacity as head or director of a department, agency or instrumentality for a period in excess of

Agenda Item

9. Advisory Committee

**GUAM MASS TRANSIT AUTHORITY
ADVISORY COMMITTEE
BY-LAWS**

ARTICLE I – GENERAL PURPOSE, GOALS AND OBJECTIVES

SECTION 1. PURPOSE

The purpose of the Guam Mass Transit Authority Advisory Committee, hereafter known as the Committee, is to review, comment, and advise the staff of the Guam Mass Transit Authority (GMTA) regarding implementation of agency planning programs and services for the elderly, individuals with disabilities, and the general riding public.

SECTION 2. GOALS AND OBJECTIVES

It is the Committee's charge to assist GMTA in fulfilling its mission to "build a reliable and accessible public transportation system". The Committee shall endeavor to:

- (a) Advise GMTA and its Board of Directors on public transit matters that directly effect the ridership. The Committee will also provide advice and recommendations on aspects associated with training and equipment and legal requirements relative to providing a public transit service program. The Committee shall remain advisory in nature and its ability to formulate reasonable, practicable and sound advice and recommendations is based on a committee membership that reflects a variety of individual expertise and experience
- (b) Provide GMTA with advice, recommendations, and/or suggestions in a manner consistent with the Committee's mission statement.
- (c) Make recommendations to GMTA regarding policy matters and priority needs to have direct positive impact for people with disabilities and the general public.
- (d) Provide an open forum for the discussion and evaluation of GMTA services and alternative solutions to ongoing service problems
- (e) Promote and aid in disseminating transportation-related information to individuals with disabilities and the general public.

ARTICLE II – COMMITTEE COMPOSITION

SECTION 1. General Members

The Committee shall consist of a total of ten (10) members appointed by GMTA. Eight (8) shall be voting members representing the following:

- a. Two (2) members who are paratransit riders.
- b. One (1) member who is a public transit rider.
- c. A representative from the Department of Integrated Services for Individuals with Disabilities (DISID).
- d. A representative from Catholic Social Services (CSS).
- e. A representative from the Department of Public Health and Social Services.
- f. A representative from the Guam Developmental Disabilities Council (GDDC).
- g. A representative from the Guam University Affiliated Program (GUAP).

Two (2) members shall be ex-officio (non-voting) members representing the following:

- a. A representative from the GMTA to act as Secretary to the Committee.
- b. A representative from the GMTA's paratransit contractor.

SECTION 2.

CHAIR.

The Committee shall elect from its membership a chairperson who shall preside at all meetings of the Committee. The Chairperson shall also perform such other duties as may be requested from time to time by the Committee.

VICE CHAIR.

The Committee shall elect from its membership a Vice Chairperson who, in the absence or inability of the Chair to serve, shall have all of the powers and shall perform all of the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the Committee.

SECTION 3. SELECTION OF CHAIR, VICE-CHAIR.

- a. Term. The regular term of office for the Chairperson and Vice Chairperson shall be one (1) year, however, the Chairperson and Vice Chairperson shall serve at the direction of the Committee and may be removed by a majority vote of the appointed Committee members.

- b. Temporary/Permanent Vacancies. If the Chairperson or Vice Chairperson are both absent from any meeting and/or are unable to act, a call to order shall be made by the Committee Secretary whereupon the Secretary shall immediately call for the selection of a Temporary Presiding Officer.
- c. Failure to Elect. If the Committee fails to elect a Chairperson or Vice Chairperson, the existing Chairperson or Vice Chairperson shall continue in said office until the Committee elects a successor.

SECTION 4. CHAIR AS PRESIDING OFFICER

The Chairperson may move, second and debate from the Chair, subject only to such limitations of debate as imposed on all members. He/She shall not be deprived of any rights and privileges of any member by reason of his/her acting as presiding officer. However, the Presiding Officer is primarily responsible for the conduct of Committee meetings

When appropriate for clarification purposes or requested by a member, the Chair shall restate each motion immediately following its introduction. In situations where extensive discussion or debate occurs following introduction of a motion, or when an amendment(s) has been made to a motion, the Chair, or his/her designee, shall restate each motion immediately prior to calling for the vote. Following the vote, the Chair shall announce whether the motion carried or was defeated

The Chair shall be responsible for the maintenance of order and decorum of Committee meetings. The chair shall determine all Points of Order subject to the right of any member to appeal the determination to the entire Committee. In the event of an appeal, the majority decision of the Committee shall govern and conclusively determine any question of order.

SECTION 5 STAFF SUPPORT

The General Manager of GMIA, or his/her designee, shall appoint a staff member to serve as Committee Secretary. Duties of the Secretary shall include preparing and disseminating meeting notices, agendas, and minutes to the members, as well as other support services as required by the Committee.

ARTICLE III - MEETINGS

SECTION 1. GENERAL.

All meetings of the Committee shall be open to the public.

SECTION 2. QUORUM.

To enable the Committee to do the work assigned, a quorum of the Committee for the purposes of conducting business, shall mean an attendance of fifty percent (50%) plus one (1) of the voting members present. A minimum of four (4) voting members of the committee must be present to constitute a quorum. The Affirmative vote of four (4) voting members present at a duly constituted meeting shall be necessary for official action by the Committee.

SECTION 3. MEETING PLACE.

All regular meetings of the Committee shall be held at the Conference Room of GMTA's main facility located on 236 East O'Brien Drive Hagatna, Guam. In the event of a change in meeting place, appropriate and timely public notices

SECTION 4. REGULAR MEETING.

Regular meetings of the Committee shall be held on the 3rd Wednesday of each month at 3:00 p.m. However, as the need presents, the Committee may meet at other times as provided herein. The secretary shall provide written notice of any regularly scheduled meeting to the Committee members at least forty-eight (48) hours prior to any regularly scheduled meeting.

SECTION 5. SPECIAL MEETINGS.

A Special Meeting may be called at any time by the Chair of the Committee, or by a majority of Committee members present. The Secretary shall provide written notice of the time, place, and agenda of all special meetings to the Committee members at least twenty-four (24) hours prior to any special meeting.

SECTION 6. ADJOURNMENT.

In the absence of a quorum, voting Committee members present may adjourn any meeting after thirty (30) minutes have passed from the scheduled meeting time. If all voting Committee members are absent, the Committee Secretary may, after thirty (30) minutes have passed from the scheduled meeting, declare the meeting adjourned, and shall cause a written notice of adjournment to be issued to that effect.

ARTICLE IV- AGENDAS AND MINUTES

SECTION 1. AGENDAS.

- a. The Committee Secretary shall prepare and submit to the Chairperson a draft agenda for each regular meeting ten (10) days prior to the scheduled meeting
- b. The Chairperson shall, within two (2) days of receipt of the draft agenda, review, and as may be necessary revise the agenda and approve the order of items thereon.
- c. The Committee Secretary shall be responsible for distributing the final agenda and preparing or compiling the associated agenda materials for each meeting. Agenda materials shall be delivered, by messenger, if possible or mailed at least one (1) week prior to each meeting, but in event shall agendas be mailed so as to be received no later than forty-eight (48) hours prior to the next meeting

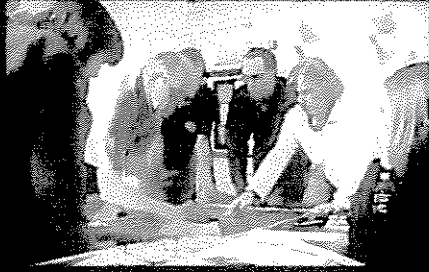
SECTION 2. MINUTES.

Minutes of each Committee meeting shall be prepared by the Committee Secretary and distributed to Committee members together with the agenda for the next month's meeting. Copies of all minutes shall be forwarded to the Secretary for distribution as appropriate

ARTICLE V – AMENDMENTS

SECTION 1. AMENDMENTS.

These by-Laws may be amended by a majority vote of those present at any meeting provided that a copy of the proposed amendment has been mailed or hand-delivered to each Committee member in advance of the time the proposed amendment is to be voted upon

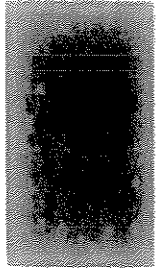
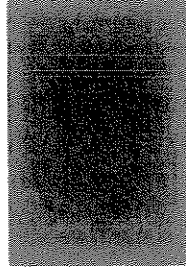


Effective Transportation Advisory Committees:

Creating a Group that Reflects
all Community Voices

Easter Seals
Project **UCTION**
ACCESSIBLE COMMUNITY
TRANSPORTATION IN OUR NATION





Acknowledgements

In 1995, Easter Seals Project ACTION (ESPA) produced the report *Establishing and Maintaining an Effective Advisory Committee: A Model Members' Handbook and Training Module* in which the ACCESS Committee, an advisory committee to SunLine Transit Agency (California), was used as the model. Building on research and feedback from a six-member steering committee, consultants compiled a member handbook and a training module designed to assist ACCESS Committee members with communication, improving effectiveness of meetings, building consensus, and understanding their role in the community and within the SunLine organization.

With the goal of providing tools and guidelines for establishing and maintaining an effective advisory committee for any transit agency, ESPA distributed a request for information and sample advisory committee documents in summer 2011. With the information we received, and with information provided in the 1995 report, ESPA created this publication, *Effective Transportation Advisory Committees: Creating a Group that Reflects all Community Voices*.

Left photo on cover credit: www.pedbikeimages.org / Dan Burden
Left photo on this page credit: www.pedbikeimages.org / Dan Burden

ESPA thanks the following individuals for generously contributing their resources, expertise, and time to the creation and review of this guide.

Kelly Buckland, National Council on Independent Living,

Member, ESPA National Steering Committee

Mark Carnopis, Valley Regional Transit (Idaho)

Rikki S. Epstein, Washington Metropolitan Area Transit Authority (District of Columbia)

Linda Fallwell-Stover, Corpus Christi Regional Transportation Authority (Texas)

Richard Hartman, Arlington County, Transportation Planning (Virginia)

Chip Hazen, Los Angeles County Metropolitan Transportation Authority (California)

Michael Hemsley, American Public Transportation Association

Sara Hendricks, National Center for Transit Research at the
University of South Florida

Jo Ann Hutchinson, United We Ride Ambassador - Region 4,

National Resource Center for Human Service Transportation

Coordination, Community Transportation Association of America

Christopher W. Jenks, Cooperative Research Programs,

Transportation Research Board, The National Academies

Christian T. Kent, Washington Metropolitan Area Transit Authority
(District of Columbia)

Crystal Martin, Metro Transit (Wisconsin)

Lynne Morsen, American Public Transportation Association

Donna P. McNamee, LAKETRAN Board of Trustees (Ohio),

Member, ESPA National Steering Committee

Terry Parker, Lane Transit District (Oregon), Chair,

ESPA National Steering Committee

Bob Sahm, King County Transit Advisory Commission (Washington)

David A. Sheppard, Dallas Area Rapid Transit (Texas)

Judy Telge, Coastal Bend Center for Independent Living (Texas)

Joel Volinski, National Center for Transit Research at the University of South Florida

John Williams, CityLink (Illinois)



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Advisory Committees: The Link Between Transit Agencies and Customers with Disabilities

Countless individuals, including the 54 million Americans with disabilities, rely on public transportation to get to school, work, places of worship, retail stores, medical appointments, social events, and a myriad of other places. Advisory committees present transit agencies with the opportunity to engage directly customers who use their services on a daily basis, citizen advocates and business owners. By involving the public and bringing together a diverse group of stakeholders, advisory committees can help transit agencies develop successful initiatives, resolve problems and create an ongoing dialogue that serves everyone in the community.

Easter Seals Project ACTION (Accessible Community Transportation in Our Nation) hopes that this guidebook will serve as a helpful resource to both transit agencies that are considering creating an advisory committee for the first time and agencies that are looking to help their current advisory committee increase its effectiveness. Although this guidebook may be useful to many types of advisory committees, it focuses on groups devoted to increasing accessible transportation.

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Alone we can do so little,
together we can do so much.

Henri Keller

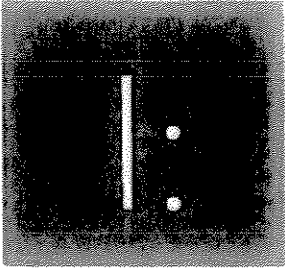
Foreword

Community integration is essential for people with disabilities to lead independent lives, and accessible transportation is a core aspect of integration. A livable community is one that meets and addresses the transit mobility needs of all of its residents. Advisory committees for accessible transportation help ensure that the local government, the local transit agency and other stakeholders in the community understand what the mobility needs of residents are and give them the opportunity to develop collaborative solutions.

In the disability community, many of us live and work by the phrase "Nothing about us without us." This phrase is especially pertinent regarding advisory committees for accessible transportation and other disability-related topics. Advisory committees that truly seek to improve accessibility and community involvement for people with disabilities must include people with disabilities in their membership and make their meetings accessible. Along with including people of different ethnicities, socio-economic backgrounds and ages, it is important to include people with disabilities in every group that is making decisions for the community.

Since joining the Easter Seals Project ACTION National Steering Committee in 2009, I have been involved in discussions about accessible transportation across our nation with both transit agency and disability organizational leaders. Those discussions have underscored my long-held belief that when it comes to making decisions affecting accessible transportation, having the right people in the room is critical. Without a doubt, bringing community residents who represent a variety of backgrounds and perspectives—including those with disabilities—to the table, provides an opportunity to discuss accessible transportation options and promote livability for all.

Kelly Buckland
Executive Director
National Council on Independent Living (NCIL)



Purpose, Structure and Membership

Purpose

Advisory committees can serve a range of purposes and may be referred to by a variety of names. Whether a committee is established to facilitate regular communication between the disability community and a transit agency or to provide input for a specific activity, such as the design of one transit stop, all advisory committees must clearly define their purpose and scope to both attract the right membership and keep the group on track. One of the first steps in establishing a committee or redefining the charge of an existing committee is to draft and approve a purpose statement. To the right are examples of purpose statements:



Arlington Transit Advisory Committee (Virginia)

The Transit Advisory Committee will provide advice and recommendations to the County Manager on transit service, facilities, plans and policies, and budget issues that are specific to Arlington County.

Lane Transit District Accessible Transportation Committee (Oregon)

ATC members are appointed by LTD to: 1) review, advise and assist in the distribution of monies from the Special Transportation Fund for the Elderly and People with Disabilities, and 2) to advise the District on other matters relating to the provision of accessible transportation services in Lane County.

CityLink's ADA Advisory Committee (Illinois)

The purpose of the ADA Advisory Committee is to assist the administration at CityLink in addressing concerns, policies and procedures as it relates to accessible transportation and reflect the needs and values of the entire community. This committee will serve as an informed advocate for the physical, mental and cognitively disabled community.

It is important to include people with disabilities in every group that is making decisions for the community. – Kelly Buckland

Structure

As reflected in the examples on page 5, defining how the committee fits into the local or regional government and the transit agency is important because there are many types of advisory committees. Some committees advise transit agencies, some give recommendations to local governments, some have decision-making powers, and others may work with both the transit agency and the local or regional government. For example in Corpus Christi, Texas, leadership from the Regional Transportation Authority's Committee on Accessible Transportation has a non-voting seat at RTA Board of Directors meetings and has periodic meetings with an RTA Board Chairperson.⁶ Whether committees have actual power to make decisions or not, they should be aware of how the agency or local government uses their advice and takes action.⁷

Lines of communication must be clear as well, and they may vary according to the size of the community (e.g., large urban, urban, small urban, rural). A strong line of communication between the committee and the transit board or local governing body will facilitate successful campaigns, programs or other changes in the community. Members of an advisory committee should check with the transit agency to make sure they are aware of the formal line of communication.

Additionally, considering what to name a committee is important as that will define the group internally and externally to the public.

Options include *council*, *task force*, and *board*-- though groups should use *board* with caution as many boards of directors are fiscally responsible for the transit agency while advisory committees more often aim to help an agency implement its objectives, such as being more accessible.⁸

Membership

Recruiting a membership that is representative of the community is also crucial to having a productive committee. On its website, the King County Transit Advisory Commission of Washington state lists its membership as 'residents, businesses, and other stakeholders concerned about transit service in the county. Most are bus riders. All live in King County, and collectively they reflect the county's diversity.' In accordance with King County ordinance #17025, at least half of the commission members have a disability, are older or work with people with disabilities or older adults.

Additionally, elements of Title VI and Environmental Justice (EJ) laws may affect what membership is best for the advisory committee. In 2011, the Federal Transit Administration issued several proposed Circulars that provide 'practical guidance on incorporating EJ principles into Public Transit decisions', 'clarify what's already required by law and draw a sharper distinction between the requirements for Title VI and Environmental Justice.'¹¹ The final Circulars may include recommendations on making public outreach more inclusive and user-friendly with considerations for location, timing, format, and accessibility.

“The bottom line is that an advisory committee needs a sense of purpose, doable tasks, a timeline, praise and recognition, and a belief that its input is valued.”¹²

— *Building an Effective Advisory Committee*, U.S. Department of Education

Other actions to consider when beginning recruitment include:

- Determine the demographic make-up of your community (e.g. people with disabilities and others of various ethnic groups, economic statuses and ages) and ensure that it is represented on the committee.¹³ Adding representation from non-traditional stakeholders, such as from school districts, can also contribute to the richness of the committee. If your group receives federal funds, see the membership representation rules as per Title VI regulations at 49 CFR Part 21, *Non-Discrimination in Federally-Assisted Programs of the Department of Transportation*
- Use a variety of methods to recruit new members: word-of-mouth, posting flyers on buses/vans, putting articles in the transit agency newsletter, and inviting community members to participate.¹⁴
- Have a simple application form that prospective members can complete, to include such information as the reasons the person would like to participate and any relevant background, experience, or special knowledge/expertise.¹⁵
- Have a group or a nominating/membership committee interview the applicants in order to:
 - communicate what is involved in making a commitment to participate,
 - ensure that new members understand the functions and role of the committee, and/or
 - identify potential members who may have expertise or knowledge not held by current members but that is pertinent to the work of the advisory committee.¹⁶

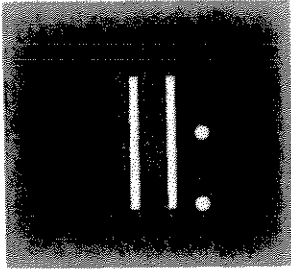
- Limit the size of the group. More than 20 members can make it difficult for all members to be a part of discussions.
- Establish the frequency of meetings, the structure of meetings, the terms of service and what officers the group will have, if any.¹⁷

After forming the committee with the right mix of people and skills, it will be necessary to make sure members are properly oriented to the purpose of the committee and expectations for their participation in the group.



Determine the demographic make-up of your community...and ensure that it is represented on the committee.

Photo credit: www.pedbikeimages.org/ Dan Burden



Making Meetings Accessible

To ensure the inclusion of transit customers with disabilities on an advisory committee, meetings must be held in facilities that are accessible to and usable by people with disabilities, including wheelchair users, and easily reached using the transit system's fixed-route and paratransit systems. Information to be discussed at the meeting must be accessible and available to participants in accessible formats as needed by each, sign language interpreters must be provided for members who need them, and the meeting space should be equipped with an assistive listening system for those who can use it.

Best practices for making a meeting accessible include:

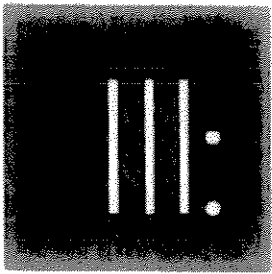
- Ensuring the meeting is physically accessible to everyone, including people who use wheelchairs
- Ensuring the meeting is held in a building that is accessible by public transportation and at times that are within the public transportation service availability
- Ensuring the times and locations of meetings are accessible to minority, low-income and limited English-proficient populations (i.e., hold meetings during off-peak periods and at community facilities)

- Posting accessible signage to direct participants to the meeting room
- Ensuring the meeting room has enough space to accommodate participants using mobility aids
- Providing materials in alternative formats (e.g. plain text, braille, CD), assistive listening devices and sign language interpreters as needed by committee members
- Placing microphones at a height that is accessible to people using wheelchairs
- Ensuring that everyone uses the microphone if one is provided
- Reading all of the text on presentation slides aloud
- Saying the count aloud if people raise their hands to vote
- Providing a nearby relief area for service animals

U.S. Department of Transportation's *Public Involvement Techniques for Transportation Decision-Making*¹⁸ and U.S. Department of Justice's *Accessible Information Exchange Meeting on a Level Playing Field*¹⁹ include more information on accessible meetings.

Sign language interpreters must be provided for members who need them.





Orientation

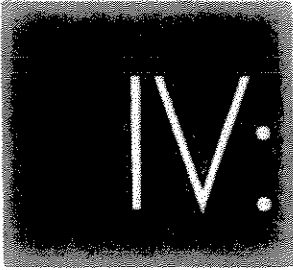
A thorough orientation on the goals and objectives of the advisory committee provides new members with a sound foundation that will guide them in carrying out their duties. Items that should be covered in an orientation include

- The role and responsibilities of the committee as a whole, including how the committee interacts with the local government
- The roles and responsibilities of the individual committee members
- The structure of the meetings (i.e., time, place, how they run, who the elected officers are)
- The decision-making method(s) the committee follows (e.g., majority voting, two-thirds vote)

In addition, orientations for advisory committees that are focused on accessibility or are looking to better include the disability community should include an overview of the Americans with Disabilities Act (ADA) as is the practice of the Dallas Area Rapid Transit (DART). Orientations may also include an overview of other disability-related legislation and issues, including defining independent living philosophy and consumer-control—the idea that people should be in charge of the services they want and use.

Information to Include in New Committee Member Orientation

- Description of the new member orientation process
- When and how the advisory committee was formed
- How members are recruited
- Term length for a member
- Diversity of backgrounds among committee members
- Committee bylaws or operational guidelines
- Relationship between this advisory committee and the transit board of directors or local governing body
- Roles and responsibilities of a member
- Committee meeting schedule
- How the committee communicates with the transit staff, including addressing differences of opinion between the committee and the agency
- Ways the committee completes work (e.g., at committee meetings, through sub-committees, individual assignments)
- A typical agenda and how it is prepared (e.g., originated by transit agency staff, drafted by committee chair with input from members)
- Examples of how the committee has effectively worked with the transit agency to promote positive change



Running a Meeting

Holding productive meetings is essential to the success of an advisory committee. And a successful committee provides a forum for entertaining and acknowledging a diversity of opinions. As stated in the U.S. Department of Transportation's report *Public Involvement Techniques for Transportation Decision-Making*, "A [Civic Advisory Committee] molds participants into a working group. It is democratic and representative of opposing points of view, with equal status for each participant in presenting and deliberating views and in being heard."²¹ Without organization and strong group communication skills, even the most diverse and well-oriented committees will be unable to build consensus.

Usually, an elected officer, such as a chairperson, will run the meeting with assistance from staff from the transit agency.²² For DART's Citizens Advisory Committee, for instance, the chair presides at all meetings and the vice-chair leads in the chair's absence or upon his or her request.²³ A third officer, the secretary, keeps permanent record of the committee meetings in cooperation with DART. All three must follow the committee's bylaws as well as the parliamentary authority that the committee follows—*Robert's Rules of Order, New Revised*.

Robert's Rules of Order

Originally published in 1876, *Robert's Rules of Order* was written by the engineer Henry Martyn Robert who intended his rules to be used by non-legislative organizations. Today, many chairpersons find it helpful to manage meetings according to these parliamentary guidelines.

As laid out in *Robert's Rules in Plain English*, the basic rules of parliamentary procedure are as follows.²⁴

- The rights of the organization supersede the rights of individual members
- All members are equal and their rights are equal.
- A quorum (a number of members decided by each committee) must be present to conduct business.
- The majority rules
- Silence is consent
- A two-thirds vote is necessary whenever the group is limiting or taking away the rights of members or changing something that has already been decided
- One question at a time and one speaker at a time (motions may only be made if they relate to the question at hand, and interruptions are not permitted)
- Debatable motions must receive full debate
- Once a question is decided, the same motion or one essentially like it may not be brought up at the same meeting
- Personal remarks in debate are not allowed

Parliamentary procedure protects the rights of people to join together to accomplish common goals and enables them to debate and take action in a fair manner with the least amount of controversy.

— *Robert's Rules in Plain English*, Doris P. Zimmerman 45

Robert's Rules may not work for all groups but it is important to establish some set of guidelines for voting and speaking to keep meetings productive and avoid conflict.

Regardless of who leads the meeting that person should follow an agenda prepared prior to the meeting and distributed to each participant at the meeting's start along with minutes from the previous meeting if they exist. If possible, the agenda should be distributed in advance of the meeting to give members an opportunity to

prepare content for specific agenda items. This is particularly important for members who need the agenda in a format other than standard print. The sample below is an agenda used by Lane Transit District's Accessible Transportation Committee that, along with detailed minutes of the previous meeting, was given to committee members at their April 2011 meeting. It includes items that are often on an agenda, such as announcements, agenda review, minutes approval, program updates, and the date of the next meeting.



Accessible Transportation Committee

Meeting Agenda

Monday, April 19, 2011
10:00 a.m. - 12:00 p.m.

- I. Call to order
- II. Introductions, Announcements, Agenda Review
- III. Audience Participation
- IV. ATTCN Minutes - Approval March 15, 2011 (Page 5)
- V. ACTION - Special Transportation Fund Proposed FY 2011 - 2012 Allocations (Page 12)
- VI. West Eugene EmX Update - Staff Presentation (Page 14)
- VII. Criteria for Bus-Stop Improvement (Page 13)
- VIII. Program Updates
 - a) ATTC Chair's Report
 - b) Lane Transit District (Page 14)
 - c) RideSource Call Center - Call Center Advisory Committee Update
 - d) RideSource ADA paratransit Service
 - e) South Lane County - Cottage Grove
 - f) West Lane County (Florence)
 - g) East Lane County - Ashland
 - h) White Bird Clinic
 - i) Other (Page 17)
- IX. Adjourn

“Coming together is a beginning. Keeping together is progress.
Working together is success.” – Henry Ford

Conflict Management

Even with an established set of guidelines, groups may experience certain conflicts due to internal issues, such as differing personal styles or temperaments, differences due to authority or positions, or mistrust within the group. When disagreements do occur, committee members should work toward resolving the situation. Although developed in 1974, the Thomas-Kilmann Conflict Mode Instrument (TKI) remains the leading tool used to identify individuals' conflict management style.²⁷ According to Thomas and Kilmann, (a) people exhibit five main conflict management styles and (b) a specific situation may dictate which style is best to use. The five styles are

- Accommodating
- Competing
- Avoiding
- Compromising
- Collaborating

With the conflict management styles in mind, groups can work toward building consensus. Steps in reaching consensus include:²⁸

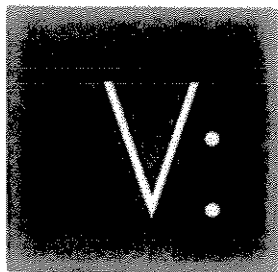
- 1 Each member of the group shares the major **new** insight gained during the information gathering stage
- 2 Each member of the group declares his or her **current** position on the issue

- 3 All members of the group ask questions to clarify the various positions that have been presented
- 4 Each member of the group states the rationale (defense) for his or her position
- 5 One member of the group states what **appears** to be the emerging consensus
- 6 Each member of the group has an opportunity to respond to the stated consensus.
- 7 One member of the group restates what appears to be the consensus
- 8 The consensus stands when there are no further comments made.
- 9 Steps five through eight are repeated to develop the back-up contingency option

Additionally, when conflict does occur, group members should make every effort to do the following:²⁹

- Listen to each speaker and ensure that only one person speaks at a time
- Remain respectful of others
- Be willing to learn
- Be willing to change
- Separate the issue from the person
- Agree to disagree when necessary
- Maintain a sense of humor

For more resources on conflict management, see Section VI. Resources



Community Involvement

Keeping the Advisory Committee Going Strong

After an advisory committee is fully formed in an inclusive manner that reflects the needs of the community and is addressing and supporting needed change, it is important to regularly enlist community involvement. The committee must stay current on issues that transit customers are facing and seek out potential solutions that customers suggest. In addition, to anticipate the inevitable turnover of members yet keep the committee going strong, it is important to continually watch for potential members and have a plan for recruiting them.

Posting information online about membership can be an effective and efficient manner to reach a wide audience. This information could include

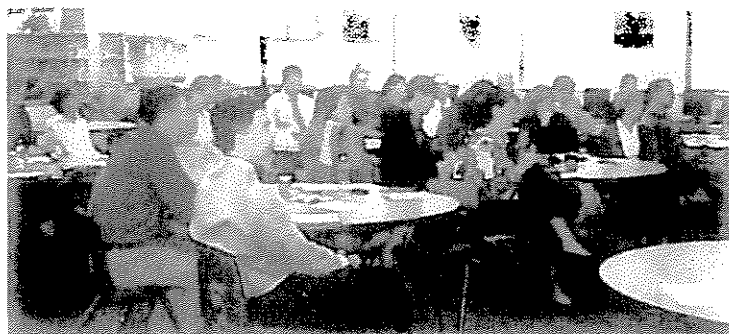
- Application to join
- Meeting schedule
- Membership responsibilities
- Past meeting notes or handouts
- Photos from past meetings
- Contact information (mailing address, phone number, TTY, TDD number, email address)

Be sure that documents posted online in PDF are also available in RTF or TXT format. Including photos in your marketing materials that show the diversity of the committee and inclusion of members with disabilities demonstrates a commitment to accessibility that may also help attract new members.

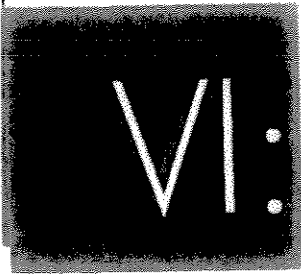
Advisory committees can solicit and include input from the general public through a variety

of methods, including conducting a community-wide survey and hosting an open forum.

Through strategic recruitment of new members and involvement of the community, an advisory committee can successfully address and facilitate needed changes as they arise. Although sometimes challenging, the work and service of advisory committees is invaluable. With a diverse membership, orderly meetings and an established reporting structure within the transit agency, advisory committees can serve as catalysts for and supporters of positive changes in advancing accessible transportation. Accessible transportation creates measurable positive change in an area making it possible for more people to get to work, take care of their families and participate in community life. Ultimately, accessible transportation helps create a livable community for all.



Valley Regional Transit's Community Advisory Committee for the State Street Transit and Traffic Operational Plan posted information about membership responsibilities as well as handouts and summaries from meetings online.³¹



Resources

Listed below are other resources and organizations that advisory committees may find helpful

Easter Seals Project ACTION

The following may be ordered in print or downloaded free of charge through the ESPA website at www.projectaction.org

ADA Essentials for Transit Board Members: Fundamentals of the Americans with Disabilities Act and Transit Public Policy – This 68-page, spiral-bound resource is suited for not only board members, but bus, rail, and paratransit staff, public officials, community planners, advocates, and anyone seeking basic information on the ADA as it relates to public transportation

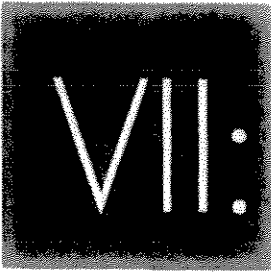
Including People with Disabilities Communication & Meeting Etiquette – This pocket guide provides information on common courtesies and inclusion. The tips in the guide are useful to anyone who participates in everyday conversations, meetings and/or conference calls that include people who have disabilities

Including People with Disabilities in Coordinated Plans – This 8-page handout provides ideas and suggestions for increased involvement by people with disabilities in communities' coordination efforts toward accessible transportation. It is designed to support people with disabilities in their participation and for the communities involving them in processes

Other Organizations

BoardSource – This organization helps nonprofits build strong boards and inspires board service. They supply resources, trainings and other services. www.boardsource.org

Conflict Resolution Network – This Australian organization conducts research, develops, teaches and implements the theory and practice of conflict resolution throughout a national and international network. The Network's website has free training material, including a 12-skills approach to conflict resolution. www.crnhq.org



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Building an Effective Advisory Committee. (See reference 2 above.)

Building an Effective Advisory Committee. (See reference 2 above.)

Building an Effective Advisory Committee. (See reference 2 above.)

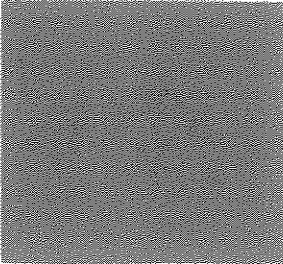
Transit Advisory Commission, King County, Washington. Retrieved August 19, 2011. <http://www.kingcounty.gov/transportation/kcdot/MetroTransit/AdvisoryGroups/TransitAdvisoryCommission.aspx>

From Federal Transit Administration handouts given at the APTA 2011 Annual Meeting. FTA Civil Rights Office information session 10-4-2011. For more information on FTA's latest regulations and Circulars go to their website at www.fta.gov.

Building an Effective Advisory Committee. (See reference 2 above.)

Establishing and Maintaining an Effective Advisory Committee. A Model Members' Handbook and Training Module. Prepared for Project ACTION Steering Committee, Coachella Valley, Calif. Prepared by: Gail Murray and Linda Aeschliman of Crain & Associates, Inc., Menlo Park, Calif. November 9, 1995.

- *Establishing and Maintaining an Effective Advisory Committee*
- *Establishing and Maintaining an Effective Advisory Committee*
- *Establishing and Maintaining an Effective Advisory Committee*
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- *Accessible Information Exchange: Meeting on a Level Playing Field*, U.S. Department of Justice Retrieved August 25, 2011. <http://www.ada.gov/business/accessiblemtg.htm>
- *Paratransit & Accessibility Advisory Group Membership Overview*, Dallas Area Rapid Transit
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Quick Tips for a Successful & Accessible Meeting

- Establish and follow procedural guidelines (e.g., *Robert's Rules of Order*)
- Create and distribute a meeting agenda.
- Provide materials in alternative formats (e.g., plain text, braille, CD), assistive listening devices and sign language interpreters as needed by committee members.
- Ensure the meeting is physically accessible to everyone, including people who use wheelchairs.
- Ensure the meeting is held in a building that is accessible by public transportation and at times that are within the public transportation service availability.
- Ensure the times and locations of meetings are accessible to minority, low-income and limited English-proficient populations (i.e., hold meetings during off-peak periods and at community facilities)
- Post accessible signage to direct participants to the meeting room
- Ensure the meeting room has enough space to accommodate participants using mobility aids
- Place microphones at a height that is accessible to people using wheelchairs.
- Ensure that everyone uses the microphone if one is provided
- Read all of the text on presentation slides aloud
- Say the count aloud if people raise their hands to vote.
- Provide a nearby relief area for service animals
- Listen to each speaker and ensure only one person speaks at a time
- Remain respectful of others
- Be willing to learn
- Be willing to change
- Separate the issue from the person
- Agree to disagree when necessary
- Maintain a sense of humor!

Easter Seals Project ACTION's mission is to promote universal access to transportation for people with disabilities under federal law and beyond by partnering with transportation providers, the disability community and others through the provision of training, technical assistance, applied research, outreach and communication.

Easter Seals Project ACTION

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www.projectaction.org

projectaction@easterseals.com



Easter Seals Project ACTION is funded through a cooperative agreement with the U.S. Department of Transportation, Federal Transit Administration

Common courtesies

- * Emphasize the person, not the disability. Use person-first language, such as "a boy with a disability" instead of "a disabled boy" or "a woman who uses a wheelchair" instead of "a wheelchair-bound woman"
- * Avoid outdated terms such as "handicapped," "crippled" or "elderly"
- * If you would like to offer assistance to someone with a disability, ask if she needs assistance before you act and listen to any instructions she may give.
- * Consider environmental barriers when you are giving directions to a person who uses a wheelchair or assistive device. Consider distance and weather conditions, and alert him to physical obstacles, such as stairs, curbs and steep hills.
- * Be considerate of the extra time it might take a person with a disability to speak or accomplish tasks. Let the person set the pace in walking and talking

More than 54 million Americans with disabilities are traveling, working, attending school, shopping, and actively participating in their communities. Easter Seals Project ACTION is committed to helping all organizations, including transportation agencies, collaborate with the disability community to better serve customers with disabilities.

Easter Seals Project ACTION offers additional, free resources and training on transit, motorcoach and taxi customer service; involving people with disabilities in the planning process; and disability sensitivity. Contact ESPA for more information.



**Easter Seals
Project ACTION**
A COOPERATIVE AGREEMENT WITH THE U.S. DEPARTMENT OF TRANSPORTATION

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Including People with Disabilities: Communication & Meeting Etiquette



Tips for courteously including people with disabilities in conversations, interviews and meetings.



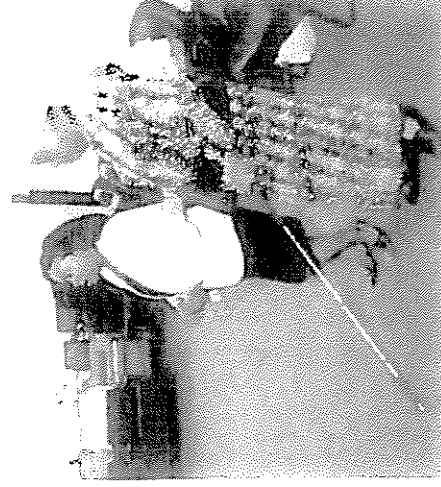
**Easter Seals
Project ACTION**
A COOPERATIVE AGREEMENT WITH THE U.S. DEPARTMENT OF TRANSPORTATION

In conversation

- * Communicate with courtesy and respect identify yourself and provide your title if appropriate. Shake hands when appropriate. Never make assumptions about a person's physical or mental abilities.
- * When talking with someone who has a disability, speak directly to the person rather than through a companion who may be near.
- * When talking with a person who uses a wheelchair, place yourself at eye level to spare you both stiff necks. Do not lean on a person's wheelchair—it is part of his personal space.
- * Don't be embarrassed to use phrases such as "See you soon," or "I've got to run." These are common expressions and are unlikely to offend.
- * Give whole, unhurried attention when talking to a person who has difficulty speaking. When necessary, ask questions that require short answers. Never pretend to understand what you do not. Repeat what you understand to clarify, and the person's reaction will guide you.
- * When speaking through an interpreter to a person who is deaf or hard of hearing, speak directly to the person, do not converse with the interpreter

Events & Meetings

- * When planning events or meetings involving people with disabilities, inquire about their needs.
- * The building, parking area, meeting space, restrooms, and water fountains should be accessible.
- * If barriers exist, including entrance and doorway barriers, find a way to adapt the space or use another location
- * For meetings, consider whether the path of travel to and from the location, including connections to public transit, is suitable for pedestrians and accessible to pedestrians with disabilities.
- * Allow circulation space for wheelchairs, make auditory accommodations and provide meeting materials in alternative formats prior to the meeting.
- * Provide a certified sign language interpreter or captioner upon request.



Additional considerations

- When speaking with someone who is blind or has a visual impairment
 - * Identify yourself and others who may be with you. Do not leave without letting the person know of your departure.
 - * When offering to assist, allow the person to take your arm. This will help you to guide rather than propel or lead her.
 - * When giving directions, use specifics such as "walk till the carpet ends and turn left" or "turn to your right and the door is 10 feet ahead on the right." Instructions can include identifying architectural elements that would provide orientation such as the number of doorways to pass or noticeable changes in the surface underfoot to reach the place that is being sought.
- When speaking with someone who is deaf or hard of hearing:
 - * Face the person to whom you are speaking and do not let objects obstruct his view
 - * Do not raise your voice—doing so distorts your lip movement and makes lip reading difficult

Accessible Community Transportation In Our Nation

WWW.ACTIONPROJECT.ORG

Including People with Disabilities In Coordinated Transportation Plans

July 2009

Background

The United States is home to more than 54 million people with disabilities. The Americans with Disabilities Act (ADA) ensures that public accommodations must be made to ensure access to accessible transportation. For more than eighteen years, the transportation community and the disability community collaborated to make the tenets of the ADA a reality. Then, in 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) created a new place at the transportation planning and coordination table for citizens with disabilities. SAFETEA-LU contains provisions on coordination and guidance on ways to enable greater coordination among agencies that serve the public.

New requirements in the federal transportation authorizing legislation increased cooperation and coordination of transportation among the various constituencies associated with accessible transportation.

These include people across the transit, aging, employment, education, social services, recreation/leisure, community and land-use planning, housing, healthcare and disabilities communities. The goal is to reduce service silos and streamline programs to increase transportation options for people with disabilities older adults and persons with limited income.

Coordination is about shared responsibility, shared management, shared power, and shared funding.

Coordination of transportation services is best seen as a process in which two or more organizations interact to jointly accomplish their transportation objectives.

Locally developed, coordinated plans that take the needs of diverse constituents into account are required. The plans will be used to determine funding priorities and support competitive bidding for human service transportation grants

Coordinated transportation systems leverage shared resources to increase rides, reduce costs, streamline access and increase customer satisfaction. However, engaging all members of the community in the coordinated planning process is essential for success. Although many gains have been made in transportation coordination, the need remains to reach out to people with disabilities to incorporate their wisdom and experience into the planning process at all levels – national, state and local.

People with disabilities have a perspective that is essential to the success of coordinated planning, because they have first hand experience traveling in their communities and, thereby, first-hand knowledge of the ease of access to and usability of the transportation available. They can help shape the transportation services to best meet the needs of their community.

Easter Seals
Project ACTION
ACCESSIBLE COMMUNITY
TRANSPORTATION IN OUR ACTION



Accessible Community Transportation In Our Nation

Today, many transit systems and human service agencies are working together to increase residents' mobility options in their shared communities

Customers are enjoying more transportation choices and better quality of life, including increased access to necessary destinations such as health care, education and jobs. And as important, they are gaining access to a variety of places that can enhance their lives, such as friends' homes, shopping malls, movie theaters, sports venues and places of worship.

Requirements of Coordinated Planning

Local agencies applying for funding under applicable sections of SAFETEA-LU must include projects that are part of a locally developed, coordinated public transit-human services transportation plan. Specifically, the plan must:

- Identify the transportation needs of individuals with disabilities, older adults and people with low incomes;
- Provide strategies for meeting those local needs; and
- Prioritize transportation services for funding and implementation.

The plan must be developed through a process that includes representatives of public, private non-profit transportation and human services providers and members of the public.

All human services programs funded through the Federal Transit Administration (FTA) that support transportation services for people with disabilities and other riders have coordinated planning requirements under SAFETEA-LU. The plan also plays a major role in determining what transportation services are funded under the following three FTA programs.

SAFETEA-LU's New Freedom Program (NFP, Section 5317), which supports new public transportation services and public transportation alternatives beyond those required by the ADA, requires coordinated planning. The NFP 5317 assists individuals with disabilities meet their transportation needs, including transportation to and from jobs and employment support services

In addition to NFP 5317 other human services transportation programs funded through FTA include the Elderly Individuals and Individuals with Disabilities program (Section 5310) and the Job Access and Reverse Commute program (JARC, Section 5316).

Elements of the Plan

A coordinated transportation plan is an agreed upon list of goals and steps that a community wants to take to improve transportation in their area. Under the federal requirements, a local coordination plan must include, at a minimum:

- An assessment of available services that identifies current public, private and non-profit transportation providers;
- An assessment of transportation needs of the target population groups for the funding programs addressed in the plan;
- Strategies, activities and/or projects to address the identified gaps between current and needed services, as well as opportunities to improve efficiencies in service delivery; and
- Priorities for implementation based on resources, time, and feasibility of specific strategies and/or activities identified

Accessible Community Transportation In Our Nation

Beginning a Successful Coordination Process

Successful coordination takes time and work. For the individuals and representatives of various organizations recruited to participate in the planning process, coordination frequently means working with people with whom they have not worked before. Often, they have different political jurisdictions, agency responsibilities, professional interests, funding sources, and even vocabularies that must be understood before barriers can be removed and joint activities proceed.

Coordination involves building relationships with individuals who sometimes are unfamiliar with the missions, objectives, terminology, and regulations of agencies other than their own. At the same time, the differing opinions and perspectives bring depth to decision making and the completed coordinated plan.

Tools from the FTA United We Ride initiative, such as the Framework for Action, have been used across the United States to facilitate the planning process. The Framework for Action includes an introduction to coordinated planning, a self-assessment tool for communities, a self-assessment tool for states, and a facilitator's guide. It is recommended that coordination begin with these three actions:

- Allot substantial time at the beginning of the process for team members to introduce themselves, their agencies' missions and objectives.
- Explore many team building exercises; use them as ice-breakers and ways to demonstrate that everyone is valuable and contributes something important to joint efforts.
- Promote and encourage comments and ideas from everyone at the table.

Serious coordination efforts constitute a new way of doing business outside the traditional programmatic boundaries of service delivery.

Although coalition building is not always easy, experience is showing that it yields new ideas, new solutions, innovation, increased teamwork, increased understanding of shared goals, and usually results in its intended goal: increased access to transportation options for people with disabilities, older adults, and people with limited incomes.

Role of People with Disabilities in Coordinated Planning

For the individual or organization representing the disability community, contributing successfully to the coordinated plan begins with a well-established relationship with the agency developing the plan in your community. Regardless of the planning process, meeting with transit providers occasionally to take stock of current needs and existing resources is the best way to stay knowledgeable about the available resources and can take full advantage of them.

A tool that can help an individual or organizational representative of the disability community prepare to get involved in the planning process is the United We Ride Framework for Action coordinated planning self-assessment. Reading through the document will provide the representative unfamiliar with the planning process a base of information about it. The self-assessment tool has five key steps:

- Making Things Happen by Working Together
- Taking Stock of Community Needs and Moving Forward
- Putting Customers First
- Adapting Funding for Greater Mobility
- Moving People Efficiently

Accessible Community Transportation In Our Nation

To get involved with coordinated planning, first determine what organization is leading the process in your community. If unsure where to begin, the nearest FTA Regional Office can provide contact information for the appropriate state agency, the organization leading the coordinated planning effort, as well as the designated recipient(s) of FTA funding in the area. FTA's regional offices and contact information for each are listed at: http://www.fta.dot.gov/regional_offices.html

A transportation user from the disability community brings unique expertise to the table and can be a well-informed contributor to the planning process. Such a representative can help increase the efficiency and coordination of transportation resources in your community by:

- Volunteering to participate in the process
- Sharing experiences with transit service including both strengths and weaknesses
- Describing gaps in services, with as much specificity as possible relating to destinations, frequency of service, routings, travel time, and other relevant detail
- Sharing knowledge of the ADA rights and responsibilities for customers with disabilities who use public transportation
- Contributing insight about local customer service practices that either do or do not support people with disabilities
- Describing any environmental barriers to transportation that exist between customers and the ride, such as poor bus stop placement and lack of sidewalks
- Participating on task forces and working groups that support coordinated planning efforts
- Assisting with outreach to other members of the community

- Suggesting approaches for meeting transportation service gaps and solving problems.
- Helping to prioritize the needs for service improvements in the community
- Assisting in the development of documents and resources noting community transportation options and, if applicable, unmet needs and suggestions for improvement
- Being open and honest with the group in a constructive way

Role of the Leader in Coordinated Planning

It is important for the leader or lead agency of a coordinated planning effort to make getting a full complement of representatives from the community's transportation spectrum a priority. In many communities, the lead agency may be a transportation provider, and ensuring the involvement of individuals with disabilities in coordinated planning is also an important part of the transportation provider's role in the planning process.

Sources to consider when identifying potential representatives from the community include:

- Public transportation planners and operation managers
- Private transportation providers (brokers, ADA paratransit providers, taxi companies)
- Area transportation planning agencies
- Human service agencies that fund and/or support client transportation services
- Human service agencies for whom transportation is a secondary or non-central part of operations
- Human services agencies or government agencies that employ people with disabilities

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- Government agencies and non-profit agencies and organizations that are involved with transportation efforts, including motor vehicle administration, law enforcement, highway administration, and land use planning
- Agencies that administer health, employment, and other support programs for targeted populations such as older adults, individuals with low incomes, and people with disabilities (e.g., Area Agencies on Aging, Centers for Independent Living) if such agencies also help customers find transportation
- Individual transit riders and potential riders
- Public transit system, paratransit or accessible transportation advisory committee members
- Advocacy organizations for targeted populations including agencies that serve or advocate on behalf of people with both visual and hidden disabilities
- Security and emergency management agencies
- Local or state officials and elected officials
- Representatives of the business community
- Economic development agencies
- Job training and placement agencies
- Local transit operators
- Community rehabilitation providers
- One stop career centers
- Independent living programs
- Disability advocates who may not be found within a particular organization, but who are known to newspaper editors, mayors, county commissioners, and other proprietors of public forums. Ask those sources for assistance in identifying potential participants from the disability community

The leader should also provide information about the planning process to individuals and groups in the disability community and make sure the documents are available upon request in accessible formats (e.g., large print, CD ROM, MP3, other audio files, Braille, accessible PDFs on line)

The information should include route, schedule, fare and contact information about the meetings. Meetings should be held in an accessible venue and on an accessible bus or rail route.

Elements of Effective Coordination

Coordination requires pre-planning and once there is an understanding of the work at hand, and the team is selected, useful steps to consider when implementing or conducting the planning process include:

- Establish a clear communications process that includes:
 - a schedule for meetings;
 - a timeframe for accomplishments;
 - a full list of participant contact information; and
 - a plan for how communications will occur between meetings (e.g., email groups; recordings of discussion and decision making)
- Ask team members with disabilities if they require materials that are part of the process in an accessible format
- Develop guiding principles and content elements for the coordinated plan.
- Incorporate information about coordinated planning into agendas of other events, such as workshops, conferences, and hearings, where people with disabilities participate and could provide input
- Encourage everyone to actively participate in the meetings.
- Circulate drafts of the plan to all who request them and incorporate feedback.
- Solicit public review and comment on the final draft, perhaps using focus groups.
- Advertise that the process is taking place (e.g. notices in local and community newspapers, community Web sites)

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Sources of Further Information and Technical Assistance

Easter Seals Project ACTION offers numerous resources, as well as training and technical assistance, to educate people about and support implementation of the transportation provisions of the Americans with Disabilities Act.

Visit www.projectaction.org to access and download, to an array of useful, no-cost products, resources and newsletters. You may also order products at projectaction@easterseals.com or 800 659 6428.

Many other useful links are noted in the following pages. Easter Seals Project ACTION would like to hear your planning process success stories or barriers you may encounter, so please email us your thoughts at projectaction@easterseals.com

Other Useful Links:

Federal Transit Administration - www.fta.dot.gov
The Federal Transit Administration administers federal funding to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers. Links to more information about the Job Access and Reverse Commute (JARC), New Freedom, and Section 5310 programs are found through the following Web page: http://www.fta.dot.gov/funding/grants_financing_263.html

United We Ride - <http://www.unitedweride.gov>
United We Ride is a federal interagency initiative that supports states and their localities in developing coordinated human service delivery systems. In addition to state coordination grants, United We Ride provides the Framework for

Action transportation coordination and planning self-assessment tool technical assistance, and other resources such as the Help Along the Way guide to national transportation technical assistance programs.

Federal Coordination Council on Access and Mobility - www.unitedweride.gov/1_3_ENG_HTML.htm

The Federal Coordinated Council on Access and Mobility (CCAM) was established to increase coordinated transportation. CCAM provides regional ambassadors that provide states and territories with hands-on technical assistance in the development and implementation of coordinated human service transportation plans. www.unitedweride.gov/1_973_ENG_HTML.htm
The ambassadors also work to build awareness among decision makers, service providers, and consumers on key issues related to human service transportation and coordination, including those requirements and opportunities created by SAFETEA-LU.

Community Transportation Association of America Information Station - www.ctaa.org/ntrc
Through various federally funded national programs, CTAA offers technical assistance and training to help communities increase their transportation options. One of those programs, the National Resource Center for Human Services Transportation Coordination, also sponsors The National Consortium on the Coordination of Human Services Transportation.

The consortium is an alliance of national non-profit organizations and associations dedicated to promoting mobility and the delivery of coordinated human services transportation to all individuals with disabilities, people with low incomes, older adults, and youth.

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The Association of Metropolitan Planning Organizations - www.ampo.org
AMPO is a nonprofit, membership organization established in 1994 to serve the needs and interests of metropolitan planning organizations (MPOs) nationwide. Federal highway and transit statutes require, as a condition for spending federal highway or transit funds in urbanized areas, the designation of MPOs, which have responsibility for planning, programming, and coordination of federal highway and transit investments.

Publications

The following publications are available free of charge in print or by download through Easter Seals Project ACTION at www.projectaction.org/cleanhouse

Coordinating Transportation Services: Local Collaboration and Decision-Making
A "how to" manual for coordinating local transportation services. https://secure2.convio.net/es/site/Ecommerce/683064011?VIEWPRODUCT=true&product_id=1463&store_id=3863

Expanding Mobility Options for Persons with Disabilities: A Practitioner's Guide to Community-Based Transportation Planning
A guide that provides a model approach for community-based transportation planning based on a review of common elements in the experiences of 13 communities across the United States. <http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=119&z=39>

Expanding Mobility Options for People with Disabilities: Strategies for Community-Based Transportation Planning
A brochure that outlines the steps that 13 grantees across the United States followed

in developing their community-based plans <http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=119&z=39>

You Can Really Go Places
A booklet introduces people with disabilities to public transportation, basic ADA provisions and the resources of Project ACTION. https://secure2.convio.net/es/site/Ecommerce/1002111130?VIEWPRODUCT=true&product_id=1303&store_id=3863

Rights and Responsibilities of Transit Customers with Disabilities
This 16-page booklet provides transit users who have disabilities with a guide to their rights and responsibilities under the Americans with Disabilities Act. https://secure2.convio.net/es/site/Ecommerce/1219326146?VIEWPRODUCT=true&product_id=2401&store_id=3863

Stories of Changed Lives: The Personal Impact of Transportation Access
Ten Americans with disabilities describe how transportation contributes to success in their lives. Illustrated, 12 pages https://secure2.convio.net/es/site/Ecommerce/1750466620?VIEWPRODUCT=true&product_id=1302&store_id=3863

The New Freedom Program: An Introduction
This four-page guide explains the basics of SAFETEA-LU's New Freedom Program https://secure2.convio.net/es/site/Ecommerce/1439959273?VIEWPRODUCT=true&product_id=2381&store_id=3863

Building Mobility Partnerships for People with Disabilities: Opportunities for Federal Funding
With its comprehensive list of federal funding

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opportunities for accessible transportation projects, this reference guide places special emphasis on building partnerships across communities. https://secure2.convio.net/es/site/Ecommerce/394355793?VIEWPRODUCT=true&product_id=2341&store_id=3863

Additional resource publications (may have an associated cost):

Framework for ACTION: Building the Fully Coordinated Transportation System
Department of Transportation, Coordinating Council on Access & Mobility, Federal Transit Administration, Washington, D.C. (2003) Available at no cost through the ESPA Clearinghouse: www.projectaction.org/clearinghouse

Report 101: Toolkit for Rural Community Coordinated Transportation Services.
Transit Cooperative Research Program (2004).
http://www.trb.org/news/blurb_detail.asp?id=4042

Building Communities From the Inside Out: A Path Toward Finding and Mobilizing A Community's Assets. John P. Kretzmann, John L. McKnight, (1993) <http://www.northwestern.edu/ipr/publications/community/buildingblurb.html>

About Easter Seals Project ACTION

Easter Seals Project ACTION- the acronym stands for Accessible Community Transportation In Our Nation- is funded through a cooperative agreement with the U.S. Department of Transportation, Federal Transit Administration, and is administered by Easter Seals, Inc.

The Project was established by the United States Congress in 1988

ESPA promotes cooperation between the transportation industry and the disability community to increase mobility for people with disabilities under the Americans with Disabilities Act and beyond. All resources created for public use are free of charge.

These include technical assistance that can be accessed through a toll-free telephone number, 800-659-6428, between 9 a.m. -5 p.m., Eastern Time, Monday through Friday, a Web site www.projectaction.org, newsletters; a clearinghouse of more than 50 print, video and audio resources; and training activities at meetings and conferences.

This document is disseminated under sponsorship of Easter Seals Project ACTION (ESPA) in the interest of information exchange. Neither ESPA, nor the U.S. Department of Transportation, Federal Transit Administration, assumes liability for its contents or use thereof.

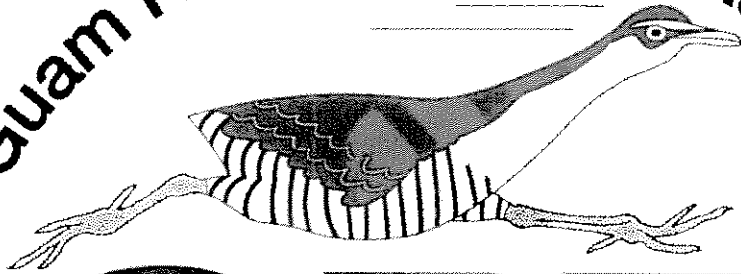
Sources

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4. Burkhardt, J., Koffman, D., & Murray, G. (2003). Economic Benefits of Coordinating Human Services Transportation and Transit Services (TCRP Report 91). Washington, DC: Transportation Research Board.

Agenda Item

11. New GRTA Logo

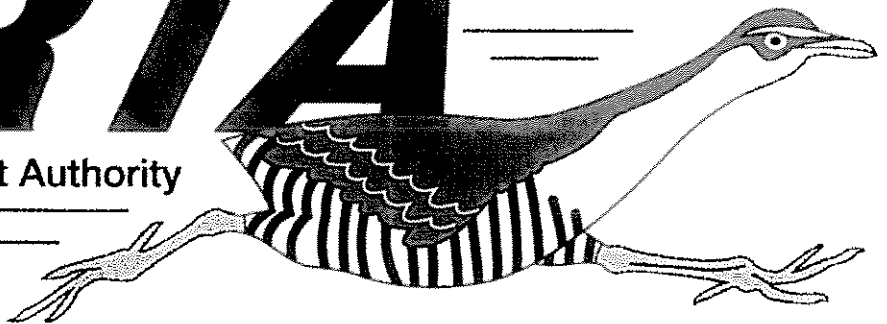
Guam Regional Transit Authority



GRTA

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Guam Regional Transit Authority



Agenda Item

New Business –

1. Liberation Holiday – July 21, 2013

protect and recover dwindling shark populations," said the letter initiated by Congressman Jared Huffman, D-San Rafael.

The P.E.W. Charitable Trust was the first group to oppose the proposed federal rules that would govern the Shark Conservation Act of 2010.

"Undermining the 10 shark fin trade bans would be a considerable setback for global shark conservation," the conservation group said.

vital, as there is currently no global mechanism in place that requires detailed record-keeping on species, origin and chain of custody for shark fins," they said.

"It is almost impossible to tell further down the chain of consumer demand, whether a shark fin or shark fin product came from a federally managed legal fishery, or was imported from a country with little or no regulations on shark finning," the House members added.

California, Delaware, Hawaii, Illinois, Maryland, Oregon, Washington and American Samoa. Guam enacted its shark fin ban in March 2011.

"There [is] a growing number of state and territorial statutes that are designed to address the problem of finning by reducing the demand for shark fin products," the House members said in the letter to Sullivan. "These statutes address the market for sale of products made from shark fins, and do not attempt

the thefts."

Further investigation led police to the Quintanilla men. Court documents state both Quintanillas used the same method as Evaristo when using the stolen credit cards. The pair also agreed to "give Evaristo methamphetamine in return for the ability to use the stolen credit cards." Police seized some of the items purchased with the stolen credit cards at the Quintanilla residence.

Quintanilla admitted to the

Credit card thief gets five years

By Gina Tabonera-Reilly
gina@mvguam.com
Variety News Staff

ONE of the three men who used someone else's credit cards and racked up nearly \$10,000 in charges has entered a guilty plea and was sentenced to five years' imprisonment with three years suspended.

Roke M. Quintanilla Jr. admitted his involvement in the theft of credit cards belonging to a victim identified only as Mr. Kim, who misplaced his

Although he froze his credit card account the next day on March 17, the victim checked his online credit card statements and discovered several unauthorized purchases from various retail stores, fast food restaurants and gas stations throughout Guam totaling \$9,592, court documents state.

An investigation led the police to Evaristo, who admitted he found the victim's wallet and proceeded to purchase some items on the credit cards.

the thefts."

Further investigation led police to the Quintanilla men. Court documents state both Quintanillas used the same method as Evaristo when using the stolen credit cards. The pair also agreed to "give Evaristo methamphetamine in return for the ability to use the stolen credit cards." Police seized some of the items purchased with the stolen credit cards at the Quintanilla residence.

Quintanilla admitted to the



GUAM REGIONAL TRANSIT AUTHORITY (Government of Guam)
 1000 G. Lopez, P.O. Box 10000, Agaña, GUAM 96909
 Phone: (671) 475-1464 or 4016 Fax: (671) 477-4000
 GRTA

NOTICE TO THE PUBLIC Liberation Day Service, July 21, 2013

Guam Regional Transit Authority announces that there will be special service provided on Sunday, July 21, 2013 in honor of the Liberation Day Holiday

All bus transit services for Fixed Route and Paratransit will run:
 5:30 a.m. - 12:30 p.m. (AM Run)
 2:30 - 8:30 p.m. (PM Run)

Copy of the schedule available at www.grta.guam.gov

Para transit riders can make reservations at least one (1) day to two (2) days prior to your scheduled pick up time. For more information and additional accommodations please call Kloppenburg Enterprises, Inc. at 647-7433/34/35

NOTE: Guam Regional Transit Authority will be closed on Monday, July 22, 2013 in observance of Liberation Day (GovGuam Holiday).

NOTICE OF SEIZURE AND INTENT TO FORFEIT

Notice is hereby given that the United States Department of the Interior is hereby commencing a forfeiture proceeding against the following items of wildlife or wildlife products, which were seized in the Tamuning area of Guam on the dates indicated because they were involved in violation of the Endangered Species Act, Title 16 U.S.C. Sec. 1538. These items is subject to forfeiture to the United States under Title 16, U.S.C. Sec. 1540(e) 16 U.S.C. Sec. 1377, or 16 U.S.C. Sec. 3374 and Title 50, Code of Federal Regulations, Section 12.23. Any person with an ownership or financial interest in said items who desires to claim them must file a claim with the U.S. Fish and Wildlife Service, Office of Law Enforcement, 3375 Koaopaka St., Suite B-296, Honolulu, HI 96819. Such claim must be received by the above office by September 22, 2013. The claim will be transmitted to the U.S. Attorney for institution of a forfeiture action in U.S. District Court if a proper claim is not received by the above office.