

MACON-BIBB COUNTY TRANSIT AUTHORITY
MINUTES OF MEETING

July 29, 2014

The regular called meeting of the of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30PM on July 29, 2014 in the fourth floor conference room at Terminal Station at 200 Cherry Street, Macon, Georgia. Those present were: Chairman Craig Ross, Vice-Chairman Chuck Howard, Morris Cohen, Secretary and Members Sheddric Clark, Jamie Kaplan, Violet Poe and Nettie Thomas. Also present were Rick Jones, General Manager and CEO, Andy Stroud, Director of Marketing, Georgia Slagle, CPA for the Authority, and F. Bradford Wilson, Jr., counsel for the Authority. A proper Quorum was present.

The meeting was called to order by Craig Ross and a moment of silent prayer was observed. The Minutes of the June 24, 2014 meeting were approved following a motion by Chuck Howard and a second by Violet Poe.

The Chairman then inquired as to whether any of the guests who were present, consisting of Carl Brown, Cedric Andrews and David Scott, wished to make a comment, but none elected to do so.

The Chairman then commented on the historic significance of this past week for the Authority. The Maintenance Facility last Wednesday. In addition, the Bibb County Commissioners voted 8-0 to transfer Terminal Station to the Authority with the closing hopefully being completed before the end of August. Counsel is having ongoing discussions with the County's attorneys as well as the representatives of GDOT.

The Chairman then recognized Georgia Slagle for the financial reports. She informed the Board that the June statements are representative of the fiscal year end for 2014 and the Authority's overall cash position increased by greater than \$82,500.00. The Grants receivables totaling \$61,352.00 reflect the amounts officially awarded. The inventory totals have been adjusted to the actual physical count and no buses have been purchased since April. With respect to accounts payable that balance should true up to the actual expenses and there is a zero balance on the line of credit at year end. The Terminal Station rental deposits are for future events. The auditors will make any necessary adjustments to the pension contributions payable once their review has been completed.

The passenger fares were approximately \$42,000.00 under budget for the year but advertising income exceeded budget by approximately \$19,000.00. Repair parts and supplies exceeded budget by over \$370,000.00 and were approximately \$360,000.00 over budget the previous year as well. Mr. Jones noted that the Authority is adopting the Ron Turly management system which necessitates having parts and inventory on hand and available for replacement rather than having to order them once they are needed. Ms. Slagle noted that she would like to receive the inventory purchases each month so the numbers reflected on her reports can be trued up on a monthly basis. No grants were awarded in May or June. The \$74,000.00 reflected in the capital grant expenditures do not represent items that are to be depreciated over time. The financial reports also reflect approximately \$30,000.00 being received in June that were reported as other revenues and such amounts were insurance proceeds from damaged buses that caught fire and were totaled. With the significant loss in rental income due to the departure of several major tenants, the overall loss of Terminal Station for the year was \$65,000.00 but the rentals from special events almost doubled over the amount received from the previous year. Even though more miles were driven in FY 2014 there were fewer passengers than the previous year.

Mr. Jones then inquired as to how supplemental revenues that are attributable to FY 14 that are received after year end should be treated. Ms. Slagle responded by stating they should be credited back to FY 14.

Mr. Howard next inquired as to whether the grant funds received for the Maintenance Facility should be paid back directly to the line of credit used to acquire the funds for the purchase? Ms. Slagle responded by stating that such will be reflected on the line of credit and the balance sheet will now show the Maintenance Facility as an asset as well. Mr. Jones added that a separate loan was also obtained for \$300,000.00 from SunTrust to increase the credit line while this transaction was occurring. Ms. Slagle will be provided the itemized list of furniture and equipment that was acquired by counsel as identified as an Exhibit to the Sales Contract.

Ms. Slagle then directed the Board's attention to the financial report for Para Transit after reviewing the assets it was noted that the funds received from the City and the County are not to budget and there was a \$34,343.00 deficit year to date prior to depreciation. For the year ParaTransit trips increased with more passengers and more miles. The cost per mile was \$2.43. In response to the Chairman's request for a motion, Morris Cohen moved that the financial reports be approved; such was seconded by Nettie Thomas and approved.

The Chairman then called on the General Manager for the Operations Report. Mr. Jones stated that everything is running smoothly. Mr. Howard then commented that he had not received his Operations Report in the mail and Mr. Jones indicated that he would check on that. Ms. Daniels recently visited GEICO and held trip planning sessions with the employees. The feedback was very positive and the outlook for improving ridership on the GEICO route is promising. Most recently there were 10-12 riders on the Robins Route on the return trips on the recently established route. Permanent signs representing the stops are now being used in Warner Robins. Ms. Poe inquired as to whether or not the signage had been modified to include the Authority not being liable for any vehicles or personal property left on the premises. Mr. Jones indicated that he would check on that and confirm the Authority is noted on the sign. Ms. Poe then added that bus signs are still reflective of bus stops on Ridge Avenue and need to be removed. The Chairman requested that be checked on at this time since we no longer operate on Ridge Avenue. Mr. Jones then commented there had been a lot of articles recently about the Authority in the newspaper as well as on TV and it had been a very positive month for the Authority. An example of that was the tour of Terminal Station by the Macon Historical Society. The recent visit to Atlanta with representatives of New Town and the consolidated government for the transit oriented developments was very positive.

Mr. Jones stated the supplemental budget for 2013 was not approved until just recently. The possibilities for Terminal Station are exciting and efforts will be made to attempt to use the New Freedom grant funds for a Call Center to be located in Terminal Station. The Knight Foundation has already agreed to assist with some renovations as well. Another possibility is securing STIC funds which could potentially total \$500,000.00 per year for the purpose of meeting certain additional goals. Unfortunately we are about a year behind in getting our necessary funds. Mr. Jones concluded the Operations Report by stating ridership remain constant on the fixed route for 2014 but senior citizens increased by 24.5% and ParaTransit by 23.5%.

The Chairman next recognized the Chairs of each Committee who were present for their respective committee reports:

- (a) Personnel – Sheddrick Clark Chairman: Mr. Clark met with Jade Daniels and June Slaughter to discuss the turnover in drivers. Additional meeting will be held to address that issue.
- (b) Para Transit – Violet Poe-Chairperson: No report.

- (c) Terminal Oversight-Chuck Howard, Chairman: Mr. Howard stated our focus now is getting new tenants to occupy Terminal Station. He is elated with the events that have already been booked with only one date remaining open for the remainder of the year. He deferred to Mr. Stroud for an update on tenants and Mr. Stroud reported that he has a meeting scheduled with Jim Thomas of Planning and Zoning on Thursday and he will be accompanied by Charles Coney and Tom Bertram. They are considering the use of approximately 20,000 sq. feet for Planning and Zoning and the Business Development Center. Approximately 50 employees would be located on the premises. It is further noted that we have 208 parking spaces.
- (d) Audit-Morris Cohen, Chairman: No report.
- (e) External Relations-Nettie Thomas-Chairperson: Ms. Thomas commented that she would like to remind drivers not to pull off before riders are completely off the bus and on the ground. That will be noted at the next safety meeting.
- (f) Marketing – Jaime Kaplan, Chairperson: The Chairman requested that Ms. Kaplan and Mr. Stroud see if some public service announcements could be arranged along with some customer interviews that could possibly be shown on TV. In response to Ms. Kaplan’s inquiry as to whether we had an app to show the bus schedule Mr. Jones stated that Route Shout is available through Route Match, but at a costs of \$100,000.00. We are seeking a funding source to acquire the system and will proceed as soon as the funds are procured.

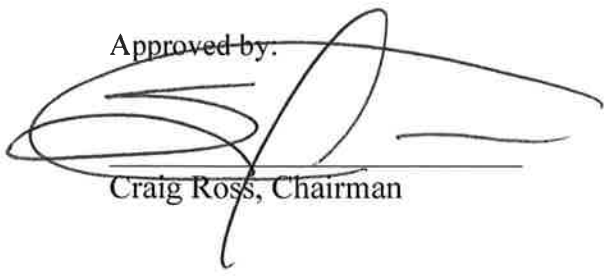
In new business the Chairman called on counsel for a report on the Bi-Party Agreement with the County. Mr. Wilson explained that this replaces the previous Tri-Party agreement between the Authority, the City of Macon, and Bibb County following consolidation. The same basic procedures are in place with respect to the Authority presenting a budget to Macon-Bibb County and the County funding 1/12 of the estimated operating deficit each month. Various funds would be set aside for capital improvements and the County would continue to fund the 45 day operating reserve. The one year agreement effective July 1, 2014 would be automatically renewed unless either party were to notify the other of its intention to terminate at least sixty (60) days prior to expiration. A motion was made by Morris Cohen for the Authority to enter into the Bi-Party Agreement with Macon-Bibb County. The motion was approved following a second by Nettie Thomas.

After no old business was presented, the Chairman called on Board members for their comments. Mr. Howard expressed his thoughts that the Authority needs to attempt to acquire a street car for the Second Street project. The Chairman then noted that requests had been made of him for the Authority to put our Minutes on our website since other local government entities are doing so and had been requested by several Commissioners. There being no further comments the meeting was adjourned.

Respectfully submitted,


Morris Cohen, Secretary

Approved by.


Craig Ross, Chairman