

BOARD MEETING MINUTES  
MACON-BIBB COUNTY TRANSIT AUTHORITY

April 30, 2019

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on April 30, 2019 in the conference room on the third floor of the Terminal Station at 200 Cherry Street, Macon, Georgia. Those present were:

Chairman: Frank Tompkins

Vice-Chairman: Charles Howard

Members: Dr. Tom Ellington, Sheddric Clark, Jami Gaudet and Violet Poe.

Members Absent:

Also present were S. Craig Ross, President and CEO, Brenda Banks, Executive Assistant, Debbie Vetter, Human Resources Manager, Andy Stroud, Business Development Director, Darrell Lester, Safety and Training Manager, JoAnn Lamb, Operations Manager, Weston Stroud, Transit Planner, F. Bradford Wilson, Jr., Counsel for the Authority and Georgia Slagle, CPA for the Authority. A proper Quorum was present.

Also in attendance were Carl Brown, Jackie Glover, Wade Horton, David Scott, Mike Greenwald, and Wade Marks, Jr.

The meeting was called to order by Chairman Tompkins and a moment of silent prayer and reflection was observed. Following the Board's review of the Agenda, a motion was made by Dr. Ellington to approve the agenda. The motion was seconded by Sheddric Clark and approved. The Chairman then asked the Board Members to review and approve the Minutes of the March 26, 2019 meeting. A motion was then made by Jami Gaudet to approve said Minutes, it was seconded by Charles Howard, and the Minutes were approved.

The Chairman then opened the floor for Public Comments and recognized Mr. Wade Marks, Jr. Mr. Marks stated that he had been riding the bus a long time and noted that there was no soap in the men's restroom in the Transfer Station nor any warm water. He further noted that the machine providing route information is not working and then voiced his approval of the possible change of the phone system to Infinity. Mr. Carl Brown was next recognized, and he reported that the Transit Authority is doing a good job.

Ms. Georgia Slagle was then called on by the Chairman for the purpose of presenting the Financial Report to the Board for the month ending February 28, 2019. Ms. Slagle reported

there was currently a negative cash balance of \$144,000.00. Grants receivables total \$857,000.00 representing November, 2018 through February, 2019. The variance in the pre-paid worker's compensation insurance to last year is due to the amount of the premium on the new policy. There have been no changes in Property and Equipment since January for the acquisition of any buses or equipment.

Quick Books is now being used and indicates the current accounts payables are \$171,364.00 and there is an insurance payment due of \$443,878.00. With this system there will always be a balance due reflected in accounts payables. All invoices due at year end will be included. The funds in the restricted account of \$428,000.00 will be closed out.

Terminal Station rental income totaled \$36,108.00 for the month and \$386,417.00 year to date, which is favorable to budget. A loss of \$82,450.00 is reflected year to date but includes \$182,000.00 of depreciation resulting in a favorable overall position of \$99,000.00.

Revenues for the Authority totaled \$86,318.00 for February and currently have a \$130,000.00 unfavorable variance to actual revenues received in the prior year. Employee benefits are also unfavorable compared to the prior year but could be due to the actuarial pension payments. Ridership is down as well, and Repair Parts and Supplies are unfavorable to budget. It has taken a long time to obtain the grant funds and hopefully the \$100,000.00 unfavorable variance on the Parts and Supplies can be offset by operating grants. Overall, expenses are closely tracking the budget. After the change in net position is adjusted for non-operating expenditures for depreciation for the Fixed Route, Terminal Station, along with Capital Grant Expenditures and Capital Improvement Grants a favorable variance of \$16,015.00 is net result.

ParaTransit revenues are currently at 57.38 % for the year compared to its budget of 66.7%. The change in net position shows a negative balance of \$186,720.00 year to date but that total includes \$78,735.00 in depreciation. Ms. Slagle noted that passenger miles are also down for ParaTransit and with the utilization of Quick Books it has eliminated some of the entries that were needed in the past. Ms. Gaudet then made a motion to approve the Financial Report. It was seconded by Dr. Ellington and approved.

President Ross was then recognized for the presentation of the March Operations Report. He indicated we are waiting on the approval of two engines for replacement and OnTime performance was at 78% for the month. Issues still exist with Route Shout. With the recent number of hires, we are close to having a full contingency of drivers. ParaTransit OnTime performance stood at 87% for March and several new applications for drivers were received this

morning. Currently there is only one worker's compensation claim. Terminal Station is being utilized extensively for weddings and social events and 14 events have already been scheduled for 2020. There was one preventable accident during the month and the driver was suspended. As indicated by the ridership report, passenger totals are down but additional buses are needed. We are also receiving requests from Amazon to provide transit service. Approximately \$30,000.00 is received from Mercer each semester to cover the expenses associated with its route and ridership has increased every year.

President Ross then moved on to the next agenda items for discussion. The Authority has received a proposed contract from Token Transit. It is currently being used in Athens and Sarasota, Florida. The President has spoken with each Authority and they are both very satisfied and have received good feedback from transit riders. The President and Ms. Gaudet shared a series of questions and answers that have been posed with the Board concerning Token Transit. It can be integrated with Route Match and could possibly be implemented mid-summer. It would be advisable to talk with Mercer and see if we could utilize students to show customers how to use it and install it on their phones. Ms. Gaudet indicated the magic will be in the roll out and marketing so that customer service will be prompt and efficient.

Georgia Power Company is going to analyze our lighting utilized in the Broadway Maintenance Facility. We have received an estimate of \$10,977.00 to convert the lighting to LED in the shop which will result in an annual savings of \$5,300.00. Our net cost after the Georgia Power grant will be \$5,068.00. The cost for the lighting of the administrative building is \$11,813.00, with our actual net cost being \$5,928.00. Annual savings of \$5,800.00 in utility expenses is projected. Further inquiries will occur with GDOT to see if they can help cover a portion of the costs of implementation since it will result in an estimated \$11,000.00 savings each year.

Negotiations are underway with Infinity Network Solutions for the acquisition of a new phone system network. The changes will benefit not only ParaTransit but the fixed routes. We will have an answering machine and riders can book their trips and will provide the names of the street and exact location. All calls will be recorded by the new system and provide added protection for the Authority. We anticipate saving \$150.00 per month in changing from Cox to Infinity.

Harold Hatcher of the Boys and Girls Club in Bloomfield recently contacted President Ross. They own a 15 passenger van which picks up approximately 50 kids after school each day

and transports them to the club. Their insurance will no longer allow them to perform this task and he has inquired as to possible arrangements that can be made for alternative transportation. Inquiries will be made with the Rotary Club for a possible grant since costs are anticipated to run approximately \$5,000.00 to fund the rides for nine months at the student rate. This request is for next school year and is a work in process. Further investigation will occur.

Terms are in the process of being finalized for the Greyhound Bus lease. The monthly rent is projected at \$2100.00 with Greyhound paying an additional \$15,000.00 for cleaning and security. Their use of the Transfer Center will extend its operation a projected additional 43 hours per week, which will include Sunday. They will provide some upgrades with pedestrian lighting. We are considering a one year lease with a possible renewal for one additional year. One issue that must be decided is that of security, whether it will be armed or not armed. Clarification will need to be obtained from GDOT. They will have two individuals cleaning the Transfer Center and restroom and we will make sure that all contingencies are included.

Notification has been received from Macon-Bibb County that they are terminating the Bi-Party Agreement as it currently exists. Each of the Board members need to speak with the commissioners to encourage the renewal of the amended agreement providing for thirty day reserve.

The Chairman then opened the floor for New Business. A motion was then made by Dr. Ellington to enter into the contract with Token Transit to provide services for the Authority. The motion was seconded by Jami Gaudet and the floor was open for discussion. Dr. Ellington stated that he wanted to make sure that we are not locked in for too long a period in the contract, suggesting a sixty day termination provision. The question was called and the motion was approved with that contingency by the Board.

A motion was then made by Dr. Ellington to approve the contract with Infinity Network Solutions. The motion was seconded by Sheddric Clark and the floor opened for discussion. Mr. Wilson shared that there were two provisions in the contract that needed to be removed consisting of the waiver of jurisdiction and venue from Bibb County and also the acceleration of all remaining payments under the contract in the event of a default. A final figure has not yet been received from Cox Communications as to the termination of its contract and the reasonableness of that amount. The question was called and the contract was approved subject to those contingencies being met.

The floor was then opened for Board member comments. Mr. Howard inquired as to whether we have been contacted concerning the move of the Bibb County Health Department from its current location to Forsyth Street. President Ross indicated he was aware of that.

There being no further business the meeting was adjourned.

Respectfully submitted,

  
Sheddric Clark, Secretary

Approved:

  
Louis Frank Tompkins, Chairman