

MACON-BIBB COUNTY TRANSIT AUTHORITY
BOARD MEETING MINUTES

August 29, 2017

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on August 29, 2017 in the Morris M. Cohen conference room on the fourth floor of the Terminal Station at 200 Cherry Street, Macon, Georgia. Those present were:

Craig Ross, Chairman

Chuck Howard, Vice-Chairman

Sheddrick Clark, Secretary

Members: Nettie Thomas, Violet Poe and Frank Tompkins

Members Absent: Jami Gaudet

Also present were F. Bradford Wilson, Jr., Counsel for the Authority, Georgia Slagle, CPA for the Authority, Dave Golder, Interim General Manager & CEO/Safety & Training Manager, Andy Stroud, Facilities & Marketing Director, Brenda Banks, Executive Assistant & Accounts Payable Coordinator, Danny Thompson, Chief Financial Officer, JoAnn Lamb, Operations Manager, June Slaughter, Paratransit Manager, and Melvin Little, Maintenance Superintendent. A proper Quorum was present.

The Chairman Craig Ross called the meeting to order and a moment of silent prayer was observed. The Chairman briefly reviewed the Agenda as presented. Chuck Howard moved for approval of the agenda. The motion was seconded by Sheddrick Clark, and approved. Approval of the Minutes was the next agenda item. A motion was made by Sheddrick Clark for the approval of the Minutes, which were unanimously approved following a second by Chuck Howard.

Ms. Georgia Slagle was then recognized by the Chairman for the financial report. Ms. Slagle presented the unaudited version of the Financial Statements and Supplementary Information for the Month and Twelve Months Ended June 30, 2017 and 2016 for Fixed Route, Paratransit, and Terminal Station operations. Ms. Slagle shared that the FY 2016/2017 audit is underway by Mauldin & Jenkins. She began with the Statements of Net Position and announced a cash flow of \$78,000.00. Total cash flow for the same period last year was \$206,000.00 which included Terminal Station accounts. The separate Terminal Station operating fund was not established until July 2016. The decrease in cash flow from 2016 to 2017 was about \$127,000.00. Ms. Slagle then compared the line of credit which is down by approximately

\$208,000.00 from 2016. The grants receivable amount of \$265,269.20 includes May operating, and three capital grant reimbursement requests. A receivable remains for the bi-party agreement in the amount of \$255,578.00 from last year's audit. Under the liabilities section, Ms. Slagle reported the accounts payable accruals amount at \$56,285.50. Total liabilities measured \$767,991.93 which was \$165,927.46 less than 2016. The net pension obligation and deferred resources related to pension net figures will be adjusted by the actuary report and audit.

Ms. Slagle then reviewed the Variable Budget Statements of Revenues and Expenses. Under operating revenues, Ms. Slagle stated that passenger fares current period was \$52,865.93. Compared to current budget of \$91,666.63, there was an unfavorable variance of \$38,800.70. Prior year actual figures show passenger fares decreased by \$9,205.64 for June, and decreased by \$98,265.81 year to date. Under operating expenses, year to date combined salaries shows a favorable budget variance of \$153,804.31. Prior year actual salaries were \$253,845.18 less, with \$70,000 of this amount being related to overtime being down. Employee benefits were on target to budget. The year to date gas and diesel fuel line item shows a favorable budget variance of \$323,335.04. Repair parts and supplies indicate an over budget variance year to date of \$89,748.78, but a favorable prior year actual variance for June of \$293,575.91. The year to date insurance budget variance is unfavorable by \$129,134.88, but favorable by \$87,169.10 prior year actual. There was also an unfavorable budget variance of \$180,406.59 in professional and other services. The prior year actual variance was unfavorable by \$73,180.61. Ms. Slagle stated that the insurance and professional and other services line items are under budgeted. Under Non-Operating Revenues, Ms. Slagle shared that the operating grants show a favorable variance of \$257,332.95 which is almost equal to the working capital deficit of \$255,578.00 to be received from Macon-Bibb County government. Ms. Slagle announced a decrease in the change in net position of \$259,723.41 for June, and a year to date decrease in net position of \$29,129.36. Chairman Ross then asked Ms. Slagle why office costs are so expensive. Ms. Slagle referred Chairman Ross to the Schedules of Revenues and Expenses With Prior Year statement which shows a breakdown of all of the office costs line items. She and Danny Thompson will research further to show what services and vendors are included in office costs and professional and other services.

Ms. Slagle then reviewed the Terminal Station Fund financial statement. Terminal Station rental deposits for June totaled \$37,548.60. Year to date rental and other income tracked

\$127,235.42 higher than 2016. Ms. Slagle announced an increase in the change in net position of \$132,800.00 year to date.

The last item of Ms. Slagle's report was the Paratransit financial statement. The Statement of Revenues and Expenses shows the year to date percentages for most of the line items are on budget and total revenues are right at 99.39%.

The Chairman then referred everyone to the Operating Fund Statements of Net Position to point out the outstanding bi-party agreement receivable of \$255,578.00. Chairman Ross shared that a committee meeting was held with Macon-Bibb County to discuss payment of this receivable, and whether the city wants to take over the Transit Authority. Further discussions will be held at a later time. Mayor Reichert wants the Transit Authority to move from a 45 day operating fund to a 30 day operating fund, and back date this to June 2016. This change could cause problems with the GDOT audit. Chairman Ross stated that Macon-Bibb County is under legal contract to pay the outstanding receivable. Georgia Slagle inquired about the reason for nonpayment. Chairman Ross responded that he anticipates the reason for nonpayment is because of the \$180,000.00 needed for the smoke stack repair, \$500,000.00 for the roof repair, and \$38,000.00 for the elevator repair at Terminal Station. Brad Wilson has drafted a letter for review by Macon-Bibb County Attorney, Judd Drake, to send to GDOT for their opinion. A motion was made by Chuck Howard for the approval of the Financial Report, which was unanimously approved following a second by Nettie Thomas.

The Chairman then called upon Dave Golder for the General Manager's report. Mr. Golder highlighted the maintenance and safety and training sections of the July operations report. Mr. Golder reported that he was contacted by GDOT for an accident/incident report. He was told that not sending accident/incident reports was unacceptable. Mr. Golder responded to GDOT that he has never been required to send accident/incident reports that involve damage to a vehicle or operation during his four years with MTA. Chairman Ross commented that back and forth correspondence resulted in the GDOT representative stating that this reporting was new to her as well. Ms. Violet Poe inquired about the time frame in which GDOT wants Mr. Golder to begin sending the reports, and if he would be required to send past year reports. Mr. Golder answered that the reporting period will begin July 1, 2017. He already prepares accident/incident reports for attorneys, so it will be no problem to send the same report to GDOT. Mr. Golder announced that a local GDOT meeting will be held on September 12th.

The next agenda item was that of Committee Reports. Chairman Ross announced that a Search Committee will be formed for the hiring of the new President & CEO. The Chairman has asked Violet Poe to head the committee, and Frank Tompkins and Jami Gaudet to serve on the committee. After the search committee has screened all of the applicants, the full Board of Directors will make the final candidate selection.

Public Comments was the next item on the agenda. The Chairman invited guests to speak for up to a maximum of five minutes. Jackie Glover was the first speaker. Ms. Glover shared that she was disturbed by a statement made at the last meeting concerning adjusting or cutting routes in areas deemed unsafe after dark. She feels the entire route should not be cut just because you think something may happen. There are riders who really depend upon the service. Ms. Glover also inquired if agendas are given to everyone who attends the meeting. Chairman Ross commented that a bus driver had concerns about safety in a specific area. The Chairman asked JoAnn Lamb about this situation. Since she had not heard about it, the inquiry was dropped.

Powell Brannon was the next guest to speak. Mr. Brannon shared that he uses both Paratransit and Fixed Route services and voiced concern about having to go to Broadway to purchase Paratransit passes. He also questioned why there have been no recent ADA committee meetings. Mr. Brannon then shared how uncomfortable some of the buses are with no air conditioning, and that when he has called to complain, he has not received a response. June Slaughter responded that Rick Jones started the ADA Committee. Ms. Slaughter stated that the reason for not having a meeting lately is because the committee has lost seven members, and is in the process of rebuilding the committee. Chairman Ross commented that the committee meetings would resume in the near future and include both Fixed Route and Paratransit customers. Wade Horton was the last guest to speak. Mr. Horton stated that some of the air conditioners on Paratransit buses are partially working or not at all. He also encouraged the restoration of routes that have been cut. Mr. Horton commented that routes were extended during former Mayor Jack Ellis's Administration using federal funding. He asked the Board to be more boastful in getting funding to reinstate routes.

Old Business was the next agenda item. The first item of discussion was the repair of the elevator at Terminal Station. Andy Stroud reported that Brad Wilson is reviewing the repair contract. The next item was MTA Board of Directors nominations. Mayor Reichert reappointed Chuck Howard and appointed Jami Gaudet as a new member. Ms. Gaudet had a prior commitment

and could not attend tonight, but will be with us next month. The last item under Old Business was the President & CEO search. The Chairman announced that the search has started. So far, five resumes have been received. Ads have been placed in the Macon Telegraph at a cost of \$3,500.00, and in the American Public Transportation Association newsletter at a cost of \$369.00.

Under New Business, The Chairman announced that he, JoAnn Lamb, Danny Thompson, and Melvin Little met with Phil Pruner of Alliance Bus Company. On June 23rd, two new buses were delivered, but there were several things that needed to be completed before the buses could be operational. Mr. Pruner was told that this was unacceptable and that his company would not be paid for the buses until they were completely ready for operation.

Chairman Ross shared that a meeting was also held with Daisy Wall of Routematch. There have been many problems with tablets not working properly. It has been determined that problems occur when drivers take the tablets out of the appropriate mode and go into Google. A new tablet/internet use policy is being established. Routematch will be here Wednesday evening to inspect that all tablets are working correctly. Drivers will be informed that the tablets are for MTA operations only. RouteShout was also discussed with Ms. Wall. Funds have been allocated for this service which allows customers to use their smart phones or computers to search estimated bus stop arrivals. Routematch will also provide tablet use training for drivers at the next Safety and Training meeting.

The Chairman then announced that Dave Golder received a letter of complaint from a retired Army Captain about air conditioners not working. Along with an apology for lack of air conditioning, Chairman Ross and Mr. Golder decided to send the veteran a lifetime bus pass in honor of his service. With further discussion, it was decided to extend this lifetime bus pass to all Macon veterans who use public transportation. Additional work needs to be done before this program can be implemented. Ms. Violet Poe suggested that Veteran's Day would be a good time for a media blitz, and expressed interest in working on this program. The Chairman then passed around samples of possible lifetime identification cards that were created by Marcia Jefferson. The charge for the ID cards will be \$5. Board approval will be needed for this program. Chairman Ross also stated that a revised Employee Policy and Procedures Handbook is needed which will also require Board approval.

Chairman Ross then asked if the Board had any comments. Ms. Nettie Thomas commented that it is important to meet and talk about issues. She stated that when things come up, all Board members should be informed.

Mr. Frank Tompkins asked how soon the lifetime bus pass program for veterans would go into effect. Chairman Ross replied that the media blitz will take place the week of Veteran's Day which is on November 11th. This will allow a couple of months to get the program in motion. Mr. Tompkins commented that he feels this program is a good idea, and shows that this Board, and staff is made up of people who are empathetic, sympathetic, compassionate, and truly concerned for our community.

Chairman Ross then introduced David Scott as a new employee who will serve as MTA's Ambassador.

There being no further business the meeting was adjourned.

Respectfully submitted,


Sheddric Clark, Secretary

Approved: 
Craig Ross, Chairman