

BOARD MEETING MINUTES
MACON-BIBB COUNTY TRANSIT AUTHORITY

August 28, 2018

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on August 28, 2018 in the Morris M. Cohen conference room on the fourth floor of the Terminal Station at 200 Cherry Street, Macon, Georgia. Those present were:

Chairman: Frank Tompkins

Vice-Chairman: Charles Howard,

Members: Sheddrick Clark, Jami Gaudet and Violet Poe.

Members Absent: Dr. Tom Ellington.

Also present were S. Craig Ross, President and CEO, Lee Brown, Chief Financial Officer, Andy Stroud, Business Development Director, Brenda Banks, Executive Assistant, JoAnn Lamb, Operations Manager, Debbie Vetter, Human Resources Manager, June Slaughter, Paratransit Manager, Georgia Slagle, CPA for the Authority, and F. Bradford Wilson, Jr., Counsel for the Authority. A proper Quorum was present.

Also in attendance were David Scott, Carl Brown, Maxine McBride, Wade Horton, Jackie Glover, Brandi Nipper, and Walter Murray.

The meeting was called to order by Chairman Tompkins and a moment of silent prayer and reflection was observed. The Chairman informed the Board that the agenda for the meeting needed to be changed to add an item under New Business concerning a retirement policy. A motion was then made by Charles Howard to approve adding the amendment to the agenda. It was seconded by Jami Gaudet and approved. A motion was then made by Sheddrick Clark to approve the amended agenda. The Board approved it following a second by Charles Howard.

The Chairman asked the Board members if they had an opportunity to review the July 31, 2018 Board Minutes. After no comments were made, Jami Gaudet seconded the motion of Sheddrick Clark to approve the Minutes and said motion was approved.

The Chairman then opened the floor for Public Comments and recognized those individuals who had completed the Public Comment Sign-In Sheet. They addressed the Board in the following order and on the topic identified:

1. Maxine McBride- Route Cuts and Changes- she stated that she was aware of the \$300,000.00 cut the Authority had experienced and the loss of matching funds cutting the routes is going to hurt a lot of people, including herself. The cuts will especially affect the East Macon and West Macon routes. She encouraged the Board to be selective and fair with everyone and for those that may be cut.
2. Jackie Glover- Changes in Bus Routes- she stated she wanted the Board to be very careful about the cuts, they affect the community. She inquired as to whether efforts could be made to talk to the business community such as Amazon or others in order to secure funding. Lots of people depend on it daily.
3. Wade Horton- Bus Routes and New Technology- he came today to express his concern about the cuts. He does not think it is about funding. We must not forget about those who are less fortunate and live near shopping centers that are now closed. You must look at demographics and I understand that, just do the right thing.
4. Carl Brown- Benches and Bus Stops- he wants to see what can be done about benches.
5. Brandi Nipper – Bus Concerns- she lives near Westgate and does not feel there was a proper survey of the Westgate Route. Please consider just cutting the route during the middle of the day. Maybe there will be some companies in the community that will donate towards the deficit.
6. Walter Murray – Two Buses on the Route – please keep two buses on each route in order to make the county grow and move ahead. Also need to consider the weather and the heat.

The Chairman next recognized Ms. Georgia Slagle for the Financial Report. Ms. Slagle stated that the June 30 statements represent the end of the fiscal year and are in draft form. There is a little more work to be done before being given to the auditors. As shown on the Statement of Net Position, cash totals approximately \$72,000.00. The BB & T line of credit is higher due to not having received the operating grants for April, May and June, which total approximately \$795,000.00. As shown thereon, grants receivables are twice as large as they were in 2017 and there is a \$300,000.00 capital grant request through the end of June. Also reflected was the receivable from the Bi-Party Agreement of \$470,686.00 that remained outstanding at that time. In comparing 2017 and 2018, total assets decreased by \$200,000.00, while current assets increased approximately \$657,000.00.

Accounts payable are less in 2018 than 2017, but that was due to bus purchases the previous year. The line of credit is significantly larger, and year to date net borrowing totals \$690,000.00 through June 30. Accrued claims liability is reflected as \$65,000.00 and discussions will need to be held with counsel as to the accuracy of that dollar amount.

Year to date Terminal Station rental income totals \$638,792.00. It is approximately \$65,000.00 less than budget, but special event rentals is \$54,455.00 above budget. The Terminal Station income shows a loss of \$86,483.00 for the year, but \$266,538.00 is in depreciation. Overall, there is a \$58,000.00 improvement over last year.

Passenger fares are \$149,000.00 less than budget. We are in line with budget, but oil, tires, supply parts and supplies are unfavorable to budget by \$172,000.00. The change in net position indicates a variance of \$143,791.00. In the non-operating revenue, some capital grants were received which were for prior months. Some changes may need to be made in this category since items may need to be capitalized. After adding back depreciation, subtracting capital improvement grants, and adding back capital grant expenditures, there was an improvement of \$170,912.00 for the Authority.

In viewing the revenues and expenses for the year by month, the costs for repair parts and supplies jumped dramatically to \$118,000.00 in June. This was due to several rebuilt engine repairs. The audit will begin in September and Howard, Moore & McDuffie will have everything ready.

ParaTransit shows a cash balance of \$8,699.43. It owes Macon Transit Authority \$150,622.18. Total revenues for the year was at 92% of budget, but expenses ran 103% of budget. Depreciation expense totaled \$75,368.00. The financials also reflected a \$31,070.00 loss that was due to a burned bus. The change in net position for the year was \$175,883.00. After deducting depreciation, the loss is \$100,515.00 but before deducting the loss on the bus of \$31,070.00.

In response to Mr. Clark's inquiry, Ms. Slagle stated that the depreciation method used was straight line. Another inquiry was then raised as to the possibility of adding an additional schedule showing depreciation. The motion of Charles Howard to approve the financial reports was seconded by Sheddric Clark and approved.

President Ross was next recognized for presentation of the Operations Report for July, 2018. Bus 703 has been repaired and is on the road. Bus 714 will be operational next week, and Bus 713 will then go to Oliver's Auto and Truck Repair for engine repairs. In response to Mr.

Clark's inquiry as to what determines when a bus is sent out for repairs, President Ross stated such occurs when it involves an engine repair. OnTime performance is currently running at 75% for the fixed routes and is admirable considering the current circumstances. ParaTransit is running at 92%.

President Ross shared that overtime was an astronomical figure of \$390,000.00 last year. That was due to a shortage of drivers, but now overtime has been reduced. Safety has been emphasized to the drivers and each of them will continue to make at least 40 hours a week with the cut backs. We are reducing the number of hours of the Maintenance Facility also with it closing at 11:00 p.m. The New Flyer buses are on the line and are expected to be delivered in October. Two to three of them will arrive on the 15th and the balance on the 30th. We will have sixteen new buses.

The electric bus project is now back on track and we need to do RFP for buses as required by GDOT. Our computer equipment has been ordered and the server is expected to be installed by the end of August. Mr. Stroud reports that 75 events have been scheduled for 2018 for Terminal Station with a projected income on average of \$15,381.00 per month. A motion was then made by Sheddric Clark to approve the Operations Report. The motion was approved following a second by Charles Howard.

President Ross informed the Board that the previously scheduled plans to attend the APTA Annual Conference have now been cancelled without any penalties. It would have costed approximately \$16,000.00 for the Board and staff to attend.

President Ross then shared that a meeting was held with Commissioner Virgil Watkins in June. He was provided all the information concerning the Transit Authority over a 2 ½ hour period and discussed possible expansions to cover many areas and new businesses. Julie Moore was also in attendance. Mr. Watkins assured us public transit would not be cut, but it has. Last Thursday, we discovered at the last minute that the budget would be cut another \$300,000.00. With the match, this results in the Authority losing \$1,200,000.00 over the last two years, after factoring in the previous \$300,000.00 cut. As a result thereof, it is necessary to look at changes in the routes. Management, all drivers and supervisors have done this. Mr. Ross then provided a detailed explanation to the Board and those individuals in attendance the proposed changes to the routes that were detailed in the Turn-by-Turn Directions provided the Board members. He shared that Mike Greenwald will assist the Authority in making maps for the new routes and

David Golder with the 2,000 Paratransit riders to make a final determination as to who will qualify with the new routes.

The Chairman then opened the floor for New Business. President Ross stated that he and Mr. Brown went to South Carolina to view electric buses in connection with a Downtown Challenge Grant. He added that Route Shout will start in December and the Smart Cards may be ready in October.

The President then requested that each of the Board members consider the routes that were proposed and provide him with their comments. It has been a difficult undertaking. Mr. Clark stated that he would like to ride several routes in order to visualize them. President then stated that no employees have been cut, and he encouraged everyone to ride with early morning and late afternoon being the best times.

The Chairman then opened the floor for Board member comments and requested that the Board and those in attendance review the proposal and express their concerns. This is not a final document. He shared that he had addressed the Commissioners and registered the concerns as to how lives will be affected. The Authority is just having to carry out an edict that was handed down, but he assured everyone that the expertise on this Board and staff will study the facts and make a wise decision. He encouraged everyone to have faith in the Board since without it, there is no hope.

President Ross encouraged everyone to call their Commissioner and tell them how they are affected by this decision.

The Chairman added that the public will be notified as to any changes in the routes, and those who use ParaTransit will receive a certified letter if they are affected. There will also be a public hearing in September, and notices will be posted to allow citizens to make comments.

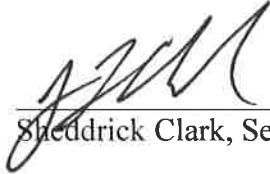
The Chairman then thanked Mr. Scott, Debbie Vetter, and JoAnn Lamb for their services in handing out the t-shirts in support of the Authority. AARP has been very helpful also.

As to the item that was added to the agenda concerning a possible change to the Retirement Policy, new members need to be appointed to the Advisory Committee. The Chairman announced that he had asked the President to appoint two people. President Ross selected Lee Brown and Debbie Vetter. The Chairman then appointed Jami Gaudet and Sheddric Clark to the Advisory Committee and stated that he would defer to our attorney as to how to proceed.

The President announced that he had been asked to join One Macon beginning on September 4. It is an organization that consists of all Presidents and CEOs in Macon, and it will be an opportunity to help put as much pressure as possible on the business community to help improve and fund public transit.

There being no further comments, a motion was made by Sheddric Clark to adjourn. It was seconded by Charles Howard and approved.

Respectfully submitted,



Sheddric Clark, Secretary

Approved:


Frank Tompkins, Chairman