

BOARD MEETING MINUTES
MACON-BIBB COUNTY TRANSIT AUTHORITY

December 18, 2018

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on December 18, 2018 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: Sheddric 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, Brenda Banks, Executive Assistant, JoAnn Lamb, Operations Manager, Debbie Vetter, Human Resources Manager, June Slaughter, ParaTransit Manager, Weston Stroud, Transit Planner, Dave Golder, Safety and Training 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, Teresa Jackson, Mike Greenwald, Carl Brown, Jackie Glover, and Wade Horton.

The meeting was called to order by Chairman Tompkins and a moment of silent prayer and reflection was observed. The Chairman requested that the Board members review and approve the agenda. A motion was made by Mr. Howard to approve the agenda as written. It was seconded by Sheddric Clark and approved. The Chairman then asked if the Board members had an opportunity to review the Minutes provided by Ms. Banks. Mr. Howard made the motion that the Board approve the Minutes as presented. The motion was approved following a second by Mr. Clark.

The Chairman moved on to the next agenda item of Public Comments. Mr. Carl Brown was recognized for his request to comment on the bus route changes. Mr. Brown inquired as to whether the bus would continue to operate on his street, and he was informed it would. The next attendee recognized was Ms. Teresa Jackson who also wished to discuss bus routes. Ms. Jackson informed the Board that she just relocated and did not understand why the bus routes were cut. She voiced her opinion that the buses are designed for youngsters and are taking too long. She further requested that they be put back like they used to be.

The next agenda item was that of the Financial Report and Ms. Georgia Slagle was recognized by the Chairman for its presentation. The report covered the four months ending October 31, 2018. She noted that the Operating Report currently indicated a deficit with grants receivables totaling \$881,747.00, which consist of the grants from July to October. One half of that amount was received in December. The prepaid expenses reflected thereon were those incurred for the technical support of Route Match. The month ended with assets totaling \$13,340,995.00.

The statement of Net Positions reflects a small credit card credit of \$2,082.00 due to travel cancellations to the annual APTA Conference. The BB&T line of credit was decreased by \$190,000.00 between September and October. The accrued vacation pay is adjusted annually in June. Currently no money is due ParaTransit but that goes back and forth from a receivable to a payable.

The Terminal Station rental is tracking very closely to budget. The utility bill increased to \$25,771.00 for the month, but that resulted from a \$15,000.00 water bill due to a leak. A check from the insurance company in the amount of \$15,000.00 was received in November to cover that additional expenditure. The loss for the month totaled \$26,674.00, but is reduced to \$4,000.00 without a deduction for the depreciation expense. Year to date income is approximately \$37,000.00 with the depreciation expense of \$90,641.00.

The operating revenues are tracking closely with budget year to date. The expenditures incurred for repair, parts and supplies are well over budget, but some expenditures can be moved to capital expense and grants and be adjusted. The bottom line for the change in net position is \$113,745.00 and a year to date total of \$742,592.00. After deducting depreciation and capital grant expenditures, the loss for October totaled \$12,208.00, and year to date results in a loss of \$38,315.00.

Passenger fares for the month of October totaled \$53,412.00 compared to \$66,209.00 last year. The amounts received from the Macon-Bibb government have varied considerably over the first four months but should be consistent for the remainder of the year in the \$300,000.00 per month range.

The ParaTransit revenue and expenses should total 33% of the budget year to date. Everything is tracking closely to budget except for a few items. Overall total expenditures are approximately 37% of the budget. Expenses exceeded revenue by \$106,648.00. That concluded

the Financial Report and a motion was then made by Mr. Howard to accept the Financial Report as provided. The motion was seconded by Mrs. Gaudet and approved.

The Chairman then called on President Ross for presentation of the October Operations Report. President Ross stated that On Time performance for Fixed Routes for October was unacceptable and was due to a number of issues with the existing tablets. By reducing the routes, the On Time performance will improve. It is estimated to take four months to complete. A total of 77 events have been scheduled for Terminal Station for 2018 resulting in an average income of \$16,249.00 per month. The President indicated the ridership reports were contained in the report.

The Chairman next reported that he and Vice-Chairman Howard attended the APTA Industry Leadership Conference in Washington, DC and emphasized it was very beneficial. Mobility is the key word and he shared transit is more than buses and changes. Power is influence and the Authority must be resilient and develop various partnerships. Other key issues are how can we better use technology and think beyond our current situation. Safety and security are key factors and we must focus on the future. How is mass transit changing and how do we transform and expand our pattern? How do we find and fill in gaps in our service? The Authority runs the service, but as Board members we are charged with owning it. President Ross concurred that mobility is the new buzz word for transit, and we must step out and make sure we are ahead of the curve.

President Ross was then called on by the Chairman to address the next agenda Items for Discussion. He shared that the Authority has now received five new buses bringing the total to fifteen in the first quarter of the FY 19. Each of the New Flyer buses are doing well.

The Authority's CPA from Mauldin & Jenkins will attend the January 29, 2019 Board meeting for presentation of FY 2018 audit review. There were no exceptions noted. All items listed as exceptions on last year's audit have been corrected.

The GDOT audit was completed on November 28, 2018. The auditor noted a substantial improvement over the previous year and attributed it to the new management team. The completed audit should be received by the end of January. The Pre-Construction meeting with Georgia Power for the charging station is scheduled for January 8, 2019.

The floor was then opened for New Business by the Chairman. The first item presented was that of the check signing limit of the President and CEO. President Ross stated upon arrival of the New Flyer buses the check to be issued totaled \$439,000.00. Ongoing conversations have

been held between the President and the CFO concerning the implementation of procedural changes for checks and balances to insure the Authority's transparency to the community. The President recommended that a policy be drafted setting forth the procedure to be adhered to in issuing checks of this substantial amount. A motion was made by Mr. Clark to give the President and CFO to sign checks up to \$250,000.00 with any amount above that requiring the Chairman's signature after approval by the Board. The motion was seconded by Mr. Howard and approved. A policy will be drafted and read at the January meeting.

As to Route Changes, President Ross shared that there are no subsequent changes since the previous discussion. Mr. Clark shared the only concern he has is with respect to access to the Wal-Mart on Zebulon Road. The Chairman inquired as to the negative effect of incorporating that change and whether it could be operated for a half-day. It was estimated the cost will be an additional \$544.00 per day to make that change with the bus operating until 1:00 p.m. After further discussion the President emphasized that our City leaders must understand that our budget is extremely tight due to the cuts and we will also be losing money on that route. A motion was then made by Mr. Clark to approve the route changes effective January 21 as previously proposed with the one amendment being to incorporate a half-day route to Zebulon Road. The motion was seconded by Ms. Gaudet and approved.

The Chairman then called on counsel for an explanation of the proposed Pension Plan Amendment. Mr. Wilson shared that due to a recent change in the law it was necessary to amend the Pension Plan to incorporate a disability claims procedure. The document provided in the Board members package outlines the procedures necessary to meet the ERISA requirements set forth in the Department of Labor regulations. Ms. Gaudet seconded the motion of Mr. Clark to approve the amendment and such occurred.

The Chairman then moved to Old Business. President Ross reported that he had recently received another contact from Greyhound. They would like to use the transfer station as a temporary drop off, but do not know how long it will be before the station will receive the necessary funding. They want to implement their build out on the far side of Terminal Station, but do not currently know how long it will be before they could begin. In response to Ms. Gaudet's inquiry as to what is in it for us, the President indicated that Mr. Stroud is working on that. We will be charging them based on their use and those details will have to be worked out. Ms. Gaudet further inquired as to whether their temporary use had been defined and what problems does their use create for the Authority. One change noted by President Ross was that

their hours will extend to 10:30 to 11:00 p.m. each night. Greyhound will be asked to pay for one-half of the total security costs. They will have a kiosk and there are only two times a day when they will have two of their fifty-three foot buses at Terminal Station. They have been informed that we will want them to provide a presentation to us of their specific plans. The Chairman encouraged the President to continue his due diligence and noted that a \$20,000.00 grant had been received by the Macon Arts Alliance to paint the downtown shelter in the core of the City depicting the history of that area.

The floor was opened for Board member comments, but none were made at that time. A motion was then made by Sheddric Clark at 6:58 p.m. to enter into Executive Session to discuss a personnel matter. The motion was seconded by Mr. Howard and approved.

At 7:09 p.m. a motion was made by Sheddric Clark to exit Executive Session. The motion was approved following a second by Charles Howard. A motion was then made to adjourn the meeting.

Respectfully submitted,


Sheddric Clark, Secretary

Approved:


Louis Frank Tompkins, Chairman