

MACON-BIBB COUNTY TRANSIT AUTHORITY
BOARD MEETING MINUTES

January 30, 2018

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on January 30, 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:

Charles Howard, Vice-Chairman

Sheddrick Clark, Secretary

Members: Nettie Thomas, Violet Poe, Frank Tompkins and Jami Gaudet

Members Absent:

Also present were F. Bradford Wilson, Jr., Counsel for the Authority, Danny Thompson, Chief Financial Officer, Andy Stroud, Business Development Director, Brenda Banks, Executive Assistant & Accounts Payable Coordinator, JoAnn Lamb, Operations Manager, June Slaughter, Paratransit Manager, and Debbie Vetter, Human Resources Manager. A proper Quorum was present.

The Vice-Chairman Charles Howard called the meeting to order and a moment of silent prayer was observed. The Vice-Chairman briefly reviewed the Agenda as presented. With Ms. Nettie Thomas en route to the meeting, Vice-Chairman Howard asked that the Election of Chairperson agenda item be moved to after the Financial Report. A motion was made by Sheddrick Clark to change the order of the agenda. The motion was seconded by Frank Tompkins, and unanimously approved. With approval to adjust the agenda, Vice-Chairman Howard then asked for final approval of the agenda. Sheddrick Clark motioned for approval of the agenda. The motion was seconded by Violet Poe, 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 Jami Gaudet.

Vice-Chairman Howard announced that Ms. Georgia Slagle, and Mr. Craig Ross were both absent with the flu. The Vice-Chairman then asked Danny Thompson to share a brief financial report. Danny Thompson announced that GDOT has granted the notice to proceed with the request for reimbursement of operating costs. Operating costs for July through November 2017 total \$924,000.00 which excludes capital grant expenses. A receivable from Macon-Bibb County remains for the bi-party agreement in the amount of \$255,578.00 from FY 2016. Mr.

Thompson then compared July thru December 2017 operating revenue and expenses to the same period in 2016. Revenue decreased by 7%, and expenses declined by 9%. He commented that 43% of total expenses are from personnel costs. Other major expenses include insurance, gas and diesel fuel, Terminal Station repairs, and professional and other services. Vice-Chairman Howard inquired about the name of Danny Thompson's direct contacts at GDOT. Danny Thompson responded that he has two, Yves Wilkerson, and her supervisor, Jami Cochran.

The next item on the agenda was the Election of Chairperson. Vice-Chairman Charles Howard called upon Counsel for the Authority, Brad Wilson for the election process and nominations. Mr. Wilson asked board members if they wished to vote by show of hands or by secret ballot. A motion was made by Ms. Violet Poe that the election process be held by secret ballot. The motion was unanimously approved following a second by Sheddric Clark. Mr. Wilson then asked for nominations for Chairperson. Jami Gaudet nominated Frank Tompkins, and Sheddric Clark nominated Charles Howard. A motion was made to close the nominations by Jami Gaudet, followed by a second from Sheddric Clark, and was unanimously approved. Brad Wilson then distributed the ballots to board members. The vote resulted in a tie. Mr. Wilson suggested a second vote or to wait until a full board is established to vote again. The decision was to vote a second time. The second vote also resulted in a tie. At the advice of Brad Wilson, Vice-Chairman announced that the Election of a Chairperson would be tabled until a future meeting. Frank Tompkins expressed the importance of making Mayor Reichert aware that we need the vacant board member position filled as soon as possible.

The next item on the agenda was the President & CEO's Report. In the absence of Craig Ross, Vice-Chairman Charles Howard asked board members to refer to the November and December Operations Reports in their packets.

The next agenda item was Committee Reports. There were no committee reports.

Old Business was the next agenda item. The first item of discussion was the Terminal Station Roof Repair. Andy Stroud stated that GDOT required additional bids for the roof repair. These additional bids resulted in more precise and increased estimates for repair. The amount now needed for the roof repair is \$157,000.00. A motion was made by Jami Gaudet to increase the roof repair cost from \$150,000.00 up to and not to exceed \$157,000.00. The motion was unanimously approved following a second by Sheddric Clark.

The next Old Business item was the Christmas Can Food Drive. JoAnn Lamb announced that 28 boxes containing 285 cans of food were donated to Loaves and Fishes Ministry. She also

shared that Steve Allen with Egg Media has done a great job updating information on the website. Violet Poe inquired if additional updates will be made to the website. Ms. Poe stated that some of the older photos on the website need to be changed, and pictures of board members need to be added. JoAnn Lamb and Danny Thompson shared that an RFP for MTA website design/management services will soon be issued. Jami Gaudet offered to help with this initiative.

June Slaughter shared that the installation of officers for the ADA Committee took place on January 25th. Violet Poe organized the program and Craig Ross was the speaker. The new officers are Lucinda Wright, President; Charlie Mae Glover, Secretary; Tina Harper, Treasurer; and Powell Brannon, Facilitator.

Vice-Chairman Howard introduced Mike Greenwald with Macon-Bibb County Planning and Zoning to discuss an RFP that he is currently drafting for MTA. Mr. Greenwald stated that he has created an RFP template structured heavily from a very successful RFP used for Athens-Clarke County transit system. He shared that the contents of this particular RFP reflects MTA's intention to go out for bids for an elite transit system planning consultation service. This consultation service would look at revising existing route structure, and analyzing peak demands, and internal policies. The current MTA system is organized at the staff level. Mr. Greenwald stated that, ideally, this RFP would be for a multi-year contract with a large planning firm. The initial contract would be \$225K with the possibility of annual extensions of \$50K each. This RFP is currently being evaluated by GDOT to make sure that it meets all of the administrative requirements. The next steps would include MTA Board authorizing, and adopting the RFP as a model RFP to be evaluated by GDOT Intermodal Division. Once GDOT gives their final blessing, the RFP can go out.

New Business was the next item on the agenda. The Vice-Chairman announced that there were a few documents and policies that need to be approved. The first item was the GDOT Authorizing Resolution. Brad Wilson explained that this resolution authorizes President & CEO Craig Ross to apply for and execute grants through GDOT and FTA, and represent Macon-Bibb County Transit Authority in all correspondence. All board members signed the document. A motion was made by Sheddric Clark to adopt the GDOT Authorizing Resolution, which was unanimously approved following a second by Violet Poe.

The next document for approval was the Corporate Resolution for MTA Employees Plan Amendment. Debbie Vetter explained that BB&T Retirement Services made application, on behalf of MTA, to the Internal Revenue Service seeking approval of the plan document governing

the Employees Plan. The determination letter from the IRS is contingent upon the Board agreeing with the plan that is in place. A motion was made by Frank Tompkins to adopt the Corporate Resolution for MTA Employees Plan Amendment, which was unanimously approved following a second by Sheddric Clark.

Adopting a revised USDOT-FTA Drug and Alcohol Policy was the next item for approval. Debbie Vetter announced that some of the drug screens are being changed to meet new federal guidelines. A motion was made by Frank Tompkins to adopt the revised USDOT-FTA Drug and Alcohol Policy, which was unanimously approved following a second by Sheddric Clark.

Approval of the Thyssenkrupp Elevator Maintenance contract was the next item for approval. Andy Stroud shared that the monthly elevator maintenance fee is \$464.00. A motion was made by Frank Tompkins to approve the Thyssenkrupp Elevator Maintenance contract, which was unanimously approved following a second by Sheddric Clark. The last item for approval was the Williams Communications Service contract. Danny Thompson shared that this is a new contract which will cover repairs for 75 radios. A motion was made by Frank Tompkins to approve the Williams Communications Service contract, which was unanimously approved following a second by Violet Poe.

Vice-Chairman Howard then recognized Mike Greenwald with Planning and Zoning to discuss the Downtown Challenge and Knight Foundation grant. He announced that, in late 2017, the Urban Development Authority was awarded a \$70,000.00 grant from the Knight Foundation for transit ridership analysis, and surveys as they relate to the Macon Action Plan. This happened independently of what was being pursued within MTA with the assistance of Planning and Zoning writing an RFP for transit system planning services. Craig Ross contacted Alex Morrison with the Urban Development Authority to see if there was a possibility of consolidating the two research efforts. Mr. Morrison was receptive to working with MTA. Mr. Greenwald stated that in order to get federal monies to do things like the larger RFP, a local funding match is required. The usual ratio is 80% federal money, and 20% local money. For the size of the contract being proposed, the three year phase of \$225K would require a local match of approximately \$45K. After discussions with GDOT Intermodal Division, and Urban Development Authority, the idea is to use the Knight Foundation money as a local match for the larger RFP assuming it gets approved by GDOT. This will allow the Urban Development Authority to continue its interests in what is happening with transit in the downtown Macon corridor and in the larger system-wide analysis. Mr. Greenwald shared that where things stand right now is that Urban Development Authority is

waiting for approval of the larger RFP from MTA Board and GDOT Intermodal Division. The RFP is written so that the work tasks can be separated in case a consultant is not capable of doing all of the work. Items can be taken off the RFP and the budget can be reduced accordingly.

The Vice-Chairman then announced that MTA's audit report by Mauldin & Jenkins will be held on Tuesday, February 13th at 4:00 p.m. in the Morris M. Cohen Conference Room on the 4th floor of the Terminal Station.

Public Comments was the next item on the agenda. The Vice-Chairman invited guests to speak for up to a maximum of five minutes.

Wade Horton was the first speaker. He suggested that public comments be positioned on the agenda before new business items to be voted upon. Mr. Horton inquired about the procedure for letting the public know about called meetings.

Carrie Barber and Nellie Mason were the next speakers. They are members of the Eastside Neighborhood Association. They expressed thanks for new bus stops that have been added at Upper River Road and Clinton Road. They worked with Andy Stroud, and are very pleased with the new benches and trash cans at the bus stops. They also commented on the help given to them by Violet Poe and the Pedestrian Safety Review Board.

Maxine McBride was the last speaker. Ms. McBride commented that she missed her bus this morning because the PA system was not working in the Transfer Station. JoAnn Lamb apologized for the system not working and stated that it is being repaired. Ms. Lamb informed Ms. McBride to always expect the North Highlands bus to arrive five minutes before the hour. The Vice-Chairman asked JoAnn Lamb to continue to follow up with Ms. McBride after the meeting.

Vice-Chairman Howard then asked if the Board had any comments. Frank Tompkins shared that he attended an AARP Georgia meeting on January 23rd at the Tubman Museum. The organization's State Director and Regional Vice President were in town. Mr. Tompkins was asked to report how MTA is working to make Macon an age friendly and livable community. Mr. Tompkins spoke with Craig Ross about what would be included in his presentation. One of the items of the presentation was the seven demands of transit and how MTA serves the people. It takes people where they want to go, when they want to go, it's a good use of their time, and money, it respects them at the level of safety and comfort, they can trust it, and it gives them freedom. The average livability score in the United States, as it relates to transit, is 49, and Macon-Bibb County's score is currently 42. Mr. Tompkins commented that he was happy to represent MTA at the

meeting. Vice-Chairman Charles Howard added that Macon was recently voted as one of the top 25 cities favorable to singles.

There being no further business the meeting was adjourned.

Respectfully submitted,



Sheddric Clark, Secretary

Approved:



Charles Howard, Vice-Chairman