

MACON-BIBB COUNTY TRANSIT AUTHORITY
BOARD MEETING MINUTES

March 27, 2018

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on March 27, 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

Members: Violet Poe, Frank Tompkins, Jamie Gaudet and Dr. Tom Ellington.

Members Absent: Sheddric Clark

Also present were S. Craig Ross, President and CEO, Danny Thompson, Chief Financial Officer, Andy Stroud, Business Development Director, Brenda Banks, Executive Assistant, Debbie Vetter, Human Resources Manager, 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.

Vice-Chairman Charles Howard called the meeting to order and a moment of silent prayer was observed. Mr. Howard then introduced and welcomed Dr. Tom Ellington as a new member of the Board. He will be replacing Ms. Nettie Thomas, whose term has expired.

The Vice-Chairman then asked the Board members to consider the agenda for the meeting and inquired as to whether any changes or additions needed to be made. A motion was then made by Ms. Gaudet to approve the agenda as submitted and was unanimously approved following a second by Dr. Ellington.

The next item on the agenda was the approval of the Minutes for the January 30 and February 13 Board meetings. The Vice-Chairman requested that the Board members review those Minutes to determine if any changes were needed and provided them an ample opportunity to do so. A motion was then made by Dr. Ellington to approve both sets of Minutes which was seconded by Mr. Tompkins and unanimously approved.

Ms. Slagle was then recognized for presentation of the Financial Report. Ms. Slagle noted that the January and February financials were included in each Board members' packet of materials and she directed the Board's attention to the February statement. The Statement of Net Position showed a negative cash balance at the end of the month that was covered by the line of

credit. The money market account declined, but that was due to a transfer to a certificate of deposit. The grants receivables showed a balance of \$1,639,000.00, but the bulk of that was satisfied with the operating grant funds received from GDOT totaling \$1,400,000.00 in March. A \$196,000.00 request for February is about to be filed with them. There were no changes to property and equipment, but \$108,000.00 was drawn on the line of credit in February. The accrued claim liability reflected on the statement totaling \$65,000.00 is the auditor's estimate of the amount due on pending claims. The amount shown as net pension obligation is also an estimate determined by the auditor. The total liabilities and net position at the end of February is \$14,963,000.00.

The Terminal Station Statement of Revenues and Expenses reflects a negative variance to budget of \$53,968.00. This favorably compares to last year which had a negative variance of \$98,000.00.

The overall operating fund indicated total operating revenues of \$107,954.00 compared to the current budget of \$133,910.00. The year to date negative variance is approximately \$94,000.00 and is unfavorable compared to the previous year which had a negative variance of \$21,000.00. On the positive side, operating expenses are doing well compared to budget and prior year actuals. The depreciation expense is the largest variance since no amount is budgeted. The overall change in net position is a negative \$79,564.00. After adding back depreciation, we have a favorable variance of \$29,000.00 in the current period and year to date, a positive variance of \$123,600.00.

Dr. Ellington then was recognized and asked Ms. Slagle why isn't depreciation budgeted? She responded and stated depreciation is not part of the operating budget because capital expenditures are funded with capital grants and not operating funds.

In reviewing the month to month schedule of revenue and expenses, Ms. Slagle noted that there were no large variances. There were a total of 61,913 passengers in February compared to 67,707 last year. The total number of route miles this year were 76,631 versus 78,426 last year.

The ParaTransit Division had total current assets of \$107,584.00 in February and total assets of \$248,000.00. As previously noted a percentage of overhead is allocated to ParaTransit. The year to date budgeted amount for revenue and expenses is 67% and each of them now total approximately 63%. The change in net position year to date is a decrease of \$58,929.00.

The Vice-Chairman then inquired as to whether any Board member had a question for Ms. Slagle. None were presented, but President Ross stated that it was necessary for the

Authority to borrow \$400,000.00 to cover expenses. He also expressed his appreciation for the outstanding work of Ms. Vetter and Mr. Thompson who had found multiple errors in our insurance payments for employees and also their auditing of the office supplies and expenses related thereto. Dr. Ellington seconded the motion of Mr. Tompkins to approve the financial report and such occurred.

The Vice-Chairman then called on Mr. Ross for the President's Report. He requested that the Board members review the operating report on their own and ask any questions they might have. He noted that the Authority will see an improvement in the office expense incurred going forward. He then introduced Wes Stroud to the Board as the Authority's new Transit Planner. He accompanied Mr. Ross on his trip to Washington, DC the previous week.

Mr. Ross then introduced Steve Bass, the Authority's new Chief Financial Officer. He is moving to Middle Georgia from Denver, Colorado where he worked as a controller. He also welcomed Dr. Tom Ellington to the Board and noted that several ideas are being considered for a formal recognition of Ms. Nettie and her long service to the Board.

The President then shared that he and Mr. Thompson were working on a grant to provide lights for 11 bus shelters. There is a \$14,200.00 application pending. Mr. Tompkins asked if the Authority could extend the grant to provide lighting to the outlying areas? Mr. Ross stated that the grant is only for downtown, but another application will be made for those areas. Dr. Ellington noted that City Council received a lot of requests at their meetings for better lighting.

The Board was then informed that Mr. Ross had received notification from the State that the Authority is now ADA compliant. An order has also been placed for seven New Flyer buses and six Cut-Away buses. Three Para Transit buses should be arriving the second week of April. Two electric buses should be ordered once the go-ahead is received from GDOT, which will give us a total of eighteen. The President then directed the Board members attention to the proposed North Macon bus route diagram in their materials and reviewed the modifications which will address the requests that we have received for better access to Amerson River Park and the Shoppes at River Crossing. The new proposed route will eliminate the hazard of riders having to cross Riverside Drive since the stops will be on each of the road. It will be a full-time route operating from 6:30 a.m. to 7:30 p.m. and will prevent any passengers from having to cross four lanes of traffic on Riverside Drive. Mr. Tompkins requested that we publish the route changes in the newspaper and make a concentrated effort to educate the public. Dr. Ellington recommended

that we educate the riders and possibly place something at each of the bus stops. The President noted that hearings will be held and we will certainly receive television coverage.

The President then noted that Commissioner Al Tillman joined him on his weekly Wednesday ride on February 26. As a result, the Commissioner is now a proponent of the Authority and made very favorable comments about it at the last Commissioner's meeting. Commissioner Rabbi Schlesinger is scheduled to ride next week.

In other business, the Personnel Handbook is being finalized. Dr. Mike Greenwald and the President are going to Idaho in a couple of weeks to the National Transit Institute. The only costs that will be incurred will be transportation and a hotel. Dr. Greenwald is the project manager for our electric buses.

President Ross requested that Mr. Stroud arrange for photographs to be taken of our new Board members. In his concluding remarks, the President stated that the Authority's website is being updated and a new format created for individuals to register online who wish to make a public comment.

The Vice-Chairman noted that the next agenda item was Committee Reports and there were none to be presented.

The Vice-Chairman then opened the floor for Old Business and called on Mr. Stroud for a report on the Terminal Station roof repair. Mr. Stroud stated that a contract has been entered into with Pittman Roofing and the materials should arrive and work begins in three weeks.

The Vice-Chairman next recognized the President and he stated the GDOT/FTA contract was received on March 16th.

The next agenda item concerned the gift of the property on Elberta Road in Warner Robins to the Authority. The environmental study has been completed and a favorable report was received. Mr. Ross presented the study to Mr. Wilson for review. A motion was then made by Mr. Tompkins that the Authority accept the offer and approve the gift of the property. The motion was seconded by Dr. Ellington and approved.

The Vice-Chairman then opened the floor for New Business and recognized the President for presentation of those items. Mr. Ross stated that the Authority is having a problem with its existing computer system and software. The Request for Proposal (RFP) is now online and we have had several companies respond favorably to the RFP and any additional proposals must be submitted by April 3rd. A motion was then made by Ms. Gaudet that the Authority approve the purchase of the new computer system and software in accordance with the RFP. The motion was

approved following a second by Dr. Ellington. Mr. Ross then stated that each Board member has a copy of the proposed policy for public comments for proposed routes, route revisions and price changes and requested that the Board review it at this time. After such occurred, Dr. Ellington stated that the Authority may need to consider a possible modification to the 25% referenced in the policy in the event it results in a major change in a route so that the public can be properly notified. He then made the motion that the Board approve the proposed policy. The motion was seconded by Mr. Tompkins and approved.

Next, Mr. Ross reported Macon-Bibb County Planning and Zoning has completed their construction and renovations of the third floor and have moved in. Our agreement provided for them to receive a rent credit for the costs that had been incurred. To date, \$87,000.00 has been expended and some additional work is needed to complete the project. Mr. Ross recommended that we provide them a credit not to exceed \$100,000.00. Their occupancy began on March 12. Mr. Tompkins made the motion that the Authority enter into a lease with Planning and Zoning beginning March 12, 2018 that provides them a credit toward their rent for the full amount of their repairs and renovation costs not to exceed \$100,000.00. The motion was approved following a second by Dr. Ellington.

The Vice Chairman then requested a motion to change the agenda to hear public comments next. The motion was made by Dr. Ellington, seconded by Mr. Tompkins and approved.

The first individual recognized was Dr. Mike Greenwald of Planning and Zoning and he stated that their staff is extremely happy to be in the Terminal Station.

David Scott complemented June Slaughter on the good job that she is doing. The Transfer Station is running smoothly and the Board was advised that Channel 13 will be interviewing and doing a news story on Mr. Scott in the immediate future.

Carl Brown also expressed his appreciation to the staff on the good job that is being done.

Lucinda Wright, President of the ADA Committee, stated Para Transit is one of the best services we have in helping individuals become self-sufficient. It has come a long way and she expressed her appreciation to the Board. The committee meets on the third Thursday of each month and everyone is welcome. A representative of the committee will be here at all future meetings.

A motion was then made by Dr. Ellington for the Board to go into Executive Session to discuss possible litigation. The motion was seconded by Mr. Tompkins and approved at 6:50 p.m.

A motion was then made by Mr. Tompkins for the Board to exit Executive Session and resume its Board meeting. The motion was approved following a second by Dr. Ellington at 7:19 p.m.

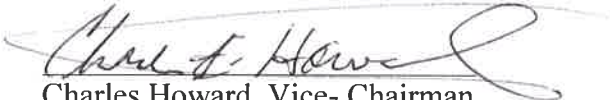
There were no comments from the Board members and the meeting was adjourned.

Respectfully submitted,



F. Bradford Wilson, Jr., Acting Secretary

Approved:



Charles Howard, Vice- Chairman