

BOARD MEETING MINUTES
MACON-BIBB COUNTY TRANSIT AUTHORITY

March 26, 2019

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on March 26, 2019 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: Dr. Tom Ellington, Jami Gaudet and Violet Poe.

Members Absent: Sheddric Clark.

Also present were S. Craig Ross, President and CEO, Brenda Banks, Executive Assistant, Debbie Vetter, Human Resources Manager, Andy Stroud, Business Development Director, Dave Golder, Darrell Lester, New Safety and Training Manager, James Taylor, Inventory and Maintenance Manager, F. Bradford Wilson, Jr., Counsel for the Authority and Georgia Slagle, CPA for the Authority. A proper Quorum was present.

Also in attendance were Carl Brown, Jackie Glover, Wade Horton, Linda Williams, Patrick Mency, David Scott, Mike Greenwald, and Maxine McBride.

The meeting was called to order by Chairman Tompkins and a moment of silent prayer and reflection was observed. Following the Chairman's request for the Board Members to review and approve the agenda such motion was made by Dr. Ellington. The motion was seconded by Charles Howard and approved. The Minutes of the January 29, 2019 Minutes were then reviewed by the Board Members following the request of the Chairman. Charles Howard then seconded the motion of Dr. Ellington that the Minutes be approved, and such occurred.

The next agenda item was Public Comments and the Chairman recognized Carl Brown. Mr. Brown reported to the Board that Bus 529 was doing very good. The Chairman thanked him for his remarks and support of the Authority.

Ms. Georgia Slagle was recognized by the Chairman for presentation of the Financial Report for the month ending January 31, 2019. Ms. Slagle reviewed the Statement of Net Position with the Board and noted that \$880,000.00 had been received in past due payments in December. The pre-paid worker's compensation insurance varied from the previous year due to the premium increase and the policy change that was effective in January. The line item for

buses increased from \$7,200,000.00 in 2018 to \$9,800,000.00 due to the purchase of new buses totaling approximately \$3,000,000.00. With respect to the liabilities we are now showing the balance on the last day of the month using the amounts reflected on QuickBooks. The net borrowing in January totaled \$466,000.00. The Net Position totaled \$9,700,000.00 at month end.

Terminal Station shows a fiscal year to date loss of \$55,974.00 but that is after a deduction for depreciation of \$159,150.00. In response to the Chairman's inquiry, Mr. Stroud reported Terminal Station is booked for 2019 and some events into 2020.

In further review of the financials, Ms. Slagle noted that operating revenues are in line with budget and salaries are favorable to budget with overtime wages being \$39,000.00 less than the prior year. The Chairman then remarked that the Authority is now receiving benefits from the route changes and it is reflected in the savings in overtime wages. Repair parts and supplies are \$101,000.00 more than last year but a portion of that may be collectible under a grant. Professional and other services are unfavorable to budget but that is primarily due to \$44,000.00 in Terminal Station security costs that was not included in that line item budget. The actual in net position is a favorable \$7,046.00 after adjustments for depreciation and grants. Overall, we are tracking close to budget and it should be noted that depreciation is not part of the operating budget, which contributes to the large variance.

The ParaTransit prepaid expenses reflected on the current assets are related to payroll. Revenues should be approximately 58% for the seven months ending January 31, 2019, but are lagging behind at 49.5%. Change in net position for January totaled \$21,105.00 but if depreciation was not deducted it was \$11,663.00 for the month and \$100,162.00 year to date. Upon Ms. Slagle's completion of the report, Mr. Howard made the motion to approve the Financial Reports. The motion was approved following a second by Ms. Gaudet.

The Chairman then called on President Ross for the January and February 2019 Operations Reports. President Ross reviewed the two monthly reports simultaneously, noting that three buses had been out of service. On Time performance in January totaled 77% and in February 78%, while ParaTransit was at 92% and 88% respectively. There were four new hires in January, while terminations and resignations totaled six in January and four in February. A number of interviews for new hires are being scheduled. The Authority received a check for \$476,000.00 from Macon-Bibb County for the 45 days working capital due under the Bi-Party Agreement for FY 18. There is currently an RFP out for Project 6106 to repair the smoke stack. There were three preventable accidents that occurred in both January and February. Monthly

ridership as of the end of February reflected a negative variance of 21% for the fixed route, 18% for senior citizens and disability, and 2% for ParaTransit. The Mercer route continues to do well with ridership totaling 2789 in January and 2013 in February. The Authority also began providing buses for the Mercer basketball games and received a \$5,000.00 check for transporting patrons from the parking lot to Hawkins Arena.

President Ross was then asked by the Chairman to proceed with the Discussion items on the agenda. President Ross reported that the employee of the fourth quarter of 2018 was Cornelius Tyrone Stewart. He was a bus driver who was a great employee who had worked with the Authority since August 2016. He recently passed away and the award was presented to his mother.

President Ross then recognized Dave Golder who is retiring at the end of March. He expressed his appreciation and gratitude to Mr. Golder for his service as Safety and Training Manager from 2013 to 2019. The Chairman also complemented him for his service and noted the Authority cannot replace what he stands for and the knowledge he possesses noting “Well done is well said”.

President Ross then introduced Darrell Lester and awarded him his twenty-year pin and announced that he was the new Safety and Training Manager, also noting his pleasure on being able to promote a long-term employee.

President Ross next recognized James Taylor who will now be the new Inventory and Maintenance Manager. President Ross stated we have enjoyed having him as a part of the team and he will be responsible for managing the Ron Turley Inventory System and the Transit Asset Management Plan.

The APTA Marketing and Communication meeting was recently held in New Orleans and attended by President Ross and Ms. Gaudet. President Ross noted Ms. Gaudet’s expertise in marketing is invaluable to the Authority. Ms. Gaudet stated it was a privilege to attend the meeting and that the Authority stacks up nicely with its efficiency, but we have a different mission from a lot of transit authorities. Our focus is on learning to expand our audience and to the people we serve. She noted the President is a Godsend in bring due efficiencies to the Authority.

Dave Golder, Mike Greenwald, Lee Brown and the President recently returned from their trip to Los Angeles for the purpose of ordering electric buses from BYD. After viewing the

plant, they went to a transit authority in Lancaster, California to view their operation and utilization of eighty electric buses. This time next year, our electric buses should arrive.

The Shelter Lighting is now complete and is a very popular item. It was paid for by the Downtown Challenge Grant.

The Authority has been contacted by FUEL Media Holdings to provide benches for the bus stops, and to also maintain the areas surrounding them. The Authority would receive 20% of the advertising revenues, which would also result in the Authority saving \$1,400.00 a month in maintenance costs. Mr. Patrick Mency was recognized at the meeting as the company representative and stated they are currently providing these benches in Savannah, Florida and Louisiana under these same terms. In response to Ms. Gaudet's inquiry as to the type of advertising that will be placed on the benches, Mr. Mency stated the Authority can put whatever it wants in the contract and determine what type is to be excluded. They have a team that calls on potential advertisers. Dr. Ellington inquired as to whether there are other vendors out there and should an RFP be considered. In response, the Chairman noted that the contract would be reviewed and discussed with counsel.

Token Transit is now being utilized by 72 agencies. The President had an opportunity to speak with a representative at the Marketing and Communications meeting and wanted to share this with the Board as a potential option for the future in our efforts to modernize and meet the needs of our ridership. A transit ticket is purchased on one's phone and it is merely shown to the driver. There is a 10% charge for use of the app, and it could save us money in reducing our dual control accounting procedures. A number of questions remain to be asked, but it does present other options to consider. Athens has just started using it.

The Bi-Party Agreement with Macon-Bibb County currently requires that a 45 days operating reserve be maintained. A resolution was just presented at the Commissioner's meeting to terminate the existing contract for the purpose of reducing the reserve from 45 to 30 days.

The Chairman opened the floor for New Business and called on counsel for a brief explanation of the Employee Internet Acceptable Use Policy. Mr. Wilson stated that the purpose of the policy is to specifically define acceptable and unacceptable use by employees, and it being limited to business purposes. Each employee will be required to sign the policy. Ms. Gaudet seconded the motion of Dr. Ellington to approve and implement the new policy. The motion was approved.

The Chairman opened the floor for Old Business and Board Member comments. Dr. Ellington stated he had heard from a number of riders, and also noted the great loss the Authority experienced with the death of Mr. Stewart. He then inquired as to what factors determine where shelters will be located. The President responded that they are in heavy rider locations.

The being no further business, meeting was then adjourned.

Respectfully submitted,



Sheddric Clark, Secretary

Approved:



Louis Frank Tompkins, Chairman