

MACON-BIBB COUNTY TRANSIT AUTHORITY  
BOARD MEETING MINUTES

November 28, 2017

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on November 28, 2017 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, Georgia Slagle, CPA for the Authority, Craig Ross, President & CEO, Dave Golder, Safety & Training Manager, Andy Stroud, Business Development Director, Brenda Banks, Executive Assistant & Accounts Payable Coordinator, JoAnn Lamb, Operations Manager, and June Slaughter, Paratransit 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. Sheddrick Clark moved 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 Nettie Thomas.

Vice-Chairman Howard then announced that a letter of resignation from Chairman Craig Ross has been presented to Brad Wilson, Attorney for the Authority. Mr. Ross has accepted the position of President & CEO for the Macon-Bibb County Transit Authority; therefore, he can no longer serve as Chairman of the Board of Directors. Vice-Chairman Charles Howard stated that he will conduct future meetings until a new Chairperson is elected.

The next item on the agenda was the introduction of new employee, Debbie Vetter. Mr. Craig Ross announced that Ms. Vetter began on November 15<sup>th</sup> as the new Human Resources Manager. Ms. Vetter was previously employed with Hodac in Warner Robins which recently dissolved. Mr. Ross shared that Ms. Vetter has over 12 years of experience in human resources,

and will be a valuable asset. Vice-Chairman Howard welcomed Ms. Vetter to the Macon Transit Authority.

Ms. Georgia Slagle was then recognized by the Vice-Chairman for the financial report. Ms. Slagle provided the Financial Statements and Supplementary Information for October for Fixed Route, and Paratransit operations. She presented the Financial Statements and Supplementary Information for the Month and Four Months Ended October 31, 2017 and 2016 for Fixed Route, and Paratransit operations. Ms. Slagle began with the Statements of Net Position and noted a total cash balance of \$587,238.97. The total cash balance for the same period last year was \$107,084.25. The grants receivable amount of \$787,808.83 includes GDOT reimbursements owed for July through October. A receivable remains for the bi-party agreement in the amount of \$255,578.00 from last year's audit. Under Property and Equipment, there were no changes. Ms. Slagle then reviewed liabilities and net position. The BB&T line of credit is \$1,134,713.33 compared to \$480,110.31 in 2016. Ms. Slagle stated that Terminal Station rental deposits of \$73,460.00 increased by \$27,000.00 compared to October 2016. Ms. Slagle continued her report, and shared that the net pension obligation of \$5,968,123.00 will be adjusted by the auditor based upon the actuary report. Total net position is \$9,688,556.57.

Ms. Slagle then reviewed the Variable Budget Statements of Revenues and Expenses. Under operating revenues, Ms. Slagle stated that passenger fares for October totaled \$66,209.13. Compared to the current budget of \$70,833.33, there was an unfavorable variance of \$4,624.20. In October 2016, passenger fares were \$66,382.00 for a prior year unfavorable variance of \$173.00. Year to date actual passenger fares are \$229,690.76 which represents an unfavorable variance of \$53,642.56 compared to budget. In October 2016, year to date actual passenger fares were \$259,135.00 for an unfavorable variance of \$29,444.00. Under operating expenses, combined salaries show a favorable budget variance of \$118,623.00. Employee benefits also show a favorable budget variance of \$73,783.02. Oil and tires are tracking unfavorable to the year to date budget by \$23,070.13. Repair parts and supplies indicate an unfavorable year to date variance of \$17,352.80. Total expenses for oil and tires, and repair parts and supplies during October were \$36,119.88 less than October 2016. Insurance expenses for October were \$39,947.87 for a favorable variance of \$17,218.80 compared to budget. Ms. Slagle then referred back to operating revenues to point out the \$38,835.90 in advertising revenue during October. This amount represents money collected from The Sign Store/Media Displays for advertisements on buses.

Ms. Slagle then shared that Terminal Station revenues and expenses are pretty comparative to 2016. Under Non-Operating Revenues, Ms. Slagle shared that the operating grants show an unfavorable variance of \$93,852.78 for October and \$227,471.57 year to date. After adjusting for depreciation, and capital grants, Ms. Slagle announced an increase in the change in net position for the current period of about \$53,303.00 compared to a zero based budget. The year to date increase in the change in net position is \$131,713.00 compared to a zero based budget.

The last item of Ms. Slagle's report was the Paratransit financial statement. The Statement of Revenues and Expenses shows most of the line items are tracking under budget. Total revenues for October were \$50,235.00. This amount represents a year to date budget percentage of 32.15%, which is just under the 33.33% for four months into the year. October expenses before depreciation were \$51,256.00 which represents a year to date budget percentage of 33.00%. A motion was made by Jami Gaudet for the approval of the Financial Report, which was unanimously approved following a second by Sheddric Clark.

The Vice-Chairman then called upon Craig Ross for the President & CEO's report. Mr. Ross began his report by stating that during his first week as President & CEO, many ideas and problems have been addressed. Facebook and Twitter accounts have been revamped for better communication with MTA customers. Mr. Ross worked with JoAnn Lamb and Dave Golder to enforce rules to eliminate bus operators from violating traffic laws. Mr. Ross shared that flex routes have been discussed. He has asked Danny Thompson to find a grant to purchase four 15-passenger vans. In the event of bus breakdowns, a van can be used to transport customers and reduce downtime. The purchase of new air conditioner units that can be placed on top of buses is being investigated. Augusta Public Transit uses these. Danny Thompson is also working on a request for proposal for computer system upgrades. Mr. Ross then shared the idea of starting a "Customer of the Month" program for Fixed Route and Paratransit. The chosen customer would receive a complimentary 31 day pass, and his/her picture would be posted at the Terminal Station. He also reported that he is riding the bus every Wednesday to become familiar with each route and interact with customers. Mr. Ross has contacted Rita Dean with the Macon-Bibb County Employees Credit Union to inquire about loan and banking services that could be offered to Macon Transit Authority employees. He reported that June Slaughter will be rewriting the Paratransit manual beginning in January. Georgia Academy for the Blind is working with MTA to translate copies of the Paratransit manual, and board meeting agendas to braille. Mr. Ross

announced that Macon Arts Alliance will have a press conference on Thursday, November 30<sup>th</sup> at 9:30 a.m. about the installation of murals at the Transfer Center.

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

Vice-Chairman Charles Howard then briefly reviewed the October Operations Report. He reported that on time performance for Fixed Route operations was 75%, and 90.2% for Paratransit. There were six events at the Terminal Station during October. Outstanding funds due from GDOT total \$1,060,144.00. Danny Thompson stated that the notice to proceed in requesting the funds has not yet been received from GDOT. Under safety and training, there were no FTA reportable accidents. Fixed route ridership declined in October by 12.59%, while Paratransit and Mercer ridership increased by 16.54% and 31.2% respectively. Craig Ross then shared that JoAnn Lamb is being honored by the Macon Judicial Circuit of Accountability Courts and received a certificate of appreciation from Cherry Blossom Festival.

Old Business was the next agenda item. The first item of discussion was the Terminal Station Roof Repair Cost Change. Vice-Chairman Howard reported that the cost of repairing the roof has increased from \$127,000.00 to \$150,000.00. Andy Stroud stated that the increased amount resulted from more precise and increased estimates for repair. Craig Ross reminded everyone that it was approved at the October meeting for a short term loan secured with a CD to be used to pay for the roof repairs. A motion was made by Sheddric Clark to increase the roof repair cost from \$127,000.00 to \$150,000.00. The motion was unanimously approved following a second by Nettie Thomas.

The next Old Business item was the Transfer Center Mural Update. As mentioned earlier, the Macon Arts Alliance will have a press conference on Thursday, November 30<sup>th</sup> at 9:30 a.m. about the installation of murals at the Transfer Center.

The GDOT/FTA contract was the last Old Business item. Danny Thompson reported that the FY 2017/2018 contract should soon be signed. He is hopeful of being able to request reimbursement funds for July through November during the first week in December.

New Business was the next item on the agenda. Craig Ross asked for the Board's permission to conduct a Christmas can food drive on December 13<sup>th</sup>. Free rides will be given to Fixed Route customers for two cans of food, and to Paratransit customers for four cans of food. A motion was made by Frank Tompkins to grant permission for a can food drive to be held on December 13, 2017. The motion was unanimously approved following a second by Violet Poe.

The Vice-Chairman then announced that the next board meeting will be held in January.

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

Powell Brannon was the first speaker. He commented that many roads in Macon need major repairs. They are really rough on the buses. He stated that he rides the Bellevue route. Mr. Brannon was encouraged by Craig Ross to address poor road conditions with the Board of Commissioners.

Mr. Johnson was the next guest to speak. He expressed thanks for the route changes made at Robinson Road and Napier Avenue. He inquired if it was possible for local retirement groups to reserve buses for complimentary travel within the state of Georgia. Mr. Craig Ross shared that because federal funds are used for operation, Macon Transit Authority cannot offer complimentary bus transportation for groups.

Jade Robinson was the last speaker. Ms. Robinson congratulated Mr. Ross on his appointment as President & CEO. She commented that the colors used on the Transfer Station mural seem too dark. She had envisioned bright colors, and a spectacular theme to really showcase Macon to customers, and tourists. Ms. Robinson shared pictures of murals in other cities that she had researched. Craig Ross shared that Macon Arts Alliance applied for a Downtown Challenge grant funded by the Knight Foundation for the creation of the mural and that the mural design has already been approved by the Board.

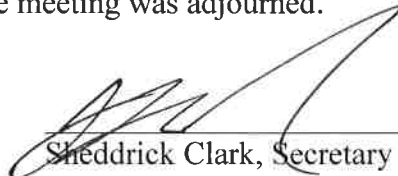
Vice-Chairman Howard then asked if the Board had any comments. There were no comments.

The Vice-Chairman then announced that the Board was going into Executive Session, and thanked everyone for attending.

A motion was made by Violet Poe to exit Executive Session and resume the general session of the Board meeting. The motion was seconded by Jami Gaudet and unanimously approved at 7:30 p.m.

There being no further business the meeting was adjourned.

Respectfully submitted,

  
Sheddric Clark, Secretary

Approved:

  
Charles Howard, Vice-Chairman