

BOARD MEETING MINUTES
MACON-BIBB COUNTY TRANSIT AUTHORITY

October 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 October 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:

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, Andy Stroud, Business Development Director, Georgia Slagle, CPA for the Authority and F. Bradford Wilson, Jr., Counsel for the Authority. A proper Quorum was present.

Also in attendance were 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 prayer for David Scott, who had recently been hospitalized. He then asked that the Board approve the agenda and proceed as it is printed. Ms. Gaudet made the motion to approve the agenda, which was seconded by Mr. Howard and approved.

The Chairman next noted that each of the Board members had received the email from Ms. Banks about tonight's meeting along with the Minutes of the September 25, 2018 meeting. He further indicated he would accept a motion at this time to approve those Minutes. Ms. Gaudet seconded the motion of Mr. Howard to approve the September 25 Minutes as submitted. The motion was approved.

The Chairman informed those in attendance that the Board would now recognize each individual who wished to make a public comment at this time. He also stated that no comments will be made by the Board in response to such comments. The only individual who requested the

opportunity to speak was Carl Brown for the purpose of inquiring as to the routes on which the new buses would be operating. The Chairman called on Ms. Lamb, Operations Manager, and she identified the routes to which they would be assigned which are: Ocmulgee, Macon Mall, Bloomfield, East Macon, Vineville, Bellevue, and West Macon.

Ms. Slagle was then recognized for presentation of the Financial Report. Ms. Slagle stated that the operating funds contained in the BB&T account are set up on a sweep from the line of credit to cover any deficit on a daily basis. The grant receivables totaling \$1,036,380.00 includes the request for June, July, and August along with a \$38,000.00 capital grant request. The total current assets stand at \$2,131,993.00. There are no changes in property and equipment other than depreciation. The liabilities reflect a note payable to BB&T in the amount of \$133,528.00 and Terminal Station rental deposits totaled \$79,230.00. The total net position is currently \$8,078,466.00.

There is some additional work left to be done on the presentation of the budget. Terminal Station is not yet broken out and there is also a need to address some grant items. Passenger fares are close to budget, but special events are down year to date. The costs associated with salaries are basically a wash and we are in line with benefits for the budget. Expenses are not incurred evenly throughout the year but that is nothing to be concerned with. There is a \$42,080.00 favorable variance to budget year to date for insurance. Professional and other services are unfavorable to budget, but most of that is due to the professional services provided by Infinity, which did not exist in prior years. Year to date there is a \$628,847.00 decrease in net position. Viewing the budget on a month to month basis, everything is tracking evenly.

The current assets attributable to ParaTransit includes a note from the Authority totaling \$25,836.00. There is also a liability due from ParaTransit to the Transit Authority in the amount of \$240,541.00. As of September 30, we should be 25% in comparing the year to date revenues and expenses to budget. Salaries and benefits are on budget, but vehicle, gas and oil is over. Total expenses before depreciation are currently sitting at 29% of budget. There has been a decline in net position of \$87,991.00 year to date.

Ms. Slagle observed that some reallocations had to be made to the budget since it had been reduced by approximately \$1,000,000.00. Some capital funds had to be reallocated from a capital account to maintenance and repairs. We may need to revisit and revise the budget. At the conclusion of her report, Mr. Howard made the motion to accept the financial report as presented. The motion was seconded by Mr. Clark and approved.

President Ross was then called on by the Chairman for presentation of the Operations Report. The President reported that Route Shout indicated there are some issues that will need to be corrected upon their arrival in November. All fare boxes are in for the implementation of Smart Card. ParaTransit customer applications are also in the process of being updated. It is recommended that they be reviewed every five years.

The Chairman opened the items for discussion by reporting that the press conference held on October 23 went very well. Coverage was good, and an excellent article appeared in the newspaper. We feel everyone will be very pleased with the improved service. The Authority's administrative staff, mechanics, and drivers are committed to achieving that result and in rendering excellent service.

President Ross stated that the request for proposal for the new cut away buses had been extended from November 1 to November 21, 2018. These will be the last cut away buses the Authority will be buying due to the mechanical and air conditioning issues they have presented.

President Ross then informed the Board that the Elberta Road property containing 1.72 acres has now been deeded to the Authority. The deed is in the process of being recorded and the previous owner has indicated they will be maintaining the property.

President Ross then shared that Mauldin and Jenkins has completed their 2018 audit and informed him it was a very clean audit with no exceptions. The State will be in on November 28 to perform its audit and we anticipate the same findings.

The Georgia Power Charging Station contract has been approved and the final draft has been sent to GDOT for approval.

Potential route changes have been considered more than once, but the present draft differs very little from the last meeting. The Ocmulgee Route will be extended, but the North Macon Route will be terminated. We will now pick up from Food Depot and Publix on the new route as well as Amerson Water Park and the Shoppes at River Crossing.

A donation was received from the Griffith Family Foundation. The President concluded his remarks by stating that he went by the hospital to see David Scott, and MTA sent him some flowers. Please keep him in your thoughts and prayers.

Once the meeting was opened for New Business, the President stated that the Procurement Policy Manual has now been completed and it is a document which we must have and utilize. A motion was then made by Ms. Gaudet to accept the Procurement Manual dated

July 1, 2018 as presented. The motion was seconded by Mr. Clark and approved. The Chairman noted it is now our official document.

The Chairman next addressed the issue of the scheduling of a December Board meeting. The Chairman then asked the Board whether it desired to hold our regularly scheduled meeting. After some discussion Ms. Gaudet made the motion that we suspend our regular scheduled December meeting. The motion was seconded by Mr. Howard and approved.

Upon the Chairman opening the floor for Old Business the President expressed his appreciation to Mr. Brown for the development of the Procurement Manual. He noted that it had been an ordeal in updating the document.

A motion was then made by Mr. Howard to go into Executive Session at 6:12 p.m. to discuss a personnel matter. The motion was seconded by Mr. Clark and approved.

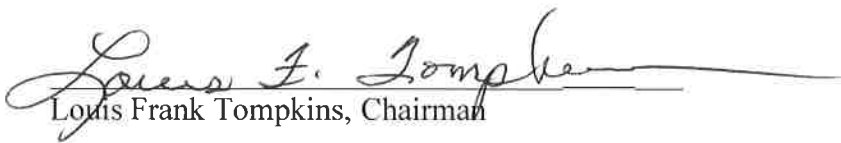
At 7:15 p.m. Mr. Clark made the motion to exit Executive Session. The motion was seconded by Mr. Howard and approved.

There being no further business the meeting was adjourned.

Respectfully submitted,


Sheddric Clark, Secretary

Approved:


Louis Frank Tompkins, Chairman