

BOARD MEETING MINUTES
MACON-BIBB COUNTY TRANSIT AUTHORITY

September 25, 2018

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on September 25, 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: Dr. Tom Ellington, Jami Gaudet and Violet Poe.

Members Absent: Sheddrick Clark.

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, and F. Bradford Wilson, Jr., Counsel for the Authority. A proper Quorum was present.

Also in attendance were David Scott, Jackie Glover, Wade Horton, Mike Greenwald, Tracey Collins, Brandi Nipper, and Maxine McBride.

The meeting was called to order by Chairman Tompkins and a moment of silent prayer and reflection was observed. The Board was informed by the Chairman that the agenda needed to be modified to enable the Board to consider a resolution amending the Employee Handbook and also the possible approval of a contract with Georgia Power Company for the Electric Charging Station. The Financial Report will be deferred until next month since Ms. Slagle is unable to attend the meeting. A motion was then made by Dr. Ellington to approve the agenda with the amendments stated by the Chairman. The motion was seconded by Charles Howard and approved.

The Board members were then directed to consider the Minutes of the August 28 Board meeting and the September 4 Called Board meeting and asked if they had an opportunity to review the Minutes. Dr. Ellington was recognized and stated that he needed to be identified by name as the member casting the dissenting vote in the September 4 called meeting. A motion was then made by Charles Howard that the Minutes of both meeting be approved with the

amendment noted by Dr. Ellington to the September 4 Minutes. Dr. Ellington seconded the motion and it was approved.

The next agenda item was that of public comments and the Chairman informed everyone in attendance that the Board would not answer any questions but would be available to speak with anyone in attendance after the meeting. The first individual recognized was Brandi Nipper, who requested to speak about new buses. She recommended that a new bus be added to the Westgate Route and requested work on the air conditioning systems. She then inquired as to whether citizens could raise money to help maintain the buses and keep them running and requested help with the Westgate Route.

Wade Horton was the next individual to address the Board for the purpose of discussing proposed route changes. Mr. Horton stated that he believed there were a lot of issues with the buses all summer long relating to maintenance. It appears to him that the routes proposed to be cut are in African-American neighborhoods, and the wait time for buses is increasing. He encouraged the Board not to cut existing routes, but rather restore them as requested.

Paratransit was the topic of discussion for Jackie Glover, the next individual to speak. She remarked that when routes are cut, it reduces Paratransit and those riders already pay twice the normal rate. She uses ParaTransit because she has to and stated federal guidelines must be complied with when routes are cut.

Public comments concluded with the Chairman informing those in attendance that their comments would be taken into consideration.

The Operations Report was the next item on the agenda and the Chairman asked if anyone had a comment. President Ross stated that Bus 713 is now back in operation. The Chairman noted that Macon-Bibb County had cut our budget by \$300,000.00, which means that the Authority has lost that identical amount in the match by FTA. The President then observed that the budget has been adjusted to reflect those cuts. The Chairman commented that the remainder of the Operations Report is general factual information and asked if there were any further questions. The President added that an accident had occurred on Forsyth Road a week ago and Dr. Ellington was a passenger on that bus, but fortunately it was not MTA's fault.

Lee Brown spoke with Mauldin & Jenkins last week and the year-end audit is proceeding well. The Authority should get a report in mid-November. The auditors gave the Authority a good report on our internal controls. The Chairman informed everyone in attendance that our Mission Statement and Action plans are contingent on receiving appropriate funding. We set

forth premises based on our budget, but when we don't receive the funds necessary to meet those objectives, modifications must be made. We want to make sure everyone is aware of that since our mission is based on finances.

President Ross reported that on November 28, the representatives of GDOT will be here to perform their audit. Financial information is being gathered and will be provided to them to review and they will also evaluate our policies and procedures.

The installation of the new computer system is underway. Work is being done off site, and the new computers should arrive in a couple of weeks.

The scheduled October Board meeting will be held on the Third Floor in the Planning and Zoning Conference Room. It will be an improved venue for the meeting to better accommodate everyone in attendance and be more easily accessible. President Ross next referenced the previous comments concerning buses breaking down and informed everyone that the Authority is not going to repair them because we received seven new buses today. They are heavy duty buses consisting of four 35 foot buses and three 40 foot buses. Dave Golder went to Anniston, Alabama last week and thoroughly inspected each of them. We should also be getting some additional new cut-away buses shortly. It is our objective to strive to get at least two new buses a year going forward. Management is well aware of the situation and the need for new buses.

The Chairman then opened the floor for New Business and directed the Board members' attention to the Major Service Change Policy from GDOT sent to each Board member by Ms. Banks. He noted that MTA is a 5307 Small Urban Transit System, and a major service change relates to a monetary or route change policy requiring notification to the public. The President was then recognized for his comments on the new business items.

President Ross stated that on July 18, GDOT adopted the Major Service Change Policy and it will be necessary for our Board to approve it and the others. No Paratransit person in Bibb County will be affected. He noted that the Smart Cards have been added as well. There are also updates involving Title VI and VII. Title VI pertains to customers and Title VII to employees. Title VI is already posted on the buses, and the vote tonight is that the Board has seen it and approve it.

The last new business item involves the Limited English Proficiency Plan, which was updated this month. The President has been investigating the possible use of Language Scientific, which translates 105 languages. He plans to speak with them in the morning and is

checking on the pricing. Spanish is the most common secondary language we will need to be prepared for in order to accommodate our riders. All of the policy items to be voted on are part of the Federal Regulations.

Dr. Ellington was then asked by the Chairman if there was a foreign language department at Wesleyan. He indicated they did have one and that there are also a large number of students from China attending. He added that we needed to adopt these and make sure we have someone there to address the language issue, and possibly check with several other faculties at the other local colleges and universities.

Mr. Howard then inquired of counsel as to whether any action taken by the Board would be impacted by the disparate treatment provision, and Mr. Wilson indicated it would not. A motion was then made by Dr. Ellington to approve the Major Service Change Policy in its entirety. The motion was seconded by Mr. Howard and approved.

Following that vote a motion was then made by Dr. Ellington to approve the Title VI, Title VII and LEP Plan documents presented. The motion was seconded by Mr. Howard and approved.

The new Internal Control document references how the Authority operates internally and the responsibility of our staff. The President stated that the auditors want this document approved as well. The Chairman then asked each of the administrators in attendance to identify themselves and state their position. Each of those in attendance did so at that time, and the President noted that Mr. Stroud was on vacation. Mr. Brown added that the internal controls are important since it gives a segregation of duties. Mr. Howard then made the motion that the new Internal Controls be approved. The motion was seconded by Dr. Ellington and approved.

The Chairman then recognized counsel for an explanation of the resolution presented to the Board amending the Employee Handbook. Mr. Wilson stated that the definition of a full time employee contained in the Employee Handbook differs from that in the Benefit Plan Documents. The purpose of the Resolution is to adhere to Federal law and to include a disclaimer that the Benefit Plan documents would control should an ambiguity and/or conflict exist between a term defined in the Benefit Plan documents and as defined in the Employee Handbook. Mr. Howard seconded the motion of Dr. Ellington to approve the Resolution and such occurred.

The final item of new business to be addressed was the Charging Station Contract. President Ross informed the Board that the documents before them were arrived at following many months of negotiations and the original costs have been reduced by \$400,000.00. He

expressed his appreciation to Lee Brown and Dr. Mike Greenwald for the tremendous amount of work they have done on these in assisting counsel. The Authority now has all the funds necessary for the \$1,171,000.00 contract. Out of the 7100 transit systems in the United States MTA was the only one in Georgia to receive the grant. The matching funds totaling \$140,000.00 were received from the ESPLOST and were approved by the Commissioners. Construction will begin once all the contracts have been signed and the two electric buses will be ordered the day we break ground. As the Board will recall there was some delay following the articles published on the BYD buses, but all that has now been resolved. A motion was then made by Dr. Ellington to approve the contract. It was seconded by Mr. Howard and approved. President Ross then informed the Board that the Downtown Challenge Grant funds cannot be extended beyond downtown. The shelters are now being modified so they can be illuminated to alert the drivers that they must stop to pick up a passenger. The Chairman then expressed his appreciation to the staff for this accomplishment.

There being no further business the meeting was adjourned.

Respectfully submitted,



Sheddric Clark, Secretary

Approved:



Louis Frank Tompkins, Chairman