

BOARD MEETING MINUTES
MACON-BIBB COUNTY TRANSIT AUTHORITY

January 29, 2019

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on January 29, 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, Sheddric Clark, Jami Gaudet and Violet Poe.

Members Absent: None.

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, Andy Stroud, Business Development Director, Dave Golder, Safety and Training Manager, Meredith Lipson, CPA with Mauldin & Jenkins, and F. Bradford Wilson, Jr., Counsel for the Authority. A proper Quorum was present.

Also in attendance were Carl Brown, Tracey Collins, Jackie Glover, Della Golden, Mike Greenwald, Wade Horton, Lester Miller, Sheila Miller and Jasmine Watkins.

The meeting was called to order by Chairman Tompkins and a moment of silent prayer and reflection was observed. The Chairman requested that the Board members review and approve the agenda. A motion was made by Sheddric Clark to approve the agenda as submitted. The motion was seconded by Dr. Ellington and approved. The Chairman then requested the Board members to review the Minutes of the December 18, 2018 meeting. Dr. Ellington seconded the motion of Sheddric Clark to approve the Minutes and such occurred.

The Chairman then opened the floor for public comments and recognized Ms. Sheila Miller, who requested to speak on bus stops on Pio Nono and route cuts. Ms. Miller stated that several bus stops along Pio Nono need attention and riders have a problem crossing at the Macon Mall. There was previously a bus stop on Ivey Drive, and she stated it is now inconvenient having to walk to the next stop. Ms. Tracey Collins was then recognized for her to comment on the Vineville route. Ms. Collins expressed her appreciation for the Authority scheduling the Saturday morning route on Vineville that enables her to go shopping on Zebulon Road. It greatly benefits her and others. Carl Brown was then recognized for a comment on bus routes. He

explained that a bus goes down Stewarts Lane but does not come back up and expressed his concerns. President Ross indicated he would speak with him after the meeting.

The Chairman then moved on to the next agenda item consisting of the FY 2018 annual audit review. Ms. Meredith Lipson, CPA with Mauldin Jenkins was then recognized for her presentation. She stated that the annual financial audit provides information on their firm and governmental accounting standards. She explained that the Authority received a clean operating opinion with no findings or recommendations. As of June 30, 2018, the Authority's assets totaled \$14,626,000.00. Approximately \$1,600,000.00 of that are accounts receivables due from other governments. Liabilities were \$7,700,000.00 which includes the line of credit and note payable and checks in excess of bank balances. The remaining liabilities, including the pension, stands at \$5,500,000.00 resulting in a Net Position of \$8,076,000.00. The operating loss for the year was \$7,000,000.00 with operating revenues at approximately \$1,500,000.00. There was a non-operating loss of \$2,000,000.00 before capital contributions. After those contributions were made there is a change in Net Position of -\$1,463,000.00.

The Net Position at year end totaled \$4,469,889.00. The investments of the Authority totaled \$4,174,047.00. There were no issues as to internal controls or compliance. Therefore, no audit adjustments were necessary.

In response to Dr. Ellington's inquiry about the Pension Plan liability, Ms. Lipson explained it is closed to other employees and there are no other benefits other than the monthly payment. Mr. Clark then inquired as to the reporting of the balance due for the Operating Reserve from Macon-Bibb County for FY 18. President Ross stated we received two checks from the County for FY 16 and FY 17 but following that they did not fund us for July and August of 2018. Those amounts were then paid and pro-rated over the following ten months forcing us to use the line of credit. In addition, our budget was cut by \$300,000.00. A total of \$476,000.00 is now owed for FY 2018 but it is not shown on the audit and it is not to be reported as a receivable. Following that comment a discussion occurred explaining the reasoning to everyone's satisfaction. President Ross shared that Mr. Wilson had just sent the request for payment to County attorney Judd Drake and a copy would be provided to each of the Board members. Chairman Tompkins expressed his appreciation to the auditors and the administrative staff for all their efforts and for the clarity of its presentation.

The Chairman reported that the Financial Report would be deferred to the next meeting since Ms. Slagle was not present. President Ross was recognized for presentation of the

November and December Operations Report. President Ross stated that nothing stands out in either monthly report but there were some reductions in ridership. The new route on Tom Hill and the Express Route are doing well. A public hearing was held on the route changes but only four people were present. The Mercer Route is also very strong, and we are providing buses to the Mercer basketball games with those being billed at \$68.00 an hour. So far, many favorable comments have been made resulting in good public relations for the Authority. In response to Dr. Ellington's inquiry as to On-time performance and how it is being calculated President Ross stated we are currently operating at approximately 75% on fixed routes and working with Route Match in improving that percentage.

As to the discussion items President Ross stated that initially the Authority planned to purchase five new buses, but each bus is costing approximately \$100,000.00 more than anticipated. We are able to purchase three buses at this time, and will need another \$81,000.00 to obtain the fourth.

The GDOT audit was just completed and the auditors were very complementary. Several priorities were mentioned, and we will be addressing most of those tonight. They noted that everyone receives a listing of priorities in their audit. It is pointed out that various newspapers need to be notified of public announcements and the importance of cash management being under dual control at the Transfer Center. Mr. Andy Stroud will assist with that. Other items that were mentioned included the need to implement a new policy for check signing, approving a Conflict of Interest Policy, and a Credit Card Policy. President Ross explained that each time a credit card is needed it is signed out and then returned to Brenda Banks once that individual returns to the office.

The route changes are going well with the North Macon and Ocmulgee bus routes. As stated in the comments earlier the Vineville Route on Saturday has been favorably received.

A Pre-Construction meeting was recently held with the Georgia Power Company representatives and it went well. Work is already underway, and the Board will be notified once the ground breaking ceremony is scheduled so each can hopefully attend.

The bus shelter lighting project has now been completed. The eleven lights were installed for \$1100.00 and a press release will be forthcoming shortly.

As mentioned earlier the County owes the Authority \$476,000.00 for working capital in order to comply with the Bi-Party Agreement. No response has yet been received from the County.

The Chairman then opened the floor for New Business. President Ross directed the Board members attention to the Check Writing Authorization provided to them for their review following the approval at the December meeting. A general discussion occurred as to the procedural aspects if President Ross was unavailable. The consensus was that the President and counsel review the policy further to provide additional authorization in the event the President was unavailable.

The Chairman then directed the Board's attention to the Conflict of Interest Policy they were provided and called on counsel for a statement as to the purpose of the policy. Mr. Wilson stated it is in compliance with the State Auditors recommendation and the focus of the policy is for verification by the Board members that no financial conflict of interest does exist. The motion was made by Sheddric Clark to approve the Conflict of Interest Policy. The motion was seconded by Dr. Ellington and approved.

The Chairman then directed the Board's attention to the Mauldin & Jenkins Letter of Understanding which they requested we officially approve. It pertains to this year's audit. Sheddric Clark seconded the motion of Charles Howard that the letter be approved, and such occurred.

The next item to be voted on by the Board was the Credit Card Policy. President Ross explained the procedure utilized by the Authority and the maximum authorization approved by each employee. Sheddric Clark made the motion that the Credit Card Policy be approved. The motion was seconded by Dr. Ellington and approved.

The final item of New Business requiring a vote was that concerning the Mobile Food Market. President Ross explained that the Urban Development Authority is requesting the Authority to consider donating a bus that can be turned into a Mobile Produce Department. The seats would be removed, and it would service areas of the community needing fresh produce and are lacking grocery stores. In order for the donation to be approved, the bus must be valued at less than \$5,000.00 and a receipt will be provided. Mr. Clark inquired as to whether other charitable organizations are asking for buses to be donated and President Ross indicated the Veteran's Center in Warner Robins has done so as well. In connection with the Mobile Food Market consideration could be given to involving the Board of Education and have the buses painted by neighborhood school children in the areas that the bus would potentially serve. Ms. Gaudet added that consideration should be given to utilize the Mulberry Market and providing access to it. A motion was then made by Dr. Ellington to donate the bus to the Urban

Development Authority for use as a Mobile Food Market. The motion was seconded by Charles Howard and approved.

The Chairman then opened the floor for Old Business. No comments were made. In closing the Chairman asked if there were any Board member comments. Mr. Clark asked if there was anything being done by the Authority for Black History Month, but no plans have been made.


The meeting was then adjourned.

Respectfully submitted,



Sheddric Clark, Secretary

Approved:



Louis Frank Tompkins, Chairman