

BOARD MEETING MINUTES
MACON-BIBB COUNTY TRANSIT AUTHORITY

January 28, 2020

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on January 28, 2020 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: Dave Dickey, Ella Mumphery, and Violet Poe

Members Absent: Lynn Farmer

Also present were S. Craig Ross, President and CEO, Brenda Banks, Executive Assistant, Lee Brown, CFO, Andy Stroud, Business Development Director, Darrell Lester, Safety and Training Manager, JoAnn Lamb, Operations Manager, June Slaughter, Paratransit Manager, Weston Stroud, Transit Planner, Debbie Vetter, Human Resources Manager, Jami Gaudet, Public Information Officer, Tim Goodman, Inventory & Maintenance Manager, F. Bradford Wilson, Jr., Counsel for the Authority and Georgia Slagle, CPA for the Authority and Meredith Lipson of Mauldin & Jenkins, CPA. A proper Quorum was present.

Also, in attendance were Mike Greenwald, David Scott, Carl Brown, and Liz Fabian.

The meeting was called to Order by Chairman Tompkins and he welcomed everyone in attendance before observing a silent prayer or a moment of reflection.

The Chairman then requested the Board members review the Agenda for today's meeting. The Agenda was approved following a motion by Dave Dickey and a second by Charles Howard.

The Chairman next requested the Board to review the Minutes of the previous meetings. The Minutes of the October 29 meeting were approved following a motion by Dave Dickey and a second by Charles Howard. The Minutes of the December 3 Called Meeting were approved following a motion by Charles Howard and a second by Dave Dickey.

The meeting was then opened for Public Comments and the Chairman informed those in attendance that questions raised during Public Comments would be addressed by the Administrative Staff at a later time. Mr. Carl Brown was recognized for comments concerning

the Vineville Bus Route. Mr. Brown requested that the 5:30 route continue for longer hours in the evening.

David Scott was then recognized for two issues. He requested that another bus shelter be constructed to replace the one on Houston Avenue that had been damaged at Bowden Homes. He informed the Board that Bus 716 is cold at all times and needs repairs. New buses will be arriving to replace that bus.

The Chairman then recognized Ms. Meredith Lipson, CPA for presentation of the annual audit. Ms. Lipson stated that the Annual Report and the Auditor's Discussion and Analysis were given out to provide a summary and also to provide the government standards. Ms. Lipson stated that it is an unmodified opinion with no findings. She noted that the Authority had an excellent staff and complimented them on the clean audit that had occurred. She then reviewed the Annual Financial Report and its contents which included the following:

1. Management's Discussion and Analysis – this portion of the report was written by Management. The Auditor reviews it and makes sure it is consistent with their findings.
2. Statement of Net Positions – Assets totaled \$15,379,775.00 and liabilities totaled \$6,679,591.00 resulting in a total Net Position of \$8,999,707.00. The bulk of that value is in capital assets.
3. Income Statement – Operating Revenues totaled approximately \$1,300,000.00, down from \$1,400,000.00 the previous year. Expenses totaled approximately \$8,300,000.00 which was a decrease from the previous year. The loss before capital contributions totaled approximately \$2,000,000.00 but there was an increase in Net Position of \$923,000.00.
4. Cash Flow- This statement indicated how cash was generated and reflected net cash used of approximately \$5,500,000.00.
5. Statement of Fiduciary Net Position – These funds totaled \$4,559,750.00 and are for the pension and cannot be touched. There were additions to this account of \$786,764.00 during the previous year with an increase in Net Position of approximately \$90,000.00.
6. Summary of Significant Accounting Policies – There were no new standards to implement or footnote disclosures. She then reviewed briefly the note relating to the roof repair, the line of credit, the discussion related to the Pension Plan Liability and the total grants that had been received. She concluded her review in stating everything had been done as required and an excellent job by the financial staff.

The Chairman complimented Lee Brown for a great report and a tremendous job done. Mr. Brown expressed his appreciation to Ms. Slagle and Mauldin and Jenkins for all their assistance. The motion to accept the Annual Audit was approved following a motion by Dave Dickey and a second by Ella Mumphery.

The Chairman then called on President/CEO Ross for the Operations Report. The fixed routes on time performance for the month of December was 75% and ParaTransit 89%. In 2019 there were sixty-eight events held at Terminal Station resulting in total income of \$178,255.00. There have already been forty-eight events scheduled in 2020 and 4 events in 2021. There were two accidents during December, one of which was preventable. Monthly ridership was down last year consistent with the national trend but there was a steady increase for October, November and December reducing the negative variance from the previous year from 9,000 to 4,317. One contributing factor for last year was the reduction in bus routes that were mandated with the reduced funding the Authority received. The Mercer Route continues to perform well with 9,538 passengers utilizing it from July to December on the Thursday through Saturday evening routes.

The Chairman then called on President Ross to discuss the Agenda's discussion items. President Ross stated that on February 3 a bus will be added to the Bellevue Route. It was one of the routes in which the number of buses servicing that route had to be reduced from three to two due the budget cuts. Fortunately, the Authority received \$300,000.00 additional funds from Bibb County, which will be matched by federal funds helping to reduce the previous \$1,200,000.00 budget cut. Bellevue is one of the Food Desert areas and the bus will provide access to the Kroger on Zebulon Road.

Buses will also be added on the North Highlands and Ocmulgee Express Routes. Middle Georgia State College has also asked for a bus route to provide access to the new dormitories that are being built.

At next month's meeting the Board will be called on to vote on the Children Ride Free Program. This will be applicable to kids up to age 12 when accompanied by a parent. Mr. Dickey voiced his support and stated it is an investment in the future to acquaint kids with the transit system.

Changing Bus Transfers currently are valid for one hour and fifteen minutes. That will now be increased to two hours to allow passengers sufficient time to make the transfer.

Four new buses have arrived, consisting of two ParaTransit and two heavy duty cutaways. Four additional cutaways will arrive in May and these will be the last ones purchased

by the Authority. The new phone system will be installed by March. It will increase our capacity and also enable us to record conversations.

The smokestack repair has been completed and considerable funds were saved by choosing to make the repair.

The fence installation around Terminal Station has begun and electric gates installed both in the front and back of the property. It should help reduce vandalism along with the fulltime security officers on site.

As of January 1, Authority employees will have a vacation day on their birthday following their one-year anniversary.

Microtransit is still a work in process and conversations are being held with several companies to determine the best choice for the Authority. It is estimated to cost approximately \$35,000.00 on an annual basis. Consideration is still being given to utilizing electric buses downtown.

The Chairman recognized the President for a job well done and stated his appreciation for him addressing numerous issues in seeking to provide for the citizens of our community and those who are less fortunate.

The President concluded his remarks in recognizing Chairman Tompkins who was recently recognized by AARP as a Star Volunteer for his service to citizens of Middle Georgia.

The Chairman then opened the floor for New Business, but none was presented. This was followed by Old Business and Board Member Comments, but none were presented nor was there any requests to address the Board. The President then stated that the State D.O. T. will be here tomorrow to meet with the Administration. There is an RFP for the roof seeking state and federal approval for funding.

A motion was then made by Charles Howard to go into Executive Session. The motion was seconded by Dave Dickey and approved at 6:25 p.m.

At 7:37pm a motion was made by Dave Dickey to exit Executive Session and resume the regular session of the Board meeting. The motion was approved following a second by Charles Howard

There being no further business the meeting was adjourned.

Respectfully submitted,



Violet Poe, Secretary

Approved:



Louis Frank Tompkins, Chairman