

BOARD MEETING MINUTES
MACON-BIBB COUNTY TRANSIT AUTHORITY

July 31, 2018

The regular meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on July 31, 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.

Members Absent: Violet Poe and Dr. Tom Ellington.

Also present were S. Craig Ross, President and CEO, Lee Brown, Chief Financial Officer, Andy Stroud, Business Development Director, Brenda Banks, Executive Assistant, JoAnn Lamb, Operations Manager, Debbie Vetter, Human Resources Manager, Weston Stroud, Transit Planner, Georgia Slagle, CPA for the Authority and F. Bradford Wilson, Jr., Counsel for the Authority. A proper Quorum was present.

Also in attendance were David Scott, Curtis Bivins, Clarence Smith, Wade Horton and Jackie Glover.

The meeting was called to order by Chairman Tompkins and a moment of silent prayer and reflection was observed. The Chairman then requested that the Board review the proposed agenda for the meeting. A motion was then made by Charles Howard to approve the agenda. It was seconded by Sheddric Clark and approved.

The Board members were then asked to review the Minutes for the June 26 Board Meeting and the July 2 Special Called Meeting. After doing so, Charles Howard seconded the motion of Sheddric Clark to approve both sets of Minutes. The motion was then approved.

The Chairman next directed the Board's attention to the Maintenance and Operations Report contained in their handout. As noted, three buses are currently out of service and need engines. Those engines have now arrived and as soon as they are installed, the OnTime performance will improve. In addition, the Mercer Route will begin operating in the immediate future as soon as school resumes.

The Chairman then announced that the order of items on the agenda has now been changed. Public Comments have now been placed ahead of the Financial Report on the agenda. The agenda is now posted online, on all buses, at the Transfer Station, Terminal Station, and Broadway Facility. Minutes are also online if anyone wishes to review those of earlier meetings.

The Chairman asked if any of those in attendance wished to make a public comment. The first individual recognized was Curtis Bivins. He stated he had been riding Paratransit for five years following his kidney failure. He has only missed treatment on four occasions. He got a letter a little over a month ago from the Authority stating that a Paratransit bus can no longer come to his house since it is beyond Guy Paine Road. He stated that arrangements had been made to meet him at McDonald's with him parking his car in their lot. Unfortunately, after he completes his treatment, he cannot drive home and has had two accidents in the last five months. He requested an exception be made for him beyond the Paratransit limitation.

Wade Horton was the next individual recognized. He began his comment by stating he knew Mr. Bivins had been riding for a long time and doesn't know why it is now a problem. He suggested that maybe Mr. Bivins could be charged a little more in order to continue Paratransit service. Mr. Horton was pleased that public comments has been moved up on the agenda. He knows that the Authority is going to have a sign-up sheet or allow people to go online and sign up to speak. The City has more people speaking at their meeting and Mr. Horton doesn't know why MTA would require a Sign-In sheet. He feels that it sends a message that MTA doesn't want citizens to speak. He stated that not everyone has a computer and citizens don't want MTA to make it inconvenient for them.

Clarence Smith was next and stated that he had heard that the City is going to cut the buses out when they run out of money. He depends on the buses for grocery shopping and getting around. He suggested that some of those individuals who have community service hours should be used to clean up the buses. Mr. Smith commented that Macon needs the bus system.

The Financial Report was deferred to a later time in the meeting.

The Chairman then recognized President Ross for a report on the Smart Card and Route Shout projects. The President stated that the Smart Card project has been going on for quite some time and understands that it will be operational at the end of September or first of October. This program will make things a lot easier for riders, just requiring a swipe of their card.

A meeting was held about Route Shout on Monday and it should be ready by the end of September. It will indicate when the buses will arrive at each location and will increase

efficiency. Mr. Clark asked if it would be similar to the Uber App. President Ross responded that it is, and even though a lot of work is involved in the project, it will be well worth it when it is completed.

President Ross then informed the Board that two Sundays ago some buses were vandalized and some windows were shattered. Another incident occurred this past Sunday with three juveniles discharging fire extinguishers into several buses and into two gas tanks after apparently entering the property by jumping over the fence. There is a \$10,000.00 insurance deductible per bus. Security cameras will now be installed. Mr. Clark inquired as to whether it might be more efficient to put barbed wire fencing up around the perimeter of the property. This will be considered.

Ms. Slagle was next recognized for the Financial Report. Ms. Slagle stated that accruals and year end reports are being finalized for FY 2018. The cash balance is significantly less than last year at this time with grants receivables totaling \$896,529.00 compared with \$373,037.00 last year. There are four months of operating requests included in that amount. Paratransit also now owes the Fixed Route \$142,978.00 for new buses. Most other assets are the same. The only change noted in the property and equipment is that of the roofing project which has begun. A total of \$99,333.00 was drawn on the project during May and it is estimated to cost \$150,000.00.

For the current period, Terminal Station is tracking along with the budget and year to date it is approximately \$43,000.00 ahead of last year. Passenger fares were \$10,000.00 below budget, but comparable to last year overall. Salaries are more favorable than last year and insurance also has a large favorable balance. Non-operating revenue is less than last year, but as of the close of the year, the change in net position was a negative \$112,097.00 and year to date amounted to a negative \$1,188,256.00 change. After adding back depreciation, capital expenditures and other adjustments, there was an increase in net capital of \$102,000.00. It was noted that expenses were fairly even throughout the year, and that the money due from Macon-Bibb County for FY 2016 and FY 2017 has now been paid. Total mileage and passengers for Fixed Route year to date is comparable to that of last year.

Paratransit purchased new buses this past year, and the total passengers and trips are consistent with that of the previous year. The Paratransit allocation is distributed between the Fixed Route and Paratransit. Salaries is a little over budget, but vehicle gas and oil are below budget. Going forward, the focus should be on salaries, benefits and office expenses. All expenses across the board are in line with budget and have improved. Hearing no questions,

Sheddric Clark made the motion that the Financial Report be approved. The motion was seconded by Jami Gaudet and approved.

The Chairman then opened the floor for New Business and directed the Board members' attention to the Public Comment Sign-In Sheet contained in their package. It requires the individual desiring to speak to the Board to complete and provide their name, address and phone number. The purpose is to assist MTA with retaining a written record of the individual's issue and will give citizens a chance to address the Board. Upon completion, the sheet will also provide the Board an opportunity to know what they will need to respond to. It also asks for a response to the question of MTA already being contacted about their issue. A motion was then made by Charles Howard to accept it as an official document of the Board. The motion was approved following a second by Sheddric Clark. Ms. Gaudet then asked if it could be placed online for someone to complete, as well as physically completing here at the meeting. The Chairman indicated that such would occur and upon completion, the Sign-In Sheet would be given to Ms. Banks and then provided to the Chairman. The citizens will be called in order to address their issues or concerns.

The Chairman then recognized President Ross for discussion of the Bi-Party Agreement. Mr. Ross stated that the Authority has been owed money each year under the Agreement with the requirement of a 45 day reserve. The contract requires 60 days' notice prior to the end of the fiscal year for either party to terminate the Agreement. The President indicated that he would like to show good faith and if Macon-Bibb asks MTA to amend the contract, we will do it. It requires written confirmation. Mr. Clark inquired as to why we need to address it if Macon-Bibb is not doing it anyway and it does not appear to be an issue. Mr. Ross responded by stating if Macon-Bibb is giving MTA a 45 day reserve, he is pleased to continue to receive that. The Commissioners are in control and just need to send MTA a letter requesting it. This action merely shows the Authority's good faith in its dealing with Macon-Bibb. A motion was then made by Sheddric Clark that the Authority approve a reduction in the required reserves from 45 days to 30 days under the Bi-Party Agreement upon receipt of timely notification by Macon-Bibb County requesting such action in accordance with the terms of the existing Bi-Party Agreement. The motion was seconded by Charles Howard and approved.

The President then informed the Board that he had received notification from the Macon-Bibb Commissioners that they wish to schedule a meeting on August 28 at 1:00 p.m. to discuss transit. Previously, Commissioner Watkins came out to the Broadway Maintenance Facility and

met with MTA staff for 2 ½ hours and is now a strong supporter. MTA is prepared to meet with them at the Broadway Maintenance Facility. If they desire to meet at the Government Center, it would be appropriate for them to provide MTA with a list of items or questions they want answered. Only three commissioners have been to the Broadway Maintenance Facility, that being Commissioners Watkins, Tillman and Schlesinger. Ms. Gaudet noted that it is disturbing that only three of the Commissioners have been to the facility and they need to be informed as to what is taking place. The President will request that the meeting take place at the Broadway Maintenance Facility on August 28 at 12:00 p.m. for lunch, followed by the question and answer session or in the alternative provide a detailed list of all questions they wish to address prior to a meeting at the Government Center.

The President reported that Mayor Reichert has asked him to get a group to attend the August 7 meeting in support of the Authority. Fifty green t-shirts have been ordered to hand out to show our riders' and citizens' support.

The APTA Annual Meeting is scheduled for September 23-26, 2018 in Nashville, Tennessee. The President asked Board members to please contact Ms. Banks and advise her as soon as they could confirm their interest in attending.

The Downtown Challenge Grant is open and MTA is requesting a grant for six 8-12 passenger electric vehicles. On August 8, the President and Dave Golder are scheduled to go to Simpsonville, SC to meet with a dealer of those vehicles. MTA is applying for the grant and in the process of developing a budget for the use of said vehicles in the downtown area. They would run from 11:00 a.m. to 2:00 p.m. and then downtown at night.

The Chairman then opened the floor for Old Business. Hearing none, he then opened the floor for Board Member Comments. None were submitted.

The Chairman informed those in attendance that the Board needed to go into Executive Session. A motion was made by Sheddric Clark for the Board to enter Executive Session at 6:52 p.m. The motion was seconded by Charles Howard and approved.

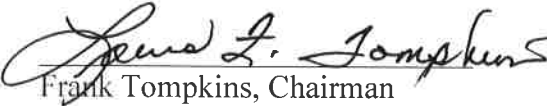
At 7:18 p.m., a motion was made by Sheddric Clark to exit Executive Session and reconvene the meeting. The motion was seconded by Jami Gaudet and approved at 7:18 p.m.

The meeting was then adjourned.

Respectfully submitted,


Sheddrick Clark, Secretary

Approved:


Frank Tompkins, Chairman