

BOARD MEETING MINUTES  
MACON-BIBB COUNTY TRANSIT AUTHORITY

October 31, 2023

The regularly scheduled meeting of the Board of Directors of the Macon-Bibb County Transit Authority was held at 5:30 p.m. on October 31, 2023, in the Morris Cohen conference room on the fourth floor of the Terminal Station at 200 Cherry Street, Macon, Georgia. Those present were:

Chairman: Frank Tompkins

Vice Chair: Lynn Farmer

Members: Charles Murphy, Dave Dickey, Rachel Umana, and Deborah Garcia.

Members Absent: Ken Blair

Also in attendance was President/CEO Craig Ross, Brenda Banks, Executive Assistant, Mark Strozier, Transit Planner, Lee Brown, CFO, Georgia Slagle, CPA for the Authority and F. Bradford Wilson, Jr., attorney for the Authority. A proper Quorum was present.

Also, in attendance were Laura Corley, Jackie Glover, and Wade Horton.

The meeting was called to order by Chairman Tompkins. He shared that Mike Greenwald's mother passed away in California and to please remember him and his family at this time and the conflicts that exist throughout the country. A moment of silent prayer or reflection was observed. The Board's attention was then directed to the agenda for a notation of any changes or additions. A motion was then made by Dave Dickey to approve the agenda as submitted. The motion was seconded by Lynn Farmer and approved.

The Board was then asked to review the Minutes of the September 26 meeting and indicate any changes or additions. The motion of Dave Dickey to approve the Minutes was seconded by Rachel Umana and approved.

The floor was then opened for Public Comments, but none were requested.

Chairman Tompkins then called on Ms. Georgia Slagle for presentation of the Financial Report. She noted that she is still waiting on confirmation from GDOT and the financials have not yet been finalized. The Authority currently has a cash balance of \$1,683,206.00 with Grants Receivables of \$1,740,479.00. Property and equipment increased by \$175,000.00 during the month with six ADA bus shelters being added. Accounts payable currently total \$806,449.00

with a zero balance on the line of credit. The \$145,581.00 deferred grant will be recognized next month. The Net Position totaled \$12,208,662.00 at month end.

Passenger fares totaled \$41,488.00 for September and were slightly ahead of last year. Insurance costs for the month were unfavorable compared to the budget due to a \$53,000.00 claim paid. The change in Net Position for the month was a negative \$267,284.00 but was an improvement over last year's negative change of \$316,193.00. After deductions were made for depreciation the negative change in Net Position was reduced to \$58,852.00.

Paratransit's cash totaled \$10,791.00 increasing the asset total to \$1,697,682.00 for the month. Year to date revenues total \$913,606.00 with the expenses before depreciation at \$422,046.00. Expenses have remained steady since buses are no longer leased. After deducting grants and adding depreciation the year to date change in Net Position totals \$389,756.00. At the conclusion of Ms. Slagel's report a motion was made by Dave Dickey for its approval which occurred following a second by Deborah Garcia.

President Ross was then recognized for presentation of the September Operations Report. There was a total of four buses out of service during the month with an average time loss of 2.6 hours. Fixed Route now has openings for three part-time drivers and Paratransit openings for two full time drivers. On Time performance for Paratransit was 97% for the month. There were four new hires during the month and six terminations/resignations.

There have been 65 events scheduled for 2023 at Terminal Station with a projected income of \$175,670.00 and 29 events already scheduled for 2024 with projected income of \$100,150.00. There were two non-preventable accidents during the month and one preventable accident. Fixed Route passengers increased by 4,426 over September 2022, with a year-to-date increase of 11.72% for the Fixed Route and 1.54% for Paratransit.

The meeting was then opened for New Business by Chairman Tompkins.

- 1. Bus Shelters.** The Authority received a \$400,000.00 grant for bus shelters and \$145,000.00 is still available for use. Ms. Farmer has recently provided the name of a local business man who is willing to provide them at no costs merely requiring that a badge is placed on each of them. Additional facts will be shared once details are confirmed.

2. **6<sup>th</sup> Electric Paratransit Van Has Been Delivered.** The van has been delivered but is having a few mechanical issues.
3. **FY 2022/23 Annual Audit Began on October 23<sup>rd</sup>.** The audit will be completed by December 30.
4. **RFP Out for Driver Simulator .** This will be a good tool to train our drivers.

The Chairman next asked if there were any questions or comments before moving on the next item of business.

The Chairman then opened the floor for OLD BUSINESS

1. **Employment Application as a Result from Television Advertisements.** Advertisements were on Channel 13 and 41. This was the first time the Authority had done this and received 24 applications as a result thereof. Four additional Paratransit drivers have been hired to provide excess coverage.
2. **APTA TRANSform & Expo Conference on October 8-11, 2023 in Orlando, FL.** The conference was well attended by the staff and Board members.

President Ross stated that one item that should be considered in the FY 25 budget is the analyzation of our existing bus routes by an outside resource team. Ms. Farmer inquired as to whether they would provide additional advice on increasing ridership and removing routes that are no longer utilized. President Ross indicated that would be their objective.

The floor was then opened for Board Member comments by the Chairman and he asked CFO Lee Brown to come forward. The Chairman stated that it is important that when a member of our staff does something noteworthy it is important to recognize them and show our appreciation. CFO Brown was invited to speak at the Zero Admissions Bus Conference in California and did an excellent job in making a presentation to the hundreds of administrators in attendance.

The Chairman then noted that our newest Board member Ken Blair had been recognized in Georgia Trend as one of the 40 Under 40 and he will be recognized at the next meeting.

Charles Murphy was then recognized who shared that the package in front of each of the Board Members was a gift from him consisting of a coffee mug and a treat.

The floor was then opened for Public Comments but none were requested. .

A motion was then made to exit the regular session and go into Executive Session by Dave Dickey for a personnel matter. The motion was seconded and unanimously approved at 6:11 p.m.

At 7:45 p.m. a motion was made by Rachel Umana to exit Executive Session and resume regular session. The motion was unanimously approved following a second by Charles Murphy. A motion was then made by Lynn Farmer that President/CEO Ross receive a salary increase of 7% based on his satisfactory performance evaluation in order to place him in the appropriate salary range of his peers. The motion was unanimously approved following a second by Dave Dickey. The meeting was then adjourned.

Respectfully submitted,



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Lee Brown, Secretary

Approved:



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Louis Frank Tompkins, Chairman