

**WINSTON-SALEM TRANSIT AUTHORITY  
BOARD OF DIRECTORS**

**Clark Campbell Transportation Conference Room  
100 W. Fifth Street, Winston-Salem, NC**

**MINUTES**

**THURSDAY, July 30, 2015**

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**PRESENT:**

**Board Members**

Robert Garcia, Chairman  
Keith King, Vice Chairman  
Regina Streed  
Dr. Trae Cotton

**WSTA Staff**

Art Barnes, General Manager  
John Ashford, Assistant General  
Manger  
Verylen Crawford  
Tina Carson-Wilkins  
Tikiha Alston  
Teika Holloway

**OTHERS:**

Toneq McCullough, Transportation  
Director  
Bobby Fitzjohn, City Financial Analyst  
Dewey Williard, City Transport. Finance  
Manager  
Wendy Miller, City Transportation  
Principal Planner

Kenneth Baker, City Transportation  
Project Planner  
Cedric Gill, Information Technologist  
Clair Stone, Transportation Advocate

**ABSENT:**

Ruth Carter  
Dr. Jack Fleer  
Pridgen Amos

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**Meeting Opened: 4:01 pm**

The July 30, 2015 WSTA Board Meeting was called to order by Chairman Robert Garcia.

**Approval of the Minutes:**

Board members were allowed a moment to review the minutes from the May 26, 2015 meeting for approval.



**A motion was made to accept the minutes by Dr. Trae Cotton and seconded by Vice Chairman Keith King. The Board approved the minutes by common consent.**

## **Resolution Approving the Medicaid Contract**

Mr. Art Barnes informed that this is an annual contract with the Department of Social Services (DSS) to provide Medicaid related transportation services. In addition, DSS purchases fixed route transportation passes.

The annual contract is worth \$300,000. There is a \$22.12 per trip rate that is charged for on demand services. In addition DSS purchase one-ride and ten-ride passes at their regular rate; and, thirty-day passes for half price.

Over the past few years the demand for per trip Medicaid services has decreased. This is due to the rising number of ADA passengers.

**On a motion by Regina Streed that was seconded by Keith King, the resolution approving the Medicaid contract was passed.**

## **Resolution Approving Management Contract Modification**

- **Removed from the Agenda**

### **Public Comment:**

- **No Public Comments**

### **Information Items:**

**Invitation for Bid (Rolling Stock)**-Mr. Barnes informed that a Request for Bid (RFB) has been released for 13 fixed route buses and 6 paratransit buses worth approximately \$8 million.

Mr. John Ashford prepared the technical specifications and the legal specifications were prepared by Mr. Barnes. The completed document ended up being about 200 pages. Mr. Barnes expects to receive a minimum of two bids. There are only two domestic bus manufactures in the US; one of them has already requested an extension in terms of the time to provide the buses from the point of award of the contract. The turnaround time is anywhere from 7 months to a year for fixed route buses and anywhere from 4-5 months for paratransit buses.

The cost per fixed route bus is estimated to be around \$610k-\$620k; and, the cost of a hybrid paratransit bus is around \$160k per unit with a gasoline unit costing around \$120k per unit. The last buses purchased by WASTA were provided by Gillig.

Dr. Cotton inquired about the single gasoline fueled paratransit bus being requested. Mr. Barnes explained that the DOT made that decision and the grant was applied for under those conditions. At that time the assumption was that WASTA wishes to continue procuring hybrid vehicles in both fixed route and paratransit areas. The one gasoline

vehicle will be purchased from Flex funds WSTA procured prior to submitting the application. These funds were originally allocated for highway use; but, a portion was rolled over for allocation to be used by transits. Mr. Garcia asked if WSTA could convert the gasoline vehicle to a hybrid. Mr. Barnes informed that the process would take too long; the bus is needed right away. The deadline for the RFB is September 18, 2015.

**Request for Quotes (Terminal Lease)**-Greyhound has a 5-year contract with WSTA to lease space at the Clark Campbell Transportation Center. The contract will end on October 1, 2015; therefore, WSTA is requesting quotes from interested transportation providers. Greyhound did submit a bid in addition to Mega Bus. Quotes will continue to be accepted until mid-September 2015.

**Board Contract Authorization Limit**-Mr. Barnes received an email notification from the City Manager's office stating that the City Manager has implemented an administrative process that will require all contracts exceeding \$300,000 to be approved by the City Council. This will affect Winston-Salem Transit Authority's Board because now all Board approvals will require approval by the City Council as well. With that being said, anything the Board does not approve of will not go forward to get City Council approval.

Chairman Garcia met with the City Manager and was informed of the City Manager's plans to speak with the Board members in regards to this new process.

**Federal Transit Administration (FTA) Procurement Audit**-The FTA conducted a 5 day procurement audit on WSTA. The audit began on Monday; June 22, 2015 and lasted through Friday. Mr. Barnes reported that WSTA was very pleased with the results of the audit. There were some minor issues; but, one of the auditors made the comment that WSTA's procurement process is flawless.

**Bus Stop Study**- WSTA has a consulting team which includes Susan Hatchell of Landscape Architecture, PLLC; FASLA, LEED AP BD+C; Bill Martin, PE-VHB, Consulting Engineers; and, Brian Kubecki, AIA, LEED AP-Walter Robbs Callahan Pierce, Architects.

The consultants analyzed the entire transit system as a whole; with, focus on two existing routes (10 & 13) that will not change with the proposed modifications. The consultants are looking for ways to improve rider experience and perception; as well as, address issues with accessibility, safety, equity, and efficiency.

The consulting team used the results from the study to develop bus stop standard guidelines; prepare preliminary stop locations, preliminary bus stop standard details, and preliminary costs associated with each bus type.

Wendy Miller's presentation and handout about WSTA bus stop improvements included details about the variety of bus stop types, construction drawings, and cost estimates.

**Sears-**Mr. Barnes gave an update on the Sears bus stop contract. He informed that the bus stop issue has been resolved. The bus stop location is being moved from the front of the building to the side of the building. There will be a shelter, landing pad and access ramp added.

**Reasonable Accommodation (ADA)-**Ms. Tikiha Alston educated the Board on what reasonable modifications for persons with disabilities for fixed route and paratransit services are. A Reasonable Modification Request Forms and handouts were distributed.

**Comprehensive Operations Analysis-**Mr. Barnes gave an update on where WSTA stands in regards to the operation analysis. He reminded everyone of 25+ meetings that were held to collect information from the public. This data is currently being compiled and processed to be presented to City Council and WSTA Board.

Mr. Barnes introduced Kenneth Baker to the Board and expressed how pleased everyone is with his work. Mr. Baker and Mrs. Tina Carson-Wilkins are working together to compile the public's input with the resulting modification suggestions.

**Accessible Festival-**2015 marks the 11<sup>th</sup> year WSTA has hosted the Accessible Festival. Mrs. Carson-Wilkins gave a detailed report on the success of this year's annual Accessible Festival which included a vivid visual presentation.

WSTA staff puts in a lot of effort into this festival along with volunteers. Mr. Barnes extended a huge thank you to all involved in making the festival a success.

**Black Theatre Festival-**WSTA has provided transportation for the National Black Theater Festival for the past 6-8 years. In spite of the strain that is put on the fleet, WSTA will dedicate 13 buses to tend to the transportation needs of 18 hotels. The shuttle service will begin on Tuesday; August 4, 2015 and ending on Saturday; August 8, 2015.

The Festival is a major event in the City of Winston-Salem and WSTA is proud to be a part of it.

**Operations Report-**Mr. Barnes went over the end-of-the-year stats. Fixed Route ridership was down by approximately .6%. Preventable vehicle accidents were up compared to last year while the chargeable complaints were down.

Trans-Aid's ridership increased 13% compared to last year this time. Mr. Barnes reiterated the need for more vans and operators. Funds have been secured for the purchase of new vans. Six paratransit operators were recruited from the last training class.

**Marketing Report-** Mrs. Carson-Wilkins distributed the June & July Marketing report. The report outlined WSTA's Try Transit Program; News Releases and Stories regarding

the proposed new bus routes, a paratransit passenger's experience, and the Annual Accessible Festival; Coalition Building; Special Events; Segment Marketing, COA- (Public Hearings/Meetings), and Advertising.

Mr. Barnes shared more about the article regarding the paratransit passenger's experience. The article did not portray WSTA's Trans Aid services in a positive way; However Mr. Barnes was never contacted by the journalist for comments or responses.

Mr. Barnes also stated that more would be done to insure media coverage for the Annual Accessible Festival. Although the festival was well advertised the media failed to come out and cover the hugely successful event.

**The meeting adjourned at 5:12 p.m.**

Transcribed by: Teika Holloway

Aug 13, 2015