

# WINSTON-SALEM TRANSIT AUTHORITY BOARD OF DIRECTORS

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

## MINUTES

THURSDAY, NOVEMBER 17, 2016

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### **PRESENT:**

#### **Board Members**

Robert Garcia, Chairman  
Keith King, Vice Chairman  
Regina Streed  
Dr. Jack Fler  
Dr. Trae Cotton  
Mrs. Ruth Carter

#### **WSTA Staff**

Art Barnes, General Manager  
John M. Ashford, Asst. General Manger  
Verylen Crawford, Operations Director  
Robin Kirby  
Tina Carson-Wilkins  
Tikiha Alston  
Ciatta Williams  
Teika Holloway

### **OTHERS:**

Toneq' McCullough, Transportation  
Director

### **ABSENT:**

Clair Stone, Community Advocate for Transportation Services

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### **Meeting Opened: 3:59 pm**

Chairman Robert Garcia greeted and welcomed everyone to the November 17, 2016 WSTA Board of Directors' Meeting. He stated that the original plan was to not meet this month; however, there are a couple of things that need the Board's attention.

### **Resolution Approving the Minutes for September 29, 2016 Board Meeting**

The Board members were allowed time to review the minutes from the September 29, 2016 board meeting.



**Dr. Jack Fler motioned to approve the minutes. His motion was seconded by Ms. Regina Streed. The minutes from WSTA's September 29, 2016 Board Meeting was approved unanimously.**

Mr. Art Barnes began by apologizing to the Board for assembling during the month of November. He said the Board generally does not meet the months of November and December. Mr. Barnes announced that he will be meeting with WSTA Board members on December 16th and stated that all members have acknowledged the invitation and will be in attendance on the 16<sup>th</sup>. Mr. Barnes looks forward to seeing everyone.

### **Resolution Authorizing a Construction Contract for the Installation of Bus Stop Signs**

This resolution is the reason this meeting was called. As everyone knows, WSTA is reconfiguring its routing structure. One of the many tasks in doing so is to install new bus stop signs, poles, shelters, and etc. The new service begins January 2, 2017. With that being said construction needs to be started right away.

Mr. Barnes pointed out that the lowest bid is \$29,986.90. This amount could have been approved by the City Manager; but, anything over \$30,000 has to be approved by the Board. While looking at the discrepancy between the bids as they came in, Mr. Barnes did not want to take the chance of the low bid being thrown out. The next bid to come in was for \$46,000 which would require approval by the Board.

The procurement department at the City is satisfied with this bid. If you notice the bids range from \$29,000-\$195,000 for the same work; so, it would make one a little uneasy. Mr. Barnes wanted to make sure that everyone was satisfied that the work could be done at the lower bid.

Mrs. Tina Carson-Wilkins displayed the proof for the new bus signs and Mr. Barnes pointed out some differences in the new signs from the old signs. Currently WSTA is putting together a construction contract for shelters. The plan is to start installation the beginning of the year.

WSTA is on schedule with all the tasks listed on the spreadsheet that was distributed to the Board some time ago. The installation of bus stop signs was the last task.

Chairman Garcia asked Mr. Barnes if he was confident that the signs would be up in time. Mr. Barnes responded yes; the purchasing department is confident and he is confident as well.

Dr. Fler asked if the bids received would be made public so that the public will know that the high bid for this project was \$195,000. Mr. Barnes said yes; all of this information is public knowledge. Dr. Fler then asked if WSTA have ever worked with this contractor before. Mr. Barnes replied no; WSTA has not installed bus stop signs to this magnitude ever. In the past signs have been installed occasionally as a matter of maintenance. Dr. Fler asked if the contractor was local. Mr. Barnes said that he believes so. Dr. Fler inquired if Mr. Barnes has seen any of the work done by the contractor. Mr. Barnes has not. Dr. Fler then asked if Mr. Barnes felt good about the contractor's work. Mr. Barnes stated he did not have a choice (smile). Dr. Fler then

asked if it was mandatory to accept the lowest bid. Mr. Barnes said yes as long as it meets the specifications and the contractor has a license.

Ms. Regina Streed asked for the meaning of Bid Bond. Mr. Barnes stated that Bid Bond means the contractor will hold to the cards that they bid. There is a federal requirement for construction contracts exceeding \$100,000 to be Bid Bond. This isn't required with this particular contract. However, it was included in this proposal because Mr. Barnes expected the contract to exceed \$100,000.

Chairman Garcia asked if the signs had been ordered. Mrs. Carson-Wilkins confirmed that the signs have been ordered. Ms. Streed asked if the contract is for installation only and not the signs. Mr. Barnes confirmed that this bid is for installation only.

**Dr. Fleeer made a move to pass this resolution that was seconded by Mrs. Ruth Carter. The resolution was passed by common consent.**

**Public Comment:**

**NONE**

**Information Items**

**Public Meetings**-Mr. Barnes informed that WSTA is currently conducting New Bus Route Informational Meetings for the public. These meetings will be held through December 8th. Basically these meeting are to instruct the riding public on how to navigate the bus system and where the routes will go. Normally these meetings are not well attended until the last one or two are held.

In addition to the public meetings, there are a number of marketing initiatives underway such as print (newspaper), radio, and social media to name a few.

Starting December 12<sup>th</sup> there will be a desk setup downstairs at the transportation Center that will be staffed by employees who will answer questions and assist passengers with getting from point A to point B.

The bus schedules are currently being printed. Most of them are done with exception of 11 routes. Twenty of them have been done.

**Trapeze System Implementation**-Mr. Barnes stated that the Trapeze software needed for the new routes was installed last week and training was given. Everything seems to be working; however, there were a few glitches. There were some instances where the tablets were not charging. For the most part this issue has been resolved and everything is working smoothly. The tablets will provide WSTA with a lot of information

and ease what is now a very labor intensive function. Some of the things to be provided for the Board are solid information regarding on time performance, cancelled trips, missed trips, and things of that nature. In addition, this will remedy an issue revealed in the ADA audit report.

The data will be very dependable and with GPS WSTA can see the location of all vehicles on the street. With GPS the paratransit operators can get directions to their next location for pickup. There is no more writing; the operator will push a button to record arrival time. WSTA will now have the ability to go back in time and see where a vehicle was as a specific time. There are quite a few features that will help WSTA minimize their workload. Messaging is coded in a way that radio traffic will be cleared up.

This is the second week since implementation and things are going well. All of the glitches will be worked out very shortly and WSTA will begin to compile information for the Board the beginning of January 2017.

***Hanes Mall Boarding Location***-This issue has been resolved. Mr. Barnes spoke with representatives of Macy's, JC Penny and Mall Management. He solicited all three at once with hopes that one of them would come through. Mall Management has found a location for WSTA. Macy's is still trying to determine whether or not they want a bus stop at their location. WSTA did offer them an advertising package in exchange for allowing a bus shelter to be placed at their location. The bus shelter will be equipped with the NextBus system which will allow additional advertising.

The location WSTA is presently using is actually close to Macy's and things are going well. Chairman Garcia asked if the shelter will be placed on the Dick's Sporting Goods' side of Macy's. Mr. Barnes responded by saying Macy's sits on the northern side of the mall and the shelter will be placed opposite the store's entrance. Dr. Trae Cotton asked if WSTA was still negotiating with Macy's. Mr. Barnes said yes; they are still deciding what they want to do. With that being said, Dr. Cotton asked if there would be two stops or just the one. Mr. Branes stated that if Macy's said yes to WSTA's offer, this would mean that there would be two stops very close to one another; and, WSTA would then have to decide if they really needed to follow through with this sort of exchange with Macy's.

Mrs. Ruther Carter shared that Macy's should not mind a shelter being placed at their location due to rumors she has heard about them closing some of their stores. She also said that this would be a way for them to maybe increase their business. Mr. Barnes said that the manager of Macy's appears to be very amenable to having a stop there

where the manager of JC Penny is not. Although the manager of Macy's is amenable, authorization would still be required from higher ups in order for this to happen. This process could take some time.

Before adjourning, Chairman Garcia asked if any of the Board members was available to attend the City Council meeting being he was in Texas and could not attend. There were a couple of members that did attend the meeting.

Mrs. Carson-Wilkins extended an invitation to the Board to attend the WSTA United Way Campaign Kick-off luncheon being held on Friday; November 18, 2016. The Campaign Kick-off will be held at the 1060 N. Trade Street location. The event is being catered by Mr. Barbecue and will start at 10 am, ending at 4 pm. Mrs. Carson-Wilkins stated that WSTA would love to have the Board members stop by to say hello to the operators and employees as they make their pledges. So far \$9,800 has been pledged by WSTA employees. Last year WSTA raised \$32,700.

Chairman Garcia reminded everyone of the annual Board member's Christmas gathering at the Piedmont Club.

**The meeting adjourned at 4:21 p.m.**

Transcribed by: Teika Holloway  
December 28, 2016