



WINSTON-SALEM TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

Cark Campbell Transportation Center Training Room
100 W. Fifth Street, Winston-Salem, NC 27101

MINUTES

THURSDAY; January 31, 2019

PRESENT:

Board Members

Robert Garcia, Chairman
Keith King, Vice-Chairman
Jack Fleer
Willie Clark Jr.
Jeanette Lawson-Jackson

WSTA Staff

Donna Woodson, General Manager
John M. Ashford, Asst. General Manger
Robin Kirby, Finance Manager
Tina Carson-Wilkins, PR & Marketing
Tikiha Alston, ADA Coordinator &
Customer Service Manger
Jackie Ijames Settle. Mobility Management
Teika Holloway, Administration Assistant

Others

Toneq' McCullough, DOT Transportation
Director
Brenda King, DOT Finance Manager
Dojer James, WSTA TRAC Member

Meeting Opened: 4:03 pm

The January 31, 2019 Board Meeting was called to order by Chairman Robert Garcia. He welcomed everyone and thanked them for attending.

Chairman Garcia gave a special greeting to Ms. Donna Woodson, the new General Manager. Ms. Woodson shared she is getting acclimated to her role.

Safety Message

Ms. Woodson gave her reason for adding the safety message to the agenda.

Chairman, Garcia's safety message gave light to the importance of not using a cellular phone while driving.



Public Comment (2-minute limit)

None

Resolution Approving the October 25, 2018 WSTA Board Meeting Minutes

A moment was given to look over the minutes from the October 25, 2018 Board Meeting.

Dr. Jack Fleeer made a move to approve the minutes followed by a motion made by Vice-Chairman King. The minutes were passed unanimously.

Resolution to Approve the Transit Rider Advisory Committee (TRAC) to Serve an Additional Role as the Trans-Aid Advisory Committee (TAAC)

Ms. Tikiha Alston gave a presentation telling what the two committees are, their purpose, the current TRAC members, and the selection process for TAAC members.

Ms. Alston also mentioned the TRAC Bylaws and when the meetings are held. Members are allowed to miss up to two excused meetings. She then gave an overview of the TAAC meeting stating it is to be made up of approximately 9-12 members that will meet quarterly to discuss policy recommendations and services targeting paratransit passengers. In addition, Ms. Alston went over the old guidelines for TAAC membership and the proposed new membership guidelines. If authorization is given for TRAC to serve an additional role as the TAAC, three additional members will be needed. Currently there are six TRAC Members.

Vice-Chairman King asked how the additional members would be recruited. Ms. Alston explained applications are typically submitted; however, since new members are being solicited from various agencies, Mrs. Tina Carson-Wilkins and she will reach out to several organizations to try and recruit at least three people willing to participate as members. The candidates would then be interviewed before being appointed to the committee.

Mrs. Jeanette Lawson-Jackson made a motion for the approval of the Transit Rider Advisory Committee (TRAC) to serve an additional role as the Trans-Aid Advisory Committee (TAAC). Her move was seconded by Vice-Chairman King and the resolution was approved.

Election of the WSTA Board Representative and Alternate to serve on the Transportation Advisory Committee (TAC)

During her tenure, Ms. Regina Streed served on the TAC as a representative of the WSTA Board. Ms. Streed resigned from her position on the WSTA Board in November 2018 creating a vacancy on the TAC for WSTA representation.

A document providing facts about the role and responsibilities of the TAC was sent out via email to the Members of the Board prior to the Board Meeting. This document also made a request for WSTA Board representation. The TAC meeting dates and times were provided as well.

Board members were instructed to review the document and to be prepared to act on it at the Board Meeting. Mr. Willie Clark said he would be willing to serve as representative on the TAC on behalf of WSTA. Chairman Garcia agreed to serve as alternate.

Dr. Fleeer made a motion to elect Mr. Willie Clark to represent the WSTA Board and Chairman Garcia to serve as the alternate on the TAC. Vice-Chairman King and Mrs. Lawson-Jackson, simultaneously, seconded his motion. The Resolution approving the elected Board Representative and Alternate was passed.

Information Items (No Board Action):

- I. **Vehicle Purchases**-WSTA purchased five (5) Trans-Aid vans and one (1) support vehicle for Fixed Route.
- II. **Request for Board Members**-Ms. Woodson reported she will make a formal request to the Mayor to request two recommendations to city council for additional members to serve on the WSTA Board of Directors.
- III. **Business 40 Update**-There was a handout provided that contains
- IV. **2018 Board Safety Report**-This report was including in the meeting packet. It was prepared by Mr. Bradly Smith.
- V. **National Black Theater Festival**-Ms. Woodson gave an update on the Black Theater Festival, held biennial in Winston-Salem. WSTA will be providing transportation from designated hotels to the play and back, as done in years past.



Operations Report (Included in the Meeting Packet)

Ms. Woodson gave brief description of the Business 40 Ridership and Annual Ridership Reports.

Business 40 Ridership (Included in the Meeting Packet)-A table giving the ridership for routes 80, 83,85,95,103,104, and 107, in addition to, the mitigation routes 280, 283, 285, 295, 2103, 2104, 2107. It compared ridership for November/December 2017; and, November/December 2018. The mitigation routes went into effect November 2018.

Annual Ridership Report (Included in the Meeting Packet)-A bar graph comparing the 2017 annual ridership with the 2018 annual ridership for each fixed route. The graph also included the mitigation routes although they did not exist in 2017.

Operations Reports (Included in the Meeting Packet)-Reports for Trans-Aid, Fixed Route, and Maintenance covered the months of October, November, and December 2018.

Finance Report (Included in the Meeting Packet)-This report give very detailed information about WSTA's finances.

Marketing Report (Included in the Meeting Packet)-Mrs. Carson-Wilkins gave a verbal recount of the January 2019 Marketing report. Most of WSTA's marketing centered around the Business 40 Mitigation Project.

In addition to reports above, a breakdown was provided to show the types of funding sources for the months of October, November, and December 2018.

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The meeting adjourned at 5:03 p.m.

Transcribed by: Teika Holloway
February 6, 2019