

WINSTON-SALEM TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

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

MINUTES

THURSDAY; June 28, 2018

PRESENT:

Board Members

Robert Garcia, Chairman
Keith King, Vice Chairman
Regina Streed
Jack Fleer
Ruth Carter

WSTA Staff

Art Barnes, General Manager
John M. Ashford, Asst. General Manger
Verylen Crawford, Operations Director
Tina Carson-Wilkins, PR & Marketing
Tikiha Alston, ADA Coordinator &
Customer Service Manger
Teika Holloway, Administration Assistant

Others

Toneq' McClough, DOT Transportation
Director
Morgan Simmons, DOT City Planner
Brenda King, DOT Finance Manager
Sheldon Johnson, Sr. Financial Analyst
Claire Stone, CATs
Bobby Wilson, Public Speaker
Dr. Antwain Goode, Tate Consulting
Andrea Goode, Tate Consulting

Meeting Opened: 4:00 pm

Chairman Robert Garcia welcomed everyone to the June 28, 2018 Board Meeting. He announced that Mrs. Ruth Carter celebrated her 92nd Birthday on June 18, 2018. Everyone wished Mrs. Carter a Happy Birthday.

Resolution Approving the Minutes for the April 26, 2018 Board Meeting

A moment was given to look over the minutes from the April 26, 2018 Board Meeting.

Dr. Jack Fleer moved to approve the minutes followed by a motion from Vice-Chair Keith King. The minutes were passed unanimously.

Before moving further on the agenda, Chairman Garcia stated he wanted to discuss a topic that was brought up regarding the Board Agenda. (There had been previous discussions regarding the order of the Board agenda. Ms. Clair Stone had advocated to have "Public Comment" prior to "Resolutions." in the agenda.) Art Barnes previously told the Board that he would contact the FTA to determine whether there was an FTA mandate regarding the order of the agenda for public meetings.

Chairman Garcia said Mr. Art Barnes found that the decision to have the public comment prior to resolutions was totally up to the Board.

Dr. Fler had previously sent an email to the Board regarding Ms. Stone's recommendation and was encouraged to speak about it by Chairman Garcia. Dr. Fler began by saying it is indicated in the minutes on page two that he asked the Board to consider moving Public Comments before the Resolutions. Having read the Code of Regulations provided by Ms. Claire Stone, there is a substantial number of times when some form of Public Comment is required; and to the best of his knowledge WSTA has fulfilled the requirements.

Dr. Fler went on to say he believes it is in the best interest of the Board to consider this question. He said he suggested earlier to the Chairman that a sub-committee be appointed to look at the pros and cons of obliging this request as well as what other Boards are doing. After doing their due diligence, the sub-committee will present their findings to the entire Board and a recommendation of what should be done. He does not want the topic to be dropped without full consideration.

Chairman Garcia asked if there were any further comments from the Board. Ms. Regina Streed said she would like to clarify that the Code of Regulations appear to be referring to the Public Hearings which are different from the Public Comments. She asks that everyone keeps this in mind as the deliberations continue.

Dr. Fler said he understands the Public Comments segment on the agenda to be an opportunity for the public to give input whether it is related to a resolution or not. After more discussion, Chairman Garcia suggested that a verbal resolution be proposed at the current meeting.

Vice-Chair Keith King made a motion to move Public Comment on the agenda before Resolutions. His move was seconded by Mrs. Ruth Carter. The Resolution to move Public Comment before Resolutions was passed unanimously.

Resolution Approving Medicaid Contracts

This is an annual contract that is brought before the Board yearly. The contracts dictate the terms for the provision of passes and medically-related transportation services. Mr. Art Barnes went over the specifics of what is and is not included in the contract. There were no questions or comments.

Ms. Streed moved to approve the Medicaid contract. Her move was followed by a motion made by Vice-Chair King. The resolution approving the Medicaid contract was passed unanimously.

Resolution Approving a Contract with the Piedmont Triad Regional Council (Area Agency on Aging\Title III)

Title III is another contract that is presented annually. The contract is with the Area Agency on Aging for the provision of transportation for persons over 60 years old. Trans-Aid is designated for an allocation of \$267,748. The term of the contract is July 1, 2018-June 30, 2019.

Chairman Garcia asked how the increase and decrease in allocation is determined. Mr. Barnes said it is determined by a committee. The percentage of dollars is predetermined and designated for agencies. The increase WSTA received was not based on a decision; but, rather a percentage of the amount of money received by the state.

A move to approve the contract with the Piedmont Triad Regional Council was made by Vice-Chairman King and seconded by Mrs. Carter. The resolution was passed unanimously.

Resolution Authorizing a Data Sharing Agreement

This agreement results from a directive from the Federal Department of Transportation and requires Metropolitan Planning Organizations and public transit authorities operating in areas in which the MPO has authority, to define procedures for jointly developing and sharing performance data and targets for tracking as it relates to the common goals. It also requires the collection of data for the State Asset Management Plan.

Ms. Streed made a move to approve the Data Sharing Agreement followed by a motion made by Vice-Chair King. The resolution was passed unanimously.

Resolution Authorizing a Grant Application

The "Bus and Bus Facilities Infrastructure Investment Program" is a competitive funding opportunity announced by the Federal Transit Administration totaling \$366,300,000. These funds are dedicated for buses and facilities. WSTA intends to apply for \$1,500,000 which will require a local share of \$300,000 (20% of the \$1.5 Million). WSTA is requesting permission to proceed with the application.

Chairman Garcia asked who would be writing the grant. Ms. Toneq' McClough stated Morgan Simmons will be writing the grant.

Dr. Jack Fleer made a move to authorize a grant application followed by a motion made by Ms. Streed. The resolution was passed unanimously.

Resolution Authorizing a Security Contract

WSTA received bids in May for the provision of security services for the Transportation Center. So far two bids have been received. The low bid was submitted by North State Security Services (current provider). The annual expense for services is estimated to be \$165,000. WSTA is requesting approval for a one-year contract with three optional one-year extensions.

Chairman Garcia asked Mr. Barnes how he feel about the current security company. Mr. Barnes stated they are better than the last one. He then asked if there were any conversations regarding improvements and concerns. Mr. Barnes said “yes.” He went on to say the reason he is requesting one-year renewals is so they can be used as leverage for performance. The three renewals would be at the same annual expense unless something was negotiated. Chairman Garcia asked if the security included the Administrative Office. Mr. Barnes said the security only covers the Transportation Center.

Dr. Jack Fleer moved to authorize a contract for security services. His move was followed by a motion from Vice-Chair Keith King. The resolution was passed.

Public Comment

There were no Public Comments; however, Ms. Claire Stone thanked the Board for its consideration regarding the order of the agenda. She did not bring a handout of complaints because for the last two months things were excellent.

Information Items

Although it was not listed on the agenda, Mr. Barnes shared a note that he received from former Board Member, Dr. Trae Cotton. He wanted to thank the Board for the parting gift he received. He asked that his gratitude and respect be shared with everyone.

Mr. Barnes inquired about the Board Members receiving their reappointment letters from the Mayor’s Office. For those that did not, Mr. Barnes stated that he has copies. The went on to say that the Mayor’s Office is working diligently to fill board vacancies.

Tate Consulting (Management Transition)-In light of Mr. Barnes's departure in November, he wanted to ensure a smooth transition. Upon recommendation, Tate Consulting was engaged to assist with the transition.

A presentation providing an overview of what Tate Consulting is providing for WSTA was given by Dr. Antwain Goode. He is the Chairman of Tate Consulting.

State Maintenance Assistance Program [(SMAP) added to the agenda]-Mr. Barnes announced there was a reduction in SMAP money. WSTA's funding for the last fiscal year was \$1.4 million. Going into the '18- '19 fiscal year it is going to be \$955,000. This results in a significant cut in operating funds. However, when you take a look at the financials you will see that WSTA is doing very well and this reduction will have less of an impact than what would normally be anticipated.

Computers-New computers are being installed at all three WSTA locations. New servers have been ordered. Basically, they will serve as backup servers to the ones currently being used.

Shelter Project-DOT staff, along with the assistance of WSTA staff is developing a Request for Proposal (RFP) for bus shelters. The initial contract is for 16 shelters and 4 stand-alone benches. Currently, WSTA has a total of thirty shelters and 50 benches in inventory. Mr. Barnes met with the manager of Hanes Mall and he is ready to install two shelters at this location.

Financial Report-After all adjustments were made to reflect guaranteed revenue, WSTA is \$376,000 short in transit operating revenues.

After adjustments to Trans-Aid revenues, there is a surplus of \$353,695. Mr. Barnes stated Medicaid and Trans Aid fares are major contributors to this surplus.

Trans-Aid ridership appears to have flat-lined, giving Trans Aid additional capacity with respect to capacity for Medicaid.

Total operating expenses for Fixed Route are under budget \$1,026,848.00. Operating expenses for Trans Aid are under budget \$154,397.00. The bottom line is WSTA currently has a surplus of approximately \$1,158,356.00. Therefore, WSTA's finances are in pretty good shape in spite of the reduction in SMAP.

Operations Report

Trans Aid-Ridership year-to-date has increased by 1,200 trips. However, compared to last year in May, there is a significant decrease in the number of trips. Preventable accidents are up. Chargeable complaints are down year-to-date.

Fixed Route's-Passenger trips are down about 11% year-to-date. However, there is an increase of 7.6% when compared to this month; last year. Preventable vehicle accidents are up. This is sort of misleading due to the increase in service being provided now as compared to last year. now.

Maintenance's-As noted before, the definitions of road calls has been changed; therefore the year-to-date numbers are not too useful until the year is completely cycled.

Marketing Report-A detailed Marketing Report was included in the meeting packet. The highlights included: Accessible Festival planning, The City of Winston-Salem Walk and Roll, Triad First in Families 2nd Annual Bowling Tournament, and Employee Appreciation Day.

Upcoming campaigns and events include: Legal AID of NC/A Healthy Journey to Address Poverty, Accessible Festival, and the Regional Marketing Meeting.

Mrs. Tina Carson-Wilkins announced that the TRAC committee had been revamped. The members are: Ray Mitchell, Phillip Cohen, Christina Ware, Michael Nelson, Ondra Walker, Dojer James, and Andrea Goode.

The meeting adjourned at 5:16 p.m.

Transcribed by: Teika Holloway

July 5, 2018