

WINSTON-SALEM TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

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

MINUTES

THURSDAY; MARCH 1, 2018

PRESENT:

Board Members

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

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, Admin. Assistant

Others

Toneq' McCullough, Transportation
Director
Sheldon Johnson, Sr. Financial Analyst
Brenda King, DOT Finance Manager
Morgan, Simmons, City Planner

Meeting Opened: 4:05 pm

Chairman Garcia welcomed everyone to the March 1, 2018 Board Meeting.

Resolution Approving the Minutes for the January 25, 2018 Board Meeting

A moment was given to look over the minutes. Dr. Jack Fleer inquired about a couple of things that were discussed during the previous meeting that were noted in the minutes. His inquiries were answered by Mr. Art Barnes. Dr. Fleer's inquiries will be mentioned in detail under the Information Items heading in the Operations Report.

Dr. Jack Fleer made a move to approve the minutes followed by a motion made by Ms. Regina Streed. The minutes were passed unanimously.

Resolution Authorizing Appointments to the Pension Committee

Mr. Barnes stated WSTA has a pension committee with Wells Fargo and Womble Carlyle as the trustee.

The committee is supposed to have no less than three members and no more than five. The committee is now down to two members. This resolution is to appoint: Robin Kirby, Finance Director; and two members from the Transport Workers Union (Local 248); Marvin Artis and Brenda Wright-Appelwhite.

Dr. Flear moved to approve this resolution. His move was followed by a second from Ms. Regina Streed. The resolution was passed unanimously.

Resolution Authorizing the Purchase of Computer Equipment

Mr. Barnes stated that WSTA is at a point where its computer equipment has to be replaced. This is something that has been planned for awhile, therefore the money is in place. This includes the local match from the City of W-S.

Mr. John Ashford shared the bids include servers, monitors, keyboards and computer mice. Mr. Barnes said there is more equipment being purchased that does not have to come before the Board. However, this purchase does require the Board's approval in that it is over \$100,000.

A move to approve the resolution was made by Dr. Flear and seconded by Ms. Regina Streed. The resolution was passed

Public Comment

None

Information Items

Route 100-Mr. Barnes stated that Route 100 started Sunday; February 25, 2018. Mrs. Tina Carson-Wilkins gave an over of the kickoff that was held at Winston Salem State University (WSSU).

Mrs. Carson-Wilkins brought in samples of the bags that were given away at the kickoff.

Operations Report-Mr. Barnes went over the operations reports for Fixed Route and Trans-Aid. Mr. Barnes asked Mr. Ashford to explain any trends and changes with the Maintenance operation report. The three reports were included in the meeting packet.

At the beginning of the meeting Dr. Flear inquired about Ms. Stone's concern there is a discrepancy the total of no shows. Mr. Barnes explained that WSTA lost its Trans-Aid Director and this is the person that entered that number every

week. There is someone else that enters the number now that did not download the correct information. This information was corrected and included in this week's report. Mr. Barnes stated some additional issues have been discovered with respect to the software. Trapeze is used to generate several reports. There is a discrepancy with the number of trips. One report is generating a little over a hundred of trips more than another one. WSTA has asked software maintenance to track down the reason for the discrepancy. Mr. Barnes stated that Ms. Stone has requested a number of things with respect to the trip categories.

Mr. Barnes said WSTA can generate the report; however he doesn't have confidence in the report. The variance of the two reports is about 2%; however, Mr. Barnes said he would rather it be correct. With that being said, WSTA has a conference call scheduled with Trapeze for tomorrow. Trapeze is about the only game in town; so, their response time is not what Mr. Barnes would like for it to be. There is another provider whose reputation is not so good.

Chairman Garcia asked about a figure in the year-to-date column of the Trans-Aid report. Mr. Barnes explained this is not a discrepancy; the 85% increase is due to better tracking.

Dr. Fleer asked if the January 2018 report, included in the meeting packet is also in question Mr. Barnes responded by saying once all the reports are reconciled and matched; WSTA can go back and adjust the numbers. Dr. Fleer asked if it was only the no show numbers that have issues. Mr. Barnes said there was a variance with the trips.

Dr. Fleer commented that Ms. Stone would like to see the numbers reported as a ratio. He went on to say that he believes that this would be more meaningful than the actual number. Dr. Fleer also said this leaves him to wonder about all the other numbers. Why would just that number be wrong? He said he can't do anything about the software; but, if there are questions about the data, maybe WSTA should not report anything.

Financial Report-Mr. Barnes stated that Winston Salem Transit Authority (WSTA) is in a very good position financially; however the bottom line is misleading due the start of new services. He gave some numbers for various fields and explained their significance relative to the bottom line.

Mr. Barnes addressed questions that were asked regarding the Financial Report. In addition to the questions regarding this report, Dr. Fleer asked the Board about accommodating Ms. Stone's request to have public comments come before the items on the agenda to be voted on. He stated she has a very good point and asked why it can't be accommodated. If a person in the public has a comment, whether it is pro, con, or neutral, it seems to him to be reasonable unless there is an issue with the way the Board conducts its business that makes it impossible or undesirable. Chairman Garcia asked if this privilege would be limited to just Ms. Stone. Ms. Toneq' McCullough asked to speak. She explained that this is the same structure used by City Council and by allowing public comments to come before the action items would be opening up all of the Board's decisions for

public review. Mrs. McCullough ended by stating Ms. Stone has every opportunity to express her concerns prior to the meeting because she does receive a packet before the meeting. The decision is ultimately the Boards; however she thinks in doing so, the Board will find that public comments will be heard for every decision it has the make.

Chairman Garcia stated Ms. Stone previously made the comment that it was illegal to have public comment after the action items.

In response to Ms. Stone's request, Dr. Fleer said the Board can respond by saying there are opportunities for public comments prior to decisions being made regarding matters FTA requires; just not at the Board Meetings. He said that he just wanted to make sure it got addressed.

Marketing Report-Mrs. Carson-Wilkins went over the Marketing Report. She added, under Coalition Building, Ms. Tikiha Alston is the chair of Triad First in Families.

For more Marketing details please refer to the report included in the meeting packet.

The meeting adjourned at 5:08 p.m.

Transcribed by: Teika Holloway
March 9, 2018