



FRED FONTANA  
DIRECTOR

P.O. BOX 227, GOLDSBORO, NC 27533-0227

BRENT HEATH  
CHAIRMAN

***Goldsboro-Wayne Transportation Authority  
Governing Board Meeting Minutes  
February 22, 2018***

The Board of Directors of Goldsboro-Wayne Transportation Authority met in regular session at 10:00 a.m. on Thursday, February 22, 2018, at the City of Goldsboro Anteroom, 214 N. Center Street, Goldsboro, North Carolina.

**Members in attendance:** Brent Heath, Chairman, Freeman Hardison, Jr., Vice Chairman, Bob Waller, Secretary/Treasurer, Bill Pate, Shycole Simpson-Carter and Joe Daughtery.

**Members absent:** Antonio Williams.

**Others in attendance:** Don Willis, Fred Fontana, Katrina Reid, Margaret Elliott, and LaShonda Oliver.

**Approval of Meeting Minutes**

Upon motion of Joe Daughtery and seconded by Freeman Hardison, Jr., the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the minutes of the regular meeting of February 1, 2018.

**Introduction of Assistant Executive Director**

Fred Fontana introduced Don Willis, Assistant Director of GWTA. Willis started February 19, 2018. Willis thanked the Board for the opportunity to serve GWTA. He stated that he is excited to be working for GWTA and the staff has made him feel welcome.

**Driver of the Year**

Each quarter, a driver from both the rural side and urban side is selected for the Driver of the Quarter. The votes are compiled and the drivers vote among themselves for the quarterly winner. To be eligible, there are certain performance requirements such as good attendance and no preventable accidents. Drivers are disqualified if they do not meet the requirements. The winners of the quarter are the only drivers eligible for the Driver of the Year. The drivers vote for one of the four winners on both sides. The winners for the Driver of the Quarter get a \$25.00 gift card and certificate. The winners for the Driver of the Year get a \$50 gift card, plaque and their name engraved on the plaque in the transfer center. The rural Driver of the Year is Katrina Reid. Reid has been with GWTA since September, 2014. The urban Driver of the Year is Margaret Elliott. Elliott has been with GWTA for fifteen years and was the driver of the year in 2003 and 2004. The winners are promoted on the Website, flyers in the community, and social media.

### **Wayne County Budget Question**

The previous County Manager, George Wood, wanted the Wayne County to phase out of any budgetary commitment with GWTA. The intent was to be self-sufficient with agency revenues, fare, federal grant and state grants without asking the county for any funds. Wood also had an agreement with Scott Stevens, City Manager, for the County to continue paying its portion of the transfer center rent for ten years.

GWTA is in a good financial position. There is a request from NCDOT to purchase four replacement vehicles next fiscal year. The state and federal government will pay for 90%. The 10% match is approximately \$6,000 per vehicle. Fontana asked if he should request the local match from the county or should GWTA provide the local match. The Board had a discussion on whether the local match provided by the county is a practice or a policy. Fontana stated that he will research to see if there is a written policy on the local match. However, he will prepare the Wayne County Budget as GWTA providing the local match unless a policy is stated otherwise.

### **401K Discussion**

Fontana stated that he has gotten a request from the drivers regarding retirement benefits. He has reviewed the benefits that the county offers. The county matches up to 2% for their employees. The cost for GWTA will be approximately \$7,000 to \$10,000 annually with 50% participation. Joe Daughtery questioned if the drivers would participate because of their pay rate and the 401K plan would only benefit office staff. Daughtery would like to see how the pay rate increased instead. Fontana stated that he is including a 2% pay rate in the budget. Discussion was made on how many employees will be interested in participating in the 401K plan. Brent Heath asked Fontana to add a letter in the employees' next pay check to get an accurate number of how many would participate in the plan.

### **Transportation Advisory Board Appointment**

Chip Crumpler, Assistant County Manager is the new TAB Member. There is a request from Venessia Hill, Community Relations Specialist of Wayne County Eastpointe, to become a member of the TAB. The TAB must consist of a person in the Mental Health industry. Currently, the TAB has a person from Cherry Hospital to fill that spot; however, that person has not been to a TAB meeting in over a year. The Board informed Fred to direct individuals to the Wayne County Website to complete an application to be on the TAB.

### **Director's Report**

#### *Financial*

The rural program is showing a gain of \$6,295.04 for January and the gain for the fiscal year to date is \$126,335.35. The urban program shows a gain of \$466.28 for January and a gain of \$60.40 fiscal year to date. The urban program funds balance out close to zero due to the nature of the grant reimbursements. The ADA trips has increased to 10% this year. Due to the increase, the urban expenses are running slightly higher than budgeted.

**Goldsboro-Wayne Transportation Authority**  
**Governing Board Meeting Minutes**  
**February 22, 2018**  
**Page 3**

Outside agency budgets are being prepared for both the City of Goldsboro and Wayne County. Included in both proposals are a 2% pay increase and the inclusion of a 401K plan. Proposed city request increased from \$250,000 to \$258,000. There are no urban capital items being requested. The proposed county budget remains at \$27,564 per agreement between city and county managers. The rural budget includes purchase of four replacement vans. The local match is \$25,800.

*Computers*

The new computers have been installed by the City of Goldsboro IT department.

*Shelters*

GWTA has received approval from Dillard Academy to place a bus shelter on their property. The City of Goldsboro will install it in March and include a sidewalk from the curb on Elm St. to the shelter. The Maxwell Center shelter will be installed later this spring pending construction schedule of the Farmer's Market.

*Outreach*

GWTA participated in the Senior Health Fair at the Seegar Senior Center on February 2, 2018. Promotional items such as pens, bags, and maps were given to the attendees.

*Training*

ADA and wheelchair securement training was provided for all drivers and staff on February 20, 2018. Freeman Hardison, Jr. asked about the plan for the motorized wheelchair on the vehicles. Fontana stated that GWTA has to comply with the Federal policy. A memo was given to each employee explaining that if a passenger in a wheelchair cannot be easily secured on the vans or the bus, the employee can ask the passenger to transfer to a seat so they can be secured. If the passenger refuses, the employee is to inform the dispatcher to note that the passenger declined in the case of an incident.

**Other Business**

Fontana informed the Board of the interest bearing account at NCCMT. Fontana met with both the City and County Finance department regarding safely investing the funds. Daughtery stated that the County has moved funds to state approved investment funds and asked Fontana to contact Allison Speight, the County Finance Director, to see if it is a better return.

Meeting adjourned at 10:55 a.m.

Submitted by: LaShonda Oliver