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BRENT HEATH  
CHAIRMAN

***Goldsboro-Wayne Transportation Authority  
Transportation Advisory Board Meeting Minutes  
March 15, 2018***

The Transportation Advisory Board of Goldsboro-Wayne Transportation Authority met at 10:30 a.m. on Thursday, March 15, 2018, at the City of Goldsboro Anteroom, 214 N. Center Street, Goldsboro, North Carolina.

**Members in attendance:** Keith Spivey, Vice-Chair, Bob Dively, Secretary/Treasurer, Charles Ivey, Steve Wiggins, Amy Hartley, and Rose Wagner.

**Members absent:** Paula Edwards, Chair, Barbara Aycok, Tiffany Creech, Edward Cromartie, Don Magoon, Shycole Simpson-Carter, Tammy Schrenker, Brenda Dubose, Chip Crumpler, and Luis Guzman.

**Others in attendance:** Fred Fontana, Don Willis, and LaShonda Oliver.

Upon motion of Bob Dively and seconded by Keith Spivey, the Transportation Advisory Board of Goldsboro-Wayne Transportation Authority unanimously approved the minutes of December 21, 2017.

### **New Assistant Director**

Fred Fontana introduced Don Willis, Assistant Director, at GWTA. Fontana stated that Willis will be replacing him as the Executive Director when he retires. Willis stated that he has been in public transportation for 25 years and worked with several transportation groups. He enjoys transportation and is looking forward to working with the agencies.

### **New Member**

Fontana informed the board that Chip Crumpler, Assistant County Manager, will be on the TAB.

### **Mount Olive Service**

NCDOT is offering counties with both urban and rural systems and coordinating counties the opportunity to get operating assistants for service in the rural area of the county. GWTA has submitted a grant request for \$130,000 with a 50% local match (\$65,000 from NCDOT and \$65,000 local match). The GWTA Board has approved to provide the local match from the fund balance for one year. There will be \$100,000 dedicated to a new service in Mt. Olive and the remaining \$30,000 will be used to expand the rural general public service. The Mt. Olive service will be a deviated fixed route. There will be designated bus stops throughout the town of Mt. Olive. The service will begin July 1, 2018, and will operate Monday through Friday. There will be three trips that will connect Mt. Olive and Goldsboro.

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**Trip Planner**

The home page of the GWTA Website includes the trip finder. The trip finder will allow passengers to put in their starting address, time, and destination address to connect to Google Maps for description of the bus route. The map will let the passengers know what routes to take and the nearest bus stop to catch the bus. GWTA, ITRE at NC State, and the County GIS Department collaborated with Google to have this program. There was no cost associated with getting the program.

**Ridership Counts**

QCA rode the buses to perform the annual count on March 5-7, 2018. QCA did counts of how many people got on and off at every bus stop. The data will help us determine what changes need to be made.

**Customer and Agency Satisfaction Surveys**

On April 3-5, 2018, QCA will be performing the annual customer and agency satisfaction surveys. QCA will ride the buses to survey the passengers. In addition, they will make phone calls to passengers that ride the vans. Last year, there were approximately 100 bus passengers and 100 van riders surveyed. The agencies will receive a survey as well.

**TAB Proposed Changes**

Don Willis stated that he participated in two online trainings regarding Transportation Advisory Boards. The TAB has been a longtime requirement of the State Department of Transportation. It is also a Federal requirement that there is a coordinating group meeting such as TAB in local areas that receive federal funding. The webinar covered the roles and responsibilities of the TAB and new expectations. The expectations include having a manual provided to TAB members and new members should have an orientation training that consist of explaining the expectation of membership and By-laws. In addition, there should be an annual retreat conducted for the TAB. The TAB is expected to have members of a rural planning organization and the Office of Emergency Services represented on the board. Willis recommended that the By-laws be reviewed to see if there are any adjustments needed based on the trainings.

**Director's Report**

*Financial*

The rural program is showing a gain of \$6,295.04 for January. 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. Urban program funds balance out close to zero due to the nature of the grant reimbursements.

Outside agency budgets are being prepared for both the City of Goldsboro and Wayne County. The proposed city request increased from \$250,000 to \$258,000. The employees have requested a retirement plan. There has been discussion with the Board of Directors to introduce a 401K plan. If the 401K plan is not an option, GWTA is looking into the 457 plan. The proposed county budget remains at \$27,564 per agreement between city and county manager. The rural budget includes purchase of four replacement vans with a local match of \$25,800.

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*Computers*

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. City of Goldsboro will install in March and include a sidewalk from curb on Elm St. to the shelter. Maxwell Center shelter will be installed later this spring pending construction schedule of the Farmer's Market. A third shelter will be installed in front of Wayne Community College upon delivery.

*Outreach*

GWTA participated in the Senior Health Fair at the Seegar Senior Center on February 2, 2018.

*Training*

Bloodborne pathogen training was provided on January 24, 2018, wheelchair securement training was provided to all drivers and staff on February 20, 2018.

Meeting adjourned at 11:15 a.m.

Submitted by: LaShonda Oliver