



DON WILLIS
DIRECTOR

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BERRY GRAY
ACTING CHAIRMAN

*Goldsboro-Wayne Transportation Authority
Governing Board Meeting Minutes
February 23, 2023*

The Board of Directors of Goldsboro-Wayne Transportation Authority met for a regular session at 10:00 a.m. on Thursday, January 26, 2022, at the City of Goldsboro Mayor's Conference Room, 214 N. Center Street, Goldsboro, North Carolina.

Members in attendance: Berry Gray, Secretary/Treasurer; Octavius Murphy; Robert Dingess; Steve Wiggins (via phone) and Barbara Aycock (via phone)

Members absent: Hiawatha Jones; Gregg Batts

Others in attendance: Don Willis

Call to Order

Secretary and Acting Chair Berry Gray called the meeting to order at 10:01 AM. And welcomed Board members. There was a roll call to assure a quorum was present.

Elections

There was discussion regarding the fact that the Chair and Vice Chair of the Board of Directors had rotated off the Board due to expiring terms, and that the County and City had replaced these representatives in recent actions. An election to fill the vacant seats for the terms ending in July was postponed at the January meeting due to lower attendance. It was discussed that Council Members Batts and Jones had a conflict today due to a mandatory two-day City retreat. Board discussed the need for two sitting Board members to be available to sign GWTA checks to pay bills. The Board Chair and Secretary positions are necessary for this purpose, while the Vice Chair position presides in meetings as Chair when necessary. At this time GWTA only has one sitting Board member who may write checks. Barbara Aycock made a motion that Berry Gray be elected Chair of the Board to complete the term. Robert Dingess seconded the motion which passed unanimously. Chairman Gray led a substantial discussion around the role of Vice Chair. Given there are two new Board members, there was also discussion of Board membership expectations, responsibilities, and the GWTA election process in general. It was agreed by all present that representation of leadership from both City and County was preferable in Board leadership roles. Further that the County now held the role of Chair, and that two sitting members of City Council could not be present due to their obligations with the City. The five present members agreed to postpone the vote for Vice Chair until March when there could be more representation from the City. Chairman Gray led a further discussion around the role of Secretary and signing of checks as a primary oversight function of the Secretary. This position

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was vacated when Chairman Gray was elected to complete the term of Chairman. Director Willis noted that GWTA's bank, Truist, would need to confirm identities prior to anyone being allowed to sign off on GWTA checks. Also Truist would need to confirm that the GWTA Board had officially taken action to place the individual in that role. Director Willis also noted that there was a staff person (Personnel Manager) who also reviewed and signed off on GWTA checks. Two signatures are required, with one from staff and the other an eligible Board member. The Director does not sign checks, as the Director role provides the primary review and approval point to pay invoices and that there needed to be a separation of duties on staff as well as Board oversight. Chairman Gray noted the detailed backup provided for review prior to the signing of checks, and that the process occurred one to two times per month. Also, that GWTA staff worked collaboratively with the Secretary or Chairman to make the process convenient. Chairman Gray called for nominations for Secretary. Robert Dingess nominated Octavius Murphy. Steve Wiggins seconded the motion and the Board unanimously voted in favor. Director Willis stated he would follow up with Mr. Murphy to schedule a meeting with the bank to complete the process.

Approval of Minutes

Chairman Gray requested the Board review and approve the minutes provided. A motion was made by Barbara Aycock to approve the minutes of the meeting of January 26, 2023. Octavius Murphy seconded the motion. The Board provided unanimous approval of the minutes.

Director's Report

Financial

Director reported status of the FY24 budget request to Wayne County, which is due March 24th. Board members discussed and noted that additional coordination and discussion with County staff is needed due to a potentially challenging budget year. GWTA typically requests Wayne County match grant funds for rural services. This includes \$27,564 in match for the rural administrative grant totaling \$288,657. The \$27,564 is the set annual amount requested. Also this includes capital match of \$79,580 for a total capital request of \$795,800 required to replace rural vehicles meeting useful life. Demand to replace vehicles varies from year to year and Wayne County assists when the budget allows. Total local match requested would be \$107,144 for rural service related grants. Once available local funds are determined GWTA will factor this into our annual budget process. Timeline to request funds from Goldsboro for urban bus services has not been provided yet. Request for the last several years has been unchanged, and has been for \$303,000 to match Federal Transit urban grant funds available. In prior years GWTA had been included with non-profit requests to Goldsboro for funding assistance. However, during the process last year City staff determined it was not appropriate to include GWTA in that process, as GWTA is not a non-profit, but rather a public transit authority designated under state general statute and by action of the city and county government units.

Marketing and Public Relations

Director reported bus schedules and service brochures had been updated and will soon be delivered and distributed in the communities. Director noted he had opportunity to present GWTA at the Three Eagles Rotary club at Wayne Community College. Director also reported that the annual customer survey process was underway and offered the proposed survey for feedback from the Board. Good discussion followed regarding the purposes and valuable

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Feedback received from our customers yearly. Mr. Dingess suggested we include a question to determine whether there are language barriers for our riders. Board members supported this suggestion, and Director stated this will be incorporated into the surveys this year. Director noted the process of surveying would offer incentives to increase response levels this year, and also that the process should be completed in Mid-March. This could allow enough time for a report to be presented at the March meeting.

Updates to Plans and Policies

Director reported it was time for the Board to review and update several policies. Policy updates for consideration this month includes: Current ADA Policy and purposes; Complimentary Paratransit; and Reasonable Modifications. Regular staff training efforts were also discussed. Board members received and supported the updates as provided. Over the coming months additional policies and procedures will be brought forward for review.

Outreach and Activities

Director noted he had presented at Three Eagles Rotary Club on February 1st. Also that GWTA Staff supported Senior Health Fair event on February 3, 2023. Director participated in virtual statewide monthly calls with NCDOT/IMD to discuss rural services on February 8th. Director participated in MPO/TCC meeting on February 9th. Director met virtually with County Grant Writer to begin work on two grants on February 10th. Director met with employee Safety Committee on updating the safety plan on February 15th. Director participated in County Manager's meeting on February 16th. Director participated in Mayors Council for Persons with Disabilities meeting on February 16th. Director met with staff from the Health Department to discuss supporting one of their grant opportunities on February 16th. Director met with representatives from SJAFB on February 16th to discuss support for the upcoming Wings Over Wayne Airshow. GWTA provides ADA complementary shuttle services for the community event to assure accessibility.

Training

Operators received refresher training on the Americans with Disabilities Act (ADA) in February.

Meeting adjourned at 10:57 a.m.

Submitted by: Don C. Willis