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BERRY GRAY  
ACTING CHAIRMAN

*Goldsboro-Wayne Transportation Authority  
Governing Board Meeting Minutes  
January 26, 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; Steve Wiggins; Robert Dingess, and Hiawatha Jones (via phone)

**Members absent:** Barbara Aycock, Gregg Batts, Octavius Murphy

**Others in attendance:** Don Willis, & Sara Larson, Wayne County Human Resources Director

**Call to Order**

Secretary Berry Gray called the meeting to order at 10:00 AM. And welcomed Board members. There was a roll call to assure a quorum was present. Steve Wiggins made motion to enter into closed session in order to discuss employee performance. Hiawatha Jones seconded, and the Board voted unanimously to enter closed session at 10:04 AM.

The Board resumed regular session at 10:23 AM.

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 until February when attendance is expected to be better. Hiawatha Jones made a motion that Secretary Berry Gray become Acting Chair with the authority to execute documents as needed, pending the next election. Robert Dingess seconded the motion which passed unanimously.

**Approval of Minutes**

Acting Chairman Gray requested the Board review and approve the minutes provided. It was noted that Mr. Dingess name was misspelled in one place in the minutes. A motion was made by Hiawatha Jones to approve the minutes of the meeting of December 8, 2022 with correction to the spelling. Steve Wiggins seconded the motion. The Board provided unanimous approval of the minutes.

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**Director's Report**

***Financial***

Director reported the NCDOT provided Wayne County with the second disbursement of \$43,378 of ROAP funds on January 18<sup>th</sup>. The first disbursement (\$205,837) of the allocation of \$249,215 in ROAP funds was received on October 31, 2022. EDTAP funds make up \$98,883 of the total ROAP funds. There will be a discussion later in the meeting about allocating EDTAP funds for use by agencies.

Director reported work on the proposed FY24 budget is underway, including a request to Wayne County for matching grant funds for rural services. This request is due to Wayne County on March 24<sup>th</sup> and will be presented to the Board for review and approval at the February meeting. Timeline to request funds from Goldsboro for urban bus services has not been provided yet.

Director reported that he had completed a report for the Local Government Commission regarding our FY22 audit, and that the Acting Chair will also need to sign off on the report.

Director discussed two FTA grant opportunities: Areas of Persistent Poverty, and Low Emission/No Emission funding. After discussion regarding particular ways these funds could be used, and also that the County had acquired a grant writer to be of assistance, the Board supported the Director in pursuing these opportunities further.

**Marketing and Public Relations**

Director reported that schedules, route and service brochures are updated and being printed for the new year. GWTA's first ever calendar was developed and is being distributed now. These have been well received by ridership and the public. Director will present to the local Rotary Club regarding GWTA at their February 1<sup>st</sup> meeting. GWTA is working now with QCA to update and plan for our annual customer survey process. GWTA ran fare free on the Friday and Saturday (12/23 & 12/24) before Christmas. Riders expressed great appreciation to the Board for these services over the holidays.

**Agency Rate Adjustments**

Director noted that the mid-year rate adjustment last January had helped with revenue recovery, and that ridership was improving tremendously for the rural program. One particular agency has been most impacted, the Wayne Opportunity Center (WOC). This program was slow to return ridership, and also has trips which can be grouped together very well. Given the similarity to ability to group senior trips, Director recommends the rate for services to the WOC be reduced from \$20 to \$15 per trip, which is what is paid by the senior program. Board discussed reasons why the method for allocating costs by trip impacted this agency and their use of EDTAP funds. Board asked for the Director to continue to monitor rates to determine if further rate adjustments might be appropriate for other agencies in the future. Board discussed the fact that agency billing for the second quarter of this fiscal year are still pending. Robert Dingess made a motion to adjust the rates billed WOC from \$20 to \$15 per trip effective for billings from the start of the second quarter through the end of the fiscal year. Hiawatha Jones seconded the motion, which passed unanimously.

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**Agency EDTAP Funds for FY23**

Director reported GWTA received the annual requests from agencies to use eligible EDTAP funds to pay for elderly and disabled trips. The NCDOT allocates funds to Wayne County, and GWTA has traditionally allowed approved agencies to tap into these funds to cover the costs of some of their agency trips. Requests to GWTA for funding has exceeded the funds available. Requests for funding was \$160,000 with the WOC requesting \$120,000 and the Senior Center requesting \$40,000. Available funds are \$98,883. Director proposed Board approval of reasonable funding levels based on amounts actually available, with WOC to be allocated \$72,000 and the Senior Center allocated \$21,000. Remaining funds would be held by GWTA to serve eligible trips not funded through these two programs. It was also noted that GWTA holds these funds and that GWTA works with agencies before the end of the year to shift funds and assure funds are fully used. Steve Wiggins made a motion that the Board approve the WOC to be allocated \$72,000 and the Senior Center to be allocated \$21,000. Robert Dingess seconded the motion, which passed unanimously.

**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: Title VI program and the Public Transportation Agency Safety Plan (PTASP). Updates to the title VI Plan included the newest available census data. Updates to the PTASP are necessary as a result of the recently approved infrastructure bill which requires agencies with ASPs to be more clear in how employees are engaged in the process. Over the coming months additional policies and procedures will be brought forward for review. Steve Wiggins made a motion to approve the updated Title VI Plan. Robert Dingess seconded the motion which passed unanimously. Robert Dingess made a motion to approve the PTASP noting the need for an edit to the table of contents page. Steve Wiggins seconded the motion, which passed unanimously.

***Outreach and Activities***

Director participated in virtual statewide monthly calls with NCDOT/IMD to discuss rural services on December 14<sup>th</sup> and January 11<sup>th</sup>. Director participated in FTA virtual training on December 20<sup>th</sup>. Director met virtually with representatives from ModivCare on January 5<sup>th</sup> to discuss issues with their web portal. Director met virtually with Wayne County grants writer on January 9<sup>th</sup> to discuss several emerging grant opportunities and needs at the GWTA. GWTA staff participated in NCDOT grants training on January 12<sup>th</sup>. Director participated in the North Carolina Public Transportation Association (NCPTA) quarterly board of directors meeting on January 13<sup>th</sup>. Director participated in FTA virtual training for GWTA's upcoming Triennial Review on January 17<sup>th</sup> through 19<sup>th</sup>. Director participated in quarterly TAB meeting on January 19<sup>th</sup>

***Training***

Operators received training on Blood Borne Pathogens in January.

Meeting adjourned at 11:21 a.m.

Submitted by: Don C. Willis