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BRENT HEATH  
CHAIRMAN

***Goldsboro-Wayne Transportation Authority  
Governing Board Meeting Minutes  
April 26, 2018***

The Board of Directors of Goldsboro-Wayne Transportation Authority met in regular session at 10:00 a.m. on Thursday, March 29, 2018, at the City of Goldsboro Anteroom, 214 N. Center Street, Goldsboro, North Carolina.

**Members in attendance:** Brent Heath, Chairman (via phone), Freeman Hardison, Jr., Vice Chairman, Shycole Simpson-Carter and Joe Daughtery (via phone).

**Members absent:** Bob Waller, Secretary/Treasurer, Bill Pate, and Antonio Williams.

**Others in attendance:** Don Willis, Fred Fontana, Chip Crumpler, Borden Parker, and LaShonda Oliver.

**401K Discussion**

Don Willis informed the Board that Neil Benton and Meredith Barber met with staff and presented the retirement plan offered by BB&T. They indicated that GWTA may not be able to participate in their plan because it is a government entity. If it is in the State's system, it can only use the State's 401k. Willis followed up with Diane Swindell, and Mary Conti of Prudential and they believe that the 457 plan is the best option. The 457 plan was created for employees that are part-time, temporary, and full-time to give them a pension plan option if they are not able to participate in the 401k plan. The cost is \$31.00 a year per employee or \$7.50 per quarter. The cost will come out of the employee's account and there are some requirements that GWTA have to follow. They indicated that they can have us in the plan within three weeks of executing some documents. Willis stated that it would cost \$5,000 at BB&T. Fred Fontana stated to make it something that the employees will want to participate in, there will not need to be a match from the employees. GWTA can put in up to 3% of the employee's salary, then they can match it depending on their age. If they are under the age of 50 it can go up to \$18,000 and over 50 its \$20,000. The employees do not have to put in anything; however, GWTA can require them to be employed by GWTA for more than one year before you can participate. As of now, they don't have any retirement plan other than social security. Most government agencies have a state retirement plan, state local government retirement plan or 401k plan.

## **Safety Security Plan Update**

NCDOT requires that GWTA maintain and update the Safety System Plan annually. The first general section and the training calendar have been updated. Board approval of the update and Chairman's signature are required. Board approved SSP Update.

## **Director's Report**

### *Financial*

The rural program is showing a gain of \$5,064.45 and the gain for the fiscal year to date is \$155,512.90. The urban program shows a gain of \$509.98 for March and a gain of \$51.17 fiscal year to date. GWTA is waiting on the federal allocation. It is still anticipated that NCDOT will provide our federal allocation amount during the month of April or early May.

### *Customer Satisfaction Surveys*

QCA will report the results of the passenger and agency surveys at the May Board meeting. GWTA has received positive feedback from both groups surveyed.

### *Wayne Community College*

Wayne Community College has begun issuing bus tickets to students to allow them to ride for free from campus to home or work. These tickets are being collected daily. At the end of the month, WCC will be invoiced for each ticket at a rate of \$1.00 per ticket.

### *Mount Olive*

GWTA will be participating in the Mt. Olive Pickle Festival. A van will be showcased. Flyers and maps on the Mount Olive Connector and Collector deviated route will be passed out. The route has been designed and will primarily follow a path starting at Wal-Mart and proceeding around Breazeale Ave. and Church St. There will be three trips per day between Mt. Olive and Goldsboro. Flyers will also be included in the May and June utility bill sent by the Town of Mount Olive. Fontana is making a presentation to the Mt. Olive Town Council on May 7. Bus stop signs have been delivered and will be installed by the Town of Mount Olive in June.

Service will be free during the first week in July. The Wayne County Board of Commissioners approved the recommended regular fare structure at their April 3<sup>rd</sup> meeting.

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*Driver of the Quarter*

Thelma Allen was recognized as the van driver of the first quarter of 2018. Bertha Darden received the bus driver of the quarter award.

*Outreach*

The Director, Assistant Director, and Operations Manager attended the NC Public Transportation annual conference in Wilmington and discussed the new Mount Olive service.

*Training*

The Assistant Director attended Avoiding Litigation class taught by Wayne County Human Resources Director. First aid training was provided for all employees on April 17, 2018.

**Procurement Policy Update**

One finding of the proficiency review by NCDOT requires the GWTA Procurement Policy be amended. The Procurement Policy was changed to include updated federal and state list of banned bidders' websites.

Upon motion of Joe Daughtery and seconded by Shycole Simpson-Carter, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved to accept the proposed changes to the Procurement Policy.

**Schedule FTA Grant Application Public Hearing**

Upon motion of Joe Daughtery and seconded by Shycole Simpson-Carter, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved to set a public hearing on the FTA grant application for May 31, 2018, or June 21, 2018 dependent upon when the Federal releases the federal FY18 apportionment.

Meeting adjourned at 10:40 a.m.

Submitted by: LaShonda Oliver