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DIRECTOR

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BERRY GRAY
CHAIRMAN

***Goldsboro-Wayne Transportation Authority
Governing Board Meeting Minutes
September 28, 2023***

The Board of Directors of Goldsboro-Wayne Transportation Authority met for a regular session at 10:00 a.m. on Thursday, September 28, 2023, at the City of Anteroom, 214 N. Center Street, Goldsboro, North Carolina.

Members in attendance: Berry Gray, Chairman; Hiawatha Jones, Vice Chairman; Octavius Murphy, Secretary/Treasurer; Barbara Aycock, Steve Wiggins (by phone); and Robert Dingess (by phone)

Members absent: Gregg Batts

Others in attendance: Don C. Willis, Sandee Launch

Call to Order

Chairman Berry Gray called the meeting to order at 10:02 AM and welcomed Board members. There was a roll call to assure a quorum was present.

Approval of Minutes

Chairman Berry Gray requested the Board review and approve the minutes provided. A motion was made by Octavius Murphy to approve the minutes of the meeting of August 24, 2023. Barbara Aycock seconded the motion. The Board provided unanimous approval of the minutes.

Public Hearing for the FY25 CTP Grant Application

Chairman Gray opened the public hearing at 10:05AM noting the timeline to submit request for annual funds to the NCDOT. Director offered comments regarding the application. This year the administrative amount requested is \$303,089 with a 15% local match of \$45,463. The cap on the available funding amount from the state increased, and GWTA is seeking the additional funds to cover eligible expenses that have not been funded in the past. In addition, GWTA is again applying for \$130,000 from the Rural State Operating (RSO) grant, which requires a 50% local match of \$65,000. These funds are used for the Mount Olive Connector and Circulator as well as additional rural trips in Wayne County. Two vans have reached useful life and are now eligible to be requested for replacement in this grant, as well as the radio system. The total capital amount requested is \$331,000 with a 10% local match of \$33,100. The total funding request for the FY25 CTP Application is \$764,089 with total local match of \$143,563. Willis stated GWTA works with the County each year as part of their budget process to determine how much local matching assistance is available. Willis noted there are public comment forms that the public may fill out demonstrating their attendance and asked if there was anyone from the public who wished to provide feedback and comments on the application before the Board takes actions. No comments were received, and the public hearing closed at 10:09AM. Board further discussed the purposes for these grant funds. Barbara Aycock asked for clarification regarding the local match,

Goldsboro-Wayne Transportation Authority
Governing Board Meeting Minutes
September 28, 2023
Page 2

and Willis confirmed that GWTA nexts requests the County to consider the local match needs for this rural grant as part of their upcoming FY25 budget process. A motion was made by Steve Wiggins to approve the application and for the Chairman, Secretary, and Executive Director to execute the Authorizing Resolution and approve documents necessary to submit the FY25 CTP program application to the NCDOT. Barbara Aycock seconded the motion, which passed unanimously.

Marketing Annual Plan Proposed

Sandee Launch represented QCA (Quest Corporation of America) and made a PowerPoint presentation to the Board regarding plans for Marketing and Public Relations activities in the coming year. Passed accomplishments were reviewed, such as GWTA being the transit system of the year in North Carolina, with an intent to build upon those successes. An update to the GWTA website is planned to freshen up and make it more modern. New graphics will be produced for use on buses, bus stop signs and other GWTA documents. Ideas about how to celebrate GWTA's 25th anniversary will be developed. New promotional items will be developed, including a new calendar for 2025, as ways to bring community attention and awareness to the GWTA. The newly created animated character "Seymour the Bus" will begin to be used in various contexts to help get the word out about GWTA and how to use the services available. Additional amenities will be reviewed and proposed for use, such as the integrated bus stop and seats which improve seating for the public while waiting for a bus. Launch concluded her presentation with appreciation for the ongoing partnership with GWTA.

Octavius Murphy asked who owned the GWTA website, and Sandee Launch explained GWTA did, and that QCA managed it on our behalf. Also that should there be a different vendor than QCA in the future the website remained with GWTA. Berry Gray asked about the timeline to update the website. Sandee Launch noted that discussions with staff targeted the early part of next year to have it ready.

Berry Gray asked for an update on the planned outreach to Mount Olive. Launch and Willis discussed progress to date. Octavius Murphy stated Lynn Williams is a good contact to coordinate with the Mount Olive Pickle Plant. Rob Dingess mentioned the library as a good location to hold an event. It was also noted that the Mount Olive Chamber of Commerce is a good contact to promote the event. Willis committed to provide additional materials and a proposed timeline for the outreach at the next meeting.

Director's Report

Director reported timely submission of ROAP and SMAP applications totaling approximately \$460,000 for GWTA in FY24. Agency use of the EDTAP portion of the ROAP funds was discussed, and that the Board would be asked to approve recommendations at a future meeting for use of those funds.

During the discussion on Marketing and Public Relations, Director noted that QCA is entering into the fifth and final year of their contract, and that an RFP process would need to be completed this year. Director facilitates but does not vote on the successful vendor. The review panel would be determined by the GWTA Board and in the past included representatives from the Board, from Goldsboro, and also from Wayne County agencies the GWTA serves.

**Goldsboro-Wayne Transportation Authority
Governing Board Meeting Minutes
September 28, 2023
Page 3**

Director noted that staff continues working on year end close out and preparation of documents needed for our annual single audit. GWTA completed the federal triennial review process with an exit interview occurring on Wednesday September 27th with the consultant and with staff from FTA. GWTA was informed there will be “no findings” as a result of the three-year review, with a letter forthcoming. Director reports this is the second consecutive time that GWTA has achieved a “no findings” result for an FTA Triennial review and expressed great pride in current and past team members who made this excellent result possible.

Training

Director noted that GWTA employees received Defensive Driving and Pedestrian Safety refresher training at the September meeting. Also, GWTA staff recently received passenger safety and sensitivity (PASS) training through a program offered by the NCDOT.

Other Items

Director noted the need to update the Procurement Policy to satisfy compliance with FTA rules and regulations. Specific new language was added to address: 1) Not using federal funds for the purchase of certain telecommunications and video surveillance equipment, and 2) Inclusion of new language from the FTA Master Agreement to address distracted driving and to include no texting while driving. Hiawatha Jones made a motion to approve the updates to the procurement policy as discussed. Octavius Murphy seconded the motion, which passed unanimously.

Chairman Gray asked if there was any further business. Hearing no further business, Chairman Berry Gray asked for a motion to adjourn. Barbara Aycock made a motion to adjourn and Octavius Murphy seconded. With all in favor, Chairman Gray adjourned the meeting at 10:40am.

Submitted by: Don C. Willis