



FRED FONTANA
DIRECTOR

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GENE AYCOCK
CHAIRMAN

***Goldsboro/Wayne Transportation Authority
Governing Board Meeting Minutes
March 5, 2015***

The Board of Directors of Goldsboro/Wayne Transportation Authority met in regular session at 11:00 a.m. on Thursday, March 5, 2015, at the City of Goldsboro Anteroom, 214 N. Center Street, Goldsboro, North Carolina.

Members in attendance: Gene Aycock, Chairman, Joe Gurley, Vice-Chairman, Brent Heath, Secretary/Treasurer, Don Chatman, and Jerry Grimes.

Members absent: Joe Daughtery and William Goodman.

Others in attendance: Fred Fontana, LaShonda Oliver, Borden Parker, Scott Stevens, Danna Layne, Paul Nunn, and Ethan Smith.

Upon motion of Don Chatman and seconded by Brent Heath, the Board of Directors of Goldsboro/Wayne Transportation Authority unanimously approved the minutes of the regular meeting of January 29, 2015.

Audit Presentation by Nunn, Brashear & Uzzell, P.A.

Paul Nunn and Danna Layne of Nunn, Brashear & Uzzell, P.A., presented the annual financial audit for fiscal year 2013-2014. Paul Nunn gave an overview of the audit results which included no change in accounting policies, accounting estimates, and journal entries. Nunn stated that there was not any disagreements with management, no difficulties in performing the audit, and received full cooperation from all of GWTA personnel. There were some significant deficiencies that included the segregation of duties. This is a deficiency every year. There were no compliance issues. Danna Layne stated that every year they record the segregation of duties because GWTA has a very small accounting staff. Layne reviewed the financial statements which included the schedule of revenues and expenditures. Additionally, Layne gave recommendations and explained the follow up to last year audit.

Upon motion of Brent Heath and seconded by Jerry Grimes, the Board of Directors of Goldsboro/Wayne Transportation Authority unanimously approved to accept the fiscal year 2013-2014 audit.

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Approval of Bus Purchase

Fred Fontana stated that the grant had been approved for one large bus and one small bus being less than 30ft. Fontana stated that he has seen prices to purchase 27ft bus. GWTA can purchase two 27ft buses for the same amount of one 30ft bus. The bid process had started for one 27ft bus. The bid was for one 27ft bus because only one was approved by FTA. A budget amendment has been submitted so that we can purchase three smaller buses. The advertisement was sent on January 16, 2015, for the local newspaper, state purchasing website, city website, and county website. The bid opening was on February 13, 2015. The bid included the purchase of one bus with the option to purchase up to three buses. Fontana stated that there was one bid submitted for \$103,149. In order to comply with federal requirements for a single bid, he requested that the vendor, National Bus Sales, submit two or three other similar bids that they applied for as well as provide the cost of those bids to prove that it is a fair price. Fontana stated that the paint scheme is not included in the price because of the rebranding and the new logo; therefore, the price of the bus will go up. Fontana informed the Board that FTA notified him that the budget revision has been approved and all three vehicles can be purchased.

Upon motion of Don Chatman and seconded by Jerry Grimes, the Board of Directors of Goldsboro/Wayne Transportation Authority unanimously approved to accept the bid submitted by National Bus Sales and Leasing, Inc., for the three buses.

Fontana informed the Board that NCDOT has approved the 10% match for the bus purchases. However, the Board has to approve a resolution before NCDOT can release the contract.

Upon motion of Jerry Grimes and seconded by Don Chatman, the Board of Directors of Goldsboro/Wayne Transportation Authority unanimously approved the adoption of the resolution to enter in agreement with NCDOT.

Director's Report

Financial

Fred Fontana gave a summary of the financial profit and loss statements of the rural and urban systems. The urban system is projected to breakeven at the end of the fiscal year upon receipt of the state SMAP funds. The rural system is projected to have a deficit of nearly \$70,000 for the fiscal year ending June 30. There was a meeting with the County Manager, City manager, and Finance Departments. Currently, it is anticipated that the rural program will need about \$33,000 from the fund balance. The County has agreed to make up the remaining deficit. An amended budget ordinance will be prepared for Board approval of the fund balance.

At the recommendation of the auditor, the salary and wages line item has been split to separate the drivers and office staff and to track overtime for each category. Also, vacation, sick, and holiday pay has been separated.

Tablets on vans

The tablets have been received and installed. The drivers and office staff were trained by CTS Software during the week of February 16, 2015. They have started using the system on February 18, 2015. The drivers like using the tablets. The system has helped to make the operation easier on the dispatcher and customer service has improved.

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Pay plan

Fontana reviewed the proposed pay plan. Fontana explained that the urban drivers start at a higher rate than the rural drivers due to the required higher level on the CDL. Urban drivers must have knowledge of air brakes and be able to maneuver a larger vehicle. An Assistant Director position was added for future reference; however, it will not be in the budget next year. The pay plan gives a salary range of each position. Gene Aycock stated that he would like to change the wording in the sentences that states approved by the GWTA Board Chair. It should state approved by the Board. Discussion was made on the wording of the sentences.

Upon motion of Don Chatman and seconded by Jerry Grimes, the Board of Directors of Goldsboro/Wayne Transportation Authority unanimously approved the pay plan as written with the removal of the word Chair. Any hire above midpoint must be approved by the GWTA Board; and, any pay above maximum must be approved by the GWTA Board.

Outreach

Fontana stated the he spoke at the Golden K Kiwanis on February 3, 2015, to discuss GWTA and the rebranding project. He participated in the Mayor's Committee for Individuals with Disabilities meeting on February 19, 2015. GWTA will be participating at the Senior Center Health Fair on March 6, 2015. There will be a table, display, and marketing materials to give out.

Training

The drivers received sexual harassment training on March 3, 2015. All other employees will also receive training.

Smaller buses

The Goldsboro TCC and TAC met on February 12, 2015 to amend the MTIP to include the purchase of three 27ft buses instead of one 30ft and one less than 30ft buses. The NCDOT STIP is scheduled to be amended at the Board of Transportation meeting on March 5, 2015. The FTA grant budget amendment process has begun and should be approved after NCDOT Board action. At that time two additional 27ft buses may be ordered.

Rebranding

Fontana presented the new GWTA logo and sample website image. The rebranding activities will continue to use the Goldsboro-Wayne Transportation Authority name but are making more use of GWTA as the primary casual name instead of Gateway. Gateway appears in the tagline to provide for continuity but may be phased out over time. The website is being developed and the content is being prepared by the consultant. Fontana explained that the Board will need to approve a social media policy. The County and City has a policy for their employees. GWTA needs guidelines in place. Fontana stated that they will be getting ridership counts at every bus stop in order to redesign the bus routes with the new transfer center. The rebranding group will meet again on March 13, 2015.

Transfer Center Update

Progress continues to be made on the transfer center construction. Fontana will be meeting with the contractor and the city staff on projects. He will be getting quotes on moving the equipments and furniture from the current location. The city information technology staff is helping to make sure that there are proper radio, internet, and telephone connections. Completion date remains at late August.

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TAB Bylaws

After consultation with Borden Parker, it appears that the TAB already has the ability to amend the current bylaws. An amendment will be presented to them at the March TAB meeting. Afterwards, the GWTA board will need to make new appointments.

Other Business

NCDOT is requesting that the Job Access and Reverse Commute (JARC) grant funds be released back to the State. The grant is approved; however, it was written to only run a fixed route service between Goldsboro and Mt. Olive. It was for \$180,000 with a match from the rural general public funds from the County. GWTA will not be able to run this service. This would have used most of the rural general public funds for the one route.

Upon motion of Brent Heath and seconded by Jerry Grimes, the Board of Directors of Goldsboro/Wayne Transportation Authority unanimously approved to return the Job Access and Reverse Commute (JARC) program funds of \$180,000 to the State.

Meeting adjourned at 12:00 a.m.

Submitted by: LaShonda Oliver