



Western Piedmont Regional Transit Authority

MINUTES OF REGULAR BOARD MEETING

Western Piedmont Regional Transit Authority (WPRTA) Board of Directors

Time and Place: 10:00 a.m. on Thursday, October 20, 2011

Location: Greenway Conference Room, 1515 4th ST. SW, Conover, NC 28613

Attendees: Donald Duncan, Todd Clark, Bryan Steen, and Stan Kiser.

Others: Ed Clifford, Suzette Bradshaw, Camille Sterling, Olivia Greenhill, Scott Young, Sandy Lewis, Gracie Fullwood, Brian Pearson, Dan Michaud, Erin Todd, John Marshall, and Terry Taylor (Authority Attorney).

1. **Call to Order** – Mr. Duncan, Vice-Chairman called the meeting to order at 10:06 AM and welcomed all in attendance.

Items for Individual Consideration

2. **Employee of the Month** – Ms. Greenhill informed the Board members present on the new process for naming the Employee of the month. Employees will be nominated by their fellow employees rather than selected by management. Ms. Greenhill introduced Sandy Lewis, Paratransit Manager. Ms. Lewis read aloud the nomination submitted for Gracie Fullwood as the Employee of the Month for October. Ms. Fullwood received a pin from Mr. Steen in recognition of being named the October Employee of the Month.

3. **Executive Director's Report** – Mr. Clifford

- a. ROAP Funding Reductions and Service Impacts
 - i. (NCDOT) Rural Operating Assistance Program funding allocation reduced by 20% for FY12.
 - ii. Impacts van service levels and availability of matching funds.
 - iii. During FY12 will work with counties to control cost and backfill for match with contract revenues and reserves if necessary.
 - iv. As part of FY 2013 WPRTA budget process will develop additional administrative controls to assist with service level reductions and changes to the member match.
- b. Burke County Voucher Program
 - i. County has offered a gas voucher as part of its Medicaid transportation program.
 - ii. Effective January 1, 2012 vouchers will only be issued on an emergency basis for children in foster care and last minute medical appointments.
- c. Promotional Service Update

<u>Event</u>	<u>FY2012 Ridership</u>	<u>FY2011 Ridership</u>
Car Free Day (9/22/2011)	842	653
Oktoberfest (10/7/2011)	424	500
Apple Festival (10/14/2011)	164	106

4. **Warlong Lease Update** – Mr. Clifford updated the Board members present on the status of the Draft Lease. The 30 year lease has a monthly rate of \$4,125 and is less than the

current lease. The Warlong lease is a full service lease which includes all utilities and parking. Increases will be tied to CPI. An outside architect submitted an estimate on the upfit costs of \$407,000; this includes a 15% contingency. There was a consensus of the Board members present to allow staff to submit the draft lease to the FTA for review.

- 5. Monthly Financial Report** – Ms. Bradshaw introduced Dan Michaud to the Board as the new Finance Specialist. Mr. Michaud has 25 years of finance and accounting experience, five years with Burke County. He lives in Morganton with his wife, they have 2 grown children. She also introduced the Board to Brian Pearson, Greenways new Financial Services Manager. Mr. Pearson has 24 years of business management experience, including Executive Director of the Smart Start Program in Caldwell County. He will be working closely with Ms. Bradshaw on the efficiency and effectiveness of the funding provided by various Federal and State grants. Mr. Pearson will also be Ms. Bradshaw's backup as needed. Ms. Bradshaw gave a review of the Operating Income/Expense September 2011 and FY 2012 YTD Actual to Budget as well as September 2010 and FY2011 YTD Actual to September 2011 and FY2012 Actual. Ms. Bradshaw also informed the Board that with Miriam Perry retiring from the PTD-NCDOT at the end of this year she is working with her prior to her departure on a reversal on the loss of \$50,000 in ARRA funding for preventative maintenance that could be used this year.

AGENDA ITEMS FOR REVIEW, CONSIDERATION AND POSSIBLE ACTION:

- 6. Consent Agenda** – Mr. Duncan announced consideration of consent items and asked if a Board member or member of the general public wished to remove an item for discussion. As there were no items removed for discussion, Mr. Duncan asked for a motion to approve the consent agenda. A motion to approve as presented was made by Mr. Clark; the motion was seconded by Mr. Steen and approved by a unanimous vote.
- a. Approval of September 15, 2011 Board Meeting Minutes
 - b. Resolution for State Matching Funds for 5307 Grant NC 90-X480
 - c. Resolution for State Matching Funds for 5307 Grant NC 90-X485
 - d. Amendment to Truck Fleet Painting Center Inc. Contract
 - e. Amendment to Contract with Bear & Co. Lighting Signs and Design
 - f. Contract for Bus Shelter Installation Oversight with Western Piedmont Council of Governments.
- 7. Discussion of Items Removed from the Consent Agenda** – There were no items removed from the consent agenda at this time.
- 8. Public Comment** – There was no one present for public comment.
- 9. Other Business** – There was no other business at this time. Mr. Clifford asked that Mr. Clark and Ms. Taylor please stay to sign some documents. The next Board meeting is scheduled for Thursday, November 17, 2011 at 10:00 AM.
- 10. Adjournment** – At 10:55 AM Mr. Duncan adjourned the meeting.

Respectfully Submitted,

Todd Clark, Secretary

John Tippet, Clerk