Meeting Agenda

Piedmont Authority for Regional Transportation
Board of Trustees

January 15, 2020
8:30 AM

107 Arrow Road
Greensboro, NC 27409
## Agenda Items
January 15, 2020

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**Meeting Date:** January 15, 2020  

**Action Requested:**

**Oath of Office for incoming PART Board of Trustee Member**

**Summary of Information:**

Mr. Michael A. Holmes has been appointed by the City of High Point – City Council to serve as a PART Board of Trustee member. Please welcome Mr. Holmes to the PART Board.

Vice Chair – Lenny Williams will conduct the Oath of Office for Mr. Holmes at our meeting.

**Board Vote:**

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**Attachments:** yes X no __
### Meeting Date: January 15, 2020

### Action Requested:
**Consideration of Meeting Minutes**

### Summary of Information:

| A. The November 13, 2019 meeting minutes are enclosed for PART Board review and approval. |

### Board Vote:  
- Motion by: ________________________  
- Second by: __________________________
- Vote: For ________________ Against _______________

### Attachments
- Yes X No ___
MEETING MINUTES
Piedmont Authority for Regional Transportation
Board of Trustees
November 13, 2019

Board Members Present:
Abuzuaite, Marikay – City of Greensboro TAC
Austin, Kevin – Yadkin County
Besse, Dan – City of Winston Salem
Butler, Jim – City of Burlington
Carter, Steve – Alamance County
Coleman, Carolyn – Guilford County
El-Amin, Fleming – Forsyth County
Ewing, Jason - City of High Point
Frye, Darrell – Randolph County
Grimes, Neal – High Point TAC
Hightower, Sharon – City of Greensboro
Mengert, Paul - PTAA
Morris, Rick – Stokes County
Perkins, Andrew – NCDOT Board of Transportation
Richardson, Mark – Rockingham County
Truell, Don – Davidson County
Williams, Larry - Winston Salem TAC
Williams, Lenny – Burlington-Graham

Others Present:
Terry Anderson, PART; Connie Conklin, PART; Vince Edwards, National Express Transit; Sabrina Glenn, PART; Pat Ivy, Division 9, NCDOT; Mark Kirstner, PART; Brooke Kochanski, PART; Toneq’ McCullough, Director of Transportation, Winston Salem; Mike Mills, Division 7, NCDOT; David Morris, PART; Supriya Raghav, PART; Scott Rhine, PART; Jon Stewart, PART; Tom Terrell Jr., Fox Rothschild; Tammy Turner, PART; Donna Woodson, Winston Salem WSTA.

Call to Order:
Chair Dan Besse called the November 13, 2019 PART Board meeting to order 8:40am.

Speakers from the floor
None

Consideration of Minutes

Motion to accept the October 9, 2019 minutes: Mark Richardson
Second: Fleming El-Amin
Discussion: None
Vote: Unanimous

**Consideration of Consent Agenda**

A. Operations Contract Negotiations  
B. Heavy Duty Bus RFP

**Motion to accept the Consent Agenda: Darrell Frye**  
**Second: Lenny Williams**  
**Discussion: none**  
**Vote: Unanimous**

**Consideration of Board Business Items**

A. New Business  
1. **2020 Board Nominating Committee Recommendations by Andrew Perkins:**  
The PART Nominating Committee believes the current leadership is strong, and leading us in the right direction. We recommend the current leadership remain in place and the leadership nominations are: Chair: Dan Besse, Vice-Chair: Leonard Williams, Treasurer: Carolyn Coleman, Secretary: Marikay Abuzuaiter.

Dan Besse: That is on the floor as a committee recommendation, are there any other nominations for any of these officers?  
I see no other nominees.

**Motion to accept the Nominations Committee recommendation: I move the item be closed and accept the nominating report: Darrell Frye**  
**Second: Kevin Austin**  
**Discussion: None**  
**Vote: Unanimous**

Scott Rhine: we have John Frank with us today from our auditing firm Dixon Hughes Goodman.

2. **FY2018-19 Annual Audit presented by: John Frank with Dixon Hughes Goodman:**  
We are the external auditors for PART, and I appreciate you letting me join you this morning. I will briefly review the recently completed audit for FY2019.

The opinion issued is an unmodified audit opinion. We did not have any findings or internal control issues over financial reporting. This was a clean audit. You should have a one-page financial summary that provides balances from PART’s current and prior year financial statements as well as a few other financial metrics. Cash increased $976,664 from the prior year and Fund Balance is up $1,616,000. The increase in cash and Fund Balance was due to a few positive elements including an increase in rental vehicle tax of $394,000, and also several expense categories such as: fuel and marketing expenses that came in under budget. Moving to The Statement of Net Position; this is basically the governmental equivalent of the balance sheet. You can see overall assets are down by $37,000, and liabilities are down $370,000.

The decrease in assets is primarily the depreciation of fixed assets being greater than fixed asset additions in the current year. Liabilities are primarily down due to the timing of National Express invoice payments. Statement of Activities is the income statement for PART. Program revenues are up $104,000 for the year primarily due to increase in vanpools. Operating grants are up $1,480,000 for the year mostly due to Business 40. Capital grants are down $3.9 million dollars because FY2018 had a
large capital grant for replacement buses as well as the remaining balance of the Coble Transportation Center. General revenues are up $394,000. The net result was a 2 million dollar decline in revenues from last fiscal year. Expenses are broken down into Transportation and Transportation Demand Management. Transportation expenses are up $928,000 this year with this increase due to Business 40 route expenses. Transportation Demand Management decreased $65,000. The final result is a $332,000 increase in Net Position. Overall the Piedmont Authority for Transportation remains financially healthy.

Dan Besse: thank you Mr. Frank. Congratulations to Mr. Rhine, Ms. Conklin and the PART team for the hard work and a great audit report.

3. **FY2019-20 1st Quarter Treasurers Report presented by Connie Conklin:**
The following 1st Quarter FY 2020 Schedule of Revenues and Expenditures – Budget Compared to Actual financial statements are included in the November Board package for your review:

1) General Fund
2) Grants Fund
3) Commuter Resources – Ridesharing/Vanpool Fund

General fund revenues are at 21.1% of budget. Revenues are under running due to SMAP reimbursement delayed pending State Budget approval and operating grants historically reimbursed in last quarter of fiscal year. Expenses across all departments are tracking at 22.6% of budget. Fuel and Maintenance Repair costs are running below budget.

The Grants Fund has expenditures of $519,410 representing vanpool fleet purchases and local amenities. Local fund transfers are in place for the majority of these expenditures and will take place when projects are complete. No revenues recorded in the first quarter.

Commuter Resources revenues are at 24.6% and total expenditures at 19.5%. The reduction in expenditures is a result of lower insurance costs, fuel and telematics project costs.

4. **Consideration of Replacement Vehicle Purchase presented by Scott Rhine:**
This item is directly related to funds received by the disposition of property at Reedy Fork Ranch park and ride lot. We completed the closing and activities associated with NCDOT and those funds have been received. Essentially what is being presented to you this morning is we have a number of vehicles that have met their useful life and we would like to move forward with the purchase of three cut-a-way vehicles utilizing those funds. We reached out and received prices on state contract and we asked for delivery schedules related to that, we paired that with previous purchases that had been made in the past two years for these types of vehicles as we have a total of six LTV’s eligible for replacement. With the funds from our disposition of the property we would like to utilize those for the purchase of three vehicles to replace vehicles that have met their useful life.

Dan Besse: it is up for a vote, with a resolution in your packet on page 15.

**Motion to approve the use of disposition of funds from Reedy Fork Ranch property for purchase of three replacement vehicles; Mark Richardson**
**Second: Jason Ewing**

**Discussion:** Sharon Hightower asked if this was a bid or just pricing off of state contract.
Scott Rhine: this originated from state contract pricing from NCDOT. We reached out to three vendors and asked them for updated prices because this is tied into what is referenced with PPI which is a price index. Those price adjustments were already approved earlier this year at the state level and we have certain elements on our
vehicles that we add. For example, the camera system and destination signs. I received pricing from all of our vendors. Technically, this is not a formal bid but a pricing update from vendors that have already been awarded contracts by NCDOT. The one element that I have done differently is I focused on the delivery schedule. Delivery can range from 110 to 191 days based on when manufactures will receive chassis from the Ford manufacturing company. That was something we also considered as well as price.

Carolyn Coleman: Scott I know you tell us these things but how many miles is the useful life of vehicles?
Scott Rhine: for the Light Transit Vehicles (LTVs), the federal requirement of useful life is seven years and one hundred fifty thousand miles. For heavy duty buses, minimum useful life requirements from the federal government is twelve years and five hundred thousand miles. We are talking about the LTV’s with our existing fleet, and those vehicles are past or right at the seven-year mark, around two-hundred thousand miles over the normal useful life span for miles.

Carolyn Coleman: what would you expect to get on the resale of these?
Scott Rhine: on the resale based on what we have done in the past, we might get five thousand dollars per vehicle. We place those vehicles on Gov Deals and selling price is determined on the interest of the vehicle and the bids. The comparison I am giving you depends on the vehicle and what condition it is in, and miles are big factor. That revenue will roll back into our next upcoming purchases.

Sharon Hightower: one-hundred fifty thousand miles doesn’t seem like a lot; you could do that in a year.
Scott Rhine: no, not that many miles. These vehicles are averaging around thirty to forty thousand miles a year and these are our shuttle vehicles that go around local business parks.

Rick Morris: when you buy off of state contract, are there any unique types of vehicles that are not on state contract? The county can buy ours on state contract as well.
Scott Rhine: correct, what you have in the county is the same contract. What you get at your county systems is the same contract just different vendors and models. They are all similar in chassis as they all come from Ford or Chevy, that much does not change, the body style would vary in counties.

Fleming El-Amin: who are the three vendors you received information from?
Scott Rhine: Creative Bus Sales, Interstate Transportation Sales and Palmetto Bus Sales. These are the three vendors we used for pricing and delivery schedule.

Rick Morris: do you use propane in these vehicles?
Scott Rhine: no, we do not have propane in these vehicles.

Dan Besse: seeing no other comments or questions, there is a motion on the floor for approval is there further discussion?
No further discussion

Vote: Unanimous

5. **Consideration of FY2019-20 Budget Amendment presented by Connie Conklin:**
We are increasing expenditures and transfer to the Grants Fund in order to purchase three LTV’s by $244,350. In the General Fund I am increasing the non-operating revenue by the total proceeds from the sale of Reedy Fork by $262,800.

Motion to approve the General Fund Annual Budget Amendment: Neal Grimes
Second: Marikay Abuzuaiter
Discussion: None
Vote: Unanimous

Motion to approve the Grants Fund Annual Budget Amendment: Sharon Hightower
Second: Darrell Frye
Discussion: None
Vote: Unanimous
6. **Recognition of PART Board Member presented by Scott Rhine:**

I will start and then turn this back over to PART Board members as I sit here and recognize eighteen Board members that have shown up for our meeting today, and I thank you very much. I will now recognize our distinguished Mayor of Rural Hall Larry Williams. Mayor Williams serves as our TAC Chair represented in the City of Winston Salem MPO. Mayor Larry Williams decided not to run for re-election in 2019. He has been on the PART Board for eighteen years. Can someone tell me who has been on this Board longer than eighteen years. Darrel Frye is one of our founding members from our original enabling legislation that dates back to 1998. Mayor Williams has been representing us with the MPO in Winston Salem. With that we wanted to give our thanks and appreciation. We thank you for your time and service and what you have done in this region. I will open up to any Board members who wish to make any remarks.

**Larry Williams:** this is a little embarrassing for me as I am not that person who likes a lot of attention. I appreciate this opportunity to serve on the Board for these years. It is a great Board for many reasons. One of the main reasons I feel is the way the Board works together as a unit and not a turf type of thing. The Board members do not just look out for their own individual territory’s but come together and problem solve for all. This is one of the biggest things I have noticed with this particular organization, it does pull the whole region together and is the focal point as far as I am concerned. Professionally, I feel like I have grown because my background is a former highway engineer with NCDOT. Basically, it is highways, and by being involved in transit and other forms of transportation I have been to various conferences and seminars, things sponsored by PART. It is those types of things that have benefited me from a professional standpoint. On a personal standpoint, friendships I have gained over the years, Board members and the staff, present and past. I feel the relationships I have had personally are great for me. Again, I am grateful for the opportunity I have had to be with all the groups I am involved with. I will cherish the friendships and relations. Thank you for recognizing me. I loved being a part of it and thank you for what you have done for me.

**Dan Besse:** I will have to say, I don’t think anyone will recognize the Winston Salem Urban area Transportation Advisory Committee without Mayor Williams as the Chair. I have never been to a meeting of that Board when it wasn’t being chaired by Mayor Williams. I have been on that Board for about seventeen years myself, Mr. Frye, the longest serving member do you have any comments?

**Darrell Frye:** some of you might think this financial report is really easy, but it didn’t just happen and people like Larry helped to get us through that and a few other issues we had. He is part of the stability, experience and the cooperation to work through those issues and as you can see the results speak for itself today. Larry & I with the help of Andy Perkins have helped keep things in line. I thank Larry so much for his service and I know the folks back home do to. This region owes him a debt of gratitude.

**Carolyn Coleman:** Mayor Williams, you have done great work with here and we look up to you and your leadership. We appreciate that as some of us have been here through tougher times. It is wonderful as you know to be a part of the success in having this organization grow and all of us have grown since you have been here.

**Fleming El-Amin:** I sit to the left of the Mayor on TAC. I keep my eye on how other people respond to other people. It is very rare how a community servant in leadership has a spirit in leadership. He always encourages participation, questions and never comes across as a know it all, it is always an inquiry. That is greatly appreciated. I know the Town of Rural Hall appreciates you greatly. I will miss my friend that sits to my left.
Lenny Williams; first let me say I consider Larry a friend. I have been on his case the last couple of months because my father told me a Williams never quits. Forty years is not the reason he quit. Congratulations and we have agreed to keep in contact.

Larry Williams; I will add, this is the committee I really look forward to coming to. When we don’t meet on a particular month, I really miss it. I will miss being here as this is a good Board.

Dan Besse; thank you so much. Thank everyone for coming out to recognize Mayor Williams.

B. Old Business
None

Departmental Staff Reports presented by Scott Rhine;
Topic: Stepping Up To The Challenge - Business 40 Mitigation handout.
We will be distributing and sharing this handout with others. Hopefully you will see or recognize some of the things that we have done as part of Business 40 closure, and helping out with mitigation as we have seen positive returns with that. In the upcoming months more conversations will be had as what have we done, as it relates to the future Business 40 and continued service as there will be challenges faced due to funds that are no longer available. If you have questions after you look at the handout or need copies let us know.

Neal Grimes; High Point MPO this past month took a field trip on a PART bus. We met at the Division 9 office and viewed the progress of the Business 40 completion. It was a great trip, maybe something this group could do in the future.

Carolyn Coleman; my question doesn’t relate to Business 40; I would like to know if there are any updates on the land we are considering selling?

Scott Rhine; I have been working with the Airport Authority and I have had several conversations with the staff. They are presently planning to place on their Land Committee meeting agenda on November 19th, the property disposition we talked about next door. In my conversation with the Airport it was mentioned that their present attorney is retiring. I bring this up because they want to get approval from the land committee to purchase the property across the street and close before December 13th, before their current attorney retires. It is moving quickly and I have sent property appraisals and review appraisals to FTA asking for an updated concurrence letter. As it is now, things are moving forward as previously.

Don Truell; what about the other park & ride lots?

Scott Rhine; we have particular parcels in Lexington, Mocksville and one in Yadkin County. I reached out to get updated information as far as putting that on the open market with the Meridian Group as we had discussed previously. I have not received anything back thus far, but that will essentially be the next step for us moving forward with a broker to place on the open market.

Marikay Abuzuaiter; just for informational purposes, Mayor Larry Williams mentioned this about pulling our region together. I think that is very important; he has been a part of that and I thank him. As Chair of the MPO TAC in Greensboro, it has been brought up and some of you may have heard some discussion that the area MPO’s have never met together. We all know how important regionalism is and we all know about the mega-site, and I40 and how important transportation is with PART and going through our regions for our own economic development. Because with transportation someone can live in Greensboro and work in Burlington, all of those are intertwined. I think collaboration with PART to have a meeting in the Spring with the MPO’s as
well as bring in some developers to get on board for the importance of regionalism. This has been talked about for years and we know that is the way to go and we know we can benefit and help each other benefit. Please keep that in mind, and I will present this to my MPO. Hopefully, you will go back and talk with your MPO’s as this is a common goal for economic development, infrastructure and keeping things going and moving. Transportation Demand Management is huge right now. I wanted to hopefully meet in the Spring and have Scott help in any way possible.

Neal Grimes: we have discussed this in High Point and we are in favor of it.

Scott Rhine: for the Board’s reference on this, Mr. Fox, Chairman of NCDOT Board brought this up in High Point and Greensboro. Lenny, he has not brought it up in your MPO as he has not been at your recent meetings. In reference to a joint MPO meeting that has been done in the Triangle with DCHC/CAMPO. His reference was; it may be a way to talk about regional projects. I think we have an opportunity as Ms. Abuzuaiter commented on, that we have not done this and we do have some budget funds at the Board level for coordinating a meeting. This would reference a transit summit; but I think there are some good topics and speakers we can bring in. There may be some action items that all four MPO’s could have. Talking about regionalization and some things we have with various MPO’s, and just having that opportunity for the folks, all MPO’s to meet and greet things of that nature. This is a good opportunity and we would like to help our MPO’s and move forward to get something established this spring.

Kevin Austin: I will say as Northwest Piedmont RPO Chair if there is any reason to involve RPO’s we welcome the invitation as well.

Larry Williams: in this vein I know the staff’s over the MPO’s have always worked together and it will be a good opportunity for the Board members to get together.

Dan Besse: who should folks contact about this?

Marikay Abuzuaiter: I will see Mike Fox today and discuss with him and perhaps send an e-mail back for contact information.

Scott Rhine: I will reach out to our MPO’s and include our TAC Chairs and other members. Coming up with place, time and topics I think there are a few things from all of our MPO’s that we can pull together. I will take lead to help coordinate that with all of our jurisdictions.

Dan Besse: without objection I think we can do that. Don’t forget to contact Mr. Austin.

Andrew Perkins: I would like to extend to all the members in the room, that NCDOT is sponsoring another transportation summit in January, similar to the one we did a year ago. I think if you are interested in what innovations are going on in terms of vehicles, un-manned aircraft, all the initiatives you might want to consider attending that as well. This can help the thought processes for regional area’s as it ties together in terms of budgets and what consequences both good and bad how they affect area’s and budgets from something small to things such as construction costs. The summit will allow you to look at other folks in other states and what they are doing. The Summit will be January 8th and 9th, 2020 in Raleigh.

Dan Besse: Thank you for bringing this up. We do not have a meeting in December and the next PART Board meeting is January 15, 2020. Next, we have the Finance Committee meeting.

There being no other business, or meeting is adjourned.
A. Amendment to PART Record Retention and Disposition Policy

The state of North Carolina, Government Records Section of the NC Department of Natural and Cultural Resources; Division of Archives and Records released an updated schedule to local governments for the state requirements for record retention and disposition. PART has updated our existing record retention and disposition schedule policy to align with the state requirements. A copy of our amended policy statement is included on page 11 for your reference. PART Board action is requested to adopt our amended policy statement to align with the modifications made at the state level for compliance adherence.

A resolution is included on page 14 for PART Board consideration.

B. Increase in Cash Fund Deposit Limits

The PART agency collect cash for pass sales and transactions related to providing public transit services in the PART territorial jurisdiction. Our present procedure with PART financial controls is to make deposits to our associated banking accounts for any cash collection in excess of $250. A discussion item was held with the PART finance committee to increase that minimum limit to $500 versus $250. This action will assist PART staff to be more efficiently in managing their time for the frequency of going to the bank. The PART finance committee approved this recommendation to adjust our internal controls to making cash deposits to PART bank accounts that reach a minimum $500.

A resolution is included on page 15 for PART Board consideration.

Board Vote:  Motion by: ________________________        Second by: __________________________

Vote:  For ________________ Against _______________
PURPOSE. The Piedmont Authority for Regional Transportation is required by the North Carolina General Statutes and the U. S. Federal Government grantors to have a Public Record Retention and Disposition Policy. This Policy establishes the PART Public Record Retention and Disposition Schedule in compliance with North Carolina General Statutes and Federal Grantor requirements. This Policy is to remain in effect from the date of approval until it is reviewed, updated and approved.

GENERAL POLICY.

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing, record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Board of Trustees of the Piedmont Authority for Regional Transportation is required to approve this Policy and any amendments hereto.

In accordance with the provisions of Chapters 121 and 132 of the North Carolina General Statutes document retention periods are listed herein. Once the records are deemed to no longer have further use of value for official business, research, or reference purposes after the respective retention periods specified herein, the records are authorized to be destroyed or otherwise disposed of by PART employees having custody of the records. As specified herein, permanent records must be maintained with a preservation copy and non-permanent records may be maintained in any format. All records specified herein must be assessable for possible review, audit, or downloading to a hard, paper copy, when required.

The following document is hereby incorporated herein by reference: United States Department of Transportation, Federal Transit Administration, Circular FTA C 5010.1E, Chapter III, and Subsection 7. Unless otherwise specified, records must be retained for three years from the starting date specified in Chapter III, Subsection 7.c. of Circular FTA C 5010.1E. The general retention period begins for records related to multi-year projects on the date of submission of the final FSR upon project completion or, if waived, the date it would have been due. The three year retention period for the equipment records starts from the date of the equipment's disposition or replacement or transfer at FTA's direction. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained for three years after completion of the action and resolution of all issues which arise from it. The record...
retention requirements for records related to FTA grants will supersede any other disposition schedule in this Policy.

Failure by PART employees to retain public records for the minimum periods required under this Policy could subject PART and the employee to penalties and fines under the Statutes and/or grants.

Public Records: Public records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record. NCGS §132 provides: "Public records shall mean all documents, papers, maps, books, photographs, films, sound recording, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business of any agency of North Carolina government or its subdivisions." NCGS §132.6 further states: "Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof shall be required to disclose the purpose or motive for the request."

Permanent Records: If a record is determined to be a permanent record, it should be maintained in the office that created the record, forever. They must also have a preservation duplicate, which is either a paper or microfilm copy. The State Archives will store the silver halide (original) copy of microfilm, as long as it has been properly processed.

Confidential Records: Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. If a record is claimed to be confidential, then, a specific provision in the General Statutes or federal law must be cited in order to restrict or deny access to a particular record.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION: No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved. An asterisk (*) has been used in the disposition schedule to mark records that are commonly audited, litigated or maybe subject to other official actions, however, any record has this potential. Custodians of records are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action. Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved. It may be necessary to seek legal advice as to when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

Destruction of PART Records: Records listed in the schedules in this Policy have specific instructions that indicate how long the records must be maintained. After records have reached the end of the retention period they may be destroyed in the following manner

A. Confidential records should be shredded. There are firms that may be contracted to provide this service.

B. Records without confidential information may be recycled.
Electronic records and emails are considered just as much a record as traditional paper records, and must be treated in the same ways. If a particular message has been filed as a paper memo then either the paper record or the electronic record may be retained in accordance with the schedule in this Policy. It is inappropriate to destroy electronic or email records simply because storage limits have been reached.

The best practice is to destroy all records, regardless of format, that have met their retention requirements.

PUBLIC RECORDS WITH SHORT-TERM VALUE: The Department of Cultural Resources recognizes that many records may have very short-term value to a government agency. An approved program for Records Retention and Disposition Schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- Facsimile cover sheets containing only transmittal ("to" and "from") information.
- Routing slips or other records that transmit attachments.
- Reservations and confirmations.
- Personal messages (including electronic mail) not related to official business.
- Preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records.
- Documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business.
- Records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends. These guidelines are intended to complement the use of an approved Records Retention and Disposition Schedule for the creating government agency, not replace or supersede it.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific Records Retention and Disposition Schedules and applicable guidelines for their office and the public records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

RECORDS RETENTION AND DISPOSITION SCHEDULES: The following Standards (Disposition Schedules) are provided by North Carolina Department of Cultural Resources, Division of Historical Resources, Archives and Records Section, Government Records Branch. These Standards include documents which may not apply to PART; therefore, discretion must be exercised when determining which standards apply to PART.
Resolution to adopt the Records Retention and Disposition Schedule for Public Transportation Systems and Authorities

WHEREAS, according to G.S. 121-5 and G.S. 132-3 public records may be destroyed only with the consent of the Department of Natural and Cultural Resources (DNCR); and

WHEREAS, the consistency of policy Schedules is the primary way DNCR gives its consent; and

WHEREAS, for the PART agency; in order to efficiently manage records in its offices, we propose to use the procedures as set forth in the Schedule dated March 1, 2019 from the Government Records Section.

NOW THEREFORE BE IT RESOLVED, BY THE PART BOARD OF TRUSTEES THAT:
The PART Board of Trustees approves the Records Retention and Disposition Schedule for Public Transportation Systems and Authorities dated March 1, 2019 for use in records retention and disposition of PART public records.

A motion was made by ______________________ and seconded by ___________________ for adoption of the above resolution, and upon being put to a vote was duly adopted on this 15th day of January, 2020.

I, Dan Besse, PART Chairperson do hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the Piedmont Authority for Regional Transportation duly held on the 15th day of January, 2020.

Approved: ____________________________ Witnessed: ____________________________
                Dan Besse                     Thomas E. Terrell, Jr.
                PART Board Chairperson             PART Board Legal Counsel

Attest: ____________________________
        Terry Anderson
        Clerk to the Board

Seal:
Resolution of the PART Board of Trustees
Approving increase for cash deposit requirements in accordance with G.S. 159-32.

WHEREAS, according to G.S. 159-32 except as otherwise provided by law, all taxes and other moneys collected or received by an officer or employee of a local government or public authority shall on a daily basis be deposited or submitted to a properly licensed and recognized cash collection service; and

WHEREAS, If the governing board gives its approval, deposits or submissions to a properly licensed and recognized cash collection service shall be required only when the moneys on hand amount is five hundred dollars or greater; and

WHEREAS, all moneys must be maintained in a secure location until deposited; and

NOW THEREFORE BE IT RESOLVED, BY THE PART BOARD OF TRUSTEES THAT:
The PART Board of Trustees approves daily collections no less than five hundred dollars can be accumulated and maintained in a secure location and deposited when money on hand is five hundred dollars or greater.

A motion was made by __________________ and seconded by __________________ for adoption of the above resolution, and upon being put to a vote was duly adopted on this 15th day of January, 2020.

I, Dan Besse, PART Chairperson do hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the Piedmont Authority for Regional Transportation duly held on the 15th day of January, 2020.

Approved: ___________________________ Witnessed: ___________________________
Dan Besse
PART Board Chairperson

Attest: ___________________________
Terry Anderson
Clerk to the Board

Seal:
Consideration of PART Board Business Items

Summary of Information:

A. New Business

1) Adopt PART Inclement Weather Plan
   PART staff has developed an Inclement Weather policy for PART Board consideration. No existing policy is presently in place for the service adjustments that may occur due to adverse weather conditions. While various adjustments may occur based on the extreme conditions that result with adverse weather; the policy presented provides a basis for communication to the general public.

   A summary of the proposed policy is included on page 17 for PART Board consideration.

2) FY2020 NCDOT Program Resolution
   The State Maintenance Assistance Program (SMAP) is administered by NCDOT. The SMAP program provides state funds for the operating related expenses for all urban operators in NC. This funding, and the “replenishment” of program budgets to the 2018 level has been approved in the state budget. A requirement of receiving these funds from NCDOT is submission of generalized cost budget that verifies state funds do not exceed local funds, and a Certified Statement from the governing board.

   The certified statement is included on page 18 for PART Board consideration.

3) Consideration of Replacement Vehicle Purchase
   PART has vehicles in active service that have exceeded their useful life. This includes six (6) LTV Cutaway type shuttle vehicles, and ten (10) heavy-duty buses. PART Express has a total of 39 vehicles in the fleet. While all buses are maintained and regularly worked on to meet safe operations; we need to replace older vehicles that have met their useful life with newer vehicles whenever the opportunity arises, and funding is secured.

   With the funding PART received from USDOT for the Section 5339 grant award of $6,78M for vehicle replacement needs, and with the confirmation from FTA that PART can move forward with our planned purchasing to replace older vehicles that have met their useful life; we are proposing our next step for vehicle replacements. PART has received updated vehicle pricing from vendors on state contract, and has reviewed price, delivery schedules, warranty and defects from our previous two LTV vehicle purchases in determining the recommendation to issue a PO to Creative Bus Sales, Inc. for three (3) replacement LTV vehicles off state contract at a total price of $244,350.

   A resolution is included on page 19 for PART Board consideration.

4) PART Express Customer Satisfaction Survey
   A brief presentation will be provided to the PART Board on the results of our recently completed Customer Satisfaction Survey for PART Express.

B. Old Business - None
PART Inclement Weather Plan Proposal

Plan Objectives

- Be better prepared for inclement weather situations
- Ability to quickly and clearly articulate service to public
- Provide schedules that are easy to understand by call center (staff) and general public
- Provide schedules that are in line with current schedules
- Ability to address driver shortages and scheduling
- Limit operating unnecessary service

Proposed Plan

- Includes three tiers of service based on:
  - Tier 1: Late Start – Poor Morning Conditions
  - Tier 2: Limited Service – Poor Conditions All Day
  - Tier 3: Early End – Poor Evening Conditions

- Tier 1: Late Start
  - Coordinates all services to begin operations during 9:00 hour
  - Considers load factors for the origins of the service
  - Considers the ability to staff runs and driver schedules

- Tier 2: Limited Service
  - Coordinates recommended services to begin operations during 9:00 hour
  - Considers load factors for the origins of the service
  - Coordinates recommended services to run with limited (hourly) service during the day
  - Coordinates recommended services to end operations during 7:00 hour
  - Considers the ability to staff runs and driver schedules
  - Recommends suspending service for limited frequency routes

- Tier 3: Early End
  - Coordinates all services to end operations during 7:00 hour
  - Coordinates terminating service based on load factors

Logistics

- In order to have a successful Inclement Weather Plan, deadlines must be established for communicating:
  - The Public - The most common feedback from the public has been that PART needs to announce the service changes sooner so they can plan how to get to/from work (many passengers said they might have ridden but by the time we announced when we were running, they’d already made alternative plans) and that schedules were confusing and hard to understand
  - Drivers – Inclement weather conditions often affect driver’s ability to report to work. Advanced notice will help National schedule in advance
  - The Call Center – Call volume increases exponentially during an inclement weather event with individuals requesting information about service changes

- Our approach should be overly cautious and plan for worse case scenarios
  - It is recommended that PART announce service by 10:00pm the night before expected inclement weather
  - We can always add service if conditions change
  - Passengers should be given a minimum 2 hours notification for any day-of service changes
STATE MAINTENANCE ASSISTANCE PROGRAM FOR URBAN, SMALL URBAN, AND REGIONAL TRANSIT SYSTEMS

CERTIFIED STATEMENT

Pursuant to Article 2B of Chapter 136 of the North Carolina General Statutes which designates the Department of Transportation as the agency of the State of North Carolina responsible for administering all federal and/or state programs relating to public transportation, and grants the Department authority to do all things required under applicable federal and/or state legislation to administer properly the public transportation programs within the State of North Carolina, the North Carolina Board of Transportation has approved a formula for allocation of State Maintenance Assistance Program funds to urban, small urban and regional transportation systems for Fiscal Year 2020.

This statement certifies that the following is accurate and complete to the best of the knowledge of the signatory including:

1. The FY 2019 allocation of $516,975 was spent by June 30, 2019 OR $_________ is unspent

2. The amount of the state allocation expended will not exceed the amount of local share provided in the year in which the allocation is expended.

   The local share amount provided for FY 2020 is $3,644,972 and will be provided from local tax revenue dedicated for PART agency expense.

3. The funds received will be used in a manner consistent with the use of federal transit urbanized formula program funds and only for eligible transit operating expenses as described in FTA Circular  9030.1E, Urbanized Area Formula Program Grant Applications Instructions, dated January  16, 2014, FTA Circular 5010.1E, Grant Management Requirements, dated July 16, 2018 and the FY2020 Program Guidance.

4. These funds will be used to: Provide operating assistance for the PART Express public transit system.

5. The FY2020 allocation received will be spent by the end of FY2020 (by June 30, 2020).

6. Information regarding use of the funds will be provided at such time and in such manner as the Department may require.

WITNESS my hand and seal, this 15 day of January, 2020.

I hereby certify that, to the best of my knowledge the information in this Certified Statement is complete and accurate.

__________________________
Mayor/Chair

Attest:

__________________________
Title: (seal)
RESOLUTION AUTHORIZING THE PART EXECUTIVE DIRECTOR TO ISSUE A PURCHASE ORDER FOR THREE LTV REPLACEMENT VEHICLES FROM CREATIVE BUS SALES, INC.

WHEREAS, the Piedmont Authority for Regional Transportation (PART) is a Regional Transportation Authority created under N.C. General statute 160A, Article 27; and

WHEREAS, PART provides public transit service under the direction of the PART Board of Trustee’s in the territorial jurisdiction of the PART organization, and functions under the rules and regulations of local, state, and federal agencies; and

WHEREAS, PART maintains and operates a fleet of vehicles utilized in the daily service of providing public transit in the PART territorial jurisdiction; and

WHEREAS, PART has obtained funding from the 2019 USDOT competitive Section 5339 Bus & Bus Facilities improvement grant program, and plans to utilize those funds for the replacement of three (3) LTV vehicles that have exceeded their useful life; and

WHEREAS, PART has obtained updated vehicle pricing from a vendor on state contract, confirmed delivery schedule, reviewed previous LTV orders conducted by PART in 2018, and 2019 and reviewed warranty and manufacturing defects, and compared those results with the associated expense to maintain and operate the vehicles presently in use for PART Express; and

WHEREAS, PART staff recommends issuing a Purchase Order with Creative Bus Sales, Inc. at a per unit cost of $81,450, and a committed delivery of no more than 125 days from the issuance of a PO for a total price of $244,350.

NOW THEREFORE BE IT RESOLVED, the PART Board of Trustee’s authorize the PART Executive Director to issue a purchase order with Creative Bus Sales, Inc. of $244,350 for the purchase of three (3) LTV replacement vehicles.

A motion was made by ______________________ and seconded by ___________________ for adoption of the above resolution, and upon being put to a vote was duly adopted on this 15th day of January, 2020.

I, Dan Besse, PART Chairperson does hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the Piedmont Authority for Regional Transportation duly held on the 15th day of January, 2020.

Approved: ____________________________  Witnessed: ____________________________
                Dan Besse                                   Thomas E. Terrell, Jr.
                PART Board Chairperson                        PART Board Legal Counsel

Attest: ________________________________
        Terry Anderson
        Clerk to the Board
Meeting Date: January 15, 2020  
Agenda Item No. VII  
Page No. 20

Action Requested:

**Staff Report’s – Informational Items**

**Summary of Information:**

**Executive Director Updates:**

- FTA activities, and next steps
  - PART staff met with FTA Region IV in Atlanta on December 11th to review current activities, and discuss next steps on specific FTA related business activities.
  - A Federal 2020 Funding Bill has not been passed by Congress. This is relevant for the funding PART receives from the Greensboro Urbanized Area for the Section 5307 formula allocation.

- NCDOT activities, and next steps
  - PART has submitted a grant requesting FTA Section 5311 funding for the current year to support the services operated on PART Express – Route 10.
    - No information has been provided by NCDOT on any funding award.
  - PART has submitted a grant requesting FTA Section 5311 funding for FY2020-21 to support the services operated on PART Express – Routes 6 and Route 10. No communication has been received from NCDOT.

- **Reminder – The PART Board Operations/Planning Committee** will meet immediately following the PART Board meeting on January 15, 2020.

- **A PART Board Finance Committee** meeting is proposed for February 12, 2020 following the PART Board meeting.

- Arrow Rd. property disposition with PTAA has been finalized, and the property has been sold to PTAA. Total sales proceeds resulted in the same amount as previously discussed with the PART Board at $445,000, and will be utilized for future Capital investments to support PART Express.

- A Business 40 Mitigation video was distributed to NCDOT showing results of our efforts during the Business 40 closure.

- Join me in welcoming Mrs. Shae Tharrington to the PART team. Shae began working at PART on January 6, 2020 and will serve the role as Grants Accountant.

- PART submitted a grant in 2019 to NCDOT to support the Piedmont Triad Regional Model (PTRM). The grant was awarded for $630,000 in state/federal funds, and is for conducting a household travel survey in the Triad, to replace data that has exceeded its applicable usability for the regional model. NCDOT established a funding agreement through the City of Greensboro, and additional work is underway for roles and responsibilities in administering the project. More details will be provided to the PART Board at upcoming meetings.

- PART is holding a training seminar on January 30th for NCDOT division staff, local MPO staff, and NCDOT traffic forecasting unit staff on the Piedmont Triad Regional Model (PTRM) to share data and processes for what makes the model function. The training is being conducted to discuss ways of making PTRM an end user tool for enhancing our transportation planning procedures.

**Department staff report is on the following pages.**
PART Express Route Adjustments January 2020

Here at PART we continuously review routes and passenger requests to see how we can make improvements to the system and a few times per year we will make adjustments. While we do fully consider and analyze every request, not all requests can be accommodated due to operational and cost considerations.

The new stops/schedules will be implemented Monday, January 6, 2020.

Routes affected are 6, 10, 17, and 28.

See details at www.partnc.org/refresh.

PART Express Operator of the Month

Congratulations to the Ms. Jane Robinson who was named Operator of the Month for National Express and PART. Thank you for all you do Ms. Jane!

In The Region

- Davidson County Transportation Featured on Fox 8 News for Ridership Increase
- Business 40 Could Possibly Open by April
Updates for January 2020

PART Receives Federal Grant

PART was included in the Federal announcement by US Transportation Secretary Elaine L. Chao as a recipient of the 2019 Bus and Bus Facility Grant Program. $6.8 Million was awarded to assist in bus replacement and expansion needs over the next few years.

The Federal Transit Administration (FTA) will award $423 million in transit infrastructure grants nationwide to improve the safety and reliability of America’s bus systems and enhance mobility for transit riders.

"Public bus systems throughout the country provide millions of Americans access to jobs, healthcare, grocery stores, and other vital services," said US Transportation Secretary Elaine L. Chao.

In North Carolina, three projects will receive a total of $24.5 million, including $17.3 million to the North Carolina Department of Transportation to help several rural transit systems replace vehicles and construct public transportation facilities throughout the state; as well as $6.8 million to PART and $480,000 to the City of Salisbury to purchase new vehicles to replace those that have exceeded their useful life.

Offering Exclusive Discounts with XPass

Between tight deadlines, long hours and heavy workloads, we know there are a lot of stressors in the average worker’s daily life. At PART, we don’t think commuting to and from the office should be one of them. We want to give employers the resources they need to help make that a possibility for their hardworking employees. So, we created our XPass Employer Discount Program to help achieve both of these goals.

Find out more at www.partnc.org/whats happening

Centric Brands recently relocated to Downtown Greensboro and has signed up for the XPass Program. They are excited to offer this added benefits to employees and allow them to get 30% discount on PART bus passes. PART staff will be on site at Centric Brands on Jan 14th 11am-1pm.
Happy New Year from all of us at the PART Office!

www.partnc.org/staff

2020 Holiday Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Regular Service</th>
<th>Route 200 Service</th>
<th>PART Admin. Office</th>
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<tbody>
<tr>
<td>New Year's Day (Wednesday, Jan. 1)</td>
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<tr>
<td>MLK Jr. Day (Monday, Jan. 20)</td>
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<td>Good Friday (Friday, April 10)</td>
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<td>Memorial Day (Monday, May 27)</td>
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<td>Independence Day (Observed Friday, July 3)</td>
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<td>Independence Day (Saturday, July 4)</td>
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<td>Labor Day (Monday, Sept. 2)</td>
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<tr>
<td>Veteran's Day (Wednesday, Nov. 11) (CD Designated Holiday)</td>
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<td>Thanksgiving (Thursday, Nov. 28)</td>
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<tr>
<td>Day After Thanksgiving (Friday, Nov. 29)</td>
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<tr>
<td>Christmas Eve (Thursday, Dec. 24)</td>
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<tr>
<td>Christmas Day (Friday, Dec. 25)</td>
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* Indicates Regular or Adjusted Schedules
  + Indicates Service is Closed

NO MORE MAGSTRIPE PAPER PASSES USE BY END OF 2019

STARTING JANUARY 2020
PART WILL NO LONGER ACCEPT 31-DAY, 10-RIDE,
OR REGIONAL FARE CARDS
THAT ARE PAPER PASSES.
NO REFUNDS.

Download the TouchPass App or visit the CTC to get a
TouchPass Smartcard to purchase passes, use stored value,
and save money using PART Rewards.

www.PARTnc.org 336-883-7278

NC Moves Survey - Give Your Input

- The North Carolina Department of Transportation
  wants to build a transportation system people want,
  need and will use. So, what is it that you want? Now is
  the time to speak up. Participate in a short survey and
  share what’s important to you.

www.publicinput.com/ncmoves  #NCMOVES
Route 17 Kernersville Express is classified as a urban commuter express route that connects Kernersville to Winston-Salem and Greensboro providing service to Coble Transportation Center (CTC), FedEx Ground, Kernersville Medical Center, Kernersville VA Health Care Center, Kernersville Town Hall, WF Baptist Medical Center, Forsyth Medical Center, and Winston-Salem Transportation Center. The Route has been very successful over the past year with growth from the Business 40 Program and increased service. Kernersville continues to add new employment areas and now the Amazon facility will be opening soon, PART plans to service this location. Visit www.partnc.org/route17 for more info.

Miles Round Trip - 53
# of Stops - 20
Travel Time (One Way) - 1 hour 3 mins
Transit Connections - WSTA, Greyhound, Baptist Shuttle, WFU Downtown Shuttle, Trans Aid, WSSU Rams Shuttle

Connecting Communities
Kernersville, Greensboro, Winston-Salem

In January The Kernersville Town Hall stop will be moved to the stop sign next to the Farmers Market shelter to allow passengers to use the shelter during inclement weather.
The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: January 15, 2020

Action Requested:

Chairperson Report

Summary of Information:

PART Chair Besse will provide additional updates and news to the PART Board.

Board Vote: Motion by: ________________________ Second by: __________________________
Vote: For ________________ Against ________________