

Meeting Agenda



Piedmont Authority for Regional Transportation
Board of Trustees

February 13, 2019
8:30 AM

107 Arrow Road
Greensboro, NC 27409



**Agenda Items
February 13, 2019**

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Chairperson Dan Besse Winston-Salem	I) Call to Order	-----
Vice-Chairperson Leonard Williams Burlington-Graham TAC	II) Speakers from the floor	-----
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Sharon Hightower Greensboro	VII) Departmental Staff Reports A. Department Staff Reports 1) Executive Director 2) Information Items a) Marketing Department Updates b) Commuter Resources Updates c) Regional Planning Updates d) PART Express Updates	31
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Terry Renegar Davie County		
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Kevin Austin Yadkin County		
Scott Piper Airport Commission of FC		
Paul Mengert Piedmont Triad Airport		
Board Members Mike Fox, NCDOT Andrew Perkins, NCDOT Mike Wells, NCDOT		



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: February 13, 2019

Agenda Item No. III

Page No. 2

Action Requested:

Consideration of January 16, 2019 Meeting Minutes

Summary of Information:

Attachments yes X no

Meeting minutes are enclosed for PART Board member review and approval.

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____



MEETING MINUTES
Piedmont Authority for Regional Transportation
Board of Trustees
January 16, 2019

Board Members Present:

Austin, Kevin - Yadkin County
Besse, Dan – City of Winston Salem
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
Marion, Mark – Surry County
Hightower, Sharon – Greensboro TAC
Perkins, Andrew – NCDOT Board of Transportation
Richardson, Mark – Rockingham County
Wells, Mike – MCDOT Board of Transportation
Williams, Larry - Winston Salem TAC
Williams, Leonard – Burlington-Graham TAC

Others Present:

Vince Edwards, National Express; Pat Ivey, Division 9 Engineer, NCDOT; Mike Mills P. E., Division 7 Engineer, NCDOT; Tom Terrell Jr.; Fox Rothchild; Matt Van Hoeck, PART; Tammy Turner, PART; Dianna Thomason, PART; Jon Stewart, PART; Scott Rhine, PART; Kyle Laird, PART; Brooke Kochanski, PART; Mark Kirstner, PART; John Kim, PART; Gary House, PART; Sabrina Glenn, PART; Miguel Fernandez, PART; Connie Conklin, PART; Terry Anderson, PART.

Call to Order:

Vice-chair Leonard Williams called the January 16, 2019 PART Board meeting to order at 8:37am.

Speakers from the floor.

None

Consideration of Minutes.

Motion to accept the November 2018 Board minutes: Darrell Frye

Second: Neal Grimes

Discussion: None

Vote: Unanimous

Report from Board Committees

A. Board Officers Nominating Committee presented by Andrew Perkins;

On behalf of the nominating committee the recommend slate of officers for the year 2019 are as follows:

Chair – Dan Besse, Vice-Chair-Leonard Williams, Treasurer – Carolyn Coleman,
Secretary – Marikay Abuzuaiter

Motion to accept the Board Officers for Nominating Committee as presented: Andrew Perkins

Second: Darrell Frye

Discussion: None

Vote: Unanimous

Oath of Office

Leonard Williams administered the Oath of Office to Mark Marion representing Surry County and Steve Carter representing Alamance County. We welcome and appreciate your leadership with the PART Board of Trustees.

Consideration of the Consent Agenda

A. PART Policy Update – Drug and Alcohol Testing presented by Scott Rhine;

As a recipient of Federal and State funding we have various regulations and compliances that must be adhered to in order to meet the Federal rule with regards to drug and alcohol testing. For our requirements; we are updating our policy with an increase in random testing, and listing various opioids. Our legal counsel has a few items being updated as it relates to inspections and reasonable suspicion.

This is included in our employee handbook, and also adhered to by our contracting agency providing operations, maintenance, management of our PART Express system. We need Board approval to put these changes into place.

Sharon Hightower; In updating the drug testing policy is there inclusion of a penalty if someone does not have a clean drug test, or rehabilitation opportunities?

Scott Rhine; we have two different elements Ms. Hightower. The requirements we have at the federal level with regards to safety sensitive employees are those who actually operate buses and not necessarily PART staff. The safety sensitive employees would be terminated from employment for any failed test.

Dan Besse; further questions or discussion? Moving onto the motion.

Motion to approve the PART Policy Update for Drug and Alcohol Testing: Mark Richardson

Second: Jason Ewing

Discussion: None

Vote: Unanimous

Lenny Williams; Mr. Chairman before we move on, I would like to introduce two new members of the Board; Mark Marion from Surry County and Steve Carter from Alamance County.

Dan Besse; welcome, and I understand you have already been sworn in by our efficient leader Vice Chair Lenny Williams. Welcome and glad to have you as a PART Board of Trustee member.

Consideration of Board Business Items

A. New Business

1) Special Recognition – to be moved to the end of New Business.

2) FY2018-19 1st Quarter Treasurer's Report presented by Connie Conklin;

Starting with the General Fund on page 24, Revenues are under running at 12.7%, 80 % of this underrun is due to Business 40. The other 20% of the underrun is due to Operating Grants. The underrun in Operating Grants are normal. We don't start filing for reimbursements until the second half of the year and with the government shutdown I know that is a concern. Expenditures in the General Fund are under running at 12.4 %. Again, the expenditures are going to follow the revenues for Business 40 since that is 100 % reimbursable by NCDOT. The remaining underrun is due to fuel. We budgeted fuel a little higher not knowing what prices will be. Professional services are also down from budget. The General Fund is in good shape, are there any questions?

Connie Conklin; we started the encumbrances column last year. It is on the financial reports in order to satisfy LGC requirements so that our policy will allow us to preaudit electronic transactions. This column is letting you know what we have encumbered. It is a good tool to look at and compare the current activities plus the encumbrances to ensure we are not over budget at this point.

Kevin Austin; Are the encumbrance for the entire fiscal year?

Connie Conklin; yes, it is for the entire year. We have contracts and we have been encumbering them for the entire year.

Kevin Austin; if you look at professional services at the bottom of the page with one hundred thousand encumbered, that is for the year?

Connie Conklin; yes, we implemented a policy that requires a Purchase Order for any expenditure above one thousand dollars. Whether we spend it now or later it is automatically encumbered because we have committed to spending those funds. Moving on to page 26 for Commuter Resources. Revenues are on target at 24%. There are gives and takes, but operating revenue is up slightly. Expenditures are at 19.5% and this is due to the Telematics study. We expect these charges to come in later this year. We are operating within this budget also. Again, you will notice the encumbrances for Commuter Resources, and to Kevin's point, if you look at professional services you will see a negative variance of four thousand seventy-nine. We are going to transfer between line items within this department. This variance represents a misclassification. We have the expenditures budgeted in another line and we are going to move the corresponding budget to the line where the PO was placed. The Call Center budget will be amended for IT services for the purchase of a server. We are not violating any LGC requirements since we have not exceeded the budget. Are there any questions? The Grants Fund is on page 27 and there are no current activities. The encumbrances we are showing will take place in the next quarter with the purchase of four vans and two LTV's. Are there any questions?

Scott Rhine; Mr. Chairman there are a couple of items related to our budgets, and again we have our finance meeting after our Board meeting today. We have been keeping an eye on the government shutdown, and how this impacts our existing budget and what we are dealing with in terms of our activities with regards to expenses. Depending on how long this shutdown continues, there will be an impact, but what we have forecasted we are still in a good position.

Darrell Frye; to cut back on services, how far can you forecast?

Scott Rhine; if this continues, I think we can certainly go into April before the hard decisions have to be made with reductions or other types of cost savings.

Darrell Frye; if they happen to come to some agreement will funds flow the next day?

Scott Rhine; Yes. We are in a good position for a few more months and we have to wait and see how that impacts our fund balance that is being utilized until we can get reimbursed for our federal dollars.

Connie Conklin; I want to add the fund balance policy we implemented at PART is that we reserve thirty percent of our fund balance, and this is why we do it. That equates to two million dollars that we have to cover us as long as the reimbursements come in at a later time.

Dan Besse; if no further questions, May I have a motion to accept the report?

Motion to accept the 1st Quarter Treasurer's Report: Mark Richardson

Second: Lenny Williams

Other Discussion: None

Vote: Unanimous

FY2020 State Planning & Research Funding presented by Scott Rhine;

We have an opportunity to seek funds from NCDOT, which are available on an annual basis for planning and research. These are dollars they make available to different departments of NCDOT, but they also make available to the three different travel model custodians of the Triangle, Triad, and Metropolitan region. PART is the model custodian of the Triad. This funding request is to update our household survey data for the Piedmont Triad Regional Model (PTRM).

Darrell Frye; are you requesting a specific amount?

Scott Rhine; we are requesting eighty percent of our overall budget of seven hundred thousand dollars. These are funds requested for our work plan activities for 2020 and 2021. We have requested resolutions of support from each of our 4 MPOs.

Mark Richardson; Scott, I assume this grant is a non-reoccurring grant, and we will apply subsequently, but I am interested in the impact if we do not get it, what will happen with the released funds if we do not get it?

Scott Rhine; it is an annual program from DOT. If we do not get it the request will fall back on the MPO's in our area because they have their own existing funds for their annual Unified Planning Work Program. That is the fallback if these funds are not available. We will have to work with the MPO's and see how that impacts their budgets for funds they had in reserve as well.

Motion for approval FY2020 State Planning & Research Funding application: Mark Richardson

Second: Darrell Frye

Further Discussion: None

Vote: Unanimous

IT Purchase Authorization presented by Scott Rhine;

We are seeking Board approval for two new technology servers. The current servers we have date back to 2012 and outdated; no longer compatible with updates and security in the ever-changing world of IT. This would be a capital expense utilizing federal funds and our local match of twenty percent would come out of our exiting budget as well. No major budget impacts but Board approval is needed to issue the purchase order with Lenovo off of state contract.

Sharon Hightower; is Lenovo a local North Carolina company?

Scott Rhine; I believe what we have in North Carolina deals with lap-tops and desk top computers. We have looked at HP and Dell, as all suppliers are on state contract.

Sharon Hightower; how many bids do you have.

Scott Rhine; we pulled out three.

Kevin Austin; where will the servers be housed? In this building?

Scott Rhine; both will be in this building, here at PART.

Kevin Austin; does one back the other one up or are they dedicated to certain operations?

Scott Rhine; one will be dealing specifically with our phone system, the other will deal specifically with our email and our storage. We have within our building here, a phone closet on one corner and an IT closet in another corner, they are inter-connected. The piece with regards to the phones does impact and is associated with our two buildings next door. Everything is tied in with our fiber optics with regards to our phone system. Everything else is internal here for our operations and PART staff.

Neal Grimes; Is the internal phone systems primarily for the call center?

Scott Rhine; not just the call center but it includes all of our phones here.

Kevin Austin; I would suggest as much redundancy as we can manage.

Scott Rhine; we have other servers, these are not the only ones we have. We have some of our activities based on a cloud network for our financial software program. Not one hundred percent of business activities are housed here but a majority are.

Dan Besse; back-up storage, that is not connected or accessible to the internet?

Scott Rhine; that is one of the items we will be able to utilize or build on, because one of our two existing servers is still a good product to be utilized, basically to use some of that RAM space for some of our back-up we currently have is to maintain our email server for a number of years. One of them is out of date and worn out. We do have the additional back-ups.

Dan Besse; but it is disconnected from the main system. The most server malware attack is the one that locks your data. Other questions?

Sharon Hightower; how long do you anticipate this to last in the ever-changing world of technology?

Scott Rhine; I would say anywhere between three to five years and that would be a good standard business practice for us. With the ever-present issue of hackers and malware attacks, we have gone through some training for folks to be cognizant of those IT related issues.

Sharon Hightower; does this price include updates?

Scott Rhine; yes, ma'am it does. We have firmware which is part of a security protocol, there is a three year up-date for that software on the servers.

Jason Ewing; Scott, when you looked at these, did you look at cloud-based programs that could take this rather than purchasing servers?

Scott Rhine; we did, and the biggest disconnect that prevented us from the cloud-based system is that was too soon for us to make a major transition with our phone system specifically. We are not financially prepared to go in that route. Changing out all the phones and networks as well as storage, putting all that into a cloud, what we have seen would actually be more than what needs to fit in operations.

Mark Richardson; Mr. Chairman, to comment on what Mr. Ewing is asking, what is your gig requirement verses how many gigs these servers bring to the table?

Scott Rhine; I will have to get back to you on that because we are up there in the terabyte level.

Mark Richardson; I would want enough to do the job is my point and that goes along with what you are talking about.

Dan Besse; the resolution is on page 29. Is there a motion?

Motion for Authorization of IT Equipment: Fleming El-Amin

Second: Kevin Austin

Further Discussion: None

Vote: Unanimous

1) Special Recognition-Service Excellence Award presented by Scott Rhine;

I want to take a moment to recognize our operator of the year. Ms. Crystal Ferrier who has been battling the traffic and congestion in Winston Salem this morning. Crystal is operator of the year with National Express, representing PART Express and has been with us for nine years. Crystal sets the standard and is very cognizant in terms of the timing of our routes as well as meeting those time frames. Our customers expect to be at point to point at certain times and with all the congestion and activities that we have in Winston Salem, Crystal steps up and does different things outside of the norm. I present Crystal with our Service Excellence Award for the year and on behalf of the PART Board of Trustee's, this Service Excellence Award is presented for extraordinary display of service, safety and well being of PART customers, our communities and the high standards of exemplary service.

Crystal Ferrier; thank you, I want to say it has been a pleasure to be an operator for PART. We go through a lot and we deal with a lot of crazy passengers, trust me just on my route alone. I have a relationship with our riders, and they know that I am non-nonsense; for example we let them slide depending on circumstance, especially if it is my regulars, if they have a 31-day pass, they might get on my bus and not have it, no problem I tell them to have a seat because I know you ride with me all the time. We have those jokers that want to use a disadvantage card like yesterday, I told him we stopped using that card seven years ago, so they know they cannot slip by me. I started out in Surry County 9 years ago and I have been bounced pretty much all over the place, so when they see me on Greensboro route they say oh that's a new face, and I go no I have been here for nine years and I think I have earned the right to say as the kids say I am an old "G" at this, but I let them know in a polite way we do not take this card and they say the other driver did, and I go no I don't think so Vince makes sure everyone knows we do not take certain cards. We try to initiate to everyone else that comes along to be aware of

jokers like that because people will try us. We had a rough morning today, Lisa was telling me to take the interstate and as soon as I hit the top of 4th and Martin Luther King there were three accidents on the Interstate, and we already had a disabled car on Business 40 Eastbound, that caused a lot of back-up. I was about 20 minutes down but we arrived here safely and my passengers were happy.

Dan Besse; I need to follow you in when I travel from Winston-Salem, that was good! Thank you, for your service and congratulations. We have an update on our TDM plan development by Scott and Sabrina. Our new folks are you familiar with our acronyms? TDM – Travel Demand Management includes our Commuter Resources which is also our vanpools and call center activities.

Old Business

1) Update of Triad TDM Plan Development presented by Scott Rhine and Sabrina Glenn;

I want to give an update to the Board as to where we are at. We talked about this previously in terms of State DOT and the program they are updating with some potential modifications and changes here at PART to our Commuter Resources Department. Going through this there are items we presented previously, and towards the end are some updates that Sabrina and I will go through.

The primary functions we have within Commuter Resources and Transportation Demand Management is our vanpool program which we have 53 vehicle leases in our region. We will share with you more on what the vanpool program is and how it is cost shared between employees and employers for their transportation. Our Call Center opened in 2015 here at PART, and this is tied in with an annual grant we receive from NCDOT, for Transportation Demand Management. NCDOT has gone through a statewide revision plan and one of the elements with that plan is looking at TDM specifically. There are five TDM programs across the state. We manage the program here in the Triad. There are new ideas and performance based activities NCDOT would like for us to incorporate. Sabrina and I have been working with NCDOT how we will go about introducing some different ideas for our program because there are some elements they want us to consider making a change which we will bring up through a planning process.

At our meeting in November we talked about our NCDOT grant for FY19-20, maintaining the existing way that we have now then go through a planning process, and work directly with our MPO's. This planning process outcome would be incorporated into the annual TDM grant for FY20-21. The major change that I anticipate to come up is how we fund our Call Center. It has not been finalized but those conversations still come up with regards to our Call Center Department receiving funds from NCDOT even though we have been receiving them for years. The Call Center activities do not correlate with TDM related activities, and does not fit in with the new program that NCDOT administers. All that being said I will go through these slides quickly. (A presentation was provided to the PART Board)

Fleming El-Amin; I have had two emails from riders in Clemmons North Carolina, saying they want to join the van from Clemmons to Winston Salem due to the construction on Business 40. They want to know if the service will continue after the construction. I said I would pass the information along.

Scott Rhine; Thank you very much, that will come up to you Board members. The reason I say that is we have seen some use and growth with Business 40. We are seeing what we expected in the first two months of operations on Route 6 coming out of Surry County. Ridership has increased. We have not seen a lot of growth out of Kernersville but it has been two months and we are still promoting that. The Clemmons route has picked up, a number of choice riders coming out of that area into Winston Salem. This route was put in place for Business 40 mitigation, and as we go through our first quarter of service we will analyze our passenger usage with any proposed modifications.

Andrew Perkins; I think the key issue is that the planning is absolutely critical in terms of how you plan here in the region and move into the state's overall project and how we can support commentary not just from the vanpool perspective but now you have bicycles, scooters, motorized scooters, you have all kinds of devices that are being introduced into various municipalities and we as a NCDOT multi-modal committee want to look at how we can do a better job of connecting all those elements as long as they can be safe. We want to be able to approve the transportation opportunities for our citizens. This plan is absolutely critical to be able to get into the rest of the planning, even at DOT we are doing things like combining bike/ped with public transportation. As everyone in this room knows you don't do anything without a plan. We are starting to look at what needs to be done in the next 5 to 10 years. Planning is extremely important.

Dan Besse; Scott please e-mail the presentation out to the members interested in the recommendations.

Scott Rhine; I will send the presentation to the board members. I think is useful to take a look at what Mr. Perkins was sharing for the connectivity and how we have that connectivity from bike/ped and mobility and how it all connects. We are essentially working together more. These things tie together and what are the options and how do folks know what is out there for them. It is going to be tied back to a good plan. It will be a forecast of what we are working on in the next 5 years to tie all those things together.

Dan Besse; for our new members, Sabrina please stand and introduce yourself and position.

Sabrina Glenn; good morning, I am Sabrina Glenn I am the director of our Commuter Resources Department. Within that as Scott mentioned earlier is our TDM program including our Partnership program, which is our employer outreach and services as well as our Regional Call Center and our Vanpool program.

Dan Besse; thank you. That is not an action item that is a report item and this brings us to Departmental staff reports. Normally what we do is make available for information and PART staff is available to answer any questions of Board members. For example; in the Part Express data, page 34 in your packet you show an unusual dip for December, I believe I know why that was.

Scott Rhine; yes sir, we had two days of service lost due to bad weather. So when we had our snow storm that was more than any of us wanted to deal with, two lost days and a reduced service on one additional day. That did not help with regards to our service and ridership. Also, we had our holiday season. December is one of our lowest activity months.

Dan Besse; there is usually a dip in December for the reasons you mentioned, could I see an estimate as to what the ridership would have been if we had been open those days.

Scott Rhine; yes, we will get that to you.

Dan Besse; is there anything else in the Departmental reports you would like to ask about?

Scott Rhine; Mr. Chairman, I would like to introduce Mr. Gary House, he is a new employee at PART, He has taken the role of Field Operations Specialist. Gary has been with us just over a month, we are pleased to have Gary join our team.

Dan Besse; thank you. I have one question for the Boards response. We normally meet on the second Wednesday of the month. I wanted to make an inquiry as to whether we wanted to move our March meeting from the 13th to the 20th. Some of us will be at the National League of City's Conference on March 13th, what is the pleasure of the Board?

Motion to move the March meeting from March 13th to March 20th: Darrell Frye

Second: Carolyn Coleman

Further Discussion: Yes

Larry Williams; how do we notify the public of this change?

Scott Rhine; we will send that information out and place it on our website.

Dan Besse; the March meeting has been moved to Wednesday March 20, 2019.

Vote to move the PART Board of Trustee's meeting from March 13th to March 20th.; Unanimous

Scott Rhine; I want to mention having our Operations and Planning Committee meet after the February Board meeting. We have a few things to bring up to the Board. This planning study could be a part of that and we also have updates and reviews with regards to our services. We are just over one year when we made some major changes, and we have some new data as well as reviews we wanted to share with the Board on our services and other business items from Operations and Planning.

Neal Grimes; yes, that works.

Scott Rhine; Also, wanted to make all of our Board members aware, we have three committees, Finance Committee, Operations/Planning Committee and Personnel Committee. Finance and Operations/Planning meet on a quarterly basis. These are all open to our Board members. The committees look into the proverbial weeds of business items and future ideas, program and policies. Board members can serve on more than one committee.

Kevin Austin; I would like to invite Commissioners Marion and Carter to join us immediately afterwards for the Finance Committee meeting today. You will get a short sample of what we do.

Carolyn Coleman; I do not receive information about Rail-Volution, do we not participate?

Scott Rhine; we had not done to that conference in the past few years. As you know since you have been to some of those conference, we still have the same elements outstanding in our Region for the needed implementation of a fixed guideway system. One was local funding, and the other was a higher level of connectivity with local services.

Carolyn Coleman; is there not a transportation conference other than that?

Scott Rhine; yes, there are quite a few. I sent out last year all the different conferences, whether it is State of National. Some of those conferences are very helpful. I will update that and see if there is some interest from our Board members to attend some of those conferences.

Carolyn Coleman; I think so, because we are just learning for each other. Additional education is needed.

Andrew Perkins; We just completed the Transportation Summit, for the State of North Carolina. What we are going to do is put that conference on the NCDOT web page. We talked about Innovation. We talked about what the industry is doing in terms of development for the next five to ten years in terms of driverless cars, all the various modes of transportation. We need to investigate this now and how can we deal with what's coming. Are you ready for 2025? That conference was the first one we have ever had so far in the State, probably have this once every two years in order to bring industry, innovations, the local MPO's, RPO's, legislators all those folks together to talk about those types of subjects.

Andrew Perkins; I will give you a heads up, NCDOT will have its March meeting in Winston Salem. You will see a full Board and the secretary.

Scott Rhine; Mr. Ivey had spoken to me earlier, the conference logistics are being worked out and we are going to see if there are some things we can do for the NCDOT meeting in Winston-Salem in March.

Dan Besse; if there is no further business today, we will stand adjourned, thank you.

Adjourned 9:53am.



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: February 13, 2019

Agenda Item No. IV
Page No. 13

Action Requested:

Report from Board Committee's

Summary of Information:

Attachments yes__ no X

A. PART Board Finance Committee

The PART Board Finance Committee met on January 16, 2019. Members present included Chair Kevin Austin, Darrell Frye, Lenny Williams, Larry Williams, Mark Richardson, and Steve Carter.

Committee Chair Austin will provide to the PART Board of Trustees an overview of the committee meeting discussion, and other members will provide additional comments as needed to share the finance committee items reviewed.

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: February 13, 2019

Agenda Item No. V
Page No. 14

Action Requested:

Consideration of Consent Agenda

Summary of Information:

Attachments yes X no

A. Designating Tammy Turner as Deputy Finance Officer to comply with N.C.G.S. 159-28

As stipulated within the regulations of the Local Government Finance Act, the Governing Board of a Public Authority is required to pass a supportive resolution to authorize the appointment of a Deputy Finance Officer to comply with budgetary accounting for appropriations.

With our previous Deputy Finance Officer retired, the PART Board is requested to authorize Tammy Turner as the designated PART Deputy Finance Officer to comply with N.C.G.S. 159-28.

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

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____

**RESOLUTION
PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION
BOARD OF TRUSTEES
APPROVING A DEPUTY FINANCE OFFICER FOR THE PURPOSE OF COMPLYING WITH
N.C.G.S. 159-28 BUDGETARY ACCOUNTING FOR APPROPRIATIONS**

WHEREAS, The Piedmont Authority for Regional Transportation (PART) is a Public Authority, and subject to N.C.G.S. 159 - The Local Government Finance Act; and

WHEREAS, N.C.G.S. 159-28 establishes procedures for Budgetary Accounting for Appropriations that are required to be adhered to by all Public Authorities; and

WHEREAS, the procedures allow the governing board to duly appoint a Deputy Finance Officer for the purpose of complying with N.C.G.S. 159-28 regarding the preaudit and disbursement processes, and the signing of preaudit and disbursement certificates; and

WHEREAS, the PART Board of Trustees had authorized previously this appointment to the PART Deputy Finance Officer who has recently retired; and

WHEREAS, in order to be consistent with our financial management procedures, and improve the efficiency of the preaudit and disbursement processes Tammy Turner is identified as an alternate authorized signatory.

NOW THEREFORE BE IT RESOLVE, the PART Board of Trustees recognize Tammy Turner as the PART Deputy Finance Officer and authorize her to fulfill the purposes of complying with G.S. 159-28.

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 13th day of February, 2019.

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 13th day of February, 2019.

Approved: _____
Dan Besse
PART Board Chairperson

Witnessed: _____
Thomas E. Terrell, Jr.
PART Legal Counsel

Certified: _____
Terry Anderson
Clerk to the Board

SEAL:



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: February 13, 2019

Agenda Item No. VII
Page No. 16

Action Requested:

Consideration of PART Board Business Items

Summary of Information:

Attachments yes X no__

A. New Business

1) FY2019 Budget Amendments

The following budget amendments are midyear financial updates for revenues and expenditures on business related functions occurring in the current fiscal year.

a) PART General Fund

Recommendation to amend the SMAP budget line item with a decrease in funding, include CMAQ funding as an offset, appropriate funding from fund balance to increase Capital Reserve requirements. A budget amendment Ordinance is included on page 22 for PART Board consideration.

b) PART Commuter Resources Fund

Recommendations to increase funding for additional staff, include expenditure for a Phone system server and the additional staff, transfer funding to the Grants fund for the purchase of two (2) Vanpool vehicles. A budget amendment Ordinance is included on page 25 for PART Board consideration.

c) PART Grants Fund

Recommendation to increase the amount of Section 5339 funding, increase local share for vehicle purchase, and vehicle graphics, increase transfer amount from Commuter Resources Fund to Capital Reserve Fund. A budget amendment Ordinance is included on page 27 for PART Board consideration.

d) Capital Reserve Fund

Recommendation to transfer funds from the General Fund, and transfer funds from Capital Reserve to the grants Fund. A budget amendment Ordinance is included on page 30 for PART Board consideration

A. Old Business

1) Triad TDM Program Plan Update

Scott Rhine, and Sabrina Glenn will provide a brief update of the Triad TDM plan under development.

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____

Memorandum

TO: PART Board of Trustees
FROM: Connie Conklin, CFO
DATE: February 13, 2019

SUBJECT: Consideration of Ordinances Amending the General, Commuter Resource (CR), Grants and Capital Reserve Annual Budgets for Fiscal Year Ending June 30, 2019.

PART adopted the General, CR, Grants and Capital Reserve Annual Budgets as required under North Carolina General Statute § 159-12 at the duly called meeting of the Board of Trustees on June 13, 2018.

The following is a summarization of the proposed amendments approved and reviewed by the Finance Committee on January 16, 2019.

General Fund budget proposed for amendment:

- Decrease revenue for SMAP funding (\$248,265) and increase CMAQ revenue funding \$248,265.
- Expenditure change within department line items for PART Express and Marketing resulting in no change to total expenditures by department.
- Increased transfer of \$42,761 to Capital Reserve Fund for an amended budget of \$735,761.

The net effect to the General fund is an increased appropriation from fund balance of \$42,761.

CR Fund budget proposed for amendment:

- Increase non-operating revenue \$15,500 for additional staff reimbursed by NETS.
- Increase in Call Center Salaries of \$15,500 and increase in Information Technology Services of \$6,500 for CNP server.
- Increase in transfers to Grants Fund for \$10,400 for local portion of two passenger vans.

The net effect to the CR fund is an increase of \$16,900 appropriation from CR fund balance.

Grants Fund budget proposed for amendment:

- Increase \$22,641 in revenue for 5339 Greensboro Replacement Vehicles for amended budget of \$53,815.
- Increase in Greensboro Replacement Vehicle expenditures of \$22,641 and local match on replacement vehicles of \$25,756.
- Increase in transfers from CR fund of \$10,400 and increase in transfers from Capital Reserve Fund of \$15,356.

The net effect to the grants fund is a \$25,756 increase in transfers.

Capital Reserve Fund budget proposed for amendment:

- Increase transfer of \$42,761 from General Fund for \$735,761 amended budget per 5-year capital reserve requirements.
- Increased transfer to Grants Fund of \$15,356 to fund FY 2019 Capital Expenditures.
- Reclass \$112,750 of Capital Projects to Vehicle purchases formally set up to be used for Park and Ride Lots, Building Maintenance, Passenger Amenities, and Technology.

The net effect to the Capital Reserve Fund is an increase in appropriation to the Capital Reserve Restricted Fund Balance of \$27,405.

Following the review and input from the PART Board Finance Committee of the aforementioned budget amendments; we recommend PART Board approval of the accompanying ordinances.

Scott W. Rhine, Executive Director and Tammy Turner, Deputy Chief Financial Officer, will be present to respond to questions.

**Piedmont Authority for Regional Transportation
General Fund
FY 2019**

	FY 2019 Budget	Amendment Feb 2019	Amended FY 2019 Budget	Notes
Revenues				
Rental Vehicle Tax	4,045,500		4,045,500	Annualized (includes Alamance)
Vehicle Registration Tax-Randolph County	142,000		142,000	Annualized
			0	
Operating revenue - Fares	405,000		405,000	Annualized
			0	
Grant Revenues			0	
				\$150K Amtrak; \$300K HP; \$250 Burl;\$226,955 GSO;
FTA-5307 Operating Grant	1,417,248		1,417,248	490,293 WS
FTA-5307 CMAQ Palladium	132,400		132,400	6/30/2019 POP
FTA-5307 CMAQ WS Saturday/Extended	97,039		97,039	291,117/3 full year
FTA-5307 Preventive Maintenance Grant	89,731		89,731	GSO
FTA-5307 Preventive Maintenance Grant	68,166		68,166	WS
FTA-5307 Routine Capital Grant	50,000		50,000	Scott-\$50K HP
				295,032/3 Saturday Service
FTA-CMAQ HPMPO/Extended	98,344		98,344	full year
FTA-CMAQ Burlington/Extended	86,320		86,320	215,800/2
FHWA - Business 40	5,404,000		5,404,000	
FTA-CMAQ		248,265	248,265	
NCDOT - State Maintenance Assistance	765,240	(248,265)	516,975	Decreased Formula Funding
NCDOT - Air Qual/Air Awareness	84,000		84,000	POP Sept 19
NCDOT - Model Maintenance	72,642		72,642	
NCDOT - Model Administration	-		0	NCDOT will incur cost
NCDOT - JARC	59,900		59,900	POP Dec 18
NCDOT - Rail Amtrak	33,500		33,500	Connector
NCDOT - Technology 19- AT-120	193,512		193,512	Regional Faring
			0	
Local Revenues			0	
Regional MPO Model Maintenance	96,196		96,196	
Regional MPO Model Enhancement	-		0	
Other Local Revenue	4,500		4,500	
Duke Energy	-		0	
Bus Advertising	16,500		16,500	
ATM Revenue	3,900		3,900	325 per month
Kernersville	15,000		15,000	Funding for VA
TOTAL REVENUES	13,380,638	0	13,380,638	
Expenditures				
Board of Trustees				
Salaries & Benefits	12,500		12,500	
Travel & Meetings	10,500		10,500	
Special Initiatives	15,000		15,000	
Total Board of Trustees	38,000	-	38,000	
Executive Director				
Salaries & Benefits	115,000		115,000	Moved HR and removed Admin Asst
Legal Services	50,000		50,000	
Other Professional Services	50,000		50,000	
Travel & Meetings	14,000		14,000	annualized and compared to last year(7K)
Office Expenses	13,500		13,500	
Space & Furnishings	10,567		10,567	
Total Executive Director	253,067	-	253,067	

**Piedmont Authority for Regional Transportation
General Fund
FY 2019**

	FY 2019 Budget	Amendment Feb 2019	Amended FY 2019 Budget	Notes
Finance & Administration				
Salaries & Benefits	532,000		532,000	DFO position overlap and HR Position
Insurance - Property & Casualty	75,000		75,000	
Professional Services	57,000		57,000	35 Audit, 12 IT, 10 misc
Travel & Training	20,000		20,000	New Hire Training, Grants training
Office Expenses	12,000		12,000	Fixed Asset Module
Space & Furnishings	46,000		46,000	
Total Finance & Administration	742,000	-	742,000	
PART Express				
Vehicle Operations Contract	3,878,726		3,878,726	Added 50K for Amtrack additional service
Fuel & Lubricants	764,505		764,505	2.75/gal 20 Bus Wraps, engines, transmission
Maintenance & Repairs	60,000		60,000	
Building & Grounds Management	150,000		150,000	
Uniforms	6,000	(6,000)	0	
Miscellaneous	2,500	6,000	8,500	Removed Field Maint Position
Salaries & Benefits	322,000		322,000	215 Regional Faring, 10K APC
Professional Services	265,000		265,000	
Travel & Training	5,000		5,000	
Office Expenses	40,000		40,000	35K printing prior year included estimates for CTC
Space & Furnishings	20,000		20,000	
Total PART Express	5,513,731	-	5,513,731	
Marketing & Communications				
Salaries & Benefits	132,000		132,000	Allocating Sarah to CR
Professional Services	20,000	(10,000)	10,000	10 Part
Media & Advertising	118,000	10,000	128,000	105AQ(80/20):5 Print Media, 2 promo, 6 Billboard, 2 events, 5 print, 3 other
Travel & Training	4,000		4,000	
Office Expenses	7,000		7,000	4K Civic Plus(website)
Space & Furnishings	11,500		11,500	
Total Marketing & Communications	292,500	-	292,500	
Planning				
Salaries & Benefits	258,000		258,000	
Professional Services (PTRM Freight Study)	-		0	NCDOT will Incur cost
Travel & Training	13,000		13,000	
Office Expenses	8,000		8,000	
Space & Furnishings	20,500		20,500	
Model Maintenance	193,600		193,600	
Model Enhancement	-		0	
Duke Energy	-		0	
Bus Advertising	16,500		16,500	
Total Planning	509,600	-	509,600	
Business 40 Mitigation	5,404,000		5,404,000	
Capital				

**Piedmont Authority for Regional Transportation
General Fund
FY 2019**

	FY 2019 Budget	Amendment Feb 2019	Amended FY 2019 Budget	Notes
Capital Outlay	50,000		50,000	
TOTAL EXPENDITURES	12,802,899	-	12,802,899	
REVENUES OVER (UNDER) EXPENDITURES	577,739		577,739	
Other Financing Sources (USES)				
Transfer from (to) Grants Fund				
Transfer from (to) CR Fund				
Transfer from (to) Capital Reserve Fund	(693,000)	(42,761)	(735,761)	
Appropriation from (to) Fund Balance	115,261	42,761	158,022	
Total Other Financing Sources (Uses)	(577,739)	-	(577,739)	
Revenues and Other Sources over (under) Expenditures	0	0	(0)	

**Ordinance of the Board of Trustees
for the Piedmont Authority for Regional Transportation
Approving Amendment of the General Fund Annual Budget
for Fiscal Year Ending June 30, 2019**

WHEREAS, the PART Board of Trustees are required under North Carolina General Statute §160A-641 Fiscal Accountability Act to be subject to the provisions of NCGS Chapter 159; and

WHEREAS, in accordance with NCGS §159-12, PART adopted the General Fund Budget for the fiscal year ending June 30, 2019 as required under North Carolina General Statute§159-12 on June 13, 2018; and

WHEREAS, in order to maintain adherence to the NC Fiscal Accountability the amendment shows a decrease revenue for State Maintenance Assistance Program (SMAP) and increase revenue for Congestion Mitigation and Air Quality Program (CMAQ); and

WHEREAS, to reclass expenditure line items within the PART Express and Marketing departments; and

WHEREAS, to recognize an increase transfer to the Capital Reserve Fund; and

NOW THEREFORE BE IT ORDAINED by the PART Board of Trustees, that the Annual General Fund Budget of the Piedmont Authority for Regional Transportation for the fiscal year ending June 30, 2019 be amended as follows:

Transfers from (to) previously approved in the amount of (\$693,000) be increased to (\$735,761)
Appropriation from(to) Fund Balance previously approved in the amount of \$115,261 be increased to \$158,022.

.....

A motion was made by _____ and seconded by _____ for adoption of the above ordinance, and upon being put to a vote was duly adopted on this 13th day of February, 2019.

.....

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 13th day of February, 2019.

Approved: _____
Dan Besse
PART Board Chairperson

Witnessed: _____
Thomas E. Terrell, Jr.
PART Board Legal Counsel

Certified: _____
Terry Anderson
Clerk to the Board

SEAL:

**Piedmont Authority for Regional Transportation
Commuter Resource Fund (CR)
FY 2019**

	FY 2019 Proposed Budget	Amendment Feb 2019	Amended FY 2019 Budget	Notes
Revenues				
Operating Revenue				
Vanpool rentals	575,000		575,000	
Other Non-operating Revenue				
NCDOT Admin Assist Grant-Orig	163,622		163,622	
City of Greensboro	68,000		68,000	
City of High Point	25,000		25,000	
City of Winston-Salem	51,000		51,000	
NCDOT CMAQ AQ	20,000		20,000	
NCDOT Telematics	76,050		76,050	
NCDOT Study	29,700		29,700	
NCDOT Admin Assist Grant-Call Center	89,758		89,758	
City of High Point	46,051		46,051	
Davidson County	35,000		35,000	
Guaranteed Ride Home	8,000		8,000	
Other non-operating revenue	10,000	15,500	25,500	Reimb for additional Staf
	1,197,181	15,500	1,212,681	
Expenditures				
CR - Original				
Salaries & Benefits	258,080		258,080	
Fuel & Lubricants	250,000		250,000	
Maintenance & Repairs	60,000		60,000	
Insurance - Vehicles	182,000		182,000	
Vehicle Damage & Recovery	7,000		7,000	
Transportation	1,000		1,000	
Transportation (Amtrak)	8,000		8,000	
Professional Services	63,000		63,000	
Marketing	75,000		75,000	
Information Technology Services	22,500		22,500	
Driver Testing	2,500		2,500	
Travel & Training	4,775		4,775	
Printing	3,500		3,500	
Office Expense	5,906		5,906	
Space & Furnishings	25,620		25,620	
Total Exp - CR Original	968,881		968,881	
CR - Call Center				
Salaries & Benefits	184,380	15,500	199,880	Additional staff
Marketing	5,000		5,000	
Professional Services	10,000		10,000	
Travel & Training	1,200		1,200	
Information Technology Services	8,500	6,500	15,000	CNP Server
Office Expense	1,220		1,220	
Space & Furnishings	18,000		18,000	
Total Exp - CR Call Center	228,300	22,000	250,300	
Total CR Expenses	1,197,181	22,000	1,219,181	
Revenue over (under) Expenditures	-	(6,500)	(6,500)	

**Piedmont Authority for Regional Transportation
Commuter Resource Fund (CR)
FY 2019**

	FY 2019 Proposed Budget	Amendment Feb 2019	Amended FY 2019 Budget	Notes
Other Financing Sources (USES)				
Appropriations from/(to) CR Fund Balance	-	16,900	16,900	CNP Server/ Vans
Transfer from/(to) General Fund				
Transfer from/(to) Grants Fund		(10,400)	(10,400)	2 vans 15 passenger
Total Other Financing Sources (Uses)	-	6,500	6,500	
Revenues and Other Sources over (under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**Ordinance of the Board of Trustees
for the Piedmont Authority for Regional Transportation
Approving Amendment of the Commuter Resource (CR) Fund Annual Budget for Fiscal
Year Ending June 30, 2019**

WHEREAS, the PART Board of Trustees are required under North Carolina General Statute §160A-641 Fiscal Accountability Act to be subject to the provisions of NCGS Chapter 159; and

WHEREAS, in accordance with NCGS §159-12, PART adopted the Commuter Resource Fund Budget for fiscal year ending June 30, 2019 as required under North Carolina General Statute § 159-12 on June 13, 2018; and

WHEREAS, the budget amendment is to increase non-operating revenue for additional call center staff; and

WHEREAS, to increase expense for CR-Call Center Salaries and Benefits for additional staff requirements and increase Information Technology Services for server requirements; and

WHEREAS, recognize a transfer to the Grants Fund for Van purchases and an appropriation from the CR Fund Balance for computer server and local match on Van purchases.

NOW THEREFORE BE IT ORDAINED by the PART Board of Trustees, that the Annual Budget for the Commuter Resource Fund of the Piedmont Authority for Regional Transportation for the fiscal year ending June 30, 2019 be amended as follows:

- Revenues previously approved in the amount of \$1,197,181 be increased to \$1,212,681;
- Expenditures previously approved in the amount of \$1,197,181 be increased to \$1,219,181;
- Transfers from (to) previously approved in the amount of \$0 be increased to (\$10,400);
- Appropriations from (to) CR Fund Balance previously approved in the amount of \$0 be increased to \$16,900.

.....
A motion was made by _____ and seconded by _____ for adoption of the above ordinance, and upon being put to a vote was duly adopted on this 13th day of February, 2019.
.....

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 13th day of February, 2019.

Approved: _____
Dan Besse
PART Board Chairperson

Witnessed: _____
Thomas E. Terrell, Jr.
PART Board Legal Counsel

Certified: _____
Terry Anderson
Clerk to the Board

SEAL:

**Piedmont Authority for Regional Transportation
Grants Fund
FY 2019**

	FY 2019 Proposed Budget	Amendment Feb 2019	Amended FY2019 Budget (2/19)	Notes
REVENUES				
FTA- 5339 Greensboro - Replacement Vehicles	31,174	22,641	53,815	4 Cutaways/4 Vans
FTA - WS STDA - Replacement Vehicles	200,000		200,000	4 Cutaways/4 Vans
FTA - Replacement Vehicles	120,000		120,000	4 Cutaways/4 Vans
NCDOT- Replacement Vehicles	15,000		15,000	4 Cutaways/4 Vans
TOTAL REVENUES	366,174	22,641	388,815	
EXPENDITURES				
FTA- 5339 Greensboro - Replacement Vehicles	31,174	22,641	53,815	4 Cutaways/4 Mini Vans
FTA - WS STDA - Replacement Vehicles	200,000		200,000	4 Cutaways/4 Mini Vans
FTA - Replacement Vehicles	120,000		120,000	4 Cutaways/4 Mini Vans
NCDOT- Replacement Vehicles	15,000		15,000	4 Cutaways/4 Mini Vans
LOCAL - Replacement Vehicles	72,794	25,756	98,550	4 Cutaways/4 Mini Vans/2 Vans (15)/10K wrapping
TOTAL EXPENDITURES	438,968	48,397	487,365	
REVENUES OVER (UNDER) EXPENDITURES	(72,794)	(25,756)	(98,550)	
OTHER FINANCING SOURCES (USES)				
Transfers from (to) General Fund	-	-	-	
Transfers from (to) Commuter Resource Fund	-	10,400	10,400	Resolution 11/2018
Transfers from (to) Capital Reserve Fund	72,794	15,356	88,150	
Total Other Financing Sources (Uses)	72,794	25,756	98,550	
Revenues and Other Sources over (under) Expenditures	0	0	0	

**Ordinance of the Board of Trustees
for the Piedmont Authority for Regional Transportation
Approving Amendment of the Grants Fund Annual Budget for Fiscal Year Ending
June 30, 2019**

WHEREAS, the PART Board of Trustees are required under North Carolina General Statute §160A-641 Fiscal Accountability Act to be subject to the provisions of NCGS Chapter 159; and

WHEREAS, in accordance with NCGS §159-12, PART adopted the Grants Fund Budget of the Piedmont Authority for Regional Transportation for the fiscal year ending June 30, 2019 as required under North Carolina General Statute § 159-12 on June 13, 2018; and

WHEREAS, the budget amendment is to increase revenue for FTA 5339 Replacement Vehicles; and

WHEREAS, to increase expense for FTA 5339 Replacement Vehicles and Local expense as it relates to Vehicle purchases; and

WHEREAS, to recognize a transfer from the CR Fund for the local match on additional Van Purchases, and a transfer from the Capital Reserve fund for vehicle purchases; and

NOW THEREFORE BE IT ORDAINED by the PART Board of Trustees, that the Annual Budget for the Grants Fund of the Piedmont Authority for Regional Transportation for the fiscal year ending June 30, 2018 be amended as follows:

- Revenues previously approved in the amount of \$366,174 be increased to \$388,815;
- Expenditures previously approved in the amount \$438,968 be increased to \$487,365;
- Transfers from(to) as previously approved in the amount of \$72,794 be increased to \$98,550.

.....
A motion was made by _____ and seconded by _____ for adoption of the above ordinance, and upon being put to a vote was duly adopted on this 13th day of February, 2019.
.....

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 13th day of February, 2019.

Approved: _____
Dan Besse
PART Board Chairperson

Witnessed: _____
Thomas E. Terrell, Jr.
PART Legal Counsel

Certified: _____
Terry Anderson
Clerk to the Board

SEAL:

Capital Budget

	Local Match							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	
BUSES (7)	349,000							
BUSES (1)	100,000							
Handicap Van	40,000							
VANS (5)	40,000	40,000						
CUTAWAYS (4)	48,150	48,150						
VANS (12)	81,800		81,800					
CUTAWAYS (6)	48,000		48,000					
BUSES (7)	350,000		350,000					
VANS (22)	149,800		149,800					
CUTAWAYS (2)	166,000		166,000					
Vans (11)	74,800		74,800					
Buses Heavy (8)	400,000		400,000					
Buses Heavy (3)	150,000		150,000					
Vans (12)	81,800		81,800					
Van (6)	40,800		40,800					
Office Vehicle	4,000		4,000					
Total	2,122,550	88,150	479,800	553,800	389,800	81,800	40,800	

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Appropriation TO Grants Fund	Appropriation From Fund Balance	Capital Reserve Fund
Capital Budget Ordinance FY2018	\$ 529,000	\$ 57,100	\$ 58,244	\$ 190,708	\$ 73,441			\$ (440,787)	\$ 908,493	\$ 467,898
Capital Budget Ordinance FY2019	\$ -	\$ (88,150)	\$ 421,356	\$ 181,446	\$ 104,388	\$ 20,400	\$ 8,160	\$ (88,150)	\$ 735,761	\$ 1,115,307
Capital Budget Ordinance FY2020	\$ -	\$ -	\$ (479,800)	\$ 181,446	\$ 105,980	\$ 20,198	\$ 8,180	\$ (479,800.00)	\$ 316,782	\$ 951,489
Capital Budget Ordinance FY2021	\$ -	\$ -	\$ -	\$ (553,800)	\$ 105,980	\$ 20,502	\$ 8,078	\$ (553,800.00)	\$ 134,581	\$ 532,450
Capital Budget Ordinance FY2022	\$ -	\$ -	\$ -	\$ -	\$ (389,800)	\$ 20,502	\$ 8,201	\$ (389,800.00)	\$ 28,703	\$ 171,353
Capital Budget Ordinance FY2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (81,800)	\$ 8,201	\$ (81,800.00)	\$ 8,201	\$ 97,653
Capital Budget Ordinance FY2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,800)	\$ (40,800.00)	\$ -	\$ 57,153

**Piedmont Authority for Regional Transportation
Capital Reserve Fund
FY 2019**

	FY 2019 Proposed Budget	Amendment Feb 2019	Amended FY 2019 Budget	Notes
OTHER FINANCING SOURCES (USES)				
Transfers from (to) General Fund	693,000	42,761	735,761	Available for Appropriation
Transfers from (to) Grants Fund	(72,794)	(15,356)	(88,150)	
Total Other Financing Sources (Uses)	620,206	27,405	647,611	
Appropriation to (from) Capital Reserve Fund Balance	620,206	27,405	647,611	

**Ordinance of the Board of Trustees
for the Piedmont Authority for Regional Transportation
Approving Amendment of the Capital Reserve Annual Budget for
Fiscal Year Ending June 30, 2019**

WHEREAS, the Board of Trustees are required under North Carolina General Statute §160A-641 under Fiscal Accountability Act to be subject to the provisions of NCGS Chapter 159; and

WHEREAS, in accordance with NCGS §159-12, PART adopted the Capital Reserve Fund Budget for fiscal year ending June 30, 2019 as required under North Carolina General Statute§159-12 on June 13, 2018; and

WHEREAS, the amendment is to recognize an increased transfer to the Grants Fund; and

WHEREAS, to recognize an increased transfer from the General Fund; and

NOW THEREFORE BE IT ORDAINED by the PART Board of Trustees, that the Annual Capital Reserve Fund Budget of the Piedmont Authority for Regional Transportation for the fiscal year ending June 30, 2019 be amended as follows:

Transfers from (to) the General Fund previously approved in the amount of \$693,000 be increased to (\$735,761);

Transfers from(to) the Grants Fund previously approved in the amount of (\$72,794) be increased to (\$88,150).

.....
A motion was made by _____ and seconded by _____ for adoption of the above ordinance, and upon being put to a vote was duly adopted on this 13th day of February, 2019.
.....

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 13th day of February, 2019.

Approved: _____
Dan Besse
PART Board Chairperson

Witnessed: _____
Thomas E. Terrell, Jr.
PART Legal Counsel

Certified: _____
Terry Anderson
Clerk to the Board

SEAL:



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: February 13, 2019

Agenda Item No. VIII

Page No. 31

Action Requested:

Staff Reports – Informational Items

Summary of Information:

Attachments yes X no

Executive Director Updates:

- **Government Shutdown:** The Federal Government reached an agreement to pass a continuing resolution through February 15, 2019.
 - ECHO draws were opened back up, and existing Federal grant funds were drawn down for reimbursing PART.
 - FFY2019 Certification and Assurances have not been enacted, and pending grants have not moved through the FTA review process for FTA grants (2 PART Grants pending)
 - FFY2019 Appropriations have not been finalized, and one grant is not moving forward until a final budget is approved.
- **Business 40 Mitigation:** We have completed 3 full months of expanded/new services with PART Express for the Business 40 Mitigation project, and various outreach/community engagement events. Next Steps include:
 - Analyze PART Express Routes for needed adjustments for the next quarterly review period.
 - Transition from broad based Marketing and Outreach efforts to specific businesses that have shown an interest and are participating in the mitigation strategies.
- PART has applied for **Congestion Mitigation Air Quality (CMAQ) funding** from the Winston-Salem MPO for an open Call for Projects application. If PART is awarded we would utilize the \$2.93M in CMAQ funding for our next Heavy Duty Bus procurement.
 - The CMAQ funding is scheduled to lapse 9/30/2019. Communications have been initiated with NCDOT, FHWA, and FTA if PART is awarded funding to have all programmatic elements in place to secure the funding prior to the pending lapse.
- PART submitted an **NCDOT MOBI awards** (Multimodal Investments Transforming Communities) nomination for the development of the Coble Transportation Center (CTC). Award winners will be announced on April 3, 2019.
- **PART/NETS** has been included on the invitation from the NC Department of Labor for the next safety achievement awards. This includes PART administration, CTC facility administration, and PART Express Operations.
- An **updated listing of conference/seminars** is included on the following page. PART Board members are encouraged to attend. Any planned participation should be coordinated with PART for any cost sharing with your local governments where applicable to assist in registration and travel expenses.
- **Reminder** – a planned PART Operations/Planning committee will meet on February 13, 2019 following the PART Board monthly meeting.
- **Reminder** – NCDOT Board of Transportation will conduct their March 2019 meeting in Winston-Salem
- **Reminder** – The PART Board March meeting has been rescheduled to March 20, 2019

Department staff reports are on the following pages for PART Board member view.

2019 Transportation Conferences

NC Association of Metropolitan Planning Organizations (NCAMPO)

- April 24 – 26, 2019
- Charlotte Convention Center located at 501 S. College Street
- <http://www.ncampo.org/ncampo-2019-conference/>
- Hotel – The Westin Charlotte. 601 S. College Street
- Registration is presently open. Early bird registration ends 2/28/19

The 2019 North Carolina MPO conference will be an excellent continuing educational opportunity that will attract a diverse range of professional within the transportation, planning and engineering fields. The Conference features a comprehensive array of high quality technical sessions, special speakers, and timely agency updates. More than 350 participants from MPOs, RPOs, NCDOT, the consultant community, transit agencies, and other organizations are expected to attend the conference.



NC Public Transit Association (NCPTA) Annual Conference, Expo, and Rodeo

- April 26 – May 1, 2019
- Wilmington Convention Center located adjacent to Riverfront in Downtown Wilmington
- <https://www.nctransit.org/2019-conference/>
- Hotel(s) – various hotels on the Riverfront to choose from. Conference hotel is the Embassy Suites, while available.
- Registration is presently open. Early bird registration ends 3/15/19

The North Carolina Public Transportation Association cordially invites you to the largest gathering of transit professionals in North Carolina. Representatives from transit agencies in the mountains and across the state will gather on the coast, in beautiful Wilmington, for an opportunity to network, learn and socialize. The Conference and Expo will be held at the Wilmington Convention Center, which is located on the scenic Cape Fear River.

National Conferences:

Association for Commuter Transportation (ACT)

- August 4-7, New York City, NY
- <http://www.actconf.org/>



American Public Transportation Association (APTA)

- Legal Affairs, February 24-26, 2019, New Orleans
- Legislative Conference, March 17-19, Washington, DC
- National Light Rail & Streetcar Conference, April 7-9, Jersey City, NJ
- Transit CEOs Seminar, April 13-15, Chicago, IL

Rail Volution

- September 8-11, Vancouver, British Columbia
- <https://railvolution.org/the-conference/conference-information/>

Community Transportation Association of America (CTAA)

- Annual meeting, May 19-23, Palm Springs, CA
- <https://ctaa.org/expo/>



Various other venues. Including:

American Planning Associations (APA), Institute for Transportation Engineers (ITE), Transportation Research Board, Etc

MARKETING DEPARTMENT UPDATES - FEBRUARY 2019

Business 40 Promotions

The new year started by re-engaging the Winston-Salem businesses and potential passengers by promoting the Business 40 discount XPass program. Outreach has been made and a new form on the PART website for users to get 2 free passes to try before buying their XPass.

Upcoming meetings are being held with NCDOT, Winston-Salem Chamber, Wake Forest Innovation Quarter, and Inmar.



Regional Marketing Meeting

A Regional Marketing Meeting is held quarterly between PART, WSTA, HP Transit, GTA/HEAT, and Link Transit. The meeting rotates to each city and was held in Winston-Salem on January 18th.

This is a great time to catch up on happenings for each of the systems and coordinate how we can work together.



Service Suggestions For Route Analysis

Piedmont Authority for Regional Transportation - PART
Published by Brooke Kochanski [?] - January 17 at 11:29 AM

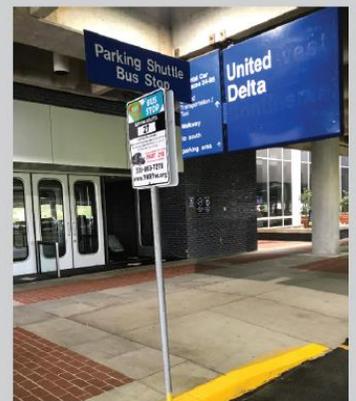
Do you have a service suggestion for PART Express? PART is analyzing and reviewing routes and would love to hear from passengers. Visit our website to complete the form - <http://www.partnc.org/servicesuggestion>



PTI Airport Engagement

 PART staff has been working with the PTI Airport to promote the use of the Airport shuttles and PART Express. PART will host a training in February for PTIA Ambassadors. These Ambassadors will ride the PART shuttle to the training and get the full experience so they can educate others in the future.

Several other tactics are being used to promote PART services to the airport and surrounding tenants.



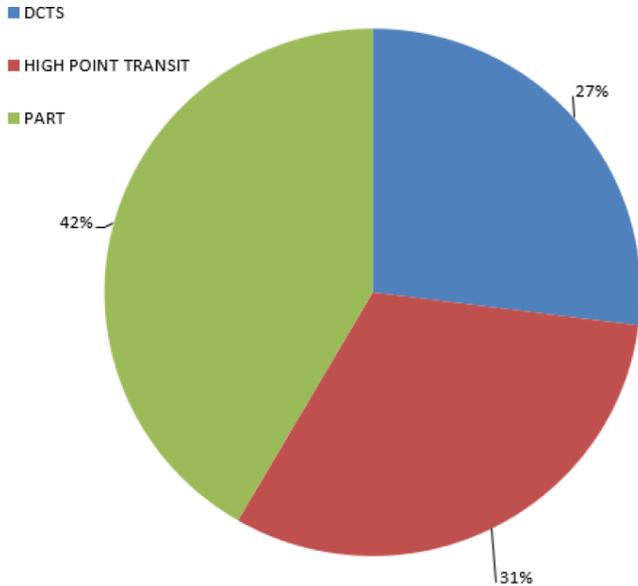
Marketing Staff

Brooke Kochanski
Manager of Marketing & Communications
brookek@partnc.org - 336.291.4331

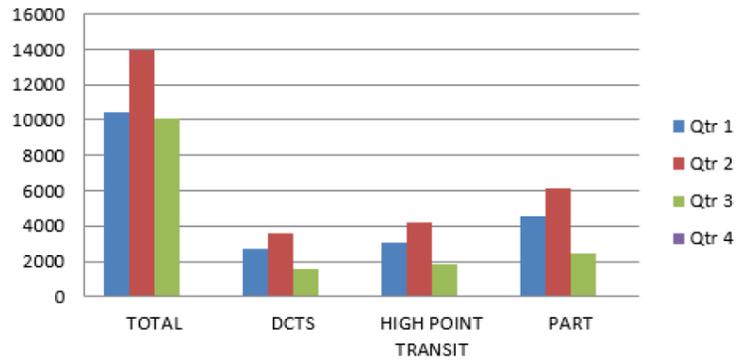
Commuter Resources Update

February 2019

PIEDMONT TRANSIT RESOURCE CENTER



Quarterly Call Volume



Presented Calls: 11255 • % Answered: 96.2%
 Speed of Answer: 0:00:07 • Avg. Call Duration: 0:01:03

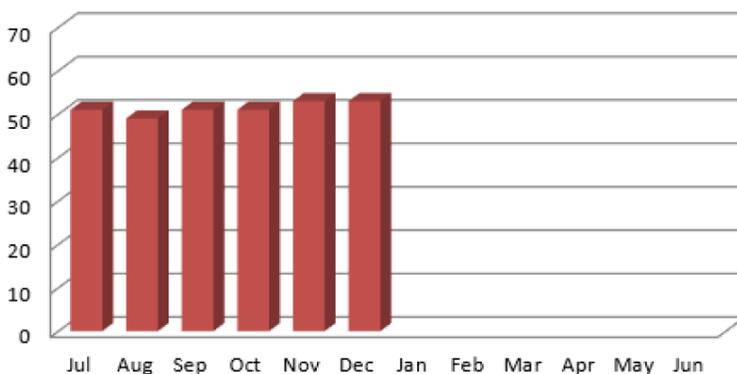


Notable Activities

- Staff continue to work with Wake Forest University to identify ways to promote PART vanpools to faculty and staff. Events will be held at the UCC and Downtown campus late February/early March to engage employees.
- Staff worked with NCDOT and consultants regarding next steps for the Triad's TDM 5 Year Plan. The current phase included a variety of data collection and stakeholder identification. PART's Planning Department served as a key resource in providing the necessary data.
- Staff meet with the Director of Community Engagement for the Innovation Quarter. She was able to provide insight and help mold a strategy for connecting with the key businesses within the office park. Over the next several months, staff will work on increasing engagement from commuters at the park.

VANPOOL PROGRAM

Vans in Operation FY 2019



During the month of January, PART staff engaged in several calls with groups of commuters interested in the vanpool program. This included groups from the Kernersville VA, Aetna, NC Department of Insurance, and NC Justice Center. Staff will continue to communicate with these groups in the hopes that new vanpools will be formed.



Planning Staff

Mark E. Kirstner, AICP - Director of Planning John Kim, PhD - Regional Transportation Modeler
Kyle Laird, AICP - Mobility and Systems Planner Matt Van Hoeck - Transportation Modeling Analyst
Miguel Fernandez - Transportation Planner

Planning Department Activity Summary for January 2019

Piedmont Triad Regional Modeling Program

CommunityViz

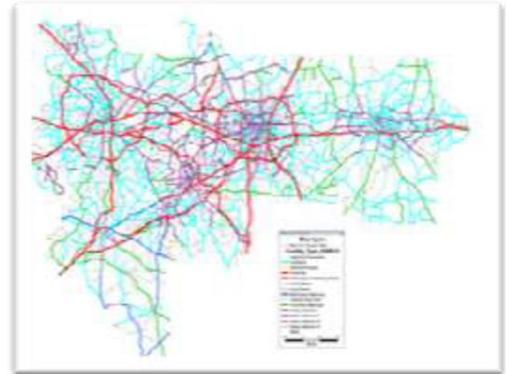
- The project team is gearing up to run a growth allocation simulation and joint meeting of the Model Team and CommunityViz Steering Committee on February 21st.
- The next step will be training on how setup and analyze different growth scenarios.

Travel Demand Model

- Work on the project tables to improve the models capability continues . The 2017 Base Year validation and calibration phase will begin in a few months.

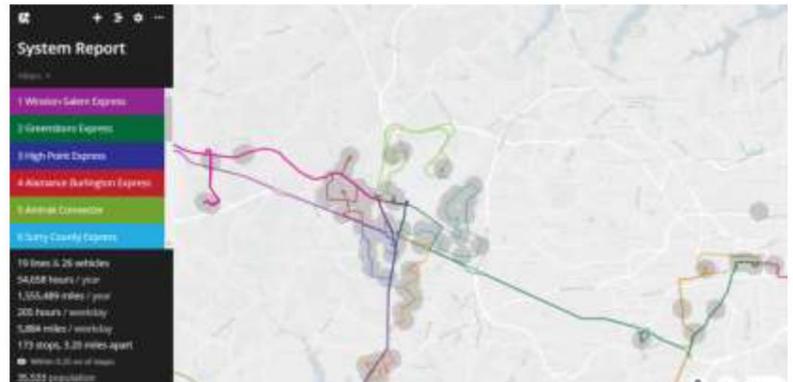
Freight Study Ph. III

- Stakeholder meetings with local freight carriers are being scheduled for February 19th at PART.
- The driver survey has been drafted and is being reviewed.



Transit Planning and Services

- Evaluation of routes and service delivery options for PART Express Refresh 2.0 continues. Staff held an internal workshop and discussed routes changes with the drivers to gather information. Options will be presented to the board Planning and Operations Committee in February and the full board in March.
- With three months of enhanced transit service completed for the Business 40 closure project, staff will start to evaluate that service to make adjustments to ensure efficient use of the grant funding. Early indications are that each route has generated new ridership but some runs are not being utilized.

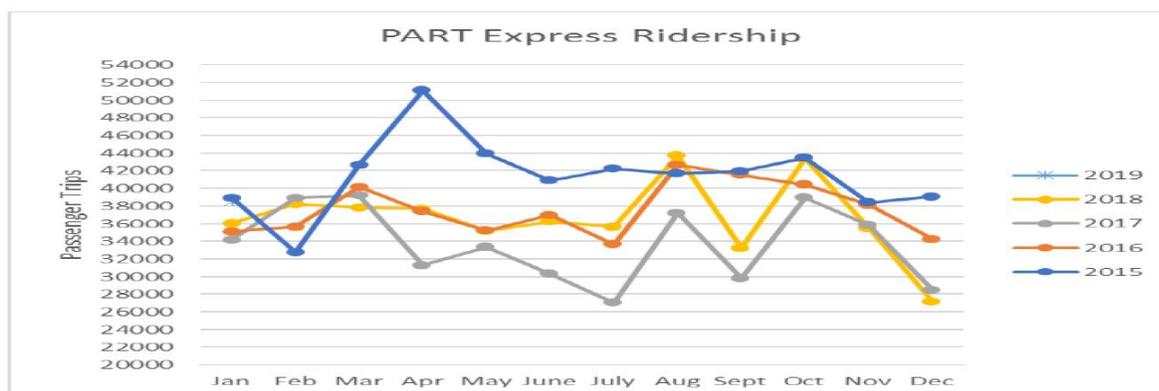


PART Operations Report January 2019



PART EXPRESS RIDERSHIP

Ridership for the month of January 2019 is 38,393.



OPERATIONS DEPARTMENT UPDATES

- Automatic Passenger Counter (APC) Preventive Maintenance and Repair was completed on all the PART Express buses.
- PART Operations has started the Automatic Passenger Counter (APC) validation process for the National Transit Database report Year 2019. The process involves conduction on board passenger counts.
- Inspection of PART Park and Ride Lot Bio retention ponds was conduction to assess proper function.

	November 2018	December 2018	January 2019
Passenger Trips	36,503	27,161	38,393
Revenue Miles/Hour	26.1	26.6	23.1
Revenue Hours	5555	4377	5787
Passengers/Revenue Hour	6.6	6.2	6.6
Preventable Accidents per 100,000 Miles	0	1	1
PM's Performed On Time	100%	100%	100%

Operations Department Staff

David Morris, Director of Operations - JD Stewart, Operations Assistant - Gary House, Field Operations Specialist



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: February 13, 2019

Agenda Item No. IX
Page No. 37

Action Requested:

Chairperson Report

Summary of Information:

Attachments yes__ no X

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

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____