Meeting Agenda

Piedmont Authority for Regional Transportation
Board of Trustees

April 8, 2020
8:30 AM

107 Arrow Road
Greensboro, NC 27409

NOTICE: This meeting is being held via Teleconference with applicable video access to protect our community during the Covid-19 pandemic.

Teleconference dial in number - +1 (786) 535-3211
Access Code: 658-430-005

Video access link - https://global.gotomeeting.com/join/658430005
Meeting ID: 658-430-005
Agenda Items
April 8, 2020

I) Call to Order – Roll Call of Teleconferencing
   A. Consideration of Resolution for Teleconference and Electronic meeting for April 8, 2020 1

II) Overview of Meeting Process and Procedures  ------

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V) Consideration of Board Business Items  12
   A. New Business
      1) Updates of PART Agency business during Covid-19
      2) Consideration of Proposed Route Changes for FY2020-21
      3) Consideration of Agency Safety Plan (ASP)
      4) Consideration of FY2020-21 NCDOT Grant

   B. Old Business
      1) None

VI) Departmental Staff Reports  29
   A. Department Staff Reports
      1) Executive Director
      2) Department Reports

VII) Chairperson Report  33

VIII) Adjourn
**Meeting Date:** April 8, 2020

**Action Requested:**
*Call to Order – Roll Call of Teleconferencing*

**Summary of Information:**

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<th>Attachments</th>
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**A. Consideration of Resolution for Teleconference and Electronic meeting for April 8, 2020**

PART Board action is requested to adopt the resolution on page 2 for our business activities today, and our ability to restrict public meetings to prevent the spread of COVID-19.

**Board Vote:**

Motion by: ____________________  
Second by: ____________________

Vote: For ________________  Against ________________
WHEREAS, the President of the United States has declared a national State of Emergency in response to a worldwide pandemic caused by a virus known as COVID-19; and

WHEREAS, the Governor of the State of North Carolina has declared a statewide State of Emergency and invoked powers enumerated in N.C. Gen. Stat. Chapter 166, Article 1A (the North Carolina Emergency Management Act) in response to COVID-19; and

WHEREAS, on March 13, 2020, the Guilford County Board of Commissioners, pursuant to N.C. Gen. Stat. §166A-19.2, declared a State of Emergency in Guilford County as a result of COVID-19; and on March 24, 2020, Guilford County and the cities of High Point and Greensboro amended the declaration to order all citizens not performing certain essential tasks to stay at home and self-isolate; and

WHEREAS, the Guilford County declaration applies to all meetings conducted within Guilford County, including the regularly scheduled meeting of the PART Board of Trustees; and

WHEREAS, PART has statutory, contractual, and fiduciary duties that must be regularly conducted by its Board of Trustees despite threats imposed by COVID-19; and

WHEREAS, N.C. Gen. Stat. §160A-639 (General Powers of the Authority) grants the Authority certain broad powers; and

WHEREAS, N.C. Gen. Stat. §160A-639(22) provides that the governing board shall have the power “to do all things necessary or convenient to carry out its purpose and to exercise the powers granted to the Authority;” and

WHEREAS, Board of Trustees has determined that the only healthy, safe, and logical manner in which to conduct PART’s business at this time is by electronic means enabling remote participation by board members and staff; and

WHEREAS, the Board of Trustees has also determined that it can implement certain safeguards to protect and facilitate the public’s right to participate electronically to observe all public discussions and decisions.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees hereby invokes the broad powers granted in N.C. Gen. Stat. §160A-639(22) to take all necessary steps to conduct public business safely during officially declared states of emergency related to COVID-19, including meeting by electronic means.

2. The April 8, 2020 Board of Trustees meeting shall be conducted electronically in a manner determined by the Executive Director to enable maximum remote participation by the board, staff, and public.

3. This Resolution applies only to the April 8, 2020 meeting but may, upon proper amendment, be extended by electronic vote of the Board of Trustees to apply to future meetings if states of emergency on local
or state levels require its extension. Its execution may be accomplished by electronic signature, each on separate pages, as necessary, to verify its adoption.

4. The Executive Director shall duly notify the public through all print and broadcast media outlets on the PART media list and by prominent notice on the PART website that the April 8 meeting will be conducted by electronic means. Notice shall include explicit instructions to facilitate and protect the right of public participation.

5. The Executive Director shall also provide board members and the public with instructions for receiving technical support to ensure and protect each person’s ability to participate remotely by electronic means.

6. A copy of this Resolution shall be sent by electronic means to each member of the Board of Trustees, PART staff, all persons who regularly attend PART meetings, and the media.

7. The Board of Trustees may adopt this Resolution by electronic vote through email, fax, or text messaging without motion or second.

   Adopted by electronic vote this the 8th day of April, 2020.

______________________________  ________________________________
Dan Besse, Chairman               Scott W. Rhine, PART Executive Director
Board of Trustees

Approved as to form and content:

______________________________
Thomas E. Terrell, Jr.
General Counsel
Meeting Date: April 8, 2020

Action Requested:
**Public Speakers that have registered via Contactus@partnc.org**

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PART has communicated to the general public via our social media, Facebook, TransLoc, website, and newspaper resources to make the general public aware of our monthly Board meeting. At this time, we will provide the opportunity for public comments.

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<th>Board Vote:</th>
<th>Motion by: ________________________</th>
<th>Second by: ________________________</th>
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<tr>
<td>Vote:</td>
<td>For ________________ Against ________________</td>
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Meeting Date: April 8, 2020

Action Requested: Consideration of Meeting Minutes

Summary of Information:
The March 11, 2020 meeting minutes are enclosed for PART Board review and approval.

Board Vote: Motion by: ________________________ Second by: __________________________
Vote: For ________________ Against _______________
MEETING MINUTES
Piedmont Authority for Regional Transportation
Board of Trustees
March 11, 2020

Board Members Present:
Abuzuaiter, Marikay – City of Greensboro TAC
Austin, Kevin – Yadkin County
Butler, Jim – City of Burlington
Carter, Steve – Alamance County
Coleman, Carolyn – Guilford County
Frye, Darrell – Randolph County
Fox, Mike – NCDOT Board of Transportation
Grimes, Neal – City of High Point TAC
Hightower, Sharon – City of Greensboro
Horn, Mike – Winston Salem/Forsyth TAC
Marion, Mark – Surry County
Morris, Rick – Stokes County
Perkins, Andrew - NCDOT
Truell, Don – Davidson County
Williams, Leonard – Burlington/Graham TAC

Others Present:
Terry Anderson, PART; Connie Conklin, PART; Miguel Fernandez, PART; Sabrina Glenn, PART; Jennifer Haydon, City of Winston Salem; Pat Ivey, Division 9, NCDOT; Mark Kirstner, PART; Brooke Kochanski, PART; Kyle Laird, PART; Mike Mills, Division 7, NCDOT; David Morris, PART; Scott Rhine, PART; Jon Stewart, PART; Tom Terrell Jr., Fox Rothschild; Shae Tharrington, PART; Tammy Turner, PART.

Call to Order:
Vice Chair Mayor Leonard Williams called the March 11, 2020 PART Board meeting to order 8:30am.

Speakers from the floor
Scott Rhine; Introduces Ms. Jennifer Haydon, one of our riders on route 28.

Jennifer Haydon: I live in Lewisville and started riding the bus a few months ago. I have been thoroughly impressed by the drivers and riders, also the bus has never been late. I work for the City of Winston Salem and I catch the bus at River Center to go downtown. I understand this route may go away. I am here today to make a heartfelt plea that we try to keep the route even with making modifications. I see that no one gets on or off at the Hospital - I would like to suggest making this route a direct express to downtown. Also, you could bring the Yadkinville stop back in as that could just come off of Hwy 421 at the Rivers Center and go straight downtown.

I am passionate about public transportation and these are a few ideas for your consideration. Lewisville and Clemmons are growing rapidly, there are four or five housing developments just getting started. As well as other mixed-use developments that are coming in the near future. It would be wonderful to really show that we are a vibrant, thriving successful community for public transportation. I feel like we cannot be that unless we
have a reliable source of public transportation. I hope you keep route 28, if modifications are needed try to keep it another year, but I would feel sad if it went away. I choose to ride the bus as I have a new car, but I choose to ride the bus for obvious reasons for myself. It helps with climate change, to conserve energy, and wear and tear on your car, last but not least there is a sweet sense of community that the riders have. I would love to help support in anyway. I would love to do what is necessary to keep route 28. Thank you for having me today.

Marikay Abuzuaitter; how many riders are on that bus?

Jennifer Haydon; it varies; it is the smaller buses, we have up to six of seven and there are three that ride regularly every day.

Scott Rhine; as we discussed previously, route 28 route was added due to the business 40 mitigation plan. Last month I shared with the board the communication with the state, and that all the services we have for business 40 mitigation will continue through the end of the current fiscal year. That is a big benefit to us because as we know business 40 is open, but there is still on-going work. We have always known that we would have to address these routes and being able to maintain them, or not. We will bring this back up in April to the Board, route 28 as well as route 6 & 17 both are related to business 40. We will provide more details for the Board as this will tie back into budgets and proposed service modifications for the upcoming year. That is a heads up for Board members as we did not finalize our decisions related to these routes dealing with financial issues.

Oath of Office
PART Legal Counsel with Fox Rothschild, Tom E. Terrell Jr. administered the Oath of Office to Council member Mike Horn, who represents the Winston Salem Urbanized Area MPO-Transportation Advisory Council (TAC) as TAC chair and a PART Board of Trustees member. Thank you for serving and welcome!

Consideration of Minutes
Motion to accept the February 11, 2020 minutes: Darrell Frye
Second: Don Truell
Discussion: None
Vote: Unanimous

Report from Board Committee
A. Finance Committee presented by Kevin Austin;
Last month we reviewed the variance reports for the PART funded budgets. We looked at our Capital Reserve Fund which is something we do on an on-going basis for our five-year Capital plan. We have some amendments that are centered around other activities that have been occurring; for example, we had flood damage here at PART, which was an unexpected expense but it is being handled and mostly covered by insurance and federal funds. We are looking at some IT issues here at PART as well as upgrades for hardware and software to make it more secure, our IT equipment has to be a top priority for us. We will move that forward. We also are receiving 6.7 million of federal funds for our upcoming needs for our rolling stock, we will push that out with our capital plan and hopefully that will cover us for a while. We reviewed 2nd quarter variance reports. Overall, our expenditures are down and well under control.

Consideration of Board Business Items
A. New Business
1. Consideration of Proclamation National “Get on Board Day” Presented by Scott Rhine;
PART has been participating in National Get on Board Day for a few years. This item relates to outreach within community and encouraging folks to utilize public transportation. April 16th is
National Get on Board Day. We wanted to bring this to the PART Board to request your approval to move forward with some outreach and education to encourage folks to use public transportation on that day, as well as make that a fare free day for anyone utilizing our services.

Motion to accept Proclamation National “Get on Board Day”: Steve Carter
Second: Marikay Abuzuaiter
Discussion: None
Vote: Unanimous

2. Consideration of Quarterly Treasurer’s Report presented by Connie Conklin:
The following 2nd Quarter FY 2020 Schedule of Revenues and Expenditures – Budget Compared to Actual financial statements are included in the March Board package for your review:

General Fund revenues are at 50% of budget due to the sale of properties offsetting the shortfall in Operating Grants. Expenditures are a 45% of budget due to lower fuel prices and maintenance/repair costs through the second quarter. The net effect of Revenues exceeding Expenditures excluding transfers at December 31, 2019 is $505,324.

Grants Fund revenues have not been recognized through Q2. The buses arrived at the end of February and the expenditures as well as the associated revenues will be realized in Q3. The grant for the LTV purchase is under review with FTA. The net effect of Revenues under Expenditures excluding transfers at December 31, 2019 is ($521,420).

Commuter Resources Fund revenues are at 48% of budget with total expenditures at 47%. The Telematics/Study grant revenues are below budget as are the expenditures, this contract is being terminated. Expenditures for CR – Original are at 47% of budget due to lower fuel, termination of the Telematics/Study projects as well as marketing expenditures that will be incurred in the last part of the year. Call Center departmental expenses are running at 47% due to vacancy in part time position. The net effect of Revenues over Expenditures excluding transfers at December 31, 2019 is $226,516.

Neal Grimes: with the corona-virus issues all around, it could affect your rental tax in the next quarter.

Scott Rhine: yes, as well as ridership.

Darrell Frye: as of last week, only two people have registered for the Furniture Market, out of six hundred.

Scott Rhine: I think the travel restrictions that are in place will continue for a number of months.

3. Consideration of Budget Ordinance Adoption Capital Reserve Fund Allocation presented by Connie Conklin:
The following Ordinance is required to utilize moneys in the Capital Reserve in accordance with the Fiscal Control act N.C.G.S 159-18 regarding funds restricted in a Capital Reserve. I recommend approval to transfer the $479,600 dollars to fund a local portion of our vans and buses for this year, with the accompanying ordinance.

Motion to accept Budget Ordinance Adoption Capital Reserve Fund Allocation: Neal Grimes
Second: Kevin Austin
4. **Consideration of FY20-21 Budget Amendments**

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 12, 2019.

In order to recognize additional revenues of 583,444, expenditures of 204,500, and established necessary transfers, the General Fund requires the following amendments:

- Increase Operating Grants Revenue by $81,673.
- Increase CMAQ Grants Revenue by 32,600.
- Increase Preventive Maintenance Grants by $146,884.
- Increase SMAP by 133,828.
- Decrease in STI Revenue of ($91,500) moved to Grants Fund.
- Increase in Amtrak Revenue of 16,755.
- Increase in Other Local Revenue of $263,184 for proceeds from Airport sale, insurance proceeds less funds for capital purchase utilizing Reedy Fork proceeds in Grants Fund.
- Increase in Expenditures in Executive Directors Department of $4,500 for new phone and tablet and wellness expenditures.
- Increase in Expenditures in PART Express for $200,000 for route changes, IT requirements, and Property Maintenance.
- Decrease Transfers to the Grants Fund of $265,995 shown as Revenue in Grants fund.
- Establish 2020 transfer to Capital Reserve fund of ($256,334).
- Increase Appropriation to Fund Balance to balance the budget of ($288,605).

**Motion to approve the Consideration of FY20-21 Budget Amendments: Marikay Abuzuaiter**

**Second: Sharon Hightower**

**Discussion: None**

**Vote: Unanimous**

In order to reflect additional revenues and expenditures for replacement vehicles, the Grants Fund requires the following amendments.

- Increase 5339 Greensboro Revenues and Expenditures by 5,864.
- Increase NCDOT STI Revenues formerly reported in General Fund and Expenditures formerly in local funds by 91,500.
- Increase FTA Revenue for the sale of Reedy Fork by 203,985 formerly shown as transfer and Expenditures by 208,305 for 3 additional LTV’s and 6 APC’s.
- Decrease in the local match on replacement buses of ($91,500) moved to NCDOT STI.
- Decrease in local match for replacement vans of 9$31,660) based on actuals.
- Increase in local match for additional LTV’s of $52,645.
- Decrease in transfers from the General Fund by ($265,995), resulting from above reclassification of Reedy Fork and STI as revenue in grants fund.

**Motion to approve Amendment of the Grants Fund Annual Budget: Jim Butler**

**Second: Steve Carter**

**Discussion: None**
Vote: Unanimous

In order to recognize transfers from the General Fund in accordance with PART’s Capital Reserve policy, the Capital Reserve Fund requires a transfer from the General Fund in the amount of 356,344. Connie Conklin CFO for PART recommended the approval of the ordinance.

Motion to approve the Amendment of Capital Reserve Fund Ordinance: Darrell Frye
Second: Mike Fox
Discussion: None
Vote: Unanimous

B. Old Business
None

Departmental Staff Reports
A. Departmental Staff Reports presented by Scott Rhine:
The staff reports are in the Board package for your review. If there are questions please let me know.

1. Executive Director Reports presented by Scott Rhine:
During a PART staff meeting, Scott Rhine gave an update on COVID-19 virus and presented to staff that we should follow the CDC as far as best practices for health and safety. PART employees were made aware that if in the event they became sick with this virus no one would lose their job and that PART was working on measures to alleviate the stress of this situation by coming up with a plan to adjust things that go beyond sick and vacation time. We have also participated in tele-conferences and webinars at both state and federal levels within our industry. The Federal Transit Administration has asked all transit agencies across the country to give an update on how this crisis is affecting agency services. We have put out general information about the virus with best practices to use such as washing your hands, cough into your sleeve, avoid shaking hands on our website and media platforms. We put information on our buses to be conscious of what is going on around you. With public transportation and having large groups of people on the bus makes it a controlled area and that is big concern in our industry. Ridership will be down. Working with our contractor National Express, we will elevate our standard daily bus and facility cleaning practices with a medical grade disinfectant, as well as giving our operators the choice of wearing a mask or gloves. PART is putting everything we can in place for protection. Last item; With our PART Express service and operators we have started a fallback plan. If we run into a situation where work force is impacted by sickness or their families and loved ones fall ill and we do not have our operators or supervisors, we will have something similar to our inclement weather plan for service provisions. We will develop a plan based on our routes and coverage and what types of service that will be reduced due to the level of our workforce.

Carolyn Coleman: do you have many employees that can work from home?

Scott Rhine: we have about a third of our administrative workforce that could work from home. Next item I want to mention, in our meeting last month we talked about reaching out to the state with a Board resolution to request funding for route 6 Surry County and route 10 Randolph County. I had a follow-up conversation with NCDOT on certain barriers that exist from state policies on how federal funds are managed and made available on the rural side of our programs. We also talked about other options that may be available and what may be available for us in the upcoming fiscal year. Hopefully we will have some positive resolutions as I know there are many challenges in how
federal funds flow and what may be available. We will bring that back up in April as we have more discussions on some of these routes being modified in the upcoming fiscal year.

Kevin Austin: I want to recognize Pat Ivey on behalf of the Board as well as our division 9 Board member and our State DOT Chair, I offer congratulations on the completion of the Salem Parkway project. This was a swift completion with an awesome outcome, thank you.

Scott Rhine: Our next meeting in April we will have some discussions on services and a Finance Committee meeting presenting proposed budgets for review and that will come back to the PART Board in May. We plan a Finance Committee meeting as well.

Adjourned 9:20am
Meeting Date: April 8, 2020

Action Requested:

**Consideration of PART Board Business Items**

Summary of Information:

**A. New Business**

1) **Update on PART agency business during the Covid-19 pandemic**
Scott Rhine, PART Executive Director will provide an update of various items related to the PART agency during this Covid-19 pandemic.
- Staffing
- PART Express
- PART Vanpool

Associated staff communication is included beginning on page 13 for reference.

2) **Consideration of Proposed PART Express Route changes for FY2020-21**
PART staff has developed proposed PART Express changes for the upcoming fiscal year, and went through details of these recommendations with the PART Board Operations/Planning committee, and provided an overview at our February 12, 2020 PART Board meeting.

Scott Rhine will provide an overview of the proposed changes. PART Board action is recognition of the proposed changes, and release for public comment. Additional information is included beginning on page 17.

3) **Consideration of PART Agency Safety Plan (ASP)**
Under 49 C.F.R. part 673, Public Transportation Agency Safety Plans, and associated Safety Performance Targets are required to be developed by local entities. The due date for submission to the Federal Government is July 20, 2020. The reporting agencies required to have coordinated and consolidated plans are State DOT’s, and Urban Area MPO’s.

With PART operating in rural areas of the Piedmont Triad, and Urban areas of our 4 member MPO’s; PART has developed our Agency Safety Plan under the guidance of the Federal Transit Administration (FTA), and is seeking PART Board acceptance so our plan can be provided to NCDOT, and our 4 MPO’s to be included in their plans for meeting the required deadline of July 20, 2020.

A resolution is included on page 26 for PART board consideration.

4) **Consideration of FY2020-21 NCDOT Grant**
The annual RideShare (Transportation Demand Management) TDM program grant administered by NCDOT for fiscal year 2020-21 requires a Program Resolution to be adopted by the governing board. NCDOT has stated that with the departmental changes that have been occurring over the past several months that no additional funding will be approved compared to the current year. Our program that is being submitted will be at the same level as the current year until such time, that NCDOT has made program changes for the statewide TDM program.

A resolution is included on page 27 for PART board consideration.

**Old Business - None**
EMPLOYEE RIGHTS
PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE
UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS
Generally, employers covered under the Act must provide employees:
Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
• 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
• 2/3 for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
• Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES
In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

► ENFORCEMENT
The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.
PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION

ADMINISTRATIVE POLICY

Subject: Covid-19 – Business Continuity Plan
Policy Number: PART-2020-003
Effective Date: March 25, 2020

Last Revision Date: 03/17/2019
Approved By: [Signature]
Executive Director

The following is being provided as a general understanding, and procedural process for the administrative staff within PART on the Coronavirus – Covid-19 pandemic that is impacting our society, Nation, and World. Please utilize the below information for your best practices to stay healthy, and reference the identified steps that PART will follow if the Covid-19 directly impacts our workforce. **Note:** This policy is subject to changes as better information becomes available.

This update is associated with laws applicable to the Family First Act that was enacted by Congress on March 18, 2020.

**Centers for Disease Control (CDC) guidance:**
There is currently no vaccine to prevent Coronavirus disease 2019 (Covid-19). The best way to prevent illness is to avoid being exposed to this virus. Additional information is provided at www.cdc.gov.

- Clean your hands often. Utilize soap and warm water for at least 20 seconds. Utilize hand sanitizer if washing is not available.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Practice “Social Distancing” – six feet away.

Take steps to protect others:
- Stay home if you’re sick.
- Cover coughs and sneezes.
- Clean and disinfect frequently touched surfaces daily.

**FAMILY FIRST ACT ENACTED MARCH 18 EFFECTIVE APRIL 2**
Emergency Medical Leave Act: First time PAID leave under FMLA
Emergency Sick Leave ACT

**Emergency Sick Leave (EPSL)**
EPSL is independent of sick leave and prohibits an employer from requiring employees to use ordinary accrued paid leave BEFORE using EPSL.

1. Federal State Quarantine Isolation (Q/I) order
2. Advised by Health Care (HC) provider to Quarantine: infected exposed or High-Risk patient
3. Employee has symptoms and is seeking, but has not yet received a medical diagnosis
4. Employee is caring for someone under Q/I or advised by HC to self-Quarantine for Covid 19 reasons

Piedmont Authority for Regional Transportation (PART)
197 Arrow Rd.
Greensboro, NC 27409
5. Employee is caring for child because the school or childcare facility has been closed or no longer available due to Covid 19

Employer is permitted to make compliance with the employer’s regular sick leave reporting procedures a condition of the continued receipt of Emergency paid sick leave.

Pay: Immediately (1-3) Max 511 per day or 5,110 in total
Full Time: Entitled to Max of 80 Hours of paid sick leave
Part Time: Average number of hours worked over a two-week period.
Pay: Immediately (4&5) Max 2/3 regular rate of pay not to exceed 200 per day or $2,000 in total

Emergency FMLA Act: Expansion of FMLA
Employee unable to work or telework due to need to care for son or daughter under age 18 if school or place of care is closed because of Covid 19.

Pay: Must pay AFTER 10 days of eligible leave (MAX 10 Weeks: Max 2/3 regular rate of pay not to exceed 200 per day or $10,000 in total

PART activities and scenario planning to combat Covid-19:
1. PART employee suspects they have virus (fever at 100 or higher / dry cough / runny nose / shortness of breath)
   a. Employee MUST immediately notify their supervisor, and go home.
   b. Employee MUST contact medical provider.
   c. Employee MUST provide follow up to their immediate supervisor on the medical review.
2. Next steps –
   a. Obtain additional information on your eligibility to receive “Emergency Sick Leave” as a condition of the Federal “Family First Act” with the opportunity to receive 10 days of sick leave.

Employee tested positive for Covid-19:
1. PART Department Directors will notify their department staff members.
   a. PART will seek guidance, and follow Covid-19 protocol from the Health Department. The procedures are managed by the NC DHHS under guidelines enacted by the Center for Disease Control (CDC).

If this situation occurs the Health Department will be involved in tracing and tracking potential transmission of the Covid-19 virus to fellow employees and others in society. All positive tests are reported directly to the State and Local Health Department from the testing laboratories, and physician office.

2. If office is under isolation / quarantine.
   a. Only Essential personnel will have direct access to the PART administrative office.
   b. Telework measures will be utilized for eligible employees that can conduct work from a remote location.
   c. As a condition of the Emergency Sick Leave Act employees are paid for 10 days if they are unable to conduct their work.

Family member has contracted Covid-19:
1. You are not permitted to come to work.
   a. Report to your department manager on your specific situation.
2. Utilize sick time that PART has provided, and the time you have accumulated while you care for your family member and monitor your health.
   a. Wear a mask to protect yourself while you care for your loved one.
b. Continue to wash your hands, and the guidance provided by CDC.

3. Anticipate being out of work for 14 days. This time is based on the severity of your family member(s) that have contracted Covid-19, and your potential of being infected.
   a. Obtain information on your eligibility to receive sick days under the Family First Act.

If this situation does occur the Health Department will be involved in tracing and tracking potential transmission of the Covid-19 virus to fellow family members and others in society.

PART strategies to assist employees moving forward:

1. Additional 5 days of sick time provided to all employees.
2. Flex time between the hours of 6am – 7pm.
   a. Coordinate this with your Department Director
3. Telework options being considered for eligible employees. Those that can accomplish their daily work activities while at home.
4. Package deliveries should be left in the vestibule, and sprayed with disinfectant before brought into the office.
5. Cancelling on site meetings until further notice.
6. No conference participation, and travel plans until further notice.
7. No gatherings of individuals that exceed 50 people.

STAY HEALTHY!!!
NOTE: Each slide presented below will be presented on video Go To meeting.

PART Express Proposed Service Changes
Implementation Scheduled for August 2020

Areas of Focus

- Route 6 – Surry County
  - Loss of mitigation funding

- Route 9 – Davidson County
  - Service modification

- Route 10 – Randolph County
  - Address operational route concerns

- Route 17 – Kernersville Express
  - Loss of mitigation funding
  - Address job access opportunities

- Route 19 – Palladium Circulator
  - Loss of CMAQ funding

- Route 28 – West Forsyth Express
  - Loss of mitigation funding

- Airport Area Shuttle System
  - Address mid-day and evening demand response service complaints
  - Efficiencies related to service to PT/A

www.PARTnc.org Connecting Communities
Business 40 Closure Mitigation

- Great success
- 175 additional transit trips a day
- Removing 87 cars daily from Downtown Winston-Salem benefiting thousand’s of commuters

Current Schedule (pre-COVID-19)
Proposed August 3rd Scheduled – Rte.6

![Trip Times Chart]

Three AM Peak and Three PM Peak Runs

Route 17 – Kernersville Express

- Business 40 service enhancements and a modification made in May led to increased ridership

![Kernersville Express Ridership Chart]
Route 17 – Kernersville Shuttle

Route 28 W. Forsyth Express

- Bus 40 Mitigation funding will expire
- Ridership has been low
Route 19 Palladium Circulator

- CMAQ funding will expire
- Ridership has been low
- Stops on NC 68 at Ramsey and Sutton will remain connecting to PART Express Rt 3

<table>
<thead>
<tr>
<th>Route 19 Palladium Circulator</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>January</td>
<td>February</td>
</tr>
<tr>
<td>2019</td>
<td>162</td>
<td>387</td>
</tr>
<tr>
<td>2018</td>
<td>456</td>
<td>345</td>
</tr>
<tr>
<td>2017</td>
<td>150</td>
<td>123</td>
</tr>
<tr>
<td>2016</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Route 9 –Davidson Bus 85 Express

- Davidson County Transportation Service has enhanced its fare free local fixed route service
- Enhancements have created a duplication of service
- Last PART route modification August 2019, while ridership has grown slightly based on the data it still under performs

<table>
<thead>
<tr>
<th>Route 9 Annual Ridership</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4000</td>
</tr>
</tbody>
</table>
Route 10 – Randolph County

- Route modification August 2019
- Average monthly ridership is up 5%
- Highest annual total since 2014
- Proposing a more efficient "turn-by-turn" in downtown

Airport Area Shuttles

- 12% of total ridership
- Connects people to 29,000+ jobs out of 40,000+ in the area
- Ridership to the PTIA is poor
- Mid-day and evening demand response service poor
  - Missed pickups
  - Passenger confusion
- No Connection to GTA or High Point Transit
Airport Area Shuttles

Solutions

- Run shuttles on a fixed route all day 30 min peak – 60 min off peak
- Connect with GTA at Swing Road
- Serve PTIA with a “pre-scheduled trip”
Airport Connector

• PART Airport Pass
  • Cost $10 and includes a round-trip fare on PART Express as well as a trip via taxi to PTI
  • Available for purchase through our TouchPass Mobile and Smartcard Faring System or through purchase at the CTC

• CTC to Airport to CTC
  • Establish fixed rate agreement with local taxi provider
  • With purchase of Airport Pass the Call Center will arrange for the taxi to be dispatched to match passengers arrival at the CTC
  • The taxi service will only be available for usage between the CTC and PTI
  • If a rider has a disability that requires specific accommodations, the taxi company will be able to dispatch the appropriately outfitted vehicle

Requested Action

• Approved proposed changes as presented and set the date for public comment to begin April 9th and continue through June 10th PART Board meeting.

• The changes as proposed will be included in the proposed FY 2021 budget.

• Any modifications related to public comments or staff adjustments will be detailed at the May Board meeting.

• Approval of the FY 2021 will include approval of the changes.

• Changes will become effective August 3, 2020.
Resolution of the Piedmont Authority for Regional Transportation
Agency Safety Plan (ASP)

WHEREAS, the PART Agency is the recipient of Federal and State funds to provide public service to the
general public; and

WHEREAS, as operators of public transportation systems that receive Federal financial assistance under 49
U.S.C. Chapter 53 we are required to develop a Public Transportation Agency Safety Plans based on the
Safety Management System approach; and

WHEREAS, the PART ASP identifies safety performance measures and targets based on the safety
performance criteria established under the National Public Transportation Safety Plan (49 CFR
673.11(a)(3)) to be reported to local MPO’s and NCDOT (49 CFR 673.15); and

WHEREAS, the PART agency ASP was developed using the prescribed template of the Federal Transit
Administration and will be updated periodically, at a minimum of once a year for updates provided to
the MPO’s and NCDOT; and

WHEREAS, the PART ASP and any subsequent updates will be certified with FTA through the annual
Certifications and Assurances process.

NOW THEREFORE BE IT RESOLVED, that the PART Board of Trustees adopt the PART Agency Safety
Plan to adhere to the requirements identified in 49 CFR Part 673.

******************************************************************************************
A motion was made by ________________ and seconded by _____________ for adoption of the above action,
and upon being put to a vote was duly adopted on this 8th day of April, 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 8th day of
April, 2020.

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

Certified: ________________________________
          Terry Anderson
          Clerk to the Board          SEAL:
PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2021 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (Board Member’s Name)_________________ and seconded by (Board Member’s Name or N/A, if not required)_________________ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds; and

WHEREAS, non-Community Transportation applicants may apply for funding for “purchase-of-service” projects under the Section 5310 program; and

WHEREAS, (Legal Name of Applicant) Piedmont Authority for Regional Transportation (PART) hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.; and

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project.

NOW, THEREFORE, be it resolved that the (Authorized Official’s Title)* PART Executive Director of (Name of Applicant’s Governing Body) the Piedmont Authority for Regional Transportation (PART) is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT’s calls for projects, make the necessary
assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (Certifying Official’s Name)* Dan Besse (Certifying Official’s Title) Board Chair do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant’s Governing Board) Piedmont Authority for Regional Transportation duly held on the 8th day of April, 2020.

Signature of Certifying Official

*Note that the authorized official, certifying official, and notary public should be three separate individuals.

Seal Subscribed and sworn to me
(date)

Notary Public *

Printed Name and Address

My commission expires
(date)

Affix Notary Seal Here
Executive Director Updates:

- FTA activities, and next steps
  - The Section 5307 FTA grant for operating and capital funds for related activities in the Burlington, High Point, and Winston-Salem UZA has been submitted and is pending FTA review and release to DOL. All activities are on schedule.
  - Two STIP amendments have been submitted to NCDOT. One is related to Section 5307 funds from the Greensboro urbanized area, the second is related to the Section 5339 $6.78M funds PART received. Both of these amendments are needed for the FTA grant process to proceed.
    - Greensboro funding and related grant is behind schedule.
    - Section 5339 funding and related grant is on schedule.
  - Reminder – The PART Board Finance Committee is scheduled to meet on April 8, 2020.
  - The National “Get on Board” to promote public transportation has been cancelled for this year.
  - PART will be presenting an Interlocal Agreement with the City of Greensboro at an upcoming meeting for managing a Household survey contract to support the Piedmont Triad Regional Model (PTRM). Additional details will be provided at an upcoming meeting.
  - PART released an RFP on 2/3/2020 for Heavy Duty bus procurement. The RFP includes 8 transit agencies in North Carolina. The due dates on the RFP have been adjusted due to Covi-19, but it is anticipated that PART Board action to accept the chosen manufacturer(s) will be presented to the PART Board at our June 10, 2020 meeting. This is a very large project. For additional details of all the various aspects related to this RFP please visit our website at www.partnc.org/bids.aspx?bidID=11.
  - The Federal government has released a $2T dollar COVID-19 support packaged for people, businesses, and agencies across the Country. One element is related to FTA funds. The funding made available has not been published, but these funds should be available to PART from our Urbanized areas, and NCDOT.
  - Updates are provided to FTA, and NCDOT at least once a week for anything that has occurred since the last agency update in relationship to COVID-19.
  - PART has delayed employing new staff for vacant positions until we are able to better control our COVID-19 pandemic.
PART's Response to COVID-19

PART's leadership team began meeting and discussing potential impacts on service and how to protect all our employees the week of March 16th. We recognize that public transportation is a service that people enjoy, benefit from and rely on. PART staff, like transit agencies across the state, country and world, are taking unprecedented actions to provide a safe and reliable transportation option.

To protect our passengers and work force:
- Vehicles are cleaned with CDC and EPA approved sanitizing chemicals at least twice daily.
- All drivers remain employed even with the service reductions.
- Drivers are being rotated throughout the day between driving a route and cleaning vehicles.
- Drivers have been provided masks and gloves.
- Fares have been suspended to eliminate the need to handle money and paper transfers.

One societal response to the COVID-19 pandemic is social distancing and teleworking. This has led to a severe drop in transit ridership, again across the world. Service reductions and cancelations are common place. On March 25th PART implemented a service reduction plan due to a decrease in ridership. Over the period of a week PART saw as much as a 55% reduction in ridership system wide and an 80% decrease on Route 4 Alamance Burlington Express. The closure and telework mandate at the University of North Carolina at Chapel Hill and UNC Hospital are the direct cause of the reduction on Route 4.

The service reduction cut the base daily revenue hours from 226 to 110.5 or about 50%. The service changes that took effect on Wednesday March 25 include:
* Route 1, 2, 3 will run on a Saturday schedule. 7:00am-7:00pm hourly.
* Shuttles will run on a Saturday schedule. 7:00am-7:00pm hourly with scheduled pick-ups only.
* Route 4 will be suspended.
* Route 6 will run on a reduced schedule.
* Route 28 will be suspended.
* No changes to Route 5, 9, 10, and 17.

As with all aspects of life during this time, we are reassessing service delivery and safety concerns daily. Other changes, the national Get on Board Day sponsored by the American Public Transportation Association was canceled. Last month the Board approved a resolution recognizing April 16th as a fare free day as a means to promote public transportation and support existing passengers.
Updates for April 2020

PART Express Data

PART Express Ridership by the Season

Piedmont Transit Resources Call Center

Quarterly Call Volume

February PART Express Ridership totaled 34,796

PART recently purchased 3 new replacement shuttle vehicles. All are equipped with a bike rack and wheelchair ramp.

Payments

Users 937
Smartcard Users 1,459
Mobile App Users

TouchPass
www.PARTNC.org
336.883.7278
contactus@partnc.org

STAY CONNECTED

TransLoc Bus Tracking App
Updates for April 2020

FTA Performance Measures

Two years ago PART adopted a Transit Asset Management Plan (TAM) as required by the Federal Transit Administration (FTA) giving PART, our partner MPOs, NCDOT and FTA, an estimation of the financial resources needed to replace and maintain federally funded assets, principally transit vehicle. This is part of an effort to document future needs. Phase two is the development of a Public Transportation Agency Safety Plan (PTASP) that implements a proactive, Safety Management System (SMS) approach to transit safety. The plan outlines how a SMS 1) incorporates monitoring, inspections and record keeping to identify risks and assess the severity and likelihood of safety events occurring, 2) details mitigations for risks deemed unacceptable and 3) sets safety performance targets based on PART’s safety record. The plan is required of recipients and subrecipients of federal funding under the Urbanized Area Formula Program. Each transit agency is required to have a plan in place or be governed by a State plan no later than July 20, 2020. The plan is scheduled to be presented to the PART Board of Trustees at their April meeting.

“And now for something completely different.” - Travel Demand Modeling

Each year PART, our MPO partners and the NCDOT – Transportation Planning Branch approves a work program and budget for the Piedmont Triad Regional Modeling Program. This year of the work plan includes a Household Travel Survey (HHTS) and further integration of CommunityViz, a new component of modeling tool box. The HHTS is a survey of household travel behavior in the Piedmont Triad. PART has secured Special Project Research funds from NCDOT to fund 70% to 80% of the project. The results from the survey are an input component of the Regional Travel Demand Model (RTDM). Work is scheduled to begin later this last year and take 12 to 18 months to complete. The Piedmont Triad CommunityViz Model implementation is a regional project that includes PART, our MPO partners, NCDOT, and numerous planning and GIS departments from across the region. There has been great participation and excitement about the project. The goal is to produce the most accurate socio-economic data, a key input for the RTDM. Once implemented transportation and community planners will better understand where future growth will occur – with the hope of efficiently balancing future transportation infrastructure investments with the distribution of future growth.
The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: April 8, 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 ________________