Meeting Agenda

Piedmont Authority for Regional Transportation
Board of Trustees

May 13, 2020
8:30 AM

107 Arrow Road
Greensboro, NC 27409

NOTICE: This meeting is being held via Video/Teleconference with adjustments being made to protect our community during the Covid-19 pandemic.

Teleconference dial in number - +1 (312) 757-3121
Access Code: 194-052-341

Video access link - https://global.gotomeeting.com/join/194052341
Meeting ID: 194-052-341
# Agenda Items

**May 13, 2020**

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Meeting Date: **May 13, 2020**

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

**Summary of Information:**

**A. Consideration of Resolution for Teleconference and Electronic meeting for May 13, 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 ____ Unanimous__________ 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 May 13, 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 May 13, 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 13th day of May 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: May 13, 2020

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

Summary of Information:
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.

Board Vote:  Motion by: _______________________  Second by: _______________________

Vote:  For ________________ Against ________________
Meeting Date: May 13, 2020

Action Requested:
Consideration of Meeting Minutes

Summary of Information:  
The April 8, 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
April 8, 2020

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

Others Present:
Connie Conklin, PART; Sabrina Glenn, PART; Mark Kirstner, PART; David Morris, PART; Scott Rhine, PART; Tom Terrell Jr., Fox Rothschild; Tammy Turner, PART; Angel Wynes, High Point Transit; Toneq McCullough; Stephen Robinson, NCDOT.

Call to Order and Roll Call:
Chair Dan Besse called the April 8, 2020 PART Board meeting to order 8:30am. Chair Besse asked Scott Rhine to call the roll. All members listed above we counted as presented. Shortly, after the Roll Call, Sharon Hightower and Caroline Coleman indicted they were on the line. The PART staff members listed above were present in the Board room and others present were online.

Overview of Meeting Process and Procedures due to COVID-19:
Due to “Stay at Home Orders” related to COVID-19, the PART of Trustees agreed to hold an on-line meeting due to several time sensitive agenda item. Connection information was sent out prior to the meeting and the meeting was recorded. Staff had also sent out recommendations for the on-line meeting protocol. These were as follows:
1. Expect for Scott Rhine and the Board Chair everyone will be placed on Mute except during questions, discussions, and voting.
2. Establish a slower pace for the meeting and allow time for people to think and form a response.
3. Members can use the chat box for technical issues.
4. To establish a quorum there will be a roll, by first and last name. At the completion of the roll call the Chair shall declare whether a quorum is present.
5. The agenda item will be presented by the executive director. Once the item is completely presented, everyone will be unmuted. Questions or comments can be made by state your name first and last name. The chair will then recognize you.
6. If a vote is required on the agenda item, once the questions and discussion are completed, the Chair will call for or made a motion.
7. Once a motion has been seconded and there is no further discussion, the vote will be called for. The Chair will ask for all in favor, receive the responses, and then ask if anyone is against. Online participants are reminder to unmute themselves if they have self-muted.

**Consideration of Resolution for Teleconference and Electronic meeting for April 8, 2020**

Chair Dan Besse introduced the first action item which is the ratification of the resolution to permit the PART Board of Trustees to hold remote and electronic meetings. This action is listed as item 1A and the resolution can be found on page 2 of the agenda package. Each board member received a detailed explanation by e-mail prior to the meeting. The notion of remote and electronic meetings received support from all Board members.

PART is invoking N.C. Gen. Stat. §160A-639(22) which 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” PART is considering this resolution because of the local and state stay at home orders. 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. It also includes safeguards to ensure in so much as possible compliance with the open meetings law.

Dan Besse: Does anyone have a question or concern regarding this resolution?

Sharon Hightower: I do have a question. This is a great idea, and can this become permanent?

Dan Besse: Let me turn go to our attorney for an answer to that question.

Tom Terrell: It cannot be made permanent until the General Assembly gives PART the power to make virtually at all meetings. If the question is whether or not individual members can call in, that is a policy issue the PART Board has considered and has previously stated no. I'm quick to point out that our general assembly does not even grant that authority to themselves. Taking that action now would open the PART Board to a legal challenge.

After further discussion, Chair Dan Besse, offered a suggestion to schedule the question of remote and electronic meeting for consideration at a future. He instructed the Clerk to place this item on a future agenda as an item for discussion.

Chair Dan Besse then asked for motion to ratify the resolution giving PART the authority to hold remote and electronic meetings.

**Motion to adopt the Resolution to Meet by Remote and Electronic Means on April 8, 2020**

By: Darrell Frye
Second: Mark Richardson
Discussion: None
Vote: Unanimous

**Speakers from the Floor**

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. Scott Rhine reported the no one signed up electronically to speak.
Chair Dan Besse then asked if there were any members of the public online that wanted to speak. No one responded. Chair Dan Besse declared the speakers from the floor portion of the agenda closed.

**Consideration of March 11, 2020 Meeting Minutes**
Chair Dan Besse asked if there any corrections to the March 11, 2020 Board minutes as presented.

Mike Horn: Asked about the dollar figure under the Grants Fund Amendment section on page 9 in the fifth bullet. The statement read … “for replacement vans of $31,660) based on actuals.”

Scott Rhine: Confirmed with Commie Conklin, and acknowledged that it was typo. The “9” should be a parenthesis and it should read… “for replacement vans of ($31,660) based on actuals.”

Dan Besse: With that correction noted, all in favor of approving the March 11, 2020 Board minutes please say “Aye” and those opposed say “No”.

Numerous Ayes were heard, and no Nos were heard. Chair Besse deemed the vote unanimous and the minutes approved.

**Consideration of Board Business Items**
**A. New Business**

1. Updates of PART Agency business during Covid-19

Chair Dan Besse referred the Board to a resolution that was not included in the agenda that pertained to the CARES Act passed by congress and signed by the President to provide relief to transit systems. He indicted the Scott Rhine was prepared to brief the board on actions PART has taken during the COVID-19 restrictions. Chair Dan Besse asked Scott Rhine to provide the details.

Scott Rhine began by stating that five PART staff have been deemed essential personnel and are coming to the office. They are Connie Conklin, Sabrina Glen, David Morris and Tammy Turner. These individuals deserve a shout out and are working additional hours to maintain our business continuity. Scott will call a Personnel Committee soon to address policies that need to be reviewed and amended as a relates stay at home orders.

Ridership is down. We are doing a great deal with regards to cleaning some additional activities with our services. PART experienced a 36% drop in ridership in March as compared to last year. Routes 4, 19 and 28 have been suspended due too little to no ridership. Route 4 that serves the Chapel Hill area has been suspended. There is stay at home orders in place except for essential personnel at the hospital and the university of Chapel Hill is closed. That route saw an immediate 87% reduction in ridership. Routes 1, 2 and 3 and the Airport Area Shuttle are operating on the Saturday service schedule. PART is doing its best to maintain as much service providing connections to jobs, and those who are still working and hospitals.

In terms of the health of our drivers and passengers PART is taking appropriate measures. The buses and shuttles are being cleaned on a frequent basis. Operators who are not driving are cleaning bused as they come to the CTC throughout the day, approximately every hour.

Presently, we have 21 vans that are not in service due to workers/commuters not working or teleworking. Staff will be discussing this and meeting with the finance, and Ops/Planning committee. The issue is how to fairly maintain the user fees while those vans are not in use and still cover fixed cost such as insurance.

Chair Dan Besse: How are we for mask and gloves for our drivers?
Scott Rhine: Our operators presently have mask and an order has been placed. As you can imagine there are some delays about receiving those. Some operators are choosing not to wear them. But majority are choosing to wear and of course with the CDC recommendations we're making that more of a requirement for operators to go ahead and utilize the facial mask for their own protection.

Sharon Hightower: Scott what are you doing to protect the drivers? Are you having passengers sit a couple seats back from the driver and are you roping off seats to keep passengers separated?

Scott Rhine: PART went fare free on March 27 to address the handling of money and social distancing related to utilizing the fare box. The first rows of seats on both sides behind the driver are flipped up so no one can sit there. These are our ADA wheelchair areas. Additionally, for the past three weeks PART has been running Saturday level service. The first runs of Routes 1, 2 and 3 coming out of our cities in the morning have two vehicles assigned. These are the runs with heavier loads. The additional vehicle gives passenger ample room to spread out.

Additional discussion was centered on being more restrictive with where passengers sit and requiring them to wear masks. Concerns were expressed about enforcement and personal choice. Scott Rhine indicated that the operations committee will be engaged to discuss additional measures and polices that may need to be addressed.

Mike Fox: I would encourage the operations committee to inquire with Mr. Terrell our attorney as to whether you can legally band people from riding if they are repeat offenders on our social distancing policy?

Chair Dan Besse: That item will be referred to Mr. Terrell for additional guidance and that will be referred to the operations committee to consider.

A. New Business
1) Additional Item
   Consideration of Resolution Seeking NCDOT And Triad MPO Financial Support Utilizing the Coronavirus Aid, Relief, And Economic Security (Cares) Act

Scott Rhine indicted that PART requests a collaborative and cooperative partnership in receiving CARES Act funding released by the Federal Government to NCDOT, and Triad MPOs to prevent, prepare for, and respond to COVID-19. The funds are 100% and thus do not require a match. These funds are directed to the continuation of operations. PART seeks the support of our member agencies to prudently establish a required Split Letter of designated CARES Act funding to permit the grant development process to commence as expeditiously as possible to support and protect our workforce and the citizens we serve.

Mike Horn: What role will the MPO TAC’s have in approving this?

Scott Rhine: Most of the funding approvals for federal grants and payments have been suspend for this process. Basically, only a Split Letter is required as an administrative action. No specific action is required to take any specific action.

Scott Rhine continued with details about the how funding typically flows and how this stimulus money is different. Several other board members inquired about the process. Scott Rhine indicated that the MPO’s have been engaged and that he has had conversations with NCDOT-Integrated Mobility Division and that they are working through the details.

Motion to adopt the Resolution to Seeking NCDOT And Triad MPO Financial Support Utilizing The Coronavirus Aid, Relief, And Economic Security (Cares) Act
By: Steve Carter
Second: Carolyn Coleman
Discussion: None
Vote: Unanimous

A. New Business

2. Consideration of Proposed Route Changes for FY2020-21

Chair Dan Besse introduced the item and ask Scott Rhine to give the presentation. The summary below highlights two sets of service changes. One is related to the service enhances related to Business 40 Mitigation Closure Strategies proposed to take effect on July 6, 2020. The second set is proposed to take effect on August 6, 2020 and are part of PART regular review of route and schedule adjustment. The presentation was accompanied by maps and ridership data.

In November 2018 Business 40 was closed for construction, scheduled to be completed in 2020. To help reduce commuting challenges, PART received special funding from the Federal Highway Administration (FHWA) and NCDOT to enhance PART Express service to the impacted areas. With the opening of Business 40 in February 2020, this project has come to a close. Beginning July 6, 2020, the following service changes will be implemented:

**Route 6**
The Surry County Express service connecting Mt. Airy and Winston-Salem will revert back to the pre-Business 40 schedule with a slight change to the schedule.
- Ridership was very strong during Bus-40 closure but was showing a decline.
- Addition funding could not be secured to continue service at the existing levels.

Scott Rhine paused, and Chair Dan Besse asked if there were any questions or comments from the Board members. There were no questions.

**Route 17**
The Kernersville Express service connecting Greensboro to Western Winston-Salem through Kernersville will revert back to pre-Business 40 routing with some additional modifications.
- Route will no longer serve Forsyth and Baptist Hospitals.
- Provide direct service to of Fed Ex Ground and Amazon Distribution Center off West Market Street in Kernersville.
- Relocate stop at Kernersville Town Hall to provide shelter for passengers.
- Route schedule will be changed.

Scott Rhine paused, and Chair Dan Besse asked if there were any questions or comments from the Board members. There were no questions.

**Route 28**
The West Forsyth Express service connecting Clemmons/Lewisville and Winston-Salem will be discontinued.

Scott Rhine paused, and Chair Dan Besse asked if there were any questions or comments from the Board members. There were no questions.

*For all three routes Knowing the funding to provide these enhanced services would come to an end, PART spent the last year trying to identify additional funding sources. Unfortunately, alternative funding options have not been made available.*

Scott Rhine paused, and Chair Dan Besse asked if there were any questions or comments from the Board members. There were no questions.

Scott Rhine continued with route changes based on our biannual adjustment schedule, PART staff is proposing the following changes for August 6, 2020.
Route 19
The Pallidum Circulator will be discontinued.
- The route was started three years ago with CMAQ funding from the City of High Point.
- It serves a portion of the City of High Point and functions as a circulator connecting people to the Palladium area from Route 3 High Point Express.
- Route 3 will still stop on NC 68 at Ramsey and Sutton Way.
- Ridership was historically weak throughout the history of this route.

Route 9
The Davidson County Business 85 Express connecting Davidson County and High Point will be modified to provide service from Thomasville to Greensboro, connecting through High Point.
- The route will begin at the Thomasville Park-n-Ride Lot. Riders are encouraged to use Davidson County Transportation for connections to Davidson County Community College and Lexington. Service south of Thomasville Park & Ride Lot to Lexington will be discontinued.
- The route will continue to High Point as it currently does then proceed to Greensboro. Stops along E. MLK Jr. Drive in High Point will be added.
- Route will continue to Greensboro with connections to UNCG, downtown Greensboro and GTA.
- The frequency will be increased from 5 rounds to 6 round and the route will be served by an eighteen passenger 28 ft. vehicle.
- DCTS has enhanced its fixed route service in Davidson County. It provides fare free service in Lexington and Thomasville with connection to Davidson County College. However, it does create a duplication of public transportation service.
- This modification will require a transfer with DCTS but will connect Davidson County residents with more places in the Triad. The smaller vehicle has a lower operational cost which will allow for the higher frequency

Scott Rhine paused, and Chair Dan Besse asked if there were any questions or comments from the Board members.

Don Truell: Does this mean that the only connection between Davidson and PART will be from Thomasville and High Point?

Scott Rhine: Yes, that is correct.

There was further clarification that the route modification will 1) better compliment DCTS, 2) expand Davidson County’s connection from High Point to Greensboro, and 3) the use of a smaller vehicle will allow for one additional run from the current schedule.

With no additional questions Chair Dan Besse asked Scott Rhine to continue.

Route 10
The Randolph County Express connecting South Asheboro and Greensboro will be rerouted traveling in and out of Downtown Greensboro.
- Route will travel W Gate City and serve UNCG on the north and south bound runs from the Galyon Depot.
- Relocation of a stop in downtown Greensboro. It will only be served on the north bound trip traveling to the Galyon Depot.
- Slight schedule changes related to tweaks in routing.

Darrel Frye: Just to clarify this does not change an opportunity for Randolph County residents?

Scott Rhine: That is correct.

Darrel Frye: And where will the route connect to?
Scott Rhine: The route will serve downtown Greensboro and UNCG via W. Gate City Blvd.

With no additional questions Chair Dan Besse asked Scott Rhine to continue.

**PART Express Shuttles**

- All Routes (Route 20, 21, 22, 23, and 27) will run on fixed route all day **Monday - Friday**. Every 30 min during peak and 60 min off peak. Only deviations will need to call for a pick-up.
- Saturday service will have no changes.

**Route 20**

- No changes.

**Route 21**

Route will be extended to connect to GTA Route 9.
- Will extent down W. Market St. to Swing Rd. and serve the GTA Stop on Swing just south of W. Market St.
- Will no longer serve stops on Burnt Poplar Rd., Cessna Dr. and Boeing Dr. These stops will be served by Route 24.

**Route 22**

Route will change direction to increase accessibility and safety.
- New route will travel south on Eastchester, north to Piedmont Triad Pkwy, east through Airpark West, and north on Eastchester returning to the CTC.

**Route 23**

Route will change direction to increase accessibility and safety.
- New route will travel east on Burnt Poplar Rd., South on Chimney Rock Rd, west on Piedmont Pkwy, north on 68 returning to the CTC.

**Route 27 – Now Route 24**

Route will be revised to provide more efficient access to high ridership employment areas.
- Will eliminate connections to the PTI Airport. A new on-demand service and airport pass will provide connection to the airport.
- Will continue to provide service to Burgess Rd. and Regional Rd. N area.
- Will provide connections to Burnt Poplar Rd., Cessna Dr. and Boeing Dr. area previously served by Route 21.

These proposed general route changes would be implemented Monday, August 3, 2020.

Fleming El-Amin: What will be the cost of the Airport Pass?

Scott Rhine: $10.00 and includes the two-way connection with PART and the taxi.

Chair Dan Besse presented the requested action for the Board today which is:

- Approve proposed changes as presented and set the date for public comment to begin April 9th and continue through May 7th.
- The changes as proposed will be included in the proposed FY2021 budget.
- Any modifications related to public comments or staff adjustments will be detailed at the May Board meeting.
- Approval of the FY 2021 budgets will include approval of the route changes.
- Changes will become effective August 3, 2020.
Chair Dan Besse asked for a motion. Neil Grimes added that the Planning and Operations Committee had reviewed and endorsed the changes, and then made the motion to accept the changes.

**Motion to accept these changes and move into a public comment period**
By: Neal Grimes  
Second: MariKay Abuzuaiter  
Discussion: None  
Vote: Unanimous

### A. New Business
#### 3. Consideration of Agency Safety Plan (ASP)

Chair Dan Besse introduced the items and asked Scott Rhine to provide the details.

Scott Rhine provided the following background. 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 copy of the plan was included in the agenda package.

**Motion to approve the Agency Safety Plan and submit it to the MPO’s, NCDOT and FTA by adopting the resolution**
By: Fleming El-Amin  
Second: MariKay Abuzuaiter  
Discussion: None  
Vote: Unanimous

### Consideration of FY2020-21 NCDOT Grant

The annual Ride Share (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.

**Motion to approve the resolution related to the FY 2020-21 NCDOT Grant**
By: Don Truell  
Second: Steven Carter  
Discussion: None  
Vote: Unanimous

Chair Dan Besse indicated that the action items had been concluded. He asked if there were any questions about the staff reports. He reminded the members of the Finance Committee immediately following the meeting. Scott Rhine was asked to state the date of future meeting.

Scott Rhine said that the next full Board meeting will be May13th and will most likely be virtual meeting. He also stated that meetings of the Personnel and Planning/Operations Committees will be scheduled in the near event to address COVID-19 related issues.
Chair Dan Besse asked if there any members of the public on the line with questions and comments then asked the same of the Board members. Mike Fox requested time to give a brief NCDOT update. Chair Dan Besse granted the request.

Mike Fox: Knowing that our board members are also members of MPO’s I want to make sure this information was shared as quickly as possible. The loss of revenue for NCDOT related to COVID-19 is estimated right now in this fiscal year to be $200M. The effects impact NCDOT’s two largest revenue sources, the collection of the motor fuel tax and DMV fees. Pursuant to the stay at home orders and social distancing people are driving less, which means people are buying less fuel, which means there's less gas tax. DMV activities, tag renewals, especially from car buying, have slowed. For the immediate period NCDOT will continue working on all projects that were in progress and we think we can accomplish that right now. At least, through the current budget period. There are a lot of projects scheduled to be let in the next few months that may get delayed. So NCDOT just want to give board members an update on the COVID-19 impact on NCDOT and I will be happy to answer any questions.

Darrell Frye: Could you restate the estimated financial impact?

Mike Fox: A minimum of $200 million and that's just this year, through the 4th quarter, June.

Chair Dan Besse reminded everyone that the minutes will be posted and that assuming the May will virtual PART staff will send out information related to participating in the meeting to board members, the media and the public. If anyone has any suggestions about how to make the virtual meetings more effective, please contact PART administrative staff.

With no other matters to be address Chair Dan Besse declared the meeting closed.

Adjourned 10:16am
The Piedmont Authority for Regional Transportation  
Board of Trustees

Meeting Date: May 13, 2020  
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Action Requested:

Report from PART Board Committee’s

Summary of Information:  
Attachments yes ___ no ___

A. Finance Committee

The Finance Committee met via conference call on April 8, 2020. Attendees included Chair Kevin Austin, Darrell Frye, Mark Richardson, Lenny Williams, Steve Carter, and Rick Morris.

Items of discussions included the draft budgets for FY2020-21, COVID-19 related impacts on local revenue, and services provided to the public and the need to plan for adjustments in budget as actuals are received and better known on the impacts of COVID-19. Mr. Austin, and members of the committee will provide additional comments during our May 13, 2020 PART Board meeting.

B. Personnel Committee

The Personnel Committee met via conference call on April 15, 2020. Attendees included Chair Fleming El-Amin, Kevin Austin, Darrell Frye, and Lenny Williams.

Items of discussion included COVID-19 related impacts, and the need to adjust standard business and personnel related policies under the current Shelter at Home orders. These topics included amendments to our personnel policy handbook, designation of essential personnel / non-essential personnel, temporary furlough measures, and unemployment filings for COVID-19 impacted staff. Mr. El-Amin, and members of the committee will provide additional comments during our May 13, 2020 PART Board meeting.

C. Operations / Planning Committee


Items of discussion included impacts of COVID-19 to PART Express, Vanpool, and support staff for the daily services operated by PART. Detailed discussions on CARES Act funding, and current status of funding at the local MPO level and the State DOT level, Updates on PART Express service and proposed service adjustments, policy updates related to Vanpool services, and adjustment to salary for front-line staff operating services to the public under our current COVID-19 pandemic. Mr. Grimes, and other members of the committee will provide additional comments during our May 13, 2020 PART Board meeting.

Board Vote:  
Motion by: ____________________  
Second by: ____________________

Vote:  
For ________________  Against ________________
**Meeting Date: May 13, 2020**

**Agenda Item No. VI**

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**Action Requested:**

**Consideration of PART Board Business Items**

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**A. New Business**

1. **FY2020-21 Budgets, and Release for Public View/Comment**
   Connie Conklin, CFO – Director of Finance and Administration will provide an overview of the FY2020-21 budgets that have been presented to the Finance Committee. The following is provided.
   a) PART General Fund Budget  
   b) PART Grants Fund Budget  
   c) PART Commuter Resources Fund Budget  

   Beginning on page 18 is the Budget Assumptions, and associated budgets that have been prepared for each department. PART Board action is to accept the proposed budgets to be released for public view, and comment. The PART Board meeting on June 10, 2020 will have a scheduled public hearing and seek PART Board adoption of the proposed FY2020-21 budgets.

2. **Consideration of Interlocal Agreement – City of Greensboro**
   PART submitted a funding request in 2019 to obtain Federal funds administered by NCDOT to conduct an updated Household survey for the Piedmont Triad Regional Model. NCDOT proposed that the funding agreement be established through a local MPO to secure state funds at 10% of the total budget. The project budget includes $576,800 in Federal SPR funds, $72,100 in state funds, and $72,100 in local funds distributed between the Triad MPOs. The total project budget available for a third-party contract is $700,000.

   With this funding agreement being established through a local municipality versus directly with PART an Interlocal Agreement between the City of Greensboro, and PART has been developed. PART serves as the Model custodian for the PTRM. PART will manage the project, and the City will manage the funding agreement with NCDOT and take the financial responsibility in paying the chosen contractor that conducts the Household survey and submit reimbursements to NCDOT for the federal funding and state funding applied to the project agreement. The Interlocal Agreement details the agreed upon roles and responsibilities to adhere to the NCDOT funding agreement while permitting PART to continue our work responsibilities for managing the Piedmont Triad Regional Model.

   A resolution is included on page 25 for PART Board consideration authorizing the PART Executive Director to enter into an Interlocal Agreement with the City of Greensboro.

3. **Distribution of PART COVID-19 Business Continuity Plan**
   Previous discussions have been held with various adjustments being made on business-related activities at PART in response to the COVID-19 pandemic. PART has developed a guide, and continuity plan to present existing conditions, and associated plans that will be adjusted while the COVID-19 pandemic continues to evolve.
A COVID-19 Business Continuity Plan document has been distributed to PART Board members. This is a working document that will be updated regularly as our society and PART adjust for needed personnel, operational, and financial modifications to maintain our business continuity.

PART Board action is to accept this document as a resource and tool for tracking and adjusting our business environment under these challenging times of the COVID-19 pandemic.

Board Vote: Motion by: __________________________ Second by: __________________________
Vote: For ________________ Against _______________
Piedmont Authority for Regional Transportation
FY 2021
Budget Assumptions

1. Director input as well as FY 2020 annualized actuals were used to develop FY 2021 budgets.
2. The Budget was developed at the object level for all funds. The Budget Resolution for Expenditures will be submitted for approval at the Department Level.
3. Salaries were forecasted by person and included an increase of 3.5%. It was determined that the total compensation increase would not exceed the pool of 3.5% with the COLA representing 1.0%. The benefit rate is 31.07% and has been updated to cover all benefits such as Social Security, Medicare, Retirement, Health/Dental/Vision, Workers Compensation, State Unemployment, etc.
4. The PART express vehicle operations contract was developed through a bottoms-up approach of using hours per day per route by month multiplied by the contracted rate for FY 2021.
5. Fuel for PART Express was budgeted at 2.50/gal which is net of excise taxes. 12% decrease over FY2020.
6. Expense budgets were developed with Department Heads and reviewed for concurrence and input of new expenditures for FY 2021.
7. Expense and revenue accounts were evaluated independently and developed based on known criteria as well as inflation of 3% in appropriate cases.
8. Revenues were budgeted conservatively. Rental Vehicle Tax is based on FY2020 actuals and reduced based on the current pandemic. Vehicle Registration Tax is budgeted based on FY 2020 annualization.
9. The Grants Budget has been developed based on the purchase of 10 Buses and 14 Vans. Purchases will be partially funded through grant revenues from Greensboro 5339, NCDOT and FTA. Matching funds will come from the Capital Reserve Fund (47%) and General Fund (53%).
10. The CR vanpool rentals revenue is based on the FY 2020 latest view with consideration given to reductions due to the current pandemic.
11. The CR grant revenues are reflective of the NCDOT grant application and approved in prior years. The matches by the various cities are in line with previous years. Currently NCDOT, Hi-Tran, Davidson County & PART are funding the Call Center. Other non-operating revenue is reflective of anticipated van sales.
12. Salaries & Benefits are developed for CR in the same manner as explained in Notes 3 & 4.
13. Van Pool Fuel was calculated based on reduced gas prices and a decrease in leases.
14. CR Expenses such as Professional Services, Information Services will decrease due to the conclusion of the Telematics, Telematics Study. Marketing will also decrease due the completion of the Air Quality Campaign and the associated Grant Funding.
15. The General Fund is projected to have operational revenues below expenditures. This deficit is due to projected declines in Rental Vehicle Tax Revenues due to the current pandemic. It is probable that this deficit will be offset by additional revenues provide through the CARES Act.
16. The Capital Reserve Fund transfer is for approved capital purchases. The FY 2021 Increase in the Capital Reserve Fund will be calculated based on the FY2021 audited financial statements and financial requirements.
General Fund Budget
Highlights

• This Budget was created by utilizing historical data and assumptions. The effects of the pandemic have yet to be realized. CARES ACT Funds are being finalized and budget amendments are expected to be made as detail becomes available and necessary adjustments are required.

• Proposed Budget of $8,659,244 a 10% decrease from FY 19-20 Budget (Mitigation 40, Rental Vehicle Tax, Other Local Revenue)

• Revenues: Rental Vehicle/Vehicle Registration 42%, FTA 22.7%, NCDOT 2%, Fares 4%, Other 9%

• Expenditures: PART Express 72%, Other 6%, Transfer to Grants 22%

• Merit and COLA adjustment not to exceed 3.5% of total pool

• Fuel budgeted at 2.50/gal, a 12% decrease from FY 2020

• Deficit from operations $1,195,443; Appropriation from Fund Balance $1,713,537 (Will decrease with the CARES ACT Funding at 100%)
### Piedmont Authority for Regional Transportation
#### General Fund Budget 2020 - 2021

**General Fund - Revenues**

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2020</th>
<th>Proposed FY 2021</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Vehicle Tax</td>
<td>4,185,000</td>
<td>3,500,000</td>
<td>-16%</td>
</tr>
<tr>
<td>Vehicle Registration Tax</td>
<td>142,000</td>
<td>146,000</td>
<td>2%</td>
</tr>
<tr>
<td>Operating revenue - Fares</td>
<td>420,000</td>
<td>375,000</td>
<td>-11%</td>
</tr>
<tr>
<td>FTA - 5307 Operating Grant</td>
<td>1,609,890</td>
<td>1,772,000</td>
<td>10%</td>
</tr>
<tr>
<td>FTA - 5307 CMAQ Palladium</td>
<td>110,000</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>FTA - 5307 CMAQ WS Saturday Service</td>
<td>109,280</td>
<td>9,000</td>
<td>-92%</td>
</tr>
<tr>
<td>FTA - 5307 CMAQ HPMPO</td>
<td>131,500</td>
<td>8,000</td>
<td>-94%</td>
</tr>
<tr>
<td>FTA - 5307 CMAQ Burlington</td>
<td>22,000</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>FTA - 5307 Prev Maint Grant</td>
<td>240,325</td>
<td>46,000</td>
<td>-81%</td>
</tr>
<tr>
<td>FTA - 5307 Prev Maint Grant</td>
<td>106,109</td>
<td>108,300</td>
<td>2%</td>
</tr>
<tr>
<td>FTA - 5307 Routine Capital Grant</td>
<td>-</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>FHWA - Business 40</td>
<td>1,176,400</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>NCDOT - State Maintenance Assistance</td>
<td>650,803</td>
<td>650,803</td>
<td>0%</td>
</tr>
<tr>
<td>NCDOT - Air Qual/Air Awareness</td>
<td>22,240</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>NCDOT - STI</td>
<td>-</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>NCDOT - Model Maintenance</td>
<td>72,642</td>
<td>76,597</td>
<td>5%</td>
</tr>
<tr>
<td>NCDOT - JARC</td>
<td>-</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>NCDOT - Amtrak</td>
<td>50,275</td>
<td>50,275</td>
<td>0%</td>
</tr>
<tr>
<td>NCDOT - Mobile Friendly</td>
<td>-</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>Regional MPO Model Maintenance</td>
<td>96,196</td>
<td>100,078</td>
<td>4%</td>
</tr>
<tr>
<td>Regional MPO Model Enhancement</td>
<td>70,000</td>
<td>75,754</td>
<td>8%</td>
</tr>
<tr>
<td>Other Local Revenue</td>
<td>530,484</td>
<td>10,000</td>
<td>-98%</td>
</tr>
<tr>
<td>Bus Advertising</td>
<td>18,600</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>ATM Revenue</td>
<td>3,900</td>
<td>3,900</td>
<td>0%</td>
</tr>
<tr>
<td>Kernersville</td>
<td>15,000</td>
<td>15,000</td>
<td>0%</td>
</tr>
<tr>
<td>Appropriated (to)from Fund Balance</td>
<td>(132,186)</td>
<td>1,713,537</td>
<td>-1396%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>9,650,458</td>
<td>8,659,244</td>
<td>-10%</td>
</tr>
</tbody>
</table>

### General Fund - Expenditures

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2020</th>
<th>Proposed FY 2021</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Of Trustees</td>
<td>38,000</td>
<td>38,000</td>
<td>0%</td>
</tr>
<tr>
<td>Executive Director</td>
<td>246,700</td>
<td>240,000</td>
<td>-3%</td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>693,950</td>
<td>759,200</td>
<td>9%</td>
</tr>
<tr>
<td>PART Express</td>
<td>5,904,350</td>
<td>6,225,800</td>
<td>5%</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>227,850</td>
<td>156,200</td>
<td>-31%</td>
</tr>
<tr>
<td>Planning</td>
<td>581,250</td>
<td>596,950</td>
<td>3%</td>
</tr>
<tr>
<td>Mitigation 40</td>
<td>1,176,400</td>
<td>0</td>
<td>-100%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>125,000</td>
<td>125,000</td>
<td>0%</td>
</tr>
<tr>
<td>Transfer to Capital Reserve</td>
<td>356,334</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>Transfer to Grants Fund</td>
<td>300,624</td>
<td>518,094</td>
<td>72%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9,650,458</td>
<td>8,659,244</td>
<td>-10%</td>
</tr>
</tbody>
</table>
Grants Fund
Highlights

• Proposed Budget of 5,522,536
• Capital Expenditures for: 10 Buses, 14 Vans, and Rehab of Park and Ride Lots
• Revenues: FTA 78%, NCDOT 2%, Local 20%
• Transfers for Local Match Funding: $592,000 Capital Reserve Fund; 518,094 General Fund
## Grants Fund - Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA - 5339 Greensboro - Replacement Vehicles</td>
<td>43,381</td>
<td>41,885</td>
<td>-3%</td>
</tr>
<tr>
<td>FTA - Replacement Vehicles-Buses</td>
<td>1,489,541</td>
<td>91,500</td>
<td>-2%</td>
</tr>
<tr>
<td>NCDOT- STI</td>
<td>91,500</td>
<td>90,000</td>
<td></td>
</tr>
<tr>
<td>FTA - Replacement Vehicles - LTV</td>
<td>203,985</td>
<td>90,000</td>
<td>-2%</td>
</tr>
<tr>
<td>FTA - 5339 Replacement Vehicles - LTV</td>
<td>199,800</td>
<td>4,280,557</td>
<td>2042%</td>
</tr>
<tr>
<td>Transfer from(to) General Fund</td>
<td>300,624</td>
<td>518,094</td>
<td>72%</td>
</tr>
<tr>
<td>Transfer from(to) Commuter Resource Fund</td>
<td>235,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer from(to) Capital Reserve Fund</td>
<td>479,600</td>
<td>592,000</td>
<td>23%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,023,431</strong></td>
<td><strong>5,522,536</strong></td>
<td><strong>83%</strong></td>
</tr>
</tbody>
</table>

## Grants Fund - Expenditures

<table>
<thead>
<tr>
<th>USES</th>
<th>Revised FY 2020</th>
<th>Revised FY 2021</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA - 5339 Greensboro - Replacement Vehicles</td>
<td>43,381</td>
<td>41,885</td>
<td>-3%</td>
</tr>
<tr>
<td>FTA - Replacement Vehicles-Buses</td>
<td>1,489,541</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCDOT- STI</td>
<td>91,500</td>
<td>90,000</td>
<td>-2%</td>
</tr>
<tr>
<td>FTA - Replacement Vehicles - LTV</td>
<td>203,985</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA - 5339 Replacement Vehicles - LTV</td>
<td>199,800</td>
<td>4,280,557</td>
<td>2042%</td>
</tr>
<tr>
<td>LOCAL - Replacement Vehicles</td>
<td>975,224</td>
<td>1,021,094</td>
<td>5%</td>
</tr>
<tr>
<td>LOCAL - Park and Ride Rehab</td>
<td>40,000</td>
<td>89,000</td>
<td>123%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,023,431</strong></td>
<td><strong>5,522,536</strong></td>
<td><strong>83%</strong></td>
</tr>
</tbody>
</table>
Commuter Resources
Highlights

• Proposed budget of 1,042,528 or a 32% decrease over FY 19-20 Budget

• Revenues: Van Pool Rentals 46.0%, NCDOT 28%, Other 26%

• Expenses: CR Original 84%, Call Center 16%

• Fuel 2.50/gal

• Transfer to Grants Fund 235,000 (Anticipated surplus from operations 115,583; Appropriation from fund 119,417.)
Piedmont Authority for Regional Transportation  
Commuter Resource Fund Budget 2020 - 2021

### Commuter Resource Fund - Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2020</th>
<th>FY 2020</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues Van Pool Rentals</td>
<td>700,000</td>
<td>540,000</td>
<td>-23%</td>
</tr>
<tr>
<td>NCDOT Admin Grant</td>
<td>137,875</td>
<td>151,537</td>
<td>10%</td>
</tr>
<tr>
<td>City of Greensboro</td>
<td>68,000</td>
<td>68,000</td>
<td>0%</td>
</tr>
<tr>
<td>City of High Point</td>
<td>25,000</td>
<td>25,000</td>
<td>0%</td>
</tr>
<tr>
<td>City of Winston-Salem</td>
<td>51,000</td>
<td>51,000</td>
<td>0%</td>
</tr>
<tr>
<td>NCDOT CMA AQ AQ</td>
<td>4,360</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>NCDOT Telematics</td>
<td>125,000</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>NCDOT Study</td>
<td>39,540</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>NCDOT Admin Assist Grant Call Center</td>
<td>123,107</td>
<td>109,445</td>
<td>-11%</td>
</tr>
<tr>
<td>City of High Point</td>
<td>46,051</td>
<td>37,826</td>
<td>-16%</td>
</tr>
<tr>
<td>Davidson County</td>
<td>35,000</td>
<td>35,000</td>
<td>0%</td>
</tr>
<tr>
<td>Guaranteed Ride Home</td>
<td>8,000</td>
<td>8,000</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>43,000</td>
<td>16,720</td>
<td>-61%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appropriated (to)from Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated (to)from Fund Balance</td>
</tr>
<tr>
<td>Totals</td>
</tr>
</tbody>
</table>

### Commuter Resource Fund - Expenses

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2020</th>
<th>FY 2020</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR Original</td>
<td>1,078,400</td>
<td>608,426</td>
<td>-25%</td>
</tr>
<tr>
<td>CR Call Center</td>
<td>212,950</td>
<td>234,100</td>
<td>10%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appropriated (to)from Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated (to)from Fund Balance</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

---

**Fund Balance 7/01/2020**

**Transfers from**

**Fund Balance 5/30/2021 (Projected)**
RESOLUTION AUTHORIZING THE PART EXECUTIVE DIRECTOR  
TO ENTER INTO AN INTERLOCAL AGREEMENT  
WITH THE CITY OF GREENSBORO

WHEREAS, PART submitted an application to NCDOT seeking funds to update the Household survey for the Piedmont Triad Regional Model (PTRM); and

WHEREAS, the funding was awarded, and a funding agreement was established with the City of Greensboro to secure a financial participation from NCDOT for 10% of the project budget; and

WHEREAS, the NCDOT has allocated federal funds and state funds to the City for project M-0533CE to administer the Piedmont Triad Regional Model Household Travel Survey Project in FY 2021; and

WHEREAS, the purpose of the project is to collect travel information needed for an update of the regional travel demand model that the City, the MPO, NCDOT, PART, regional transportation partners rely on for estimating future traffic flows on area roadway; and

WHEREAS, under this interlocal agreement, PART will support the City in the day to day administration of this project and will reimburse the City for 70% of the local matching funds required per the municipal agreement with NCDOT on behalf of the other Triad MPOs.

NOW, THEREFORE, BE IT RESOLVED BY THE PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION BOARD OF TRUSTEES

That said project is hereby formally approved by the PART Board of Trustees and the PART Executive Director is hereby empowered to sign and execute the interlocal agreement with the City of Greensboro for Project M-0533CE.

**************************************************************************
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 13th day of May, 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 13th day of May, 2020.

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

Certified:_____________________________
    Scott W. Rhine  
    PART Executive Director

SEAL:
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 is active.
  - The Section 5339 FTA grant for the $6.7M to support our Capital needs of fleet vehicles is active.
  - One STIP amendment have been submitted to NCDOT. This amendment is related to Section 5307 funds from the Greensboro urbanized area. This amendment is needed for the FTA grant process to proceed.
  - A CARES Act grant has been submitted to FTA for review. Funding has been received from our local Urbanized areas that manage Section 5307 FTA funding. **A HUGE SHOUT OUT**, and appreciation should be given to –
    1. Burlington-Graham MPO / City of Burlington $1,256,487
    2. High Point MPO / City of High Point $2,000,000
    3. Greensboro MPO / City of Greensboro $1,700,000
    4. Winston-Salem MPO / City of Winston-Salem $1,861,935
  - Request to receive Section 5311 CARES Act funding administered by NCDOT for the Rural services we operate in Randolph and Surry County has been submitted.

- 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 COVID-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.

- Updates are provided to FTA, and NCDOT weekly for anything that has occurred since the last agency update in relationship to COVID-19. PART is participating in these calls and webinars every week.

- PART has delayed employing new staff for vacant positions until we are able to better control our COVID-19 pandemic. This is included in our COVID-19 Business Continuity Plan.

Department staff report is on the following pages.
COVID-19 Update

COVID-19 has severely impacted public transportation. Recognizing transportation as an essential service and a benefit in the Triad, PART began responding to the evolving conditions in early March. Staff has been communicating with local and state transit partners, the Federal Transit Administration (FTA), and the American Public Transportation Association (APTA). Various options and recommendations have been brought to the PART Planning and Operations Board Committee for discussion and approval of policy changes.

Ridership has leveled off and is about 21% of the norm. PART’s current service is limited to 1) hourly service on routes connecting Greensboro, High Point, Winston-Salem and employment centers around the Coble Transportation Center, 2) two AM and two PM runs on Route 6 Surry Express, and 3) Route 17 Kernersville Express, which is still running its regular schedule.

Also impacted by the reduced ridership and “stay at home” orders is the Call Center. It was closed at the beginning of April. Calls for High Point Transit and Davidson County Transportation Service are being transferred to their respective offices. Calls for PART Express are forwarded to the Coble Transportation Center and answered by National Express.

The vanpool program has also been impacted. Only 20 of our 45 vans were in operation in April. Those commuters not using the vans were either teleworking or furloughed.

Of course, our primary concern is the safety of drivers and passengers during this period. PART has taken numerous steps to prevent the spread of COVID-19 virus. Operational procedures are reviewed daily and policies continue to evolve.

Beginning May 5th PART will implement several personal distancing and other policies to reduce the spread of the virus. They include:

Social Distancing and Limiting the Spread of the Virus
- Passengers MUST wear dedicated facial coverings (masks, bandanas, etc.) when riding PART Express.
- Passengers should adhere to social distancing when boarding and riding.

continued on Page 2
PART Express
- Only one passenger is allowed on the bus at a time during boarding.
- Passengers cannot exhibit any visible signs or symptoms of the Coronavirus in order to ride the bus.
- Passengers exhibiting symptoms will be asked to deboard.

Fare Payment
- Fare free trips will be discontinued.
- Passengers can pay fares using TouchPass Smartcard/Mobile App or Cash.
- Passengers using cash should use exact fare and will pay for each trip. No change cards and no transfers will be provided.

On Board Behavior
- No personal grooming activities allowed while riding the bus or in PART facilities.
- Passengers must have proper hygiene to board the bus.
- Passengers must wear clothing covering their upper and lower torso and shoes.
- No eating or drinking while riding the bus.
- Passengers must deboard the bus at the end of the line.

Cares Act Comes to Our Aid

North Carolina Department of Transportation received $322,395,741 of CARES Act funding designated to keep public transportation rolling during COVID-19. The funding will be dispersed by the MPO’s under the 5307 funding formula allocation. PART is eligible to receive $6,818,422 from its four MPO partners. The application and receipt of the funding has been streamlined. PART appreciates the quick response from all its MPO partner’s to ensure the funding is received in a timely manner. PART will use the funding to cover unplanned operational expenses, various PPE measures and the loss of revenue.

Letter from NCPTA Executive Director David Rhew

Dear Front Line Heroes:

May 3rd marks 60 days since the first COV-19 case was reported in North Carolina.

During this entire pandemic crisis, you and your colleagues have remained on the front lines. I am using this letter to allow us to reflect on that heroic effort. We are grateful for your dedicated service to your neighbors.

You remain a critical service and lifeline to those who need a meal delivered, a mother needing a dialysis treatment or getting key hospital workers to their shifts.

On behalf of our 90 transit systems and 55 business partners, I want to thank each of you for staying strong and committed to the task at hand.

Public transit remains strong because of YOU and public transit will lead North Carolina’s economic comeback.

Sincerely,

David

David Rhew
Executive Director
North Carolina Public Transportation Association
State Transporation Conferences Impacted COVID-19

The annual NC Public Transportation Association (NCPTA) Conference was canceled due to COVID-19 and re-scheduled for April 12 - 14, 2021. Due to scheduling conflicts with the conference center, other scheduled fall conferences, and simply the uncertainty in the coming months, the NCPTA Executive Board choose to re-schedule. The location will be the Concord Convention Center in Concord, NC and will be at that location for the next three years. Please mark your calendar and plan on attending.

In addition, the statewide MPO conference was rescheduled. The new dates are July 22-24, 2020. The location is still the Greenville Convention Center in Greenville, NC. If you registered after the early registration deadline and paid by credit card you will receive the refund to the credit card on file. If you paid by check, you will receive a refund by check. The new early registration fee deadline will be Friday, June 12, 2020. All registrations made after June 12th will incur the late registration fee.

Piedmont Triad Metropolitan Transportation Plans

Each Metropolitan Planning Organization in the Piedmont Triad is in the process of updating their Metropolitan Transportation Plans or MTP’s. The MTP is the principle planning document for identifying transportation-related goals and objectives and addresses transportation-related issues and impacts over a 25-year horizon. The MTP is a fiscally-constrained, multi-modal transportation plan which is updated every five years to adapt to population growth and land use patterns shifts, policy changes, new federal and state legislation and guidance, and other changes affecting the region.

PART provides assistance in the each to each MPO’s development of their MTP in a variety of ways. For example, PART staff participates in steering and technical committees, provides existing transit service information, prepares future transit route scenarios and the Regional Travel Demand Model is utilized to develop outputs validating the need and effectiveness of planned transportation improvements.

The Winston-Salem MPO has launched a project web site. It can be accessed at www.wsmtpupdate.com. The MPO hosted two Virtual Public Meetings to introduce the project, present existing condition information. The web site will host an interactive survey to gather input to help frame the policies and goals of the plan. Development of the vision based on technical and public input is scheduled to begin in late June with a late September release date.

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May 2020

The Greensboro MPO staff is working on updating the long range plan known as the 2045 Greensboro Urban Area Metropolitan Transportation Plan. Major updates include the addition of new planning factors, inclusion of projects that support Vision Zero Greensboro and NCDOT’s safety performance measures, and trends impacting the future of transportation planning. The plan is due to be approved in September 2020, but may be delayed due to impacts from COVID-19.

The public review and comment period for the High Point MTP will begin on June 1 and run through July 31. There will be a project kick-off public meeting at the end of May with the date and meeting format yet to be determined. The plan will be available on the HPMPO website at www.highpointnc.gov/HPMPO.

The Burlington-Graham MPO has completed a draft of the MTP and is available for public comment. The draft plan is available at www.bgmpogettingthere2045.com. The site features an interactive map that provides details on all the specific transportation improvement projects recommended in the plan. The MPO is also hosting Virtual Public Meetings to gather feedback on the plan.

A Public Transportation Q &A ...

Question: Is Public Transportation Is a Safer Way to Travel Than by Automobile?

Answer: A person can reduce his or her chance of being in an accident by more than 90% simply by taking public transit as opposed to commuting by car. Traveling by public transportation is 10 times safer per mile than traveling by automobile.
The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: May 13, 2020
Action Requested:

**Chairperson Report**

**Summary of Information:**

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

**Board Vote:**

Vote: For ________________ Against ________________