Meeting Agenda

Piedmont Authority for Regional Transportation
Board of Trustees

June 9, 2021
8:30 AM

107 Arrow Road
Greensboro, NC 27409

NOTICE: This meeting is being held in person and via Video/Teleconference with adjustments being made to protect our communities during the Covid-19 pandemic. Citizen participation is available via Video/Teleconference

Teleconference dial in number: +1 (646) 749-3122
Access Code: 432-538-021

Video access link - https://global.gotomeeting.com/join/432538021
Meeting ID: 432-538-021
Agenda Items
June 9, 2021

I) Call to Order – Roll Call of Teleconferencing
   A. Consideration of Resolution for Teleconference and Electronic meeting for June 9, 2021

II) Overview of Meeting Process and Procedures
   
III) Public Speakers Registered via contactus@partnc.org
   
IV) Consideration of Meeting Minutes
   
V) Report from PART Board Committee
   A. PART Board Personnel Committee
   B. PART Board Finance Committee
   
VI) Consideration of Consent Agenda
   A. FY2021-22 FTA Section 5307 Program of Projects
   B. Amended Public Participation Plan
   C. Amended PART Procurement Manual
   D. Amended PART Employee Handbook
   
VII) Consideration of PART Board Business Items
   A. New Business
      1) Acceptance of FY21 3rd Quarter Treasurer’s Report
         a) PART General Fund
         b) Commuter Resources Fund
         b) Grants Fund
      2) Conduct Public Hearing for Citizen comment
         a) Open public hearing for FY2021-22 Budgets
         b) Close public hearing
      3) Consideration of FY2021-22 Budgets
         a) PART General Fund
         b) PART Commuter Resource Fund
      4) Consideration of Triad TDM Program Plan

VIII) Departmental Staff Reports
      A. Department Staff Reports

IX) Chairperson Report
      A. Closed session – Personnel related matter

X) Adjourn
Meeting Date: June 9, 2021

Action Requested:
Call to Order – Roll Call of Teleconferencing

Summary of Information:

A. Consideration of Resolution for Teleconference and Electronic meeting for June 9, 2021

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 healthy, safe, and logical manner in which to conduct PART’s business at this time is by both in person and 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 June 9, 2021 Board of Trustees meeting shall be conducted in person by volunteer PART Board member participation and 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 June 9, 2021 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 June 9th 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 in person and electronic vote this the 9th day of June 2021.

____________________________________  ______________________________________
Marikay Abuzuaiter, Chairperson        Terry Anderson, PART Administrative Assistant
Board of Trustees                      Clerk to the Board

Approved as to form and content:

____________________________________  Seal:
Thomas E. Terrell, Jr.                 
PART Board General Counsel
Meeting Date: June 9, 2021

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 electronic mail 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: June 9, 2021

Action Requested: 
**Consideration of Meeting Minutes**

Summary of Information: 

The May 12, 2021 meeting minutes are enclosed for PART Board review and approval.

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MEETING MINUTES
Piedmont Authority for Regional Transportation Board of Trustees
May 12, 2021

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

Others Present:
Terry Anderson, PART; Connie Conklin, PART; Sabrina Glenn, PART; Mark Kirstner, PART; Toneq` McCullough, City of Winston Salem; Scott Rhine, PART; Tom Terrell Jr., Fox Rothschild; Dianna Thomason, PART; Donna Woodson, Transit Manager, WSTA; Angel Wynes, High Point Transit.

I) Call to Order: Roll Call of Teleconferencing.
A roll call was taken, and a quorum established with 15 members of the PART Board in attendance.

A. Consideration of Resolution for Teleconference and Electronic meeting for March 10, 2021
II) Madame Chair Abuzuaiter explained the virtual meeting conducted under the authority that the General Assembly has provided under Statutes §160A-639 and §160A-639(22) with regards to the current state of emergency due to COVID-19. With our voting today, Board members who are in attendance please state if you are a no or an abstain vote, otherwise all of those included on the call today will be considered a yes. A Resolution is presented to acknowledge the virtual meeting format. Only those that have responded present during the roll call, count as voting yes.
The vote was Unanimous: 15-Yes

III) Public Speakers registered via contactus@partnc.org
There were no public speakers.

IV) Consideration of Meeting Minutes
April 14, 2021 PART Board of Trustees meeting minutes were accepted without revisions.
Motion to accept the April 14, 2021 meeting minutes: Mark Richardson  
Second: Sharon Hightower  
Discussion: None  
Vote: 15 -Yes / 0-No / 0-Abstain

V)  Report From Board Committee – Finance Committee  
Kevin Austin presented the Finance Committee report. The committee met on April 14, 2021 and discussed in detail the FY2022 Budget Assumptions, FY2022 General Fund Budget, and the FY2022 Commuter Resources Fund Budget. He also reminded the Board that the budgets would be fluid and to expect adjustments to continue throughout the year due to uncertainties created by the pandemic. The committee also reviewed the proposed Commuter Resource and Capital Reserve amendments required for preparation of the year end audit.

VI) Consideration of PART Board Business Items  
A. New Business

1. Consideration of FY2020-21 Budget Ordinance Amendments  
   a. Commuter Resources Fund Ordinance  
   b. Capital Reserve Fund Transfer Ordinance

Connie Conklin proposed that the Commuter Resources budgeted marketing expenditures be amended 100,000 to increase the efforts of transportation revitalization. This will also decrease the budgeted apportionment to Fund Balance by 100,000 and bring it down to 128,400. The Capital Reserve Fund also required an amendment authorizing the budgeted transfer of 592,000 to the grants fund to partially fund the local portion of the bus purchase. This will leave a balance in the Capital Reserve Fund of 400,000.

Scott Rhine reiterated that the Grants Fund was not established for the upcoming FY2022 Budget Cycle. He stated that although we do not expect to have vehicle expenditures in the upcoming fiscal year, he would bring back to the board for approval purchase orders required for capital purchases with expected delivery dates in FY2023.

Motion to approve the budgets for FY2020-21 Commuter Resources Fund Ordinance and Capital Reserve Fund Transfer Amendments: Kevin Austin  
Second: Mark Richardson  
Discussion: None  
Vote: 15 -Yes / 0-No / 0-Abstain

2. Consideration of FY2021-22 Budgets Released for public comment  
   PTRM 5 Year Program Agreement  
   a. PART General Fund  
   b. PART Commuter Resources Fund

Connie Conklin reviewed budget assumptions on page 17 that were utilized for creating the FY2022 budgets.

The General Fund proposed budget is 8,192M. This is a 2% decrease from FY2021 Amended Budget. Budget Revenues consist of Rental Vehicle/Registration Taxes (40%), FTA Grant Revenues (52%), NCDOT (2%), Fare Revenues (3%) and Other (3%). Expenditures are made up of PART Express (78%), and Administrative/Other (22%). Revenues are budgeted to exceed expenditures by 4.8% generating a 392K contribution to Fund Balance.

Mike Horne asked if additional revenues are recognized for the Winston Salem and High Point Recovery Acts Funds would increase the budgeted Fund Balance. Connie confirmed that any additional revenues would increase proposed fund balance.
Scott Rhine stated that the upcoming budget did not include expenditure in the event the phone system and the electric charging stations projects were not completed by June 30th. If not completed he would bring back to the board an amendment to the budget for these carryover expenditures.

Lenny Williams and Mr. Perkins requested that fuel costs be revisited in both the General Fund and the Commuter Resource fund given the current issues with the Colonial pipeline.

Connie Conklin: The Commuter Resource Fund proposed Budget is 742K and represents a 2% decrease from FY2021 Amended Budget. Revenues consist of 31% Van Pool Rentals based on our current leases with a conservative 2% increase, 37% NCDOT Administration Grant, and 32% Other city/county funding. Expenditures are 76% Commuter Resources to support Transportation Demand Model Activities and 24% Call Center expenses. Expenses are budgeted to exceed revenues by 4.2% requiring a 31K transfer to balance the budget. It was also confirmed that the Commuter Resource Fund has Fund Balance available for this transfer.

After board discussion both were approved noting that fuel costs would be adjusted and that the General Fund budget reflects secured funding and does not yet include Recovery Act funding from Winston Salem or High Point.

Motion with revisions to approve FY2021-22 Budgets Released for Public Comment: Mark Richardson
Second: Lenny Williams
Discussion: None
Vote: 15-Yes / 0-No / 0- Abstain

B) Old Business – None
VI) Departmental Staff Reports
Executive Director Report

Scott Rhine highlighted updates found in the Board package on page 20. Recovery Act funding (FY2021-22) operating subsidy is 100% federal participation. PART had an FTA Drug and Alcohol Compliance Audit May 3-7, 2021. Audit review findings have not been received at the time of this PART Board package. No deficiencies reported from third party auditors. PART has a draft for Triad Transportation Demand Management (TDM) plan with Triad’s MPO’s. The plan will identify strategies and various TDM related activities to enhance mobility in our region that will be associated with the PART annual NCDOT TDM/Rideshare program.

XI) Chairperson Report
Chair Abuzuaiter encouraged the Board members to go to social media regarding PART. TSA extended the Federal mandate of wearing face masks on all modes of public transit which include, rail, airline, all public transit through September 2021. We will have a hybrid PART Board meeting in June. Personnel meeting today. One note, Mr. David Parrish, City Manager of Greensboro, has tendered his resignation, and will be leaving by June 30, 2021.

Motion to adjourn, Sharon Hightower
Second: Mark Richardson
Vote: 15-Yes / 0-No / 0-Abstain

Adjourned: 9:33am
The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: June 9, 2021

Action Requested:

Report from PART Board Committee

Summary of Information:

A. Personnel Committee
The Personnel committee held a virtual meeting on May 12, 2021. Board members in attendance included Marikay Abuzuaiter, Darrell Frye, Kevin Austin, Neil Grimes, Lenny Williams, Sharon Hightower. Legal staff – Thomas E. Terrell, Jr. was participating for the topic related to annual evaluation of PART Executive Director.

The items reviewed by the committee were presented by Scott Rhine for proposed amendments to the PART employee handbook. These items included:

- Dress and Grooming – Update text to provide clarification.
- Vacation – Amend probationary period from six months to 90 days.
- Longevity pay – Modify the eligibility to receive longevity pay based on job performance. Modify the percentage of longevity pay distribution with years of service.
- Telework/Telecommute – Add a section for telework/telecommute options for staff with details on eligibility and expectations.

> Item related to PART Executive Director annual evaluation and contract of employment will be covered in closed session.

B. Finance Committee
The Finance committee held a virtual meeting on June 2, 2021. Board members in attendance included committee chair Kevin Austin, Darrell Frye, Mark Richardson.

The items reviewed by the committee included the FY2020-21 Third Quarter Financial Variance Reports for PART General Fund, Commuter Resources and Grants fund. Items presented to the PART Board are the quarterly treasurer’s report.

Mr. Austin and other committee members will provide additional details at the PART Board monthly meeting.

Board Vote: Motion by: ________________________ Second by: ________________________
Vote: For ________________ Against ________________
The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: June 9, 2021

Action Requested:
Consideration of Consent Agenda

Summary of Information:

A. FY2021-22 FTA Section 5307 Program of Projects
   Every year PART releases a Program of Projects (POP). This document is a public notice to solicit comment on the planned use of FTA Section 5307 funds. These funds are utilized in preparation of our Fiscal Year budgets. The POP listing is maintained in our files and is provided to compliance review officers during the FTA Triennial Review process. The details that have been available for public view and comment is included on page 12.

   PART Board action is acceptance of the FY2021-22 FTA Section 5307 Program of Projects and will be recorded in the meeting minutes.

B. Amended Public Participation Policy
   PART updated our public participation policy in 2016. At that time we set a period for updating when applicable. Beginning on page 14 is an amended public participation policy that has been expanded to include elements associated with virtual meetings, provides more details on specific activities associated with public participation per functional category.

   PART Board action is consideration of the resolution on page 17 adopting the updated Public Participation Policy.

C. Amended PART Procurement Manual
   PART has been working with Transportation Security Administration (TSA) since 2015 to enhance safety and security measures for our public service and public facilities. This originated as a Base assessment. Throughout this process PART has amended various internal and external operating procedures and policies for enhancing our safety and security measures. Recently, PART has moved from the TSA Base level to a higher level that broadens into more than just the public service and facilities enhancements. Specifically, Crime Prevention Through Environmental Design (CPTED). This is specifically related to construction related activities, and how designated safety and security measures are included in design and build related activities with future construction.

   The items listed below are recommended to be included in the PART Procurement manual.
   a. CPTED Principles- PART shall adopt Crime Prevention Through Environmental Design (CPTED) principles for agency wide engineering practices. This includes design elements such as:
      1. Use of good lighting in and around facilities.
      2. Trimmed bushes or low landscaping used.
      3. Video cameras used when possible.
      4. Alarm and video monitoring signs displayed.
      5. Good use of glass and windows for visibility.
6. Designs that encourage pedestrian use.
7. Allow for clear sight lines for employees.
9. Use well placed informational signs and maps.
10. Proper use of bollards around facilities and fuel tanks.
11. Minimize concealed or isolated travel routes.

PART Board action is acceptance of the CPTED design principals and incorporate in the PART Procurement manual and associated action will be recorded in the meeting minutes.

D. Amended PART Employee Handbook

The PART employee handbook was presented to the Personnel Committee for review and consideration. The following items were presented and discussed.

- Dress and Grooming – Update text to provide clarification.
- Vacation – Amend probationary period from six months to 90 days.
- Longevity pay – Modify the eligibility to receive longevity pay based on job performance. Modify the percentage of longevity pay distribution with years of service.
- Telework/Telecommute – Add a section for telework/telecommute options for staff with details on eligibility and expectations.

PART Board action is acceptance of the updates to the PART employee handbook and associated action will be recorded in the meeting minutes.

| Board Vote: Motion by: ________________________        Second by: __________________________ |
| Vote: For ________________  Against ________________ |
Federal Transit Administration (FTA) Section 5307 Program of Projects

Under 49 U.S.C. 5307(b)(1) through (7) and as a direct recipient of FTA Section 5307 funding, the Piedmont Authority for Regional Transportation (PART) shall annually develop Program of Projects and make it available for public review detailing the project purpose, funding requested and the local and Federal share. To comply with Federal regulations PART has worked 1) in partnership with NCDOT – Integrated Mobility Division, the Transportation Improvement Programs (TIP) Plans completed in our region developed by NCDOT, Burlington-Graham MPO, High Point MPO, Greensboro MPO, and Winston-Salem MPO; and 2) participated in the development of Metropolitan Transportation plans and Coordinated Community Connectivity plans. The POP details regular FTA Section 5307 funding, CARES Act funding, CRRSSA funding, and ARPA funding in this public notice.

The publication of this notice opens the public comment period and on June 9, 2021 PART will hold a public hearing to receive comments on the proposed POP and allocation of funding. The meeting that includes the public hearing will begin at 8:30AM and will be held at PART’s Administrative Office located at 107 Arrow Road, Greensboro, NC 27409. Due to the COVID-19 pandemic – the PART Board meeting and scheduled Public Hearing may be conducted via Video/Audio conference. View PART website at www.partnc.org for confirmation.

Staff will present any comments received during the public comment period during the public hearing. Following the public hearing the PART Board will consider acceptance of the funding and incorporation of the funding and projects in its FY2020-21 Budget and Work Program. The adopted program will be the final program of activity for fiscal year 2021-22, unless a Budget Ordinance Amended is enacted by the PART Board of Trustees.

If you would like to submit any comments on the Program of Projects, please email PART directly at contactus@partnc.org by June 7, 2021 at 2:00 PM. This notice is published as part of the requirements of Section 5307 of the FTA and as part of the Public Participation Process development for the Program of Project (POP), required by this Federal Agency.

Public Notices initiated May 12, 2021
POP Posted May 12, 2021
Public Hearing June 9, 2021
Fiscal Year begins July 1, 2021
# Program of Projects FY 21-22

## Burlington-Graham MPO
- **PART Express Route 4 Operating Expense**:
  - Total Cost: $281,800
  - Local: $140,800
  - Federal: $140,800
  - CARES Act: $571,614
  - ARPA: $148,914
  - CRSSA: $0

## High Point MPO
- **PART Express Routes 3, 5 (partial), 9, 21, and 22 Operating Expenses / Preventive Maintenance / Routine Capital**:
  - Total Cost: $1,127,060
  - Local: $563,845
  - Federal: $563,845
  - CARES Act: $74,424
  - ARPA: $250,000
  - CRSSA: $0

## Greensboro MPO
- **PART Express Route 2, 9 (part of), 10 part of 20, 23, 24 Operating Expenses / Preventive Maintenance / Routine Capital**:
  - Total Cost: $0
  - Local: $57,831
  - Federal: $11,566
  - CARES Act: $46,265
  - ARPA: $1,791,281
  - CRSSA: $0

## Winston-Salem MPO
- **PART Express Route 1, part of 5 & 6, 17 Operating Expenses / Preventive Maintenance / Routine Capital**:
  - Total Cost: $1,083,000
  - Local: $541,500
  - Federal: $541,500
  - CARES Act: $27,099
  - ARPA: $308,948
  - CRSSA: $0

## Table Totals
- Total Cost: $2,492,290
- Local: $1,248,145
- Federal: $1,248,145
- CARES Act: $255,820
- ARPA: $54,066
- CRSSA: $0

## Notes
- The table above details the program of projects for FY 2021-2022, including the costs and funding sources for various transportation projects under the jurisdiction of the Piedmont Authority for Regional Transportation (PART).
PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION
PUBLIC PARTICIPATION POLICY

For Service Changes, Transportation Planning and Projects

BACKGROUND AND GOALS
The Piedmont Authority for Regional Transportation (PART) is committed to an open process for public review and participation in all transportation planning and projects. PART will adhere to the regulations set forth by "Fixing America's Surface Transportation (FAST) Act" reauthorization of the surface transportation programs which requires the explicit consideration and response to public input received during the planning and program development processes. Therefore, this Public Participation Policy (PPP) was developed and adopted by the PART Board of Trustees.

The public participation process will provide early and continuing involvement; full public access to citizens, public agencies, providers of private transportation, and segments of the community affected by transportation plans; and clear, accurate, and timely information. In accordance with the PART Title VI Program, additional information on any potential service reduction, deletion, or fare adjustment of existing service will be included in this Policy, and proper notification for public input will be made prior to any final decision being made.

ENACTMENT OF PUBLIC PARTICIPATION PLAN
Public participation, review and comment should be given for qualified service reductions, transportation plans and the annual Program of Projects.

A qualified service reduction shall include any of the following:

1) Any service or fare adjustments of PART Express operated vehicles that includes the elimination of a total corridor route or a 25% reduction of all combined services in combination with all routes operated as PART Express;
2) A reduction of 25% or more of the PART Express system revenue hours;
3) A reduction of 50% or more of transit route revenue hours in a single PART Express corridor service computed on an annual basis;
4) The implementation of a new transit corridor route;
5) The implementation of a passenger fare adjustment of 25% or more on an annual basis of either regular or ADA complimentary service routes.

Specifics on these service and fare adjustments are contained within the PART Title VI Program. Adjustments due to a state of emergency conditions as exempt from the planned public notices.

All transportation plans will be reviewed by the PART staff, the appropriate standing committee of the PART Board of Trustees, and any special committee appointed by the PART Board of Trustee's, and then released for a public review period as a condition of federal and state statute.

The Program of Projects (POP), as defined by FTA C 9030.IE, coordinates related activities that are carried out with local, state, and federal Section 5307 funds in relationship to the delivery and development of capital investments and services within the Metropolitan Planning Organizations.
(MPOs) of the PART Territorial Jurisdiction that have direct correlation with Long Range Transportation Plans and the State Transportation Improvement Program.

**PUBLIC ENGAGEMENT METHODS**

PART’s goal is to fully engage the public during the development of service changes, contract opportunities and transportation plans. Engagement activities include direct communication through emails, surveys, posting information on the website, public meetings, events at transit facilities, and ride along on transit vehicles. PART maintains an e-mail list that is used to communicate temporary service changes and delays. This is the same list for public engagement.

For service charges, additional methods include a comment/suggest portal as available on the PART website and the customer service call center documents service complaints and service recommendations that are also taken into account.

PART may utilize live digital events on ZOOM, GoTo meeting, Citrix, Facebook, and other virtual meeting platforms. These events will have access for participation included on the PART website and will be recorded for playback and data compilation. Opportunity will be given to the public for comments and ask questions.

Written comments on documents may be mailed, e-mailed, or faxed to the PART Executive Director or the assigned contact person listed in the public notice. Comments shall be documented and presented to the PART Board of Trustees at or prior to the meeting for adoption.

**PUBLIC NOTICE PROCEDURES**

All notices shall include a due date for written comments, a contact person for questions or additional information, the location of public hearing or meeting and details of the item under consideration and where documents may be reviewed. The geographic reach of public notification is taken into consideration based on the nature of the item requiring notification. Notice shall be given in one or more of the following methods:

**Newspapers:** Public notice shall be prepared and advertised in the State or Local section, or a comparable section of the following newspapers which are considered to be newspapers of general circulation covering the PART territorial jurisdiction: Winston-Salem Journal, Greensboro News and Record, Burlington Time-News, High Point Enterprise, The Lexington Dispatch, Asheboro Courier-Tribune, The Mt. Airy News, Que Pasa and Carolina Peacemaker. Additional news outlets may be added to expand publications throughout the PART territorial jurisdiction as necessary to fulfill broad coverage and increase public participation.

**Other Media Outlets:** Additional media outlets such as local radio, television, cable access television channels, and local government public information offices may also be provided with notices to the public.

**Digital / Electronic:** Public notices will be placed on the PART website and will also be distributed to City/County clerks within the PART territorial jurisdiction for further advertisements on local governmental websites and other city and county means of communication. E-mails will be sent to the e-mail list containing full notice information or links to the PART web page.
**Program of Project (POP) Notification:** A modified public notice process will be used for the POP due to its close association with the adoption of an annual budget.

- PART will announce the federal funding and identified Program of Projects with the planned Budget Ordinance adoptions seeking public input for the upcoming fiscal year operating, planning, and capital budgets.
- PART will notify each MPO of its Program of Projects listing once adopted. Each MPO will include PART’s project in the MPO’s POP while ensuring consistency with each MPO’s Metropolitan Transportation Plan (MTP) and the State Transportation Improvement Plan (STIP).
- Each MPO will utilize its local PPP to ensure compliance.

**Distribution of Documents:** Copies of draft transportation documents, plans, and reports shall be distributed to each affected member jurisdiction and placed at convenient locations for public review and comment.

**Suspension of Normal Distribution of Documents for Public Review:** Due to public health emergencies, natural, disasters, or other extraordinary reasons when deemed appropriate and necessary by the PART Executive Director, or designee, paper copy distribution of documents to specified physical locations may be delayed. If such a situation arises; normal distribution will resume as soon as possible.

**Public Meetings and Hearings**

**Date, Time and Place:** PART staff will strive to schedule public meetings and hearings at a time and place convenient for all parties. Public meetings and events to present information and gather comments shall be at times convenient for those impacts by the service change or plan.

**Online Public Meetings:** When the public meeting is held online, a phone number and instructions should be provided to watch/listen to the meeting. Meetings should be streamed live on an online platform that allows the public to see and hear the meetings. Meeting agenda, materials, presentations, and instructions for people to provide comments should be posted online in advance of the meetings.

**Accommodations:** All requests for appropriate auxiliary aids, services and transportation to attend meetings, review documents, and make comments shall be made to the PART administrative office at least 10 days prior to the meeting date or at the end of the public review period. The accommodations are designed for those persons with mental and/or physical disabilities.

**REVIEW OF PUBLIC PARTICIPATION PLAN**

The public involvement process shall be reviewed periodically or at least every 3 years for effectiveness in allowing full and open access consistent with Title VI of the Civil Rights Act and the Americans with Disabilities Act of 1990; and shall, if needed, be reviewed by NCDOT, FTA and FHWA.
RESOLUTION OF THE BOARD OF TRUSTEES
FOR THE PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION
AMMENDING THE PUBLIC PARTICIPATION POLICY

WHEREAS, the Piedmont Authority for Regional Transportation (PART) is committed to an open process for public review and participation in transportation planning and project development to adhere with the regulations set forth by "Fixing America's Surface Transportation (FAST) Act"; and

WHEREAS, the public participation process should provide early and continuing involvement, full public access to citizens, public agencies, providers of private transportation, and segments of the community affected by transportation plans as well as clear, accurate, and timely information; and

WHEREAS, in accordance with the PART’s Title VI Program and the Program of Projects notification for FTA Section 5307 Urbanized Area Formula funds, PART has updated a Public Participation Policy (PPP) to provide public access and input; and

WHEREAS, the PPP identifies Public Engagement Methods, Public Notice Procedures, Public Meeting and Public Hearing procedures that shall be carried out when the PPP is applicable to seek input from citizens on the decisions that are being considered by the PART governing board; and

WHEREAS, the public involvement process shall be governed by the attached PART Public Participation Policy which shall be reviewed at least every three (3) years for effectiveness in allowing full and open access consistent with Title VI of the Civil Rights Act and the Americans with Disabilities Act of 1990.

NOW THEREFORE BE IT FURTHER RESOLVED, the PART Board of Trustee’s accept the amendments and updates to the PART Public Participation Policy.

A motion was made by ______________________ and seconded by ________________ for adoption of the above ordinance, and upon being put to a vote was duly adopted on this 9th day of June 2021.

I, Marikay Abuzuaiter, 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 9th day of June 2021.

Approved: _____________________________     Witnessed: _____________________________
Marikay Abuzuaiter                       Thomas E. Terrell, Jr.
PART Board Chairperson                   PART Legal Counsel

Certified: ________________________________     SEAL: ________________________________
Terry Anderson                           Clerk to the Board
Consideration of PART Board Business Items

Summary of Information:

A. New Business:
   1) Acceptance of FY2020-21 3rd Quarter Treasurer’s Report
      Connie Conklin, CPA/CFO will provide a brief overview of 3rd quarter Treasurer’s report. Beginning on page 19 is a memorandum to the PART Board followed by quarterly financials for PART General Fund, Commuter Resources Fund and Grants Fund.

Acceptance of the Quarterly Treasurer’s report will be recorded in meeting minutes.

2) Conduct Public Hearing for FY2021-22 Budgets
   a) Open public hearing
   b) Close public hearing

Chairperson Abuzuaiter will open a public hearing for citizen that have signed up to speak on the proposed PART budgets for FY21-22.

3) Consideration of FY2021-22 PART Budgets
   a) PART General Fund
   b) PART Commuter Resources Fund
Scott Rhine will provide an overview of the budgets that were presented to the PART Board at their May meeting and what has been released for public view/comment.

PART Board action is consideration of adopting budget ordinance resolution on page 27.

4) Transportation Demand Management (TDM) program presentation
Scott Rhine will provide a brief presentation of the TDM program plan that has been developed and will seek PART Board adoption for further development.

B. Old Business
   1) None

Board Vote: Motion by: __________________________ Second by: __________________________

Vote: For ________________ Against ________________
TO: PART Board of Trustees
FROM: Connie Conklin, CFO
DATE: June 9, 2021

SUBJECT: Consideration of 3rd Quarter Treasurer’s Report.

The following 3rd Quarter FY 2021 Schedule of Revenues and Expenditures – Budget Compared to Actual financial statements are included in the June Board package for your review:

1) General Fund
2) Grants Fund
3) Commuter Resource

General Fund revenues are at 73% and expenditures are at 61% of the annual budget. Rental Vehicle Tax and Cares Act Funding makes up 91% of the revenue. All departments are underrunning budgets with 57% of the overall underrun rising from lower vehicle contract costs and fuel. The net effect of Revenues over Expenditures excluding transfers on March 31, 2021 is $2,007,298. Unencumbered Fund Balance on March 31, 2021 is 7.4M.

Grants Fund revenues and expenditures are at 20% of the annual budget. This represents both the revenues and expenditures for two buses. Four additional buses were delivered in April and the last four buses are expected in June.

Commuter Resources Fund revenues are at 70% of budget with total expenditures at 53%. Revenues are below budget due to reduced reimbursable expenditures for the TDM program. Expect increased marketing efforts in Q4. Expenditures for CR-Original are at 53% of budget due to position vacancies, lower fuel prices and consumption due to drop in van pool leases, maintenance costs as well as reduced insurance premiums. Call Center departmental expenses are running at 51% due to position vacancies. The net effect of Revenues over Expenditures excluding transfers on March 31, 2021 is $283,377. Unencumbered Fund Balance on March 31, 2021 is 881.8K.
### General Fund
#### Schedule of Revenue, Expenditures, and Variance Analysis
For Nine Months Ended March 31, 2021 (Q3)

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 21 Budget</th>
<th>Quarterly Budget</th>
<th>Q3</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Vehicle Tax</td>
<td>3,200,000</td>
<td>2,400,000</td>
<td>2,827,814</td>
<td>427,814</td>
</tr>
<tr>
<td>Vehicle Registration Tax</td>
<td>145,000</td>
<td>108,750</td>
<td>115,886</td>
<td>6,936</td>
</tr>
<tr>
<td>Operating revenue - Fares</td>
<td>275,000</td>
<td>206,250</td>
<td>175,786</td>
<td>(30,464)</td>
</tr>
<tr>
<td>FTA - 5307 Operating Grant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FTA - 5307 CMAQ WS Saturday</td>
<td>22,435</td>
<td>16,826</td>
<td>22,435</td>
<td>5,609</td>
</tr>
<tr>
<td>FTA - 5307 CMAQ HPIMO</td>
<td>20,903</td>
<td>15,677</td>
<td>20,903</td>
<td>5,226</td>
</tr>
<tr>
<td>FTA - 5307 Prev Maint Grant (Q21)</td>
<td>147,717</td>
<td>110,798</td>
<td>98,998</td>
<td>(13,820)</td>
</tr>
<tr>
<td>FTA - 5307 Prev Maint Grant/2021-011</td>
<td>129,214</td>
<td>96,911</td>
<td>20,915</td>
<td>(75,996)</td>
</tr>
<tr>
<td>NCDOT - Cares Act Funding</td>
<td>5,140,856</td>
<td>3,555,642</td>
<td>3,410,352</td>
<td>(445,290)</td>
</tr>
<tr>
<td>NCDOT - Air Qual/Air Awareness</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>NCDOT - I-249 Maintenance</td>
<td>76,597</td>
<td>57,448</td>
<td>39,755</td>
<td>(17,693)</td>
</tr>
<tr>
<td>NCDOT - Amtrak</td>
<td>50,275</td>
<td>37,706</td>
<td>-</td>
<td>(37,706)</td>
</tr>
<tr>
<td>Regional MPO Model Maintenance</td>
<td>100,076</td>
<td>75,059</td>
<td>56,521</td>
<td>(18,538)</td>
</tr>
<tr>
<td>Regional MPO Model Enhancement</td>
<td>3,654</td>
<td>2,741</td>
<td>-</td>
<td>(2,741)</td>
</tr>
<tr>
<td>Other Local Revenue</td>
<td>10,000</td>
<td>7,500</td>
<td>63,649</td>
<td>56,149</td>
</tr>
<tr>
<td>ATM Revenue</td>
<td>3,900</td>
<td>2,925</td>
<td>3,150</td>
<td>225</td>
</tr>
<tr>
<td>Kernersville</td>
<td>15,000</td>
<td>11,250</td>
<td>15,000</td>
<td>3,750</td>
</tr>
<tr>
<td>Appropriated (b) from Fund Balance Totals</td>
<td>(939,494)</td>
<td>(707,621)</td>
<td>(2,007,298)</td>
<td>(1,302,678)</td>
</tr>
<tr>
<td>(a) from transfers - to balance budget</td>
<td></td>
<td></td>
<td>(2,007,298)</td>
<td></td>
</tr>
<tr>
<td>Operations shortfall (1)</td>
<td></td>
<td></td>
<td>(2,007,298)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 21 Budget</th>
<th>Quarterly Budget</th>
<th>Q3</th>
<th>Encumber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Of Trustees</td>
<td>38,000</td>
<td>28,500</td>
<td>8,262</td>
<td>-</td>
</tr>
<tr>
<td>Executive Director</td>
<td>240,000</td>
<td>180,000</td>
<td>104,124</td>
<td>11,819</td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>759,200</td>
<td>569,400</td>
<td>466,991</td>
<td>25,103</td>
</tr>
<tr>
<td>PART Express</td>
<td>6,170,800</td>
<td>4,628,100</td>
<td>3,643,636</td>
<td>1,235,436</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>156,200</td>
<td>117,150</td>
<td>40,725</td>
<td>2,333</td>
</tr>
<tr>
<td>Planning</td>
<td>524,856</td>
<td>393,638</td>
<td>350,551</td>
<td>10,788</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>125,000</td>
<td>93,750</td>
<td>47,347</td>
<td>70,276</td>
</tr>
</tbody>
</table>

| Total General Fund            | 8,401,135    | 6,300,851        | 4,861,636   | 1,355,955 |

Variance
### Piedmont Authority for Regional Transportation

#### Grants Fund

**Schedule of Revenue, Expenditures, and Variance Analysis**

*For Nine Months Ended March 31, 2021 (Q3)*

<table>
<thead>
<tr>
<th>Grants Fund - Revenues</th>
<th>Grants Fund - Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source</strong></td>
<td><strong>Department</strong></td>
</tr>
<tr>
<td></td>
<td>FY21</td>
</tr>
<tr>
<td>FTA - Replacement Vehicles</td>
<td>3,615,541</td>
</tr>
<tr>
<td>NCDOT- VW Funds</td>
<td>70,138</td>
</tr>
<tr>
<td>Transfer from General Fund</td>
<td>387,085</td>
</tr>
<tr>
<td>Appropriated (to)from Capital Reserve Fund Balance</td>
<td>592,000</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>4,884,704</td>
</tr>
</tbody>
</table>
Piedmont Authority for Regional Transportation  
Commuter Resources Fund  
Schedule of Revenue, Expenditures, and Variance Analysis  
For Nine Months Ended March 31, 2021 (Q3)

<table>
<thead>
<tr>
<th>Source</th>
<th>FY21 Budget</th>
<th>Quarterly Budget</th>
<th>Q3</th>
<th>Variance</th>
<th>Department</th>
<th>FY21 Budget</th>
<th>Quarterly Budget</th>
<th>Q3</th>
<th>Enumber</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues:Van Pool Rentals</td>
<td>215,000</td>
<td>161,250</td>
<td>170,530</td>
<td>9,280</td>
<td>CR Original</td>
<td>548,428</td>
<td>411,321</td>
<td>293,243</td>
<td>94,003</td>
<td>118,078</td>
</tr>
<tr>
<td>NCDOT Admin Grant</td>
<td>151,537</td>
<td>113,653</td>
<td>70,084</td>
<td>(43,569)</td>
<td>CR Call Center</td>
<td>209,100</td>
<td>156,825</td>
<td>105,823</td>
<td>9,622</td>
<td>51,202</td>
</tr>
<tr>
<td>City of Greensboro</td>
<td>80,000</td>
<td>51,000</td>
<td>33,640</td>
<td>(17,360)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of High Point</td>
<td>25,000</td>
<td>16,750</td>
<td>11,213</td>
<td>(7,537)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Winston-Salem</td>
<td>51,000</td>
<td>38,250</td>
<td>25,231</td>
<td>(13,019)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCDOT Admin Assist Grant Call Center</td>
<td>109,445</td>
<td>82,084</td>
<td>53,300</td>
<td>(28,784)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of High Point</td>
<td>37,626</td>
<td>26,370</td>
<td>16,705</td>
<td>(11,665)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davidson County</td>
<td>35,000</td>
<td>26,250</td>
<td>16,705</td>
<td>(9,545)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guaranteed Ride Home</td>
<td>3,000</td>
<td>2,250</td>
<td>600</td>
<td>(1,570)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Non Operating</td>
<td>290,120</td>
<td>217,500</td>
<td>281,648</td>
<td>64,068</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Local Revenue</td>
<td>0</td>
<td>8,250</td>
<td>8,250</td>
<td></td>
<td>Other Financing Use</td>
<td></td>
<td></td>
<td></td>
<td>5,743</td>
<td></td>
</tr>
<tr>
<td>Appropriated (to) from Fund Balance</td>
<td>(228,490)</td>
<td>(171,300)</td>
<td>(283,377)</td>
<td>(112,977)</td>
<td>Transfer (to) Grants Fund</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td>757,528</td>
<td>566,146</td>
<td>404,858</td>
<td>(163,537)</td>
<td>Total CR Fund</td>
<td>757,528</td>
<td>566,146</td>
<td>404,858</td>
<td>103,625</td>
<td>159,230</td>
</tr>
</tbody>
</table>
Memorandum

TO: PART Board of Trustees
FROM: Connie Conklin, CFO
DATE: June 9, 2021

SUBJECT: Board Approval of FY 2022 Budgets

Summary of Information:

PART is required under North Carolina General Statute § 160A-641 and subject to the provisions of Chapter 159 of the North Carolina General Statutes.

Under NCGS § 159-12, PART presented the Proposed Annual Budgets for the fiscal year ending June 30, 2022 to the Board of Trustees on May 12, 2021.

A copy was posted on PART’s website for public inspection. A public notice was also published in local newspapers for the virtual public hearing to be held on June 9, 2021, at which time the Annual Budgets would be reviewed by the Board.

The proposed 2022 Budgets are attached for the following funds:

- General Fund
- Commuter Resources (CR) Fund

We recommend approval of the accompanying ordinance.

Connie Conklin, Chief Financial Officer, will be present to respond to questions.
Piedmont Authority for Regional Transportation
FY 2022
Budget Assumptions

1. Director input as well as FY 2021 trends were used to develop FY 2022 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 2.5%. It was determined that the total compensation increase would not exceed the pool of 2.5%. The benefit rate is 29.11% 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 2022.
5. **Fuel for PART Express was budgeted at 3.00/gal which is net of excise taxes.**
6. Expense budgets were developed with Department Heads and reviewed for concurrence and input of new expenditures for FY 2022.
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 and Vehicle Registration Tax is based on FY2021 actuals.
9. A Grants Fund is not being proposed at this time due to the timing of issuing a PO and receiving delivery by FY 2022.
10. The CR vanpool rentals revenue is based on the FY 2021 latest view with a 2% increase.
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. At this time 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 Note 3.
13. **Van Pool Fuel was calculated based on 3.00/gal.**
14. CR Original Expenses reflect an overall 4% increase. Professional Services, Marketing and Fuel reflect the largest increases.
15. The General Fund is projected to have operational revenues above expenditures. This surplus is due to carryover Cares Act Funding and Recovery Act funding at 100% which is offsetting the decline in Rental Vehicle Tax Revenues and the loss of SMAP funding.
16. The Capital Reserve Fund will reflect activity based on the FY2022 audited financial statements and financial requirements at the PART boards discretion. At this time, no activity is being proposed for the Capital Reserve Fund considering the current economic climate. It is anticipated that Capital purchasing will be a future item presented to the PART Board for action in FY2022, but budgeting and planned expense would be recognized in FY2023.
# General Fund Budget 2021 - 2022

## General Fund - Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2021 Amended</th>
<th>FY 2022 Proposed</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Vehicle Tax</td>
<td>3,200,000</td>
<td>3,300,000</td>
<td>3%</td>
</tr>
<tr>
<td>Vehicle Registration Tax</td>
<td>145,000</td>
<td>153,000</td>
<td>6%</td>
</tr>
<tr>
<td>Operating revenue - Fares</td>
<td>275,000</td>
<td>280,000</td>
<td>2%</td>
</tr>
<tr>
<td>FTA - 5307 Operating Grant</td>
<td>-</td>
<td>1,371,100</td>
<td></td>
</tr>
<tr>
<td>FTA - 5307 CMAQ WS Saturday Service</td>
<td>22,435</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>FTA - 5307 CMAQ HPMPO</td>
<td>20,903</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>FTA - 5307 Prev Maint Grant</td>
<td>46,000</td>
<td>46,265</td>
<td>1%</td>
</tr>
<tr>
<td>FTA - 5307 Prev Maint Grant - HP</td>
<td>100,300</td>
<td>100,390</td>
<td>0%</td>
</tr>
<tr>
<td>FTA - 5307 Routine Capital Grant - HP</td>
<td>101,717</td>
<td>50,000</td>
<td>-51%</td>
</tr>
<tr>
<td>FTA - 5307 Prev Maint Grant - HP</td>
<td>20,914</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>FTA - 5307 Cares Act Funds</td>
<td>4,401,014</td>
<td>954,986</td>
<td>-78%</td>
</tr>
<tr>
<td>FTA - 5311 Cares Act Rural</td>
<td>500,000</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>FTA - 5307 Cares Act - PPE</td>
<td>139,842</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>FTA - 5307 Cares Act - CRRSSA</td>
<td>100,000</td>
<td>163,339</td>
<td>63%</td>
</tr>
<tr>
<td>FTA - 5307 Recovery Act - Gboro</td>
<td>-</td>
<td>1,791,281</td>
<td></td>
</tr>
<tr>
<td>NCDOT - State Maintenance Assistance</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>NCDOT - Model Maintenance</td>
<td>76,597</td>
<td>78,989</td>
<td>3%</td>
</tr>
<tr>
<td>NCDOT - Amtrak</td>
<td>50,275</td>
<td>50,275</td>
<td>0%</td>
</tr>
<tr>
<td>Regional MPO Model Maintenance</td>
<td>100,078</td>
<td>104,595</td>
<td>5%</td>
</tr>
<tr>
<td>Regional MPO Model Enhancement</td>
<td>3,854</td>
<td>4,010</td>
<td>10%</td>
</tr>
<tr>
<td>Regional MPO Special Projects</td>
<td>98,662</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other Local Revenue</td>
<td>10,000</td>
<td>10,000</td>
<td>0%</td>
</tr>
<tr>
<td>ATM Revenue</td>
<td>3,900</td>
<td>4,200</td>
<td>8%</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>(939,494)</td>
<td>(253,062)</td>
<td>-73%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>8,401,135</strong></td>
<td><strong>8,331,038</strong></td>
<td><strong>-1%</strong></td>
</tr>
</tbody>
</table>

## General Fund - Expenditures

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2021 Amended</th>
<th>FY 2022 Proposed</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Of Trustees</td>
<td>38,000</td>
<td>38,435</td>
<td>1%</td>
</tr>
<tr>
<td>Executive Director</td>
<td>240,000</td>
<td>226,700</td>
<td>-6%</td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>759,200</td>
<td>692,150</td>
<td>-9%</td>
</tr>
<tr>
<td>PART Express</td>
<td>6,170,800</td>
<td>6,489,300</td>
<td>5%</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>156,200</td>
<td>142,500</td>
<td>-9%</td>
</tr>
<tr>
<td>Planning</td>
<td>524,850</td>
<td>641,953</td>
<td>22%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>125,000</td>
<td>100,000</td>
<td>-20%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2021 Amended</th>
<th>FY 2022 Proposed</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer to Capital Reserve</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Transfer to Grants Fund</td>
<td>387,085</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8,401,135</strong></td>
<td><strong>8,331,038</strong></td>
<td><strong>-1%</strong></td>
</tr>
</tbody>
</table>
### Piedmont Authority for Regional Transportation
### Commuter Resource Fund Budget 2021 - 2022

#### Commuter Resource Fund - Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues: Van Pool Rentals</td>
<td>215,000</td>
<td>220,000</td>
<td>2%</td>
</tr>
<tr>
<td>NCDOT Admin Grant</td>
<td>151,537</td>
<td>151,537</td>
<td>0%</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 Admin Assist Grant Call Center</td>
<td>109,445</td>
<td>109,445</td>
<td>0%</td>
</tr>
<tr>
<td>City of High Point</td>
<td>37,826</td>
<td>37,826</td>
<td>0%</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>3,000</td>
<td>8,000</td>
<td>167%</td>
</tr>
<tr>
<td>Other</td>
<td>290,120</td>
<td>5,000</td>
<td>-98%</td>
</tr>
<tr>
<td>Appropriated (to)from Fund Balance</td>
<td>(228,400)</td>
<td>40,092</td>
<td>-118%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>757,528</strong></td>
<td><strong>750,900</strong></td>
<td><strong>-1%</strong></td>
</tr>
</tbody>
</table>

#### Commuter Resource Fund - Expenses

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR Original</td>
<td>548,428</td>
<td>570,300</td>
<td>4%</td>
</tr>
<tr>
<td>CR Call Center</td>
<td>209,100</td>
<td>180,600</td>
<td>-14%</td>
</tr>
<tr>
<td><strong>Transfer to Grants Fund Total</strong></td>
<td><strong>757,528</strong></td>
<td><strong>750,900</strong></td>
<td><strong>-1%</strong></td>
</tr>
</tbody>
</table>
WHEREAS, the Board of Trustees are required under North Carolina General Statute §160A-641 subject to the Local Government and Fiscal Control Act (NCGS §159-8); and

WHEREAS, in accordance with NCGS §159-12, PART presented the Proposed Annual Budgets for the fiscal year ending June 30, 2022 to the Board of Trustees on May 12, 2021; and

WHEREAS, a public hearing on the Annual Budgets was duly advertised for June 9, 2021; and

NOW THEREFORE BE IT ORDAINED, that the Annual Budgets for the General Fund and Commuter Resources Fund of the Piedmont Authority for Regional Transportation be adopted as follows:

1. The PART General Fund Annual Budget for the fiscal year ending June 30, 2022 has Estimated Revenues of $8,584,100, Estimated Expenditures of $8,331,038, and Appropriation to Fund Balance in the amount of $253,062 be adopted.

2. The PART Commuter Resources Fund Annual Budget for the fiscal year ending June 30, 2022 has Estimated Revenues of $681,236, Estimated Expenses of $750,900, and Appropriation from Fund Balance in the amount of ($40,092) be adopted.

A motion was made by ______________________ and seconded by ___________________ for adoption of the above ordinance, and upon being put to a vote was duly adopted on this 9th day of June 2021.

I, Marikay Abuzuaiter, 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 9th day of June 2021.

Approved: _____________________________  Witnessed: _____________________________
Marikay Abuzuaiter  Thomas E. Terrell, Jr.
PART Board Chairperson  PART Legal Counsel

Certified: ______________________________  Seal:
Terry Anderson
Clerk to the Board
The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: Jun 9, 2021

Action Requested:

Department Staff Reports – Informational Items

Summary of Information:

Attachments   yes   X   no   __

Executive Director Updates:

- PART had an FTA Drug and Alcohol Compliance Audit scheduled for May 3-7, 2021
  o Audit review findings have the following items needing modified within the next 60-90 days.
    ▪ Expand the sampling of random testing for NETS employees
      • working before 7am and after 8pm
      • more random testing on Saturdays
    ▪ Update the policy (National Express) to remove pre-employment alcohol testing
    ▪ Establish a direct MIS reporting portal for NETS reporting
- PART has received 6 buses for the replacement of aged vehicles from New Flyer North America.
  o PART has 4 additional buses being delivered in June. Delayed from previous report
- PART has the following projects underway and will become active over the next few months.
  o RFP Landscape maintenance
  o RFP Legal Services
  o RFP Annual Audit Services
  o RFP Automatic Vehicle Location (AVL) – Consortium bid with PART member agencies
  o RFQ Household Survey - Consortium bid with PART member agencies
  o RFP Media Advertising - Consortium bid with PART member agencies
- PART has received FTA American Rescue Plan Act (ARPA) funding from local MPO’s. These funds are 100% eligible for operations related expense, and PART will utilize these federal dollars to support our PART Express system.
  o Winston-Salem UZA $1,338,491
  o Greensboro UZA $1,791,281
  o High Point UZA $250,000 (Pending NCDOT Split Letter)
  o Burlington-Graham UZA $148,914 (Pending NCDOT Split Letter)
- PART Express has shown moderate increases in ridership each month.
- PART Vanpool leasing has not seen the workforce return to work, and our vanpool program has many months to show a recovery from COVID19.

Department staff report is on the following pages.
Driver Shortage

As we all know, staffing across multiple industries has been an ongoing issue due to COVID-19. The U.S. Department of Labor recently reported a record 8.1 million job openings across the U.S. as of the end of March 2021.

The public transportation industry is not exempt from this trend. In fact, even before the pandemic there were reports of transit driver shortages across the country. The added stresses and difficulties of the past year have certainly magnified the challenges we are facing. PART has experienced our fair share of driver shortages as well, and we have been forced to make unplanned service adjustments because of it.

We know this has been an inconvenience for some of our riders and we thank them for their continued support as we work to solve these issues. Despite these challenges, we are working hard to find solutions and ensure that our buses are running on schedule.

Our contractor, National Express, has recently launched an intensive hiring campaign as part of their corporate commitment to filling the open positions here at PART. But extraordinary times call for unique solutions. That is why on any given day you may find supervisors and dispatchers operating routes. PART administrative staff has been known to work the Coble Transportation Center so ticket agents can drive and we are even consolidating services to make sure runs can happen.

We are thankful to our passengers, current drivers, and everyone that fills in to make our service happen each day. Their patience and dedication have not gone unnoticed. We are excited to return to normal and continue serving our community.

The Last Mile, Kind of Like the First Mile

Originally, the “Last Mile” was used in telecommunications to describe the challenges connecting a home or business to the main telecommunications network. With the growth of Supply Chain Management, it was commonly used to describe the difficulty of transporting a package for the distribution hub to the final destination. And more recently, the term is synonymous with transportation planning and public transit. It is frequently used to define the last leg of a trip from a transit hub or stop, to an individual’s destination. For transit agencies like PART, the last mile can make the difference between someone using the system or not.

As the region’s commuter bus system, PART is responsible for connecting the various communities in the Piedmont Triad. In many cases this means we are unable to provide a door-to-door connection for our riders. Our services normally originate at a Park & Ride and terminate at one of our partner agencies bus terminals. As a result, we understand the importance of working closely with GTA, HPTS, WSTA, DCTS, Link, and even GoTriangle/Chapel Hill Transit as we plan our routes and schedules. In many cases, these agencies help provide that last mile connection to a rider’s destination.
There are a variety of strategies used to address the last mile conundrum. Roughly a decade ago, the introduction of ride-hailing services such as Uber and Lyft introduced one platform, then we saw an emergence of the bike and scooter share programs. As the industry continues to evolve, we are noticing the development of more OnDemand and Micro Transit services as solutions. PART is closely monitoring and evaluating all these alternatives to determine what solutions will be a viable option as we look at the future of PART Express.

The New Normal

For PART, understanding when we have settled into a new normal is critical. Not only does it help us make route adjustments and other operational decisions, but there are two regional studies related to travel behavior on hold; one is related to freight and delivery truck movements and the other to household travel. These studies could help the Triad for years to come, and we want to make sure the data we gather is as close to stable as possible.

That is why we have been collecting and analyzing data trends throughout the COVID-19 pandemic that impact our region’s roadways, looking to see when they might start to normalize. We track specific factors to help us understand how traffic volumes and patterns may change, including:

- Social and Economic Factors – government restrictions, school policies, unemployment rates.
- COVID-19 Infection and Vaccination Metrics – number of active cases and vaccination rates.
- Transportation and Traffic Numbers – regional transit ridership, NCDOT data, trip generation and patterns.

The chart below illustrates where we are in our region to finding normalcy. There are several factors approaching normalcy and several are lagging. Transit ridership continues to lag behind. Despite the loosening of restrictions, people are returning to work, and getting vaccinations is there still doubt in the safety of riding public transportation. Or has remote work so impacted work-related trips, that our predictions were too high? Or will the recovery stretch into next year?

<table>
<thead>
<tr>
<th>Factor</th>
<th>Goal</th>
<th>COVID peak</th>
<th>Progression from COVID Peak to Goal</th>
<th>Getting there</th>
<th>&quot;New&quot; Normal?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC’s Phased Response</td>
<td>No restrictions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return to School</td>
<td>In person</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unemployment</td>
<td>&lt; 4% State unemployment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Dose Vaccinations</td>
<td>&gt; 80% of the State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Cases</td>
<td>No new spikes for 3 months</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transit Ridership</td>
<td>Within 5% of baseline</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Volume</td>
<td>Within 5% of baseline</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Distancing</td>
<td>Pre-COVID levels</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Staying Home</td>
<td>Pre-COVID levels</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trips per Person</td>
<td>Pre-COVID levels</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transportation Demand Management Initiative Update

Phase I is complete. The four Piedmont Triad MPO’s and the Piedmont Authority for Regional Transportation have outlined a framework for developing a regional Transportation Demand Management (TDM) plan. The initiative will be presented to the PART Board of Trustees on June 9th where the Board will be asked to endorse the initiative, then the region can move to the next phase - the development of a regional TDM Plan. The initiative will also be presented to each MPO for their endorsement, making the effort a part of their work program. Once this is completed, work groups will be formed and development of the plan will begin. At the same time, progress will be made on several easy to achieve tasks, like a regional TDM website and promotion of UMO.

June 2021

STAY CONNECTED

www.PARTNC.org
336.883.7278
contactus@partnc.org
### Meeting Date: June 9, 2021

### Action Requested:

**Chairperson Report**

<table>
<thead>
<tr>
<th>Summary of Information:</th>
<th>Attachments yes  no X</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Closed session for Personnel related matter</td>
<td></td>
</tr>
<tr>
<td>1) Motion to go into closed session</td>
<td></td>
</tr>
<tr>
<td>2) Motion to return from closed session</td>
<td></td>
</tr>
</tbody>
</table>

Report of PART Board closed session items.

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

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