Meeting Agenda

Piedmont Authority for Regional Transportation
Board of Trustees

June 10, 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 communities during the Covid-19 pandemic.

Teleconference dial in number: +1 (872) 240-3212
Access Code: 459-264-213

Video access link - https://global.gotomeeting.com/join/459264213
Meeting ID: 459-264-213
I) Call to Order – Roll Call of Teleconferencing
   A. Consideration of Resolution for Teleconference and Electronic meeting for June 10, 2020

II) Overview of Meeting Process and Procedures

III) Public Speakers Registered via contactus@partnc.org

IV) Consideration of Meeting Minutes

V) Consideration of Consent Agenda
   A. FY2020-21 Sec. 5307 Program of Projects
   B. Call Center Interlocal Agreement Extension
   C. Annual Auditing Service Authorization

VI) Consideration of Board Business Items
   A. New Business
      1) FY2019-20 Budget Amendment Ordinance
      2) FY2020-21 Budgets / Public Hearing
      3) FY2020-21 Budget Adoptions
         a) General Fund Budget
         b) Grants Fund Budget
         c) Commuter Resources Fund Budget
         d) Capital Reserve Budget
      4) Consideration of Heavy-Duty Bus Manufacturer Awards
         a) 30’, 35’, 40’ Low Floor Bus
      5) Consideration of Vehicle Purchase
   B. Old Business
      1) None

VII) Departmental Staff Reports
    A. Department Staff Reports
       1) Executive Director
       2) Department Reports

VIII) Chairperson Report

IX) Adjourn
Meeting Date: June 10, 2020

Action Requested:
Call to Order – Roll Call of Teleconferencing

Summary of Information:

A. Consideration of Resolution for Teleconference and Electronic meeting for June 10, 2020

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

Board Vote: Motion by: _______________ Second by: _______________

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

2. The June 10, 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 June 10, 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 June 10 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 10th day of June 2020.

____________________________________  ________________________________
Dan Besse, Chairman                  Terry Anderson, PART Administrative Assistant
Board of Trustees                     Clerk to the Board

Approved as to form and content:

____________________________________
Thomas E. Terrell, Jr.
General Counsel
### The Piedmont Authority for Regional Transportation

**Board of Trustees**

<table>
<thead>
<tr>
<th>Meeting Date: <strong>June 10, 2020</strong></th>
<th>Agenda Item No. <strong>III</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Requested:</strong></td>
<td><strong>Page No. 4</strong></td>
</tr>
<tr>
<td><strong>Public Speakers that have registered via <a href="mailto:Contactus@partnc.org">Contactus@partnc.org</a></strong></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Board Vote:</th>
<th>Motion by: ________________________</th>
<th>Second by: __________________________</th>
</tr>
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<tbody>
<tr>
<td>Vote:</td>
<td>For ________________</td>
<td>Against ________________</td>
</tr>
</tbody>
</table>

**Attachments**: yes \(\times\) no
Meeting Date: June 10, 2020

Action Requested: 
Consideration of Meeting Minutes

Summary of Information: 

The May 13, 2020 meeting minutes are enclosed for PART Board review and approval.

Board Vote: Motion by: ___________________ Second by: ________________

Vote: For ________________ Against ________________
Board Members Present (via virtual/audio roll call):
Abuzuaier, 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
Marion, Mark – Surry County
Mengert, Paul – PTIA
Richardson, Mark – Rockingham County
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 and Elizabeth R. Colyer, City of Winston-Salem; Mike Mills, NCDOT Division 7.

A roll call was taken, and a quorum established. Mr. Rhine reviewed a few virtual meeting protocols.

I) Call to Order – Roll Call of Teleconferencing

A. Consideration of Resolution for Teleconference and Electronic Meetings for May 13, 2020
Chair Besse introduced the first item for consideration, a Resolution for Teleconference and Electronic Meetings. The resolution recognizes the provisions and rules for virtual meetings as stated in Senate Bill 704 that was recently pass by the North Carolina General Assembly.

Review the process for voting and taking official action. He explained that after any questions about the items, he will call for a motion and second. Once the item on the floor for consideration following any discussion Mr. Rhine will conduct a roll call to properly record each individual vote.

Motion to adopt the Resolution to for Teleconference and Electronic Meetings
II) Overview of Meeting Process and Procedures
Mr. Rhine thanked the Board for accommodating the online meeting format. He encouraged everyone to mute their phone when not speaking.

III) Public Speakers Registered via contactus@partnc.org 4
Chair Besse asked if anyone had contacted PART to register as a speaker from the floor. Mr. Rhine indicated that no one had. Chair Besse then asked if anyone who had called in wanted to speak. There were none.

IV) Consideration of Meeting Minutes
Chair Besse asked if any board members had any corrections or additions. Hearing none he asked for a motion and second to approve the minutes.

Motion to accept the April 8, 2020 meeting minutes.
By: Fleming El-Amin
Second: Marikay Abuzuaiter
Discussion: None
Vote: Unanimous

Mr. Richardson asked Mr. Besse if it was possible to not call the role on each voice vote. Mr. Besse referred the question to Mr. Terrell who indicated that Senate Bill 704 does not allow for asking “all those in favor say aye.” The bill specifically requests a voice vote with the elected official or board member identifying themselves.

Mr. Fox added that numerous boards across the state are having to conform to the amended statue.

V) Report from Board Committee’s
A. Finance Committee
Mr. Austin gave the finance committee report. The committee met on April 8th. The members presenter were Kevin Austin, Darrell Frye, Mark Richardson, Lenny Williams, Steve Carter and Rick Morris. Budgets for the upcoming year were reviewed. It is projected the revenues will be down 29% over fiscal year 2020 primarily due to a reduction in rental vehicle tax and fares revenues. Expenses will also be down primarily due to the completion of the Business 40 Mitigation project and staff vacancies. The grant funds has been developed based on the purchase of 10 buses and 14 van purchases will be partially funded through Grant revenues. Matching funds will come from a capital reserve fund, 47% of those matching funds will come from in capital reserve and the other 53% from the general fund. The commuter resources fund revenues are projected to be down 26% primarily due to the current decline in vanpool rentals. The expenditures are projected to be down 19% based on a reduction in fuel prices and the conclusion of the telematics study. The capital reserve transfer to the grants fund is budgeted at $592,000 for approved Capital purchases. The fiscal year 2021 increased capital reserve fund will be calculated based on the fiscal 2020 audited financial statements and financial requirements. No committee members offered comments.

B. Personnel Committee
Mr. El-Amin gave the committee report. Personnel committee members present were El-Amin, Kevin Austin, Darrell Frye and Lenny Williams. Staff present were Mr. Rhine, Sabrina Glenn and Connie Conklin. Due to COVID-19 the committee was request by staff to amend the PART Personnel Handbook to give staff flexibility and options so as to not exhaust vacation and sick during this period. Motion to accept was offer by Mr. El-Amin and seconded by Lenny Williams. The vote was unanimous. The second item was the designation of the essential personal and policies for furloughed personal. Motion to accept was offer by Mr. El-Amin and seconded by Kevin
Austin. The vote was unanimous. Minutes of the meeting were previously distributed, and Mr. El-Amin asked if committee members had any additions to the report and if there as any discussion by board members. There were none.

C. Operations / Planning Committee
Mr. Grimes gave the committee report. He noted that the committee met on April 22ed and those in attendance are listed in the minutes. The discussion included the Business Continuity Plan presented by Mr. Rhine, the COVID-19 mitigation measures and how CARES Act funding will be utilized. It was also reported 22 of 52 vanpools are not in operation at this time. It was determined that PART would not charge vanpool riders at this time.

Hazardous duty pay, time-and-a-half, will be paid to the operators. Extreme care is being taken to protect passengers, operators and CTC personnel. Buses are being cleaned several times during the day. Passengers are being asked to wear facial coverings. Fares have been reinstituted. Other issues were referenced.

Mr. Terrell interjected that any rules related to passengers need to be adopted by the board. It was decided that the committee minutes and the PART’s What Happening contained the rules in detail. Mr. Terrell read the rules as followed:

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

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

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

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

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

A motion was made by Mr. Grimes to adopt the procedures as outline and seconded by Sharon Hightower.

Ms. Hightower asked for an update from Mr. Rhine on how the rules are going after the vote.

**Motion to adopt the presented PART Express policies related to COVID-19.**

*By: Neal Grimes*

*Second: Sharon Hightower*

*Discussion: None*

*Vote: Unanimous*
Mr. Fox announced that he needed to leave the meeting at this time.

Mr. Besse returned to Ms. Hightower’s request for information. Mr. Rhine indicated that there have not had any issues with regards to these new rules. Personnel and passengers are wearing facial mask. In some cases, passengers are wearing bandanas. Mr. Rhine indicated the staff was beginning to prepare for increase service levels back to normal levels. Decisions will need to be balanced against need and resource distribution. As economic conditions return to normal and employers such as UNC Hospital and the university return to work staff will devise plans that will be presented to the Planning and Operations Committee.

**VI) Consideration of Board Business Items**

**A. New Business**

1) **FY2020-21 Budgets / Release for Public Comment**

Mr. Rhine introduced the item and mentioned that under the circumstances budget amendments will occur in the future. Ms. Conklin added that under the current conditions she saw three options to prepare a budget, 1) adopt an interim, 2) limit expenditures based on uncertain revenues, or budget revenues and expenditures with what is known and adjust as needed using the capital reserves. She indicated staff elected to go with the third option and move forward with the FY2020-21 budgets as presented; with expected budget ordinance amendments when actuals are recognized from the unknown outcomes of COVID-19. Ms. Conklin proceeded to review the budget assumptions outlined in the agenda package. She asked if there were any questions, and none were asked.

a) **General Fund Budget**

The total proposed budget is $8.7M which represents a 10% decrease from the previous year. The revenue projection represents a 29% decrease from the previous year due to a 16% decrease in rental vehicle tax, a decrease in fare box collections, no grant revenues related to the Business 40 Mitigation Project and the lack proceeds from property disposal. The budget includes a $1.2M operating deficit but it is fully anticipated the CARES Act funding and other revenues will increase. Again, she asked for questions.

Expenditures are expected to decrease 9% before transfers. The decrease is again due to the completion of the Business 40 Mitigation Project. Increases in expenditures in other area are a result of a full staff being in place, operational increases are related to changes in service delivery for PART Express, maintenance and repairs to facilities, and IT improvements. Finally, there is a transfer to the grants fund related to the procurement of buses and vans.

A $1.2M operating deficit does exist prior to the transfer from the fund balance. It is fully anticipated that the CARES Act funding will ultimately reduce the effective amount of the transfer. Again Ms. Conklin asked for questions.

Chair Besse asked if the fund balance will decrease even if the CARES Act funding is received. Ms. Conklin clarified that it was believed that the appropriation from the fund balance to the general budget will be less than budgeted and that the fund balance will be maintained.

b) **Grants Fund Budget**

Ms. Conklin proceeded to review the Grants funds which will be $5.5M for FY 21. This includes the purchase of 10 buses and 14 vans. Expenses will show in the capital and general funds with revenues coming from federal and NCDOT sources, and local funds consisting of general revenue and capital reserve fund. Again Ms. Conklin asked for questions. None were asked.

c) **Commuter Resources Fund Budget**

Ms. Conklin proceeded review the Commuter Resources fund and stated that the entire budget for the program is $1.042M. Operating revenues are decreased by 23% due to the anticipated decrease in van pools due to COVID-19. Additionally, grant funding revenues and related expenses are not included due to the completion of the Telematics
Study. On the expenses there is a 25% decreases due to insurance, fuel and completion of the Telematics Study, full staff and IT support.

The Capital Reserve Fund was not included in the package but again shows a transfer to the grants funds previously detailed. In summary these budgets are very fluid and depending on conditions will be subject to great changes than normal. Ms. Conklin called for any final questions.

Mr. Horn asked what are the plans for COLA adjustments. Ms. Conklin said that 1% was budgeted. Mr. Horne asked what the 1% was based on, was a known government projection. Ms. Conklin responded that it was based on historical trends. Mr. Horn then asked for the budget reflected an increase in benefits. Ms. Conklin responded that it does reflect a 15.5% increase in medical benefit cost.

Mr. Carter stated the Guilford County is targeted to received $93M from the federal government with fewer restrictions than other COIVD-19 relief funding. He asked if PART is expecting to ask or receive funds from the individual counties. Mr. Rhine responded not at this time.

Mr. Rhine further indicated that caution will be taken with capital purchases and improvements. Due diligence and prudence will be used and respond to how society recovers and the impacts of our revenues and expenses will be closely monitored. He further mentioned that a Bus RFP will be an upcoming action for award, and that vehicle procurement and necessary adjustments may be made to capital purchases.

Chair Besse thanked Ms. Conklin and Mr. Rhine for the presentation. He asked for any further questions. Hearing none he asked for a motion to submit the budget as presented for a 30-day comment period.

Ms. Hightower was recognized and asked if Mr. Rhine would consider asked Guilford County for funding. A discussion ensued related to request funds from Guilford County as well as other counties.

Mr. Mengert and Mr. Carter announced they needed to leave the meeting.

Ms. Coleman asked if other counties would be asked. Mr. Frye commented that not all counties received additional funding. Mr. Williams asked that if one County was asked all counties should be asked. Mr. Besse acknowledged the discussion and asked Mr. Rhine to acknowledge the input which he did.

2) Consideration of Interlocal Agreement with the City of Greensboro

Chair Besse asked Mr. Rhine to introduce the next item. Mr. Rhine explained that the resolution under consideration related to the Regional Travel Demand Model (RTDM). The RTDM is the primary tool used by the four Piedmont Triad MPO’s and NCDOT to evaluate future traffic congestion. PART is the custodian of the model. He said the model depends on numerous data inputs - including travel behaviors of Piedmont Triad drivers. The travel behavior data presently used is out of date. Special Project and Research (SPR) Funds have been secured by PART, with the assistance of NCDOT, to conduct a Household Travel Survey (HHTS). This funding will be managed by the Greensboro MPO which will reduce the amount of the local match required. The 10% local match will be shared by the four MPO’s. There is no direct financial commitment on behalf PART. PART will take the lead in the project management in partnership with the Greensboro MPO. The resolution will acknowledge the arrangement between NDCOT, the Greensboro MPO and PART. Mr. Besse asked if there were any questions.

Ms. Hightower asked about the selection of the third-party vendor. Mr. Rhine indicated that a vendor has not been selected. An RFP and scope of work has been prepared and a solicitation process will begin in the next few months. Ms. Hightower then asked for clarification on the financial commitment by each agency. She expressed concern that Greensboro was the brunt of the financial burden. Mr. Rhine clarified the 80% of funds were federal highway dollars through the SPR funding, 10% NCDOT and 10% local which will be shared by all four MPO’s. He further clarified that the Greensboro MPO is only involved to reduce the local match from 20% to 10%. Local funds that each MPO will use, including the City of Greensboro, are from previously budget funds through each MPO’s UPWP.
Motion to adopt the resolution acknowledging the Interlocal Agreement with the City of Greensboro related to the Household Travel Survey
By: Marikay Abuzuaiter
Second: Lenny Williams
Discussion: None
Vote: Unanimous

Ms. Coleman was recognized by Chair Besse. She asked a question related the parliamentary procedures. Specifically, the point that a motion or second does not mean a favorable vote on the motion. Chair Besse acknowledged that to be the case. Mr. Rhine noted, and adjusted accordingly for confirming roll call votes.

3) Acceptance of COVID-19 Business Continuity
Chair Besse introduced the next item and referred to Mr. Rhine for its presentation. Mr. Rhine referred to the business continuity plan that had been distributed to the Board. The plan recognizes the current conditions and future actions PART is taking in response to COVID-19. He asked if there were any questions related to the plan.

Hearing none Chair Bess asked if there was a motion to approve the document as a resource and planning tool.

Motion to approve the COVID-19 Business Continuity Plan
By: Mark Richardson
Second: Fleming El-Amin
Discussion: None
Vote: Unanimous

Mr. Austin announced that he needed to leave the meeting.

Chair Besse noted there was no Old Business listed on the agenda. He then asked for comments or questions from Board members and Mr. Rhine.

Mr. Rhine acknowledged appreciation to the MPO’s actions related to CARES Act funding and that he would investigate options related to additional funding from member counties. He further stated that the personnel and operations and planning committee would need to meet in the near future. Chair Besse accepted that as the Executive Director report.

Chair Besse referenced the Departmental Staff report and asked Mr. Rhine when the next board meeting was scheduled to take place. Mr. Rhine indicated June 10th and felt that it would be another online meeting.

Chair Besse thanked the board members and staff for their patience and participation. He then noted that all agenda items were completed and deemed the meeting adjourned.

Meeting adjourned at 9:50AM.
Summary of Information:

A. **Annual Program of Projects**
   As a requirement of the Federal Transit Administration (FTA) PART should make available for public viewing a listing of FTA Section 5307 funds that are planned to be utilized to support our public service and planned capital purchasing. A Program of Project details the FTA Section 5307 funding amounts for the upcoming fiscal year. This information is reviewed during the FTA Triennial Reviews and is also included in the Triad MPO process for distributing a Program of Projects in their respective urbanized areas. Both the PART and local MPO public outreach is included in our records for making the public aware of the FTA Section 5307 funds being utilized to support PART Express and our identified preventive maintenance purchasing.

   Beginning of page 13 is the PART Section 5307 Program of Projects for FY2020-21. A **PART Board resolution is provided on page 15** for acceptance of our FTA Section 5307 Program of Projects funds identified.

B. **Piedmont Triad Resources / Mobility Management Call Center - Interlocal Agreement Extension**
   PART entered into an Interlocal Agreement with the City of High Point and Davidson County in 2015 to support call intake and trip planning for our respective public transit systems. The existing ILA has expired and requires a renewal between all parties for our records to adhere to current financial cost sharing to support the activities of the Piedmont Triad Resources.

   Communication has been undertaken with Davidson County and the City of High Point to renew our ILA. A **resolution is included on page 16** authorizing the PART Executive Director and PART Board legal counsel to update the Mobility Management Call Center Interlocal Agreement.

C. **Annual Auditing Service Contractual Agreement**
   PART conducted a solicitation for professional Audit services in 2019. The PART Board awarded the audit services contract with Dixon Hughes Goodman LLP to conduct our annual audit reviews. Each year, as a requirement of the Government Unit conducting a financial audit the policy board is required to authorize the audit service to be conducted.

   A **resolution is included on page 17** authorizing the PART Chairperson to sign the audit services engagement letter.

Board Vote:  Motion by: ________________________        Second by: __________________________
Vote:  For ________________  Against _______________
Piedmont Authority for Regional Transportation
FY2020 – 2021 Program of Projects

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 – Public Transit 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 and CARES Act funding in this public notice.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Participating Agency</th>
<th>Total Cost</th>
<th>Local Share</th>
<th>Federal Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses for PART Express Route 4</td>
<td>Burlington-Graham MPO</td>
<td>$610,000</td>
<td>$305,000</td>
<td>$305,000</td>
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<td>Operating Expense and Loss of Revenue due to COVID-19 – CARES Act funding</td>
<td>Burlington-Graham MPO</td>
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<td>$1,256,487</td>
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<tr>
<td>Operating Expenses for PART Express Routes 3, 5 (partial), 9, 21, 22</td>
<td>High Point MPO</td>
<td>$1,100,000</td>
<td>$550,000</td>
<td>$550,000</td>
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<tr>
<td>Operating Expense, security, PPE safety measures and Loss of Revenue due to COVID-19 – CARES Act funding</td>
<td>High Point MPO</td>
<td>$2,000,000</td>
<td>n/a</td>
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<td>Operating Expenses for PART Express Route 1, 5 &amp; 6 (partial), 17</td>
<td>Winston-Salem MPO</td>
<td>$1,084,226</td>
<td>$542,113</td>
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<tr>
<td>Operating Expense, PPE safety measures, capital purchase and Loss of Revenue due to COVID-19 – CARES Act funding</td>
<td>Winston-Salem MPO</td>
<td>$1,861,953</td>
<td>n/a</td>
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<td>Operating Expenses for PART Express Routes 2, 10 (partial), 20, 21</td>
<td>Greensboro MPO</td>
<td>$652,290</td>
<td>$326,145</td>
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<td>Operating Expense, PPE safety measures, capital purchase and Loss of Revenue due to COVID-19 – CARES Act funding</td>
<td>Greensboro MPO</td>
<td>$1,700,00</td>
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## Piedmont Authority for Regional Transportation
**FY2020 – 2021 Program of Projects**

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<th>Project Description</th>
<th>Participating Agency</th>
<th>Total Cost</th>
<th>Local Share</th>
<th>Federal Share</th>
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</thead>
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<tr>
<td>Routine Capital / Preventive Maintenance /</td>
<td>Greensboro MPO</td>
<td>$312,499</td>
<td>$62,500</td>
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<td>Passenger Amenities</td>
<td>Winston-Salem</td>
<td>$135,355</td>
<td>$27,071</td>
<td>$108,284</td>
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FTA Section 5307 Annual Apportionment – Grand Total

- **$2,081,541 Federal**
- **$1,812,829 Local**

FTA Section 5307 CARES Act Funding – Grand Total

- **$6,818,422 Federal**
RESOLUTION ACCEPTING THE FY2020-21
FTA SECTION 5307 PROGRAM OF PROJECTS

WHEREAS, the Piedmont Authority for Regional Transportation (PART) is a designated recipient of Federal Transit Administration (FTA) Section 5307 funds; and

WHEREAS, 49 U.S.C. §5338 provides the statutory basis for FTA’s oversight responsibilities and the funding available to undertake oversight activities; and

WHEREAS, PART works directly with NCDOT and the Triad Metropolitan Planning Organizations (MPOs) of Burlington-Graham, High Point, Greensboro and Winston-Salem to determine the allocation of FTA Section 5307 funds to support the public services provided by PART; and

WHEREAS, a public notice was advertised and placed on various outlets to solicit public comment on the designated FTA Section 5307 funds made available to PART for FY2020-21; and

WHEREAS, the FTA Section 5307 funding is included in the designated PART budgets for FY2020-21.

NOW THEREFORE BE IT RESOLVED that the Piedmont Authority for Regional Transportation Board of Trustees recognize the FTA Section 5307 funding amounts designated to PART and accept the FY2020-21 Program of Projects.

******************************************************************************
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 10th day of June, 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 10th day of June, 2020.

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

Certified: ___________________________
           Terry Anderson
           PART Administrative Assistant
           Clerk to the Board

SEAL:
Resolution of the Piedmont Authority for Regional Transportation
Authorizing the Mobility Management Call Center
Interlocal Agreement Extension

WHEREAS, The Piedmont Authority for Regional Transportation began planning for a Regional Call center in 2008 as part of the Regional Seamless Mobility Study; and

WHEREAS, the PART administrative facility was constructed to accommodate space for the future development of a Regional Call Center in 2012; and

WHEREAS, the PART Board of Trustee’s approved an Interlocal Agreement in May 2015 to establish a working relationship with Davidson County and the City of High Point to support the additional staff to manage a Mobility Management Call Center as a function of the PART TDM Program; and

WHEREAS, PART has worked directly with member agencies to establish and maintain a Mobility Management Call Center for TDM activities and fixed route bus services provided to the public and has established an annual operating budget with agreed upon cost sharing to support the program since its inception; and

WHEREAS, the existing Interlocal Agreement has an expiration date that requires governing body approval to renew and extend the program purpose of participating members; and

WHEREAS, the PART Executive Director has communicated and received confirmation from member agencies to continue the work undertaken by the Mobility Management Call Center with a renewed Interlocal Agreement.

NOW THEREFORE BE IT RESOLVED, that the Piedmont Authority for Regional Transportation Board of Trustee’s authorize the PART Executive Director to work with PART legal counsel and member agencies to renew and execute an agreed upon Mobility Management Call Center Interlocal Agreement.

A motion was made by ______________________ and seconded by ___________________ for adoption of the above resolution, and upon being put to a vote was duly adopted on this 10th day of June, 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 10th day of June, 2020.

Approved: ________________________ Witnessed: ________________________
Dan Besse
PART Board Chairperson

Terry Anderson
PART Administrative Assistant
Clerk to the Board

Attest: ________________________
Thomas E. Terrell, Jr.
PART Legal Counsel
Resolution of the PART Board of Trustees
Approving the Extension of Contract with Dixon Hughes Goodman LLP
for Annual Financial Audit Services

WHEREAS, the Piedmont Authority for Regional Transportation (PART) is a unit of local government created under Article 27 and C.C.G.S. 160A; and

WHEREAS, the PART Board of Trustees established a contract for Financial Audit Services with Dixon Hughes Goodman LLP on April 10, 2019 which included the option of renewing the initial contract on an annual basis for two additional successive fiscal years: and

WHEREAS, the PART Board of Trustees recognizes good performance under the conditions of the existing contract for Financial Audit Services; and

WHEREAS, the PART Board of Trustees and Dixon Hughes Goodman LLP have agreed to the following terms for a one-year contract extension: $26,900 for the audit; $3,100 Writing the Financial Statements; $5,250 for the first major program; $1,800 for any additional major program thereafter.

NOW THEREFORE BE IT RESOLVED, by the PART Board of Trustees that the PART Board of Trustees hereby authorizes the PART Chairperson to enter into a one-year Financial Auditing Service contract with Dixon Hughes Goodman, LLP.

A motion was made by ______________________ and seconded by ___________________ for adoption of the above resolution, and upon being put to a vote was duly adopted on this 10th day of June, 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 10th day of June, 2020.

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

Certified: __________________________  SEAL:
Terry Anderson
PART Administrative Assistant
Clerk to the Board
Consideration of PART Board Business Items

A. New Business

1. FY2019-20 Budget Amendment Ordinance
   In order to be prepared for year-end auditing the following items are being presented. PART adopted the General, Commuter Resources, Grants and Capital Reserve Annual Budgets as required under North Carolina General Statute § 159-12 at the duly called meeting of the Board of Trustees on June 12, 2019. In order to recognize a decrease in transfers to fund capital expenditures, the General Fund requires a decrease in transfers to the Grants Fund of $33,825.

   Also, in order to reflect additional revenues of $33,825 for replacement vehicles, the Grants Fund requires an increase in FTA Revenue and a decrease in transfers resulting from proceeds realized from the sale FTA funded vans. PART Board action is requested to accept the General Fund Budget Ordinance amendment and the Grants Fund Budget amendment. A resolution for FY2019-20 General fund is located on page 20, and a resolution for the FY2019-20 Grants fund budget is on page 21 for PART Board consideration.

2. Public Hearing – FY2020-21 Budgets
   Scott Rhine, PART Executive Director will provide an overview of the FY2020-21 budgets that have been released for public view and comment. A public hearing will be conducted for any citizen that wishes to provide comments on the proposed FY2020-21 budgets. Following the public hearing PART Board members will be asked for any questions concerning the budgets approved at the May 13, 2020 meeting and released for public comment.

3. FY2020-21 Budget Adoptions
   The following items are presented individually beginning on page 22.
   a) PART General Fund Budget
   b) PART Grants Fund Budget
   c) PART Commuter Resources Fund Budget
   d) PART Capital Reserve Fund

   A budget Ordinance resolution is included on page 27 for PART Board consideration.

4. Consideration of Heavy-Duty Bus Contract Award
   The PART Board of Trustees authorized the Executive Director to initiate a solicitation for heavy-duty bus procurement at the November 13, 2019 board meeting. Between November 2019 and February 2020 an RFP was developed. Beginning February 2, 2020 an RFP for Heavy duty bus was released to the industry to solicit responsive and responsible submissions from qualified heavy-duty bus manufacturers.

   The RFP and all related documentation were maintained on the PART website throughout the solicitation process. All communication was provided to the participating local transit systems and the manufacturer’s in the industry. There is a total of 8 public transit agencies that are included in the PART RFP for heavy duty bus. Those systems...
include the City of High Point, City of Greensboro, City of Fayetteville, City of Concord, Goldsboro/Wayne Transportation Authority, AppalCART (Boone), and Western Piedmont Regional Transit Authority (Hickory).

Summary of major milestones:
- Required Pre-Proposal meeting held 2/10/2020
  - 6 heavy-duty bus manufacturers attended
- Deadline for questions and approved equals was 2/21/2020
  - There were over 502 approved equals request
- There were 5 addendums made to the RFP
- The deadline for submittal was adjusted on 2 separate occasions due to the COVID-19 pandemic
- 3 submissions were received on May 5, 2020
  - 1 manufacturer removed their intent to submit
  - 2 manufacturers did not participate
- Interviews were conducted with the 3 manufacturers that submitted
  - Creative Bus/Eldorado National, New Flyer America, and Gillig submitted
- Best and Final Offer (BAFO) were due June 1, 2020 and received by the 3 manufacturers
- Consortium member conference was held on June 4, 2020 to finalize recommendations of contract award.

The RFP process for a Heavy-Duty bus procurement is a laborious undertaking. The process followed the industry Best Business practices, and the procurement guidelines of FTA. The local transit agencies (Consortium) provided independent evaluations from submissions. A review was conducted based on the criteria established within the RFP for both compliance and technical aspects.

Based on submissions that are classified as being both responsive and responsible; along with evaluations from the RFP Consortium, and the evaluation scores by independent reviewers the following recommendations for contract award are presented:

- **30' Heavy Duty Bus = Creative Bus/Eldorado National (ENC)** $431,371, Gillig $458,059
- **35' Heavy Duty Bus = New Flyer America** $471,799, Gillig $481,984, Creative Bus/ENC $485,074
- **40' Heavy Duty Bus = New Flyer America** $476,799, Gillig $486,184, Creative Bus/ENC $491,245

A resolution is included on page 28 for PART Board consideration.

5. **Consideration of Heavy-Duty Bus Vehicle Purchase.**

In November 2019 PART was awarded Federal funds under a competitive national grant for Section 5339 Bus & Bus Facility program funds. PART requested and received $6.768M in federal funds for replacement of fleet vehicle vans, LTV and Heavy-Duty Buses.

In addition, the PART Capital Reserve fund budget includes local dollars designated for fleet vehicle purchasing. The current budget for FY2020-21 has the purchase of 10 heavy duty buses in FY2020-21. With the underlining uncertainty of impacts to local revenues; staff proposes to adjust our plans for purchasing replacement fleet vehicles for the upcoming year.

The item presented is to authorize the PART Executive Director to purchase 6 heavy-duty buses that are designated with local funds coming from the Capital Reserve Budget. The additional vehicles planned for purchase will be delayed until such time that the impacts of COVID-19 are fully reflected on our local revenues and General Fund transfers. The additional vehicles planned to be purchased in the FY2020-21 fiscal year will be revisited and brought back for PART Board consideration when time has shown the impacts to our local funds as a result of COVID-19.

A resolution is included on page 29 for PART Board consideration.
Ordinance of the Board of Trustees
for the Piedmont Authority for Regional Transportation
Approving Amendment of the General Fund Annual Budget
for Fiscal Year Ending June 30, 2020

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

WHEREAS, in accordance with NCGS §159-12, PART adopted the General Fund Budget for the fiscal year ending June 30, 2020 as required under North Carolina General Statute §159-12 on June 12, 2019 and amended on November 13, 2019 and March 11, 2020; and

WHEREAS, in order to decrease transfers to the Grants Fund by $33,825 due to the sale of FTA funded vehicles; and

Now therefore be it ordained by the PART Board of Trustees, that the Annual General Fund Budget of the Piedmont Authority for Regional Transportation for the fiscal year ending June 30, 2020 be amended as follows:

Transfers from (to) the Grants Fund previously approved in the amount of ($300,624) be decreased to ($266,799)

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 10th day of June, 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 10th day of June 2020.

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

Certified: _______________________________ SEAL:
    Terry Anderson                                   
    PART Administrative Assistant
    Clerk to the Board
Ordinance of the Board of Trustees
for the Piedmont Authority for Regional Transportation
Approving Amendment of the Grants Fund Annual Budget
for Fiscal Year Ending June 30, 2020

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

WHEREAS, in accordance with NCGS §159-12, PART adopted the Grants Fund Budget of the Piedmont Authority for Regional Transportation for the fiscal year ending June 30, 2020 as required under North Carolina General Statute § 159-12 on June 12, 2019 and amended on March 11, 2020; and

WHEREAS, in order to recognize proceeds from the sale of FTA funded property and a decrease in local funding for the purchase of capital; and

Now therefore be it ordained by the PART Board of Trustees, that the Annual Budget for the Grants Fund of the Piedmont Authority for Regional Transportation for the fiscal year ending June 30, 2020 be amended as follows:

Revenues as previously approved in the amount of $2,008,207 be increased to $2,042,032.
Transfers from(to) as previously approved in the amount of $1,015,224 be decreased to $981,399.

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 10th day of June, 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 10th day of June 2020.

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

Certified: _______________________________        SEAL:
        Terry Anderson                          ___________________________
        PART Administrative Assistant
        Clerk to the Board
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 rental 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. 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 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.
# Piedmont Authority for Regional Transportation

**General Fund Budget 2020 - 2021**

## General Fund - Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>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>145,000</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>-</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>-</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>-</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>-</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>76,764</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>8,559,244</td>
<td>-10%</td>
</tr>
</tbody>
</table>

## General Fund - Expenditures

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>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>
</tbody>
</table>

| Transfer to Capital Reserve                | 356,334  | -        | -100%  |
| Transfer to Grants Fund                    | 300,524  | 518,094  | 72%    |
| **Total**                                  | 9,650,458| 8,559,244| -10%   |
# Piedmont Authority for Regional Transportation

**Grants Fund Budget 2020 - 2021**

## 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>1,469,541</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>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>3,023,431</td>
<td>5,522,536</td>
<td>83%</td>
</tr>
</tbody>
</table>

## Grants Fund: Expenditures

<table>
<thead>
<tr>
<th>USES</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>1,469,541</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>3,023,431</td>
<td>5,522,536</td>
<td>83%</td>
</tr>
</tbody>
</table>
## Commuter Resource Fund - Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2020</th>
<th>FY 2021</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 CMAQ AQ</td>
<td>4,360</td>
<td>-</td>
<td>-100%</td>
</tr>
<tr>
<td>NCDOT Telematics</td>
<td>126,000</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>-18%</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>
<tr>
<td><strong>Total Appropriated (to)from Fund Balance</strong></td>
<td><strong>119,417</strong></td>
<td><strong>-100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Commuter Resource Fund - Expenses

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR Original</td>
<td>1,078,400</td>
<td>808,428</td>
<td>-25%</td>
</tr>
<tr>
<td>CR Call Center</td>
<td>212,950</td>
<td>234,100</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Transfer to Grants Fund</strong></td>
<td><strong>235,000</strong></td>
<td><strong>-100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

<p>| Appropriated (to)from Fund Balance | 1,526,350 | 1,042,528 | -32% |
| <strong>Total</strong>                         | <strong>1,526,350</strong> | <strong>1,042,528</strong> | <strong>-32%</strong> |</p>
<table>
<thead>
<tr>
<th>OTHER FINANCING SOURCES (USES)</th>
<th>Proposed FY 2021 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers from/to General Fund</td>
<td>-</td>
</tr>
<tr>
<td>Transfers from/to Grants Fund</td>
<td>(592,000)</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources (Uses)</strong></td>
<td>(592,000)</td>
</tr>
<tr>
<td>Appropriation to/from Capital Reserve Fund</td>
<td>(592,000)</td>
</tr>
</tbody>
</table>
Ordinance of the Board of Trustees
for the Piedmont Authority for Regional Transportation
Approving the FY 2021 Annual Budgets
General Fund, Grants Fund, Commuter Resources Fund
and Capital Reserve Fund

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

WHEREAS, in accordance with NCGS §159-12, PART presented the Proposed Annual Budgets for the fiscal year ending June 30, 2021 to the Board of Trustees on May 13, 2020; and

WHEREAS, a public hearing on the Annual Budgets was duly advertised for June 10, 2020; and

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

1. That the PART General Fund Annual Budget for the fiscal year ending June 30, 2021 showing Total Revenues in the amount of $6,945,707, Expenditures in the amount of $8,141,150, Transfers to the Grants Fund in the amount of $518,094 plus an appropriation from Fund Balance in the amount of $1,713,537 be adopted.

2. That the PART Grants Fund Annual Budget for the fiscal year ending June 30, 2021 showing Total Revenues in the amount of $4,412,442, Expenditures in the amount of $5,522,536, Transfers from the General Fund in the amount of $518,094, Transfers from the Capital Reserve Fund in the amount of $592,000 be adopted.

3. That the PART Commuter Resources Fund Annual Budget for the fiscal year ending June 30, 2021 showing Total Revenues in the amount of $1,042,528, Expenses in the amount of $1,042,528 be adopted.

4. That the PART Capital Reserve Fund Annual Budget for the fiscal year ending June 30, 2021 showing Transfers to the Grants Fund in the amount of $592,000 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 10th day of June, 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 10th day of June 2020.

Approved: _____________________________
Dan Besse
PART Board Chairperson

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

Certified: _____________________________
Terry Anderson
Administrative Assistant
Clerk to the Board

Seal:
RESOLUTION AUTHORIZING THE PART EXECUTIVE DIRECTOR
TO EXECUTE NOTICE OF AWARD AGREEMENTS
WITH THE SELECTED VEHICLE MANUFACTURERS
FROM RFP# 2020HDB-NC

WHEREAS, PART developed and released a Request for Proposal for the manufacturing of 30’, 35’, and 40’ heavy duty buses on February 2, 2020; and

WHEREAS, the RFP solicitation included a consortium of public transit agencies in North Carolina with representatives from the City of High Point, City of Greensboro, City of Concord, City of Fayetteville, Goldsboro/Wayne Transportation Authority, AppalCART (Boone), Western Piedmont Regional Transit Authority and PART; and

WHEREAS, the RFP was developed with industry best practices and includes the compliance requirements of the Federal Transit Administration (FTA) with designated evaluation criteria and independent reviews to establish RFP submissions that are both responsive and responsible; and

WHEREAS, the purpose of the project is to establish a contractual agreement with designated bus manufacturers that have adhered to the technical and compliance requirements contained within RFP#2020HDB-NC that are both responsive and responsible to permit needed vehicle purchasing of the identified RFP consortium members over a five-year period; and

WHEREAS, based on the independent evaluations, price submissions, the interviews of manufacturers designated as being in a Competitive Range, and the Best and Final Offer (BAFO) submissions the Consortium members of RFP#2020HDB-NC present the following recommendations for contractual award:
   a. 30’ Heavy Duty Bus = Creative Bus/Eldorado National (ENC) $431,371, Gillig $458,059
   b. 35’ Heavy Duty Bus = New Flyer America $471,799, Gillig $481,984, Creative Bus/ENC $485,074
   c. 40’ Heavy Duty Bus = New Flyer America $476,799, Gillig $486,184, Creative Bus/ENC $491,245

NOW, THEREFORE, BE IT RESOLVED BY THE PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION BOARD OF TRUSTEES
That said recommendations of Heavy Duty bus manufacturers contained herein for the various lengths and initial pricing, and further detailed in RFP submissions and associated documentation is hereby formally approved by the PART Board of Trustees and the PART Executive Director is hereby empowered to sign and execute the notice of award to the designated bus manufacturers.

******************************************

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 10th day of June, 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 10th day of June, 2020.

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

Certified: ________________________________
   Terry Anderson                       SEAL:
   PART Administrative Assistant        PART:
   Clerk to the Board
RESOLUTION AUTHORIZING
THE PART EXECUTIVE DIRECTOR
TO PURCHASE SIX HEAVY DUTY REPLACEMENT BUSES

WHEREAS, The Piedmont Authority for Regional Transportation (PART) provides PART Express service, and Business Park shuttle services throughout the Piedmont Triad; and

WHEREAS, the fleet vehicles used in daily service require safe and efficient operation to provide daily service to the customers that utilize PART Express; and

WHEREAS, ten heavy duty bus vehicles have exceeded their useful life and is included in the PART 5 Year Capital Budget for replacement in FY2021; and

WHEREAS, PART conducted a solicitation from qualified manufacturers for heavy duty buses in 2020, and the PART Board approved a five-year contract with New Flyer of America for 35’ and 40’ heavy duty Diesel vehicles to support the replacement and expansion bus needs for PART Express service and participating local transit agencies; and

WHEREAS, PART has secured federal funding for fleet vehicle replacement in the amount of $6.768M in FTA Section 5339 funds and has funding in the PART Capital Reserve Budget to meet the local match requirements to make the initial purchase for six replacement buses.

NOW THEREFORE BE IT RESOLVED, the PART Board of Trustee’s authorize the PART Executive Director to issue a Purchase Order to New Flyer of America for six (6) 40’ heavy duty diesel replacement buses to support the PART Express fleet.

BE IT FURTHER RESOLVED, the PART Board of Trustee’s authorize the purchase order being issued to New Flyer of America not to exceed the total project budget of $2,960,000 for six replacement buses.

A motion was made by ____________________ and seconded by ___________________ for adoption of the above resolution, and upon being put to a vote was duly adopted on this 10th day of June, 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 10th day of June, 2020.

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

Attest: ____________________       Seal:
Terry Anderson
PART Administrative Assistant
Clerk to the Board

29
Meeting Date: June 10, 2020

Action Requested:
Staff Report’s – Informational Items

Summary of Information:

Executive Director Updates:

- 3 of our 4 FTA grants for the current year are now active and being utilized to draw down federal funding.
- Request to receive Section 5311 CARES Act funding administered by NCDOT for the Rural services we operate in Randolph and Surry County has been denied.
- PART has submitted our annual NCDOT Transportation Demand Management grant for FY2020-21. Funding awards have not been announced. This funding is associated with the PART Vanpool and Mobility Management Call Center functions operated at PART.
- PART Express is transitioning services back to higher levels. Beginning June 15th, Routes 1, 2, 3 and associated shuttle will go back to regular service levels.
  - Other routes reduced and suspended as a result of COVID-19 are being reviewed for when they will be put back into higher levels of service.
- PART Vanpool has lost 12 lease agreements due to COVID-19. We have 3 groups likely to be turned in due to work related layoffs/suspensions/telework measures. We have 6 groups that are reserved, but not back to operations. There are 6 groups that have reduced the number of participants but still operating, and 16 vanpools groups are back to regular operations.
  - Our Capital Plans for vanpool purchase is being reviewed, and the entire program will be undertaking a “rebuild” as a result of COVID-19
- PART administration has transitioned staff back to regular work on June 1, 2020. We have a few staff members that are Teleworking when available.
  - All staff are limiting direct meetings
  - PART has instituted Microsoft Office 365 across all staff and is utilizing Teams for various functions.
  - All staff wear protective face covering while in common areas of the office
  - Vast majority of staff have dedicated offices that allow for closing doors for personal care
- PART has utilized CARES Act funding to conduct a deep hygienic COVID-19 clean at passenger facilities and for all fleet vehicles.
  - This is above and beyond the twice a day cleaning that is performed by staff
  - Additional external service COVID-19 cleaning is being scheduled.
- PART COVID-19 Business Continuity Plan is being updated with details of staff, service, and plans moving forward as it relates to our business response associated with COBID-19
PART’s continued response to COVID-19

Staying in step with North Carolina’s Governor Roy Cooper and recommendations from the CDC, PART has slowly brought back its workforce in the administrative office and is working on plans to restore PART Express service to pre-COVID-19 levels. The regional call center re-opened on June 1st and provided immediate relief to administrative staff at High Point Transportation and Davidson County Transportation Services. Other office personnel have slowly returned allowing PART to fully resume all non-PART Express activities.

With North Carolina’s entry into Phase 2, PART staff is evaluating each route to determine when service can be completely restored. The paramount consideration is the safety of our operators and passengers. Social distancing and efficient operation of the buses is a delicate balance. PART is limiting the exchange of money to reduce the interaction between drivers and passengers and more space is blocked off near the driver. Operators go through a medical assessment as they begin their shift. Everyone riding the bus is required to wear a facial covering.

The second level of protection is the cleanliness of the bus and facilities. PART has been disinfecting all buses and giving them detailed cleanings. The cleanings have been done by Aero Latitude, Inc. a Greensboro based company that focuses on cleaning and disinfecting aircraft. The CTC and Maintenance facility have been cleaned and disinfected by First Call Inc. using an industrial strength cleaner to fog both buildings including the air duct system. Buses and facilities are being cleaned throughout the day. The plan is to have facilities disinfected on an ongoing basis.

Upcoming service changes

On June 15th PART Express Routes 1, 2 and 3 and the CTC shuttles will return to their pre-COVID schedule. For many people the return to public transportation will be slow. But PART wants to be ahead of the demand. Routes 6 Surry and 17 Kernersville experienced enhanced service during the closure of Salem Parkway, formerly Business 40. With Salem Parkway now opened those routes will resume service similar to service levels prior to the closure.

continued on Page 2
Routes 9 Davidson and 10 Randolph will resume on August 3rd with a few minor changes. Route 5 Amtrak Connection will return to service when train service returns. The return of Route 4 Burlington-Alamance has yet to be determined.

Route 4’s return is tied to the return of employees and students at UNC Medical Center and the University of North Carolina at Chapel Hill. PART staff is communicating with hospital and university officials to gauge when to re-start Route 4. Staff is planning to survey Route 4 passengers to see when they will start commuting again. Based upon the hospital’s and university’s current return to work plan Route 4 may resume in mid-July.

GO TO www.partnc.org/314/Refresh---July-Aug-2020

Triad traffic during the pandemic

Traffic patterns and travel behaviors have been significantly different over the past three months. If you drive, your daily commute has probably been easier; if you ride public transportation, probably a little more difficult. NCDOT has been particularly hard hit due to a sharp decrease in gas tax revenues – less driving = less gas purchased. Stay at Home orders and increased teleworking are contributing factors. The graph below, prepared by NCDOT, shows a 23% reduction in traffic volumes across the state since early March. The sharpest decline was in early April at 40%. In Greensboro volumes are 18% less than the baseline. The fact that traffic

continued on Page 3
June 2020

Volumes are lower is not surprising, though the magnitude is significant.

But here is something that may be surprising to you. Speeds on interstates measured along I-95 and the Wake County and Mecklenburg County areas have increased by as much as 15 miles per hour. So fewer cars on the road means the flow rates have improved. But are there external, psychological factors causing people to speed.

So, fewer cars must mean a decrease in air pollution. According to the Forsyth County Office of Environmental Assistance & Protection, the air quality has been rather good during this pandemic. Several factors have contributed to the better air quality including much less traffic, reduced emissions from industry, and weather. Month to month comparisons are difficult due to the impacts of weather on air quality. Regardless, the pollution values are lower the last 3 months for a variety of reasons, including the pandemic.

“Just a few of our frontline heros. Thank you!”

www.PARTNC.org
336.883.7278
contactus@partnc.org

TransLoc Bus Tracking App
PART Chair, Besse will provide additional updates and news to the PART Board.

Board Vote: Motion by: ________________________    Second by: ________________________

Vote: For ________________  Against _______________