Piedmont Authority for Regional Transportation
Board of Trustees

November 12, 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 (312) 757-3121
Access Code: 935-716-949

Video access link - https://global.gotomeeting.com/join/935716949

Meeting ID: 935-716-949
# Agenda Items
**November 12, 2020**

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<td>22</td>
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<tr>
<td>X) Adjourn</td>
<td>23</td>
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</table>

**Friendly Reminder**
There are no plans for a December 2020 PART Board of Trustees meeting.

Happy Holidays!!!

Next PART Board of Trustees meeting is January 13, 2021
Meeting Date: **November 12, 2020**  

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

**Summary of Information:**  
Attachments  yes**X** no**___**

<table>
<thead>
<tr>
<th>A. Consideration of Resolution for Teleconference and Electronic meeting for November 12, 2020</th>
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<tbody>
<tr>
<td>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.</td>
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<thead>
<tr>
<th>Board Vote:</th>
<th>Motion by: ___________________</th>
<th>Second by: ___________________</th>
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</thead>
<tbody>
<tr>
<td>Vote:</td>
<td>For _______________</td>
<td>Against _______________</td>
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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 November 12, 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 November 12, 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 November 12th 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 12th day of November 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.
PART Board General Counsel
**Meeting Date:** November 12, 2020  
**Agenda Item No.:** III  
**Page No.:** 4

**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 ________________
The PART Board Finance Committee met on November 5, 2020. Members present included committee chair Kevin Austin, Darrell Frye, Mark Richardson, Rick Morris and Steve Carter.

Topics of discussion included PART FY2019-20 year end audit results and FY2020-21 first quarter budget variance reports. In addition, the Finance Committee was made aware of the potential loss of NCDOT funding in FY2021-22 for the PART TDM/Call Center program.

Committee member Frye and other members of the Finance committee will provide updates to the PART Board of Trustees at the meeting.
Meeting Date: November 12, 2020

Action Requested:
Consideration of Consent Agenda

Summary of Information:

Notification was received from NCDENR-DAQ on October 28, 2020 requiring updated forms to be signed and submitted to the Division of Air Quality in place of forms previously supplied.

This item is related to the previous action the PART Board held for receiving funds from DAQ for the purchase and installation of a Fast Charge electric vehicle charging station for our Graham Park and Ride lot. The DAQ funding is 100% reimbursable to PART for total project expense from the North Carolina VW settlement at a value not to exceed $70,138.00

Attached on page 7 is a copy of the form that requires PART Board action. The final document submitted to DAQ will be placed on PART letterhead with appropriate notary public seal.

PART Board action is requesting authorization for the PART Board Chair, and PART Executive Director to sign the “No Overdue Tax Debts” certification an provide a signed copy to NCDENR-DAQ

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<thead>
<tr>
<th>Board Vote:</th>
<th>Motion by: ________________________</th>
<th>Second by: __________________________</th>
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<tbody>
<tr>
<td>Vote:</td>
<td>For ________________ Against ________________</td>
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</table>
State Grant Certification - No Overdue Tax Debts

Instructions: Grantee/Contractor should complete this certification for all state funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form should be provided to the state agency funding the grant to be attached to the contract for the grant funds. A copy of this form, along with the completed contract, should be kept by the funding agency and available for review by the Office of State Budget and Management.

Note: If you have a contract that extends more than one state fiscal year, you will need to obtain an updated certification for each year of the contract.

Entity's Letterhead

[Date of Certification (mmddyyyy)]

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that the [insert organization's name] does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143C-10-1b.

Sworn Statement:

[Name of Board Chair] and [Name of Second Authorizing Official] being duly sworn, say that we are the Board Chair and [Title of the Second Authorizing Official], respectively, of [insert name of organization] of [City] in the State of [Name of State]; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

______________________________
Board Chair

______________________________
[Title of Second Authorizing Official]

Sworn to and subscribed before me on the day of the date of said certification.

______________________________
(Notary Signature and Seal)

My Commission Expires:______

If there are any questions, please contact the state agency that provided your grant. If needed, you may contact the North Carolina Office of State Budget and Management:

NCGrants@osbm.nc.gov - (919)807-4795

1 G.S. 105-243.1 defines: Overdue tax debt. - Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement.
Meeting Date: November 12, 2020

Action Requested:
**Consideration of Meeting Minutes**

Summary of Information:

The October 14, 2020 meeting minutes are enclosed for PART Board review and approval.

<table>
<thead>
<tr>
<th>Attachments</th>
<th>yes</th>
<th>no</th>
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Board Vote:  
Motion by: ____________________ Second by: ____________________

Vote:  
For ________________ Against ________________
MEETING MINUTES
Piedmont Authority for Regional Transportation
Board of Trustees
October 14, 2020

Board Members Present:
Abuzauaier, Marikay – City of Greensboro TAC
Austin, Kevin – Yadkin County
Besse, Dan – City of Winston Salem
Butler, Jim – City of Burlington
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
Holms, Michael – City of High Point
Horn, Mike – Winston Salem/Forsyth TAC
Marion, Mark – Surry County
Mengert, Paul - PTAA
Morris, Rick – Stokes County
Richardson, Mark – Rockingham County
Truell, Don – Davidson County
Williams, Lenny – Burlington-Graham TAC

Others Present:
Terry Anderson, PART; Connie Conklin, PART; Sabrina Glenn, PART; Mark Kirstner, PART; Toneq’ McCullough, City of Winston Salem; PART; David Morris, PART; Scott Rhine, PART; Jon Stewart; PART; Tom Terrell Jr., Fox Rothschild; Tammy Turner. PART; Angela Wynes, High Point Transit System.

Chair Dan Besse 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 and the Governors safer at home orders.

I) Call to Order: Roll Call of Teleconferencing.
A roll call was taken, and a quorum established with 18 members of the PART Board in attendance.


Motion to adopt the Resolution for Teleconference and Electronic meeting for October 14, 2020: Sharon Hightower
Second: Marikay Abuzuaier
II) **Overview of Meeting Process and Procedures**
Scott Rhine encouraged everyone to keep their audio on mute to allow agenda items to be explained; then will open for discussion giving everyone an opportunity to speak.

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

IV) **Report from Board Committee – Operations/Planning**
Neal Grimes committee chair stated we met on Sept 9, 2020. Topics of discussion included PART Express ridership and service reviews, PART Vanpool vehicle fleet, TDM program and delay in NCDOT grant funding program; November 3, 2020 Fare Free services and PART property disposition updates.

V) **Consideration of Consent Agenda**
**Fare Free Day November 3, 2020**
Sharon Hightower asked how the implementation for the Fare Free day will be put in place as we are more of a highway commuter transportation service and asked if there would be any deviations of routes. Mr. Rhine stated there would be no deviations and that PART would be a support system to High Point and Greensboro. Mr. Besse added that Winston Salem Transit Authority (WSTA) has done something similar. Michael Holmes asked if there has been any information available for Fare Free Day via social media or flyers. Mr. Rhine stated we do have information and will implement to the public upon Board approval.

Motion to approve Consent Agenda: Sharon Hightower  
Second: Michael Holmes  
Discussion: None  
Vote: 18-Yes / 0-No / 0-Abstain

VI) **Consideration of Meeting Minutes**
There were no corrections or additions for the September 9, PART Board of Trustees meeting minutes.

Motion to accept the September 9, 2020 meeting minutes: Neal Grimes  
Second: Marikay Abuzuaiter  
Discussion: None  
Vote: 18-Yes / 0-No / 0-Abstain

VII) **Consideration of Board Business Items**
A. New Business  
1) **Authorization of Heavy-Duty Bus Purchase**
Mr. Rhine stated originally in June, FY20-21 budget included the purchase of ten replacement buses. The Board approved six buses for purchase with four on delay to confirm local funds from the year end budget for FY2019-20 as cautionary measures and to identify repercussions due to COVID19. He continued that the purchase of replacement buses is included in our current fiscal year Capital funds with using local match dollars as there is a positive allocation added to our fund balance at end of the
fiscal year. This item was brought back to the Board for the approval to issue a purchase order for the remaining four replacement buses. There was no further discussion as the Board approved the motion.

**Motion to approve the purchase of 4 Heavy-Duty replacement buses:** Carolyn Coleman  
Second: Jim Butler  
Discussion: None  
Vote: 18-Yes / 0-No / 0-Abstain

2) **Approval of Vanpool Vehicle Transfer**  
Mr. Rhine stated due to COVID19, PART has had 30 vehicles out of the 62 participating vanpool groups turned in due to job loss and or telecommute work, leaving an excess of unused fleet vehicles. PART has reached out to Urban and Rural areas in North Carolina that may have interest in having vehicles transferred to their systems. Sharon Hightower asked about the process of disposal and if there were any restrictions for folks who were interested in purchasing a vehicle. Mr. Rhine answered PART places these vehicles on GOVDEALS in which there is a bidding process and that there are no restrictions of groups bidding on a vehicle. He also stated that PART received interest from Beaufort Area Transit for (2) minivans and that the City of Durham had interest in (15) passenger vans but neither party has made their interest of transfer known at this time. Mike Horn was asked about the depreciated value and how we would receive income. Mr. Rhine stated we would receive our local share based on what the depreciated value of the vehicle is. There were no other questions or comments on this matter and the Board approved Vanpool Vehicle transfer.

**Motion to approval of Vanpool Vehicle Transfer:** Mike Horn  
Second: Sharon Hightower  
Discussion: None  
Vote: 18-Yes / 0-No / 0-Abstain

3) **Acceptance of Security Camera Purchase**  
Mr. Rhine stated PART conducted a solicitation for the purchase and installation of security cameras for both PART Administration as well as the CTC passenger and maintenance facility campus. There were (9) proposals received with (1) of those responses deemed as un-responsive due to not having all the documentation needed for review. (2) responses were out of our budget range leaving (5) responses for interviews. The firm chosen was determined through RFP requirements which include product restrictions for items from China and by FTA CARES Act in which during the current fiscal year there is a minimum of 1% security enhancements needed to be used when utilizing FTA grant funds, and is 100% funded through the CARES Act grant. He stated with these requirements in mind and through the interview process the highest-ranking response came from Turnkey Technologies with the lowest price and beneficial warranties on equipment. Mr. Rhine then asked for approval from the Board to award a contract to Turnkey Technologies for our Security Camera Purchase.

**Motion to approve a contract with Turnkey Technologies for Security Surveillance Camera Purchase:** Neal Grimes  
Second: Kevin Austin  
Discussion: None  
Vote: 18-Yes / 0-No / 0-Abstain

B) **Old Business**  
1) **Informational Item for PART Express Route Modification**  
Mr. Rhine explained due to COVID19 pandemic and the watchful eye form PART staff on ridership and services as well as guidance from our Operations and Planning Committee, there are (3) route modifications
being introduced and will go into effect between October 19th and November 2nd. Shuttle Route 21 – Eliminate stop; Route 2 – Suspend 5:45am morning tripper due to ridership loss; and Route 4 - Suspend mid-day service due to ridership loss. There was a presentation shown which can be sent to you via email upon request.

VIII) Departmental Staff Reports
A. Department Staff Reports
 Mr. Rhine stated there was nothing added to the Departmental Staff reports and the Board could review at their leisure. He added that news from National Express Transit System our contracted PART Express provider received notification of an interest in Unionization of their workforce. Mr. Rhine’s concern was with how this may affect our current contract, workforce and service. Sharon Hightower mentioned that operators use unionization to help protect their jobs and pay. Dan Besse stated that under current North Carolina law we; meaning PART, does not deal directly with a Union, we would negotiate with our contractor as this would mean different solicitations and bargaining with our contract. Sharon Hightower asked if National Express had other contracts, Mr. Rhine responded that National Express Transit System has multiple contracts Internationally as well as having Union contracts. Tom Terrell Jr. interjected with; PART does not take a position on whether Unionization is good or bad and that we have a very clear contract with National Express and that includes safety protocol etc., all this could change but we will work collaboratively to work this out, if or when a Union is formed. Mr. Rhine added upon forth coming information he would keep the Board informed.

IX) Chairperson Report
A. Appoint 2021 Board Officers Nominating Committee
 Dan Besse stated Lenny Williams will chair the Nominating Committee for the next year and interested parties could either reach out to Mr. Williams or Mr. Rhine. Mr. Besse also announced a new Chair of the PART Board would be needed as his last day as Chair would be December 12, 2020. He said it has been a great privilege to serve on this PART Board and I thank you. He then stated the next PART Board meeting is virtual and scheduled for Thursday November 12, 2020 as the original Board meeting date is a Federal Holiday recognizing Veterans Day on November 11th. Mr. Rhine added the Finance Committee would meet virtual as well at a date to be established by committee members.

Adjourned 9:25am.
Meeting Date: November 12, 2020

Action Requested:

Consideration of PART Board Business Items

Summary of Information:

A. New Business:

1) Presentation of FY2019-20 Annual Audit
   Representative from Dixon Hughes Goodman, LLP will be providing an overview to the PART Board of Trustees on the results of the annual financial audit for fiscal year 2019-2020.

2) Acceptance of 1st Quarter FY2020-21 Quarterly Treasurer’s Report
   Connie Conklin, CPA PART Director of Finance and Administration will provide an overview of the FY2020-21 1st quarter Treasurer’s report. Details were provided to the PART Finance Committee and the associated quarterly treasurer’s report for PART General Fund, Commuter Resource Fund and Grants Fund budgets are included beginning page 15 for PART Board acceptance.

   PART Board action is acceptance of the quarterly treasurer’s report and will be recognized in the meeting minutes.

3) Nominating Committee recommendation for 2021 PART Board officers
   As described within the enabling legislation of N.C.G.S. 160A, Article 27 the PART Board of Trustees are required to identify Board officers on an annual basis for the Board of Trustees. The nominating committee will present the recommendations at the November 12, 2020 meeting for PART Board consideration, and once adopted will become effective at the first meeting in calendar year 2021.

4) Consideration of PART Express Contract Extension
   PART has a contract in place for the management, operations and maintenance related activities to support our PART Express system. The existing contract was enacted on December 1, 2017 with an initial 3 year period that identified revenue hour rates for contract services and allows to be extended on an annual (12 month) or bi-annual (24 month) period not to exceed a total of 7 years.

   PART has been working with our contractor, National Express Transit over the past several months to identify areas to enhance our services and contract terms. Additional details of our agreed upon negotiations are included on the submitted letter received from National Express beginning on page 19.

   Recommendation is presented to the PART Board of Trustee’s to extend our existing contract effective December 1, 2020. The extension is based on the terms of our negotiations and highlighted on the accompanying correspondence with no increases in revenue hour rates for service and enhancements for the local work force. A minimum extension of 60 days is presented with a full period of extension for 12 months. We have some concern about the ability of National to fulfill the elements stated in their letter of
November 2, 2020. They have now advised us that a vote to unionize the operator work force has been set for December 7, 2020. They recognize the uncertainty a union can bring to their operations by stating in their letter that the pay increases they propose in Exhibit A are “pending potential negotiations with union.” Of course, we recognize that having a union is their employees choice, but we must think ahead about what this means to our ability to control costs for our operations because this would all be subject to the collective bargaining process should the employees choose to unionize. Should the collective bargaining process not be successful, the union could call for picketing or a strike, which would be disruptive to our ability to provide transportation services to those who depend on us. Pending the outcome of the vote to unionize the operator work force, PART may choose that it is in the best interest of our agency and the PART Express service to exercise our contract termination clause and solicit a new management firm that does not have a union work force. This would secure PART’S ability to provide our Express service to the general public. A full twelve-month contractual extension is contingent upon the outcome of the local vote to unionize the operator workforce.

A resolution is included on page 22 for PART Board consideration.

5) **Informational Item – Calendar Year 2021 PART Board of Trustees Meeting Calendar**
   The scheduled PART Board of Trustees meeting calendar is included on page 24

B. **Old Business**
   None
   Friendly reminder that the PART Board Operations/Planning committee will meet immediately following the PART Board of Trustees meeting on November 12, 2020.

   Board Vote:   Motion by: ________________________    Second by: __________________________
   Vote:  For ________________  Against _______________
Memorandum

TO:        PART Board of Trustees
FROM:     Connie Conklin, CFO
DATE:       November 12, 2020

SUBJECT:  Consideration of 1st Quarter Treasurer’s Report.

The following 1st Quarter FY 2021 Schedule of Revenues and Expenditures – Budget Compared to Actual financial statements are included in the November Board package for your review:

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

**General Fund** revenues are at 8% and expenditures are at 19% of the annual budget. Rental Vehicle Tax, Fare Revenues and Grant Revenues are all down. Expenditures are also down due to delays in Routes 4, 5, 9 and 10 resulting in lower vehicle contract costs, maintenance costs and fuel. The net effect of Revenues under Expenditures excluding transfers at September 30, 2020 is $729,628.

**Commuter Resources Fund** revenues are at 8% of budget with total expenditures at 13%. Revenues are below budget due to reduced van pool leases and the NCDOT delay in granting TDM funds. Expenditures for CR - Original are at 11% of budget due to position vacancies, lower fuel prices and consumption due to drop in van pool leases, as well as reduced insurance premiums. Call Center departmental expenses are running at 18% due to position vacancies. The net effect of Revenues under Expenditures excluding transfers at September 30, 2020 is $55,918.

**Grants Fund** revenues and expenditures have not been realized through Q1. Six buses are on order with encumbrances of 2.9M.
## Piedmont Authority for Regional Transportation
### General Fund
#### Schedule of Revenue, Expenditures, and Variance Analysis
For Three Months Ended September 30, 2020 (Q1)

#### General Fund - Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 21 Budget</th>
<th>Quarterly</th>
<th>Q1</th>
<th>Variance</th>
<th>Comments (+/- 7,500)</th>
<th>FY 21 Budget</th>
<th>Quarterly</th>
<th>Q1</th>
<th>Encumber</th>
<th>Variance</th>
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<tbody>
<tr>
<td>Rental Vehicle Tax</td>
<td>3,500,000</td>
<td>875,000</td>
<td>770,294</td>
<td>(98,700)</td>
<td>1st quarter pmtn is in 2nd Q; Up 10%</td>
<td>30,000</td>
<td>9,500</td>
<td>2,580</td>
<td>-</td>
<td>6,914</td>
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<tr>
<td>Vehicle Registration Tax</td>
<td>145,000</td>
<td>36,250</td>
<td>1,065</td>
<td>(35,155)</td>
<td></td>
<td></td>
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<tr>
<td>Operating revenue - Fares</td>
<td>375,000</td>
<td>93,750</td>
<td>52,868</td>
<td>(40,882)</td>
<td>Ridership down 55%</td>
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<td>FTA - 5307 Operating Grant</td>
<td>1,723,600</td>
<td>431,650</td>
<td>-</td>
<td>(431,650)</td>
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<tr>
<td>FTA - 5307 CMAQ WS Saturday</td>
<td>22,435</td>
<td>5,609</td>
<td>-</td>
<td>(5,609)</td>
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<tr>
<td>FTA - 5307 CMAQ HPMPO</td>
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<td>(5,226)</td>
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<td>FTA - 5307 Prev Maint Grant</td>
<td>147,717</td>
<td>36,629</td>
<td>-</td>
<td>(36,629)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA - 5307 Prev Maint Grant</td>
<td>152,214</td>
<td>32,304</td>
<td>-</td>
<td>(32,304)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA - Cares Act Funding</td>
<td>3,822,725</td>
<td>955,681</td>
<td>-</td>
<td>(955,681)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCDOT - Air Qual/Air Awareness</td>
<td></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>NCDOT - Model Maintenance</td>
<td>75,597</td>
<td>19,149</td>
<td>-</td>
<td>(19,149)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCDOT - Amtrak</td>
<td>52,275</td>
<td>12,569</td>
<td>-</td>
<td>(12,569)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Regional MPO Model Maintenance</td>
<td>103,075</td>
<td>25,020</td>
<td>-</td>
<td>(25,020)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional MPO Model Enhancement</td>
<td>3,654</td>
<td>914</td>
<td>-</td>
<td>(914)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Local Revenue</td>
<td>10,000</td>
<td>2,500</td>
<td>17,616</td>
<td>15,118</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATM Revenue</td>
<td>3,000</td>
<td>975</td>
<td>1,050</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kemerisville</td>
<td>15,000</td>
<td>3,750</td>
<td>-</td>
<td>(3,750)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriated (to/from Fund Balance)</td>
<td>(1,494,983)</td>
<td>(396,241)</td>
<td>729,628</td>
<td>1,085,889</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>8,684,135</strong></td>
<td><strong>2,170,034</strong></td>
<td><strong>1,578,651</strong></td>
<td><strong>(592,483)</strong></td>
<td></td>
<td><strong>370,085</strong></td>
<td><strong>92,521</strong></td>
<td></td>
<td><strong>92,521</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### General Fund - Expenditures

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 21 Budget</th>
<th>Quarterly</th>
<th>Q1</th>
<th>Encumber</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Of Trustees</td>
<td>30,000</td>
<td>9,500</td>
<td>2,580</td>
<td>-</td>
<td>6,914</td>
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<tr>
<td>Executive Director</td>
<td>240,000</td>
<td>60,000</td>
<td>32,787</td>
<td>18,713</td>
<td>27,213</td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>759,200</td>
<td>189,800</td>
<td>145,092</td>
<td>21,619</td>
<td>44,708</td>
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<tr>
<td>PART Express</td>
<td>6,470,800</td>
<td>1,617,700</td>
<td>1,208,614</td>
<td>2,108,374</td>
<td>409,086</td>
</tr>
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<td>Marketing &amp; Communications</td>
<td>156,200</td>
<td>39,050</td>
<td>23,187</td>
<td>22,943</td>
<td>15,863</td>
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<tr>
<td>Planning</td>
<td>524,850</td>
<td>131,213</td>
<td>120,732</td>
<td>16,386</td>
<td>10,481</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>152,500</td>
<td>31,250</td>
<td>45,653</td>
<td>32,326</td>
<td>(14,303)</td>
</tr>
</tbody>
</table>

Transfer to Capital Reserve           | 370,085      | -         | -    |          |          |
Transfer to Grants Fund               |              | 92,521    | -    |          |          |

**Total General Fund**                | 8,684,135    | 2,170,034 | 1,578,651 | 2,220,361 | 502,483  |

Additional Notes:
## Piedmont Authority for Regional Transportation
### Commuter Resources Fund
#### Schedule of Revenue, Expenditures, and Variance Analysis
For Three Months Ended September 30, 2020 (Q1)

### Commuter Resources Fund - Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>FY21 Budget</th>
<th>Quarterly</th>
<th>Q1</th>
<th>Variance</th>
<th>Comments (+/- 7,500)</th>
<th>Department</th>
<th>FY21 Budget</th>
<th>Quarterly</th>
<th>Q1</th>
<th>Variance</th>
<th>Comments (+/- 7,500)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues: Van Pool Rentals</td>
<td>540,000</td>
<td>135,000</td>
<td>90,438</td>
<td>(74,562)</td>
<td>17 vans in operation</td>
<td>CR Original</td>
<td>809,428</td>
<td>202,107</td>
<td>91,885</td>
<td>29,845</td>
<td>110,222</td>
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<tr>
<td>NCDOT Admin Grant</td>
<td>151,537</td>
<td>37,884</td>
<td>-</td>
<td>(37,884)</td>
<td>Not Active</td>
<td>CR Call Center</td>
<td>234,100</td>
<td>59,525</td>
<td>43,821</td>
<td>5,247</td>
<td>14,704</td>
</tr>
<tr>
<td>City of Greensboro</td>
<td>85,000</td>
<td>17,000</td>
<td>-</td>
<td>(17,000)</td>
<td></td>
<td></td>
<td>85,000</td>
<td>17,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of High Point</td>
<td>25,000</td>
<td>6,250</td>
<td>-</td>
<td>(6,250)</td>
<td></td>
<td></td>
<td>25,000</td>
<td>6,250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Winston-Salem</td>
<td>51,000</td>
<td>12,750</td>
<td>-</td>
<td>(12,750)</td>
<td></td>
<td></td>
<td>51,000</td>
<td>12,750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCDOT Admin Assist Grant Call Center</td>
<td>100,445</td>
<td>27,361</td>
<td>-</td>
<td>(27,361)</td>
<td>Not Active</td>
<td></td>
<td>100,445</td>
<td>27,361</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of High Point</td>
<td>37,820</td>
<td>9,457</td>
<td>-</td>
<td>(9,457)</td>
<td></td>
<td></td>
<td>37,820</td>
<td>9,457</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davidson County</td>
<td>35,000</td>
<td>8,750</td>
<td>-</td>
<td>(8,750)</td>
<td></td>
<td></td>
<td>35,000</td>
<td>8,750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guaranteed Ride Home</td>
<td>8,000</td>
<td>2,000</td>
<td>-</td>
<td>(2,000)</td>
<td></td>
<td></td>
<td>8,000</td>
<td>2,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other - Non Operating</td>
<td>16,720</td>
<td>4,180</td>
<td>13,840</td>
<td>(2,000)</td>
<td>Sale of Van</td>
<td></td>
<td>16,720</td>
<td>4,180</td>
<td>13,840</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Local Revenue</td>
<td>5,000</td>
<td>5,000</td>
<td>-</td>
<td></td>
<td>Reimb for PT position from NETS</td>
<td></td>
<td>5,000</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriated (to)from Fund Balance</td>
<td>0</td>
<td>0</td>
<td>55,018</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>55,018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>1,042,028</td>
<td>200,032</td>
<td>135,700</td>
<td>(124,620)</td>
<td></td>
<td></td>
<td>1,042,028</td>
<td>200,032</td>
<td>135,700</td>
<td>35,232</td>
<td>124,620</td>
</tr>
</tbody>
</table>

(to)from Fund Balance - To Balance Budget

55,018
## Piedmont Authority for Regional Transportation
### Grants Fund
#### Schedule of Revenue, Expenditures, and Variance Analysis
For Three Months Ended September 30, 2020 (Q1)

<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 Budget</td>
</tr>
<tr>
<td>FTA - Replacement Vehicles</td>
<td>3,864,541 956,135</td>
</tr>
<tr>
<td>NCDOT- VW Funds</td>
<td>70,138 17,535</td>
</tr>
<tr>
<td>Transfer from General Fund</td>
<td>370,085 92,521</td>
</tr>
<tr>
<td>Appropriated (to)from Capital Reserve Fund Balance</td>
<td>592,000 148,000</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>4,896,764 1,224,191</td>
</tr>
</tbody>
</table>

(to) from transfers - To Balance Budget

0
November 2, 2020

Scott W. Rhine
Executive Director
Piedmont Authority for Regional Transportation
107 Arrow Rd.
Greensboro, NC 27409

Dear Scott:

I appreciate the opportunity to continue our partnership in providing Management, Operations, and Maintenance related services to support the PART Express system. We feel that over the last several months we have made great strides and believe that our progressive and innovative plan will generate positive results for PART, National Express, our workforce, our passengers, and the communities we serve.

Over the last 90 days, Sabrina, Stephanie, and Leslie have worked closely to create a vision for the PART/National Express partnership that can easily carry us through 2021 and beyond. As such, the following not only highlights what we have already done, plans to implement change and improvement in the upcoming year, and what we are confident we can achieve over the next four years. Detailed below and associated with the supporting documentation provided in connection with this correspondence are the elements we are proposing for a year four contract extension for the period December 1, 2020 through November 30, 2021.

- Maintain the existing rates for revenue hours of service in year 4 as currently in place for year 3; which includes $83.72 for bus vehicle operations, $64.90 for Shuttle vehicle operations, $36.70 for special event type services and those outside the regularly scheduled PART Express service.
- Initiate employee pay increase for all personnel located at the PART Express location effective December 1, 2020 for the associated pay scales identified in the support documentation and included as Exhibit A (pending potential negotiations with union).
- A new rate structure to provide assurances to operators for any loss revenue hours of service and the ability to be paid for extra work activities when applicable. New ‘Driver Only’ Revenue rate in special circumstances is structured at $27.20 per hour.
- A revised route that provides flexibility and improved scheduling for drivers, and financial efficiencies for PART.
- An improved fueling/washing plan that increases efficiency and distributes the workload more evenly throughout the course of the day.
- Recruiting and retention bonus for drivers - $500 after 90 days and an additional $500 after 1 year of service.
- Resolution of the driver shortage and a 90-day outlook and training plan to prevent future shortages.
- Identification and training of Behind the Wheel (BTW) trainers to improve the training process. Trained BTW’s receive a $2.00/hour shift differential for their assistance.
• Improved billing process that provides weekly updates on MTD service levels resulting in a reduction in errors and improved transparency.
• Maintain the commitments and expectations as detailed in our contract for service as originally adopted and placed into effect December 1, 2017.

Deliverables expected within the next 90 days:
• The hiring of 3 new operations personnel – supervisors and dispatchers – to work in a realigned staff plan. This plan provides additional supervision and oversight of the system, while minimizing unnecessary overlaps, resulting in a more efficient use of manpower.
• Working in partnership on the new schedules for January and utilizing Remix throughout the process.
• The restructuring of the non-driver staff wage scales to provide more competitive wages. The average wage will increase over 7%. Costs are offset by reallocation of existing personnel.
• The re-envisioning of personnel as brand ambassadors, including updated uniforms and additional regular training.
• The improvement of training and common spaces to create a more inviting atmosphere.
• The implementation of quarterly safety/attendance bonuses for drivers.
• A “driver-only” rate which will include pay for drivers assigned to runs suspended by PART, resulting in more flexibility in Express service planning.
• Review and update all policy related documentation to adhere to PART and FTA related Compliances and Assurances as per Article VIII of the original contract.
• The development and implementation of a written lease plan which will clearly outline roles and responsibilities of the National Express team as it relates to the maintenance and repair of PART facilities.

Ongoing commitment:
• Ongoing annual driver increases to ensure we continue to attract talent in the area
• To continue to work in partnership to identify and implement improvement opportunities
• To create a collaborative working environment for all employees
• Annual increases with a focus on enhancing pay and benefits for employees.

On behalf of National Express, I want to thank you and your team for supporting our long-term partnership with PART. We hope that the actions listed above demonstrate our renewed commitment to improving our common goal of improving the passenger experience with more reliable service, a higher level of positive customer engagement and safe operations. I believe we are well positioned to take our partnership to the Next level under the leadership of our new General Manager, Leslie Stone, and Regional Director of Operations, Stephanie Mahler.

Sincerely,

Matthew S. Wood
Chief Operating Officer, Transit
Exhibit A

Proposed Wages for Operators

<table>
<thead>
<tr>
<th>Year of Service</th>
<th>Pay Rate - Current</th>
<th>Proposed Dec 20 Rate</th>
<th>Increase in USD</th>
<th>Percentage Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 years</td>
<td>$ 19.17</td>
<td>$ 20.00</td>
<td>$ 0.83</td>
<td>4.33%</td>
</tr>
<tr>
<td>15 years</td>
<td>$ 17.44</td>
<td>$ 18.00</td>
<td>$ 0.56</td>
<td>3.21%</td>
</tr>
<tr>
<td>10 - 15 years</td>
<td>$ 16.31</td>
<td>$ 17.50</td>
<td>$ 1.19</td>
<td>7.30%</td>
</tr>
<tr>
<td>5 years</td>
<td>$ 15.75</td>
<td>$ 16.80</td>
<td>$ 1.05</td>
<td>6.67%</td>
</tr>
<tr>
<td>4 years</td>
<td>$ 15.60</td>
<td>$ 16.70</td>
<td>$ 1.10</td>
<td>7.05%</td>
</tr>
<tr>
<td>3 years</td>
<td>$ 15.31</td>
<td>$ 16.60</td>
<td>$ 1.29</td>
<td>8.43%</td>
</tr>
<tr>
<td>2 years</td>
<td>$ 15.31</td>
<td>$ 16.50</td>
<td>$ 1.19</td>
<td>7.77%</td>
</tr>
<tr>
<td>1 year</td>
<td>$ 15.31</td>
<td>$ 16.40</td>
<td>$ 1.09</td>
<td>7.12%</td>
</tr>
<tr>
<td>&gt; 6 months &lt; 1 year</td>
<td>$ 15.31</td>
<td>$ 16.25</td>
<td>$ 0.94</td>
<td>6.14%</td>
</tr>
<tr>
<td>Less than 6 months</td>
<td>$ 15.31</td>
<td>$ 16.15</td>
<td>$ 0.84</td>
<td>5.49%</td>
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</tbody>
</table>

Proposed Wages for Staff

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Employment Start Date</th>
<th>Hourly Rate Start</th>
<th>Hourly Rate Proposed</th>
<th>Annual Salary Start</th>
<th>Annual Salary Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager Transit 1</td>
<td>2020.JUL</td>
<td></td>
<td></td>
<td>100000</td>
<td></td>
</tr>
<tr>
<td>Operations Manager - Becomes AGM</td>
<td>2014.NOV</td>
<td></td>
<td></td>
<td>56474</td>
<td>70000</td>
</tr>
<tr>
<td>Safety Manager</td>
<td>2018.AUG</td>
<td></td>
<td></td>
<td>65542</td>
<td>67180</td>
</tr>
<tr>
<td>Maintenance Manager</td>
<td>2015.JUN</td>
<td></td>
<td></td>
<td>72500</td>
<td>74313</td>
</tr>
<tr>
<td>Customer Service Rep w/ CDL</td>
<td>2014.JUN</td>
<td>14.86</td>
<td>16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service Rep</td>
<td>Recruiting</td>
<td>14.89</td>
<td>15.00</td>
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</tr>
<tr>
<td>Dispatcher</td>
<td>2017.APR</td>
<td>15.70</td>
<td>18.00</td>
<td></td>
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<tr>
<td>Dispatcher</td>
<td>2018.SEP</td>
<td>15.90</td>
<td>18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Dispatcher</td>
<td>2013.SEP</td>
<td>15.95</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Supervisor</td>
<td>2015.JAN</td>
<td>16.23</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Supervisor</td>
<td>2016.MAR</td>
<td>15.95</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Supervisor</td>
<td>Recruiting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Lead</td>
<td>2014.FEB</td>
<td>27.99</td>
<td>30.00</td>
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</tr>
<tr>
<td>Maintenance Technician I</td>
<td>2019.OCT</td>
<td>23.00</td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Technician I</td>
<td>2020.JAN</td>
<td>23.00</td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Technician III</td>
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<tr>
<td>Maintenance Technician II</td>
<td>2018.NOV</td>
<td>19.00</td>
<td>21.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Worker w/ CDL</td>
<td>2019.OCT</td>
<td>13.50</td>
<td>16.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Worker</td>
<td>2019.SEP</td>
<td>14.86</td>
<td>15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Worker</td>
<td>2019.SEP</td>
<td>14.86</td>
<td>15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Worker</td>
<td>2020.MAR</td>
<td>14.86</td>
<td>15.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION AUTHORIZING THE PART EXECUTIVE DIRECTOR AND PART LEGAL COUNSEL TO EXECUTE A CONTRACT EXTENSION FOR THE MANAGEMENT / OPERATIONS / MAINTENANCE SERVICE CONTRACT WITH NATIONAL EXPRESS TRANSIT CORPORATION

WHEREAS, PART initiated a Request for Proposal (RFP) for the management/operations/maintenance of the PART Express system in July 2017, and received responses from four national firms; and

WHEREAS, PART awarded a contract with National Express Transit for a minimum 3-year period beginning December 1, 2017, with the option to extend our contractual relationship up to four additional years in single, or dual year extension based on success and conditions detailed in our contract; and

WHEREAS, the contractual extension for a year four period of December 1, 2020 through November 30, 2021 has an agreed upon fixed rate for revenue hours of service at the same level as identified in our year 3 contractual period as described below:

- PART Express bus service - $83.72 per revenue hour of service
- PART Express shuttle vehicle service - $64.90 per revenue hour of service
- PART Express marketing and special event service - $36.70 per revenue hour of service; and

WHEREAS, National Express Transit has proven to be beneficial for the overall success of the PART Express system, and additional commitments have been presented to PART to enhance the services performed and support of their local workforce as identified in their submitted documentation dated November 2, 2020 which includes salary increases, organizational restructuring, bonus pay and incentives, enhanced reporting and an operator rate of $27.20 for non-operating services; and

WHEREAS, a review of the rates, associated expenses, responsible personnel, and responsible employee benefits are recognized as being enhanced by National Express Transit for the period December 1, 2020 through November 30, 2021 with a reduced profit margin under the PART Express contract; and

WHEREAS, details of the revenue hour rate for fixed route, shuttle, special events, vanpool maintenance, building maintenance, personnel benefits, pay scales, and associated expense will become effective December 1, 2020, but are uncertain because they may become subject to collective bargaining should the National Express Transit operators choose to be represented by the Teamsters Union, Local 391; and

WHEREAS, because of uncertainty that National Express Transit will be able to operate in a cost effective manner and may become subject to the demands and possible disruptions caused by labor organizations, PART Express wished to take a more conservative approach to the continued contractual relationship with National Express Transit.

NOW THEREFORE BE IT RESOLVED that the PART Board of Trustee’s authorize the PART Executive Director and PART legal counsel to execute a contractual extension with National Express Transit Corporation for an initial term of 60 days with an opportunity to be extended through November 30, 2021.

BE IT FURTHER RESOLVED, that the PART Executive Director will report back to the PART Board of Trustee’s the results of the voting to form a unionized workforce of operator staff between National Express Transit and the Teamsters Local Union 391 to determine if extended contractual relationship is of the best interest of PART and the PART Express system that may result in notification of contractual termination under the clauses of our existing contract between PART and National Express Transit.
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 12th day of November, 2020.

I, Dan Besse, PART Chairperson does 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 12th day of November, 2020.

Approved: ____________________________
Dan Besse
PART Board Chairperson

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

Attest: ______________________________
Terry Anderson
PART Administrative Assistant

Seal:
2021 PART Board of Trustees
Meeting Schedule

The PART Board of Trustees monthly meetings are held at the PART Administrative Office located at 107 Arrow Road, Greensboro, NC 27409. Meetings are typically held on the 2nd Wednesday of every month beginning at 8:30 am.

Any adjustments, or cancellations of the scheduled meetings will be communicated to the PART Board of Trustees and the general public with advanced notification.

Citizens wishing to address the PART Board of Trustees on business related items of the posted meeting agenda are asked to sign up with the Administrative Assistant of the Board at terrya@partnc.org prior to the scheduled meeting.

A public comment period is available for citizens wishing to make general comments at the beginning of each meeting. The below table indicates the planned meeting dates of the PART Board of Trustees for calendar year 2021.

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The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date:  November 12, 2020
Agenda Item No.  VIII
Page No.  25

Action Requested:

Department Staff Reports – Informational Items

Summary of Information:  Attachments  yes  X  no  

Executive Director Updates:

- PART has FY2020-21 funding established to support PART Express and associated routine capital / preventive maintenance purchasing with documented “Split Letters” from the City of Winston-Salem and the Burlington and High Point Urbanized areas for FTA Section 5307 funding.
  - Program funding notices have been submitted to NCDOT for necessary STIP amendments
  - FY2021 FTA Section 5307 funds from the Greensboro Urbanized area have not been established with a pending federal appropriations bill needing finalized by Congress
  - FTA grant cycles will open back up in November and allow for grants to be initiated by PART.
- PART received notification from NCDOT that the TDM/Rideshare grant funding for the current fiscal year has been approved to move forward under the current Cash Flow policy reviews by NCDOT.  It has been recognized that NCDOT is not committing to any funds for this program to be available for FY2021-22.
  - The funding has been utilized over the past decade to support the administrative expense PART encumbers for our Call Center functions and Vanpool/rideshare program in the Piedmont Triad.
  - PART committee members will be presented with options for how these programs can maintain their existence outside of any further participation from NCDOT.
- PART Administrative has been COVID19 free.  PART Express has had zero COVID19 reports.
  - Driver barriers are being installed for fleet vehicles in PART Express
  - Additional HVAC filters are being added to fleet vehicles
  - Additional cleaning is being conducted by local staff and third-party contractors
- PART has 2 open positions in our Call Center, and employee searches continue to fill those vacancies.
  - Recognition and appreciation to our Call Center staff for working extra hours when needed to cover our Call Center functions, and special thanks to High Point Transit and Davidson County Transportation for working with PART and managing calls when our staffing has been limited.
- PART will be establishing an available Demand Response service for the Amtrak Connector on November 16th. The current ridership on the Carolinian and Piedmont Train service has shown steady increases in ridership; however, the Amtrak Thruway service for scheduled trips between High Point and Winston-Salem have not had any activity.  PART will accommodate any trips requested with a Demand Response service until we re-establish fixed route bus service.

Department staff report is on the following pages.
Transit Ridership in the Triad

Transit ridership for the fixed route public transportation systems across the Triad have shown a steady increase each month since April. Numerous factors can be attributed and perhaps vary from system to system. Although ridership is still below 26% of January’s figures, September through October are historically peak ridership periods. Because November through January are usually low periods, it is unlikely we will see a return to normal in ridership until next year. Traffic volumes in the Triad are 1% below March’s figure. But “stay at home” and trips per person rates remain below the March benchmark.

How many people will return to public transportation is still unknown. Remote work remains popular, but will that stand the test of time? Will a COVID-19 vaccine eliminate the perceived safety risk for riding the bus? Have some people simply found better mobility options? For PART, ridership is 47% less than the January benchmark. However, several routes were scheduled to be discontinued and several were suspended due to COVID-19 during this period. Therefore, comparisons are difficult.

The most important factor during this period is the steady increase in ridership. High Point Transit has been back to or over the January benchmark for two months without running their full service. Davidson County Transportation remains low because their fixed route service is suspended. Their social distancing policy has impacted their return to regular service.

The chart to the left summarizes PART Express ridership by route type. You can see that the Hybrid route (Route 4 Burlington – Alamance) was suspended in late March and did not return to service until August, in conjunction with the reopening of UNC Chapel Hill Campus and Hospital. This alone had a dramatic impact on total ridership. It is also clear that ridership on the Urban routes, which account for 60% of the total ridership, have increased 37% since May.

continued on page 2
The Return to Normal

At PART, we continue to monitor several factors as we find our way back to normal. Traffic volumes in Greensboro have been within -5% of the baseline for 4 weeks and now sit at -1% of the March 11th baseline (which was one week prior to large scale teleworking). That time frame does not necessarily represent a seasonal high in traffic volumes. Surpassing the baseline only means that traffic volumes have returned to a pre-COVID level and should not be considered a return to establishment of a new norm. Volumes will continue to fluctuate over the next six months, normalization may not appear in the data until spring of 2021.

Traffic volumes and travel behavior are key indicators for establishing a new normal. While remote work is not measured below, one can easily infer through social distancing and staying at home that remote work is a significant factor. Traffic trips and patterns may never return to pre-COVID levels so establishing the new normal will be challenging. PART’s full Return to Normal analysis for October includes several new factors.

Transportation Vision for the next 5 years – Transportation Planning 101

The identification, planning, and development of transportation projects (whether they are highways, transit routes, passenger rail, bike lanes, or sidewalks) all have a beginning and an end. And in most cases, the process is the same. All projects are first identified in a Comprehensive Transportation Plan or CTP. The CTP is like a wish list. Some needs analysis is done, but the plan is not fiscally constrained. The next step is the development of a Metropolitan Transportation Plan or MTP. The MTP provides a thorough needs analysis and is financially constrained. Part of the analysis includes evaluating a project’s positive impact on the transportation network. This is measured through a travel demand model. Most projects in the MTP are programmed for development within a timeframe or horizon year. The projects approved within the MTP are then listed in the Statewide Transportation Improvement Plan or STIP. This becomes the playbook for funding and implementing transportation project for the next five years.

There are other steps but the CTP, MTP and STIP form the backbone that bring a transportation project to life. Each plan contains a public review and engagement element. In some cases, mode specific plans are prepared prior to the CTP and MTP and form the basis for a project’s inclusion. In other cases, detailed plans are a result from inclusion in the MTP as a need. Then specific projects identified in the plan become part of the next CTP – MTP cycle or an interim update.

continued on page 3
All four MPO’s in the Piedmont Triad have recently completed and adopted their CTP and MTP. With the completion of this update, the Greensboro Urban Area MPO is scheduled to adopt their MTP in December. PART participated in the development of each MPO’s plan; providing input and data. Most importantly, PART maintains the Regional Travel Demand Model (RTDM) which is used to analyze transportation projects. Prior to its use in the development of the MTP’s the model’s population and employment had to be updated. This update, referred to as the 2017 Base Year update, began three years ago. The RTDM takes population and employment projections throughout the region and anticipates the volume and location of traffic across the transportation network. For the first time ever, PART lead the development of the Base Year update internally (without the aid of any outside assistance). PART and the MPO believe this resulted in a much-improved model and more accurate model results.

The next MTP update will be due in 2025. PART in corporation with the four regional MPO’s is already working on a 2023 Base Year update. The goal is to more accurately project the location of future growth across the region. To accomplish this PART is implementing a scenario planning tool called CommunityViz. PART’s staff partnerships with area MPO’s, planning departments and county GIS department are on target to have a functional regional model in early 2021. The use of CommunityViz will give transportation and land use planners a powerful tool to be more efficient with the allocation of transportation funding while providing meaningful enhancements to the transportation network.

MPO and RPO Happenings

The Burlington-Graham MPO ...
Is developing a highway safety program with the objective of raising awareness and changing public attitudes and behaviors to improve traffic safety within the region. This program will develop a Highway Safety Plan that will propose strategies specifically tailored to hazardous locations, behaviors, and policies. A Vision Zero goal will be a strategic component of this planning effort, with the objective of achieving zero traffic deaths in the BGMPO by 2050.

Recently hired a new transportation planner, Blake Cashmore. Blake brings with him experience in long-range comprehensive planning, environmental and community impact studies, and GIS analysis. His responsibilities with the BGMPO will include helping develop the Highway Safety Program, coordinate MPO involvement with CommunityViz, and provide GIS support.

The Greensboro MPO...
Has been wrapping up its Metropolitan Transportation Plan. A draft plan will be available and the public review period will be held in November. To view the plan and to find out ways to provide comments go to www.guampo.org.

Reports that Vision Zero Greensboro Honored nine student art and essay contest winners on October 19th in partnership with John Klopp State Farm Insurance Agency. The elementary, middle, and high school students helped promote transportation safety in a short essay or visual arts as part of the “What’s Your Safe?” campaign. Their work will be showcased on the City’s social media channels over the next several months. The John Klopp State Farm Insurance Agency awarded cash prizes to the winners: First place - $100, Second place -
November 2020

$50, and Third place - $25. The “What’s Your Safe?” campaign is part of Vision Zero Greensboro’s Two-Year Action Plan, a data-driven, interdisciplinary approach to significantly reduce traffic fatalities and serious injuries through infrastructure improvements, policy changes, enforcement, education, and community engagement. The “What’s Your Safe?” exhibit was unveiled in March to raise awareness of the human toll traffic crashes have had in the City of Greensboro in 2019. Last year 33 people died in motor vehicle crashes in the City. This year so far, the City has experience 28 traffic-related fatalities.

The High Point MPO...
Is excited about the completion of the final leg of the High Point Greenway, a 1.2-mile stretch that opened last summer between Deep River Road and Penny Road, near the Piedmont Environmental Center. The new section contains a stunning expanse, nearly a half-mile of elevated boardwalk winding through the woods that anchor wetlands around the Deep River, which ironically is neither deep nor wide at that point. The boardwalk features handrails tilted inward and sanded at the joints to be easy on the fingers and a smooth deck of closely-spaced planks that make walking and biking easier. The oldest section of the High Point Greenway was dedicated in 1989. But assembling the money and land along the entire length of the greenway took time and considerable effort. The City delivered the final leg of the greenway under budget. The High Point Greenway is part of regional network of greenways including the Atlantic & Yadkin Greenway on the north side of Greensboro, to the Downtown Greenway, from the Bicentennial Greenway on the south and west sides of the county, to the High Point Greenway. One day they will connect knitting the region together.

The Northwest RPO ...
Is in the final stages of implementing the Yadkin Valley Regional Bicycle Plan. The plan will provide a framework for NCDOT and local governments to enhance bicycling as a mode of transportation for residents and visitors alike improving access, connectivity, and safety throughout Surry, Stokes, Yadkin, Forsyth, and Davie counties as well as parts of Iredell County.

In conjunction with NCDOT is putting final touches on the Davie, Surry, and Yadkin Counties regional Comprehensive Transportation Plan, which will help determine the future of transportation projects in the region over the next 10 years. The plan has a multi-modal focus that includes highway, bicycle, pedestrian and transit facilities.

The Winston-Salem MPO...
Has moved into new offices in the renovated historic Union Station on Martin Luther King Jr. Drive. A portion of the Winston-Salem Department of Transportation was temporarily housed at this location during the summer while renovations were still on going. Transportation Administrative and Parking staff moved into their permanent offices in late September. Union Station was designed in 1925 and served as Winston-Salem’s main passenger train station from 1926 to 1970. Prior to it’s purchase by the City of Winston-Salem, the structure housed the Davis Garage; some of the original equipment used to operate garage bay doors remains in place.
Meeting Date: November 12, 2020

Action Requested:

**Chairperson Report**

Summary of Information: 

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

Board Vote: Motion by: ________________________ Second by: __________________________

Vote: For ________________ Against ________________

Attachments yes __ no X