MEETING MINUTES
Piedmont Authority for Regional Transportation
Board of Trustees
March 11, 2020

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

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

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

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

Jennifer Haydon: I live in Lewisville and started riding the bus a few months ago. I have been thoroughly impressed by the drivers and riders, also the bus has never been late. I work for the City of Winston Salem and I catch the bus at River Center to go downtown. I understand this route may go away. I am here today to make a heartfelt plea that we try to keep the route even
with making modifications. I see that no one gets on or off at the Hospital - I would like to suggest making this route a direct express to downtown. Also, you could bring the Yadkinville stop back in as that could just come off of Hwy 421 at the Rivers Center and go straight downtown. I am passionate about public transportation and these are a few ideas for your consideration. Lewisville and Clemmons are growing rapidly, there are four or five housing developments just getting started. As well as other mixed-use developments that are coming in the near future. It would be wonderful to really show that we are a vibrant, thriving successful community for public transportation. I feel like we cannot be that unless we have a reliable source of public transportation. I hope you keep route 28, if modifications are needed try to keep it another year, but I would feel sad if it went away. I choose to ride the bus as I have a new car, but I choose to ride the bus for obvious reasons for myself. It helps with climate change, to conserve energy, and wear and tear on your car, last but not least there is a sweet sense of community that the riders have. I would love to help support in anyway. I would love to do what is necessary to keep route 28. Thank you for having me today.

Marikay Abuzuaiter; how many riders are on that bus?

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

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

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

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

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

**Consideration of Board Business Items**

**A. New Business**

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

**Motion to accept Proclamation National “Get on Board Day”: Steve Carter**

**Second: Marikay Abuzuaiter**

**Discussion: None**

**Vote: Unanimous**

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

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

**Grants Fund** revenues have not been recognized through Q2. The buses arrived at the end of February and the expenditures as well as the associated revenues will be realized in Q3. The grant for the LTV purchase is under review with FTA. The net effect of Revenues under Expenditures excluding transfers at December 31, 2019 is ($521,420).
Commuter Resources Fund revenues are at 48% of budget with total expenditures at 47%. The Telematics/Study grant revenues are below budget as are the expenditures, this contract is being terminated. Expenditures for CR – Original are at 47% of budget due to lower fuel, termination of the Telematics/Study projects as well as marketing expenditures that will be incurred in the last part of the year. Call Center departmental expenses are running at 47% due to vacancy in part time position. The net effect of Revenues over Expenditures excluding transfers at December 31, 2019 is $226,516.

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

Scott Rhine; yes, as well as ridership.

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

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

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

Motion to accept Budget Ordinance Adoption Capital Reserve Fund Allocation: Neal Grimes
Second: Kevin Austin
Discussion: None
Vote: Unanimous

4. Consideration of FY20-21 Budget Amendments
PART adopted the General, CR, Grants and Capital Reserve Annual Budgets as required under North Carolina General Statute § 159-12 at the duly called meeting of the Board of Trustees on June 12, 2019.

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

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

**Motion to approve the Consideration of FY20-21 Budget Amendments: Marikay Abuzuaiter**
- Second: Sharon Hightower
- Discussion: None
- Vote: Unanimous

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

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

**Motion to approve Amendment of the Grants Fund Annual Budget: Jim Butler**
- Second: Steve Carter
- Discussion: None
- Vote: Unanimous

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

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

B. Old Business
   None

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

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

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

Scott Rhine: we have about a third of our administrative workforce that could work from home.

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

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

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

Adjourned 9:20am