



MEETING MINUTES

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

Board Members Present:

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

Others Present:

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

I) Call to Order: Roll Call of Teleconferencing.

A roll call was taken, and a quorum established with 15 members of the PART Board in attendance.

A. Consideration of Resolution for Teleconference and Electronic meeting for March 10, 2021

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

The vote was Unanimous: 15-Yes

III) Public Speakers registered via contactus@partnc.org

There were no public speakers.

IV) Consideration of Meeting Minutes

April 14, 2021, PART Board of Trustees meeting minutes were accepted without revisions.

Motion to accept the April 14, 2021, meeting minutes: Mark Richardson

Second: Sharon Hightower

Discussion: None

Vote: 15 -Yes / 0-No / 0-Abstain

V) Report From Board Committee – Finance Committee

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

VI) Consideration of PART Board Business Items

A. New Business

1. Consideration of FY2020-21 Budget Ordinance Amendments

a. Commuter Resources Fund Ordinance

b. Capital Reserve Fund Transfer Ordinance

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

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

Motion to approve the budgets for FY2020-21 Commuter Resources Fund Ordinance and Capital Reserve Fund Transfer Amendments: Kevin Austin

Second: Mark Richardson

Discussion: None

Vote: 15-Yes / 0-No / 0-Abstain

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

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

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

Mike Horne asked if additional revenues are recognized for the Winston Salem and High Point Recovery Acts Funds would increase the budgeted Fund Balance. Connie confirmed that any additional revenues would increase proposed fund balance.

Scott Rhine stated that the upcoming budget did not include expenditure in the event the phone system and the electric charging stations projects were not completed by June 30th. If not completed he would bring back to the board an amendment to the budget for these carryover expenditures.

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

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

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

Motion with revisions to approve FY2021-22 Budgets Released for Public Comment: Mark Richardson

Second: Lenny Williams

Discussion: None

Vote: 15-Yes / 0-No / 0- Abstain

B) Old Business – None

VI) Departmental Staff Reports

Executive Director Report

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

XI) Chairperson Report

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

Motion to adjourn, Sharon Hightower

Second: Mark Richardson

Vote: 15-Yes / 0-No / 0-Abstain

Adjourned: 9:33am