Board Members Present (via virtual/audio roll call):
Abuzuaider, 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**
By: Kevin Austin
Second: Fleming El-Amin
Discussion: None
Vote: Unanimous

**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 reinstated. 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 CODIVD-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 asking 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 NCDOT, 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.