



MEETING MINUTES

Piedmont Authority for Regional Transportation Board of Trustees

June 9, 2021

Board Members Present:

Abuzuaiter, 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
Grimes, Neal – TAC High Point
Hightower, Sharon – City of Greensboro
Holmes, Michael – City of High Point
Horn, Mike – Winston Salem/Forsyth TAC
Mengert, Paul – PTAA
Morris, Rick – Stokes County
Mundy, Kevin – City of Winston Salem
Richardson, Mark – Rockingham County
Truell, Don – Davidson County
Williams, Leonard – Burlington-Graham

Others Present:

Terry Anderson, PART; Manny Clark, Fox Rothschild; Connie Conklin, PART; Sabrina Glenn, PART; Mark Kirstner, PART; Toneq McCullough, City of Winston Salem; Scott Rhine, PART; Tammy Turner, PART.

I) Call to Order: Roll Call of Teleconferencing.

A roll call was taken, and a quorum established with 16 members of the PART Board in attendance.

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

II) 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. She added with voting today, Board members who are in attendance please state aye, no or an abstain vote. A Resolution is presented to acknowledge the virtual meeting format.

The vote was Unanimous: 16-Yes

III) Public Speakers registered via contactus@partnc.org

There were no public speakers.

IV) Consideration of Meeting Minutes

May 12, 2021 PART Board of Trustees meeting minutes were accepted without revisions.

Motion to accept the May 12, 2021 meeting minutes: Darrell Frye

Second: Don Truell

Discussion: None

Vote: Unanimous 16-Yes

V) Report From Board Committees

VI)

PART Board Personnel Committee

Darrell Frye stated the Personnel Committee meeting focus was on approval of changes within the employee handbook on longevity pay, vacation time and telecommute work. Closed Session to discuss a personnel matter. Other discussion focused on effects of COVID19 pandemic on the workforce.

PART Board Finance Committee

Kevin Austin stated the official business of the Finance Committee was to review 3rd Quarter variance reports for General Fund, Grants Fund and Commuter Resources Fund. He stated, there were questions about funding and what that will look like in the future with SMAP and 5307 funds, as well as other sources of funding for Operations and Grants. He added, current additions through Fund balance for TDM and PART Express are encouraging due to the CARES ACT which is specifically designed to help businesses with organizational sustainability. Additionally, a discussion was held about the COVID19 impacts and everything else that affected society over the past year, and how well PART came through it.

VII) Consideration of Consent Agenda

PART Consent agenda was approved unanimously and consists of FY2021-22 FTA Section 5307 Program Projects. Amended Public Participation Plan. Amended PART Procurement Manual. Amended PART Employee Handbook.

Motion to approve the Consent Agenda: Carolyn Coleman

Second: Steve Carter

Discussion: None

Vote: Unanimous 16-Yes

VIII) Consideration of PART Board Business Items

1. Acceptance of FY21 3rd Quarter Treasurer's Report

Connie Conklin presented the 3rd Quarter Treasurer's report to the PART Board, giving a summation of the General, Grants and Commuter Resource Funds. Additional information can be found within the June 9, 2021 PART meeting agenda packet.

General Fund revenues are at 73% and expenditures are at 61% of the annual budget. Rental Vehicle Tax and Cares Act Funding makes up 91% of the revenue. All departments are underrunning budgets with 57% of the overall underrun rising from lower vehicle contract costs and fuel. The net effect of Revenues over Expenditures excluding transfers on March 31, 2021, is \$2,007,298. Unencumbered Fund Balance on March 31, 2021 is 7.4M.

Grants Fund revenues and expenditures are at 20% of the annual budget. This represents both the revenues and expenditures for two buses. Four additional buses were delivered in April and the last four buses are expected in June.

Commuter Resources Fund revenues are at 70% of budget with total expenditures at 53%. Revenues are below budget due to reduced reimbursable expenditures for the TDM program. Expect increased marketing efforts in Q4. Expenditures for CR -Original are at 53% of budget due to position vacancies, lower fuel prices and consumption due to drop in van pool leases, maintenance costs as well as reduced insurance premiums. Call

Center departmental expenses are running at 51% due to position vacancies. The net effect of Revenues over Expenditures excluding transfers on March 31, 2021 is \$283,377. Unencumbered Fund Balance on March 31, 2021 is 881.8K.

Motion to accept 3rd Quarter Treasurer's Report: Mark Richardson

Second: Steve Carter

Discussion: None

Vote: Unanimous 16-Yes

2. Conduct Public Hearing for Citizen Comment

Chair Abuzuaiter stated PART has followed general statutes of advertisement for a public hearing and asked for a motion to open the public hearing for discussion and comments for FY2021-22 budgets.

Motion to open the Public Hearing for Citizens Comment: Steve Carter

Second: Kevin Austin

Discussion: none

Vote: Unanimous 16-Yes

With no public comments Chair Abuzuaiter asked for a motion to close the public hearing.

Motion to close the Public Hearing: Steve Carter

Second: Lenny Williams

Discussion: none

Vote: Unanimous 16-Yes

3. Consideration of FY2021-22 Budgets

Scott Rhine highlighted budget assumptions discussed in the May PART Board meeting to increase fuel in both the General Fund and Commuter Resources Fund to better prepare for rising costs and cyber-attacks that recently affected Colonial Pipelines. There were no public comments. The recommendation was accepted to approve both Funds.

Motion to approve FY2021-22 General Fund and Commuter Resources Fund Budgets: Kevin Austin

Second: Darrell Frye

Discussion: none

Vote: Unanimous 16-Yes

4. Consideration of Triad TDM Program Plan

Scott Rhine showed a presentation on the Triad Transportation Demand Management (TDM) Workplan Update, which includes the History of TDM in the Triad as well as North Carolina, NCDOT Integrated Mobility Ride Share Grant, NCDOT Statewide Plan including strategies and a scorecard. Project Updates for PART TDM Work Program which include, Local and Regional Project Evaluation, Core Value Development, Goal and Objective Setting, Bi-monthly meetings, TDM Initiative Workplan Development, and what the Next Steps moving forward will be. PART Board engaged in conversation and showed shared interest in collaborative meetings with other agencies, MPOs and RPOs, to unify locally and regionally to streamline transportation needs.

Motion to accept the consideration of the Triad TDM Program Plan: Darrell Frye

Second: Mark Richardson

Discussion: None

Vote: Unanimous 16-Yes

B) Old Business – None

**VI) Departmental Staff Reports
Executive Director Report**

Scott Rhine stated updates and information items for Departmental Staff reports and Executive Director reports can be found in the agenda packet. Mr. Rhine stated he will follow-up with a date for Planning and Operations Committee meeting.

XI) Chairperson Report - Closed Session

Motion to enter into Closed Session according to General Statute §143.318.11A6 to discuss personnel matters: Mark Richardson

Second: Darrell Frye

Discussion: none

Vote: Unanimous 16-Yes

Closed Session time entered 9:55am

Chair Abuzuaiter stated we are back in Public Session. Time 10:25am

Motion to increase Executive Director Scott Rhine's salary 5.2% effective July 1, 2021: Darrell Frye

Second: Mark Richardson

Discussion: none

Vote: Unanimous 16-Yes

Adjourned: 10:30am