MEETING MINUTES
Piedmont Authority for Regional Transportation
Board of Trustees
June 10, 2020

Board Members Present (via virtual/audio roll call):
Abuzuaier, Marikay – City of Greensboro TAC
Austin, Kevin – Yadkin County
Besse, Dan – City of Winston Salem
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
Holms, Michael – City of High Point
Horn, Mike – Winston Salem/Forsyth TAC
Marion, Mark – Surry County
Mengert, Paul - PTAA
Morris, Rick – Stokes County
Perkins, Andrew – NCDOT
Richardson, Mark – Rockingham County
Truell, Don – Davidson County
Williams, Leonard – Burlington/Graham TAC

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

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.

I) Call to Order: Roll Call of Teleconferencing.
A roll call was taken, and a quorum established with 19 members of the PART Board in
attendance.

Motion to accept the Resolution for Teleconference and Electronic meeting for June 10, 2020: Fleming El-Amin
Second: Sharon Hightower
Discussion: None
Vote: 19-Yes / 0 – No

II) Overview of Meeting Process and Procedures
Scott Rhine thanked the Board for accommodating the online meeting format. He 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. Scott Rhine indicated that no one had registered. Chair Dan Besse then asked if anyone who called in wanted to speak. There were none.

IV) Consideration of Meeting Minutes
There were no corrections or additions for the May 13, 2020 PART Board of Trustees meeting minutes.

Motion to accept the May 13, 2020 meeting minutes: Fleming El-Amin
Second: Lenny Williams
Discussion: None
Vote: 19-Yes / 0-No

V) Consideration of Consent Agenda
   A. FY2020-21 Sec. 5307 Program of Projects
   B. Call Center Interlocal Agreement Extension
   C. Annual Auditing Service Authorization

Motion to accept the Consent Agenda: Darrell Frye
Second: Fleming El-Amin
Discussion: None
Vote: 19-Yes / 0-No

VI) Consideration of Board Business Items

Dan Besse stated this is a very important meeting today as we have our annual budget up for discussion and approval along with two purchasing items that are time sensitive on the agenda to consider. I will note the Personnel Committee met and has a consensus recommendation for the Board, but due to technical difficulties with going into an Executive Session today we will receive that report at our August Board meeting, as this is a routine matter for renewing a contract with discussion.
A. **New Business**

1. **FY2019-20 Budget Amendment Ordinance Presented by Connie Conklin:**
   I have two budget amendments for the 2020 budget. The first one is for the General fund where I am requesting approval to decrease transfers to the Grants fund by $33,825 due to receiving funds from the sale of FTA vehicles that we can apply to our purchases for this year. In the General Fund that will reduce our previously approved transfers to the Grants fund from $300,000 to $266,000.

   **Motion to approve the General Fund Amendment: Mark Richard**  
   **Second: Steve Carter**  
   **Discussion: None**  
   **Vote: 19-Yes / 0-No**

   **Grants Fund Budget Amendment Approval**  
   For the Grants fund due to the sale of our FTA vehicles I request an increase of revenue for $33,825 increasing revenue to $2,042,032 and decreasing the transfers from the Grants fund making transfers $981,399.

   **Motion to approve Grants Budget Amendment: Mark Richardson**  
   **Second: Fleming El-Amin**  
   **Discussion: None**  
   **Vote: 19-Yes / 0-No**

2. **FY2020-21 Budgets / Public Hearing**

   Dan Besse stated, if here are no public speakers nor anyone in virtual attendance asking to speak the Public Hearing was closed. Next, moving to consideration of Budgets for FY2020-2021. This is a single motion and resolution on page 27 of your packet. It was suggested to have presentation of the four budgets; General Fund; Grants Fund; Commuter Resources Fund; and Capital Reserve Fund and after each presentation pausing for questions and discussion and at whatever point there are no questions or discussion on that part of the budget we will move onto the next section as we can vote once on all four items. If there are specific amendments, a vote will be separate.

3. **FY2020-2021 Budget Adoptions presented by Scott Rhine:**

   a) **General Budget presentation:** Last month’s budget assumptions have not changed. There were no public comments from our outreach to the public for the general budget as well as other budgets. The budgets were presented with the best information available as we have not seen the impact to local revenues and anticipated there will be budget amendments in the upcoming year revenues as it relates to COVID-19. Impacts have not been seen and numbers presented will be adjusted in the next fiscal year with an adopted budget. Mike Horn asked what the fund balances for each of our four funds as we get to
them what they will be after this budget is approved. Mr. Rhine gave Mr. Horn some
general numbers for each fund; the General Fund is roughly 7.5 million; Capital Reserve
Fund is 1.5 million; Commuter Resource Fund balance 1.2 million. Mr. Horn asked if
these numbers are prior to the transfers made for the FY20-21 budget. Mr. Rhine
concurred.

b) Grants Fund Budget: The Grants Fund does not maintain a fund balance and is related to
Capital purchasing. Those funds appropriated into the Grants Fund either come from the
General Budget or Capital Reserve. Fleming El-Amin asked what the percent change was
for fiscal 20-21 Scott replied; two thousand and forty-two percent. The 5339 funds
received through an award of FTA section 5339, were placed into that budget for the
upcoming fiscal year, and the full amount we identified within our FTA grant for vehicle
purchasing which includes heavy duty bus and vanpool. That revenue increase on 5339
vehicles, represents ten buses and fourteen vans. This is an example of how our budgets
are anticipated to be amended. Presented for adoption is the full amount of what can be
purchased and anticipating this amendment will come up in future meetings and no
purchases will be made until we see what the impacts on local revenues are based of
COVID-19.

c) Commuter Resources Fund: Represents our Vanpool, Transportation Demand
Management and our Call Center. The annual Grant with NCDOT has been submitted but
not been approved and this is tied into the cash flow element items that NCDOT is
dealing with. Nothing has been received stating those funds will not be available or a
delay is anticipated. Budgets were presented with regards to revenues and existing
sources. We anticipate an amendment with finalization from revenue sources from
NCDOT as well as how to move forward with programs in the upcoming fiscal year.
Connie do you have the amount for Mr. Holmes for Commuter Resources? Connie
Conklin stated the amount is 420,000 and based on what I see through third quarter, I
don’t expect a change but depending on our revenue maybe a slight increase. For our
Board members, Commuter Resources anticipates the Vanpool program and activity’s
will go through a complete rebuild in the upcoming fiscal year. With several Vans turned
in and Vanpool groups terminating their lease due to lose of jobs. This overall program
will have some revenue options in terms of our CARES Act funding but also in how we
will rebuild our vanpool groups in the upcoming years. There are also elements related to
Capital purchasing which will be delayed and our Grants fund as well as what I have next
in terms of budget for Capital Reserve. We will delay purchase of replacement vans until
we see how many are needed. Fleming El-Amin asked for an explanation of the NCDOT
Telematics line item for six-thousand dollars. Mr. Rhine explained this was a research
project from two years ago involving a device installed on the vans for tracking and
reporting. That project has been completed with no grant funds carried over into FY21.

d) Capital Reserve Fund Budget: PART has a Capital Reserve Budget with restricted funds
that is moved from our General Fund. Capital Reserve fund dollars are related to Capital
match for any Federal or State grants PART has. The Capital Reserve Fund for the
upcoming fiscal year is what we presented to you last month from our Finance
Committee. With 592,000 designated from the Capital Reserve Fund for the upcoming Fiscal year.

Chair Dan Besse stated we have heard the presentation of the Fiscal 2020-21 budget, there is a motion which can be considered, and asked if there were any questions or discussion. Mike Horn stated; the health of the organization is based on what our reserves are and we have approximately in all the fund reserves about 9.5 million dollars of which we are proposing to transfer about 3 million into the FY21 budget which leaves us about 6 million in total reserves is that roughly accurate. Scott Rhine stated that was accurate and will follow up and give you additional information. Our Capital Reserve fund is restricted for vehicle purchasing. Our Commuter Resource fund is not restricted but a proprietary business and is based on statute that revenue expense related to Commuter Resources is a little restrictive in how those funds are dealt with. The General Fund is our main budget and that one is more fluid in our overall fund balance. Connie Conklin added our fund balance is projected to be at 8.5 million and with the appropriations presented here we still have a healthy balance. We do not expect the 1.7-million-dollar appropriation from fund balance for FY20-21 based on the CARES Act funds we will receive; they are not reflected in revenue yet. As Scott stated we will do an amendment early on to show those revenues and reduce the appropriation from fund balance.

Motion to approve the FY20-21 Budgets: Mike Horn
Second: Fleming El-Amin
Discussion: None
Vote: 18 – Yes / 0-No

Mr. Mengert left the meeting,
Mike Fox left the meeting but if needed will be able to rejoin.

4) Consideration of Heavy-Duty Bus Manufacturer Awards presented by Scott Rhine:

a) 30”, 35’ 40’ Low Floor Bus
In November 2019 with the approval from the Board we developed and solicited a Request for Proposal of Heavy-Duty Buses. The process took several months due to having various addendums with our overall schedule as well as extensions with our calendar of activities based on COVID-19. We had 7external transit systems in North Carolina that participated in this RFP and are represented as our Consortium members to the RFP. PART took the lead in the solicitation, and with over 500 requests for approved equals we worked with our consortium members for the reviews of submittals and addendums. We received independent evaluations from our Consortium members from this selection. There was a total of 6 transit manufacturers across the country with interest in this RFP. We had 3 bus manufactures submit Proposal. We had 1 manufacturer that removed themselves from further consideration during the elements of RFP specifications for the design of the bus itself. We had 2 manufactures that were a part of the initial kick-off, but they did not submit. Of the 6 that showed interest in the beginning, 3 submitted by the deadline for RFP submission as well as best and final offer and interviews. The three manufacturers are: Eldorado National, Gillig and New Flyer America. Each of these manufacturers are represented across the country, are financially stable, and have met all
requirements within our RFP document. Each submittal met all requirements with the federal government in terms of compliance and adherence. They met and adjusted everything that needs to be submitted for responsiveness as well as being responsible for our specifications and their best and final price for the bus design, spare parts, special tools, training and other vehicle components. Based on our evaluations and recommendation from the Consortium we recommend for the Boards consideration, approval of the manufacturers as follows:

For 30’ Heavy Duty Bus length being Creative Bus/Eldorado National and Gillig.
For 35’ Heavy Duty Bus length being New Flyer America, Gillig and Creative Bus/Eldorado National.
For 40’ Heavy Duty Bus length being New Flyer America, Gillig and Creative Bus/Eldorado National.

For the action in terms of the process and award. At this point we are recommending the award of Bus Manufacturers, and any orders that are made from the individual transit agencies are the responsibility of that transit agency. This allows the transit agencies to have a bus manufacturer RFP in place. This overall contract is over a five-year period and each year will have a PPI increase based on the PPI index. This will be shared to us from the bus manufactures and directed to the specific transit agencies that have future orders. At this point I will ask if there are any questions?

Sharon Hightower asked if this was a lease and the concern is what are we getting charged each year if we are setting up to utilize these agencies to purchase buses, why are we paying additional fees each year. What are we paying for and why?

Scott Rhine stated this is not a lease. What is being establishing is bus manufactures that have gone through a process of an RFP, and that individual orders would be made through individual transit agencies. In order for us to place an order we need to have an approved manufacturer that has gone through a solicitation process. Adding to that statement, there is no payment to a manufacturer unless there is an order placed. What we are establishing are bus manufacturers that we could order vehicles when approved by the local governing body. The annual increase is based on a PPI index which is standard with Capital purchases. PPI is a consumer index related to inflation cost of components that go into manufacturing.

Dan Besse stated this clarifies which manufacturers products we have approval to buy and what prices would be with individual purchases when they are made. This provides an inflation factor on the buses for the years of the contract.

Fleming El-Amin stated I have two questions; in the purchase agreement does this guarantee us a price when we make a purchase with these vendors. I know New Flyer America has been around since the 1930’s and they used to have a 3.5% commitment to include DBE’s on their purchases. Do you know if there has been an increase with that over the years or is it the same for them? Scott Rhine stated, yes, it locks in the price of purchases, the schedule of delivery as well as other components within the RFP. After a twelve-month period based on PPI there are price adjustments. For DBE, all our manufacturers are required by the Federal Transit Administration for their transit vehicle manufacturer of participation with DBE’s, I will have to follow up with
you on that percentage goal. They did have to submit, and it is required. FTA specifically manages this for bus manufactures, and they must be approved by FTA for any eligible business with transit agencies across the country.

**Motion to approve the Heavy-Duty Bus Manufacturer award: Fleming El-Amin**
**Second: Neal Grimes**
**Discussion: None**
**Vote: 16-Yes / 0-No**

5) **Consideration of Vehicle Purchase presented by Scott Rhine:**
Dan Besse stated this is a live vehicle purchase recommendation under the authority we just approved.

Scott Rhine stated this is an approval for us to move forward with an initial purchase and this is related to having an RFP which establishes that there are approved manufacturers for us to purchase from. It is also referencing the upcoming fiscal year where there are Capital Reserve funds identified for transfer to the Grants Fund. Also, there are funds in the upcoming budgets in the fiscal year that are being appropriated from the fund balance of General Fund to the Grants Fund. There are some unknowns related to local revenues for the upcoming fiscal year as there are no results on local funds due to COVID-19. We will continue to look at the CARES Act funding for Operations and other PPE related items. The item presented is related to Capital Reserve Funds. We have federal dollars for the Federal 5339 grant totaling 6.7 million from last November. We have an FTA grant active and approved. Those funds represent federal funds for Capital purchasing for the next three to five years. The local funds of 529,000 dollars from our Capital reserve budget represents 20% the local share. What we are presenting is that PART purchase 6 Heavy Duty Buses from our approved manufacturer list. We are looking to delay the purchase of 10 buses immediately and to purchase 6 buses utilizing restrictive dollars from Capital Reserve. We will bring back to the Board at a future meeting from our local General Fund once we realize what our local revenue is related to the impacts of Covid-19.

**Motion to approve the purchase of 6 forty-foot buses from the approved manufacture – New Flyer America: Fleming El-Amin**
**Second: Don Truell**
**Discussion: None**
**Vote: 16-Yes / 0-No**

Sharon Hightower asked about the summary report regarding Covid-19 and that Randolph and Surry Counties denied PART funds from the CARES Act Funding; did anyone else deny you and did you reach out to the counties and ask for potential funding? Scott Rhine stated that the CARES Act Funding is related to Section 5311 funds that NCDOT manages across the state. We applied for CARES Act funds for our rural services related to Surry and Randolph Express. We did not receive approval. With assistance from Carolyn Coleman I reached out to the County Manager for Guilford County. They received an appropriation of CARES Act funding as well as some other large populated counties like Mecklenburg and Wake Counties. With that funding
Guilford County has established a grant program with individual grant awards at $10,000 which is specifically tailored toward private and small businesses in Guilford County.

Sharon Hightower asked about the cleaning services related to sanitizing the buses. Would this be an item for funding reimbursement?

Scott Rhine stated yes, we have those funds in our existing CARES Act appropriation. The funding received from our four MPO’s are being utilizing for the PPE measures. What we have in process are two shifts on PART Express that operate our service and in between shifts we have bus cleaning; and external contractors that come in and do deep cleaning on the vehicles and our facilities. We have local businesses to do additional cleaning on a rotational basis. We have daily cleaning and then deep cleaning on different levels.

Sharon Hightower, stated, one final item, with deep cleaning was that solicitation to use local companies, did you reach out to MWBE smaller minority businesses or is it restricted to DBE’s, how is this being accomplished? I want to make sure to reach out and make every effort to be inclusive and help build small businesses in this time of economic stress.

Scott Rhine stated we reached out to businesses on our DBE list and had a solicitation in which we received multiple quotes. During the purchasing process, we place an advertisement in the Diversified News, and we reach out to firms listed in the NCDOT’s Disadvantaged Business Enterprise program.

Dan Besse asked if there were any more discussion of business items or questions regarding Staff Reports. There were no other questions or comments. Scott will reach out to Operations and Planning Committee to set up the next meeting which will be for route schedules. Our next meeting is August 12. I am not sure if the meeting will be virtual or in person. Thank you for your time.

B) Old business – None

VII. Departmental Staff Reports
The staff reports are in the Board package for your review.

Adjourned: 10:15am