Board Members Present (via virtual/audio roll call):

Abuzuaier, Marikay – Greensboro Urban Area TAC Chair
Austin, Kevin – Yadkin County
Besse, Dan – City of Winston Salem
Butler, Jim – City of Burlington
Coleman, Carolyn – Guilford County
El-Amin, Fleming – Forsyth County
Frye, Darrell – Randolph County
Fox, Mike – NCDOT Board of Transportation
Grimes, Neal – High Point Urban Area TAC Chair
Hightower, Sharon – City of Greensboro
Holms, Michael – City of High Point
Horn, Mike – Winston Salem/Forsyth Urban Area TAC Chair
Mengert, Paul - PTAA
Morris, Rick – Stokes County
Perkins, Andrew – NCDOT Board of Transportation
Richardson, Mark – Rockingham County
Truell, Don – Davidson County

Others Present:
Terry Anderson, PART; Connie Conklin, PART; Sabrina Glenn, PART; Toneq’ McCullough, City of Winston Salem; PART; David Morris, PART; Scott Rhine, PART; Tom Terrell Jr., Fox Rothschild; 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 17 members of the PART Board in attendance.

A. Consideration of Resolution for Teleconference and Electronic meeting for August 12, 2020.
Motion to adopt the Resolution for Teleconference and Electronic meeting for August 12, 2020:
Marikay Abuzuaier
Second: Mark Richardson
Discussion: None
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. Mr. 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 June 10, 2020 PART Board of Trustees meeting minutes.

Motion to accept the June 10, 2020 meeting minutes: Mike Horn  
Second: Marikay Abuzuaiter  
Discussion: None  
Vote: 17-Yes / 0-No

V) **Report from Board Committee**
   A. Finance Committee
There is a summary of the Finance Committee meeting on page 13 of the Board package.  
Ms. Conklin added to the Finance Committee update from the memorandum on page 15 of the Board package, 3rd Quarter Treasurers report.

**General Fund** revenues are at 66% of budget due to the sale of properties offsetting the shortfall in Operating Grants. Expenditures are at 64.4% of budget due to lower fuel prices and maintenance/repair costs, freight study delay, and mitigation 40. The net effect of Revenues exceeding Expenditures excluding Grants fund transfers at March 31, 2020 is $315,720.

**Grants Fund** revenues are at 77% of budget with total expenditures at 90.9%. Revenues will be recognized in Q4 for the 6 LTV’s as well as increased expenditures for 3 LTV’s. The net effect of Revenues under Expenditures excluding General fund and Commuter Resource transfers at March 31, 2020 ($706,405).

**Commuter Resources Fund** revenues are at 70.1% of budget with total expenditures at 50.7%. Revenues are lagging from Vanpool leases but are offset by vehicle sales. In addition, the Telematics/Study grant revenues are below budget as are expenditures. This contract has been terminated. Expenditures for CR – Original are at 47.4% of budget due to lower fuel price, termination of the Telematics/Study projects, and lower insurance premiums. Call Center departmental expenses are running at 67% due to position vacancy in part time position. The net effect of Revenues over Expenditures excluding transfers at March 31, 2020 is $331,744.

Ms. Conklin stated, for 4th Quarter highlight, there is an expectation of a 15% decline in Vanpool leases and a small contribution to fund balance for that fund. These are the 3rd Quarter results. Other items discussed in the finance meeting were; vehicle rental tax and that revenue in last quarter from April-June was down 50%. There is an expectation of CARES ACT funding to be utilized for our operations through year end. Upcoming Budget amendments will reflect CARES ACT funding and any extra expenditure that comes up.
VI) Consideration of Board Business Items

A. New Business

1) Acceptance of FY2020 3rd Quarter Treasurers Report
Ms. Conklin reviewed the 3rd Quarter Treasurers report with the Finance Committee report. There was nothing added to that report.

Mike Horn asked Ms. Conklin for a one or two sentence overview of our finances and solvency at this time. Ms. Conklin stated we are still completing 4th Q results, but we are in a good position with the CARES ACT funding at 100%, and money contributed to fund balance through end of FY20. Mr. Rhine stated the finances are being watched closely here at PART as 4th Q, April-May, and June are down 53% from previous years trend. COVID19 has affected business related activities and we fully anticipate more repetitive budget updates and revisions in this upcoming fiscal year. This is related to revenues and services as well as loss of revenues from different resources. Mr. Besse stated if we consider the details of the staff reports on ridership, they show the beginnings of increased ridership with recovery and projections of what ridership may return to in time. Mr. Rhine added some routes have not been reestablished. Davidson and Randolph Counties will be put back into service in September. There are conversations with Amtrak and NCDOT Rail related to our Route 5 connector in Winston Salem and is primarily driven by ridership on Amtrak by the Carolinian and the Piedmont. This route has not been reestablished and if that ridership increases on Carolinian in the Piedmont, we can add that as a demand response route verses a fixed route. When ridership increases that will give us more information on the reestablishment of route 5. There were no other comments or questions.

Motion to approve the 3rd Quarter Treasurers Report: Darrell Frye
Second: Sharon Hightower
Discussion: None
Vote: 17-Yes / 0-No

2) Legal Services Contract
Mr. Rhine stated in 2016 there was a solicitation for legal representation for the PART Board of Trustees with a contract being awarded for a three-year term with two 1-year extensions. We are voting for the acceptance of the second 1-year extension of the three-year contract. This is for the period of August 2020 to August 2021. Attorney Tom Terrell Jr with Fox Rothschild left the meeting briefly until a vote was established.

Motion to approve Legal Services Contract Extension: Mike Fox
Second: Marikay Abuzuaiter
Discussion: None
Vote: 17-Yes / 0-No

3) Update of PART Business – COVID19
Scott Rhine showed a presentation of PART Activities and COVID19 update. The purpose of the presentation is to highlight how we will respond and react to COVID19. The presentation topics include: Public Safety, Financials, PART Express, TDM/Vanpool and the Rebuilding TDM/Vanpool Programs, and Planning. The presentation can be sent to you upon request.

B) Old business – None

VII. Departmental Staff Reports
A. Department Staff Reports
1) Executive Director
2) Departmental Reports.

Mr. Besse stated we covered the staff reports and asked Mr. Rhine if there was anything else to add. There was nothing to add. He asked if there were any question at this point there were none. Mr. Besse stated that this concludes our business for the day, and we will move to Closed Session as it relates to a Personnel matter.

VII. Chairperson Report
   A. Closed Session for Personnel Related Matter

Motion for the PART Board to move into Closed Session to discuss a Personnel matter according to NC Statute §143-318-11A6: Mark Richardson  
Second: Fleming El-Amin  
Discussion: None  
Vote: 17-Yes/ 0 No  
Closed Session - time entered: 9:16am  
Dan Besse stated; We are now back in Public Session - time: 9:31am

Motion to increase Executive Director Scott Rhine’s salary 5.2% effective July 1, 2020: Darrell Frye  
Second: Mike Horn  
Discussion: None  
Vote: 17-Yes / 0-No

Mr. Besse congratulated Mr. Rhine on a job well done. Mr. Rhine gave thanks to the Board as he feels confident the PART staff will continue to enhance mobility in our region and believes in their efficiency, dedication and work ethic. He thanked the Board of Trustees for their leadership and looks forward to their continued guidance. Mr. Besse stated that one of the hallmarks of good management is hiring good people and PART has excellent staff members and we appreciate all they do. There were no other comments on this matter. Mr. Rhine stated the next Board meeting is September 9th, and to anticipate a 4th Quarter Treasurers report and Budget Ordinance for the current fiscal year, as well continuous updates with regards to finances, revenues and adjustments. Mr. Besse stated the emergency order has been extended till September 11th and the next meeting will be virtual. He thanked everyone for taking the time to participate in the meeting and expressed gratitude for their work.

Adjourned: 9:41am.