

Meeting Agenda



Piedmont Authority for Regional Transportation
Board of Trustees

October 12, 2022
8:30 AM

107 Arrow Road
Greensboro, NC 27409



**Agenda Items
October 12, 2022**

<u>TRUSTEES</u>	<u>Item</u>	<u>Page No.</u>
Chairperson Marikay Abuzuaiter Greensboro TAC		
Vice-Chairperson Fleming El-Amin Forsyth County	I) Call to Order – Roll Call and Ethics Statement	1
Treasurer Kevin Austin Yadkin County	II) Public Speakers Registered via contactus@partnc.org	----
Secretary Leonard Williams Burlington-Graham TAC	III) Consideration of Meeting Minutes	2
Skip Alston Guilford County	IV) Report from PART Board Committee A. PART Board Finance Committee	7
Jim Butler Burlington City Council	V) Consideration of PART Board Business Items A. New Business	8
Steve Carter Alamance County	1) Acceptance FY2021-22 4th Quarter Treasurers Report a) PART General Fund Budget b) PART Grants Fund Budget c) PART Commuter Resources Fund Budget	
Darrell Frye Randolph County	2) Approval of PART/NETS Contract Extension	
Martha Wolfe High Point TAC	3) Award of Financial System Software Contract	
Rick Morris Stokes County	4) Approval of LTV Vehicle Order	
Sharon Hightower Greensboro City Council	B. Old Business None	
Michael Holmes High Point City Council	VI) Departmental Staff Reports A. Department Staff Reports	20
Mike Horn Winston-Salem TAC	VII) Chairperson Report	22
Paul Mengert Piedmont Triad Airport	VIII) Adjourn	-----
Kevin Mundy Winston-Salem City Council		
Scott Piper Airport Commission of FC		
Terry Renegar Davie County		
Mark F. Richardson Rockingham County		
Don Truell Davidson County		
NCDDOT Board of Transportation Mike Fox, Div. 7 Andrew Perkins, Div. 9		



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: October 12, 2022

Agenda Item No. I

Page No. 1

Action Requested:

Call to Order – Roll Call and Ethics Statement

Summary of Information:

Attachments yes X no

A. Roll Call of attendance and Ethics Statement.

Ethics Statement:

In accordance with the State Government Ethics Act, it is the duty of every PART Board of Trustee member to avoid conflicts of interest. Does any PART Board of Trustee member have any known conflict of interest with respect to any matters coming before the PART Board of Trustee's today?

If so, please identify the conflict and refrain from any participation in the particular matter involved.

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: October 12, 2022

Agenda Item No. III

Page No. 2

Action Requested:

Consideration of Meeting Minutes

Summary of Information:

Attachments yes X no

The September 14, 2022 meeting minutes are enclosed for PART Board review and approval.

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____



MEETING MINUTES
Piedmont Authority for Regional Transportation Board of Trustees
September 14, 2022

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

Abuzuaiter, Marikay – Greensboro Urban Area TAC
Alston, Skip – Guilford County
Austin, Kevin – Yadkin County
Butler, Jim – City of Burlington
Carter, Steve – Alamance County
El-Amin, Fleming – Forsyth County
Frye, Darrell – Randolph County
Hightower, Sharon – City of Greensboro
Horn, Mike – Winston -Salem/Forsyth TAC
Morris, Rick – Stokes County
Richardson, Mark – Rockingham County
Wolfe, Martha – High Point TAC

Others Present:

Scott Rhine – CEO/General Manager, PART; Tom Terrel, Fox Rothschild, LLP; Connie Conklin, PART; Tammy Turner, PART; Brigitte Davern, PART; Andrew Sowers, PART, Chris Robbins, PART

I) Call to Order – Roll Call of Teleconferencing

A . Consideration of Resolution for Teleconference and Electronic meetings for September 14, 2022.

PART Board action is requested to adopt the resolution on page 2 for our business activities today, and our ability to restrict public meetings to prevent the spread of COVID-19.

Motion to dismiss item I by MariKay Abuzuaiter due to State of Emergency was rescinded on August 15, 2022

II) Public Speakers Registered via contactus@partnc.org

There were no public speakers.

III) Consideration of Meeting Minutes

The August 10, 2022 PART Board of Trustees meeting minutes were accepted without revision.

Motion to accept the August 10, 2022 meeting minutes: Darrell Frye

Second: Mark Richardson

Discussion: None

Vote: Unanimous 12-Yes

IV) Consideration of Consent Agenda

A. Approval of Title VI Plan Update

Scott Rhine: This plan is on a cycle of once every three years and PART is required to review and update its Title VI plan under the guidance and direction of the Federal Transit Administration (FTA). The Title VI plan has been in existence at PART since we began operating public transit service and utilizing FTA funds for our program activities. The Title VI plan focuses on the PART agencies commitment to eliminate racial discrimination in the workplace, services provided to the general public and efforts to promote equal rights for all citizens. Upon approval by the PART Board of Trustees the updated plan will be uploaded to the FTA Office of Civil Rights prior to October 1, 2022.

Motion to accept the Updated Title VI plan: Mark Richardson

Second: Jim Butler

Discussion: None

Vote: Unanimous 12-Yes

B. Release Social Media and Press Release Material - Triad Household Surveying

Scott Rhine: PART, Triad MPO's, Cities and NCDOT have undertaken a Household survey project to collect updated data to be incorporated into the Piedmont Triad Regional Model (PTRM). Request for the approval of the press release and social media notices to encourage citizen participation for the survey. Partnering agencies of the Household survey project are asked to also provide this notification to encourage citizen participation. This item is presented to expand the local agency awareness and request notification by all member governments in the survey area of the PART territorial jurisdiction.

Motion to approve the Acceptance to Release Social Media and Press Release Material by:

Mark Richardson

Second: Steve Carter

Vote: Unanimous 12-Yes

V) Consideration of PART Board Business Items

A. New Business

1. Adopt FY 2022 2023 SMAP Program Certified Statement

Scott Rhine provided an update with details on the NCDOT SMAP program to the Board of Trustee's. This is an annual funding program administered by NCDOT for Urban area public transit agencies.

Motion to approve the FY2023-24 NCDOT SMAP Program Documents by:

Kevin Austin

Second: Jim Butler

Vote: Unanimous 12-Yes

2(a). Adopt FY2023-24 NCDOT Grant Program Documents

Scott Rhine: NCDOT-IMD has developed a new grant program system for all agencies seeking federal/state funds. The Unified Grant Application (UGA) was developed to link various grant funds for funding requests for FY2023-2024. PART is submitting this request for continuation of operating funds for Route 10, Urban State Match for planned

vanpool replacements purchases and Urban Technology funds. The Deadline for grant submission is October 7,2022.

Motion to approve the FY2023-24 NCDOT Grant Program by:

Mark Richardson

Second: Mike Horn

Vote: Unanimous 12-Yes

2(b). Piedmont Authority for Regional Transportation Conflict-of-Interest Policy

Scott Rhine; Request adoption of the Piedmont Authority for Regional Transportation (PART) Conflict of Interest Policy Affirmation by PART Board of Trustee Members September 14, 2022.

Forms for signature distributed to board members and signed.

Motion to approve the FY2023-24 NCDOT Grant Program Conflict of Interest Statement

by: Darrell Frye

Second: Kevin Austin

Vote: Unanimous 12-Yes

3. Public Hearing NCDOT-IMD FY2023-24 Grant Program Funds

Scott Rhine: NCDOT requires a public hearing to solicit public comment for planned funding requests. PART has submitted a notification via our PART website, social media outlets and in local papers to provide a notice for the public hearing. PART Board consideration is to open a public hearing for citizen comment for the FY24 grant funds being requested.

Motion to open the public hearing to solicit public comment by:

Darrell Frye

Second: Steve Carter

Vote: Unanimous 12-Yes

Public Speakers Registered via contactus@partnc.org

There were no public speakers.

Motion to close public hearing by:

Jim Butler

Second: Steve Carter

Vote: Unanimous 12-Yes

B. Old Business

1. Surry County Update

Scott Rhine gave overview of the September 2022 article reaffirming the Surry County Board of Commissioners stance on the withdrawal of public transportation for Surry County as well as Mount Airy and Pilot Mountain.

VI) Department Staff Reports CEO/General Manager Updates:

Scott Rhine, PART Vanpool updates – We continue to see growth with vanpool leasing. We have increased vanpool rentals to 24 leases. Employers are now utilizing vanpools as an incentive to attract employees

VII) Chairperson Report

Marikay Abuzuater: Welcomed new employee Brigitte Davern, PART administrative Assistant

Announcement: There is a Finance meeting directly after this board meeting.

A. Motion to enter closed session for a personnel related matter by:

Fleming El-Amin

Second: Mark Richardson

Vote: Unanimous 12-Yes

B. Motion to return from closed session by:

Mike Horn

Second: Kevin Austin

Vote: Unanimous 12-Yes

Personnel Committee chair – Fleming El-Amin provided a summary of items provided under closed session and recorded within legal document minutes of the PART Board attorney which included:

- Continuation of PART CEO/General Manager contract for employment
- Salary increase of 8.5% retroactive to July 1, 2022
- Directive to conduct a PART staff salary review/pay band analysis and report back to PART Board of Trustee's

Motion to accept personnel committee report and PART Board action related to PART Personnel matter by:

Darrell Frye

Second: Mike Horn

Vote: Unanimous 12-Yes

The meeting adjourned at 10:20am.



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: October 12, 2022

Agenda Item No. IV

Page No. 7

Action Requested:

Report from PART Board Committee - Finance

Summary of Information:

Attachments yes__ no_X

The PART Board Finance Committee met on September 14, 2022 following the monthly PART Board of Trustee's meeting. Committee members in attendance included chair - Kevin Austin, Darrell Frye, Mark Richardson and Steve Carter. PART Board chair Marikay Abuzuaiter was also in attendance for this meeting.

Items of discussion included the following:

- FY2021-22 4th Quarter Variance Reports, Update on FY2021-22 year end audit work activities/status, PART Fund balance update, Anticipated FY2022-23 budget ordinance amendments.

Committee chair Austin and other members of the Finance committee will provide additional information of the meeting to the PART Board of Trustee's.

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: October 12, 2022

Agenda Item No. V

Page No. 8

Action Requested:

Consideration of PART Board Business Items

Summary of Information:

Attachments yes X no

A. New Business

1) Acceptance of FY2021-22 4th Quarter Treasurer's Report

Connie Conklin, CPA/CFO will provide an overview of the year ending FY2021-22 PART financial Treasurer's report to the PART Board. Beginning on pages 10-13 are the 4th quarter reports for PART Board view.

PART Board acceptance is requested and will be recorded within the meeting minutes.

2) Approval of PART/NETS Contract Extension

PART has a contract in place for the management, operations and maintenance related activities to support our PART Express system. The existing contract was enacted on December 1, 2017 with an initial 3 year period that identified revenue hour rates for contract services and allows to be extended on an annual (12 month) or bi-annual (24 month) period not to exceed a total of 7 years. PART is presently in the fifth year of our contract with NETS.

PART has been working with our contractor, National Express Transit over the past several months to identify areas to enhance our services and contract terms. Management has negotiated an agreement to extend the existing contractual relationship for a 6th year; beginning December 1, 2022 for a minimum period through June 30, 2023 with NO increase in rates per revenue hour of service. PART has been working on the release of an RFP for the management, operations, maintenance of PART Express and this bid process is planned to be released in October 2022 for a contract that would be effective July 1, 2023. This extension is for the period that covers the remaining months of the current fiscal year.

PART Board approval is requested of the accompanied Resolution on page 14.

3) Award of Financial System Software Contract

PART released an RFP (03-FIN-2022) for Local Government Financial Software on August 1, 2022. There was good participation from qualified firms and PART had 4 members on the review/evaluation committee. A summary of the solicitation is provided on pages 15-17. A brief presentation will be provided to the PART Board at the meeting.

PART Board approval is requested to award a contract with the most responsive/responsible vendor. A Resolution is included on page 18 for PART Board consideration.

4) Approval of LTV Vehicle Order

PART included in our existing year budget the plans to purchase replacement Light Transit Vehicle (LTV) for the PART Express fleet. We have 2 vehicles that have met their useful life and the schedule for replacement vehicle purchase coincides with the PART TAM plan, PART 5-year capital budget and is financially supported by an existing FTA grant (NC-2020-012-00) Section 5339 and the PART Capital

reserve funds that are restricted for planned Capital purchases.

PART was included in an RFP solicitation undertaken by the City of Fayetteville as a FTA required “Assignability” purchasing agents. NCDOT does not have a state contract for LTV type vehicles and PART investigated available GSA contracts in the Country to undertake the planned vehicle purchase.

The availability to purchase off the City of Fayetteville contract allows for a vehicle procurement for Vehicle types that have shown significant delay in the production of chassis in the industry. The existing Supply chain issues surrounding these types of purchases has production on a typical 15-18 month delay. The potential purchase with the awarded contractor from the City of Fayetteville contract has a Delivery in 9 months.

PART Board approval is requested of the accompanied Resolution on page 19.

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____

Memorandum

TO: PART Board of Trustees
FROM: Connie Conklin, CFO
DATE: October 12, 2022

SUBJECT: Consideration of 4th Quarter Treasurer's Report.

The following 4th Quarter FY 2022 Schedule of Revenues and Expenditures – Budget Compared to Actual financial statements are included in the October Board package for your review:

- 1) General Fund
- 2) Grants Fund
- 3) Commuter Resource

General Fund revenues are 115% and expenditures are 85% of the annual budget. Rental Vehicle Tax is at 152% of budget and increased 26% over FY2021. Rental Vehicle Tax along with SMAP funding and State match for our FY2021 vehicle purchase account for the increased contribution to fund balance. All departments are underrunning budgets with 63% of the underrun arising from lower vehicle contract costs, fuel, professional services, and maintenance costs associated with PART Express. The net effect of Revenues over Expenditures June 30,2022 resulted in a \$4.2M appropriation to Fund Balance. The unaudited Fund Balance on June 30,2022 is 17.8M.

Grants Fund was established this year for the completion of the electric charging stations and the recognition of State Match Revenue for six vehicles purchased in FY2021. The Grants Fund is balanced and reflects a transfer to the General Fund of \$488K.

Commuter Resources Fund revenues are 83% of budget with total expenditures at 87%. Revenues are below budget due to position vacancies resulting in reduced reimbursable expenditures for the TDM program. Expenditures for CR -Original are 81% of budget due to position vacancies, maintenance costs, marketing as well as reduced insurance premiums. Call Center departmental expenses ended the year at 88% due to position vacancies. The net effect of Revenues under Expenditures on June 30,2022, resulting in an appropriation from fund balance for \$57K. The unaudited Fund Balance on June 30,2022 is 946K.

Piedmont Authority for Regional Transportation
General Fund
Schedule of Revenue, Expenditures, and Variance Analysis
For Twelve Months Ended June 30,2022 (Q4)

General Fund- Revenues					General Fund- Expenditures					
Source	FY 22 Budget	Quarterly Budget	Q4	Variance	Department	FY 22 Budget	Quarterly Budget	Q4	Encumber	Variance
Rental Vehicle Tax	3,300,000	3,300,000	5,004,820	1,704,820	Board Of Trustees	38,435	38,435	13,601	-	24,834
Vehicle Registration Tax	153,000	153,000	157,111	4,111	Executive Director	226,700	226,700	154,675	-	72,025
Operating revenue - Fares	280,000	280,000	269,666	(10,334)	Finance and Administration	692,150	692,150	593,046	-	99,104
FTA - 5307 Operating Grant	1,224,432	1,224,432	1,282,831	58,399	PART Express	6,489,300	6,489,300	5,698,286	-	791,014
FTA- 5307 Unobligated 80/20	27,660	27,660	27,225	(435)	Marketing & Communications	142,500	142,500	64,546	-	77,954
FTA - 5307 Prev Maint Grant-WS	108,398	108,398	227,147	118,749	Planning	641,953	641,953	513,505	-	128,448
FTA - 5307 Prev Maint Grant-HP	50,000	50,000	10,896	(39,104)	Capital Outlay	100,000	100,000	34,129	-	65,871
FTA - Cares Act Funding	1,096,345	1,096,345	1,036,218	(60,127)	Lease-Greensboro Depot Parking	0		10,039	-	(10,039)
FTA - Cares Act Funding - CRRSSA	283,860	283,860	283,860	-						
FTA - ARP	1,791,281	1,791,281	1,481,269	(310,012)						
FTA- Rural Cares	55,422	55,422	55,422	-						
NCDOT - Model Enhancement	1,612	1,612	3,569	1,957						
NCDOT - Model Maintenance	77,377	77,377	73,266	(4,111)						
NCDOT - Amtrak	-	-	-	-						
NCDOT State - Maintenance	667,867	667,867	667,867	-						
Regional MPO Model Maintenance	104,595	104,595	99,854	(4,741)						
Regional MPO Model Enhancement	4,010	4,010	8,878	4,868						
Regional MPO Model Special Project	98,662	98,662	-	(98,662)						
Other Local Revenue	10,000	10,000	57,099	47,099						
ATM Lease Revenue and Interest	4,200	4,200	4,414	214	Transfer to Capital Reserve		-			-
Kemersville	15,000	15,000	15,000	-	Transfer to Grants Fund		-			-
Transfer from Grants Fund	519,924	519,924	487,901	(32,023)						
Lease-Greensboro Depot	-	-	10,039	10,039						
Appropriated (to)from Fund Balance	(1,542,607)	(1,542,607)	(4,182,525)	(2,639,918)						
Total General Fund	8,331,038	8,331,038	7,081,827	(1,249,211)	Total General Fund	8,331,038	8,331,038	7,081,827	0	1,249,211

Piedmont Authority for Regional Transportation
Grants Fund
Schedule of Revenue, Expenditures, and Variance Analysis
For Twelve Months Ended June 30, 2022 (Q4)

Grants Fund- Revenues						Grants Fund- Expenditures					
Source	FY22 Budget	Quarterly Budget	Q4	Variance	Comments (+/- 7,500)	Department	FY22 Budget	Quarterly Budget	Q4	Variance	
FTA - Replacement Vehicles	-				0	FTA - Replacement Vehicles Buses	-	-	-	\$0	expenditures for FY23
NCDOT- VW Funds	70,138	70,138	67,931	(2,207)		NCDOT- VW Funds	38,214	38,214	36,108	\$2,106	expenditures for FY23
NCDOT - Match Repl Buses	488,000	488,000	488,002	2	Complete Expense in	Local Replacement Vehicles Buses/Vans	0	\$0	-	\$0	
Transfer from(to) General Fund	(519,924)	(519,924)	(487,901)	32,023	FY2021						
Appropriated (to)/from Capital Reserve Fund Balance	0	0	(31,924)	(31,924)							
Totals	38,214	38,214	36,108	(2,106)		Total Grants Fund	38,214	38,214	36,108	2,106	

**Piedmont Authority for Regional Transportation
Commuter Resources Fund
Schedule of Revenue, Expenditures, and Variance Analysis
For Twelve Months Ended June 30, 2022 (Q4)**

Commuter Resources Fund- Revenues

Commuter Resources Fund- Expenditures

Source	FY22 Budget	Quarterly Budget	Q4	Variance	Department	FY22 Budget	Quarterly Budget	Q4	Encumber	Variance
Operating Revenues:Van Pool Rentals	165,000	165,000	179,509	14,509	CR Original	541,300	541,300	435,487	0	105,813
NCDOT Admin Grant	134,366	134,366	99,124	(35,242)	CR Call Center	180,600	180,600	158,305	0	22,295
City of Greensboro	68,000	68,000	47,580	(20,420)						
City of High Point	25,000	25,000	15,860	(9,140)						
City of Winston-Salem	51,000	51,000	35,686	(15,314)						
NCDOT Admin Assist Grant Call Center	97,044	97,044	75,692	(21,352)						
City of High Point	37,826	37,826	26,756	(11,070)						
Davidson County	35,000	35,000	26,756	(8,244)						
Guaranteed Ride Home	8,000	8,000	1,270	(6,730)						
Other -Non Operating	28,000	28,000	28,075	75						
Other Local Revenue		0	-	0						
Appropriated (to)/from Fund Balance	72,664	72,664	57,484	(15,180)	Transfer (to) the Grants Fund		0	0		0
Totals	721,900	721,900	593,792	(128,108)	Total CR Fund	721,900	721,900	593,792	0	128,108

**RESOLUTION AUTHORIZING THE PART CEO/GENERAL MANAGER
TO EXECUTE A CONTRACT EXTENSION FOR THE MANAGEMENT / OPERATIONS /
MAINTENANCE SERVICE CONTRACT WITH NATIONAL EXPRESS TRANSIT CORPORATION**

WHEREAS, PART initiated a Request for Proposal (RFP) for the management/operations/maintenance of the PART Express system in July 2017, and received responses from four national firms; and

WHEREAS, PART awarded a contract with National Express Transit (NETS) for a minimum 3-year period beginning December 1, 2017, with the option to extend our contractual relationship up to four additional years in single year, or dual year extension based on success and conditions detailed in our contract; and

WHEREAS, the contractual extension for a year six (6) period of December 1, 2022 through June 30, 2022 has an agreed upon 0% rate increase for revenue hours of service as identical to our year 5 contractual agreement described below:

- PART Express bus service - \$86.23 per revenue hour of service
- PART Express shuttle vehicle service - \$66.85 per revenue hour of service; and

WHEREAS, a review of the rates, associated expenses, responsible personnel, and responsible employee benefits are recognized as being stable by National Express Transit for the period December 1, 2022 through June 30, 2023 with a flat profit margin under the PART Express contract; and

WHEREAS, details of the revenue hour rate for fixed route, shuttle, special events, vanpool maintenance, building maintenance, personnel benefits, pay scales, and associated expense will become effective December 1, 2022; and

NOW THEREFORE BE IT RESOLVED that the PART Board of Trustee’s authorize the PART CEO/General Manager to execute a contractual extension with National Express Transit Corporation for a seven-month term to be effective December 1, 2022 through June 30, 2023.

.....

A motion was made by _____ and seconded by _____ for adoption of the above resolution, and upon being put to a vote was duly adopted on this 12th day of October, 2022.

.....

I, Marikay Abuzuaiter, PART Board Chairperson does hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the Piedmont Authority for Regional Transportation duly held on the 12th day of October, 2021.

Approved: _____
Marikay Abuzuaiter
PART Board Chairperson

Witnessed: _____
Thomas E. Terrell, Jr.
PART Board Legal Counsel

Attest: _____
Brigitte Davern
PART Administrative Assistant

Seal:

PART Board Summary

RFP 03-FIN-2022 – Local Government Financial Software

Procurement Schedule

Below is a listing of the key dates related to this procurement:

RFP Released	Monday, August 1, 2022
Pre-Proposal Meeting (virtual / in person) 2:00pm EDT	Wednesday, August 17, 2022
Questions due from Vendors	Friday, August 19, 2022
Responses to questions posted on the website	Wednesday, August 24, 2022
Proposal Submission Deadline (3:00 PM)	Wednesday, August 31, 2022
Proposal Evaluations	Thursday, September 1, 2022 – Wednesday, September 14, 2022
Interviews and Product Demonstrations for Competitive Range Vendors (virtual / in person)	Monday, September 19, 2022 – Friday, September 23, 2022
BAFO Due	Friday September 30, 2022
Board Approval	October 12, 2022
Notification of Award	October 12, 2022

RFP Evaluation Criteria

It is the task of the evaluation committee to independently score each proposal and determine which proposal is the “Best Value” to PART based upon the evaluation method scoring and final proposal costs. The Vendor deemed to be the “Best Value” will be recommended to the PART Board for approval.

Proposals will be evaluated by PART using the following criteria of Weighted Factor:

Factor	Weight
a. Cost projections or fee proposal (The lowest Cost Proposal will receive 25 points. Every other Proposal will be given points proportionately in relation to the lowest price) <i>Example: Lowest Proposed Price / Proposer’s Proposed Price × 25 = Proposal Score</i>	25
b. Solution Offered	40
c. Implementation Plan	15
d. Experience on similar assignments with other organizations	5
e. References – minimum 3	10
Total Points	100

Background

- PART has utilized Smart Fusion from Harris Local Government since 2012
- Current cost is \$23,062 annually increasing at 5% annually.

Direct Notice

- Firms identified offering Financial ERP Software to governments.

- DOT UCP / DBE List consulted but no finance software firms available

RFP Process

- 13 Vendors provided direct notice, advertisement run in Greater Diversity News and posted to PART Website
- 7 Vendors attended pre-proposal meeting
- 7 Vendors submitted proposals
- 5 Vendors scheduled interview and product demonstrations

Cost Evaluations

Vendor	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 1-5	Year 1-7
Harris	\$ 35,455	\$ 28,591	\$ 30,021	\$ 31,522	\$ 33,098	\$ 34,753	\$ 36,490	\$ 158,686	\$ 229,929
Edmunds	\$ 80,900	\$ 34,150	\$ 34,150	\$ 34,150	\$ 34,150	\$ 35,516	\$ 36,937	\$ 217,500	\$ 289,953
Tyler	Superceded by BAFO							\$ 262,423	\$ 348,985
Tyler Bafo	\$ 108,942	\$ 28,342	\$ 28,342	\$ 28,342	\$ 28,342	\$ 29,759	\$ 31,247	\$ 222,310	\$ 283,316
Black Mountain	\$ 59,095	\$ 22,940	\$ 24,087	\$ 25,291	\$ 26,556	\$ 27,884	\$ 29,278	\$ 157,969	\$ 215,131
BS&A	Superceded by BAFO							\$ 205,238	\$ 259,266
BS&A Bafo	\$ 119,805	\$ 27,865	\$ 29,258	\$ 30,721	\$ 32,257	\$ 33,870	\$ 35,564	\$ 239,907	\$ 309,340
Central Square	\$ 470,167	\$ 100,000	\$ 88,200	\$ 92,610	\$ 97,241	\$ 102,103	\$ 107,208	\$ 848,218	\$ 1,057,528
Sage	Incomplete Pricing Proposal							\$ -	\$ -

Evaluation Scoring

Post Interview Evaluations	
Tyler	85
BS&A	84.2
Black Mountain	76.8
Edmunds	76.4
Harris Computers (Incumbent)	60.1
Central Square	Not Interviewed – Price Non-Competitive
Sage	Not Interviewed – Based on Initial Proposal

Tyler Technologies

- Staff recommendation is to select the software program “ERP Pro” by Tyler Technologies
- Price lock for 5 Years followed by a 5% annual increase for years 6 and 7.
 - The annual price is lower than our current provider with a significant improvement in functionality and scope
 - Tyler provided a \$40,000 discount on 5-years of service from original submission to BAFO
 - No future upgrade costs. All upgrades to the software we purchase are included automatically and at no additional charge
- 37,000 customers with a 98% retention rate
- PART Region Users ERP PRO 10:
 - Mebane, NC (Alamance County)
 - Elon, NC (Alamance County)
 - Haw River, NC (Alamance County)
 - Reidsville, NC (Rockingham County)

- King, NC (Stokes County)
- PART Region Users MUNIS:
 - Alamance County, Davie County, Guilford County, Yadkin County
 - Burlington, Winston-Salem, Lexington, Kernersville
 - Alamance-Burlington School District, Asheboro City School District, Winston-Salem/Forsyth County Schools

**RESOLUTION AUTHORIZING THE PART CEO/GENERAL MANAGER
TO EXECUTE A CONTRACTUAL AGREEMENT
WITH TYLER TECHNOLOGIES INC. FOR FINANCIAL SOFTWARE SYSTEMS**

WHEREAS, the Piedmont Authority for Regional Transportation (PART) is a unit of local government created under Article 27 and N.C.G.S. 160A; and

WHEREAS, PART operates under the rules and regulations of local, state, and federal financial statutes as determined by governing bodies to fulfill the requirements as a unit of local government; and

WHEREAS, PART initiated a Request for Proposal (RFP) solicitation seeking qualified financial software firms to provide the software solution to manage fund ledgers, budgeting, accounts payable, accounts receivable, purchasing, payroll, human resources and fixed asset management for the PART organization for a minimum five-year period with two (2) one year extensions beginning in 2022; and

WHEREAS, PART also inquired on the availability and applicability of additional software modules to assist PART with grants management, contracts management, bank reconciliation and procurement; and

WHEREAS, PART sent direct notice to thirteen (13) firms, placed advertisement in local papers that included the Greater Diversity News, placed notices on social media and posted on the PART website and received seven (7) project submittals from qualified firms; and

WHEREAS, PART conducted evaluations, interviewed five (5) software solution providers and requested a Best and Final Offer (BAFO) from the two (2) firms that were the most responsive and responsible to the requirements contained within the RFP.

NOW THEREFORE, BE IT RESOLVED that the PART Board of Trustee’s hereby authorizes the PART CEO/General Manager to award Tyler Technologies, Inc. as the chosen contractor for RFP 03-FIN-2022 as being the highest ranked project submittal and recognized as the most responsive and responsible.

BE IT FURTHER RESOLVED that the PART CEO/General Manager is authorized to financially commit PART budgetary funds for year one implantation and licensing expense and renew on an annual basis for a period that is permissible and presented under the Best and Final Offer submitted by Tyler Technologies, Inc.

.....

A motion was made by _____ and seconded by _____ for adoption of the above resolution, and upon being put to a vote was duly adopted on this 12th day of October,2022.

.....

I, Marikay Abuzuaiter, PART Chairperson do hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the Piedmont Authority for Regional Transportation duly held on the 12th day of October 2022.

Approved: _____
Marikay Abuzuaiter
PART Board Chairperson

Witnessed: _____
Thomas E. Terrell, Jr.
PART Board Legal Counsel

Attest: _____
Brigitte Davern
PART Administrative Assistant

Seal:

**RESOLUTION AUTHORIZING THE PART CEO/GENERAL MANAGER
TO PURCHASE TWO LTV REPLACEMENT FLEET VEHICLES
FROM INTERSTATE TRANSPORTATION SALES & SERVICE, INC.**

WHEREAS, the Piedmont Authority for Regional Transportation (PART) is a Regional Transportation Authority created under N.C. General statute 160A, Article 27; and

WHEREAS, PART provides public transit service under the direction of the PART Board of Trustee’s in the territorial jurisdiction of the PART organization, and functions under the rules and regulations of local, state, and federal agencies; and

WHEREAS, PART maintains and operates a fleet of vehicles utilized in the daily service of providing public transit in the PART territorial jurisdiction; and

WHEREAS, PART obtained federal funding from the 2019 USDOT competitive Section 5339 Bus & Bus Facilities improvement grant program, and plans to utilize those funds for the replacement of two (2) LTV vehicles that have exceeded their useful life; and

WHEREAS, PART has local funds available in a Capital Reserve account for the fleet vehicle replacement needs to maintain a State of Good Repair for the public services provided to the end users of the PART Express system; and

WHEREAS, PART updated vehicle pricing from a vendor on contract with the City of Fayetteville, confirmed delivery schedule, compared pricing in the industry for LTV vehicles and verified compliance for vehicle procurements under the regulations of the Federal Transit Administration (FTA); and

WHEREAS, the contract pricing available to PART for purchasing from the City of Fayetteville contract for base unit and add on options to meet PART needs has a per unit cost of \$120,000.

NOW THEREFORE BE IT RESOLVED, the PART Board of Trustee’s authorize the PART CEO/General Manager to contract a PART Express replacement vehicle purchase with Interstate Transportation Sales & Service, Inc. for two (2) LTV vehicles at a total purchase price not to exceed \$240,000.

.....

A motion was made by _____ and seconded by _____ for adoption of the above resolution, and upon being put to a vote was duly adopted on this 12th day of October, 2022.

.....

I, Marikay Abuzuaiter, PART Chairperson does hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the Piedmont Authority for Regional Transportation duly held on the 12th day of October, 2022.

Approved: _____
Marikay Abuzuaiter
PART Board Chairperson

Witnessed: _____
Thomas E. Terrell, Jr.
PART Board Legal Counsel

Attest: _____
Brigitte Davern
PART Administrative Assistant

Seal:



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: October 12, 2022

Agenda Item No. VI
Page No. 20

Action Requested:

Department Staff Reports – Informational Items

Summary of Information:

Attachments yes__ no X

CEO/General Manager Updates:

- **PART Vanpool updates** – Positive growth with vanpool leasing continues. Presently at 25 leases. This is a 70% increase since January 2022. Listing of active Vanpool leasing on the following page.
 - We have 3 new vanpool groups being developed and potentially formed for daily service with Industry for the Blind (Winston-Salem).
 - PART has formed another “Employer Based” vanpool with Gildan Brands. We have 8 vanpools serving 3 different locations for this company.
 - PART staff will be on-site with ZIEHL-ABEGG, Inc. to create a new vanpool group.
- **PART Express updates**
 - PART Express ridership is still below our pre-Covid/2019 stats, but there has been a continued increase this calendar year in comparison to this time last year. System wide ridership stats up 19%
 - Route 9 – Davidson County Express, up 42%
 - Route 10 Randolph County, up 13%
- **PART Planning updates**
 - Piedmont Triad Regional Model (PTRM) is finalizing the activity based freight component and will be adopted in the official PTRM user platform in the coming months. Additionally,
 - **Household survey** - Initial “Test” survey is underway and participation is showing positive signs. Local governments are engaged and proving benefit of working together.
 - **Socio-economic data** – population/housing/employment/school data collections and integration of CommunityViz forecasting is near completion with multiple government agencies. Development and adoption of new base year SE data and forecasting is drawing closer for a “newly” adopted official PTRM for our local MPO’s and NCDOT.
- **Friendly reminder** – Schedules, Committee’s, Upcoming Business, Etc.
 - A PART Board personnel committee meeting will be established to receive a presentation of the PART “Pay Band” analysis work that began in July 2022.
 - A Finance Committee meeting is preliminary planned for November 14, 2022 following the PART Board of Trustees meeting.
 - November 2022 PART Board meeting is a **Day of Appreciation**. Please gather in recognizing two PART Board of Trustee members (Don Truell – Board of Trustee member since 2008, Fleming El-Amin – PART Board of Trustee member since 2017) for their last meeting as a PART Board of Trustee member.

**PART Vanpool Groups
October 2022**

Van No.	Company Name	Orgin Address	Destination Address	Departure to Work	Arrival at Work	Departure from Work	Arrival from Work	
1	1406	Gildan Yarns, LLC	Elkin	Mocksville	6:00 PM	7:00 PM	7:00 AM	8:00 AM
2	1415	Gildan Activewear (Eden) Inc.	Burlington	Eden	6:00 AM	7:00 AM	5:00 PM	6:00 PM
3	1417	American Airlines	Lexington	Charlotte	8:50 PM	11:10 PM	7:15 AM	8:30 AM
4	1420	American Airlines	Lexington	Charlotte	9:00 PM	10:30 PM	7:00 AM	8:15 AM
5	1603	Gildan Yarns, LLC	Greensboro, NC	Mocksville	6:00 PM	7:00 PM	7:00 AM	8:00 AM
6	1604	Gildan Yarns, LLC	Greensboro, NC	Mocksville	6:00 PM	7:00 PM	7:00 AM	8:00 AM
7	1606	Gildan Yarns, LLC	Greensboro, NC	Mocksville	6:00 AM	7:00 AM	7:00 PM	8:00 PM
8	1608	Gildan Yarns, LLC	Greensboro, NC	Mocksville	6:00 AM	7:00 AM	7:00 PM	8:00 PM
9	1610	Gildan Yarns, LLC	Greensboro, NC	Mocksville	6:00 AM	7:00 AM	7:00 PM	8:00 PM
10	1709	American Airlines	Welcome	Charlotte	12:45 PM	2:30 PM	11:00 PM	12:30 AM
11	1711	Cook Medical	Pilot Mountain	Winston-Salem	6:25 AM	7:00 AM	3:30 PM	4:05 PM
12	1713	Cook Medical	Mt. Airy	Winston-Salem	6:05 AM	7:00 AM	3:30 PM	4:20 PM
13	1714	Cook Medical	Mt. Airy	Winston-Salem	6:05 AM	7:00 AM	3:30 PM	4:20 PM
14	1716	Gildan Yarns, LLC	Greensboro	Eden	6:00 AM	7:00 AM	7:00 PM	8:00 PM
15	1821	UNC-Chapel Hill	Graham	Chapel Hill	6:30 AM	7:30 AM	4:00 PM	4:45 PM
16	1822	Veterans Administration (Salisbury)	Greensboro	Salisbury	6:30 AM	7:30 AM	4:00 PM	5:15 PM
17	1921	American Airlines	Kernersville	Charlotte	4:30 AM	6:30 AM	3:00 PM	4:30 PM
18	1922	Veterans Administration (Durham)	Burlington	Durham	6:00 AM	7:15 AM	3:30 PM	4:30 PM
19	1925	American Airlines	Welcome	Charlotte	5:00 AM	6:45 AM	3:15 PM	4:30 PM
20	1926	Industries Of the Blind	Kernersville / High Point / Archdale	Greensboro	4:45 AM	7:15 AM	4:00 PM	6:45 PM
21	1929	Industries Of the Blind	Lexington / Thomasville	Greensboro	4:45 AM	7:15 AM	4:00 PM	7:45 PM
22	1930	Veterans Administration (Durham)	Graham	Durham	6:30 AM	7:30 AM	4:00 PM	5:00 PM
23	1931	Industries Of the Blind	Eden, Reidsville	Greensboro	5:45 AM	7:15 AM	4:00 PM	5:45 PM
24	1935	American Airlines	Welcome	Charlotte	9:00 PM	10:15 PM	7:00 AM	8:15 AM
25	1944	Federal Bureau of Prisons Federal Medical Center Butner	Burlington	Butner	6:00 AM	7:00 AM	4:00 PM	5:00 PM



The Piedmont Authority for Regional Transportation
Board of Trustees

Meeting Date: October 12, 2022

Agenda Item No. VII

Page No. 22

Action Requested:
Chairperson Report

Summary of Information:

Attachments yes__ no X

PART Chair, Abuzuaiter will provide additional updates and news to the PART Board.

Board Vote: Motion by: _____ Second by: _____

Vote: For _____ Against _____