



MEETING MINUTES

Piedmont Authority for Regional Transportation Board of Trustees January 11, 2023

Board Members Present:

Abuzuaiter, Marikay – Greensboro Urban Area MPO
Austin, Kevin – Yadkin County
Butler, Jim – Burlington City Council
Carter, Steve – Alamance County
Frye, Darrell – Randolph County
Hightower, Sharon – Greensboro City Council
Horn, Mike – Winston-Salem TAC
Morris, Rick – Stokes County
Perkins, Andrew – NCDOT Board of Transportation
Richardson, Mark - Rockingham County
Williams, Leonard – Burlington-Graham TAC
Wolfe, Martha – High Point TAC

Others Present:

Scott Rhine – CEO/General Manager, PART; Tom Terrel, Fox Rothschild, LLP; Connie Conklin, PART; Mark Kirstner, PART; Chris Robbins, PART; Tammy Turner, PART; Andrew Sowers, PART; David Bonner, National Express.

1) Call to Order – Roll Call of Attendance and Ethics Statement a) Ethics Statement

Marikay Abuzuaiter requested any PART Board members with conflicts of interest to identify those conflicts and refrain from any participation in the matter involved.

There were no identified conflicts from PART Board members.

2) Public Speakers signed/registered for public comment

There were no public speakers.

3) Consideration of Meeting Minutes

The November 9, 2022 PART Board of Trustee meeting minutes were accepted without revisions.

Motion to accept the November 9, 2022 meeting minutes: Mark Richardson

Second: Steve Carter

Discussion: None

Vote: Unanimous 12-Yes

4) Consideration of Consent Agenda Items

Scott Rhine presented PART received a FTA Drug & Alcohol compliance audit in May of 2021. Upon completion of the audit, PART updated their Drug and Alcohol policy and 3rd party oversight for modifications to random testing procedures. PART Board resolution is requested to adopt the updated

PART Drug and Alcohol program.

Motion to adopt the updated PART Drug and Alcohol Program: Steve Carter

Second: Jim Butler

Discussion: None

Vote: Unanimous 12-Yes

5) Report from PART Board Committee – Joint Personnel / Finance

Kevin Austin presented the Joint Personnel/Finance committee met in November for a thorough review of the PART compensation study performed by Matt Reece with the Piedmont Triad Council of Governments. After general discussion by board members, Mr. Austin requested a closed session to review the findings of the compensation study.

6) Consideration of PART Board Business Items

a) New Business

i) Oath of Office to new PART Board Member

Scott Rhine presented Matt Mizell was unable to attend the January Board Meeting as he began a new job; therefore, the Oath of Office as a new member will be tabled for the February Board Meeting.

ii) Acceptance of Quarterly Treasurer's Report

Connie Conklin, CPA/CFO PART Director of Finance and Administration, presented the 1st Quarter Treasurer's Report.

General Fund: Revenue is above expenditures. The positive variance in revenue is from rental vehicle tax and operating grants. SMAP is below budget but was received in entirety in Q2. Interest revenue has also increased greatly. All departments are below budgeted expenditures with the PART express department making up 93% of the underrun due to lower fuel costs and the timing of projects.

Grants Fund: There was no Q1 activity. Purchase order for bus lift was issued and encumbered in Q2.

Commuter Resources Fund: Revenues and expenditures are in line. As a result of increased van pool leases, the net effect of revenues under expenditures is \$2,000 versus a budget of \$57,000.

Motion to accept the Quarterly Treasurer's Report for 1st Quarter: Kevin Austin

Second: Darrell Frye

Vote: Unanimous 12-Yes

iii) Approval of Budget Ordinance Amendments

Amendment of the General Fund Annual Budget for Fiscal Year Ending June 30, 2023

Connie Conklin presented:

- **Revenue Increase 70K** -Regional MPO Special Projects Freight Study
- **Expense Increase 115.2K** -Vehicle Contract Route 4
- **Expense Increase 28.2K** – Fuel Route 4
- **Expense Increase 70K** – New Accounting Software Tyler
- **Expense Increase 87.5K** – Freight Study
- **Expense Increase 14.9K** – ADA ramps and Shelter relocation

- **Transfers out Increase 84.8K** – LTV price increase and van replacement
- **Appropriation adjustment required to balance budget 330.6K**

Motion to approve the Amendment of the General Fund Annual Budget for Fiscal Year Ending June 30, 2023: Steve Carter

Second: Leonard Williams

Vote: Unanimous 12-Yes

Amendment of the Grants Fund Annual Budget for Fiscal Year Ending June 30, 2023

- **Revenue Increase 59.2K** – LTV total budget 81.6 vs 118.5
- **Expense Increase 143.8K** – FTA and Local Match increase for LTV and van replacement
- **Transfer in Increase 84.8-** Local Match transfer from General Fund

Motion to approve the Amendment of the Grants Fund Annual Budget for Fiscal Year Ending June 30, 2023: Mark Richardson

Second: Mike Horn

Vote: Unanimous 12-Yes

(1) Approval of Replacement Van Purchase

Scott Rhine presented the cost to replace the van totaled in an accident to not exceed \$65,000. The projected cost includes tag, title and DMV registration.

Motion to authorize the PART CEO/General Manager, Scott Rhine, to purchase a replacement vehicle for the vanpool fleet: Darrell Frye

Second: Steve Carter

Vote: Unanimous 12-Yes

iv) Closed Session for Personnel Related Matter

An exception was created for a closed session for the Joint Personnel/Finance committee review of the compensation study.

Motion to accept the closed session for Joint Personnel/Finance Matter: Kevin Austin

Second: Jim Butler

Vote: Unanimous 12-Yes

There were no recorded minutes in the closed session.

Motion to accept the Compensation Study by PTRC: Darrell Frye

Second: Lenny Williams

Vote: Unanimous 12-Yes

b) Old Business

i) Surry County

Scott Rhine presented Surry County is requesting PART to stop the taxation in Surry County. PART has given discounts for the vanpool in Surry through December 2022 which has now been suspended. There are three PART lots located in Surry: a) one lot is

to be sold to O'Reilly Auto Parts b) one lot located in Pilot Mountain and c) one lot located in Mt. Airy.

PART Board member discussion included questions regarding if PART incurs expenses to operate in Surry County. There are related expenses, and a 2% tax would cover it. A vote to lower the tax amount for Surry County will be tabled for the February Board meeting.

7) Departmental Staff Reports

Scott Rhine provided updated information items for Departmental Staff reports and the CEO/General Manager updates that are included in the agenda packet.

8) Chairperson Report

Marikay Abuzuaiter encouraged the Board members to read the PARTiculars newsletter included in the agenda packet. She recommended the PART Board take a field trip in the spring and ride the bus to show support for the bus drivers and the service to help better understand the PART system. Scott Rhine recommended a field trip to the Asheboro Zoo.

9) Adjourn

Motion to Adjourn: Mike Horn

Second: Sharon Hightower

Vote: Unanimous 12-Yes