



## MEETING MINUTES

### Piedmont Authority for Regional Transportation Board of Trustees

May 10, 2023

#### **Board Members Present:**

Abuzuaiter, Marikay – Greensboro Urban Area MPO  
Alston, Skip – Guilford County – *By Phone/Audio*  
Austin, Kevin – Yadkin County  
Besse, Dan – Forsyth County  
Carter, Steve – Alamance County  
Frye, Darrell – Randolph County  
Fox, Mike – NCDOT Board of Transportation  
Hightower, Sharon – Greensboro City Council  
McClure, Fred – Davidson County  
Morris, Rick – Stokes County  
Mundy, Kevin – Winston Salem City Council  
Perkins, Andrew – NCDOT Board of Transportation  
Richardson, Mark - Rockingham County  
Wolfe, Martha – High Point TAC

#### **Others Present:**

Scott Rhine – CEO/General Manager, PART; Tom Terrell, Fox Rothschild, LLP; Connie Conklin, PART; Mark Kirstner, PART; Chris Robbins, PART; Tammy Turner, PART; Andrew Sowers, PART; Lisa Huffman, PART; Guests - 2

#### **I) 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.**

Mr. Skip Alston attended the board meeting by phone/audio. Marikay Abuzuaiter requested PART Board members to accept Skip Alston attendance by phone/audio.

**Motion to accept Andrew Perkins attendance by phone/audio: Mike Fox**

**Second: Andrew Perkins**

**Discussion: None**

**Vote: Unanimous 13 - Yes**

#### **II) Public Speakers signed/registered for public comment**

There were no public speakers.

#### **III) Consideration of Meeting Minutes**

The April 12, 2023 PART Board of Trustee meeting minutes were accepted without revisions.

**Motion to accept the April 12, 2023 meeting minutes: Steve Carter**

**Second: Dan Besse**

**Discussion: None**

**Vote: Unanimous 14 -Yes**

**IV) Report from PART Board Committee – PART Finance Committee**

Kevin Austin presented the PART Finance Committee April meeting update:

- Reviewed and approved amendments to Procurement Manual for submittal to PART Board members.
- Reviewed Budget Ordinance Amendments for FY 2022-2023.
- Budgeted fuel cost at \$4.50 for FY 2023-2024.
- Merit Increases for PART staff will be reviewed and approved by the Personnel Committee.

**V) Consideration of Consent Agenda**

**A. PART Procurement Manual**

**1. Amend Manual to align with updated Statutes**

Scott Rhine presented the PART Procurement manual was amended to reflect updated general statutes and federal and state regulations.

**2. Consider Resolution for Electronic Advertising**

Scott Rhine presented PART is requesting approval to use electronic advertisement for different types of procurements.

**Motion to authorize the use of Electronic Advertisement for Contracts: Mark Richardson**

**Second: Steve Carter**

**Discussion: None**

**Vote: Unanimous 14 - Yes**

**VI) Consideration of PART Board Business Items**

**A. New Business**

**1. Public Hearing – ConCPT Funding – NCDOT-IMD Requirement for Funding Request**

Scott Rhine presented NCDOT-IMD requested PART hold a public hearing to accompany the grant application for ConCPT funding for FY 2023-2024.

**Motion to Open the Public Hearing: Dan Besse**

**Second: Mark Richardson**

**Discussion: None**

**Vote: Unanimous 14 – Yes**

**There were no public speakers present.**

**Motion to Close the Public Hearing: Darrell Frye**

**Second: Fred McClure**

**Discussion: None**

**Vote: Unanimous 14 - Yes**

**2. Approval of Budget Ordinance Amendment**

Connie Conklin, CPA/CFO PART Director of Finance and Administration, presented the FY 2022-2023 Budget Ordinance Amendments:

**a) PART FY 2022-2023 General Fund**

- Increase of \$10,000 in capital outlay expenditures for GMV project.
- Decrease of \$98,570 in transfers to grants fund.
- Increase of \$88,570 in appropriation to fund balance to balance the budget.

**Motion to approve the Amendment of the General Fund Annual Budget for FY Ending June 30, 2023: Mark Richardson**

**Second: Sharon Hightower**

**Discussion: None**

**Vote: Unanimous 14 – Yes**

**b) PART FY 2022-2023 Grants Fund**

- Increase of \$8,000 in FTA’s revenues for wrapping of LTV’s.
- Decrease in total expenditures of \$16,038 recognized by the purchase of a used versus a replacement van.
- Transfers from the General Fund previously approved in the amount of \$514,147 decreased to \$415,577.
- Transfers from the Commuter Resources Fund previously approved in the amount of \$0 increased to \$74,532.

**Motion to approve the Amendment of the Grants Fund Annual Budget for FY Ending June 30, 2023: Kevin Austin**

**Second: Darrell Frye**

**Discussion: None**

**Vote: Unanimous 14 – Yes**

**c) PART FY 2022-2023 Commuter Resources Fund**

- Increase of \$35,261 for insurance proceeds from a totaled van.
- Increase in transfers of \$74,532 to Grants fund for FTA and local match for purchase of bus lift and replacement van.
- Increase of \$39,271 in the appropriation from fund balance to balance the budget.

**Motion to approve the Amendment of the Commuter Resource Annual Budget for FY Ending June 30, 2023: Steve Carter**

**Second: Kevin Mundy**

**Discussion: None**

**Vote: Unanimous 14 – Yes**

**3. Acceptance of FY 2023-2024 Budgets for Public Notice**

Scott Rhine presented a public hearing will be held on June 14, 2023 at 8:30am to receive public comments for the FY 2023-2024 Budgets.

Connie Conklin, CPA/CFO PART Director of Finance and Administration, presented a detailed review of the FY 2023-2024 Budgets for PART General Fund, Grants Fund, and Commuter Resources Fund for Public Notice:

**a) PART General Fund Budget**

Rental vehicle tax and vehicle registration tax make up 50% of revenues which is a 12%

increase from FY22-23 budget. The largest adjustment with increases is in FTA Operating Grants.

Overall expenditures are projected to be \$9,865,182 which is a 13% increase over FY22-23. The increase in expenditures includes new accounting software conversion to Tyler Technologies, IT subscriptions and additional PART Express services.

PART Board member discussion included funds from Cares Act have been fully utilized. There are 4 FTA grants being closed out. The appropriated fund balance will be used to fund non-operational expenses including an office vehicle and upgrades to Graham Park/Ride lot.

Discussions continued with upgrades to secure PART computer software and files. With the new IT provider, Elite IT Solutions, PART has a cloud-based backup with upgraded firewall.

**b) PART Grants Fund Budget**

Grants fund revenues are projected at \$874,344. Expenditures include the purchase of 18 replacement vans, 1 office vehicle and resurface of Graham Park/Ride lot with NC DOT state match.

Scott Rhine commented PART will have to be aggressive to locate replacement vans as supply chain issues continue with Ford/Chevy chassis. PART has also learned the USPS has priority to receive new vans as they become available on the market.

**c) PART Commuter Resources Fund Budget**

Vanpool revenues are budgeted at \$395,000 based on a 35% increase in vanpool leases which is a 22% increase from FY22-23 budget. No change in Admin Grant revenue.

Expenditures increase include increases in salaries, cost of benefits, and fuel costs.

**Motion to approve the Acceptance of the Proposed FY 2023-2024 Budgets for Public**

**Notice: Mark Richardson**

**Second: Sharon Hightower**

**Vote: Unanimous 14 – Yes**

**4. Acceptance to release planned Program of Projects**

**a) FTA Section 5307 Funding – FY2023-24**

Scott Rhine presented the Program of Projects planned for the FTA Section 5307 funds for FY2023-24. A handout of the Program of Projects was included.

**Motion to approve the Acceptance to release planned Program of Projects to MPOs and for public review: Fred McClure**

**Second: Darrell Frye**

**Discussion: None**

**Vote: Unanimous 14 - Yes**

**B. Old Business**

**None**

**VII) 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.

- The expansion of a Saturday service to the NC Zoo is under consideration as the current service runs Monday-Friday.
- May 26 is the Board members trip to the NC Zoo on the PART Bus Express. Please RSVP to secure tickets. A luncheon will be held including a prize give-a-way for a one-year membership to the NC Zoo!
- Barbara Townsend, recipient of the PART Operator of the Year, will be interviewed on FOX 8 on May 11, 2023 at 4:00.

PART Board member discussion included updates on monthly ridership be provided in future Board meetings. Mark Kirstner commented ridership has seen a 55% recovery since Covid and has remained steady in the past 1½ years. Discussion continued with conducting a survey of interest in Saturday service which is difficult to obtain from people other than the current riders. It was also noted it would not benefit service to trade a weekday with Saturday.

### **VIII) Chairperson Report**

Marikay Abuzuaiter provided the following updates:

- Reminded Board members of a PART Board Operations/Planning Committee meeting following the Board meeting.
- Virtual Finance Meeting will be held on May 17, 2023.
- Darrell Frye was named as the chair of the Personnel Committee.
- There will be 2 PART staff trainings held in June.

### **IX) Adjourn**

**Motion to Adjourn: Fred McClure**

**Second: Steve Carter**

**Vote: Unanimous 14 -Yes**