



**MEETING MINUTES**  
**Piedmont Authority for Regional Transportation Board of Trustees**  
**October 12, 2022**

**Board Members Present:**

Abuzuaiter, Marikay –Greensboro Urban Area MPO TAC Chair  
Austin, Kevin – Yadkin County  
Carter, Steve – Alamance County  
El-Amin, Fleming – Forsyth County  
Frye, Darrell – Randolph County  
Horn, Mike –Winston Salem/Forsyth TAC Chair  
Mundy, Kevin – City of Winston-Salem  
Richardson, Mark – Rockingham County  
Truell, Don – Davidson County  
Williams, Leonard – Burlington-Graham TAC Chair  
Wolfe, Martha – High Point TAC Chair

**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 attendance and Ethics Statement**

**A. 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.

**There were no identified conflicts from PART Board members**

**II) Public Speakers Registered via [contactus@partnc.org](mailto:contactus@partnc.org)**

There were no public speakers.

**III) Consideration of Meeting Minutes**

The September 14, 2022 PART Board of Trustees meeting minutes were accepted without revisions.

**Motion to accept the September 14, 2022 meeting minutes: Fleming El-Amin**

**Second: Leonard Williams**

**Discussion: None**

**Vote: Unanimous 11-Yes**

#### **IV) Report from PART Board Committee**

##### **A. Finance Committee**

Kevin Austin provided a report of the finance committee meeting held on September 14, 2022. Items included in the meeting covered FY2021-24 4<sup>th</sup> quarter variance report which will be further discussed during the next PART Board business item and associated Treasurer's report. The committee also discussed the year end audit report and the upcoming board presentation scheduled for November. There was an update to the PART department fund balances at year end June 30, 2022 and the planned FY22-23 budget ordinance amendment that may occur in January 2023.

#### **V) Consideration of PART Board Business Items**

##### **A. New Business**

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

Connie Conklin, CPA/CFO provided an overview of the year ending FY2021-22 PART financial Treasurer's report to the PART Board and the 4th quarter reports for PART Board view.

**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.

**Motion to Accept the FY2021-22 4th Quarter Treasurer's Report by: Mark Richardson**

**Second: Kevin Mundy**

**Vote: Unanimous 11-Yes**

###### **2) Approval of PART/NETS Contract Extension**

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.

**Motion to adopt the Resolution authorizing the PART CEO/General Manager to execute a contract extension for the Management / Operations / Maintenance service contract with National Express Transit Corporation: Steve Carter**

**Second: Fleming El-Amin**

**Vote: Unanimous 11-Yes**

### **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.

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 of work Tyler provided at a \$40,000 discount on 5-years of service from original submission to the BAFO being approved. No future upgrade costs. All upgrades to the software we purchase are included automatically and at no additional charge

**Motion to approve the Resolution authorizing the PART CEO/General Manager to execute a contractual agreement with TYLER Technologies Inc. for Financial Software Systems by: Mark Richardson**

**Second: Fleming El-Amin**

**Vote: Unanimous 11-Yes**

### **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 an FTA required “Assignability” purchasing agent. 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.

**Motion to approve Resolution Authorizing the PART CEO/General Manager to purchase two (2) LTV replacement fleet vehicles from Interstate Transportation Sales & Service, Inc. by: Steve Carter**

**Second: Darrell Frye**

**Vote: Unanimous 11-Yes**

## **VI) Department Staff Reports CEO/General Manager Report**

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

**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** o 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.

## VII) Chairperson Report

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 9, 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.

There being no further business Chairperson Abuzuaiter asked for a motion to adjourn.

**Motion to adjourn: Fleming El-Amin**

**Second: Kevin Mundy**

**Vote: Unanimous 11-Yes**