



County of Moore Transportation Services

Transportation: (910) 947-3389
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REGULAR MEETING
MCTS Transportation Advisory Board
Rick Rhyne EOC Office Lower Level/Conference Call
August 17, 2022, at 3:00 pm

AGENDA

- I. Introductions- Anthony McCauley, Chair
- II. Roll Call – Anthony McCauley, Chair
- III. Approval of minutes from June 29, 2022, Special meeting – Anthony McCauley, Chair
- IV. Financials - Anthony McCauley, Chair
 1. Budget-FY21-22 Updates- Sonia Biggs
 2. ROAP - Sonia Biggs
 3. CARES Act Program - Sonia Biggs
 4. POP Extension Update – Sonia Biggs
- V. New Business - Anthony McCauley, Chair
 1. Scheduling Software – Sonia Biggs
 2. Staff updates – Sonia Biggs
 3. Next meeting November 17, 2022
- VI. Adjourn - Anthony McCauley, Chair

MCTS Transportation Advisory Board Meeting Minutes

Date: Wednesday, June 29, 2022

Time: 3:00 PM

Location: Rick Rhyne Lower Level EOC Office

Voting Members Present: Bryan Phillips; Deb Holmes; Kelly Greene

Voting Members via Conference Call: Bob Huber; Maria Motta; Sean McCormick; Terri Prots

Voting Members Absent: Anthony McCauley; Yvette Ausby

Ex-official Members Present: None

Moore County Staff Members Present: Sonia Biggs; Tiffany McCormick

Moore County Staff Members via Conference Call: Caroline Xiong; Rhonda Priest; Tron Ross

A quorum was present. The meeting was called to order at 3:09 pm. Presiding over the meeting was Deb Holmes (Chair).

I. Introductions:

All attendees gave a brief introduction and roll call was completed for all attendees in the Rick Rhyne EOC Office Lower Level and via conference call.

II. Approval of Minutes from February 16, 2022, Meeting:

Bob Huber made a motion to approve the meeting minutes, which was seconded by Terri Prots. Motion approved.

III. Election of Officers:

- a) Chairperson: Anthony McCauley progressed from Vice-Chairperson to Chairperson.
- b) Vice-Chairperson: Deb Holmes nominated by Kelly Greene, which was seconded by Bryan Phillips. Motion approved.
- c) Secretary: Kelly Greene nominated by Deb Holmes, which was seconded by Maria Motta. Motion approved.

IV. Financials:

Sonia Biggs provided updates on:

- a) The FY 21-22 transportation budget.
- b) The Rural Operating Assistance Program (ROAP) for Moore County.
- c) The CARES Act program for Moore County.
- d) The POP (Period of Performance) Extension.

MCTS Transportation Advisory Board Meeting Minutes

V. New Business

- a) Sonia Biggs provided updates on technology for the department – new scheduling software, cellular radios, and tablets.
- b) Sonia Biggs provided updates on staffing.
- c) The next meeting date will be Wednesday, August 17, 2022.

VI. Upcoming Meetings for FY 22-23:

- Wednesday, August 17, 2022 @ 3:00 pm
- Wednesday, November 16, 2022 @ 3:00 pm
- Wednesday, February 15, 2023 @ 3:00 pm
- Wednesday, May 17, 2023 @ 3:00 pm

VII. Adjournment:

A motion was made by Terri Prots to adjourn, which was seconded by Maria Motta. Motion approved.

Meeting adjourned at 3:48 pm.

NCDOT ROAP Report
Rural Operating Assistance Program (ROAP)
FY22: July 1, 2021 - June 30, 2022

Moore 63

81 Reconciliation of FY18 ROAP funds for County or Eligible Authority			
	ROAP Funds disbursed to County		Unexpended ROAP Funds
EDTAP	\$	92,692.00	\$ 62,171.00
EMPL	\$	-	\$ -
RGP	\$	71,773.00	\$ 33,706.60
Total	\$	164,465.00	\$ 95,877.60

82 Elderly and Disabled Transportation Assistance Program			
Total Available EDTAP Funds	\$	92,692.00	Total Expended Funds \$ 30,521.00
Expended EDTAP Funds	\$	-	Number of EDTAP funded trips provided 1,326
Additional Local Contribution	\$	-	Additional EDTAP Trips not Funded by ROAP -
Unexpended EDTAP Funds	\$	62,171.00	% of EDTAP funded trips provided by the transit system 100%

83 Employment Transportation Program			
Total Available EMPL Funds	\$	-	Total Expended Funds \$ -
Expended EMPL Funds	\$	-	Number of EMPL funded trips provided -
Additional Local Contribution	\$	-	Additional EMPL Trips not Funded by ROAP -
Unexpended EMPL Funds	\$	-	% of EMPL funded trips provided by the transit system 0%

84 Rural General Public Transportation Program			
Total Available RGP Funds (not include 10% local match)	\$	71,773.00	Total Expended Funds \$ 42,296.00
State Share	\$	38,066.40	
10% Local Share	\$	4,229.60	Number of RGP funded trips provided 1,828
Additional Local Contribution	\$	-	Additional RGP Trips not Funded by ROAP -
Unexpended RGP Funds	\$	33,706.60	% of RGP funded trips provided by the transit system 100%

I hereby certify that, to the best of my knowledge, the following information is accurate and complete. I further certify that all funds were expended in accordance with applicable federal, state, and local guidelines. I understand that any unexpended amount will be withheld from the FY22-23 ROAP allocation.

85 _____
 Signature of County Finance Officer or Authority Executive Director Date

86 Unexpended ROAP funds (over \$50.00) will be returned to the NCDOT Public Transportation Division. Do not send a check with the ROAP Report. Checks will be returned if received. After an NCDOT review of this report, the amount to the right will be withheld from the county's FY22-23 ROAP allocation.

\$ 95,877.60

87a In the space below, provide a detailed explanation if 10% or more of the EDTAP funds allocated to the county are being returned to NCDOT.

87b In the space below, provide a detailed explanation if 10% or more of the EMPL funds allocated to the county are being returned to NCDOT.

87c In the space below, provide a detailed explanation if 10% or more of the RGP funds allocated to the county are being returned to NCDOT.

Approved by BOC FY21/22 Budget

Expenses	Budgeted	Amount Expended FY21/22 as of Jun 30
Salaries-Full Time/overtime	\$406,180.00	\$388,041.66
Salaries-Part Time	\$40,697.00	\$8,046.55
Longevity	\$7,930.00	\$4,298.00
FICA/Medicare	\$34,186.00	\$29,068.34
Retirement	\$50,989.00	\$44,576.02
401K Retirement	\$13,406.00	\$10,192.53
Health Insurance	\$122,200.00	\$122,200.00
Unemployment Cost	\$955.00	\$955.00
Workers Comp	\$20,806.00	\$20,806.00
Life Insurance	\$1,448.00	\$1,448.00
Workers Comp Claims	\$1,875.00	\$1,875.00
COLA	\$9,105.00	\$0.00
Capital Outlay	\$204,509.00	\$135,823.85
Uniforms	\$3,500.00	\$2,278.98
Office Supplies	\$3,500.00	\$1,792.00
Janitorial Supplies	\$3,567.00	\$687.24
Travel/Training	\$7,500.00	\$1,120.59
Telephone	\$4,580.00	\$2,601.22
Advertising	\$6,400.00	\$491.25
Drug Testing	\$700.00	\$607.30
Motor Vehicle Reports	\$1,000.00	\$0.00
Equipment Leases	\$19,000.00	\$16,816.50
Insurance	\$40,000.00	\$40,000.00
Liability/Property Insurance	\$4,812.00	\$4,812.00
IT Assessment	\$10,582.00	\$10,582.00
Property Management Assessment	\$128,059.00	\$128,059.00
Wellness Works Assessment	\$6,500.00	\$6,500.00
General Fund Assessment	\$38,991.00	\$38,991.00
Dues/Subscriptions	\$500.00	\$500.00
Professional Services	\$4,000.00	\$3,010.46
Office Equipment	\$3,000.00	\$0.00
TOTAL BUDGETED	\$1,200,477.00	\$1,026,180.49

Revenue	Budgeted	Revenue Received for FY21/22
Sale of Capital Assets	\$1,000.00	
User Fees (contracts)	\$436,725.00	\$441,402.53
ROAP User Fees (tokens & APines)	\$40,000.00	\$34,083.31
5311 Admin Grant	\$265,387.00	\$169,548.00
5311 Capital Grant	\$91,864.00	\$57,585.00
APPR Fund Balance	\$102,790.00	\$0.00
5311 General Public	\$160,721.00	\$123,496.00
EDTAP	\$101,990.00	\$115,209.00
5311 CARES	\$0.00	\$29,692.00
TOTAL BUDGETED	\$1,200,477.00	\$971,015.84

Estimated End Budget Total

-\$55,164.65

DSS	\$73,370.41
Aging	\$260,655.24
Monarch	\$70,312.37
Modvicare	\$35,276.54
OneCall	\$1,787.97

