



County of Moore Transportation Services

Physical Address: 302 Monroe Street
Mailing Address: P.O. Box 905
Carthage, NC 28327
(910) 947-3389 FAX: (910) 947-4702

REGULAR MEETING
MCTS Transportation Advisory Board
Rick Rhyne EOC Office Lower Level/Conference Call
November 16, 2022, at 3:00 pm

AGENDA

- I. Introductions
Anthony McCauley, Chair
- II. Roll Call
Anthony McCauley, Chair
- III. Approval of minutes from August 17, 2022, Regular meeting
Anthony McCauley, Chair
- IV. Financials
Anthony McCauley, Chair
 1. Budget - FY22-23 Updates – Sonia Biggs
 2. ROAP – Sonia Biggs
 3. 5311 Admin – Sonia Biggs
- V. New Business
Anthony McCauley, Chair
 1. Scheduling Software – Sonia Biggs
 2. Staffing updates – Sonia Biggs
 3. MCTS Policy updates – Sonia Biggs
 4. Title VI Policy updates – Sonia Biggs
- VI. Adjournment
Anthony McCauley, Chair

MCTS Transportation Advisory Board Meeting Minutes

Date: Wednesday, August 17, 2022

Time: 3:00 PM

Location: Rick Rhyne Lower Level EOC Office

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

Voting Members via Conference Call: Bob Huber; Maria Motta; Sean McCormick; Terri Prots; Kimmie Dowdy; Dana Redfern

Voting Members Absent: None

Ex Officio Members Present: Jerry Daeke

Moore County Staff Members Present: Sonia Biggs; Tiffany McCormick; Tron Ross

Moore County Staff Members via Conference Call: None

A quorum was present. The meeting was called to order at 3:01 pm. Presiding over the meeting was Anthony McCauley (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 June 29, 2022, Meeting:

Deb Holmes made a motion to approve the meeting minutes, seconded by Maria Motta. Motion approved.

III. 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.

IV. New Business

- a) Sonia Biggs provided updates on the new scheduling software.
- b) Sonia Biggs provided updates on staffing. The department is fully staffed at this time.

- c) Sonia Biggs discussed the current policy for the Moore County Transportation Department only allows ROAP funds to be used for education, employment, and medical trips. The Governor's Executive Order during the COVID 19 pandemic allowed ROAP funds to be used to transport citizens to grocery stores and pharmacies. The Governor's Executive Order ended August 16, 2022. Sonia Biggs made a recommendation for the board to consider amending the policy to allow the ROAP funds to be used for education, employment, medical, grocery, and pharmacy trips.
- d) A motion was made by Deb Holmes and seconded by Bob Huber to address the amendment for ROAP funds today. Motion carried unanimously.
- e) A motion was made by Deb Holmes and seconded by Maria Motta to further use ROAP funds for trips to the grocery store and pharmacy as long as funds are available. Motion carried unanimously.
- f) The next meeting date will be Wednesday, November 16, 2022.

V. Upcoming Meetings for FY 22-23:

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

VI. Adjournment:

A motion was made by Deb Holmes to adjourn, which was seconded by Dana Redfern. Motion approved.

Meeting adjourned at 3:36 pm.

NCDOT ROAP Report
Rural Operating Assistance Program (ROAP)
FY22: July 1, 2022 - June 30, 2023

Moore 63

81 Reconciliation of FY18 ROAP funds for County or Eligible Authority			
	ROAP Funds disbursed to County		Unexpended ROAP Funds
EDTAP	\$	90,108.00	\$ 63,152.00
EMPL	\$	-	\$ -
RGP	\$	141,993.00	\$ 138,020.00
Total	\$	232,101.00	\$ 201,172.00

82 Elderly and Disabled Transportation Assistance Program			
Total Available EDTAP Funds	\$	90,108.00	Total Expended Funds \$ 26,956.00
Expended EDTAP Funds	\$	-	Number of EDTAP funded trips provided 1,170
Additional Local Contribution	\$	-	Additional EDTAP Trips not Funded by ROAP -
Unexpended EDTAP Funds	\$	63,152.00	% of EDTAP funded trips provided by the transit system 100%

83 Employment Transportation Program			
Total Available EMPL Funds	\$	(21,760.00)	Total Expended Funds \$ -
Expended EMPL Funds	\$	-	Number of EMPL funded trips provided -
Additional Local Contribution	\$	21,760.00	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)	\$	163,753.00	Total Expended Funds \$ 27,492.00
State Share	\$	25,733.00	
10% Local Share	\$	1,759.00	Number of RGP funded trips provided 1,174
Additional Local Contribution	\$	-	Additional RGP Trips not Funded by ROAP -
Unexpended RGP Funds	\$	138,020.00	% 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.

\$ 201,172.00

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 FY22/23 Budget

Expenses	Amount Expended	
	Budgeted	FY22/23 as of Oct 31
Salaries-Full Time/overtime	\$416,577.00	\$168,238.42
Salaries-Part Time	\$41,918.00	\$7,211.63
Longevity	\$6,506.00	\$0.00
FICA/Medicare	\$35,075.00	\$13,102.45
Retirement	\$55,707.00	\$21,342.59
401K Retirement	\$13,755.00	\$4,213.88
Health Insurance	\$122,200.00	\$35,998.21
Unemployment Cost	\$955.00	\$477.50
Workers Comp	\$20,806.00	\$10,403.00
Life Insurance	\$1,474.00	\$599.42
Workers Comp Claims	\$21,463.00	\$10,731.50
COLA	\$60,350.00	\$0.00
Capital Outlay	\$0.00	\$0.00
Uniforms	\$3,500.00	\$608.91
Office Supplies	\$3,000.00	\$624.69
Janitorial Supplies	\$3,500.00	\$0.00
Travel/Training	\$5,000.00	\$0.00
Telephone	\$4,580.00	\$841.49
Advertising	\$7,200.00	\$0.00
Drug Testing	\$700.00	\$155.71
Motor Vehicle Reports	\$1,000.00	\$0.00
Equipment Leases	\$19,000.00	\$9,503.44
Insurance	\$40,000.00	\$40,000.00
Liability/Property Insurance	\$4,693.00	\$2,346.50
IT Assessment	\$17,627.00	\$8,813.50
Property Management Assessment	\$82,957.00	\$41,478.50
Wellness Works Assessment	\$6,500.00	\$3,250.00
General Fund Assessment	\$42,046.00	\$21,023.00
Dues/Subscriptions	\$500.00	\$500.00
Professional Services	\$4,000.00	\$1,325.27
CARES Operating 5311	\$221,045.00	\$0.00
Office Equipment	\$3,000.00	\$0.00
TOTAL BUDGETED	\$1,266,634.00	\$402,789.61

Revenue	Revenue Received	
	Budgeted	for FY22/23
Sale of Capital Assets	\$1,000.00	\$0.00
User Fees (contracts)	\$502,313.00	\$138,289.88
ROAP User Fees (tokens & APines)	\$40,000.00	\$16,058.94
5311 Admin Grant	\$263,571.00	\$0.00
5311 Capital Grant	\$0.00	\$0.00
APPR Fund Balance	\$0.00	\$0.00
5311 General Public	\$123,496.00	\$33,706.60
EDTAP	\$115,209.00	\$62,171.00
5311 CARES/CARES Vaccine	\$221,045.00	\$0.00
TOTAL BUDGETED	\$1,266,634.00	\$250,226.42
Estimated End Budget Total		-\$152,563.19

DSS	\$40,178.24
Aging	\$97,418.17
Monarch	\$26,366.09
Modvicare	\$14,475.98
MTM	\$0.00
PY Adjustment	(\$40,148.60)

