



# County of Moore Transportation Services

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REGULAR MEETING  
MCTS Transportation Advisory Board  
Rick Rhyne EOC Office Lower Level/Conference Call  
February 15, 2023, at 3:00 pm

## AGENDA

- I. Introductions**  
Anthony McCauley, Chair
- II. Roll Call**  
Anthony McCauley, Chair
- III. Approval of Minutes from the November 16, 2022, Regular Meeting**  
Anthony McCauley, Chair
- IV. Financials**  
Anthony McCauley, Chair
  1. Budget - FY22-23 Updates – Sonia Biggs
  2. ROAP & Additional Allocation – Sonia Biggs
- V. New Business**  
Anthony McCauley, Chair
  1. Staffing updates – Sonia Biggs
  2. MCTS Policy updates – Sonia Biggs
  3. Vehicle Purchase updates – Sonia Biggs
- VI. Upcoming Meetings for 2023:**
  - Wednesday, May 17, 2023 @ 3:00 pm
  - Wednesday, August 16, 2023 @ 3:00 pm
  - Wednesday, November 15, 2023 @ 3:00 pm
- VII. Adjournment**  
Anthony McCauley, Chair

# **MCTS Transportation Advisory Board Meeting Minutes**

**Date:** Wednesday, November 16, 2022

**Time:** 3:00 PM

**Location:** Rick Rhyne Lower Level EOC Office

**Voting Members Present:** Bryan Phillips; Deb Holmes; Kelly Greene; Anthony McCauley, Maria Motta, Keith Clark

**Voting Members via Conference Call:** Terri Prots

**Voting Members Absent:** Sean McCormick; Dana Redfern; Kimmie Dowdy; Bob Huber

**Ex-officio Members Present:** Jerry Daeke

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

**Moore County Staff Members via Conference Call:** Rhonda Priest

A quorum was present. The meeting was called to order at 3:10 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 August 17, 2022, Meeting:**

Terri Prots made a motion to approve the meeting minutes, seconded by Keith Clark. Motion approved.

## **III. Financials:**

Sonia Biggs provided updates on:

- a) The FY 22-23 budget. See attached.
- b) The Rural Operating Assistance Program (ROAP) budget updates. See attached ROAP Report.
- c) The CARES/5311

## **IV. New Business**

- a) New scheduling software updates provided by Sonia Biggs.
- b) Staffing updates provided by Sonia Biggs. The department is fully staffed at this time.
- c) MCTS policy updates provided by Sonia Biggs. The Board of Commissioners approved the ROAP funds to be used for education, employment, medical, and pharmacy trips.
- d) Title V1 policy updates provided by Sonia Biggs.

- e) There was a discussion about the department providing services for citizens to get to rehabilitation programs. Sonia Biggs stated that the department currently takes citizens to daymark and are coordinating with Drug Free Moore as well. The transportation department cannot transport citizens who are currently going through drug withdrawals due to liability issues.
- f) Bryan Phillips discussed that the Public Safety Department is holding their 2<sup>nd</sup> annual Sensory Santa on December 3, 2022, from 10 a.m. to 4 p.m. at the Agriculture Building. He asked the board to help spread the word.

**V. Upcoming Meetings for FY 22-23:**

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

**VI. Adjournment:**

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

Meeting adjourned at 3:53 pm.

**FY2022-2023 BUDGET AS APPROVED BY BOC + CURRENT FINANCIAL STATUS**

**FINANCIALS AS OF: 01/31/2023**

EXPENSES	ORIGINAL BUDGET	YTD
SALARIES - FULL-TIME/OVERTIME	\$ 411,577.00	\$ 297,758.38
SALARIES - OVERTIME	\$ 5,000.00	\$ 468.53
SALARIES - PART TIME	\$ 41,918.00	\$ 12,706.08
LONGEVITY	\$ -	\$ 5,717.00
FICA/MEDICARE	\$ 35,075.00	\$ 23,696.45
RETIREMENT	\$ 55,707.00	\$ 38,514.67
401K RETIREMENT	\$ 13,755.00	\$ 7,703.61
HEALTH INSURANCE	\$ 122,200.00	\$ 60,047.95
UNEMPLOYMENT COSTS	\$ 955.00	\$ 716.25
WORKERS COMPENSATION	\$ 20,806.00	\$ 15,604.50
LIFE INSURANCE	\$ 1,474.00	\$ 1,003.38
W/C CLAIMS	\$ 21,463.00	\$ 16,097.25
JANITORIAL SUPPLIES	\$ 3,500.00	\$ 110.45
UNIFORMS	\$ 3,500.00	\$ 1,090.25
OFFICE SUPPLIES	\$ 3,000.00	\$ 1,489.70
TRAVEL/TRAINING	\$ 5,000.00	\$ 16.54
TELEPHONE	\$ 4,580.00	\$ 1,415.03
ADVERTISING	\$ 7,200.00	\$ 262.23
DRUG TESTING	\$ 700.00	\$ 444.21
PROFESSIONAL SVCS	\$ 4,000.00	\$ 3,698.40
MOTOR VEHICLE REPORTS	\$ 1,000.00	\$ -
EQUIPMENT LEASES	\$ 19,000.00	\$ 14,671.44
INSURANCE	\$ 40,000.00	\$ 40,000.00
LIABILITY & PROPERTY INS	\$ 4,693.00	\$ 3,519.75
IT ASSESSMENT	\$ 17,627.00	\$ 13,220.25
PROPERTY MANAGEMENT ASSESSMENT	\$ 82,957.00	\$ 62,217.75
WELLNESS WORKS ASSESSMENT	\$ 6,500.00	\$ 4,875.00
GENERAL FUND ASSESSMENT	\$ 42,046.00	\$ 31,534.50
DUES/SUBSCRIPTIONS	\$ 500.00	\$ 500.00
CARES OPERATING 5311	\$ 221,045.00	\$ -
OFFICE EQUIPMENT/FURNISHINGS	\$ 3,000.00	\$ -
UNDIST COLA	\$ 60,350.00	\$ -
UNDISTRIBUTED LONGEVITY	\$ 6,506.00	\$ -
<b>TOTAL</b>	<b>\$ 1,266,634.00</b>	<b>\$ 659,099.55</b>

REVENUES	ORIGINAL BUDGET	YTD
SALE OF CAPITAL ASSETS	\$ 1,000.00	\$ 16,450.00
APPROPRIATED FUND BALANCE	\$ -	\$ -
USER FEES (CONTRACT)	\$ 502,313.00	\$ 257,178.49
ROAP USER FEES (TOKENS, A-PINES)	\$ 40,000.00	\$ 26,232.09
5311 ADMIN GRANT	\$ 263,571.00	\$ -
CARES OPERATING 5311 (CARES/VACCINE)	\$ 221,045.00	\$ -
5311 GENERAL PUBLIC	\$ 123,496.00	\$ 135,865.00
EDTAP GRANT	\$ 115,209.00	\$ 45,518.00
<b>TOTAL</b>	<b>\$ 1,266,634.00</b>	<b>\$ 481,243.58</b>

GRAND TOTAL	BUDGET	YTD
	\$ -	\$ (177,855.97)

USER FEES BREAKDOWN	
DSS	\$ 69,678.60
Aging	\$ 158,604.77
Monarch	\$ 42,319.11
Modivcare	\$ 26,425.96
MTM	\$ 298.65
PY Adjustment	\$ (40,148.60)
<b>TOTAL</b>	<b>\$ 257,178.49</b>



**NCDOT ROAP Report**  
**Rural Operating Assistance Program (ROAP)**  
**FY 2022-2023, AS OF 12/31/2022**

Moore 63

81 Reconciliation of FY18 ROAP funds for County or Eligible Authority			
	ROAP Funds disbursed to County		Unexpended ROAP Funds
EDTAP	\$	90,234.00	\$ 35,725.00
EMPL	\$	-	\$ -
RGP	\$	120,262.00	\$ 87,412.00
<b>Total</b>	<b>\$</b>	<b>210,496.00</b>	<b>\$ 123,137.00</b>

82 Elderly and Disabled Transportation Assistance Program			
Total Available EDTAP Funds	\$	90,234.00	Total Expended Funds \$ 54,509.00
Expended EDTAP Funds	\$	54,509.00	Number of EDTAP funded trips provided 2,365
Additional Local Contribution	\$	-	Additional EDTAP Trips not Funded by ROAP -
Unexpended EDTAP Funds	\$	35,725.00	% of EDTAP funded trips provided by the transit system 100%

83 Employment Transportation Program			
Total Available EMPL Funds	\$	(21,928.00)	Total Expended Funds \$ -
Expended EMPL Funds	\$	-	Number of EMPL funded trips provided -
Additional Local Contribution	\$	21,928.00	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)	\$	142,190.00	Total Expended Funds \$ 56,537.00
State Share	\$	50,883.30	
10% Local Share	\$	1,759.00	Number of RGP funded trips provided 2,424
Additional Local Contribution	\$	-	Additional RGP Trips not Funded by ROAP -
Unexpended RGP Funds	\$	87,412.00	% 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 FY 2-3 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 FY 2-3 ROAP allocation.

**\$ 123,137.00**

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.

2023	FY2022	FY2023	FY2023 First Disbursement (late Oct-early Nov)	FY2023 Second Disbursement (Jan/Feb)	2023 Total Disbursement	FY2023 Total Allocation	FY2023 Allocation Comparison
	Total ROAP Unspent	Initial Allocation Estimate	First Disbursement Total (= Initial Allocation - Unspent FY 22 Funds)	Second Disbursement Total	(First Disbursement Total + Second Disbursement Total)	(Total Unspent + First Disbursement Total + Second Disbursement Total)	(FY2023 Total Allocation - FY2023 Initial Allocation Estimate)
COUNTIES							
Moore	\$ 95,877	\$ 232,101	\$ 136,224	\$ 45,079	\$ 181,303	\$ 277,180	\$ 45,079
Alamance	\$ 4,499	\$ 223,409	\$ 218,910	\$ 43,390	\$ 262,300	\$ 266,799	\$ 43,390
Alexander	\$ -	\$ 142,990	\$ 142,990	\$ 27,768	\$ 170,758	\$ 170,758	\$ 27,768
Alleghany	\$ 47,170	\$ 106,899	\$ 59,729	\$ 20,756	\$ 80,485	\$ 127,655	\$ 20,756
Anson	\$ 37,230	\$ 131,070	\$ 93,840	\$ 25,453	\$ 119,293	\$ 156,523	\$ 25,453
Ashe	\$ 9,069	\$ 132,707	\$ 124,085	\$ 25,325	\$ 149,410	\$ 158,479	\$ 25,772
Avery	\$ -	\$ 116,219	\$ 116,219	\$ 22,567	\$ 138,786	\$ 138,786	\$ 22,567
Beaufort	\$ -	\$ 168,471	\$ 168,471	\$ 32,717	\$ 201,188	\$ 201,188	\$ 32,717
Bertie	\$ 8,560	\$ 123,302	\$ 114,742	\$ 23,941	\$ 138,683	\$ 147,243	\$ 23,941
Bladen	\$ 25,985	\$ 148,509	\$ 122,524	\$ 28,840	\$ 151,364	\$ 177,349	\$ 28,840
Brunswick	\$ 120,806	\$ 238,943	\$ 119,678	\$ 44,866	\$ 164,544	\$ 285,350	\$ 46,407
Buncombe	\$ 56,757	\$ 298,724	\$ 244,715	\$ 55,272	\$ 299,987	\$ 356,744	\$ 58,020
Burke	\$ -	\$ 189,846	\$ 189,846	\$ 36,868	\$ 226,714	\$ 226,714	\$ 36,868
Cabarrus	\$ 134,635	\$ 215,076	\$ 82,094	\$ 40,120	\$ 122,214	\$ 256,849	\$ 41,773
Caldwell	\$ -	\$ 172,684	\$ 172,684	\$ 33,535	\$ 206,219	\$ 206,219	\$ 33,535
Camden	\$ 10,683	\$ 103,461	\$ 92,778	\$ 20,089	\$ 112,867	\$ 123,550	\$ 20,089
Carteret	\$ -	\$ 201,406	\$ 201,406	\$ 39,116	\$ 240,522	\$ 240,522	\$ 39,116
Caswell	\$ 7,241	\$ 127,366	\$ 120,125	\$ 24,733	\$ 144,858	\$ 152,099	\$ 24,733
Catawba	\$ -	\$ 231,058	\$ 231,058	\$ 44,876	\$ 275,934	\$ 275,934	\$ 44,876
Chatham	\$ 31,779	\$ 180,935	\$ 149,156	\$ 35,139	\$ 184,295	\$ 216,074	\$ 35,139
Cherokee	\$ 45,891	\$ 135,232	\$ 89,341	\$ 26,263	\$ 115,604	\$ 161,495	\$ 26,263
Chowan	\$ 11,311	\$ 112,990	\$ 101,679	\$ 21,941	\$ 123,620	\$ 134,931	\$ 21,941
Clay	\$ -	\$ 105,539	\$ 105,539	\$ 20,491	\$ 126,030	\$ 126,030	\$ 20,491
Cleveland	\$ 7,244	\$ 238,809	\$ 231,565	\$ 46,381	\$ 277,946	\$ 285,190	\$ 46,381
Columbus	\$ 81,141	\$ 186,784	\$ 105,643	\$ 36,274	\$ 141,917	\$ 223,058	\$ 36,274
Craven	\$ 64,813	\$ 205,608	\$ 140,795	\$ 39,931	\$ 180,726	\$ 245,539	\$ 39,931
Cumberland	\$ 69,613	\$ 316,569	\$ 246,956	\$ 61,487	\$ 308,443	\$ 378,056	\$ 61,487
Currituck	\$ 13,196	\$ 124,851	\$ 111,655	\$ 24,246	\$ 135,901	\$ 149,097	\$ 24,246
Dare	\$ 52,063	\$ 147,894	\$ 95,831	\$ 28,722	\$ 124,553	\$ 176,616	\$ 28,722
Davidson	\$ 41,990	\$ 267,296	\$ 225,306	\$ 51,916	\$ 277,222	\$ 319,212	\$ 51,916
Davie	\$ 4,886	\$ 145,018	\$ 140,132	\$ 28,162	\$ 168,294	\$ 173,180	\$ 28,162
Duplin	\$ 25,740	\$ 181,148	\$ 155,408	\$ 35,179	\$ 190,587	\$ 216,327	\$ 35,179
Durham	\$ 30,141	\$ 251,407	\$ 221,266	\$ 48,830	\$ 270,096	\$ 300,237	\$ 48,830
EBCI	\$ -	\$ 46,674	\$ 46,674	\$ 9,064	\$ 55,738	\$ 55,738	\$ 9,064
Edgecombe	\$ 160,028	\$ 167,850	\$ 10,461	\$ 29,958	\$ 40,419	\$ 200,447	\$ 32,597
Forsyth	\$ 108,069	\$ 248,989	\$ 145,135	\$ 44,148	\$ 189,283	\$ 297,352	\$ 48,363
Franklin	\$ 2,244	\$ 179,533	\$ 177,289	\$ 34,866	\$ 212,155	\$ 214,399	\$ 34,866
Gaston	\$ 81,453	\$ 270,780	\$ 191,916	\$ 50,003	\$ 241,919	\$ 323,372	\$ 52,592
Gates	\$ 7,173	\$ 107,053	\$ 99,880	\$ 20,786	\$ 120,666	\$ 127,839	\$ 20,786