



County of Moore Transportation Services

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REGULAR MEETING
MCTS Transportation Advisory Board
Rick Rhyne EOC Office Lower Level/Conference Call
May 17, 2023, at 3:00 pm

AGENDA

- I. Introductions**
Anthony McCauley, Chair
- II. Roll Call**
Anthony McCauley, Chair
- III. Approval of Minutes from the February 15, 2023, Regular Meeting**
Anthony McCauley, Chair
- IV. Financials**
Anthony McCauley, Chair
 1. Budget - FY22-23 Updates – Sonia Biggs
 2. ROAP Updates – Sonia Biggs
- V. New Business**
Anthony McCauley, Chair
 1. Staffing updates – Sonia Biggs
 2. 2023 NCPTA Conference – Sonia Biggs
 3. Transit Facility Needs Survey – Sonia Biggs
 4. NCDOT IMD CY 2022 Compliance Review – Tiffany McCormick
- VI. Upcoming Meetings for 2023:**
 - 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, February 15, 2023

Time: 3:00 PM

Location: Rick Rhyne Lower Level EOC Office

Voting Members Present: Bryan Phillips; Deb Holmes; Kelly Greene; Anthony McCauley, Dana Redfern, Kimmie Dowdy

Voting Members via Conference Call: Terri Prots, Bob Huber, Sean McCormick, Keith Clark

Voting Members Absent: Rebecca Kimbrell

Ex-officio Member(s) Present: Frank Quis (via phone)

Moore County Staff Members Present: Sonia Biggs; Tron Ross

Moore County Staff Members via Conference Call: Rhonda Priest

A quorum was present. The meeting was called to order at 3:08 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 November 16, 2022, Meeting:

Dana Redfern made a motion to approve the meeting minutes, seconded by Sean McCormick. Motion approved.

III. Financials:

Sonia Biggs provided updates on:

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

IV. New Business

- a) Sonia Biggs provided updates on staffing. The department is currently down 2 full time drivers. They do have the positions advertised at this time. The department is approved for 9 full time drivers and 2 part time drivers at this time there are 7 full time positions filled and 1 part time position filled. The department is also currently looking for resource employees who can fill in when a driver is out.
- b) MCTS policy updates were provided by Sonia Biggs. They are currently reviewing the policies and will be recommending some updates in the future.

- c) Sonia Biggs provided updates on the status of vehicle purchasing.
- d) Sonia Biggs discussed she had just been notified by NCDOT IRE that since the results of the 2020 census Southern Pines and Pinehurst are now considered urban instead of rural areas. This will open new funding opportunities for the department.

Deb Holmes made a motion to approve the new business discussion, seconded by Dana Redfern. Motion approved.

V. Upcoming Meetings for 2023:

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

VI. Adjournment:

A motion was made by Anthony McCauley to adjourn, which was seconded by Deb Holmes. Motion approved.

Meeting adjourned at 3:43 pm.

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

FINANCIALS AS OF: 04/30/2023

EXPENSES	ORIGINAL BUDGET	YTD
SALARIES - FULL-TIME/OVERTIME	\$ 411,577.00	\$ 421,367.86
SALARIES - OVERTIME	\$ 5,000.00	\$ 468.53
SALARIES - PART TIME	\$ 41,918.00	\$ 19,418.36
SALARIES - RESOURCE	\$ -	\$ 6,268.31
LONGEVITY	\$ -	\$ 5,717.00
FICA/MEDICARE	\$ 35,075.00	\$ 33,919.63
RETIREMENT	\$ 55,707.00	\$ 54,363.30
401K RETIREMENT	\$ 13,755.00	\$ 11,084.95
HEALTH INSURANCE	\$ 122,200.00	\$ 88,227.51
UNEMPLOYMENT COSTS	\$ 955.00	\$ 955.00
WORKERS COMPENSATION	\$ 20,806.00	\$ 20,806.00
LIFE INSURANCE	\$ 1,474.00	\$ 1,408.21
W/C CLAIMS	\$ 21,463.00	\$ 21,463.00
JANITORIAL SUPPLIES	\$ 3,500.00	\$ 369.01
UNIFORMS	\$ 3,500.00	\$ 1,725.58
OFFICE SUPPLIES	\$ 3,000.00	\$ 1,769.67
TRAVEL/TRAINING	\$ 5,000.00	\$ 1,054.84
TELEPHONE	\$ 4,580.00	\$ 1,808.57
ADVERTISING	\$ 7,200.00	\$ 728.98
DRUG TESTING	\$ 700.00	\$ 677.71
PROFESSIONAL SVCS	\$ 4,000.00	\$ 4,404.98
MOTOR VEHICLE REPORTS	\$ 1,000.00	\$ -
EQUIPMENT LEASES	\$ 19,000.00	\$ 18,547.44
INSURANCE	\$ 40,000.00	\$ 40,000.00
LIABILITY & PROPERTY INS	\$ 4,693.00	\$ 4,693.00
IT ASSESSMENT	\$ 17,627.00	\$ 17,627.00
PROPERTY MANAGEMENT ASSESSMENT	\$ 82,957.00	\$ 82,957.00
WELLNESS WORKS ASSESSMENT	\$ 6,500.00	\$ 6,500.00
GENERAL FUND ASSESSMENT	\$ 42,046.00	\$ 42,046.00
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	\$ -
TOTAL	\$ 1,266,634.00	\$ 910,877.44

REVENUES	ORIGINAL BUDGET	YTD
SALE OF CAPITAL ASSETS	\$ 1,000.00	\$ 16,450.00
APPROPRIATED FUND BALANCE	\$ -	\$ -
USER FEES (CONTRACT)	\$ 502,313.00	\$ 372,042.02
ROAP USER FEES (TOKENS, A-PINES)	\$ 40,000.00	\$ 39,090.61
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	\$ 45,438.00
TOTAL	\$ 1,266,634.00	\$ 608,885.63

GRAND TOTAL	BUDGET	YTD
	\$ -	\$ (301,991.81)

USER FEES BREAKDOWN	
DSS	\$ 95,530.94
Aging	\$ 224,709.46
Monarch	\$ 58,941.18
Modivcare	\$ 32,710.39
MTM	\$ 298.65
PY Adjustment	\$ (40,148.60)
TOTAL	\$ 372,042.02



NCDOT ROAP Report
Rural Operating Assistance Program (ROAP)
FY 2022-2023, AS OF 04/30/2023

Moore 63

81 Reconciliation of FY18 ROAP funds for County or Eligible Authority			
	ROAP Funds disbursed to County		Unexpended ROAP Funds
EDTAP	\$	107,609.00	\$ 9,433.00
EMPL	\$	-	\$ -
RGP	\$	143,584.00	\$ 67,449.00
Total	\$	251,193.00	\$ 76,882.00

82 Elderly and Disabled Transportation Assistance Program			
Total Available EDTAP Funds	\$	107,609.00	Total Expended Funds \$ 98,176.00
Expended EDTAP Funds	\$	98,176.00	Number of EDTAP funded trips provided 4,266
Additional Local Contribution	\$	-	Additional EDTAP Trips not Funded by ROAP -
Unexpended EDTAP Funds	\$	9,433.00	% of EDTAP funded trips provided by the transit system 100%

83 Employment Transportation Program			
Total Available EMPL Funds	\$	(25,987.00)	Total Expended Funds \$ -
Expended EMPL Funds	\$	-	Number of EMPL funded trips provided -
Additional Local Contribution	\$	25,987.00	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)	\$	169,571.00	Total Expended Funds \$ 103,881.00
State Share	\$	102,122.00	
10% Local Share	\$	1,759.00	Number of RGP funded trips provided 4,469
Additional Local Contribution	\$	-	Additional RGP Trips not Funded by ROAP -
Unexpended RGP Funds	\$	67,449.00	% 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.

\$ 76,882.00

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.