

County of Moore Transportation Services



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REGULAR MEETING
MCTS Transportation Advisory Board
Rick Rhyne EOC Office Lower Level/Conference Call
August 16, 2023, at 3:00 pm

AGENDA

- I. Introductions**
Anthony McCauley, Chair
- II. Roll Call**
Anthony McCauley, Chair
- III. Approval of Minutes from the May 17, 2023, Regular Meeting**
Anthony McCauley, Chair
- IV. Election of Officers**
Anthony McCauley, Chair

A) Election of Chairperson

Any voting member of the MCTAB may serve as an officer, except Moore County Employees shall not be allowed to serve as Chairperson or Vice-Chairperson due to potential conflicts of interest. Moore County Employees may serve as Secretary.

B) Election of Vice-Chairperson

MCTAB officers will follow a natural progression every year, except for Moore County Employees serving as Secretary. The Vice-Chairman will advance to Chairman, the Secretary will advance to Vice-Chairman, and the Secretary will be elected by a majority vote and will serve a one-year term.

C) Election of Secretary

MCTAB officers will follow a natural progression every year, except for Moore County Employees serving as Secretary. The Vice-Chairman will advance to Chairman, the Secretary will advance to Vice-Chairman, and the Secretary will be elected by a majority vote and will serve a one-year term.

V. Financials

Anthony McCauley, Chair

1. Budget - FY22-23 Updates – Sonia Biggs
2. ROAP Updates – Sonia Biggs

VI. New Business

Anthony McCauley, Chair

1. Staffing Updates – Sonia Biggs
2. RSO Grant Award – Sonia Biggs
3. Technology Progress – Sonia Biggs

VII. Upcoming Meetings for 2023 & 2024:

- Wednesday, November 15, 2023 @ 3:00 pm
- Wednesday, February 21, 2024 @ 3:00 pm
- Wednesday, May 15, 2024 @ 3:00 pm

VIII. Adjournment

Anthony McCauley, Chair

MCTS Transportation Advisory Board Meeting Minutes

Date: Wednesday, May 17, 2023

Time: 3:00 PM

Location: Rick Rhyne Lower Level EOC Office

Voting Members Present: Bryan Phillips, Deb Holmes, Kelly Greene, Anthony McCauley, Keith Clark, Kimmie Dowdy, Rebecca Kimbrell

Voting Members via Conference Call: Bob Huber, Sean McCormick

Voting Members Absent: Terri Prots, Dana Redfern

Ex-Officio Members via Conference Call: Frank Quis

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

Moore County Staff Members via Conference Call: Caroline Xiong

A quorum was present. The meeting was called to order at 3:03 pm. Anthony McCauley (Chair) presided over the meeting.

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 those attending via conference call.

II. Approval of Minutes from February 15, 2023, Meeting:

Deb Holmes 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
- b) The Rural Operating Assistance Program (ROAP) budget updates. See attached ROAP Report. Token rates will increase for the FY 23-24 budget.

IV. New Business

- a) Sonia Biggs provided updates on staffing. Three new resources drivers started last week and are on the road this week. The department has interviewed and offered conditional employment to two full-time staff members. The potential employees are going through the HR process now. The department is still looking to hire two more resource employees.
- b) Sonia and Tiffany attended the 2023 NCPTA Conference and were awarded the Transit System of the Year Award. This is an honor for the department and for Moore County.
- c) Sonia Biggs discussed the Transit Facility Needs Survey. The department has completed the survey, which could result in grants being awarded to fund building a transit hub in Moore County. This is a long-term project.

- d) Tiffany McCormick discussed the NCDOT IMD CY 2022 compliance review. This is the first compliance review the department has had in 5 (five) years. This is a long audit process and the only deficiency found was that the department did not have their own policies. It was explained to the auditors that the transportation department fell under the county government and that the county had their own policies. The department created financial management procedures and referenced the county policy. As of March 2023, the auditors found no deficiencies.

V. Upcoming Meetings for 2023:

- Wednesday, November 15, 2023 @ 3:00 pm

VI. Adjournment:

A motion was made by Rebecca Kimbrell to adjourn, which was seconded by Kimmy Dowdy. Motion approved.

Meeting adjourned at 3:24 pm.

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

FINANCIALS AS OF: 06/30/2023

EXPENSES	ORIGINAL BUDGET	YTD
SALARIES - FULL-TIME	\$ 411,577.00	\$ 497,586.98
SALARIES - OVERTIME	\$ 5,000.00	\$ 468.53
SALARIES - PART TIME	\$ 41,918.00	\$ 22,721.54
SALARIES - RESOURCE	\$ -	\$ 12,899.11
LONGEVITY	\$ -	\$ 5,717.00
FICA/MEDICARE	\$ 35,075.00	\$ 40,382.63
RETIREMENT	\$ 55,707.00	\$ 64,030.98
401K RETIREMENT	\$ 13,755.00	\$ 16,209.50
HEALTH INSURANCE	\$ 122,200.00	\$ 122,200.00
UNEMPLOYMENT COSTS	\$ 955.00	\$ 955.00
WORKERS COMPENSATION	\$ 20,806.00	\$ 20,806.00
LIFE INSURANCE	\$ 1,474.00	\$ 1,474.00
W/C CLAIMS	\$ 21,463.00	\$ 21,463.00
JANITORIAL SUPPLIES	\$ 3,500.00	\$ 369.01
UNIFORMS	\$ 3,500.00	\$ 2,057.95
OFFICE SUPPLIES	\$ 3,000.00	\$ 1,990.35
TRAVEL/TRAINING	\$ 5,000.00	\$ 2,139.71
TELEPHONE	\$ 4,580.00	\$ 2,212.16
ADVERTISING	\$ 7,200.00	\$ 728.98
DRUG TESTING	\$ 700.00	\$ 736.71
PROFESSIONAL SVCS	\$ 4,000.00	\$ 6,970.11
MOTOR VEHICLE REPORTS	\$ 1,000.00	\$ -
EQUIPMENT LEASES	\$ 19,000.00	\$ 21,054.44
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	\$ 74,857.00
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	\$ 1,051,396.69

REVENUES	ORIGINAL BUDGET	YTD
SALE OF CAPITAL ASSETS	\$ 1,000.00	\$ 16,450.00
APPROPRIATED FUND BALANCE	\$ -	\$ -
USER FEES (CONTRACT)	\$ 502,313.00	\$ 457,680.51
ROAP USER FEES (TOKENS, A-PINES)	\$ 40,000.00	\$ 44,336.05
5311 ADMIN GRANT	\$ 263,571.00	\$ 191,683.00
CARES OPERATING 5311 (CARES/VACCINE)	\$ 221,045.00	\$ 109,846.00
5311 GENERAL PUBLIC	\$ 123,496.00	\$ 131,638.00
EDTAP GRANT	\$ 115,209.00	\$ 49,665.00
TOTAL	\$ 1,266,634.00	\$ 1,001,298.56

GRAND TOTAL	BUDGET	YTD
	\$ -	\$ (50,098.13)

USER FEES BREAKDOWN	
DSS	\$ 116,060.88
Aging	\$ 268,482.61
Monarch	\$ 70,719.28
Modivcare	\$ 37,566.13
MTM	\$ 5,000.21
PY Adjustment	\$ (40,148.60)
TOTAL	\$ 457,680.51



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	\$ 9,556.00
EMPL	\$	-	\$ -
RGP	\$	143,584.00	\$ 23,909.00
Total	\$	251,193.00	\$ 33,465.00

82 Elderly and Disabled Transportation Assistance Program			
Total Available EDTAP Funds	\$	126,836.00	Total Expended Funds \$ 117,280.00
Expended EDTAP Funds	\$	117,280.00	Number of EDTAP funded trips provided 5,098
Additional Local Contribution	\$	-	Additional EDTAP Trips not Funded by ROAP -
Unexpended EDTAP Funds	\$	9,556.00	% 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)	\$	165,344.00	Total Expended Funds \$ 128,194.00
State Share	\$	126,435.00	
10% Local Share	\$	1,759.00	Number of RGP funded trips provided 5,520
Additional Local Contribution	\$	-	Additional RGP Trips not Funded by ROAP -
Unexpended RGP Funds	\$	23,909.00	% 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.

\$ 33,465.00

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.