

# County of Moore Transportation Services



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

## AGENDA

### I. Introductions

Deb Holmes, Chair

### II. Roll Call

Deb Holmes, Chair

### III. Approval of Minutes from the August 16, 2023, Regular Meeting

Deb Holmes, Chair

### IV. Financials

Deb Holmes, Chair

1. Budget - FY23-24 Updates – Sonia Biggs
2. ROAP Updates – Sonia Biggs

### V. New Business

Deb Holmes, Chair

1. Staffing Updates – Sonia Biggs
2. Technology Progress – Sonia Biggs
3. A-Pines Line – Sonia Biggs
4. Contracts – Sonia Biggs

### VI. Upcoming Meetings for 2024:

- Wednesday, February 21, 2024 @ 3:00 pm
- Wednesday, May 15, 2024 @ 3:00 pm
- Wednesday, August 21, 2024 @ 3:00 pm
- Wednesday, November 20, 2024 @ 3:00 pm

### VII. Adjournment

Deb Holmes, Chair

**Moore County Transportation Services (MCTS)**  
**Transportation Advisory Board (TAB)**  
**Meeting Minutes**

<b>Date</b>	Wednesday, August 16, 2023
<b>Time</b>	3:00 PM
<b>Location</b>	Rick Rhyne Building, Lower Level, EOC Office
<b>Voting Member Attendance</b>	
<b>Present</b>	Keith Clark, Kelly Greene, Deb Holmes, Rebecca Kimbrell, Anthony McCauley, Bryan Phillips
<b>Conference Call</b>	Kimmie Dowdy, Bob Huber, Terri Prots, Dana Redfern
<b>Absent</b>	Sean McCormick
<b>Ex-Officio Member Attendance</b>	
<b>Present</b>	N/A
<b>Moore County Staff Member Attendance</b>	
<b>Present</b>	Sonia Biggs, Tiffany McCormick
<b>Conference Call</b>	Tron Ross, Rhonda Priest

A quorum was present. The meeting was called to order at 3:12 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 Building's Lower Level EOC Office and those attending via conference call.

**II. Approval of Minutes from the May 17, 2023, Regular Meeting:**

A motion was made by Terri Prots to approve the meeting minutes, which was seconded by Rebecca Kimbrell. Motion approved.

**III. Election of Officers:**

- a.) Chairperson: Deb Holmes progressed from Vice-Chairperson to Chairperson
- b.) Vice-Chairperson: Dana Redfern nominated by Rebecca Kimbrell, seconded by Terri Prots. Motion approved.
- c.) Secretary: Kelly Greene nominated by Deb Holmes, seconded by Rebecca Kimbrell. Motion approved.

**IV. Financials:**

Sonia Biggs provided updates on:

- a) Budget – FY 22-23 – Right now the department is in the negative, but they are currently waiting for the Q4 grant reimbursement to come in and once that is received, they will be to the good.
- b) ROAP – The clients have increased, and they have \$33,465.00 that will roll over into next year.

### **III. New Business:**

Sonia Biggs provided updates on:

- a) Staffing – The department is fully staffed. The last full-time employee that was hired is completing training this week and should be ready to drive next week. The department is continuing to hire resource staff.
- b) RSO Grant – The department received the grant to cover micro-transit trips. Discussed that this is like a taxi service that would be provided in the new urban area of Moore County. The department hopes to have this up and running by the time of the US Open.
- c) Technology – The new tablets are in for all drivers. The tablets are currently in the IT department and should be up and running in all vans next week. All the tablet mounts have been delivered as well. The department is planning on offering an option in the future for digital fare payments, where riders don't have to purchase physical tokens.

### **IV. 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

### **V. Adjournment:**

A motion was made by Terri Prots to adjourn, which was seconded by Rebecca Kimbrell. Motion approved.

Meeting adjourned at 3:45 pm.

FY2023-2024 BUDGET AS APPROVED BY BOC + CURRENT FINANCIAL STATUS

FINANCIALS AS OF: 09/30/2023

EXPENSES	ORIGINAL BUDGET	YTD	REVENUES	ORIGINAL BUDGET	YTD
SALARIES - FULL-TIME	\$ 531,829.00	\$ 147,804.46	SALE OF CAPITAL ASSETS	\$ 25,000.00	\$ -
SALARIES - OVERTIME	\$ 5,000.00	\$ -	APPROPRIATED FUND BALANCE	\$ -	\$ -
SALARIES - PART TIME	\$ 49,136.00	\$ 6,194.67	USER FEES (CONTRACT)	\$ 634,017.00	\$ 100,693.43
SALARIES - RESOURCE	\$ -	\$ 8,927.59	ROAP USER FEES (TOKENS, A-PINES)	\$ 40,000.00	\$ 12,406.85
LONGEVITY	\$ -	\$ -	5311 ADMIN GRANT	\$ 276,750.00	\$ -
FICA/MEDICARE	\$ 44,826.00	\$ 12,233.31	5311 CAPITAL GRANT	\$ 225,100.00	\$ -
RETIREMENT	\$ 75,590.00	\$ 19,876.40	CARES OPERATING 5311 (CARES/VACCIN	\$ 121,045.00	\$ -
401K RETIREMENT	\$ 17,579.00	\$ 3,734.90	5311 GENERAL PUBLIC	\$ 120,262.00	\$ -
HEALTH INSURANCE	\$ 122,200.00	\$ 30,369.36	EDTAP GRANT	\$ 112,162.00	\$ -
UNEMPLOYMENT COSTS	\$ 477.00	\$ 119.25	<b>TOTAL</b>	<b>\$ 1,554,336.00</b>	<b>\$ 113,100.28</b>
WORKERS COMPENSATION	\$ 20,806.00	\$ 5,201.50			
LIFE INSURANCE	\$ 1,893.00	\$ 509.60			
W/C CLAIMS	\$ 8,151.00	\$ 2,037.75			
JANITORIAL SUPPLIES	\$ 1,250.00	\$ -			
UNIFORMS	\$ 2,480.00	\$ 422.54			
OFFICE SUPPLIES	\$ 1,984.00	\$ 192.79			
TRAVEL/TRAINING	\$ 4,000.00	\$ 35.56			
TELEPHONE	\$ 11,000.00	\$ 1,122.37			
ADVERTISING	\$ 1,750.00	\$ -			
DRUG TESTING	\$ 700.00	\$ 29.50			
PROFESSIONAL SVCS	\$ 7,000.00	\$ 918.00			
MOTOR VEHICLE REPORTS	\$ 1,000.00	\$ -			
EQUIPMENT LEASES	\$ 15,970.00	\$ 3,375.50			
INSURANCE	\$ 40,000.00	\$ 35,564.00			
LIABILITY & PROPERTY INS	\$ 5,655.00	\$ 1,413.75			
IT ASSESSMENT	\$ 23,803.00	\$ 5,950.75			
PROPERTY MANAGEMENT ASSESSMENT	\$ 112,618.00	\$ 28,154.50			
WELLNESS WORKS ASSESSMENT	\$ 6,500.00	\$ 1,625.00			
GENERAL FUND ASSESSMENT	\$ 46,692.00	\$ 11,673.00			
DUES/SUBSCRIPTIONS	\$ 550.00	\$ 550.00			
CARES OPERATING 5311	\$ 121,045.00	\$ -			
OFFICE EQUIPMENT/FURNISHINGS	\$ 1,650.00	\$ -			
CAPITAL OUTLAY	\$ 232,001.00	\$ 2,670.05			
UNDIST COLA	\$ 32,003.00	\$ -			
UNDISTRIBUTED LONGEVITY	\$ 7,198.00	\$ -			
<b>TOTAL</b>	<b>\$ 1,554,336.00</b>	<b>\$ 330,706.10</b>			

GRAND TOTAL	BUDGET	YTD
	\$ -	\$ (217,605.82)

USER FEES BREAKDOWN	
DSS	\$ 32,774.82
Aging	\$ 82,385.71
Monarch	\$ 16,992.35
Modivcare	\$ 8,940.00
MTM	\$ 1,514.76
PY Adjustment	\$ (41,914.21)
<b>TOTAL</b>	<b>\$ 100,693.43</b>

**NCDOT ROAP Report**  
**Rural Operating Assistance Program (ROAP)**  
**FY 2023-2024, AS OF 10/31/2023**

Moore 63

**61 Reconciliation of FY24 ROAP funds for County or Eligible Authority**

	ROAP Funds disbursed to County	Unexpended ROAP Funds	
EDTAP	\$ 98,173.00	\$ 55,748.00	
EMPL	\$ 26,015.00	\$ 26,015.00	
RGP	\$ 95,974.00	\$ 66,722.00	
<b>Total</b>	<b>\$ 220,162.00</b>	<b>\$ 148,485.00</b>	

**62 Elderly and Disabled Transportation Assistance Program**

Total Available EDTAP Funds	\$ 98,173.00	Total Expended Funds	\$ 42,425.00
Expended EDTAP Funds	\$ -	Number of EDTAP funded trips provided	1,697
Additional Local Contribution	\$ -	Additional EDTAP Trips not Funded by ROAP	-
Unexpended EDTAP Funds	\$ 55,748.00	% of EDTAP funded trips provided by the transit system	100%

**63 Employment Transportation Program**

Total Available EMPL Funds	\$ 26,015.00	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	\$ 26,015.00	% of EMPL funded trips provided by the transit system	0%

**64 Rural General Public Transportation Program**

Total Available RGP Funds (not include 10% local match)	\$ 119,883.00	Total Expended Funds	\$ 53,161.00
State Share	\$ 53,161.00		
10% Local Share	\$ -	Number of RGP funded trips provided	2,109
Additional Local Contribution	\$ -	Additional RGP Trips not Funded by ROAP	-
Unexpended RGP Funds	\$ 66,722.00	% 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 24-25 ROAP allocation.

65

Signature of County Finance Officer or Authority Executive Director

Date

66 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 24-25 ROAP allocation.

\$ 148,485.00

67a 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.

67b 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.

67c 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.