

County of Moore Transportation Services



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REGULAR MEETING
MCTS Transportation Advisory Board
Rick Rhyne EOC Office Lower Level/Conference Call
February 21, 2024, at 3:00 pm

AGENDA

- I. Introductions**
Deb Holmes, Chair
- II. Roll Call**
Deb Holmes, Chair
- III. Approval of Minutes from the November 15, 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
 5. Policy Updates & FAQs – Tiffany McCormick
- VI. Upcoming Meetings for 2024:**
 - 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**

Date	Wednesday, November 15, 2023
Time	3:00 PM
Location	Rick Rhyne Building, Lower Level, EOC Office
Voting Member Attendance	
Present	Deb Holmes, Kelly Greene, Bryan Phillips
Conference Call	Kimmie Dowdy, Bob Huber, Rebecca Kimbrell, Dana Redfern
Absent	Sean McCormick, Anthony McCauley, Terri Prots
Ex-Officio Member Attendance	
Present	Frank Quis
Moore County Staff Member Attendance	
Present	Sonia Biggs, Tron Ross
Conference Call	Caroline Xiong, Chris Morgan

A quorum was present. The meeting was called to order at 3:05 pm. Deb Holmes (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 August 16, 2023, Regular Meeting:

A motion was made by Bob Hubert to approve the meeting minutes, which was seconded by Dana Redfern. Motion approved.

III. Financials:

Sonia Biggs provided updates on:

- A) Budget – Reviewed the attached FY 23-24 budget Year-to-Date totals as of September 30, 2023. This will not show the first quarter grant reimbursements as they have not been processed at this time.
- B) ROAP – Reviewed attached report for FY 23-24 as of October 31, 2023.

IV. New Business

- A) Staffing: The department is down one full time position. The position will be posted later this week. The department continues to recruit resource positions, which are used to fill in when other drivers are out. The new Medicaid expansion will increase the number of citizens that are eligible for transportation services through brokers.

- B) Technology:** Clients and drivers like the new tablets. The software will send automatic notifications if clients have a working phone number. The department is working with IT to implement a way for citizens to buy tokens online.
- C) A-Pines Line:** The department had hoped to have the line up and running by Christmas. They are currently waiting on updated maps.
- D) Contracts:** The department has started transporting children for the Boys and Girls Club of the Sandhills – they are transported from Carthage Elementary School to Sandhills Community College for after-school programs. The department is also looking into a contract with Tides to provide transportation services.

V. 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

VI. Adjournment:

A motion was made by Dana Redfern to adjourn, which was seconded by Rebecca Kimbrell. Motion approved.

Meeting adjourned at 3:27 pm.

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

FINANCIALS AS OF: 12/31/2023

EXPENSES	BUDGET	YTD
SALARIES - FULL-TIME	\$ 531,829.00	\$ 270,476.14
SALARIES - OVERTIME	\$ 5,000.00	\$ -
SALARIES - PART TIME	\$ 49,136.00	\$ 11,908.56
SALARIES - RESOURCE	\$ -	\$ 18,442.36
LONGEVITY	\$ 4,864.00	\$ 4,864.00
FICA/MEDICARE	\$ 44,826.00	\$ 22,860.55
RETIREMENT	\$ 75,590.00	\$ 37,074.59
401K RETIREMENT	\$ 17,579.00	\$ 6,991.17
HEALTH INSURANCE	\$ 122,200.00	\$ 56,400.24
UNEMPLOYMENT COSTS	\$ 477.00	\$ 238.50
WORKERS COMPENSATION	\$ 20,806.00	\$ 10,403.00
LIFE INSURANCE	\$ 1,893.00	\$ 962.64
W/C CLAIMS	\$ 8,151.00	\$ 4,075.50
JANITORIAL SUPPLIES	\$ 1,250.00	\$ -
UNIFORMS	\$ 2,480.00	\$ 1,425.42
OFFICE SUPPLIES	\$ 1,984.00	\$ 1,023.80
TRAVEL/TRAINING	\$ 4,000.00	\$ 45.56
TELEPHONE	\$ 11,000.00	\$ 2,325.86
ADVERTISING	\$ 1,750.00	\$ 1,053.67
DRUG TESTING	\$ 700.00	\$ 178.50
PROFESSIONAL SVCS	\$ 7,000.00	\$ 2,208.85
MOTOR VEHICLE REPORTS	\$ 1,000.00	\$ -
EQUIPMENT LEASES	\$ 15,970.00	\$ 7,016.40
INSURANCE	\$ 40,000.00	\$ 35,564.00
LIABILITY & PROPERTY INS	\$ 5,655.00	\$ 2,827.50
IT ASSESSMENT	\$ 23,803.00	\$ 11,901.50
PROPERTY MANAGEMENT ASSESSMENT	\$ 112,618.00	\$ 56,309.00
WELLNESS WORKS ASSESSMENT	\$ 6,500.00	\$ 3,250.00
GENERAL FUND ASSESSMENT	\$ 46,692.00	\$ 23,346.00
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	\$ 2,334.00	\$ -
MCTS GRANT - ARRA	\$ -	\$ -
TOTAL	\$ 1,554,336.00	\$ 596,393.36

REVENUES	BUDGET	YTD
SALE OF CAPITAL ASSETS	\$ 25,000.00	\$ -
APPROPRIATED FUND BALANCE	\$ -	\$ -
USER FEES (CONTRACT)	\$ 634,017.00	\$ 258,312.38
ROAP USER FEES (TOKENS, A-PINES)	\$ 40,000.00	\$ 23,190.80
5311 ADMIN GRANT	\$ 276,750.00	\$ -
5311 CAPITAL GRANT	\$ 225,100.00	\$ -
CARES OPERATING 5311 (CARES/VACCIN	\$ 121,045.00	\$ -
5311 GENERAL PUBLIC	\$ 120,262.00	\$ 145,898.00
EDTAP GRANT	\$ 112,162.00	\$ 98,173.00
TOTAL	\$ 1,554,336.00	\$ 525,574.18

GRAND TOTAL	BUDGET	YTD
	\$ -	\$ (70,819.18)

USER FEES BREAKDOWN	
Aging	\$ 159,170.08
Boys & Girls Club of	\$ -
DSS	\$ 80,975.24
Modivcare	\$ 20,252.86
Monarch	\$ 34,677.32
MTM	\$ 5,151.09
PY Adjustment	\$ (41,914.21)
TOTAL	\$ 258,312.38

NCDOT ROAP Report
Rural Operating Assistance Program (ROAP)
FY 2023-2024, AS OF 12/31/2023

Moore 63

61 Reconciliation of FY24 ROAP funds for County or Eligible Authority

	ROAP Funds disbursed to County		Unexpended ROAP Funds	
EDTAP	\$	107,729.00	\$	48,679.00
EMPL	\$	26,015.00	\$	-
RGP	\$	119,883.00	\$	90,973.00
Total	\$	253,627.00	\$	139,652.00

62 Elderly and Disabled Transportation Assistance Program

Total Available EDTAP Funds	\$	107,729.00	Total Expended Funds	\$	59,050.00
Expended EDTAP Funds	\$	59,050.00	Number of EDTAP funded trips provided		2,362
Additional Local Contribution	\$	-	Additional EDTAP Trips not Funded by ROAP		-
Unexpended EDTAP Funds	\$	48,679.00	% of EDTAP funded trips provided by the transit system		100%

63 Employment Transportation Program

Total Available EMPL Funds	\$	-	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	\$	-	% 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)	\$	169,807.00	Total Expended Funds	\$	78,834.00
State Share	\$	78,834.00			
10% Local Share	\$	-	Number of RGP funded trips provided		3,130
Additional Local Contribution	\$	-	Additional RGP Trips not Funded by ROAP		-
Unexpended RGP Funds	\$	90,973.00	% 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.

\$ 139,652.00

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.