

County of Moore Transportation Services



Physical Address: 302 Monroe Street
Mailing Address: P.O. Box 905
Carthage, NC 28327
(910) 947-3389 FAX: (910) 947-4702

REGULAR MEETING
MCTS Transportation Advisory Board
Rick Rhyne EOC Office Lower Level/Conference Call
November 15, 2024, at 3:00 pm

AGENDA

I. Introductions

Deb Holmes, Chair

II. Roll Call

Deb Holmes, Chair

III. Approval of Minutes from the August 21, 2024 Regular Meeting

Deb Holmes, Chair

IV. Financials

Deb Holmes, Chair

1. Budget - FY23-24 Updates – Sonia Biggs
2. ROAP FY25 – Sonia Biggs
3. 5307 Grant - Sonia Biggs

V. New Business

Deb Holmes, Chair

1. Staffing Updates – Sonia Biggs
2. SMPO-TCC – Sonia Biggs

VI. Upcoming Meetings for 2025:

- Wednesday, February 19, 2025 @ 3:00 pm
- Wednesday, May 21, 2025 @ 3:00 pm
- Wednesday, August 20, 2025 @ 3:00 pm
- Wednesday, November 19, 2025 @ 3:00 pm

VII. Adjournment

Deb Holmes, Chair

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

Date	Wednesday, August 21, 2024
Time	3:00 PM
Location	Rick Rhyne Building, Lower Level, EOC Office
Voting Member Attendance	
Present	Deb Holmes, Bryan Phillips, Kelly Greene
Conference Call	Dana Redfern, Terri Prots, Anthony McCauley, Sean McCormick, Keith Clark, Meagan Maziarski
Absent	Kimmie Dowdy, Rebecca Kimbrell
Ex-Officio Member Attendance	
Conference Call	Frank Quis
Moore County Staff Member Attendance	
Present	Sonia Biggs, Tiffany McCormick, Tron Ross
Conference Call	Caroline Xiong, Jeanette Chisholm

A quorum was present. The meeting was called to order at 3:05 pm. Deb Holmes 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 February 21, 2024, Regular Meeting:

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

III. Financials:

Sonia Biggs provided updates on:

- a) Budget – Reviewed the attached FY23-24 budget with year-to-date totals as of June 30, 2024.
- b) ROAP – Reviewed the attached report for FY23-24. The ridership for ROAP has increased.

IV. New Business

Sonia Biggs provided updates on:

- a) TLDP program – Transportation Leadership and Development Program. Sonia was able to participate in this program at NC State. It was a very involved program, but also very rewarding.
- b) Staffing – The department has interviewed for the resource position. There are 5 potential candidates to fill the positions. Discussed the Administrative Officer II position's upcoming vacancy effective after Friday, 8/23. The department is in the process of reviewing applications.

- c) Fare Increases – The department increased cost for all services except for the ROAP services. A ROAP increase was presented to the Board of Commissioners, but was not approved.
- d) Policy Updates – The department is working on internal policies for ADA compliance. All policies will come before the board before being implemented.

V. Upcoming Meetings for 2024 & 2025:

- Wednesday, November 20, 2024 @ 3:00 pm
- Wednesday, February 19, 2024 @ 3:00 pm
- Wednesday, May 21, 2024 @ 3:00 pm

VI. Adjournment:

A motion was made by Terri Prots to adjourn, which was seconded by Sean McCormick. Motion approved.

Meeting adjourned at 3:39 pm.

FY2023-2024 BUDGET AS APPROVED BY BOC + CURRENT FINANCIAL STATUS
FINANCIALS AS OF: 06/30/2024

EXPENSES	BUDGET	YTD	% USED	% OF TOTAL	REVENUES	BUDGET	YTD	% EARNED	% OF TOTAL
SALARIES - FULL-TIME	\$ 555,380.00	\$ 547,805.64	98.6%	46.5%	SALE OF CAPITAL ASSETS	\$ (25,000.00)	\$ -	0.0%	0.0%
SALARIES - OVERTIME	\$ 2,000.00	\$ -	0.0%	0.0%	RSO Grant	\$ -	\$ (8,015.00)	0.0%	0.6%
SALARIES - PART TIME	\$ 30,636.00	\$ 29,613.93	96.7%	2.5%	USER FEES (CONTRACT)	\$ (634,017.00)	\$ (621,789.78)	98.1%	47.0%
SALARIES - RESOURCE	\$ 32,286.00	\$ 32,285.07	100.0%	2.7%	ROAP USER FEES (TOKENS, A-PINES)	\$ (40,000.00)	\$ (48,821.71)	122.1%	3.7%
LONGEVITY	\$ 4,864.00	\$ 4,864.00	100.0%	0.4%	5311 ADMIN GRANT	\$ (276,750.00)	\$ (276,749.00)	100.0%	20.9%
FICA/MEDICARE	\$ 46,255.00	\$ 46,214.02	99.9%	3.9%	5311 CAPITAL GRANT	\$ (225,100.00)	\$ (16,884.00)	7.5%	1.3%
RETIREMENT	\$ 75,770.00	\$ 75,685.93	99.9%	6.4%	CARES OPERATING 5311 (CARES/VACCIN	\$ (121,045.00)	\$ (106,697.00)	88.1%	8.1%
401K RETIREMENT	\$ 15,907.00	\$ 14,158.25	89.0%	1.2%	5311 GENERAL PUBLIC	\$ (120,262.00)	\$ (145,898.00)	121.3%	11.0%
HEALTH INSURANCE	\$ 122,200.00	\$ 122,200.00	100.0%	10.4%	EDTAP GRANT	\$ (112,162.00)	\$ (98,173.00)	87.5%	7.4%
UNEMPLOYMENT COSTS	\$ 477.00	\$ 477.00	100.0%	0.0%	TOTAL	\$ (1,554,336.00)	\$ (1,323,027.49)	85.1%	100.0%
WORKERS COMPENSATION	\$ 20,806.00	\$ 20,806.00	100.0%	1.8%					
LIFE INSURANCE	\$ 1,956.00	\$ 1,956.36	100.0%	0.2%					
W/C CLAIMS	\$ 8,151.00	\$ 8,151.00	100.0%	0.7%	BUDGET	\$ (1,554,336.00)	\$ (1,323,027.49)		
JANITORIAL SUPPLIES	\$ 950.00	\$ 320.64	33.8%	0.0%	REVENUES	\$ (1,554,336.00)	\$ (1,323,027.49)		
UNIFORMS	\$ 3,043.00	\$ 2,818.32	92.6%	0.2%	EXPENSES	\$ 1,554,336.00	\$ 1,178,348.63		
OFFICE SUPPLIES	\$ 1,984.00	\$ 1,759.46	88.7%	0.1%	GRAND TOTAL	\$ -	\$ (144,678.86)		
TRAVEL/TRAINING	\$ 4,000.00	\$ 3,596.92	89.9%	0.3%					
TELEPHONE	\$ 9,965.00	\$ 5,763.55	57.8%	0.5%					
ADVERTISING	\$ 1,750.00	\$ 1,483.67	84.8%	0.1%					
DRUG TESTING	\$ 700.00	\$ 480.12	68.6%	0.0%					
PROFESSIONAL SVCS	\$ 8,035.00	\$ 7,779.05	96.8%	0.7%					
MOTOR VEHICLE REPORTS	\$ 737.00	\$ -	0.0%	0.0%					
EQUIPMENT LEASES	\$ 15,970.00	\$ 14,525.10	91.0%	1.2%					
INSURANCE	\$ 40,000.00	\$ 35,564.00	88.9%	3.0%					
LIABILITY & PROPERTY INS	\$ 5,655.00	\$ 5,655.00	100.0%	0.5%					
IT ASSESSMENT	\$ 23,803.00	\$ 23,803.00	100.0%	2.0%					
PROPERTY MANAGEMENT ASSESSMENT	\$ 112,618.00	\$ 112,618.00	100.0%	9.6%					
WELLNESS WORKS ASSESSMENT	\$ 6,500.00	\$ 6,500.00	100.0%	0.6%					
GENERAL FUND ASSESSMENT	\$ 46,692.00	\$ 46,692.00	100.0%	4.0%					
DUES/SUBSCRIPTIONS	\$ 550.00	\$ 550.00	100.0%	0.0%					
CARES OPERATING 5311	\$ 121,045.00	\$ -	0.0%	0.0%					
OFFICE EQUIPMENT/FURNISHINGS	\$ 1,650.00	\$ 1,552.55	94.1%	0.1%					
CAPITAL OUTLAY	\$ 232,001.00	\$ 2,670.05	1.2%	0.2%					
UNDIST COLA	\$ -	\$ -	0.0%	0.0%					
UNDISTRIBUTED LONGEVITY	\$ -	\$ -	0.0%	0.0%					
MCTS GRANT - ARRA	\$ -	\$ -	0.0%	0.0%					
TOTAL	\$ 1,554,336.00	\$ 1,178,348.63	75.8%	100.0%					

REVENUES	BUDGET	YTD
REVENUES	\$ (1,554,336.00)	\$ (1,323,027.49)
EXPENSES	\$ 1,554,336.00	\$ 1,178,348.63

USER FEES BREAKDOWN		
ACCOUNT	YTD	% OF TOTAL
Aging	\$ (313,403.16)	48.9%
Boys & Girls Club o	\$ (8,700.00)	1.4%
DSS	\$ (192,837.01)	30.1%
Modivcare	\$ (42,816.46)	6.7%
Monarch	\$ (70,397.13)	11.0%
MTM	\$ (12,288.83)	1.9%
TOTAL	\$ (640,442.59)	100.0%

ERROR - DOES NOT MATCH

-\$640,442.59

Finance Adjustment of	\$ 18,652.81
Total User Fees	-\$621,789.78

NCDOT ROAP Report
Rural Operating Assistance Program (ROAP)
FY24-25, AS OF: 10/31/2024

Moore 63

83 Reconciliation of FY24 ROAP funds for County or Eligible Authority

	ROAP Funds disbursed to County	Unexpended ROAP Funds	
EDTAP	\$ 100,125.00	\$ 48,250.00	
EMPL	\$ 23,860.00	\$ -	
RGP	\$ 97,955.00	\$ 65,315.00	
Total	\$ 221,940.00	\$ 113,565.00	

84 Elderly and Disabled Transportation Assistance Program

Total Available EDTAP Funds	\$ 100,125.00	Total Expended Funds	\$ 51,875.00
Expended EDTAP Funds	\$ 51,875.00	Number of EDTAP funded trips provided	2,075
Additional Local Contribution	\$ -	Additional EDTAP Trips not Funded by ROAP	-
Unexpended EDTAP Funds	\$ 48,250.00	% of EDTAP funded trips provided by the transit system	100%

85 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%

86 Rural General Public Transportation Program

Total Available RGP Funds (not include 10% local match)	\$ 121,815.00	Total Expended Funds	\$ 56,500.00
State Share	\$ 56,500.00		
10% Local Share	\$ -	Number of RGP funded trips provided	2,248
Additional Local Contribution	\$ -	Additional RGP Trips not Funded by ROAP	-
Unexpended RGP Funds	\$ 65,315.00	% 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 succeeding fiscal year's ROAP allocation.

87

Signature of County Finance Officer or Authority Executive Director

Date

88

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.

\$ 113,565.00

89a

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.

89b

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.

89c

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.