

# 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, 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**

<b>Date</b>	Wednesday, August 21, 2024
<b>Time</b>	3:00 PM
<b>Location</b>	Rick Rhyne Building, Lower Level, EOC Office
<b>Voting Member Attendance</b>	
<b>Present</b>	Deb Holmes, Bryan Phillips, Kelly Greene
<b>Conference Call</b>	Dana Redfern, Terri Prots, Anthony McCauley, Sean McCormick, Keith Clark, Meagan Maziarski
<b>Absent</b>	Kimmie Dowdy, Rebecca Kimbrell
<b>Ex-Officio Member Attendance</b>	
<b>Conference Call</b>	Frank Quis
<b>Moore County Staff Member Attendance</b>	
<b>Present</b>	Sonia Biggs, Tiffany McCormick, Tron Ross
<b>Conference Call</b>	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
SALARIES - FULL-TIME	\$ 555,380.00	\$ 547,805.64	98.6%	46.5%
SALARIES - OVERTIME	\$ 2,000.00	\$ -	0.0%	0.0%
SALARIES - PART TIME	\$ 30,636.00	\$ 29,613.93	96.7%	2.5%
SALARIES - RESOURCE	\$ 32,286.00	\$ 32,285.07	100.0%	2.7%
LONGEVITY	\$ 4,864.00	\$ 4,864.00	100.0%	0.4%
FICA/MEDICARE	\$ 46,255.00	\$ 46,214.02	99.9%	3.9%
RETIREMENT	\$ 75,770.00	\$ 75,685.93	99.9%	6.4%
401K RETIREMENT	\$ 15,907.00	\$ 14,158.25	89.0%	1.2%
HEALTH INSURANCE	\$ 122,200.00	\$ 122,200.00	100.0%	10.4%
UNEMPLOYMENT COSTS	\$ 477.00	\$ 477.00	100.0%	0.0%
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%
JANITORIAL SUPPLIES	\$ 950.00	\$ 320.64	33.8%	0.0%
UNIFORMS	\$ 3,043.00	\$ 2,818.32	92.6%	0.2%
OFFICE SUPPLIES	\$ 1,984.00	\$ 1,759.46	88.7%	0.1%
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%
<b>TOTAL</b>	<b>\$ 1,554,336.00</b>	<b>\$ 1,178,348.63</b>	<b>75.8%</b>	<b>100.0%</b>

REVENUES	BUDGET	YTD	% EARNED	% OF TOTAL
SALE OF CAPITAL ASSETS	\$ (25,000.00)	\$ -	0.0%	0.0%
RSO Grant	\$ -	\$ (8,015.00)	0.0%	0.6%
USER FEES (CONTRACT)	\$ (634,017.00)	\$ (621,789.78)	98.1%	47.0%
ROAP USER FEES (TOKENS, A-PINES)	\$ (40,000.00)	\$ (48,821.71)	122.1%	3.7%
5311 ADMIN GRANT	\$ (276,750.00)	\$ (276,749.00)	100.0%	20.9%
5311 CAPITAL GRANT	\$ (225,100.00)	\$ (16,884.00)	7.5%	1.3%
CARES OPERATING 5311 (CARES/VACCIN	\$ (121,045.00)	\$ (106,697.00)	88.1%	8.1%
5311 GENERAL PUBLIC	\$ (120,262.00)	\$ (145,898.00)	121.3%	11.0%
EDTAP GRANT	\$ (112,162.00)	\$ (98,173.00)	87.5%	7.4%
<b>TOTAL</b>	<b>\$ (1,554,336.00)</b>	<b>\$ (1,323,027.49)</b>	<b>85.1%</b>	<b>100.0%</b>

	BUDGET	YTD
REVENUES	\$ (1,554,336.00)	\$ (1,323,027.49)
EXPENSES	\$ 1,554,336.00	\$ 1,178,348.63
<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ (144,678.86)</b>

USER FEES BREAKDOWN		
ACCOUNT	YTD	% OF TOTAL
Aging	\$ (313,403.16)	48.9%
Boys & Girls Club of	\$ (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%
<b>TOTAL</b>	<b>\$ (640,442.59)</b>	<b>100.0%</b>

**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
<b>Total</b>	<b>\$</b>	<b>221,940.00</b>	<b>\$</b>	<b>113,565.00</b>

**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.