

REGULAR MEETING
MCTS Transportation Advisory Board
Rick Rhyne EOC Office Lower Level
May 15, 2019 at 3:00 pm

AGENDA

Introductions-Kenneth Byrd

- I. Minutes from February 20, 2019 Meeting-Kenneth Byrd
- II. Financials-Stephanie Cormack
- III. New Business-Kenneth Byrd
 - a. Officer Elections- Per MCTS bylaws MCTAB officers will follow a natural progression every year. The Vice-Chairman will advance to Chairman, the Secretary will advance to Vice-Chairman and the Secretary will be elected by majority vote and will serve a one year term. MCTAB officers may serve up to two (2) consecutive terms of office. Election of MCTAB Officers will be held at the May meeting and officers will assume the duties of their position at the following MCTAB meeting.
 - i. Secretary
 - b. FY20 Meeting schedule-Kenneth Byrd
 - i. Per MCTS bylaws meetings shall be held quarterly, during the months of February, May, August and November on the third Wednesday.
 - ii. Proposed dates are as follows:
 1. August 21, 2019
 2. November 20, 2019
 3. February 19, 2020
 4. May 20, 2020
- IV. Adjourn-Kenneth Byrd



Minutes

MCTS Transportation Advisory Board

Date: February 20th, 2019

Time: 3:00 PM

Location: Rick Rhyne Lower Level EOC Office

Voting Members Present: Terri Prots, Anthony McCauley, Shirley Perkins, Bryan Phillips

Attendees via Conference Call: Bob Huber, Wendy Carter, Kevin Griffin

Voting Members Absent: Yvette Ausby, Karen DeCata (Vice-Chair) Gracie Dowdy, Jim Pedersen, Kenneth Byrd (Chair)

Ex-official Members Present: County Commissioner Louis Gregory

Moore County Transportation Staff Members Present: Stephanie Cormack, Sonia Biggs, Caroline Xiong, Tron Ross, Kris Klug

A quorum was present and the meeting came to order at 3:10 p.m. with Anthony McCauley acting as Board Chair in absence of Kenneth Byrd.

I **Introductions:**

Everyone present went around the room and introduced themselves.

II **Reading and Approval of Minutes from November 29, 2018 Meeting:**

Wendy Carter made a motion to approve the minutes as presented and Terri Prots seconded the motion. All were in favor.

III **Financial Update FY 18/19:**

Current financials were dispersed and discussed as presented within the agenda packet.

IV New Business:

Mrs. Biggs informed the board the updated Policy & Procedures were approved and adopted by the Moore County Board of Commissioners on January 22, 2019.

Mrs. Biggs informed the boards under the current Capital grant MCTS will be replacing 6 vans this current fiscal year. Currently all transportation agencies have been notified of a delay of van deliveries and could postpone the delivery date until the next FY. Staff is working with NCDOT to ensure a grant extension be in place if needed. Mrs. Cormack informed the board if the vans cannot be delivered this fiscal year then the projected financials for the remaining year will be affected.

V Adjournment:

- A. There being no further business, a motion to adjourn was made by Terri Prots and Shirley Perkins seconded the motion. Meeting adjourned by unanimous consent. Meeting adjourned at 3:30 PM

<u>Operating Supplies</u>	July	August	September	October	November	December	January	February	March	April	May	June	Total
Expenses	\$ 156,247.87	\$ 37,851.02	\$ 36,083.49	\$ 116,360.24	\$ 66,897.64	\$ 45,921.04	\$ 119,111.40	\$ 47,658.49	\$ 46,740.19	\$ 125,039.05	\$ 69,426.23	\$ 440,700.82	\$ 1,308,037.48
**Salaries - Full Time	\$ 20,851.70	\$ 24,128.17	\$ 23,559.55	\$ 27,853.70	\$ 44,327.27	\$ 32,037.02	\$ 32,021.09	\$ 32,024.32	\$ 32,024.25	\$ 32,024.24	\$ 48,036.50	\$ 32,024.30	\$ 380,912.11
Salaries - Part Time	\$ 2,361.88	\$ 2,266.02	\$ 2,239.41	\$ 3,128.76	\$ 2,811.26	\$ 1,405.63	\$ 1,309.72	\$ 1,442.01	\$ 1,408.93	\$ 1,379.17	\$ 2,118.48	\$ 1,500.00	\$ 23,371.27
Salaries - Resource	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Longevity	\$ -	\$ -	\$ -	\$ -	\$ 1,746.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,746.00
Service Award	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FICA/Medicare	\$ 1,697.33	\$ 1,934.18	\$ 1,888.41	\$ 2,284.98	\$ 3,611.30	\$ 2,479.81	\$ 2,481.80	\$ 2,493.90	\$ 2,493.11	\$ 2,490.82	\$ 3,739.97	\$ 2,500.00	\$ 30,095.61
Retirement	\$ 1,816.76	\$ 2,064.96	\$ 2,018.23	\$ 2,422.99	\$ 3,823.14	\$ 2,615.12	\$ 2,606.45	\$ 2,616.98	\$ 2,614.39	\$ 2,612.06	\$ 3,926.16	\$ 2,625.68	\$ 31,762.92
401K Retirement	\$ 489.04	\$ 568.28	\$ 545.83	\$ 649.45	\$ 1,050.38	\$ 700.96	\$ 728.07	\$ 762.59	\$ 762.76	\$ 762.31	\$ 1,048.16	\$ 700.00	\$ 8,767.83
Health Insurance	\$ 4,736.36	\$ 5,382.52	\$ 5,382.52	\$ 5,382.52	\$ 9,043.02	\$ 6,022.47	\$ 6,028.68	\$ 6,028.68	\$ 6,028.68	\$ 6,028.68	\$ 9,214.34	\$ 6,200.00	\$ 75,478.47
Unemployment Costs	\$ 243.25	\$ -	\$ -	\$ 243.25	\$ -	\$ -	\$ 243.25	\$ -	\$ -	\$ 243.25	\$ -	\$ -	\$ 973.00
Workers Compensation	\$ 6,565.75	\$ -	\$ -	\$ 6,565.75	\$ -	\$ -	\$ 6,565.75	\$ -	\$ -	\$ 6,565.75	\$ -	\$ -	\$ 26,263.00
Life Insurance	\$ 98.14	\$ 106.20	\$ 106.20	\$ 106.20	\$ 171.12	\$ 123.58	\$ 123.90	\$ 136.73	\$ 149.56	\$ 149.56	\$ 224.78	\$ 150.00	\$ 1,645.97
Unemployment Insurance - NC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workers Compensation Claims	\$ 18,848.00	\$ -	\$ -	\$ 18,848.00	\$ -	\$ -	\$ 18,848.00	\$ -	\$ -	\$ 18,848.00	\$ -	\$ -	\$ 75,392.00
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 394,148.00	\$ 394,148.00
Uniformal	\$ 149.13	\$ 217.16	\$ 169.93	\$ 175.08	\$ 217.27	\$ 252.72	\$ 235.57	\$ 187.84	\$ 187.84	\$ 187.84	\$ 187.84	\$ 187.84	\$ 2,356.06
Office Supplies	\$ 20.46	\$ 45.14	\$ 80.64	\$ 123.32	\$ 14.86	\$ 14.96	\$ 17.14	\$ 35.62	\$ 13.30	\$ 15.92	\$ 100.00	\$ 100.00	\$ 581.36
Janitorial Supplies	\$ 18.99	\$ 100.06	\$ -	\$ 37.09	\$ 7.50	\$ -	\$ -	\$ -	\$ -	\$ 43.42	\$ 50.00	\$ 50.00	\$ 307.06
Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel/Training	\$ 49.50	\$ 500.00	\$ -	\$ 86.49	\$ (250.00)	\$ -	\$ 4.33	\$ 914.16	\$ 550.00	\$ 1,861.78	\$ 65.00	\$ -	\$ 3,781.26
Telephone	\$ 27.26	\$ 47.33	\$ 63.27	\$ 64.07	\$ 61.04	\$ 59.08	\$ 62.18	\$ 55.93	\$ 42.60	\$ 45.00	\$ 45.00	\$ 45.00	\$ 617.76
Advertising	\$ -	\$ -	\$ -	\$ 422.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 422.63
Drug Testing	\$ -	\$ 29.50	\$ 29.50	\$ -	\$ 219.00	\$ -	\$ -	\$ 124.43	\$ 29.50	\$ 50.00	\$ 50.00	\$ 50.00	\$ 581.93
Motor Vehicle Reports	\$ -	\$ 163.00	\$ -	\$ -	\$ -	\$ 186.00	\$ -	\$ -	\$ 374.00	\$ -	\$ 300.00	\$ -	\$ 1,023.00
Equipment Leases	\$ 15,316.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 16,816.50
Banking Services	\$ -	\$ -	\$ -	\$ 161.71	\$ 44.48	\$ 23.69	\$ 31.22	\$ 35.30	\$ 61.27	\$ 70.00	\$ 70.00	\$ 70.00	\$ 567.67
Insurance	\$ 34,653.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,653.57
Liability/Property Insurance	\$ 746.75	\$ -	\$ -	\$ 746.75	\$ -	\$ -	\$ 746.75	\$ -	\$ -	\$ 746.75	\$ -	\$ -	\$ 2,987.00
IT Assessment	\$ 1,399.25	\$ -	\$ -	\$ 1,399.25	\$ -	\$ -	\$ 1,399.25	\$ -	\$ -	\$ 1,399.25	\$ -	\$ -	\$ 5,597.00
Property Management Assessment	\$ 34,300.75	\$ -	\$ -	\$ 34,300.75	\$ -	\$ -	\$ 34,300.75	\$ -	\$ -	\$ 34,300.75	\$ -	\$ -	\$ 137,203.00
Wellness Works Assessment	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ 5,000.00
General Fund Assessment	\$ 10,107.50	\$ -	\$ -	\$ 10,107.50	\$ -	\$ -	\$ 10,107.50	\$ -	\$ -	\$ 10,107.50	\$ -	\$ -	\$ 40,430.00
Dues/Subscriptions	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Professional Services	\$ -	\$ 298.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 2,357.00	\$ 250.00	\$ 350.00	\$ 4,055.50
Office Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	\$ 37,870.41	\$ 50,684.34	\$ 219,583.12	\$ 44,179.08	\$ 92,572.03	\$ 74,377.49	\$ 103,505.21	\$ 42,290.43	\$ 44,230.93	\$ 81,427.44	\$ 42,886.00	\$ 474,281.22	\$ 1,307,887.70
Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00
User Fees	\$ 34,756.41	\$ 43,533.34	\$ 27,402.11	\$ 39,648.08	\$ 33,552.28	\$ 28,115.47	\$ 44,315.46	\$ 39,276.43	\$ 40,088.93	\$ 39,198.03	\$ 40,000.00	\$ 40,000.00	\$ 449,886.54
ROAP User Fees	\$ 3,114.00	\$ 7,151.00	\$ 2,811.00	\$ 4,531.00	\$ 3,023.00	\$ 2,320.00	\$ 3,193.00	\$ 3,014.00	\$ 4,142.00	\$ 4,803.00	\$ 2,886.00	\$ 2,886.00	\$ 43,874.00
5311 Admin			\$ 77,377			\$ 43,942				\$ 37,426		\$ 41,568	\$ 200,312.96
5311 Capital						\$ -						\$ 354,733	\$ 354,733.20
5311 General Public			\$ 68,348		\$ 34,174		\$ 34,174					\$ 24	\$ 136,720.00
EDTAP			\$ 43,646		\$ 21,823		\$ 21,823					\$ 70	\$ 87,361.00
Remaining Funds	\$ (118,377.46)	\$ 12,833.32	\$ 183,499.63	\$ (72,181.16)	\$ 25,674.39	\$ 28,456.45	\$ (15,606.19)	\$ (5,368.06)	\$ (2,509.26)	\$ (43,611.61)	\$ (26,540.23)	\$ 33,580.40	\$ (149.78)

Actual totals for July-April
Estimate only for May-June