

# County of Moore Planning and Transportation



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REGULAR MEETING  
MCTS Transportation Advisory Board  
Rick Rhyne EOC Office Lower Level/Conference Call  
August 18, 2021, at 3:00 pm

## AGENDA

- I. Introductions- Deb Holmes, Chair
- II. Roll Call – Deb Holmes, Chair
- III. Approval of minutes from May 19, 2021, meeting - Deb Holmes, Chair
- IV. Financials -Deb Holmes, Chair
  - a) Budget-FY20-21 - Sonia Biggs
  - b) Budget-FY21-22 - Sonia Biggs
  - c) ROAP - Sonia Biggs
  - d) CARES Act Program - Sonia Biggs
  - e) POP Extension Update – Sonia Biggs
- V. New Business -Deb Holmes, Chair
  - a) FY23 5311 Community Transportation Program-Sonia Biggs
  - b) Camera Upgrades – Sonia Biggs
  - c) Staff updates – Debra Ensminger
  - d) Next meeting November 17, 2021
- VI. Adjourn - Deb Holmes, Chair

**Meeting Minutes**  
**MCTS Transportation Advisory Board**

**Date:** May 19, 2021

**Time:** 3:00 PM

**Location:** Rick Rhyne Lower Level EOC Office

**Voting Members Present** Anthony McCauley (Chairman) and Bryan Phillips.

**Voting Members via Conference Call:** Deb Holmes, Sean McCormick, Krystale Strickland, Bob Huber, Rhonda Priest, and Terri Prots.

**Voting Members Absent:** Maria Campbell, Yvette Ausby, Julius Dockery, and Louis Gregory.

**Ex-official Members Present:** None

**Moore County Transportation Staff Members Present:** Sonia Biggs and Debra Ensminger.

**Moore County Transportation Staff Members via Conference Call:** Tron Ross, Caroline Xiong, and Kris Klug.

A quorum was present; the meeting was called to order at 3:01 p.m. Presiding over the meeting was Anthony McCauley (Chairman) and Krystale Strickland as the secretary.

**I. Introductions:**

All attendees gave a brief introduction, roll call completed for all attendees in the Rick Rhyne EOC Office Lower Level and via conference call.

**II. Approval of Minutes from April 14, 2021, Meeting:**

Terri Prots made a motion to approve the April Special minutes and seconded by Sean McCormick. Motion carried unanimously (8-0).

**III. Election of Officers:**

Anthony McCauley announced the election of Chairperson, Bryan Phillips made a motion to elect Deb Holmes and seconded by Terri Prots. Motion carried unanimously (8-0).

Anthony McCauley announced the election of Vice-Chairperson, Bryan Phillips made a motion to elect Anthony McCauley and seconded by Sean McCormick. Motion carried unanimously (8-0).

Anthony McCauley announced the election of Secretary, Anthony McCauley made a motion to elect Krystale Strickland and seconded by Deb Holmes. Motion carried unanimously (8-0).

**IV. Financials:**

Sonia Biggs mentioned that the estimated end budget total of \$61,585.35 for FY20-21 Budget amendment was approved.

Sonia Biggs also stated MCTS will have some remaining CARES funds from the ROAP Grant available to rollover for next fiscal year 2021-2022.

**V. New Business:**

MCTS CARES Act Program Round III received an additional allotment of \$71,144 from NCDOT for primary needs that has been approved by BOC.

Sonia discussed that the BOC has approved MCTS Policies and Procedures on May 4<sup>th</sup>, 2021. MCTS are mailing out the new policy and procedures updates to all ROAP clients with a return acknowledgement form.

The next meeting date will be **August 18th, 2021**, at the Rick Rhyne EOC Building at 3:00pm.

**VI. Adjournment:**

A motion was made by Bryan Phillips to adjourn and seconded by Terri Prots. Motion carried unanimously (8-0).

Meeting adjourned at 3:30 p.m.

Approved by BOC FY20/21 Budget

Expenses	Amount Expended		Revenue	Revenue Received	
	Budgeted	FY20/21 as of June 30		Budgeted	for FY20/21
Salaries-Full Time/overtime	\$440,822.00	\$404,144.88	Sale of Capital Assets	\$1,000.00	\$47,351.00
Salaries-Part Time	\$40,697.00	\$11,962.36	User Fees (contracts)	\$488,518.00	\$389,580.82
Longevity	\$4,688.00	\$2,826.00	ROAP User Fees (tokens & APines)	\$40,000.00	\$24,306.96
FICA/Medicare	\$36,836.00	\$31,105.16	5311 Admin Grant	\$258,935.00	\$171,463.00
Retirement	\$49,163.00	\$42,844.59	5311 Capital Grant	\$109,942.00	\$0.00
401K Retirement	\$14,446.00	\$10,310.48	5311 General Public -carry over	\$53,198.00	\$53,197.12
Health Insurance	\$118,637.00	\$118,637.00	EDTAP-care over	\$14,278.00	\$14,278.00
Unemployment Cost	\$955.00	\$955.00	5311 CARES	\$266,379.00	\$265,833.00
Workers Comp	\$20,806.00	\$20,806.00	<b>TOTAL BUDGETED</b>	<b>\$1,232,250.00</b>	<b>\$966,009.90</b>
Life Insurance	\$1,568.00	\$1,568.00			
Workers Comp Claims	\$5,704.00	\$5,704.00			
Capital Outlay	\$121,466.00	\$0.00	<b>Estimated End Budget Total</b>		<b>\$26,318.19</b>
Uniforms	\$3,500.00	\$2,262.88			
Office Supplies	\$1,500.00	\$945.49			
Janitorial Supplies	\$1,000.00	\$2,406.82			
Travel/Training	\$4,500.00	\$1,115.61			
Telephone	\$1,060.00	\$758.73			
Advertising	\$5,680.00	\$615.00			
Drug Testing	\$700.00	\$576.71			
Motor Vehicle Reports	\$1,000.00	\$430.00			
Equipment Leases	\$19,000.00	\$16,816.50			
Insurance	\$40,000.00	\$40,000.00			
Liability/Property Insurance	\$4,812.00	\$4,812.00			
IT Assessment	\$10,715.00	\$10,715.00			
Property Management Assessment	\$157,788.00	\$157,788.00			
Wellness Works Assessment	\$6,665.00	\$6,665.00			
General Fund Assessment	\$39,798.00	\$39,798.00			
Dues/Subscriptions	\$600.00	\$500.00			
Professional Services	\$4,000.00	\$2,622.50			
Office Equipment	\$3,000.00	\$0.00			
<b>TOTAL BUDGETED</b>	<b>\$1,161,106.00</b>	<b>\$939,691.71</b>			



DSS	\$189,452.36
Aging	\$175,272.08
Monarch	\$24,856.38

Approved by BOC FY21/22 Budget

Expenses	Budgeted	Amount Expended FY21/22 as of July 30
Salaries-Full Time/overtime	\$406,180.00	\$25,187.58
Salaries-Part Time	\$40,697.00	
Longevity	\$7,930.00	
FICA/Medicare	\$34,186.00	\$1,863.94
Retirement	\$50,989.00	\$2,876.63
401K Retirement	\$13,406.00	\$657.28
Health Insurance	\$122,200.00	\$5,891.18
Unemployment Cost	\$955.00	\$238.75
Workers Comp	\$20,806.00	\$5,201.50
Life Insurance	\$1,448.00	\$116.07
Workers Comp Claims	\$1,875.00	\$468.75
COLA	\$9,105.00	
Capital Outlay	\$82,350.00	
Uniforms	\$3,500.00	\$154.24
Office Supplies	\$3,500.00	\$107.82
Janitorial Supplies	\$3,567.00	
Travel/Training	\$7,500.00	
Telephone	\$4,580.00	\$10.00
Advertising	\$6,400.00	
Drug Testing	\$700.00	
Motor Vehicle Reports	\$1,000.00	
Equipment Leases	\$19,000.00	\$15,316.50
Insurance	\$40,000.00	\$40,000.00
Liability/Property Insurance	\$4,812.00	\$1,203.00
IT Assessment	\$10,582.00	\$2,645.50
Property Management Assessment	\$128,059.00	\$32,014.75
Wellness Works Assessment	\$6,500.00	\$1,625.00
General Fund Assessment	\$38,991.00	\$9,747.75
Dues/Subscriptions	\$500.00	
Professional Services	\$4,000.00	
Office Equipment	\$3,000.00	\$0.00
<b>TOTAL BUDGETED</b>	<b>\$1,078,318.00</b>	<b>\$145,326.24</b>

Revenue	Budgeted	Revenue Received for FY21/22
Sale of Capital Assets	\$1,000.00	
User Fees (contracts)	\$436,725.00	\$38,229.35
ROAP User Fees (tokens & APines)	\$40,000.00	\$1,290.45
5311 Admin Grant	\$265,387.00	\$0.00
5311 Capital Grant	\$72,495.00	\$0.00
5311 General Public	\$160,721.00	
EDTAP	\$101,990.00	
5311 CARES	\$0.00	
<b>TOTAL BUDGETED</b>	<b>\$1,078,318.00</b>	<b>\$39,519.80</b>



DSS	\$8,907.79
Aging	\$22,733.17
Monarch	\$5,555.59
Modvicare	\$1,032.80
OneCall	\$0.00

Estimated End Budget Total

-\$105,806.44