



# County of Moore Transportation Services

Transportation: (910) 947-3389  
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REGULAR MEETING  
MCTS Transportation Advisory Board  
Rick Rhyne EOC Office Lower Level/Conference Call  
May 18, 2022, at 3:00 pm

## AGENDA

- I. Introductions- Deb Holmes, Chair
- II. Roll Call – Deb Holmes, Chair
- III. Approval of minutes from February 16, 2022, meeting - Deb Holmes, Chair
- IV. Election of Officers- Deb Holmes, Chair

### a) Election of Chairperson

Any voting member of the MCTAB may serve as an officer, except Moore County Employees shall not be allowed to serve as Chairperson or Vice-Chairperson due to potential conflicts of interest. Moore County Employees may serve as Secretary.

### b) Election of Vice-Chairperson

MCTAB officers will follow a natural progression every year, except for Moore County Employees serving as Secretary. The Vice-Chairman will advance to Chairman, the Secretary will advance to Vice-Chairman and the Secretary will be elected by a majority vote and will serve a one-year term.

### c) Election of Secretary

MCTAB officers will follow a natural progression every year, except for Moore County Employees serving as Secretary. The Vice-Chairman will advance to Chairman, the Secretary will advance to Vice-Chairman and the Secretary will be elected by a majority vote and will serve a one-year term.

- V. Financials -Deb Holmes, Chair
  - 1. Budget-FY21-22 Updates- Sonia Biggs
  - 2. ROAP - Sonia Biggs
  - 3. CARES Act Program - Sonia Biggs
  - 4. POP Extension Update – Sonia Biggs

- VI. New Business -Deb Holmes, Chair
  - 1. Transportation Technology – Sonia Biggs
  - 2. Staff updates – Sonia Biggs
  - 3. Next meeting May18, 2022

- VII. Adjourn - Deb Holmes, Chair

**MCTS Transportation Advisory Board  
Meeting Minutes**

**Date:** February 16, 2022

**Time:** 3:00 PM

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

**Voting Members Present:** Deb Holmes, Bryan Phillips, Kimmie Dowdy, Kelly Green

**Voting Members via Conference Call:** Sean McCormick, Maria Campbell, Terri Prots.

**Voting Members Absent:** Yvette Ausby, Anthony McCauley, Bob Huber.

**Ex-official Members Present:** None

**Moore County Staff Members Present:** Sonia Biggs.

**Moore County Staff Members via Conference Call:** Caroline Xiong, Tron Ross.

A quorum was present; the meeting was called to order at 3:14pm. Presiding over the meeting was Deb Holms (Chair).

**I. Introductions:**

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

**II. Approval of Minutes from November 17, 2021, Meeting:**

Kelly Green made a motion to approve the November meeting minutes and seconded by Sean McCormick. Motion carried.

**III. Financials:**

Sonis Biggs provided updates on:

- a. The 21/22 transportation budget.
- b. The Rural Operating Assistance Program (ROAP) and CARES Act program for Moore County.
- c. The POP (Period of Performance) Extension.
- d. The CARES Act Program.

**IV. New business**

Sonia Biggs discussed the updates to the MCTS Policies that had been shared with the group. There was no discussion.

Kelly Green made a motion to accept the changes. It was seconded by Bryan Phillips. All approved. Motion carried.

**The next meeting date will be May 18, 2022**

**V. Adjournment**

A motion was made by Terri Prots to adjourn and seconded by Kelly Green. Motion carried unanimously.

Meeting adjourned at 3:40pm

Approved by BOC FY21/22 Budget

Expenses	Budgeted	Amount Expended FY21/22 as of Mar 31
Salaries-Full Time/overtime	\$406,180.00	\$274,357.71
Salaries-Part Time	\$40,697.00	\$5,465.78
Longevity	\$7,930.00	\$4,298.00
FICA/Medicare	\$34,186.00	\$21,126.22
Retirement	\$50,989.00	\$32,445.85
401K Retirement	\$13,406.00	\$7,551.50
Health Insurance	\$122,200.00	\$64,449.46
Unemployment Cost	\$955.00	\$716.25
Workers Comp	\$20,806.00	\$15,604.50
Life Insurance	\$1,448.00	\$1,043.67
Workers Comp Claims	\$1,875.00	\$1,406.25
COLA	\$9,105.00	\$0.00
Capital Outlay	\$204,509.00	\$116,435.66
Uniforms	\$3,500.00	\$1,546.61
Office Supplies	\$3,500.00	\$1,157.39
Janitorial Supplies	\$3,567.00	\$687.24
Travel/Training	\$7,500.00	\$4.79
Telephone	\$4,580.00	\$1,740.85
Advertising	\$6,400.00	\$491.25
Drug Testing	\$700.00	\$416.50
Motor Vehicle Reports	\$1,000.00	\$0.00
Equipment Leases	\$19,000.00	\$15,316.50
Insurance	\$40,000.00	\$40,000.00
Liability/Property Insurance	\$4,812.00	\$3,609.00
IT Assessment	\$10,582.00	\$7,936.50
Property Management Assessment	\$128,059.00	\$96,044.25
Wellness Works Assessment	\$6,500.00	\$4,875.00
General Fund Assessment	\$38,991.00	\$29,243.25
Dues/Subscriptions	\$500.00	\$500.00
Professional Services	\$4,000.00	\$1,891.69
Office Equipment	\$3,000.00	\$0.00
<b>TOTAL BUDGETED</b>	<b>\$1,200,477.00</b>	<b>\$750,361.67</b>

Revenue	Budgeted	Revenue Received for FY21/22
Sale of Capital Assets	\$1,000.00	
User Fees (contracts)	\$436,725.00	\$320,955.65
ROAP User Fees (tokens & APines)	\$40,000.00	\$28,680.52
5311 Admin Grant	\$265,387.00	\$46,444.00
5311 Capital Grant	\$91,864.00	\$0.00
APPR Fund Balance	\$102,790.00	\$0.00
5311 General Public	\$160,721.00	\$123,496.00
EDTAP	\$101,990.00	\$115,209.00
5311 CARES	\$0.00	\$29,692.00
<b>TOTAL BUDGETED</b>	<b>\$1,200,477.00</b>	<b>\$664,477.17</b>

**Estimated End Budget Total** **-\$85,884.50**

DSS	\$50,395.52
Aging	\$187,245.74
Monarch	\$51,092.51
Modvicare	\$30,433.91
OneCall	\$1,787.97



