

# AppalCART Board Meeting Minutes

December 16, 2019

Board Members:

Chair-Quint David Vice Chair-Barry Sauls

Angie Boitnotte, Paul Forte, Charlie Wallin, Joe Eller & Connie Ulmer

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The AppalCART Board held a regularly scheduled meeting December 16, 2019 at 3:00 p.m., in the conference room of the AppalCART facility in Boone, North Carolina.

## Present were:

### Board Members:

Barry Sauls  
Charlie Wallin  
Quint David  
Angie Boitnotte  
Connie Ulmer

### AppalCART Staff:

Director Craig Hughes  
Finance Officer Judy Arwood  
Administrative Assistant Emily Beach  
Apprentice Connor Jones  
John Eckman, ASU

### 1. Call to Order

At 3:07 p.m., Quint David, Chair, called the meeting to order.

### 2. Approval of December 16, 2019 AppalCART Board Agenda

There were two additions to the Agenda. Craig Hughes proposed adding 5d-SMAP (State Maintenance and Assistance Program) grant application and 5e-ROAP (Rural Operating Assistance Program) grant application. Angie Boitnotte made a motion to accept the amended agenda. Connie Ulmer seconded the motion. The motion passed 5-0.

### 3. Public Comment

There was no public comment.

### 4. Consent Agenda Approval

The Consent Agenda was presented for adoption.

- a. Approval of October 28, 2019 Board Minutes  
Discussion included clerical corrections
- b. NCDOT-PTD Apprentice Program Grant Local Share Approval  
(\$4,579 Local Share)  
Discussion included the increase in salary
- c. Budget Amendment-Driver Control Units for Expansion Vehicles  
Purchased Last Year (\$24,818)  
Discussion included a description of the units to be purchased

Barry Sauls made a motion to approve the consent agenda. Angie Boitnotte seconded the motion. The motion passed 5-0.

## 5. Board Matters for Action

### a. Presentation of 2018-19 AppalCART Auditor's Report

The Certified Public Accounting firm of Combs, Tennant, and Carpenter, PC recently completed and submitted the FY 18-19 AppalCART audit to the Local Government Commission. There were no findings to report. Auditors noted the exceptional work by the finance staff to have four straight audits with no findings while handling \$6,000,000 a year. Emily Reynolds and Jason Carpenter presented the audit to the board. Discussion included questions about examples of common findings and separation of duties. Angie Boitnotte made a motion to accept the audit as presented. Charlie Wallin seconded. The audit was accepted with a vote of 5-0.

### b. Remove Night Owl Orange from Spring Schedule

Ridership of the Night Owl Orange Route is not demonstrating enough demand to continue service. Craig Hughes recommended removing this route from the Night Owl schedule beginning in the Spring Semester. Orange Night Owl was not impacting Safe Ride trips. Barry Sauls made a motion to remove Orange from Night Owl, particularly considering how ridership data affects the distribution of crucial grants such as SMAP. Angie Boitnotte seconded the motion. The motion passed 5-0.

### c. At-Large Board Member Candidates-

Craig Hughes discussed the At-Large Board position. There will be possible names for nomination presented at the January meeting. This matter is for information only.

### d. State Maintenance and Assistance Program

Craig Hughes discussed the annual application of the State Maintenance and Assistance Program (SMAP) grant for \$1,098,146. Angie Boitnotte made a motion to approve the submission of the grant application. Connie Ulmer seconded the motion. The motion passed 5-0.

### e. Rural Operating Assistance Program

Craig Hughes discussed the annual application of the Rural Operating Assistance Program (ROAP) grant for \$184,461. Angie Boitnotte made a motion to recommend applying for the grant. Barry Sauls seconded the motion. The motion passed 5-0.

## 6. Staff & Committee Updates

### a. The Green Eagle (origin of AppalCART) presentation

Mr. Archie Pierce presented to the Board a history of rural transportation in Watauga County, and the origins of AppalCART in the 1970's. This matter was for information purposes only.

b. Medicaid Broker Contract Update

Craig Hughes discussed the Medicaid Broker Contract. At this time, the funding required to move to Managed Care has not been appropriated by the NC legislature. Work on contracts has been suspended and the program will not go live on February 1, 2020. This matter was for information purposes only.

c. FTA Drug and Alcohol Program Review Update

Craig Hughes presented to the Board a summary of the findings from the recent NCDOT-PTD's Drug and Alcohol Testing Program. Findings and responses included:

- All agencies that used RLS for DAP policies (including AppalCART) have a deficiency in how the pre-employment alcohol testing is written. DOT and RLS are sending out a revised policy.
- AppalCART was not requesting DOT Drug and Alcohol testing records for applicants that had worked in DOT DAP mandated jobs. We have created a form to use to obtain the required pre-employment records and have added the step to our existing onboarding procedure.
- The Drug and Alcohol Program Manager (DAPM) (Emily Beach) answered three questions incorrectly: "What are the time limits for drug and alcohol testing", "How do you ensure that an employee is only subject to random alcohol testing just before, during, or after the performance of safety-sensitive functions" and "If the MRO contacts you because he or she is unable to reach an employee, what do you do?". In response the DAPM will review the applicable FTA rules and submit an affirmation of understanding. Additionally, anyone that would need to be able to answer this question will be submitting affirmations of understanding.
- In three of the post-accident drug and alcohol tests performed, AppalCART indicated on the post-accident report that testing was done under FTA authority, when the threshold for testing was not met. The correct procedure is to indicate that testing was done under AppalCART's authority. Everyone that completes post-accident reports is reviewing the FTA policy rule and will submit an affirmation of understanding.
- Eddie Dean, of Dean's Paramedical is the vendor for drug and alcohol testing. He answered the following alcohol testing questions incorrectly "What breath alcohol concentration level for a screening test requires a confirmation test", "What must you do if the confirmation test is not conducted within 30 minutes of the screening test?", "Fatal or correctable flaw: You use a non-DOT ATF for a DOT test?", "Do you ensure that the device accurately produces the date and time of the test?" and "Do you (1) have a current copy of 49 CFR Part 40; and (2) subscribe to the ODAPC list-serve?". The findings are being reviewed by the vendor, and affirmations of understanding will be submitted.
- Eddie Dean, of Dean's Paramedical, answered incorrectly the drug testing question "What would you do if the employee admits to adulterating or substituting their specimen?" during the Urine Collections Interview. The finding is being reviewed by the vendor, and an affirmation of understanding will be submitted.

This matter was for information purposes only.

d. November 2019 Financial Summary

Judy Arwood, Finance Officer, gave the monthly financial update to the board. There are no accounts payable issues and accounts receivable is at \$616,061. October claims are in process

and are not included in receivables. Total operating expenses are below target at 39.07% (target 41%). Total Administrative expenses are above target at 49.41% (target 41%) mostly due to the lump sum payment of Commercial Insurance. Today's cash is at \$582,206 and investments with NCCMT are \$2,096,831. Revenues under expenses is \$69,484. \$64,

e. Ridership Data

The ridership as of 12/09/2019 for FY 2019 was 1,028,240. The previous year was 872,092 on the fixed routes. AppalCART went over 1,000,000 trips for FY 2020 on December 2, 2019. Discussion included options on celebrating the 2 millionth trip. A budget amendment would be required to hire a marketing firm.

f. Complaints

There were seven complaints reviewed and discussed.

g. Accidents

There were four accidents to report.

7. Adjournment

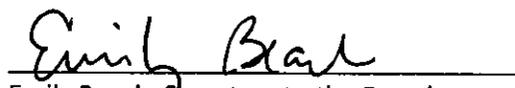
At 5:17pm, Charlie Wallin made a motion to adjourn the meeting. Angie Boitnotte seconded. Motion passed 5-0.



Quint David, Board Chair

1/27/2020

Date



Emily Beach, Secretary to the Board

1/27/2020

Date