

AppalCART Board Meeting Minutes

October 26, 2020

Board Members:

Chair-Quint David Vice Chair-Barry Sauls

Angie Boitnotte, John Eckman, Charlie Wallin, Joe Eller, Connie Ulmer & David Jackson

The AppalCART Board held a regularly scheduled meeting October 26, at 3:00 p.m. via teleconference.

Present were:

Board Members:

Barry Sauls
Charlie Wallin
Quint David
Angie Boitnotte
David Jackson
John Eckman

AppalCART Staff:

Director Craig Hughes
Finance Officer Judy Arwood
Admin Assistant Rachel Thomas
Apprentice Brad Rentz

Others:

David Graham, HCCOG

1. Call to Order

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

2. Approval of October 26, 2020 Board Agenda

Angie Boitnotte made a motion to approve the agenda. David Jackson seconded the motion. The motion passed 6-0.

3. Public Hearing for Comments Related to Possible Changes to the Night Owl Routes

Craig Hughes, Director, outlined that AppalCART is considering potential changes to the Night Owl Service beginning January 19, 2021. He explained that the Night Owl Service was offered as an alternative to the Safe Ride service that App State was offering to students to get around safely on campus at night. Night Owl routes were implemented to serve as a safe transportation option for those passengers who may be working later hours on Thursday, Friday, and Saturday nights, those who may be studying on campus after 10pm, or just enjoying a late evening with friends. Last year helped AppalCART staff, App State staff, and the AppalCART Board identify Night Owl service needs and adjustments were made.

However, lifestyle changes brought about by the COVID-19 event have greatly impacted ridership on the Night Owl routes. Ridership on Night Owl Routes was lower at the start of the fall semester and has continued to decrease as the semester has continued. Craig Hughes used graphs made by Apprentice, Brad Rentz, to demonstrate the difference between Night Owl Ridership in 2019 versus 2020. Some

nights have seen as few as 18 passengers on all three routes combined. The average ridership on those nights is about 1.3 passengers per hour (Ridership last year was about 13 trips per hour) and average ridership drops below 1 trip per round after midnight on these nights.

App State has successfully implemented a safewalk program which provides students with a campus police officer to walk with students to various locations on campus. This is a viable option for those concerned about moving safely around campus after AppalCART closes for the evenings.

The AppalCART Board is hosting this public hearing and receiving comments until November 20, 2020 and would like to hear our passengers' thoughts on changes to or cancellation of any Night Owl Routes. The Board will discuss whether to reduce, cancel, or sustain current Night Owl service at a later date.

Craig Hughes also mentioned that the next step in the matter would be to post QR codes that link to a Google Form where Night Owl riders may fill out a survey explaining the degree to which they rely on this transportation service.

Craig Hughes gave an update for the ridership as of the previous Friday, October 23. He conveyed that there were only 11 passengers on all 3 routes total on the Night Owl that night. Craig Hughes also explained that AppalCART is continuing to seek passenger input on the matter. AppalCART will receive comments from the public on the matter until November 20th.

Charlie Wallin moved to open up the public hearing. Angie Boitnotte seconded. The motion to open passed 6-0. No comments were made at the public hearing.

David Jackson motioned to close the public hearing. Barry Sauls seconded. The motion to close passed 6-0.

4. Public Hearing for FY 2022 Grant Applications: 5311 Administrative, 5311 Operating, 5311 Combined Capital, and NC Rural State Operating Program

(FTA and NCDOT require the following: *Each grant request (e.g., 5311, Appalachian, 5310, or Rural State Operating) must be addressed individually with the hearing formally opened, closed and reflected in the minutes.*).

Craig Hughes, Director, explained to the Board that the grant applications have been available for public review at the AppalCART facility and on the AppalCART website. An advertisement for the public hearing was posted in the local newspapers seeking public comment at this public hearing, at the Peacock Traffic Circle, at College St Circle, on AppalCART social media accounts, and on the AppalCART website. The article ran in the papers the October 12th-19th. The public hearing is required for the 5311 Administrative, 5311 Operating, 5311 Capital, Rural State Operating Program, and Capital Non-STI grant applications for the period July 1, 2021 through June 30, 2022. The grant amounts being requested are:

| Project | Total Amount | Local Share |
|----------------------------|---------------------|--------------------|
| Administrative | \$468,305 | \$93,661 |
| Operating (5311) | \$848,876 | \$424,438 |
| Capital (Vehicles & Other) | \$153,195 | \$30,639 |

| | | |
|-------------------------------|------------------------------|--------------------------|
| Rural State Operating Program | \$210,932.42 | \$105,466.21 |
| Total Project | \$1,681,308 | \$654,204 |
| | Total Funding Request | Total Local Share |

Craig Hughes also told the Board that the AppalCART Board Budget subcommittee has met and recommended approval of the requested amounts and local shares listed above.

Angie Boitnotte motioned to open the public hearing for grant applications. Charlie Wallin seconded. Approval to open passed 6-0.

No comments were made during the 5311 Administrative Grant Application portion of the public hearing. Craig Hughes then moved on to address the 5311 Operating portion. No comments from the Board or public were made regarding this matter. Craig Hughes then addressed the Capital Grant Application and explained that in the paper the total amount for the Capital funds was listed differently in the paper than it is in actuality. It was published in the paper as \$279,000, but is actually \$153,195 as listed above. Craig Hughes gave a summary of what Rural State Operating Program covers. It partially funds the Silver, Red, and one of the Pop Routes. No comments were made regarding this grant request.

Angie Boitnotte motioned to close the public hearing. Charlie Wallin seconded. Motion passed 6-0.

5. **Public Comment**

There was no public comment.

6. **Consent Agenda Approval**

- a. Approval of September 28, 2020 Board Minutes
- b. Approval of Grants Resolution
- c. Approval of Local Share Certification - \$654,204
- d. Approval of 5311 Admin Grant-\$468,305 (Local: \$93,661)
- e. Approval of 5311 Operating Grant-\$848,876 (Local: \$424,438)
- f. Approval of Combined Capital Grant-\$153,195 (Local: \$30,639)
- g. Approval of Rural State Operating Grant- \$210,932.42 (Local: \$105,466.21)
- h. Delegation of Authority
- i. Budget Amendment for 2nd Round of CARES Act Funding (\$2,197,582)

Angie Boitnotte made a motion to approve the consent agenda. Barry Sauls seconded the motion. The motion passed 6-0.

7. **Board Matters**

- a. Letter of Intent to Purchase Bus and Charging Station From Proterra- For Vote

Craig Hughes explained to the Board a letter of intent to purchase an electric bus and charging station must be submitted to Proterra in order to get a place in the production line as soon as possible. Staff has been working through the agreement process with NC Department of

Environmental Quality (NCDEQ) to purchase the bus and charging station. A conflict of interest statement, W-9 (Taxpayer Identification Number), and No Overdue Taxes statement were submitted as part of the agreement process recently. Once the agreement is in place, we can officially place an order. This letter will serve as a place holder for the time-being.

Proterra has been very helpful and responsive to assisting us with the application process and preparing for implementation. AppalCART submitted our application to NCDEQ using price quotes from Proterra. Staff believes that Proterra has industry leading and quality products. For this reason, staff would like to request the Board approve a letter of intent to purchase to Proterra for the purposes of getting our place in the assembly line waiting list. It is not an official purchase and will not negatively impact our ability to proceed through the agreement process with NCDEQ.

Craig Hughes also outlined the potential timeline for procurement and usage of the electric bus to the Board. He expects NCDEQ to give their approval of the bus procurement in December, 2020 and the installation of the charging station to happen in spring, 2021.

David Jackson made a motion to approve the letter of intent. Angie Boitnotte seconded the motion. The letter was approved 6-0.

8. Staff & Committee Update/Discussion

a. September 2020 Financial Summary and Statement Update

Judy Arwood, Finance Officer, presented to the Board the financial statements summary. Today's cash is at \$1,403,951 in the checking account and \$2,110,254 in the investment account. There are no accounts payable issues and accounts receivable is \$33,469. General fund revenues are at 17.66%, which is below target (25.00%). Total administrative expenses are at 40.40% which is above target (25.00%) due to annual commercial insurance payments. Total operating expenses are at 20.25% which is below target (25.00%). Wages for Operating Full-Time (4522-121) are below target (25.00%) at 19.08%. Operating Part-Time wages are at 20.08% which is below target (25.00%). Craig Hughes also briefly showed the Board a breakdown of expenses due to the COVID-19 crisis. This includes cleaning fees, buying our own fogger for disinfecting (so we don't have to pay a contractor), installation of opening windows in the buses to improve circulation, as well as COVID leave pay.

b. Ridership Data

Craig Hughes discussed the decline in ridership that has happened over the semester. He also addressed the continually declining ridership on Night Owl. Craig explained that Apprentice, Brad Rentz, would be developing a QR code that will link to a Google Form Survey regarding Night Owl Rider's needs and dependency on the service. Chair, Quint David, suggested that the survey also be linked on AppalCART's website. All Board members were in agreement that the Google Form would be a good means to collect feedback.

c. Complaints/Comments

There were four complaints reviewed and discussed.

d. Accidents

There were two accidents reviewed and discussed.

9. Adjournment

At 4:34 pm, Angie Boitnotte made a motion to adjourn the meeting. Charlie Wallin seconded.
Motion passed 6-0.

Quint David, Board Chair

Date

Rachel Thomas, Secretary to the Board

Date