AGENDA OF REGULAR BOARD MEETING
Western Piedmont Regional Transit Authority (WPRTA) Board of Directors
Thursday, July 17, 2025 at 10:00 a.m.
Greenway Conference Room, 1459 Robinwood Rd, Newton, NC 28658

Members: Bradley Kirkley (Burke County) - Karen Dickerson (Chairman) - Randy Williams (Newton) - Stephanie Watson (Conover)

Others Present: Casey Fullbright (Clerk) - Michael Bowman (Executive Director) - Averi Ritchie (WPCOG) - Amanda Safrit (Funding & Grants Mgr.) - Scott Cook (Finance Dir.) - Pattie Nelson (Operations Dir.) - Patrick Nelson (HR Dir.) - Terry Taylor (Attorney) - Alexis Douglas (Newton Intern) - Cole Clark (Law Clerk) – Jesse Allen (Fleet & Maintenance Dir.) - Will Chaplain (Newton Intern) – Brandon Holland (Newton Assistant Manager)

1. **Call to Order:** Chair Dickerson called the meeting to order at 10:01 AM and announced a quorum was present.

2. **Additions/Deletions/Changes to Agenda:** Addition of Item 2a – New Vice Chairman Appointment

   a. **New Vice Chairman Appointment:** Chairman Dickerson canvassed the Board for nominations for the position of Vice Chairman. Mr. Glines was nominated for the position. Upon a motion made by Chairman Dickerson and seconded by Mrs. Watson, the Board unanimously approved the appointment of Mr. Glines as Vice Chairman.

3. **Public Comment:** None

4. **Tab Application**: The Board reviewed the application of Karin McDaniel for appointment to the Transportation Advisory Board (TAB) representing Catawba County. Ms. McDaniel resides in Morganton and is employed by Adult Life Programs, located in Catawba County. Upon a motion made by Mr. Williams and seconded by Mrs. Watson, the Board unanimously approved the appointment of Karin McDaniel to the Transportation Advisory Board representing Catawba County.

5. **Locally Coordinated Plan:** Ms. Ritchie and Mr. Fullbright presented the updated Locally Coordinated Plan (LCP) in support of 5310 funding. The presentation included a review of changes and modernization initiatives from the prior 2021 LCP, along with updated demographic data.

   a. Release for 30-Day Public Comment:
   Upon a motion made by Mr. Williams and seconded by Mrs. Watson, the Board unanimously approved the release of the updated Locally Coordinated Plan for a 30-day public comment period.

6. **FY26 County Service Contracts:**
   The Board reviewed and discussed renewal of FY26 county service contracts. Members recused themselves from votes on contracts affecting their respective counties as appropriate.

   a. Alexander County (5310, Medicaid, Reunite Grant, Taylorsville):
   The Board considered the following contracts for Alexander County:

   5310 Contract: A contract with the Department of Social Services (DSS) to provide shared transportation services under the 5310 program for the new fiscal year. The maximum amount on the contract is $90,000.
   Upon a motion made by Mr. Kirkley and seconded by Mr. Williams, the Board unanimously approved the Alexander County 5310 contract.

   Medicaid Transportation: Medicaid transportation services to be provided under DSS.
   Upon a motion made by Mrs. Watson and seconded by Mr. Williams, the Board unanimously

approved the Medicaid transportation contract for Alexander County.

Reunite Grant: DSS transportation for qualifying clients under the Reunite Grant, specifically for fathers or custodians of juveniles placed in substance abuse facilities by the health department. The contract allows a maximum of $10,000, using the same rate structure.
Upon a motion made by Mr. Williams and seconded by Mr. Kirkley, the Board unanimously approved the Reunite Grant contract.

Taylorsville FY26 Contract: Transportation services provided to the Town of Taylorsville with no additions to contract rates. The contract is for $13,000 with an optional extension of $1,500.
Upon a motion made by Mr. Kirkley and seconded by Mr. Williams, the Board unanimously approved the FY26 Taylorsville transportation services contract.

b. Burke County (Medicaid):
DSS will continue to provide Medicaid transportation services through Greenway, with no changes to the existing agreement.Upon a motion made by Mr. Williams and seconded by Mrs. Watson, the Board unanimously approved the recusal of Mr. Kirkley from discussion and voting on the Burke County Medicaid transportation contract. Following the recusal, and upon a motion made by Mr. Williams and seconded by Mrs. Watson, the Board unanimously approved the Burke County Medicaid transportation contract as presented.

c. Caldwell County (Medicaid):
DSS will continue to provide Medicaid transportation services under the current arrangement.
Upon a motion made by Mr. Williams and seconded by Mr. Kirkley, the Board unanimously approved the Caldwell County Medicaid transportation contract.

d. Catawba County (5310 Rural, 5310 Urban, Medicaid):

5310 Rural Grant: Greenway will serve as the subrecipient to provide transportation services funded through the 5310 Rural Grant.
Upon a motion made by Mrs. Watson and seconded by Mr. Williams, the Board unanimously approved the 5310 Rural contract for Catawba County.

5310 Urban Grant: This contract includes a double passthrough structure to fund urban transportation services.
Upon a motion made by Mr. Williams and seconded by Mrs. Watson, the Board unanimously approved the 5310 Urban contract for Catawba County.

Medicaid Transportation: Greenway will continue to provide Medicaid transportation services under contract with DSS.
Upon a motion made by Mr. Kirkley and seconded by Mrs. Watson, the Board unanimously approved the Medicaid transportation contract for Catawba County.

7. **Policy Updates:** The Board reviewed proposed policy updates and additions across several areas. The updates were presented as follows:
   a. **Holiday and Sick Leave:** A new policy allows full-time employees one *Personal Day of Observance* per year, which may be used for their birthday or a holiday not currently recognized. The policy also formalizes eligibility for a paid day off for approved field trips, up to one day per year. Additionally, the policy includes a provision to allow employees to transfer unused sick leave from prior employment with local or state government entities or in cases where sick leave would otherwise be lost due to separation.
   b. **Longevity Pay:** A new longevity pay structure was introduced, including a chart showing the payout rate of $100 per year of completed service.
   c. **Performance and Discipline:** Updates provide more detailed guidelines around safety operations, including clarification on disciplinary procedures. This includes provisions for final warnings or immediate termination in response to major infractions.

   After discussion, and upon a motion made by Mr. Kirkley and seconded by Mr. Williams, the Board

unanimously approved the adoption of all policy updates attached here to.

8. **Finance Report:** Mr. Cook from the Finance Department reviewed the monthly budget report for FY25 through the end of June 2025. He explained that approximately 40% of the budget is related to the largest 5307 grant, which is submitted once per year and recorded as a receivable. Urban operating funds provide about 60% of the budget, and once these funds are drawn down, they will fulfill the budget requirements. Mr. Cook noted that spending upfront can cause a lag that affects budget calculations, but drawdowns will begin in August after July closes and will be completed prior to the audit period. The department is still processing accruals from vendors, including bills from the prior fiscal year, and salary changes will also impact expenses. Last fiscal year ended with 83% of the budget spent, and while expenses are expected to increase due to accruals, the current year is projected to close under budget. Upon a motion made by Mr. Williams and seconded by Mr. Kirkley, the Board unanimously accepted the monthly budget report for FY25 through June 2025 as presented.

9. **Authority Update:**

a. Executive Director/Department Updates: Mr. Bowman presented that six sites in Catawba County were identified as high-priority during the Tier 1 site assessment for potential new facility locations, with Longview and Hickory ranking highest. Other notable sites include Lowe's Hardware and two locations in Conover near the Longview area.

b. Finance: Mr. Cook presented that the Finance Department continues regular operations including invoice approvals, budget monitoring, Medicaid reviews, and preparations for FY26 contracts and audits.

c. Operations: Mrs. Nelson presented that fixed routes continue to operate on a Saturday schedule while the department evaluates new service delivery models and software options. Safety reports have been submitted, employee training completed, and collaboration with Hickory PD resulted in no trespassing signs at shelters.

d. Human Resources: Mr. Nelson presented that recent recruitment efforts have successfully filled multiple positions across the counties, and ongoing morale initiatives are in place. Preparations for the Staff Appreciation Breakfast and annual employee background checks are underway.

e. Fleet: Mr. Allen presented that preventative maintenance compliance remains above 70%, with ongoing training for maintenance personnel and installation of new security systems at facilities. Repairs and ADA compliance improvements continue at the Newton Maintenance facility.

f. Mobility: Mr. Bowman presented that travel training sessions have been conducted for clients on the Catawba Fixed Route and Burke Flex Route. The Mobility team remains actively involved in community collaborations, outreach efforts, and support for the Locally Coordinated Plan.

10. **Consent Agenda:**
    a. **Board Meeting Minutes, June 19, 2025:** Upon a motion made by Mrs. Watson and seconded by Mr. Kirkley, the Board unanimously approved the Board Meeting Minutes from June 19, 2025.
    b. **Closed Session Minutes approval:** Upon a motion made by Mr. Kirkley and seconded by Mrs. Watson, the Board unanimously approved the Closed Session Minutes from June 19, 2025.

11. **Discussion of Items removed from the Consent Agenda:** None

12. **Other Business:** A question was raised regarding Caldwell and Alexander Counties. Mr. Rash from Caldwell was unable to attend the meeting due to an issue. The Board discussed checking with Alexander County to confirm whether Mr. David Moose will be attending and serving on the Board until a permanent county manager is hired and appointed.

13. **Adjournment:** Upon a motion made by Mr. Williams and seconded by Mr. Kirkley, Chair Dickerson adjourned the meeting at approximately 10:58 AM.

Next board meeting: Thursday, August 21 , 2025 at 10:00 AM.
WPRTA Board meetings are held on the third Thursday of each month at 10:00 AM

Respectfully Submitted,

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Clerk Karen Dickerson , Chairman