AGENDA OF REGULAR BOARD MEETING
Western Piedmont Regional Transit Authority (WPRTA) Board of Directors Thursday, September 18, 2025 at 10:00 a.m.
Greenway Conference Room, 1459 Robinwood Rd, Newton, NC 28658

Members: Karen Dickerson (Chairman) - Alan Glines (Burke County) - Tom Hart (Conover), Ben Faulkenberry (Alexander County)

Others Present: Michael Bowman Executive Director – Casey Fullbright (Clerk) - Patrick Nelson (HR Dir.) - Patti Nelson (Operations Dir.) - Scott Cook (Finance Dir.) - Jesse Allen (Fleet & Maintenance Dir.) - Amanda Safrit (Funding & Grants Mgr.) - Randy Bowen, Terry Taylor (Attorney) - Kaylan Kelly (Mobility Mgr.)

1. **Call to Order:** Chair Dickerson called the meeting to order at 10:05 AM and announced a quorum was present.

2. **Additions/Deletions/Changes to Agenda:** None

3. **Public Comment:** None

4. **Building Feasibility Study Presentation:** Mr. Bowman presented an update on the building feasibility study attached hereto, noting that Tier 1 of the assessment has been completed and the team is now progressing through Tier 2. As part of this process, three properties were eliminated from consideration due to concerns stemming from their prior uses, such as a former chemical plant. Of the remaining candidates, three sites, one of which is the existing facilities scored high enough to move forward into the 5% design package phase. Mr. Bowman reviewed the conceptual design work completed for each of the three locations, with a focus on long-term planning needs over the next 20 years. Mr. Bowman also noted that fully funding a new building would likely require stacking multiple grants, as a single grant would not cover the full cost. The Three Oaks team is working toward completing the NEPA (National Environmental Policy Act) review, which is required before the final feasibility report can be issued. This report will inform strategic planning and support upcoming grant applications, including the next round expected in May.

5. **Adopt Locally Coordinated Plan:** Mr. Bowman provided a brief update on the Locally Coordinated Plan (LCP), which was initially released for public comment in July. He noted that the plan serves as a key requirement for securing 5310 funding, which supports transportation services for seniors and individuals with disabilities. It was noted that no comments were received during the public comment period, and the plan requires final Board approval. Upon a motion made by Mr. Glines and seconded by Chair Dickerson, the Board unanimously approved the adoption of the Locally Coordinated Plan.

6. **NCDOT FY27 UGA Call for Public Hearing October 16, 2025:** Mr. Bowman announced a public hearing scheduled for October 16, 2025, regarding the Western Piedmont Regional Transportation Authority's Community Transportation Program Application. The hearing will cover funding requests under Sections 5311 (ADTAP), 5310, 5339, 5307, and applicable state funding sources. He noted the program supports transportation services across Alexander, Burke, Caldwell, and Catawba counties, including demand response, flex, fixed route, and microtransit options. The total project request is $1,023,991 with a local share of $162,855, and the application is available for public inspection at Greenway offices. Upon a motion made by Mr. Hart and seconded by Mr. Glines, the Board unanimously approved the scheduling of a public hearing on October 16, 2025, to receive public comments on the Community Transportation Program Application and associated funding requests.

7. Finance Report: Mr. Cook presented the FY26 finance report through the end of August, noting that only 6% of the total operating budget has been spent so far, with an additional $2.9 million in cash received in early September not yet reflected in the current bank

balance. He explained that although 18.5% of the budget appears committed when including open purchase orders, this figure is skewed by upfront annual costs, such as insurance, which significantly impact early-year percentages. Grant drawdowns from prior years are in progress, and current revenues are tracking as expected across categories, with contract revenues and local matching funds beginning to post. The total bank statement balance as of August 31, 2025, was $2,901,398.37. Upon a motion made by Mr. Glines and seconded by Chair Dickerson, the Board unanimously accepted the monthly budget report -attached hereto - as presented.

8. **Authority Update:**

a. Executive Director:

Mr. Bowman reported that the Tier 2 site assessment for the building feasibility study has been completed, with full results to be shared in the Board update. Final FTA grants for FY26–27 are under review; once approved, drawdowns will begin. He also discussed a potential new service with officials in Long View and attended the ribbon cutting for the Neighbors Network transportation program.

b. Finance:

Mr. Cook reported that the Finance Department continued routine activities including invoice approvals, budget monitoring, and preparation for audits. The department submitted the NC sales tax report, began sending information to auditors, and continued contract discussions with Burke DSS for Work First trips. Staff also completed OPSTATS training and CPE continuing education.

c. Operations:

Mrs. Nelson shared that fixed routes continue to operate on a Saturday schedule while service delivery and software options are under evaluation. The department is actively tracking Flex, Microtransit, and Fixed Route performance, and continues working with NCDOT on vehicle and camera contracts. Safety reports have been submitted, and internal training is ongoing.

d. Human Resources:

Mrs. Nelson reported on the continued execution of daily HR tasks, participation in multiple job fairs, and attendance at both the HR Specialist Summit and Indeed's FutureWorks 2025. Recruitment efforts have successfully filled several positions, while morale boosters and leadership retreat planning are ongoing. Internal transfers and one driver separation were noted.

e. Fleet & Facilities Maintenance:

Mr. Allen stated that preventative maintenance compliance remains above 70%, and staff training continues. The department is overseeing the installation of new security systems at facilities and addressing operational and ADA-related improvements at the Newton Maintenance Facility.

f. Mobility:

Mrs. Kelly reported that the Mobility team participated in multiple community events and resource fairs, conducted travel training, and gave a presentation at the West Hickory Senior Center. Outreach continues across the four-county service area, with upcoming plans to present at the AARP Public Hearing and support transportation strategy efforts in Long View.

9. **Consent Agenda:**

a. Board Meeting Minutes, July 17, 2025: Upon a motion made by Mr. Glines and seconded by Mr. Kirkley, the Board unanimously approved the Board Meeting Minutes from July 17, 2025.

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

11. **Other Business:** None

12. **Adjournment:** Upon a motion made by Chair Dickerson and seconded by Mr. Glines, Chair Dickerson adjourned the meeting at approximately 10:55 AM.

Next board meeting: Thursday, October 16 , 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