

Pender Adult Services (PAS-TRAN) Transportation Advisor Board (TAB) Meeting
Thursday, July 10, 2025
Meeting Minutes

Attendance: Roberta (Bird) Bost, Sam Boswell, Kristin Dombroski, Laura Marbury, Adrian Smith, Wesley B. Davis, Cathy Guidry, Irene Johnson,

Absent: Daniel Adams, Tommy Batson, Leah Benefield, Kayla Lanier

Meeting called to order at 10:36 am.

Introduction of members and staff

Irene Johnson, Regional Grant Specialist- Coastal Plains was in attendance via Team Meeting. She presented an overview of the purpose of a TAB Board. She plans to attend the October 9, 2025 meeting in person.

Old Business:

1. The Secretary position on the TAB Board remains vacant. Board members are encouraged to share recommendations or express interest in the role. This role is essential to support accurate recordkeeping and board communications.
2. Sam Boswell will create a template to make it easier for a secretary to take notes.
3. A 2023 Chrysler Pacifica minivan has been received as a replacement for the transit vehicle that was totaled. A replacement vehicle equipped with a lift is expected to arrive next week. The four remaining replacement vehicles previously thought to be on backorder had not actually been ordered. The order was placed at the end of June, and delivery is expected in September or October. It was noted that the useful life of a vehicle is defined as 100,000 miles, though the department has been operating vehicles up to 200,000. No capital grant was written for FY 2025-2026. A capital grant will be submitted for FY 2026-2027. The department's goal is to add an additional vehicle to the fleet.
4. All documentation for the three grants for the current fiscal year has been successfully completed and submitted. All submissions were made in accordance with the respective deadlines and grant requirements.

New Business:

1. Changes have been made to the transportation office staff: Tricell Merritt is no longer with us, Ke'Anda Hall has accepted the position as the new Transportation Supervisor. Jada Boykins is a new hire now serving as the Dispatcher/Administrative Assistant.
2. There have been additions to the driving staff to support service demands and improve scheduling flexibility. Additionally, the starting pay for drivers has been increased to \$15.00 per hour. This change is part of ongoing efforts to attract qualified applicants.
3. The contract for the PAS-TRAN billboards has not been renewed. This decision will save \$5,700 a year. Alternative marketing strategies are being explored to maintain outreach effectiveness.
4. Fleet expansion. Two new transportation vans will be on the road by August.
5. New customer rates have been established. A full breakdown of the new fare structure will be made available to the public and is attached.

6. Ke'Anda- Attending EAM (Enterprise Asset Management) training in Jacksonville on August 7th. Cathy is attending Director training every month in Winston Salem through October. Next training scheduled for July 21-23. Cathy, Ke'Anda, and Jada will have in-house training on Friday, Saturday, and Sunday, July 18-20 with CTS Tripmaster Software trainer.
7. Scheduling software is being updated to improve operational efficiency.
8. The new fiscal year began on July 1, 2025, and will run through June 30, 2026.
9. Once final figures for all FY 2026-2027 grants are received, a request will be presented at the County Commissioners' meeting to secure the required local matching funds.

Data for 2024/2025 fiscal year:

- **Days of Service:** 242 (weekends, holidays, and snow days we do not run)
- **Fares Collected:** \$25,207.50
- **Service Miles:** 382,747
- **Total Passenger Rides:** 21,922
- **In County Rides:** 18,775
- **Out of County Rides:** 3,147
- **Unduplicated Riders:** 522

Financials were presented:

The original cost for the CTS training was \$5,051. However, Cathy successfully negotiated with CTS to reduce the training cost to \$1,000, resulting in significant savings for the department.

Grants for 2025-2026

1. 5310 Grant:
 - Total Amount: \$180,000
 - Federal Share (50%): \$90,000
 - Local (County) Share (50%): \$90,000
2. 5311 Grant:
 - Total Amount: \$227,261
 - Federal Share (80%): \$181,808
 - NCDOT Share (5%): \$11,363
 - Local (County) Share (15%): \$34,090
3. ROAP Grant: Figures are not yet available. Information will be provided once finalized.

Future Meetings for the fiscal year:

Thursday, October 9, 2025

Thursday, January 8, 2026

Thursday, April 2, 2026

Meeting was adjourned at 11:54am.