ALAMANCE COUNTY TRANSPORTATION AUTHORITY
BOARD MEETING
October 21, 2026 3:00 PM

1. Call to Order ACTA Board Meeting – Chair Michael Snyder

2. Welcome and Introductions

3. Speakers from floor

4. Approval of Agenda

5. Consent Agenda [Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.]
   a. Approval August 19, 2026 Meeting Minutes (Pgs. 3 - 4)
   b. Trip Volume (Pgs. 5 - 7)

6. Financial Review – Catherine Walker
   a. Profit & Loss Statements (Pgs. 8 - 10)
   b. Balance Sheet (Pg. 11)
   c. Cost Allocation - Funding Detail (Pg. 12)
   d. 2025-2026 Financial Audit – Duncan Ashe P.A. Update

7. Director Updates – Peter Murphy
   a. Grant Funding – ROAP application (Pgs. 13 - 18)
   b. Microtransit (Pgs. 19 - 20)
   c. BGMPO 5307 Cost Allocation (Pgs. 21 - 22)
   d. Annual Operational Statistics (Pg. 23)
   e. Orange – Alamance County MOU (Pgs. 24 - 26)

8. Operations Update – Andrew Reichl

9. Other Business:
   a. Employee retention bonus revision (Pgs. 27 - 28)

10. Next Scheduled Meeting Date: November 18, 2026 3:00 P.M.

11. Adjournment

Recommended Board Action:

1) The Board moves to approve the Meeting Agenda including Consent.

2) The Board moves to approve the monthly finance reports as presented.

3) The Board moves to approve ROAP funding application as presented.

4) The Board moves to approve retention bonus as presented.

Alamance County Transportation Authority

August 19th, 2026 – Minutes

A meeting of the Alamance County Transportation Authority Board of Trustees was held on **Wednesday, August 19th, 2026** in the ACTA conference room located in ACTA's facility at 128 Electric Avenue, Burlington, NC 27215.

Members present:	Michael C. Snyder, Chairperson Board of Directors Steve Carter, Vice Chairperson Board of Directors Steve Cecil, Board Member
Others present:	Peter Murphy, Executive Director – Via Teleconference Catherine Walker, Accounting / HR Manager Andy Reichl, Operations Manager

Call to Order – Mr. Snyder called the meeting to order at 3:32 pm.

Agenda Approval - Mr. Snyder called for the approval of the agenda and consent agenda. Mr. Carter moved to approve the agenda. Mr. Cecil seconded the motion, and the motion passed unanimously.

Public Hearing - Mr. Snyder called for a motion to open the public hearing. Mr. Carter moved to open the public hearing. Mr. Cecil seconded the motion, and the public hearing was opened by unanimous approval.

Review Grant Applications and Hear Public Comments: Mr. Murphy summarized the process of how grants are applied for through the NCDOT, through the EBS system. All grants have been prepared as they have been historically.

Item i: 5311 Administration Grant: Mr. Murphy discussed the 5311 Administration grant application which covers rural costs. ACTA has applied for a total of $233,168. This number is greater than last year. These funds require a 20% match from the county, which will be requested in the budget process.

Item ii: 5310 Elderly & Disabled Grant: Mr. Murphy reviewed the 5310 Elderly and Disabled grant application, for $630,000. This grant is a 50/50 match, and the match is generated through contract work also performed by ACTA. ACTA has requested a 4.3% increase over last year's application.

Item iii: Combined Capital: Mr. Murphy discussed the Combined Capital grant application. This application will replace 2 vehicles in FY2028 for a total of $267,550. This is a 10% local match, which is obtained through request from the county.

Item iv: Total Accumulation: Public notice and applications were posted in advance, and there were no public comments received.

With no comment from the public, Mr. Snyder called for a motion to close the public hearing. Mr. Carter made a motion to close the public hearing. Mr. Cecil seconded the motion, and the motion to close the public hearing was approved unanimously.

Mr. Snyder called for a motion to approve the FY28 grant applications as presented. Mr. Cecil moved to approve the grant applications. Mr. Carter seconded the motion, and the motion passed unanimously.

July 15th, 2026 Minutes – Mr. Snyder called for the approval of the July 15th meeting minutes. Mr. Carter moved to approve the minutes, Mr. Cecil seconded the motion, and the motion passed unanimously.

Financial Review – Mrs. Walker stated that all financial reports have been completed.

Profit & Loss & Balance Sheet – Mrs. Walker stated that numbers are trending as expected. Prices will be adjusted to reflect expenses.

Cost Allocation – Mrs. Walker stated that ACTA will be working with Ecolane to get pricing adjustments completed at the upcoming quarter end.

Mr. Snyder called for the approval of the financial reports as presented. Mr. Cecil made the motion to approve, Mr. Carter seconded the motion, and the financial reports were unanimously approved.

Director Updates

Grant Funding – Mr. Murphy discussed the BGMPO meeting. The five agencies were given three different methodologies to vote on how money is distributed. PART and Link were in favor of the map which provided the most funding to the fixed route services. This methodology was provided to the TAC and TCC for approval. Mr. Murphy worked with Alamance County's GIS department to show ACTA's stops that occurred throughout the county. This adjusted information was provided to the TCC and TAC committees. After discussion, the TAC committee tabled the allocation vote. The MPO has been requested to rework the methodology, and Mr. Murphy suggested basing the calculations on the population served along with what was actually a reimbursable expenditure by each agency. ACTA carries almost as many passengers a significant number of passengers, and perhaps it should be based on passenger counts served. NCDOT has advised that as long as the distribution is finalized by October, funding would not be delayed.

Microtransit – Mr. Murphy discussed meeting with the consultant, and ACTA has merged the microtransit from Mebane to Graham. The consultant has created advertising pieces for ACTA to distribute to the industries in the zone. This connected zone would provide transportation to all within the zone. The new zone is effective October 1st.

Mr. Snyder called for a motion to approve the Microtransit Zone Map as presented. Mr. Carter made the motion to approve, Mr. Cecil seconded the motion, and the motion passed unanimously.

Operations Update **–** Mr. Reichl reported that five new drivers have completed training, and there will be a new class in September with two additional drivers. One new 25' bus is now in service, and one 20' bus will be ready for service by the end of the week. There are two additional buses expected within the month, and five additional buses by the end of the year. Mr. Reichl discussed how well the new tie-down system is working.

Other Business –

2026 FTA 5339c IMD Low Emissions Grant – Mr. Murphy discussed the grant offered for low emission vehicles from the state. It is a fast turnaround grant, and this would be used to fund the expansion vehicles ACTA has in the STIP. Mr. Murphy is seeking approval from the board to apply for this grant.

Mr. Snyder called for a motion to grant permission to apply for the Low Emissions Grant. Mr. Cecil made the motion to approve, Mr. Carter seconded the motion, and the motion passed unanimously.

Motion to adjourn – There was a motion to adjourn by Mr. Carter, and seconded by Mr. Cecil, with unanimous approval.

The meeting adjourned at 4:24 pm. The next meeting will be Wednesday, September 16th at 3:00 pm at 128 Electric Avenue, Burlington, NC 27215.

Respectfully submitted,

Catherine Walker

Approved:_____

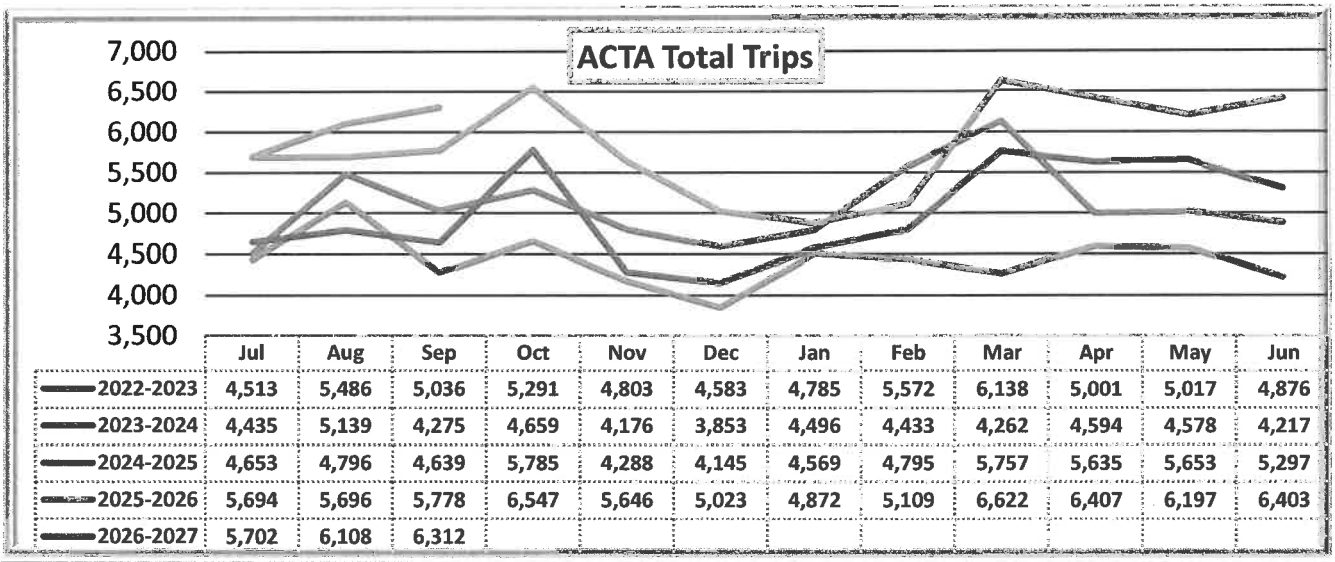
Michael C. Snyder, Chairperson Board of Directors

Trip Comparision Report - FY 2027

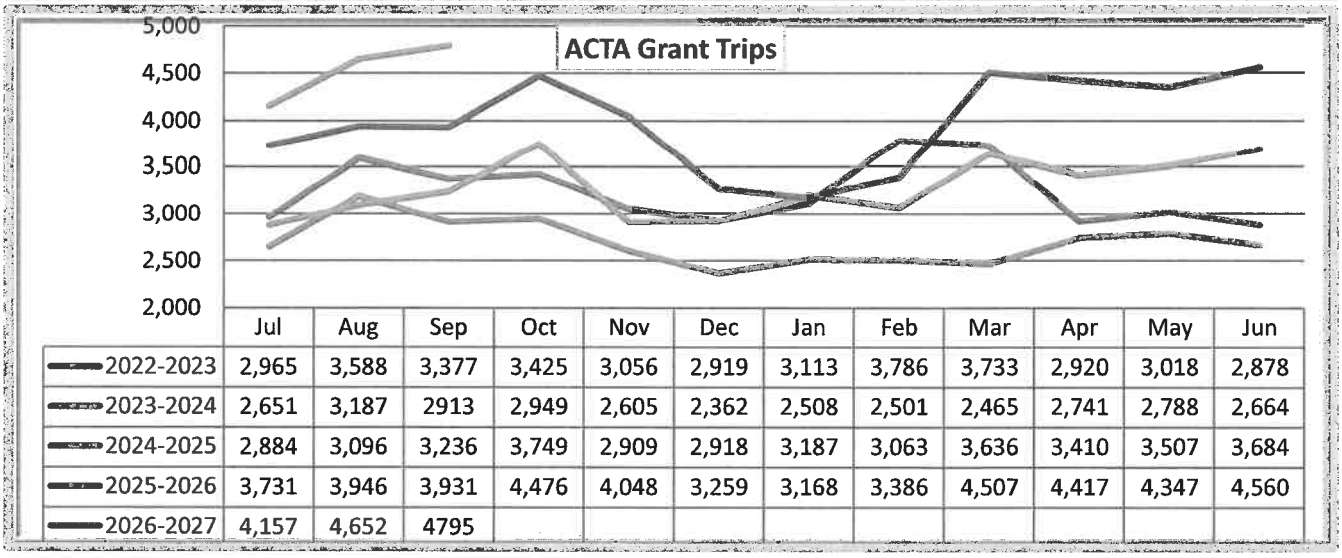
	Number of Trips in FY 2026	Jul. 2025	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Year to Date
GRANTS														
5310 ACTA EDTAP 440ED (ACTA)	2,756.00	368.00	384.00	347.00										1,099.00
5310 Friendship Ctr EDTAP 440FC	971.00													-
TOTAL EDTAP	**3,727.00**	**368.00**	**384.00**	**347.00**	-	-	-	-	-	-	-	-	-	1,099.00
Transfer to 5310	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET EDTAP	**3,727.00**	**368.00**	**384.00**	**347.00**	-	-	-	-	-	-	-	-	-	1,099.00
ACTA EMPLOYMENT WorkFirst	**1,212.00**	116.00	164.00	155.00										435.00
General Public - ACTA	**3,439.00**	273.00	413.00	474.00										1,160.00
General Public - ACC	-													-
RGP Southern Route	**855.00**													-
Transfer to Municipal Funding		-	-	-	-	-	-	-	-	-	-	-	-	
NET GENERAL PUBLIC	**4,294.00**	**273.00**	**413.00**	**474.00**	-	-	-	-	-	-	-	-	-	1,160.00
TOTAL ROAP (NET)	**9,233.00**	**757.00**	**961.00**	**976.00**	-	-	-	-	-	-	-	-	-	2,694.00
Dial-a-Ride Do not Collect- **5310 DAR Silver DNC** 267G	597.00													-
Dial-a_Ride Medical 267M **(5310 DAR silver)**	3,106.00	354.00	340.00	341.00										1,035.00
Dial-a_Ride Medical 267M **(ALL DAR)**	3,129.00	354.00	340.00	341.00	-	-	-	-	-	-	-	-	-	1,035.00
Dial-a-Ride **Intercounty** 267M	-	-	-	-										-
DIAL-A-RIDE	**3,703.00**	**354.00**	**340.00**	**341.00**	-	-	-	-	-	-	-	-	-	1,035.00
Transferred to 5310		-	-	-	-	-	-	-	-	-	-	-	-	
NET DIAL-A-RIDE	**3,703.00**	**354.00**	**340.00**	**341.00**	-	-	-	-	-	-	-	-	-	1,035.00
GENERAL TRANSPORTATION (Cong. Meals & Friendship)	1,057.00	**125.00**	**124.00**	**125.00**										374.00
5310 Urban	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5310 Rural (dnc,ooc, regular)	8,674.00	733.00	779.00	765.00										2,277.00
5310-ACC-Urban	-	-	-	-										-
5310-ACC-Rural	-	-	-	-										-
Net 5310	**8,674.00**	**733.00**	**779.00**	**765.00**	-	-	-	-	-	-	-	-	-	2,277.00
5307 Southern Alamance Route	1,887.00													-
5307 Urban Trips- Regular	18,981.00	**2,117.00**	**2,364.00**	**2,481.00**										6,962.00
5307 Urban Trips- OOC	13.00													-
5307-ACC	-													-
MicroTransit		**13.00**	**15.00**	**44.00**										
Total 5307	**20,992.00**	**2,130.00**	**2,379.00**	**2,525.00**	-	-	-	-	-	-	-	-	-	7,034.00

	Number of Trips in FY 2026	Jul. 2025	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Year to Date
5307 ARP	974.00	**58.00**	**69.00**	**63.00**										**190.00**
5307 CARES - Urban (reg & OOC)	1,911.00													**-**
5311 CARES	1,232.00													**-**
TOTAL GRANTS	**47,776.00**	**4,157.00**	**4,652.00**	**4,795.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**13,604.00**
Alamance Plaza	632.00	70.00	66.00	100.00										**236.00**
DSS - ALL	10,400.00	820.00	741.00	708.00										**2,269.00**
Friendship Adult Day Services COG	229.00													**-**
Homecare Providers 511 HC	-	2.00												**2.00**
Industries of the Blind, Inc.	563.00													**-**
ModivCare	7,025.00	383.00	336.00	375.00										**1,094.00**
MTM - was OneCall (AMB & WC)	649.00	18.00	11.00	24.00										**53.00**
5310 Orange Enterprises 265VH	2,720.00	252.00	302.00	310.00										**864.00**
Vocational Rehab Alamance	-													**-**
TOTAL CONTRACT	**22,218.00**	**1,545.00**	**1,456.00**	**1,517.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**4,518.00**
ACTA TOTAL TRIPS	**69,994.00**	**5,702.00**	**6,108.00**	**6,312.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**18,122.00**
Attendants & Guests	**3,181.00**	**149.00**	**184.00**	**183.00**										**516.00**
OPSTATS Reported Trips														**-**

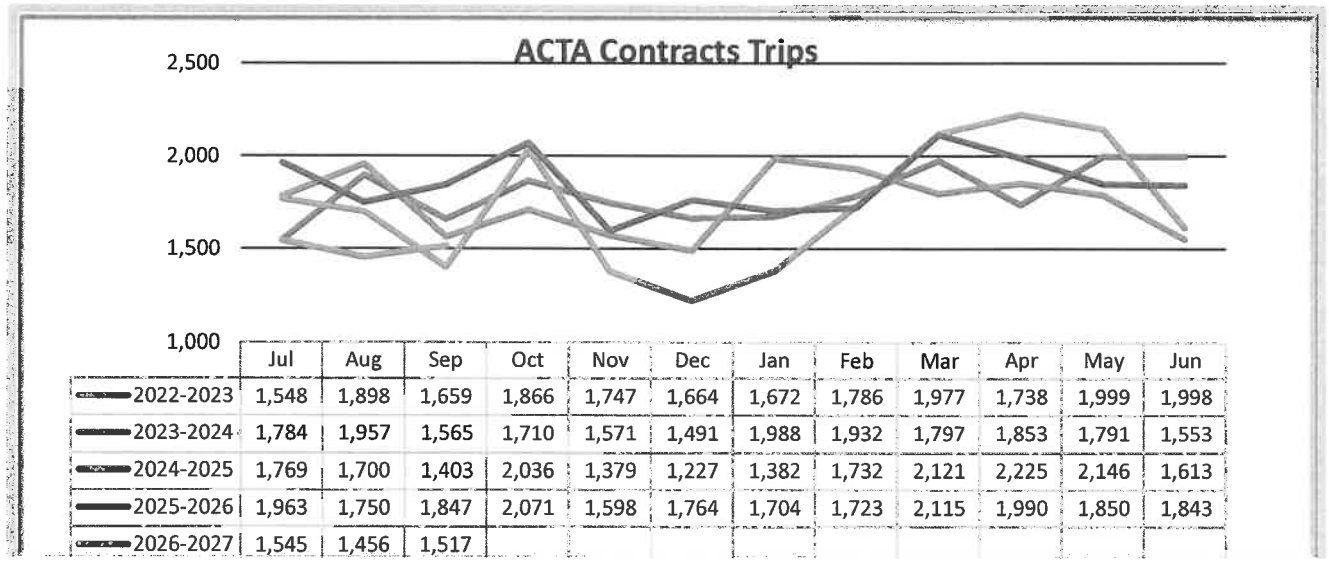
ACTA Trips by Month
July 2023 - June 2026



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2022-2023	4,513	5,486	5,036	5,291	4,803	4,583	4,785	5,572	6,138	5,001	5,017	4,876
2023-2024	4,435	5,139	4,275	4,659	4,176	3,853	4,496	4,433	4,262	4,594	4,578	4,217
2024-2025	4,653	4,796	4,639	5,785	4,288	4,145	4,569	4,795	5,757	5,635	5,653	5,297
2025-2026	5,694	5,696	5,778	6,547	5,646	5,023	4,872	5,109	6,622	6,407	6,197	6,403
2026-2027	5,702	6,108	6,312									



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2022-2023	2,965	3,588	3,377	3,425	3,056	2,919	3,113	3,786	3,733	2,920	3,018	2,878
2023-2024	2,651	3,187	2913	2,949	2,605	2,362	2,508	2,501	2,465	2,741	2,788	2,664
2024-2025	2,884	3,096	3,236	3,749	2,909	2,918	3,187	3,063	3,636	3,410	3,507	3,684
2025-2026	3,731	3,946	3,931	4,476	4,048	3,259	3,168	3,386	4,507	4,417	4,347	4,560
2026-2027	4,157	4,652	4795									



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2022-2023	1,548	1,898	1,659	1,866	1,747	1,664	1,672	1,786	1,977	1,738	1,999	1,998
2023-2024	1,784	1,957	1,565	1,710	1,571	1,491	1,988	1,932	1,797	1,853	1,791	1,553
2024-2025	1,769	1,700	1,403	2,036	1,379	1,227	1,382	1,732	2,121	2,225	2,146	1,613
2025-2026	1,963	1,750	1,847	2,071	1,598	1,764	1,704	1,723	2,115	1,990	1,850	1,843
2026-2027	1,545	1,456	1,517									

Accrual Basis
(Excluding Depreciation)

Alamance County Transportation Authority
Profit & Loss

FY 2026-2027	2026-2027 Budget	Jul 26 Budget	Aug 26 Budget	Sep 26 Budget	Oct 26 Budget	Nov 26 Budget	Dec 26 Budget	Jan 27 Budget	Feb 27 Budget	Mar 27 Budget	Apr 27 Budget	May 27 Budget	Jun 27 Budget	FY 2026-2027 Budget
Income														
Grants (Net of Transfers and Unbillable)	2,611,704	256,632	256,632	256,632	256,632	256,632	256,632	269,610	257,536	256,632	256,632	258,075	257,004	3,095,281
Contracts	590,715	46,023	46,023	45,190	46,857	46,023	46,023	46,023	46,023	46,023	46,023	46,023	46,082	552,338
Fares	-													-
Interest, Other	(5,261)	750	750	750	750	750	750	750	750	750	750	750	750	9,004
Sale of Surplus Property	16,200	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000
Total Income	3,213,358	306,406	306,406	305,572	307,239	306,406	306,406	319,384	307,309	306,406	306,406	307,848	306,836	3,692,623
Operating Expense														
Salaries, Wages, Fringe Benefits	1,428,349	114,746	114,746	142,202	114,746	114,746	142,202	114,746	114,746	142,202	114,746	114,746	142,202	1,486,773
Supplies	28	-	-	-	-	-	413	-	-	-	-	-	-	413
Maintenance	280,695	24,480	24,480	24,480	24,480	24,480	24,480	24,480	24,480	24,480	24,480	24,480	24,480	293,757
Communications	8,616	764	764	764	764	764	764	764	764	764	764	764	764	9,166
Other - Misc.	8,616	175	175	175	175	175	175	175	175	175	175	175	175	2,097
Insurance	34,031	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	3,234	38,805
PART	375	18	18	18	18	18	18	18	18	18	18	18	18	219
Bad Debt Write Off	-													-
Total Operating Expense	1,760,710	143,416	143,416	170,872	143,416	143,416	171,286	143,416	143,416	170,872	143,416	143,416	170,872	1,831,230
Administrative Expense														
Salaries, Wages, Fringe Benefits	404,269	31,712	31,712	36,749	31,711	31,711	36,751	31,711	31,711	36,751	31,711	31,711	36,751	400,693
Professional Services	26,649	1,307	1,307	1,307	12,987	1,307	1,307	1,307	1,307	1,307	1,307	1,307	1,307	27,360
Other Supplies and Services	84,800	6,113	6,113	6,113	6,123	6,113	6,113	6,113	6,113	6,906	6,906	6,906	6,113	75,740
Rent	75,600	6,350	6,350	6,350	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	77,550
RouteMatch Maintenance	40,000	-	-	-	872	2,362	2,362	2,406	1,490	2,406	2,406	2,406	2,406	19,116
Insurance and Bonding	131,675	11,263	11,263	11,263	11,263	11,263	11,263	11,263	11,263	11,893	11,263	11,263	11,263	135,790
Non-Capitalized Equip & Furn	-													-
Bank Charges, Interest	-													-
Total Administrative Expense	762,994	56,744	56,744	61,782	69,456	59,256	64,296	59,299	58,384	65,763	60,093	60,093	64,339	736,249
Total Operating and Administrative Expense	2,523,704	200,160	200,160	232,654	212,872	202,672	235,582	202,715	201,799	236,635	203,509	203,509	235,212	2,567,479
Other Expense - bad debt write-off	-													-
Capital Expense	-													-
Net Income	**689,654**	**106,246**	**106,246**	**72,918**	**94,367**	**103,734**	**70,824**	**116,669**	**105,510**	**69,770**	**102,897**	**104,340**	**71,624**	**1,125,144**
Trips	66,696	6,242	6,242	6,242	6,242	6,242	6,242	6,242	6,242	6,242	6,242	6,242	6,242	74,900
Cost Per trip	37.8	32.1	32.1	37.3	34.1	32.5	37.7	32.5	32.3	37.9	32.6	32.6	37.7	34.3
Admin Headcount	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3
Operating Headcount	26.9	26.9	26.9	26.9	26.9	26.9	26.9	26.9	26.9	26.9	26.9	26.9	26.9	26.9

Accrual Basis
(Excluding Depreciation)

Alamance County Transportation Authority
Profit & Loss

FY 2026-2027	2025-2026 Budget	Jul 26 Actual	Aug 26 Actual	Sep 26 Actual	Oct 26 Actual	Nov 26 Actual	Dec 26 Actual	Jan 27 Actual	Feb 27 Actual	Mar 27 Actual	Apr 27 Actual	May 27 Actual	Jun 27 Actual	12 Mo. Actual
Income														
Grants (Net of Transfers and Unbillable)	2,611,704	106,025	120,670	655,144										881,839
Contracts	590,715	39,184	36,257	36,167										111,608
Fares	0	8	10	58										76
Interest, Advertising	-5,261	-	0											0
Sale of Surplus Property & Tax true-up	16,200	-	-											0
Total Income	**3,213,358**	145,218	156,937	691,368	0	0	0	0	0	0	0	0		993,523
Operating Expense														
Salaries, Wages, Fringe Benefits	1,428,349	112,114	102,438	143,692										358,244
Supplies	28	529	35	42										607
Maintenance	280,695	30,929	37,371	37,184										105,484
Communications	8,616	-	691	719										1,410
Other - Misc.	8,616	(816)	(1,089)	(1,089)										-2,993
Insurance	34,031	3,234	3,234	3,234										9,701
PART	375	-	-	-										0
Bad Debt Write Off	-	-	-	-										0
Total Operating Expense	**1,760,710**	145,990	142,681	183,782	0	0	0	0	0	0	0	0		472,453
Administrative Expense														
Salaries, Wages, Fringe Benefits	404,269	46,951	31,597	37,940										116,488
Professional Services	26,649	2,152	1,345	3,032										6,529
Other Supplies and Services	84,800	3,784	5,725	6,406										15,916
Rent	75,600	6,350	6,350	6,350										19,050
RouteMatch Maintenance	40,000	-	-	0										0
Insurance and Bonding	131,675	11,263	11,263	11,263										33,790
Non-Capitalized Equip & Furn	0	-	-	-										0
Bank Charges, Interest	0	-	-	-										0
Total Administrative Expense	**762,994**	70,500	56,281	64,992	0	0	0	0	0	0	0	0		191,773
Total Operating and Administrative Expense	**2,523,704**	216,490	198,962	248,774	0	0	0	0	0	0	0	0	0	664,226
Other Expense - Bad Debt Write-Off	0	-	0	0	0	0	0	0	0	0	0	0	0	0
Capital Expense	0	-	0	0	0	0	0	0	0	0	0	0	0	0
Net Income	**689,654**	**(71,273)**	**-42,025**	**442,594**	**0**	-	-	-	-	-	-	-		**329,297**
Trips	66,696	6,144	6,129	6,341										18,614
Cost Per trip	$37.8	$35.2	$32.5	$39.2	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	$35.7
Admin Headcount FTEs	4.3													#DIV/0!
Operating Headcount FTEs	26.9													#DIV/0!

Accrual Basis
(Excluding Depreciation)

Alamance County Transportation Authority
Profit & Loss

FY2026-2027	September Month to Date			Actual YTD Var. (12 Mth)			12 Mo Actual		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Grants (Net of Transfers and Unbillable)	106,025	256,632	(150,607)	881,839	769,896	111,943	3,207,223	3,095,281	111,943
Contracts	39,184	46,023	(6,839)	111,608	137,237	(25,629)	526,709	552,338	(25,629)
Fares	8	-	8	76	-	76	76	-	76
Interest, Advertising	-	750	(750)	-	2,251	(2,251)	6,753	9,004	(2,251)
Sale of Surplus Property	-	3,000	(3,000)	-	9,000	(9,000)	27,000	36,000	(9,000)
Total Income	145,218	306,406	(161,188)	993,523	918,384	75,139	3,767,762	3,692,623	75,139
Operating Expense									
Salaries, Wages, Fringe Benefits	112,114	114,746	(2,632)	358,244	371,693	(13,449)	1,473,324	1,486,773	(13,449)
Supplies	529	-	529	607	-	607	1,020	413	607
Maintenance	30,929	24,480	6,450	105,484	73,439	32,045	325,802	293,757	32,045
Communications	-	764	(764)	1,410	2,291	(882)	8,284	9,166	(882)
Other - Misc.	(816)	175	(991)	(2,993)	524	(3,517)	(1,420)	2,097	(3,517)
Insurance	3,234	3,234	-	9,701	9,701	-	38,805	38,805	-
PART	-	18	(18)	-	55	(55)	164	219	(55)
Bad Debt Write Off	-	-	-	-	-	-	-	-	-
Total Operating Expense	145,990	143,416	2,574	472,453	457,704	14,749	1,845,978	1,831,230	14,749
Administrative Expense									
Salaries, Wages, Fringe Benefits	46,951	31,712	15,239	116,488	100,173	16,315	417,008	400,693	16,315
Professional Services	2,152	1,307	845	6,529	3,920	2,609	29,970	27,360	2,609
Other Supplies and Services	3,784	6,113	(2,328)	15,916	18,338	(2,422)	73,318	75,740	(2,422)
Rent	6,350	6,350	-	19,050	19,050	-	77,550	77,550	-
RouteMatch Maintenance	-	-	-	-	-	-	19,116	19,116	-
Insurance and Bonding	11,263	11,263	-	33,790	33,790	(0)	135,790	135,790	(0)
Non-Capitalized Equip & Furn	-	-	-	-	-	-	-	-	-
Bank Charges, Interest	-	-	-	-	-	-	-	-	-
Total Administrative Expense	70,500	56,744	13,756	191,773	175,270	16,502	752,752	736,249	16,502
Total Operating and Administrative Expense	216,490	200,160	16,330	664,226	632,974	31,251	2,598,730	2,567,479	31,251
Capital Expense	-	-	(177,518)	-	-	-	-	-	-
Net Income	**(71,273)**	**106,246**	**(191,274)**	**329,297**	**285,409**	**27,385**	**1,169,032**	**1,125,144**	**43,888**
Trips	6,144	6,242	(98)	6,144	6,242	(98)	68,561	74,900	(6,340)
Cost Per trip	35	32	$ 3	35	34	-0.96	$ 37.90	$ 34	$ 4
Admin Headcount FTEs	-	4	(4.25)	-	4	(4.25)	4	4.3	(0.35)
Operating Headcount FTEs	-	27	(26.9)	-	27	(26.9)	25	26.9	(2.24)

Balance Sheet - FY 2027

	June 30, 26	July 2026	August 2026	Sept 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027
ASSETS													
Current Assets													
Total 1100 · Cash (inc undep funds)	$609,262	$416,061	$505,112	$190,651									
Total 1200A · Accounts Receivable	1,037,914	977,045	995,967	1,159,017									
Prepaid Insurance	259,924	289,710	280,756	310,542									
Other Current Assets	5,150	5,150	5,150	5,150									
Total Current Assets	1,912,250	1,687,966	1,786,985	1,665,361	0	0	0	0	0	0	0	0	0
Fixed Assets													
1760 · Vehicles	2,194,343	2,334,338	2,594,437	2,724,399									
1800 - Right to Use Leased Assets	193,413	193,413	193,413	193,413									
500 - Other Fixed Assets	543,797	543,797	543,797	578,801									
Total Fixed Assets	2,931,552	3,071,547	3,331,646	3,496,612	0	0	0	0	0	0	0	0	0
1800 · Accumulated Depreciation	(2,064,914)	(2,064,914)	(2,099,614)	(2,117,289)									
TOTAL ASSETS	**$2,778,888**	**$2,694,599**	**$3,019,017**	**$3,044,684**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
LIABILITIES & EQUITY													
Liabilities													
Current Liabilities													
2100 · Accounts Payable	$90,691	$168,819	$442,892	$27,222									
Other Current Liabilities													
2300 · Accrued Expenses Payable	38,431	56,932	6,101	16,250									
2400 · Accrued Liabilities	66,646	66,646	66,646	66,646									
2410 - Leased Liability	166,862	166,862	166,862	166,862									
2600 · Deferred Revenues	0	0	0	0									
2761 Loan - Alamance County	-	-	-	-									
Total Other Current Liabilities	271,939	290,440	239,609	249,759	0	0	0	0	0	0	0	0	0
Total Liabilities	362,630	459,259	682,501	276,981	0	0	0	0	0	0	0	0	0
Equity													
Opening Bal Equity													
Total 2810 · Contributed Capital	-	-	-	-	-	-	-	-	-	-	-	-	-
2810 Goodwill	-	-	-	-	-	-	-	-	-	-	-	-	-
2820 · Investment in Fixed Assets	2,182,642	2,182,642	2,182,642	2,182,642									
2825 · Lien Reduction	(1,560,334)	(1,560,334)	(1,560,334)	(1,560,334)									
2830 - Unrestricted Net Assets	(82,555)	(82,555)	(82,555)	(82,555)									
To 2900 · Fund Balance/Retained Earnings	539,753	539,754	539,754	539,754	0	0	0	$0	$0	$0	$0	$0	$0
3900 · Retained Earnings	1,425,670	1,767,551	1,817,495	1,817,495									
Net Income	450,835	(71,964)	(20,732)	410,455									
Total Equity	2,416,257	2,235,341	2,336,517	2,767,704	0	0	0	0	0	0	0	0	-1
TOTAL LIABILITIES & EQUITY	**$2,778,888**	**$2,694,600**	**$3,019,019**	**$3,044,685**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

	Alamance County Transportation Authority Exp. Reimbursement YTD	5307 -Urban OOC & 5307 Gen Public & 5307 SUBS Capital	5307 ARP	5310	ROAP EDTAP	ROAP EMPLOYMENT	ROAP GEN PUBLIC	COG Dial-a-Ride (Medical) PTRC	COG (General) CONG. MEALS & Friendship - PTRC 264	DSS	CONTRACT	[illegible]	TOTAL
	Average Revenue Mile/ Trip	7.5	6.0	8.3	8.2	13.3	12.2	7.0	11.6	7.2	4.2	2.9	
1)	Revenue Miles Ecolane	53,558	1,356	26,357	9,060	6,485	15,186	7,248	4,343	16,363	5,818	208	145,992
2)	**% Revenue Miles**	36.7%	0.9%	18.1%	6.2%	4.4%	10.4%	5.0%	3.0%	11.2%	4.0%	0.1%	99.9%
3)	Urban *	100%	100%	75.87%	0.00%	0.00%	0%	75.87%	75.87%	100.00%	100.00%	100.00%	
	Urban Revenue Miles												
4)	Rural *			24.1%	100.0%	100.0%	100%	24.1%	24.1%				
5)	Both				Yes	Yes	No	Yes	Yes	Yes	No	No	
5a)	Trips	7,149	227	3,187	1,101	488	1,240	1,033	374	2,268	1,385	72	18,524
	Urban Trips	7,149	227	3,187	1,101	488	1,240	1,033	374	2,268	1,385	72	
5b)	Cost per trip	$ 31.3427	$ 24.9895	$ 32.6569	$ 26.3650	$ 42.5720	$ 39.2354	$ 27.6955	$ 45.8332	$ 30.1847	$ 17.5741		$ 30.8623
	*Per Rich Garrity Cost Allocations Model for ACTA.	*excl DNC					*excl DNC	*excl DNC					
	RouteMatch Estimated Miles - Service Miles	60,885	1,548	30,048	10,845	7,464	17,426	8,308	5,077	18,845	6,730	236	167,412
	% of Total	36.4%	0.9%	17.9%	6.5%	4.5%	10.4%	5.0%	3.0%	11.3%	4.0%		100.0%
	Expense Distributions												
6)	**Total Operating Expense (Column J Exp. x row 2 rate)**	$ 174,652	$ 4,422	$ 85,983	$ 29,548	$ 21,146	$ 49,520	$ 23,636	$ 14,161	$ 53,361	$ 18,972	$ 678	$ 476,075
	Less Unallowable:												
7)	Taxes (Column J x row 2 rate)	$ 56	$ 1	$ 28	$ 9	$ 7	$ 16	$ 8	$ 5	$ 17	$ 6	$ 0	$ 153
	Fuel Tax	$ 3,005	$ 76	$ 1,480	$ 508	$ 364	$ 852	$ 407	$ 244	$ 918	$ 326	$ 12	$ 8,192
8)	**Net Operating Expense**	$ 171,591	$ 4,344	$ 84,476	$ 29,028	$ 20,775	$ 48,652	$ 23,221	$ 13,913	$ 52,425	$ 18,639	$ 666	$ 467,730
9)	**Total Administrative Expense (Column J X row 2 rate)**	$ 70,353	$ 1,781	$ 34,636	$ 11,902	$ 8,518	$ 19,948	$ 9,521	$ 5,705	$ 21,495	$ 7,642	$ 273	$ 191,773
	Less Unallowable:												
10)	Taxes & Non Cap Equip (Column J Exp. X row 2 rat	$ 149	$ 4	$ 73	$ 25	$ 18	$ 42	$ 20	$ 12	$ 46	$ 16	$ 1	$ 406
11)	Lien Reduction (Column J X row 2)	$ (18,024)	$ (456)	$ (8,873)	$ (3,049)	$ (2,182)	$ (5,110)	$ (2,439)	$ (1,461)	$ (5,507)	$ (1,958)	$ (70)	$ (49,130)
	Less Administrative Leave (Acct #124)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12)	**Net Admin. Expense (Rows 10+11+12+13)**	$ 52,479	$ 1,329	$ 25,836	$ 8,878	$ 6,354	$ 14,880	$ 7,102	$ 4,255	$ 16,034	$ 5,701	$ 204	$ 143,049
	Line Item Adjustment												
12a)	Net Admin Expense - Adjusted	$ 52,479	$ 1,329	$ 25,836	$ 8,878	$ 6,354	$ 14,880	$ 7,102	$ 4,255	$ 16,034	$ 5,701	$ 204	$ 143,049
	Allocated Admin. Exp. (Split)												
13)	**FTA Allocated (Row 3 x 12)**	$ 52,479	$ 1,329	$ 19,602	$ -	$ -	$ -	$ 5,388	$ 3,228	$ 16,034	$ 5,701	$ 204	$ 103,963
14)	**NCDOT Allocated (Already rec'd in 5311))**	$ -	$ -	$ 6,234	$ 8,878	$ 6,354	$ 14,880	$ 1,714	$ 1,027	$ -	$ -	$ -	$ 39,086
15)	**Total Reimbursable Expenses (Rows 8 + 13)**	$224,069	$5,673	$104,078	$29,028	$20,775	$48,652	$28,609	$17,142	$68,459	$24,340	$869	$571,694
		39.2%	1.0%	18.2%	5.1%	3.6%	8.5%	5.0%	3.0%	12.0%	4.3%	0.2%	100.000%
15a)	Actual Fares												0
15b	**Net Reimbursable Exp. less Fares (rows15-23)**	$ 224,069	$ 5,673	$ 104,078	$ 29,028	$ 20,775	$ 48,652	$ 28,609	$ 17,142	$ 68,459	$ 24,340	$ 869	$ 571,694
16	Grant Amount (some include local match)	$462,623	$160,913	$301,999	$114,376	$41,430	$85,523	$129,516	$47,846	$333,584	$204,196	$150,000	$1,782,006
										XXX	XXX		$0
													$0
17	**Current Budget - FY2024 - 2025**	$483,728	$43,832	$287,618	$109,744	$33,038	$79,243	$133,820	$49,438	$333,584	$204,196	$150,000	$1,908,241
	July - June Net Reimbursable Expenses (= 15b)	$ (224,069)	$ (5,673)	$ (104,078)	$ (29,028)	$ (20,775)	$ (48,652)	$ (28,609)	$ (17,142)	$ (68,459)	$ (24,340)	$ (869)	$ (571,694)
	Return of expired funds												
	Budget Balance	$ 259,659	$ 38,159	$ 183,540	$ 80,716	$ 12,263	$ 30,591	$ 105,211	$ 32,296	$ 265,125	$ 179,856	$ 149,131	$ 1,336,547

FY27 ROAP Application Survey

All applications of ROAP are due XXXX. Late applications are subject a delayed disbursement.

All documents must be scanned separately and uploaded in this form.

IMPORTANT
NCDOT will not accept any ROAP and SMAP documents that are mailed or emailed to our office.

If you have any questions please contact your RGS.

Fields marked with an asterisk (*) are required.

Entity Information

Name of Entity*

Alamance (ACT)

Select the Region of your County Transit System *

- ◯ Mountains
- ◯ Coastal Plains
- ◉ Eastern Piedmont
- ◯ Western Piedmont

County/Counties*

Alamance

County Manager Name*

Heidi York

County Manager Email*

heidi.york@alamance-nc.com

County CFO Name*

Susan Evans

County CFO Email*

susan.evans@alamance-nc.com

Community Transportation System Name*

Alamance County Transportation Authority

Transit Contact Name*

Peter Murphy

Transit Contact Email*

p.murphy@acta-nc.com

Person Completing Application

Catherine Walker

Applicant's Job Title *

Accounting / HR Manager

Applicant's Email Address *

c.walker@acta-nc.com

Applicant's Phone Number

+1 (336) 222-0565

Application Questions

1. Did the County or Authority receive recommendations on how the ROAP funds should be suballocated among eligible recipients or programs?*

- (●) Yes
- ( ) No

If yes, select all that apply*

- [x] TAB Board
- [x] Eligible Agencies
- [x] Local Officials
- [x] Transit Riders
- [ ] Public Transportation Plans
- [ ] Other

2. Does the County pass through any ROAP funds to governmental or nonprofit agencies organizations?

- (●) Yes
- ( ) No

If yes, list all that apply:

- [x] EDTAP
- [x] Employment
- [x] RGP

If yes, is there a written agreement with each agency or organization that outlines the appropriate use of the funds and establishes accountability requirements?*

- (●) Yes
- ( ) No

3. Do any organizations or departments receiving ROAP funds plan to use private transit contractors to provide RGP-funded transportation services?

If yes, their procurement practices must comply with all applicable federal and state procurement requirements for professional services.

- ( ) Yes
- (●) No

4. Are ROAP funds deposited into an interest-bearing account?

- ( ) Yes
- (●) No

5. Do you have local financial support that will prevent discontinuation of services?

Trips may be limited but cannot stop altogether due to lack of RGP funds.

- (●) Yes
- ( ) No

6. Is the County or Authority able to submit monthly reports, including supporting documentation, by the 30th of the following month? *

Reports must include trips, expenditures, fares, and transfers by ROAP project category (EDTAP, EMPL, and RGP).

- (●) Yes
- ( ) No

7. Does the County Authority or transportation provider have a system in place to ensure that ROAP-funded trips are provided only to eligible individuals (e.g., elderly and/or disabled individuals for EDTAP, or trips that begin and/or end in a disadvantaged area for RGP)?*

- (●) Yes
- ( ) No

If yes, does the County Authority or transportation provider maintain documentation verifying rider eligibility that can be provided to IMD upon request?*

- (●) Yes
- ( ) No

Attachments*

- Required: FY27 Rural Operating Assistance Program AFR Certified Statement
- As Needed - Eligible entities must submit a copy of executed Memorandum of Understanding (MOU) for each municipality within their service area as part of the application.



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CERTIFIED STATEMENT
FY2027
RURAL OPERATING ASSISTANCE PROGRAM
County of **Alamance**

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Integrated Mobility Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e., CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race, or gender (FTA C 4702.1B, FTA C 4704.1A, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2026 to June 30, 2027 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Alamance North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low-income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided with an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality, and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county will notify the Regional Grant Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in monthly reports to NCDOT – Integrated Mobility Division or its designee. **Back-up documentation is required to support the monthly reports, failure to provide documentation will affect future disbursements. The June report will be considered the annual report.**
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP guidance. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amount of FY2027 Rural Operating Assistance Program funds:
  * The amount of requested funds cannot exceed the amount of listed in the application table under "to be disbursed". Any unspent funds from the previous fiscal year will be carried forward. Funds are allowed to be transferred between ROAP project categories as needed, according to transfer criteria. Transfers must be recorded in the monthly ROAP report in the month transferred.

State-Funded Rural Operating Assistance Program	Allocated*(Disbursed)	Requested
Elderly and Disabled Transportation Assistance Program (EDTAP)	114,376	114,376
Employment Transportation Assistance Program (EMPL)	41,430	41,430
Rural General Public Program (RGP)	85,523	85,523
TOTAL	241,329	241,329

WITNESS my hand and county seal, this 8th day of September,2026.

Signature of County Manager/Administrator

Heidi York

Printed Name of County Manager/Administrator

Signature of County Finance Officer

Susan R. Evans

Printed Name of County Finance Officer

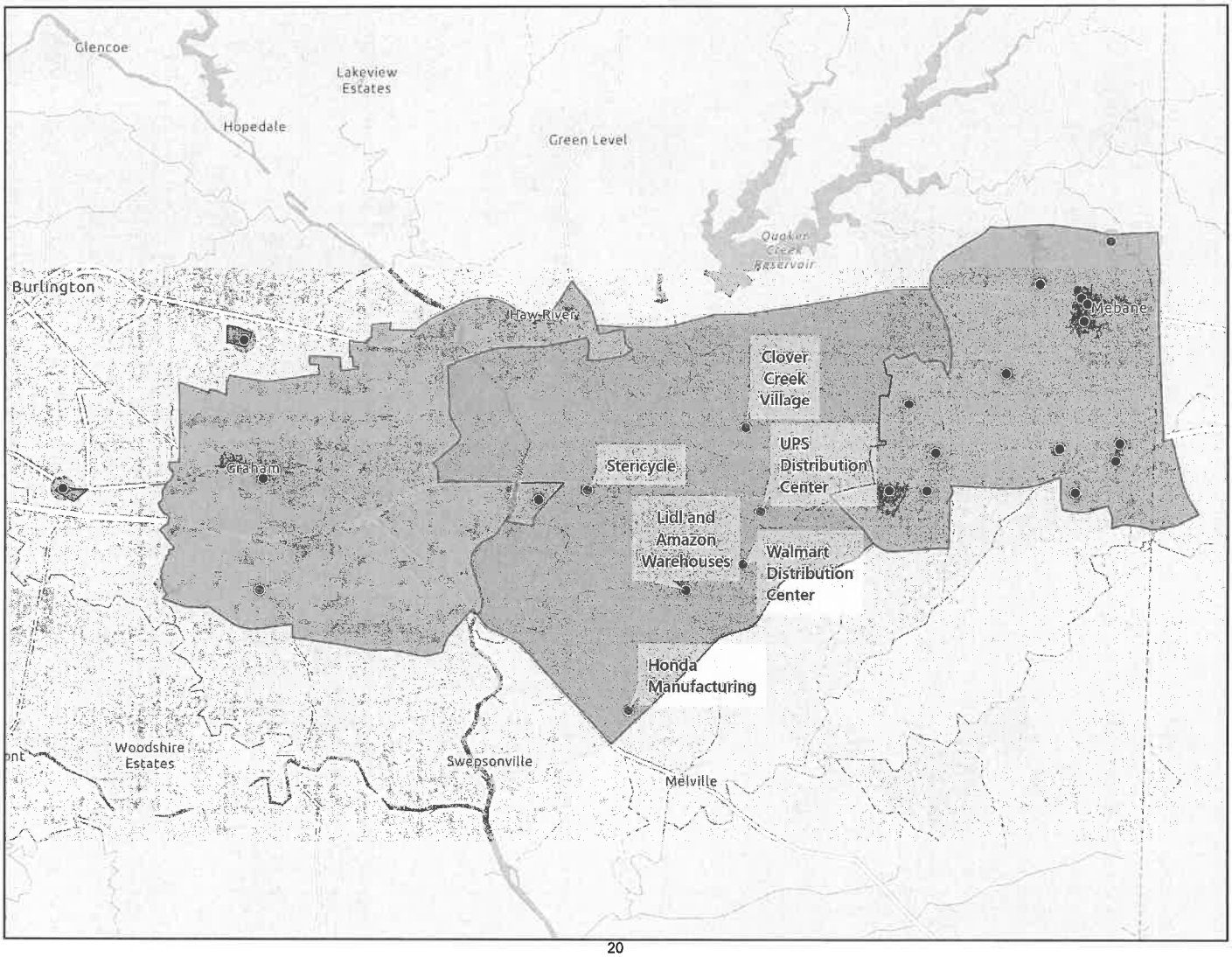
State of North Carolina County of Alamance

County Seal Here



ACTA Microtransit

Month	Trips	Self-service Accounts Added
October	3	5
November	21	7
December	15	14
January 2026	52	26
February	98	13
March	42	16
April	22	10
May	45	39
June	16	9
July	14	21
August	15	22
September	44	31
Total	**387**	**213**


Glencoe
Lakeview Estates
Hopedale
Green Level
Quaker Creek Reservoir
Burlington
Haw River
Mebane
Clover Creek Village
UPS Distribution Center
Graham
Stericycle
Lidl and Amazon Warehouses
Walmart Distribution Center
Honda Manufacturing
Woodshire Estates
Swepsonville
Melville

Hi Eliud,
What is the status of the review of the 5307 allocations and potential discussions for the TAC? Were you able to gather operational information from the agencies to share as part of the review?

At a minimum, it seems that each agency should provide the following annual operational information for its service within the BGMPO UZA:

- 5307-eligible urban operating expenditures for reimbursement
- Total miles
- Total hours
- Passenger counts, including boardings and alightings

The TAC requested a review of more equitable and/or alternative allocation methodologies, and the October 20 meeting date is quickly approaching.

One area of particular concern is that ACTA is the primary provider of public transportation in the City of Graham and other areas, yet the current methodology does not include ACTA's service population or territory within Graham. Any proposed methodology should address this type of inequity and accurately recognize the agencies providing service within each jurisdiction.

ACTA's 5307-eligible operating costs within the UZA for FY 2026 required a federal share of $623,139. Any proposed methodology (or one-year proposal) should provide sufficient funding to meet this minimum level of need. PART provided a required minimum federal share of $460,239.

For additional historical reference, below is a five-year summary of the 5307 split letters.

Thank you, and please let me know if you have any questions or if additional information from ACTA would be helpful.

5307 GA Multi-year Summary from Split Letters

Multi-year review	7/12/2022 FFY2022		4/18/2023 FFY2023		6/28/2024 FFY2024		9/28/2025 FFY2025		Proposed by BGMPO 8/11/2026 FFY2026	
Burlington Link	53.00%	1,722,564	60.60%	2,013,509	60.34%	2,301,143	60.34%	2,028,246	60.67%	1,774,423
ACTA	26.00%	845,031	15.43%	512,559	16.22%	618,570	17.18%	577,482	15.82%	462,623
PART	16.00%	520,019	15.67%	520,621	15.18%	578,909	15.18%	510,255	17.52%	512,462
Orange County	5.00%	162,506	4.15%	137,947	4.13%	157,503	3.65%	122,690	3.00%	87,692
GoTriangle			4.15%	137,947	4.13%	157,503	3.65%	122,690	3.00%	87,692
TOTAL	100%	3,250,120	100%	3,322,583	100%	3,813,628	100%	3,361,363	100%	2,924,892

5307 GA Multi-year Summary from Split Letters

Multi-year review	7/12/2022 FFY2022		4/18/2023 FFY2023		6/28/2024 FFY2024		9/28/2025 FFY2025		Proposed by BGMPO 8/11/2026 FFY2026	
Burlington Link	53.00%	1,722,564	60.60%	2,013,509	60.34%	2,301,143	60.34%	2,028,246	60.67%	1,774,423
ACTA	26.00%	845,031	15.43%	512,559	16.22%	618,570	17.18%	577,482	15.82%	462,623
PART	16.00%	520,019	15.67%	520,621	15.18%	578,909	15.18%	510,255	17.52%	512,462
Orange County	5.00%	162,506	4.15%	137,947	4.13%	157,503	3.65%	122,690	3.00%	87,692
GoTriangle			4.15%	137,947	4.13%	157,503	3.65%	122,690	3.00%	87,692
TOTAL	100%	3,250,120	100%	3,322,583	100%	3,813,628	100%	3,361,363	100%	2,924,892

FY2026 Operational Statistics Summary

Vital Signs	DO	PT	Total
Fixed Route Weekly Passenger Trips/Hour	1.60	0.00	1.60
Demand Response/Sub Weekly Passenger Trips/Hour	1.76	0.00	1.76
Microtransit Weekday Passenger Trips/Hour	6.44	0.00	6.44
Fixed Route Weekly Passenger Trips/Mile	0.07	0.00	0.07
Demand Response/Sub Weekly Passenger Trips/Mile	0.10	0.00	0.10
Microtransit Weekly Passenger Trips/Mile	0.39	0.00	0.39
Operating Cost per Passenger Trips	$ 34.17	$ -	$ 34.17
Operating Cost per Hour	$ 60.17	$ -	$ 60.17
Operating Cost per Mile	$ 3.46	$ -	$ 3.46
Transit Trips per Driver FTE	3252.88		3252.88

FY2022 - FY2026 Operational Statistics

Operational data

Transit Totals		FY26	FY25	FY24	FY23	FY22
Hours		40,853	45,236	40,882	46,400	40,353
Miles		711,037	727,508	618,387	694,248	580,481
Passenger Trips: Non-Contract		50,825	43,877	34,724	41,175	35,810
Medicaid Contract		10,918	10,281	16,109	18,751	14,753
Non-Medicaid Contract		1,905	4,505	5,904	4,401	4,968
Brokered Medicaid Contract		8,287	7,383			
Total Passenger Trips for All Modes		71,935	66,046	56,737	64,327	55,531

Calculated operational costs

Cost/Trip		34.17	36.04	37.04	33.62	34.06
Cost/Mile		3.46	3.27	3.40	3.11	3.26
Cost/Hour		60.17	52.61	51.41	46.61	46.88
Pass/Hour		1.8	1.5	1.4	1.4	1.4

Memorandum of Understanding

Whereas, Orange County Public Transportation and Alamance County Transportation Authority have come together to collaborate and to make an application for The North Carolina Department of Transportation CONCPT grant; and

Whereas, the partner listed below has agreed to enter a collaborate agreement in which Orange County Public Transportation will be the lead agency and named applicant and the other agency will be partner in this application; and

Whereas, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborate.

I. Description of Project

The ConCPT grant provides Operational funding for coordinated cross-county demand response transportation between Orange and Alamance Counties. Orange County Public Transportation (OCPT) will pick up Alamance County Transportation Authority (ACTA) passengers on their way to destinations such as Hillsborough and Chapel Hill. Alamance County Transportation Authority will service Orange County Public Transportation passengers on their way to destinations such as Mebane and Burlington. Service is available Monday through Friday excluding incidents of inclement weather.

II. Method for Booking Trips

ACTA Scheduling with OCPT

Alamance County Transportation Authority will email OCPT dispatch at lbrooks@orangecountync.gov and vfarren@orangecountync.gov with appointment times of their passengers. OCPT will accept trips via email. Trip reservations shall be made up to seven days in advance and no later than 4:30 pm two business days before travel. All appointment times should be between 8:00 am and 5:00 pm Monday through Friday. Pick up times for next day trips will be confirmed at 5:00 pm the prior business day. OCPT will call ACTA with any deviation of pick-up times. Predetermined transfer points will be used for transferring clients from ACTA vehicles to OCPT vehicles outside of an approximate 5-mile buffer zone of the county line perimeter. OCPT will call ACTA with pick up times for returning passengers to the transfer point.

OCPT Scheduling with ACTA

Orange County Public Transportation will email ACTA at trips@actac-nc.com with appointment times of their passengers. ACTA will accept trips via email. All appointment times should be

between 8:00 am and 5:00 pm Monday through Friday. Pick up times for next day trips will be confirmed at 11:00 am the prior business day. ACTA will call OCPT with any deviation of pick-up times. Predetermined transfer points will be used for transferring clients from OCPT vehicles to ACTA vehicles outside of an approximate 5-mile buffer zone of the county line perimeter. ACTA will call OCPT with pick up times for returning passengers to the transfer point.

III. Transfer Points

Transfer points will be used for passenger trips which originate from outside the approximate 5-mile buffer zone of the Orange/Alamance County line. Passenger trips which originate within this approximate 5-mile buffer zone will be conducted entirely by the agency in which the destination originates. Transfer points will include Efland Cheeks Community Center, Cone Health Mebane Park and Ride and Mebane Walmart.

IV. Billing Method

Orange County Public Transportation will bill by proper invoice Alamance County Transportation Authority for services rendered quarterly.

Alamance County Transportation Authority will bill by proper invoice Orange County Public Transportation for services rendered quarterly.

Billing rate will be calculated by multiplying the agency client passenger trips total by the agency cost per passenger trip. Each invoice will include the number of coordinated agency client passenger trips, the approved cost per passenger trip, and the resulting agency-supported amount.

Each billable trip will be supported by trip manifests, scheduling records, agency affiliation of the passenger and quarterly summary reports. Supporting documentation will be retained by the billing agency and made available for NCDOT review, local audit review and grant compliance monitoring.

Any modification of set reimbursement rate shall be effective upon the written mutual consent of all parties.

ACTA shall notify OCPT via email for trip cancellations, OCPT shall notify ACTA via email for trip cancellations. Passenger no-shows shall be documented and shared via email. Companions and personal care attendants may accompany passengers according to OCPT and ACTA policy, the number of persons accompanying a passenger shall be communicated when scheduling.

The county partnership outlined in this memorandum is contingent on Orange County Public Transportation receiving funds request for the project described in the ConCPT grant application. If Alamance County Transportation Authority decides to no longer participate in the project, Orange County Public Transportation will cease to invoice NCDOT for the project. Alamance County Transportation Authority will give Orange County Public Transportation a written notice

thirty (30) days prior to withdrawing from the project. Responsibilities under this Memorandum of Understanding will coincide with the grant period, to be 7/1/2026 through 06/30/2027.

ACTA	Standard Operating Procedures (SOP) Component Area (Payroll) – Community Transportation Program		
Page #	1 of 2	Date Last Reviewed/Updated	11-20-2024
Title of SOP Author	Peter Murphy	Date of ED Approval	3-16-2022

Policy	CTP Retention Incentive
Purpose	The purpose of the Retention Incentive Award (RIA) is to help ACTA attract, retain, and maintain qualified employees in a competitive labor market. ACTA has trained more than ten new employees during the past 12 months. Continuing the incentive supports employee retention, helps protect ACTA's investment in recruitment and training, and supports continuity and reliability of public transportation services.
References	ACTA operational and payroll experience, including ongoing driver recruitment and retention needs.
Scope	The Retention Incentive Award (RIA) applies to all staff in Alamance County Transportation Authority (ACTA) including, Director, Managers, Coordinators, Planners, Schedulers, Dispatchers, Drivers and Office Staff. The Retention Incentive ***does not*** apply to probationary employees or agency employees during a period when; they are receiving worker's compensation pay, employees on leave without pay, or employees that are not good standing with training requirements. The RIA does not apply to employees that are terminated for cause or who leave ACTA employment before the end of each RIA quarter. Effective July 1, 2026, the RIA will continue as part of ACTA's regular operating expenditures. The CARES Act funding previously associated with the incentive has been exhausted; continuation of the RIA is not contingent on CARES Act funding. ACTA will fund the program from its regular operating revenues, subject to available resources and the Executive Director's review. ACTA reserves the right to modify, suspend, or discontinue the program if financial or operational circumstances require.
Definitions	RIA – Retention Incentive Award CTP – Community Transportation Program Quarters ending: Mid-June, Mid-Sept, Mid-Dec, Mid-March Payroll Solutions – a software program used to log timecard punches and provides payroll services for ACTA employees.
Procedure	Effective July 1, 2026, the RIA will be paid to qualified employees under the following procedure: • Immediately after the end of each fiscal year quarter, the department Director or designee will run the Weekly Pay Types Summary Report in

Excel format for the previous quarter in the Payroll Solutions software module.

- The Executive Director or designee will review the total time worked and all paid time for each employee then prepare the report for distribution.
- The RIA report will be forwarded to the Executive Director and Human Resources (HR) Director.
- Qualified employees will receive a retention incentive of $3.00 per approved work hour or approved paid-leave hour, up to a maximum of 520 eligible hours per quarter. The incentive will be paid as a regular, taxable direct-deposit payment.
- The RIA will be paid on a maximum of 520 approved work or paid leave hours per quarter during the preceding quarter.
- The payment will be applied during the next full pay period following each quarter.
- ACTA may, at its discretion, determine whether to apply the RIA to an employee whose employment ends before the end of a quarter, consistent with the eligibility requirements in this policy.
- The RIA will be funded from ACTA's regular operating funding sources. The program is intended to support recruitment and retention in a competitive job market and to retain the benefit of ACTA's investment in employee training.
- The Executive Director is responsible for administration of this policy. The RIA will be reviewed periodically to confirm that it continues to support ACTA's recruitment, retention, and service needs and remains financially sustainable.
- ACTA reserves the right to discontinue the RIA at any time if circumstances require or, if it deems the RIA unsustainable or, if the RIA does not fulfill the purpose intended.