

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** September 20, 2023

**SUBJECT:** Contract Amendment for Apple Country Public Transit

**PRESENTER:** Janna Bianculli, Senior Planner

**ATTACHMENTS:**

1. Contracted Service Hours – Existing
2. Contracted Service Hours – Amended
3. Required Transit Budget Amendment

#### **SUMMARY OF REQUEST:**

On May 31, 2022, the Board of Commissioners entered into a contract with WNCSource (F.K.A. Western Carolina Community Action) to provide services for Apple Country Public Transit (ACPT) from FY23 through FY25 with a possible three year extension.

WNCSource successfully completed the first year of contracted services. Moving forward, an amendment is required to comply with the standards of the Federal Transit Administration for the calculation of service hours. WNCSource was unknowingly calculating the running time of paratransit services incorrectly until reviewed by an agent of NCDOT. The uncovering of the deficiency occurred after the County's contract was executed, so the miscalculation was used when WNCSource submitted their proposal determining the total number of hours WNCSource could provide in paratransit services (see attachment 1).

Additionally, an amendment to the fixed-route total service hours is required. The paratransit issue caused staff to examine the contracted service hours and noticed an inconsistency between the current contract and past contracts. This past year when the service hours were calculated by the consultant, they mistakenly attributed additional holidays, which created fewer hours than needed for a full year of service. An amendment is necessary to ensure that the County can provide ACPT services to the community for the whole year and pay WNCSource for their services. Staff is available to answer any questions on this matter.

#### **BOARD ACTION REQUESTED:**

The Board of Commissioners are requested to approve the contract and budget amendments and direct staff to proceed with all necessary paperwork.

#### **Suggested Motion:**

*I move that the Board approve the amendment to the Apple Country Public Transit contract and subsequent budget amendment.*

**Attachment One**

**WNC Source Proposed Annual Costs and Hourly Rates for Fixed Route  
Transit (Best and Final Offer dated March 10, 2022)**

	<b>Year 1 FY 2023</b>	<b>Year 2 FY 2024</b>	<b>Year 3 FY2025</b>	<b>Option Year 4 FY 2026</b>	<b>Option Year 5 FY 2027</b>	<b>Option Year 6 FY 2028</b>
<b>Not to Exceed Annual Cost</b>	\$601,841	\$625,089	\$649,324	\$674,726	\$701,293	\$729,031
<b>Service Hours</b>	8,976	8,976	8,976	8,976	8,976	8,976
<b>Hourly Rate</b>	\$67.05	\$69.64	\$72.34	\$75.17	\$78.13	\$81.22

**WNC Source Proposed Annual Costs and Hourly Rates for Paratransit Program  
(Best and Final Offer dated March 10, 2022)**

	<b>Year 1 FY 2023</b>	<b>Year 2 FY 2024</b>	<b>Year 3 FY2025</b>	<b>Option Year 4 FY 2026</b>	<b>Option Year 5 FY 2027</b>	<b>Option Year 6 FY 2028</b>
<b>Not to Exceed Annual Cost</b>	\$75,620	\$78,810	\$82,150	\$85,630	\$89,280	\$93,100
<b>Service Hours</b>	1,000	1,000	1,000	1,000	1,000	1,000
<b>Hourly Rate</b>	\$75.62	\$78.81	\$82.15	\$85.63	\$89.28	\$93.10

**Proposed Contract Amendments  
September 20, 2023**

**WNC Source Hourly Rates for Fixed-Route Services**

	<b>Year 1 FY 2023</b>	<b>Year 2 FY 2024</b>	<b>Year 3 FY2025</b>	<b>Option Year 4 FY 2026</b>	<b>Option Year 5 FY 2027</b>	<b>Option Year 6 FY 2028</b>
<b>Not to Exceed Annual Cost</b>	\$601,841	\$639,295	\$664,081	\$690,061	\$717,233	\$745,600
<b>Service Hours</b>	8,976	9,180	9,180	9,180	9,180	9,180
<b>Hourly Rate</b>	\$67.05	\$69.64	\$72.34	\$75.17	\$78.13	\$81.22

**WNC Source Hourly Rates for Paratransit Services**

	<b>Year 1 FY 2023</b>	<b>Year 2 FY 2024</b>	<b>Year 3 FY2025</b>	<b>Option Year 4 FY 2026</b>	<b>Option Year 5 FY 2027</b>	<b>Option Year 6 FY 2028</b>
<b>Not to Exceed Annual Cost</b>	\$75,620	\$118,215	\$123,225	\$128,445	\$133,920	\$139,650
<b>Service Hours</b>	1,000	1,500	1,500	1,500	1,500	1,500
<b>Hourly Rate</b>	\$75.62	\$78.81	\$82.15	\$85.63	\$89.28	\$93.10

**LINE-ITEM TRANSFER REQUEST  
HENDERSON COUNTY**



Department: \_\_\_\_\_ Public Transit \_\_\_\_\_

Please make the following line-item transfers:

**What expense line-item is to be increased?**

Account	Line-Item Description	Amount
334497-458102-3310	Federal FTA Grant - Operating	\$109,616
335497-538100-3310	Professional Services	\$18,428
335497-539019-3310	Contracted Svcs-Urban	\$17,155
335497-539021-3310	Contracted Svcs-Urban (CARES)	\$140,887
_____	_____	_____
_____	_____	_____
_____	_____	\$286,086

**What expense line-item is to be decreased? Or what additional revenue is now expected?**

Account	Line-Item Description	Amount
334497-401000	Fund Balance Appropriated	\$8,594
334497-454021-3310	Fed FTA - CARES Act Funding	\$65,746
334497-458100-3310	Federal FTA Grant Funds	\$102,131
335497-539023-3310	Contract Srvcs-Operating Exp	\$109,615
_____	_____	_____
_____	_____	_____
_____	_____	\$286,086

**Justification:** Please provide a brief justification for this line-item transfer request.

Increase in WNCSorce contract amount is needed to comply with FTA regulations and correct previous contract deficiency. BOC approved 9.20.23.

	9/20/2023	
Authorized by Department Head	Date	
Authorized by Budget Office	Date	
Authorized by County Manager	Date	

*For Budget Use Only*

Batch # \_\_\_\_\_

BA # \_\_\_\_\_

Batch Date \_\_\_\_\_