

**MEETING SUMMARY OF A REGULAR MEETING OF THE PUBLIC TRANSIT COMMITTEE
1ST FLOOR TRAINING ROOM, CHAPEL HILL TRANSIT**

Tuesday, October 22, 2013 at 12:00 Noon

Present: Jim Ward, Chapel Hill Town Council
Ed Harrison, Chapel Hill Town Council
Damon Seils, Carrboro Alderman
Cheryl Stout, UNC Public Safety
Matt Efird, Carrboro Assistant Town Manager
Jeff McCracken, UNC Public Safety

Absent: Lydia Lavelle, Carrboro Alderman, Matt Czajkowski, Chapel Hill Town Council

Staff present: Flo Miller, Deputy Town Manager, Brian Litchfield, Transit Director, Rick Shreve, Administrative Analyst, Mila Vega, Transportation Planner, Nick Pittman, CHT Operations Manager, Jeff Brubaker, Carrboro Transportation Planner

Guests:

1. The Meeting Summary of September 17th, 2013 was received and approved.
2. Employee Recognition –
3. Long Range Financial Sustainability Plan Visioning Session with consultants Nelson/Nygaard
4. Consent Items
 - A. September Financial Report – Rick Shreve reviewed the report for the Partners. Councilmember Ward asked about leasing buses and would like to know how that might work. Brian said that would be covered as part of the Capital plan.
5. **Discussion Items**
 - A. September Performance Report – Mila reviewed this report.
6. **Information Items**
 - A. EZ Rider Customer Handbook Update – This item will be on the agenda for the November meeting with a presentation given by Tyffany Neal, Assistant Operations Manager – Demand Response.
 - B. Estes Park Bus Service Update – Brian reviewed the update for the Partners. Design and cost estimates will be provided at the next meeting.

- C. Holiday Schedule – Brian reviewed this briefly.
- D. Chapel Hill Transit Public Transit Committee Webpage – A draft website was presented to the Partners for comments and suggestions. There was some discussion about the official name of the group and Brian will research this. Councilmember Ward asked that once the website is live a public announcement be given so that citizens are aware of its existence.

7. Departmental Monthly Reports

- A. Operations – Provided for the Partners information.
- B. Maintenance – Provided for the Partners information
- C. Director – Brian commended the Fixed Route staff on the success of the Tar Heel Express service for the football game on Thursday, October 17th.

Brian also noted that the Alternatives Analysis will be kicked off in the near future.

Councilmember Ward congratulated Brian on his election to the NCPTA Board of Directors and Jeff Brubaker thanked Brian and CHT staff for their participation at the Bike Summit.

There was discussion regarding a Dec. 17th work session from 11-12:30 to talk about the progress of the Financial Sustainability Study. An email will be sent out to determine Partner's availability.

8. Future Meeting Items

9. Partner Items

10. Next meeting – November 19, 2013 (11:00AM-1:00PM)

The Partners set a next meeting date for November 19, 2013
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