

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

Tuesday, January 28, 2013 at 11:00 AM

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
Matt Czajkowski, Chapel Hill Town Council
Than Austin, UNC Transportation Planner

Absent:

Staff present: Brian Litchfield, Transit Director, Rick Shreve, Administrative Analyst, Mila Vega, Transportation Planner, Tyffany Neal Assistant Operations Manager-EZ Rider, Natalie Murdock, Grants Coordinator, Carl Rokos, Maintenance Superintendent, Nick Pittman, Interim Operations Manager, Jeff Brubaker, Carrboro Transportation Planner, Bruce Heflin, Special Projects Facilitator, Chapel Hill Manager's Office

Guests: Michael Parker, Alice Gordon, Nelson Nygaard Consultants, Clean Design Consultants

Jim Ward welcomed Than Austin to the Public Transit Committee. Than will be a permanent member from the University.

1. The Meeting Summary of November 19, 2013 was received and approved as amended.
2. Employee Recognition – Brian introduced the following recently honored Transit employees: Henry Burnette – the Demand Response Driver of the Year, Joe Corbett, the Mechanic of the Year and Antuan Riggsbee, a Safe Driver and winner of the Perfect Attendance award.
3. Consent Items
 - A. December Financial Report – Rick reviewed the report for the Partners. We are currently on track with the budget.
4. **Discussion Items**
 - A. November/December Performance Report – Brian reviewed this report briefly.
 - B. FY 15-16 STP-DA Call for Projects – Brian reviewed the STP-DA Call for Projects. Chapel Hill Transit will be receiving \$1.1 million. Options for use of the money were presented and the

Partners agreed with staff to purchase 3 heavy duty clean fuel fixed route transit buses at an approximate cost of \$440,000 per bus. There will be additional funding of \$175,000 needed to complete the purchase. The Partners asked for further information on where the additional funding would come from and additional information on the emissions.

- C. Regional Branding Study Update – Brian introduced the consultants from Clean Design and they presented the Research and Strategy Recap for the Partners. They looked at Naming, Design and Color. The names suggested were “Go Chapel Hill”, “Go Triangle Transit”, etc. as the number 1 option. The second option was “Pulse Chapel Hill Transit”, “Pulse Triangle Transit Authority”, etc. and a third option was “Chapel Hill Pulse”, “Triangle Transit Pulse”, etc. It was noted that the color of the Chapel Hill buses was not up for discussion and that there would be no change in that. The next steps include rider surveys, agency presentations, approval process, logo and tagline, bus design and action plan. Also noted was that all the Partners need to be included in discussions and decisions. Concern was expressed that there be adequate time for rollout of anything new and that marketing/schedules also need to be included. Communications with UNC and riders needs to be good. TTA will be invited to the February meeting to help answer some of the questions that the Partners had.
- D. Long Range Financial Sustainability Plan – Brian introduced the consultants from Nelson/Nygaard. They provided an update on the study and a review of the system. There is a need to purchase 61 vehicles between now and 2024. There are two options for funding:
1. Manage revenue through purchase, lease, grants
 2. Reduce expenses through reducing service and/or contracting out the Demand Response service

The consultants received feedback and were asked for further information on contracting out the Demand Response service.

They also reviewed staffing and organizational structure and presented the public outreach plan goals, strategies and next steps.

- E. North South Corridor Alternatives Analysis – Brian reviewed the item. It was noted that Orange County staff have not been included and it was recommended that they be included. The Partners agreed to include Orange County.

5. Information Items

- A. Capital Purchases Update – This report was provided for the Partners information.

B. FTA Grant Update – The EZ Rider vehicle purchase is in process.

6. Departmental Monthly Reports

A. Operations – Provided for the Partners information.

B. Maintenance – Provided for the Partners information

C. Director – Provided for the Partners information

7. Future Meeting Items

8. Partner Items

9. Next meeting – February 25, 2014

| |
|--|
| The Partners set a next meeting date for February 25, 2014 |
|--|