

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

Tuesday, May 20, 2014 at 11:00 AM

Present: Jim Ward, Chapel Hill Town Council
Matt Czajkowski, Chapel Hill Town Council
Damon Seils, Carrboro Alderman
Cheryl Stout, UNC Public Safety
Than Austin, UNC Transportation Planner
Jeff McCracken, UNC Public Safety

Absent: Ed Harrison, Chapel Hill Town Council

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

Guests: Michael Parker, Mayor Lydia Lavelle, Brian Howard, Carrboro Intern

1. The Meeting Summary of April 29, 2014 was received and approved as amended.
2. Employee Recognition – No employee recognition.
3. Recognition of Mayor Lydia Lavelle – Jim Ward recognized Mayor Lavelle with a plaque in appreciation for her service to the Partners Committee. Mayor Lavelle thanked everyone.
4. **Consent Items**
 - A. April Financial Report – Rick reviewed the report for the Partners. Jim asked about the status of the fuel contracts for the FY 15 fiscal year. Brian reported that one contract has been finalized and he hopes the final one will be completed in the next couple of weeks.
5. Public Forum on FY 2014-15 Program of Projects – The Public Forum was called to order by Brian Litchfield at 11:15 AM. He reviewed the Program of Projects. No comments were received. The Public Forum was closed at 11:17AM.
6. **Discussion Items**
 - A. FY 2014-15 Budget Development – Brian reviewed the budget priorities, key challenges and highlights. Chief McCracken asked about using the fund balance for purchasing buses. Brian noted that a firm number for the fund balance should be available in the fall after the Town’s audit is complete. The Fund Balance has not been used in recent years to help build it up. Chief McCracken said he did not want to delay the purchase of buses because the

need is so dire. Jim agreed that the need is urgent and that staff should move forward as quickly as possible to get buses ordered, including the usage of a possible advance from TTA (Orange County Bus and Rail Investment Plan funds) to get as many buses as possible. Brian will continue discussions with TTA to get further information on this.

- B. Orange County Bus and Rail Investment Plan Funds for FY 2014-15 – Brian reviewed the planned usage of these funds from the discussion at the last Partners meeting. Chief McCracken asked about the use of funds for the continuation of the FY 13-14 service improvements and new service. Brian reviewed these budget items noting that the RU route improvements had been removed. UNC representatives thought that the RU route was still up for discussion. Jim expressed discomfort with this funding being used for a route that is fully owned by UNC. Damon said that the funding should be used for shared routes only. UNC noted that the UNC ridership supports the grant funds received for the whole system. It was noted that the language of the MOU needs to be consulted for further discussions on this issue. The University does not want to be precluded from future funding from the Orange County Bus and Rail Investment Plan. It was also noted that the NU route is fully funded by UNC as an express route, but it has become more of a shared route and UNC would like some resolution to this as well. Does the NU revert to an express route only or does it become a truly shared route with financial support from all the Partners? After further discussion, Brian suggested that staff provide ridership and funding numbers for the meeting next month and possible options for decreasing the cost of the NU being a shared route. The Partners agreed to discuss this at the next meeting.

7. Information Items

- A. North South Corridor – Purpose and Need Statement – Provided for the Partners information.
- B. Long Range Financial Sustainability Plan – An in depth update will be given to the Partners in June. Brian asked if the Partners would like to have a work session on the Plan in July. The Partners expressed interest in meeting individually with the consultants during the month of July and possibly having an additional presentation to the whole group. Brian will check on the availability of the Consultants for individual meetings in July. The Consultants will be attending a meeting in August/September to present the status of the project.

Rick reported on the Build a Transit System tool that the Consultants are creating for the public's use. He will email a link to the tool for the Partners to provide input before it goes live.

- C. April Performance Report – Provided for the Partners.

8. Departmental Monthly Report

- A. Operations - Provided for the Partners

B. Maintenance – Provided for the Partners

C. Director - Provided for the Partners

9. **Future Meeting Items**

10. **Partner Items**

11. **Next meeting** – June 24, 2014

12. Adjourn

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| The Partners set a next meeting date for June 24, 2014 |
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