

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

**Tuesday, August 26, 2014 at 11:00 AM**

Present: Jim Ward, Chapel Hill Town Council  
Ed Harrison, Chapel Hill Town Council  
Damon Seils, Carrboro Alderman  
Bethany Chaney, Carrboro Alderman  
Cheryl Stout, UNC Public Safety  
Than Austin, UNC Transportation Planner  
Jeff McCracken, UNC Public Safety  
Julie Eckenrode, Assistant to the Carrboro Town Manager

Absent: Matt Czajkowski, Chapel Hill Town Council

Staff present: Brian Litchfield, Transit Director, Rick Shreve, Administrative Analyst, Roger Chapin  
Assistant Transit Director - Operations,

Guests:

1. The Meeting Summary of June 24, 2014 was received and approved.
2. **Employee Recognition** – Damon Seils introduced Julie Eckenrode, the new Assistant to the Town Manager for Carrboro. Brian recognized Carmen Cole who is retiring August 31<sup>st</sup> after 32 years of service to the Town and Chapel Hill Transit. The Committee wished her well. Brian also introduced Roger Chapin, Chapel Hill Transit's new Assistant Transit Director-Operations.
3. **Consent Items**
  - A. July Financial Report – Rick reviewed this report and noted some increase in repair expenditures recently. He will track this to determine if it is a trend.
4. **Discussion Items**
5. **Information Items**
  - A. Estes Park Bus Service Update – Brian reviewed this item and updated the Partners on a new arrangement that has been approved by the owners of Estes Park and the Town of Chapel Hill. The Town of Carrboro is currently reviewing. The new agreement would give CHT access for 10 years. It was determined that there needs to be a conversation with the owners regarding the reinstatement of Section 8 vouchers. There was concern about repairs being made if the Section 8 vouchers were not reinstated, but it was noted that repairs of some sort would still need to be made. There is a Memorandum of Understanding in place between CHT and the owners of the apartments, but Carrboro is not included. It was noted that an MOU would need to be in place as well for the proposed work to be completed.

Staff will work to facilitate discussion with the apartment owners regarding Section 8 vouchers and the repairs needed.

- B. North South Corridor Study Update – Brian reviewed the current status. Once the tier 1 analysis is complete it will be forwarded to the Policy committee and then to the Partners for review.
- C. Long Range Financial Sustainability Plan Update – Rick reviewed the plan update with the Partners. The Build Your Transit Tool will debut on September 15<sup>th</sup>. Capital needs are the focus at this time. Another update from the consultants is due next week and it will be forwarded to the Partners for discussion and to determine if the consultants will need to attend the September or October meeting. UNC reiterated that fleet capital costs are the highest priority and Carrboro noted that training opportunities need to be evaluated along with the staffing needs.
- D. Regional Branding Study Update – Brian reviewed this and noted that Triangle Transit will attend the September meeting to provide recommendations for feedback.
- E. FTA Triennial Review Update – Brian noted it will be 6-8 weeks before a final report is received.

**6. Departmental Monthly Report**

- A. Operations - Provided for the Partners
- B. Director – Brian reviewed for the Partners. He noted that a regional FTA Grant application was submitted in August for bus purchase and that CHT is working on a joint bus procurement with Durham and Triangle Transit.

**7. Future Meeting Items**

**8. Partner Items**

9. **Next meeting** – September 25, 2014

10. Adjourn

The Partners set a next meeting date for September 25, 2014
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