

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

Tuesday, November 18, 2014 at 11:00 AM

Present: Jim Ward, Chapel Hill Town Council
Matt Czajkowski, 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
Julie Eckenrode, Assistant to Carrboro Town Manager

Absent:

Staff present: Brian Litchfield, Transit Director, Roger Chapin, Assistant Transit Director, Operations, Rick Shreve, Budget Manager, Bruce Heflin, Special Projects, Flo Miller, Chapel Hill Deputy Town Manager
Tina Moon, Carrboro Planning Administrator

Guests: Tim Payne and Christina Barone - Nelson Nygaard, Michael Parker

1. The Meeting Summary of October 21, 2014 was received and approved.
2. **Employee Recognition** – Brian recognized Cheona Boyd a new hire Fixed Route supervisor, Mark Rogers a newly promoted Demand Response Supervisor and Tiffany Tapp recently promoted from Demand Response Operator to Administrative Assistant for ADA Certifications in Demand Response.
3. **Consent Items**
 - A. October Financial Reports – Rick reviewed these for the Partners.
4. **Discussion Items**
 - A. Long Range Financial Sustainability Plan Update – Brian introduced the presentation by Nelson Nygaard. Mr. Payne presented the Partner Priorities and draft Financial Model. Nelson Nygaard has taken the financial model out to 2025-26. During the discussion of revenue, the Partners directed CHT staff to continue discussions with TTA staff regarding moving Orange County Bus & Rail Improvement Plan(OCBRIP) money forward for the purchase of buses. The Partners are willing to join the conversation in the future if needed. There was also a question as to whether changes can be made at some point in the Implementation Agreement for the OCBRIP. Staff will ask CHT and TTA legal counsel to review this.

The Financial Model included a 1% increase in Operating costs per year. Matt Czajkowski noted that the 1% would not be enough for new development in the Town and that there should be more collaboration between the Town and CHT regarding transit for each new development.

Mr. Payne also presented the cost differences between outright purchasing of buses and leasing buses. There was a question about implementing fares to help with costs. Staff is preparing an analysis regarding fares and a draft will be provided in January.

Mr. Payne also presented a review of the Peer Review that Nelson Nygaard conducted.

The next steps include a presentation to the Chapel Hill Town Council in January. Other presentations to Carrboro and UNC will be scheduled.

- B. Triennial Review Update – Brian reviewed the results of the review with the Partners.

5. Information Items

- A. North South Corridor Study Update – This report was provided for the Partner’s information.
- B. October Performance Report – This report was provided for the Partner’s information.

6. Departmental Monthly Report

- A. Operations - Provided for the Partners.
- B. Director – Brian reviewed Estes Park repair and bus turn around status. He also noted that he will be meeting with TTA staff to determine when they can return to give an update to the Partners on the rebranding. Brian reported that funding talks for the PX route will begin in January. UNC asked for a firm response on that funding by March.

7. Future Meeting Items

8. Partner Items

9. Next meeting – January 27, 2015

10. Adjourn

| |
|---|
| The Partners set a next meeting date for January 27, 2015 |
|---|