

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

Tuesday, May 19, 2015 at 11:00 AM

Present: Jim Ward, Chapel Hill Town Council
Damon Seils, Carrboro Alderman
Ed Harrison, Chapel Hill Town Council
Brad Ives, UNC Vice Chancellor for Campus Enterprises
Cheryl Stout, UNC Transportation & Parking
Than Austin, UNC Transportation & Parking
Julie Eckenrode, Assistant to Carrboro Town Manager

Absent: Bethany Chaney, Carrboro Alderman

Staff present: Brian Litchfield, Transit Director, Roger Chapin, Assistant Transit Director, Operations, Rick Shreve, Budget Manager, Mila Vega, Transportation Planner, Matt Fayjak, UNC Vice Chancellor for Finance and Administration, Bergen Watterson, Carrboro Transportation Planner

Guests: Lee Storrow – Chapel Hill Town Council, Eric Hyman, Transportation and Connectivity Advisory Board, Michael Parker, Chapel Hill Planning Commission

1. The Meeting Summary of April 28th, 2015 was received and approved.
2. **Employee Recognition** – Brian recognized recent new hires at CHT – Fixed Route – Cindy Lowe, Kimberly Cates, Pedro Ortiz and Tom Dodson, Maintenance Supervisor – Howard Pratt and Mechanic I – Tommy Hawkins. He also recognized Robert Earhart who qualified to compete in the State Bus Roadeo in Concord, NC in June.
3. **Consent Items**
 - A. April Financial Reports – Brian reviewed these for the Partners.
4. **Discussion Items**
 - A. FY 2015-16 Budget Development – Brian reviewed the item for the Partners. He noted that there may be a lapse in the Surface Transportation (SMAP) funding. The Estes Apartments Bus Stop should be back in operation before UNC starts up again in August.

Brian reviewed the funding available for Bus purchase and leasing and reported on the meeting he had with the Chatham County Commissioners regarding the Pittsboro Route. He said they do have some interest in continuing the service. Information will be going out to the public soon.

Jim Ward encouraged more Partner input into the UNC 5 year plan as it is being developed.

- B. Chapel Hill Transit Public Transit Committee Future Meetings – Brian reviewed. The Partners asked to have the November 17th meeting put on the schedule and if it is not needed, it will be cancelled. The Partners also agreed to move the June meeting date to June 16th.

5. Information Items

- A. Long Range Financial Sustainability Study Update – Nelson Nygaard will be here at the June meeting to provide the Capital funding update.
- B. North South Corridor Study Update – Mila reviewed the item for the Partners. Public meetings will be held soon and updates will be provided to the Partners as new information is available.
- C. Procurement Updates - Brian reviewed the information on the Procurement Manual and the regional bus procurement.
- D. April Performance Report – Mila noted that ridership appears to be decreasing slightly. She will research this and report back to the Partners.

6. Departmental Monthly Report

- A. Operations - Brian reviewed this report for the Partners.
- B. Director – Provided for the Partners.

7. Future Meeting Items

8. Partner Items

9. **Next meeting** – June 16, 2015

10. Adjourn

The Partners set a next meeting date for June 16, 2015
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