

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

Tuesday, February 28, 2017 at 11:00 AM

Present: Ed Harrison, Chapel Hill Town Council
Michael Parker, Chapel Hill Town Council
Julie Eckenrode, Assistant to Town Manager, Carrboro
George Cianciolo, Chapel Hill Town Council
Cheryl Stout, UNC Transportation and Parking
Than Austin, UNC Transportation & Parking
Bethany Chaney, Carrboro Alderman
Damon Seils, Carrboro Alderman

Absent: Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises

Staff present: Brian Litchfield, Transit Director, Flo Miller, Deputy Town Manager, Rick Shreve, Budget Manager, Nick Pittman, Transit Planner, Mila Vega, Transit Planner Tim Schwarzauer, Grants Coordinator, Bergen Watterson, Carrboro Planner

Guests: Fred Lampe

1. The Meeting Summary of January 24, 2017 was received and approved.
2. **Employee Recognition** – Brian announced Kathryn’s promotion to Procurement Specialist.
3. **Tour of New Buses** - Tour of 2 new buses delivered to CHT. Reviewed new design features.
4. **Consent Items**
 - A. February Financial Report – This was provided for the Partners information. There were no questions.
5. **Discussion Items**
 - A. FY 2017-18 Budget Update – Preliminary expenditure numbers are expected early next month. Do not anticipate significant increases in State funding. Revenue looks stable. Fuel prices stay low; CHT is working on securing additional fuel contracts.
 - B. HS Service Update – Brian provided background summary related to HS service changes and provided summary of available connections to other routes along MLK (NS, A, T). Nick Pittman provided overview of HS ridership for 2016 and 2017. Discussion about on-demand service options or using smaller vehicles to maximize the efficiency. More education and marketing might be useful for the route.

- C. Financial Sustainability Study – Service Planning Phase - Review of the updated scope, schedule and cost. Discussed coordination of CHT services with planned DOLRT service. The study will review feasibility of using electric buses and associated emissions savings. Project structure and management needs to be articulated. Discussed doing an Independent Cost Estimate and/or conduct peer review of the process. Share Partners feedback with NN and ask for their response.
- D. Service Requests - Partners would like to better understand on-street amenities program (e.g. shelters).

6. Information Items

- A. State Maintenance Assistance Program Formula Update – Provided for Partner Information.
- B. Transit Property – Potential Disposal of Excess Real Property – CHT will discuss with FTA to understand required steps.
- C. Potential FY 2017-18 Service Adjustments – The item will be discussed at the next meeting.
- D. Federal Legislative Update –
- E. Training and Recruiting Update –

7. Departmental Monthly Reports

- A. Operations – This item was provided for the Partners information.
- B. Director – This item was provided for the Partners information.

8. Future Meeting Items

9. Partner Items

10. Next Meeting – March 28, 2017

11. Adjourn

The Partners set a next meeting date for March 28, 2017
