



CHAPEL HILL TRANSIT
Town of Chapel Hill
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CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

NOTICE OF COMMITTEE MEETING AND AGENDA

MARCH 26, 2019 – 11:00 A.M. to 1:00 P.M.

CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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9. Adjourn	

**MEETING SUMMARY OF A REGULAR MEETING OF THE PUBLIC TRANSIT COMMITTEE
CHAPEL HILL TRANSIT TRAINING ROOM**

Tuesday, February 26, 2019 at 11:00 AM

Present: Michael Parker, Chapel Hill Town Council
Nancy Oates, Chapel Hill Town Council
Anne-Marie Vanaman, Town of Carrboro Management Specialist
Bethany Chaney, Carrboro Alderman
Damon Seils, Carrboro Alderman
Donna Bell, Chapel Hill Town Council
Than Austin, UNC Transportation & Parking
Cheryl Stout, UNC Transportation Parking
Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises

Staff present: Brian Litchfield, Transit Director, Nick Pittman, Transit Planning Coordinator, Rick Shreve, Budget Manager, Tim Schwarzauer, Grants Coordinator, Zachary Hallock, Carrboro Transportation Planner

Guests: Fred Lampe, Julie McClintock, Molly DeMarco

1. The Meeting Summary of January 22, 2019 was received and approved.
2. Employee Recognition – Brian introduced Anita Badrock, Transit’s new HRD Partner.

New Bus Tour - Brian presented the new Gillig buses delivered in January. New highlights include USB Charging Ports and a new transmission.
3. **Consent Items**
 - A. December Financial Report – Rick reviewed this item. Nothing unusual for this period in the fiscal year.
4. **Discussion Items**
 - A. Bus Stops Proposed for Removal on Hillsborough Street – Brian presented proposed bus stop removals. There has been no feedback from riders yet about removal. The partners approved plan for removal.
 - B. Short Range Transit Plan – Nick presented proposed changes to the CPX, JFX, and West NC 54 corridor for the Short Range Transit Plan. Partners had several questions about the proposal, including questions on future development in East Town, Redevelopment around the mall, and marketing to encourage ridership. Partners have requested that financial

information for the proposed route change be provided. Timeline for implementation was presented.

- C. North South Corridor Bus Rapid Transit (BRT) – Staff shared the draft scope of work for a corridor study to understand potential development options within the NS corridor. This Market Study will incur an estimated additional cost of \$100,000. Partners asked if there was anything outside of the urban design work that will not be covered by federal grant. If there is the 20% contingency should cover this. Discussion was initiated on the design and planning mitigating the impact on such a heavily used area.

5. Information Items

- A. Legislative Update – This item was provided for the Partners.
- B. Project and Grant Update – This item was provided for the Partners.

6. Departmental Monthly Reports

- A. Operations – This item was provided for the Partners information.
- B. Directors Report – Brian reviewed this item for the Partners.

7. Future Meeting Items

8. Partner Items

- 9. **Next Meeting** – March 26, 2019 at Chapel Hill Transit – Transit Training Room

10. Adjourn

The Partners set a next meeting date for March 26, 2019

3A. February Financial Report

Prepared by: Rick Shreve, Budget Manager

February 2019

- Expenses for the month of February were \$1,556,643. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 61.47% of our budget has been expended or reserved for designated purchase (e.g. purchase orders created for vehicle maintenance inventory supplies encumber those funds, and show them as unavailable for other uses).

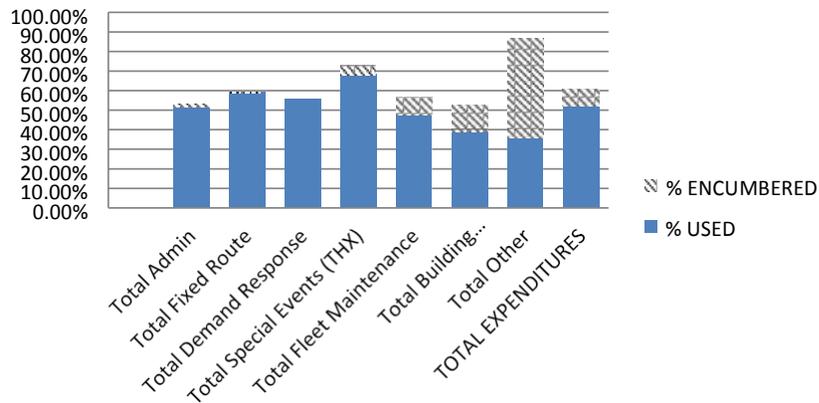
Highlights

- This aggregation of expenses and encumbrances for the first eight months of the fiscal year is consistent with years past, and is perfectly in line with what we would expect at this point in the year.
- The higher-than-typical encumbrances in the “Other” expense category are primarily associated with the North-South BRT work, largely funded by the Orange Transit Plan, and the debt service payments associated with the Partner’s agreement to finance the purchase of 14 buses.
- The attached data exhibits the financial information by division within CHT, and should be a useful tool in monitoring our patterns as the year progresses, and is a high-level representation of the data used by our division heads.
 - It is worth noting that the “Special Events” line is mostly comprised of Tar Heel Express expenses, and the line labeled “Other” is comprised primarily of special grant-funded expense lines that are not permanent fixtures in the division budgets.

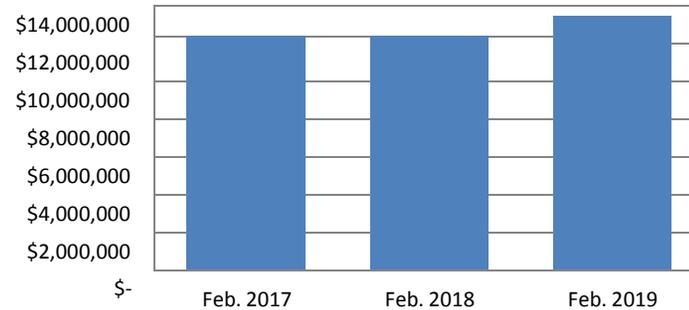
Transit 640 Fund Budget to Actual at end of February 2019

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Feb. = 66.67%
Total Admin	2,074,180	2,103,680	119,302	1,082,657	39,401	981,622	53.34%
Total Fixed Route	11,899,399	11,899,399	758,511	7,028,822	105,581	4,764,996	59.96%
Total Demand Response	2,381,391	2,381,391	144,943	1,330,341	5,052	1,045,998	56.08%
Total Special Events (THX)	336,905	336,905	47,355	230,637	16,699	89,569	73.41%
Total Fleet Maintenance	4,766,675	4,900,368	317,671	2,343,158	442,873	2,114,337	56.85%
Total Building Maintenance	929,054	993,717	47,546	385,966	138,233	469,518	52.75%
Total Other	1,380,691	2,927,685	121,316	1,042,829	1,507,927	376,929	87.13%
TOTAL EXPENDITURES	\$ 23,768,295	\$ 25,543,145	\$ 1,556,643	\$ 13,444,410	\$ 2,255,767	\$ 9,842,968	61.47%

CHT Feb. 2019 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



4A. Customer Survey Update

Action: 1. Receive information and provide survey consultant and staff with feedback.

Staff Resource: Matt Cecil, Transit Development Manager

Background

- Chapel Hill Transit conducting our biennial customer survey October 23rd through October 26th. The survey was administered by ETC Institute, who has completed previous customer surveys for us and the Town of Chapel Hill's Community Survey. In order to maintain statistical validity, administrators rode all routes and randomly selected customers to complete the survey.
- The analytics generated by this survey will be used to identify Chapel Hill Transit's strengths, weaknesses and opportunities, as well as providing necessary information for our Title VI update to the Federal Transit Administration. The analysis will also be used by the NSBRT project team as part of Project Development.

Staff from ETC will be making a formal presentation to the Partners at the March 26th meeting and we have reserved time for questions and discussion.

Attachment

- The CHT Passenger Survey report can be accessed at:
<https://www.townofchapelhill.org/Home/ShowDocument?id=42340>

Recommendation

- That the Partners Committee receive information and provide the survey consultant and staff with feedback.

4B. FY2019-20 Chapel Hill Transit Budget Development
 Action: 1. Receive information and provide staff with feedback.

Staff Resource: Rick Shreve, Budget Manager
 Nick Pittman, Transit Planning Manager
 Brian Litchfield, Director

Orange County Transit Plan Funds

As we have done in past years, Staff is continuing to work with GoTriangle staff to determine the allocated FY20 Transit Plan funds. Our initial understanding of these funds are as detailed below.

Summary of Available Funds – FY20

FY19 Available Bus Operating Revenue from GoTriangle	\$2,138,000
Maximum Amount Eligible for Increased Cost of Existing Service (ICES)	\$632,416
Services added FY'13-19	\$1,248,086
\$ Available for new services in FY'20	\$258,430
New Annual Hours Available for Service Expansion	2,000

Service Recommendations – FY20

The Orange County Transit Plan includes \$258,000 (2,000 service hours) for new service for Chapel Hill Transit. Staff recommends reserving the resources available to us for new service in FY20 for FY21, in order to fund adjustments/improvements identified in the Short Range Transit Plan.

GoTriangle staff has informed staff that the funding for Increased Cost of Existing Services (ICES) has been reduced for FY20 as a result of lower than expected Vehicle Registration Fees (\$7). The ICES allocation has been reduced to \$632,416 from \$778,066 in the previous years.

For FY20, staff recommends service adjustments to the HS Route. To address customer feedback related to the HS Route, changes will be made to the route to provide service from the Morris Grove/ Rogers Road/ Chapel Hill High area to Franklin Street (Varsity Theater). This improvement will also allow bi-directional service on Homestead Road.

FY 2019-20 Budget Development

A high-level overview will be provided at the meeting on March 26, 2019, and will include an update on capital replacement.

Next Steps

- Transit staff will provide a budget update at the May 1, 2018 Meeting.

Recommendation

- Partners discuss the information provided and provide staff with feedback and direction.

4C. Chapel Hill Transit Advertising Policy

Staff Resource: Brian Litchfield, Transit Director

- Information will be provided via email before the meeting on March 26, 2019.

4D. RESPC Collaboration on Electric Bus

Action: 1. Partners approve staff to submit a proposal to RESPC for the cost differential between a diesel and electric bus (~\$370,000) and execute any necessary agreements if the proposal is approved.

Staff Resource: Brian Litchfield, Director

Background

- The Renewable Energy Special Projects Committee (RESPC) is a student-run committee that manages funds allocated by the Student Renewable Energy Fee (\$4 per student per semester), to plan and implement renewable energy, energy efficiency and management, and energy education projects on the campus of UNC-Chapel Hill. RESPC has partnered with Chapel Hill Transit on previous projects, including helping to fund a bio-diesel pilot project.
- Than Austin and I recently met with representatives from RESPC and they have an interest in potentially partnering on the purchase of an electric bus. While we discussed a couple of different options, RESPC has asked Chapel Hill Transit to submit a proposal where they would consider covering the cost differential between a diesel and electric bus on one bus (~\$370,000), bringing the upcoming electric bus order to three (3). In exchange, RESPC would be able to wrap the bus, consistent with Chapel Hill Transit specs, to promote the Committee and the partners.
- Chapel Hill Transit will convert one (1) diesel bus to be ordered in FY2019-20 to an electric bus. There would likely be no cost impact to the Chapel Hill Transit Partners as the bus purchase is already planned and if the differential is higher than \$370,000, we would request local match from the State before using Capital Reserve funds.

Recommendation

- Partners approve staff to submit a proposal to RESPC for the cost differential between a diesel and electric bus (~\$370,000) and execute any necessary agreements if the proposal is approved.

5A. Recruitment Update

Staff Resource: Katy Luecken, Training Coordinator

Anita Badrock, Human Resources Development Partner

- Staff will provide a presentation on recruitment challenges and efforts to address the challenges.

5B. Legislative Update

Staff Resource: Brian Litchfield, Transit Director

Federal Update

- On Monday, March 11, President Trump submitted his Budget request for Fiscal Year (FY) 2020. In its Budget request, the Administration provides \$12.4 billion for public transportation programs, a cut of \$998 million from the FY 2019 enacted level of \$13.4 billion. The Budget request fully funds FAST Act programs authorized from the Highway Trust Fund. The overwhelming majority of the decrease in public transportation funding is attributable to cuts in the Capital Investment Grants (CIG) program. The Administration proposes \$1.5 billion for the CIG program. Although this funding level is \$1 billion less than current funding, it is greater than the Administration's FY 2019 Budget proposal and would allow \$500 million to be made available for new CIG projects.
- In addition, the Administration requests \$1 billion for the Better Utilizing Investments to Leverage Development (BUILD) program, an increase of \$100 million. Regarding intercity passenger rail, the Administration proposes to restructure the Amtrak system, focusing trains on shorter-distance routes. Finally, it does not appear that the President's Budget addresses the FAST Act contract authority rescission that will occur on July 1, 2020. On July 1, the FAST Act permanently rescinds \$7.569 billion of Federal-aid Highway contract authority from states' unobligated balances of highway funds. This rescission could reset the budget baseline for the surface transportation programs beginning in FY 2021.

5C. Short Range Transit Plan Update

Staff Resource: Nick Pittman, Transit Planning Manager

Overview

Staff is continuing to work with the consultant team from Nelson\ Nygaard to refine the Final Report (Preferred Alternative) of the Short Range Transit Plan (<https://www.townofchapelhill.org/Home/ShowDocument?id=41968>). In addition to the Final Report, the Nelson\Nygaard team is preparing Performance Measures for our system and draft route schedules that will be used for implementation of the Final Plan.

Following discussions with the Chapel Hill Town Managers Office, we will focus our efforts on an August 2020 implementation to allow for community input and a well-developed marketing effort. Staff will present a detailed schedule at the May 28, 2019 Partners Meeting.

Next Steps for Preferred Alternative

- Host Public Information sessions related to the final plan.
- Present to Chapel Hill Town Council and Carrboro Board of Aldermen

Next Steps for Overall Plan

- Finalize hours and estimated costs consistent with the Partner funding formula.
- Develop options to serve areas beyond the current route structure for Chapel Hill Transit. These options will likely require funding to be identified.
- Develop and present performance metrics and dashboard.

Note

- Any service change(s) coming out of this process would be implemented no earlier than Fall 2020.

5D. North South Corridor Bus Rapid Transit

Staff Resource: Matt Cecil, Transit Development Manager
Brian Litchfield, Transit Director

Committee Update

- NSBRT Technical and Policy Committees will reconvene in April 2019 following the Town Council LPA selection in January 2019.
- Staff is entering the NSBRT project into the upcoming STI process, to be evaluated for additional local funding. If awarded, funds will be available Spring/Summer .2020
- Staff will be extending the Environmental Study to include areas south of Southern Village, as far as Merritt Drive, as part of a possible future extension.
- Staff is working with the consultant team to finalize the scope of work and details for the Market Study. Staff developed the attached map showing the ½-mile “study area” around each station – which covers the full corridor from Eubanks to Southern Village. Current FTA guidance allows us to study/plan within a ½-mile of each proposed station. If there is an interest in the market study or other work extending beyond the general study area shown in the attached map, we would likely need to identify an additional local funding source as the work would likely not be eligible for reimbursement from FTA.
 - Staff and the consultant team are taking a corridor approach to the planning work that will be undertaken as part of the 30% design. While we may talk station and station area (as required by FTA) our approach will be holistic and proposed station area improvements will be developed in the context of improving the full corridor. We would also note that some of the station area and TOD work could also inform our work on the future east-west corridor (Eastowne to Carrboro/White Cross).
- Staff are currently working with the FTA to put in a formal request to extend our Project Development deadline for local match. Early conversations in this regard have been positive.

Project Timeline Update

- Summer 2019 – Draft 30% design plans.
- Fall 2019 – Submit NSBRT project for rating in the Small Starts Program.
- Spring 2020 – Complete Environmental Assessment.

Public Outreach

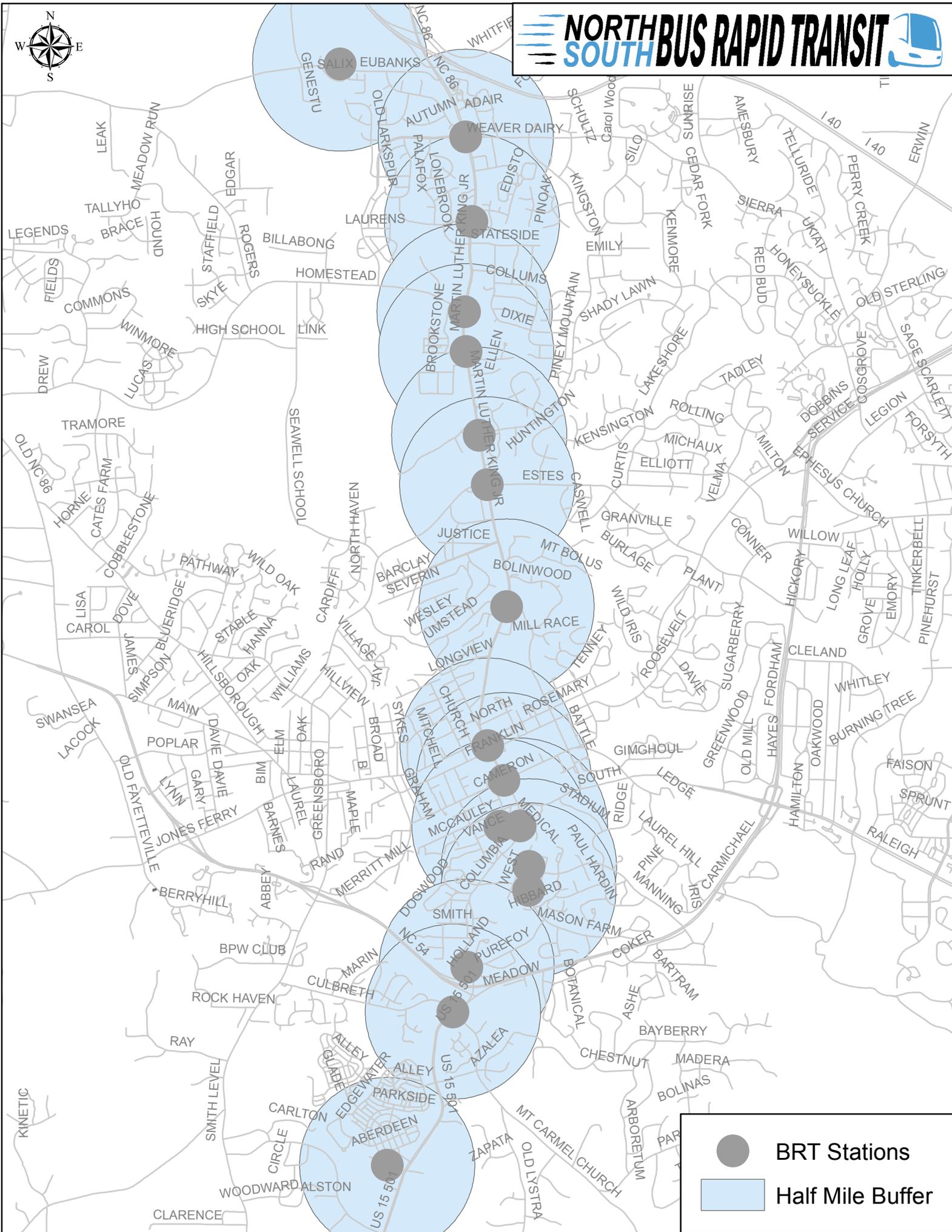
- Project staff are hosting webinars catering to local business owners. The businesses within the corridor have been contacted via mail, we have also participated in a social media push to bolster engagement.
 - Monday, March 11, 2019: 10:00 a.m.
 - Tuesday, March 26, 2019: 6:00 p.m.
 -
- Project staff are currently evaluating opportunities to conduct outreach with the ADA community and further outreach with bicycle/pedestrian groups.

Attachment

- NSBRT Corridor Map with ½-mile buffer around stations.



NORTHBUS RAPID TRANSIT SOUTHBUS RAPID TRANSIT



6A. Operations

Staff Resource: Travis Parker, Assistant Operations Manager – Demand Response
 Peter Aube, Maintenance Manager
 Katy Luecken, Training Coordinator
 Mark Lowry, Occupational Health and Safety Officer

Demand Response – Travis Parker

February 2019 Monthly Reports
• Total Trips – 6,276 trips
• On-Time Performance (OTP) – 89%
• Cancellations – 25.4%
• Missed Trips - 0
• Perfect Attendance – 57%

- EZRAC- Partners Subcommittee: Discussion Points for March
 - a. Nick Pittman will be speaking at this month’s meeting, to address some of the issues regarding Phone System, Online Application and future plans for transit.

Safety Officer – Mark Lowry

- Accidents for February

February 2019			
TOTAL ACCIDENTS	Feb-18	Feb-19	Year to Date
Fixed Route			
Preventable	4	1	4
Non-Preventable	1	3	4
Demand Response			
Preventable	0	0	0
Non-Preventable	0	0	1
Maintenance			
Preventable	0	1	1
Non-Preventable	0	0	0
		Total YTD	10

Training Coordinator – Katy Fontaine

1. Training Classes
 - a. Fixed Route:
 - i. January 7th: Two trainees complete, one in ID
 - ii. January 22nd: One trainee in ID
 - iii. February 11th: One trainee in BTW training
 - iv. February 25th: One trainee in BTW training
 - v. March 11th: Three trainees in skills training
 - b. Future:
 - i. Next Training Class: March 25th
2. Projects
 - a. Update policies and procedures
 - b. Smith System Defensive Driving Retraining in Spring
 - c. Hiring and Recruitment
 - d. Supervisor Assessment Center

Maintenance Manager – Peter Aube

February

- Demand response ran 36,616 miles in February
- Non-revenue vehicles ran 24,624 miles in February
- Fixed route ran 196,316 miles in February
- Maintenance performed 45 Preventive Maintenance Inspections in February (100% on-time).
- Nine (9) Maintenance Employees completed the month of February with Perfect attendance.
- Maintenance performed (14) road calls in February, (14,022) miles per road call for fixed route.
- Maintenance performed (1) road calls in February, (36,616) miles per road call for demand response.
- Three technicians attended Haldex Air dryer system training
- All technicians attended Gillig new bus orientation /training
- Collaborated with Procurement to re-issue Electric bus IFB

6B. Community Outreach

Staff Resource: Anita Hackney, Community Outreach Manager

Chapel Hill Transit provides transportation services to our community partners throughout the service area. Below are some community events Chapel Hill Transit participated in March 2019.

- Carrboro Elementary school – 100 kindergarteners – “Transit: Community Helpers” presentations on Marcy 13, 2019.





- UNC 2019 Total Well Being Expo – provided information table on March 13, 2019.



Upcoming Events

- March 23, 2019 – UNC Undergrad Admissions shuttles
- March 30, 2019 – UNC Undergrad Admissions shuttles

- April 7, 2019 – Carrboro Open Streets
- April 7, 2019 – Touch A Truck
- April 14, 2019 – UNC Undergrad Admissions shuttles

6C. Director

Staff Resource: Brian Litchfield, Transit Director

- The Director's Report will be provided at the meeting on March 26, 2019.



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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 MARCH 26, 2019**

April 23, 2019	
Action Items	Informational Items
North South BRT Microtransit	FY2019-2020 Budget
May 28, 2019	
Actions Items	Informational Items
Short Range Transit Plan North South BRT FY 2019-2020 Budget	

<u>Key Meetings/Dates</u>
MPO Board Meeting – April 10, 2019 , 9-11AM Committee Room, Durham City Hall
APTA International Bus Roadeo- May 17-21, 2019 , Louisville, KY
APTA Mobility Conference- May 19-22, 2019 , Louisville, KY