



CHAPEL HILL TRANSIT
Town of Chapel Hill
6900 Millhouse Road
Chapel Hill, NC 27514-2401

phone (919) 969-4900 *fax* (919) 968-2840
www.townofchapelhill.org/transit

CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

NOTICE OF COMMITTEE MEETING AND AGENDA

OCTOBER 22, 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**

August 27, 2019 at 11:00 AM

Present: Michael Parker, Chapel Hill Town Council
Nancy Oates, Chapel Hill Town Council
Bethany Chaney, Carrboro Alderman
Anne-Marie Vanaman, Town of Carrboro Management Specialist
Cheryl Stout, UNC Transportation & Parking

Absent: Donna Bell, Chapel Hill Town Council, Damon Seils, Carrboro Alderman

Staff present: Brian Litchfield, Transit Director, Rick Shreve, Budget Manager, Tim Schwarzauer, Grants Coordinator, Matt Cecil, Transit Development Manager, Flo Miller, Deputy Town Manager, Bergen Watterson, Transportation Planning Manager, Zachary Hallock, Carrboro Transportation Planner

Guests: Fred Lampe, Molly DeMarco, Heidi Perov, Dan Myers, AECOM, Julia Suprock, AECOM, Gavin Pindexter, AECOM, Jeff Koonce, AECOM, Kevin Bowman, Kimley Horn, Melissa Helbert, Kimley Horn, Drew Joyner, Kimley Horn.

1. The Meeting Summary of May 28, 2019 was received and approved.
2. **Employee Recognition**
3. **Consent Items**
 - A. FY 19-20 Budget Update and July Financial Report – Rick Presented information.
4. **Discussion Items**
 - A. North South Bus Rapid Transit – Michael Parker thanked everyone involved for their work on the rating for this project. Brian thanked the Partners for their help. Brian introduced the item asking for comments and suggestions. There will be a work session with the Chapel Hill Town Council on October 16th on traffic assessment. The Council will hopefully make final recommendations on the Preferred Alternative in late October or early November. Matt Cecil introduced Jeff Koonce from AECOM who made a presentation on the current status of the project. It is currently on schedule. He stated there are constraints to putting in pull outs for the buses. After he explained the 3 alternatives being looked at, there was discussion on the design and construction of an LPA (Locally Preferred Alternative). He also reviewed the potential average travel times on NC86 between Manning Drive and Northfield Dr. for general traffic. Average bus travel times will be analyzed once there is a chosen alternative.

He noted that NCDOT is more interested in the construct option than the convert option. The potential costs were also reviewed.

- B. Orange County Transit Plan Update – Brian reviewed the update for the Partners. An updated plan will be ready for presentation in October or November.
- C. Public Input Meeting for Urban Technology Grant – The Public Input meeting was opened at 12:27PM by Tim Schwarzauer. He reviewed the grant application. There were no comments or suggestions. The Public Input Meeting closed at 12:31PM.

5. Information Items

- A. Bus Build and Project Update – Tim reviewed the Solar Power RFQ. Staff is requesting funds for an additional electric bus. Brian also gave an update on the RFQ for the original electric buses.
- B. Short Range Transit Plan Update – Nick reviewed this item for the Partners. The Plan will be presented to the Chapel Hill Town Council and the Carrboro Aldermen soon. The Plan may be implemented next August.
- C. August Service Adjustment Update – Provided for the Partners information.
- D. Tar Heel Express Update – Provided for the Partners information.

6. Departmental Monthly Reports

- A. Community Outreach – Provided for the Partners information.
- B. Directors Report – Provided for the Partners information.

7. Future Meeting Items

8. Partner Items

9. **Next Meeting** – October 22, 2019 at Chapel Hill Transit – Transit Training Room

10. Adjourn

The Partners set a next meeting date for October 22, 2019

3A. September Financial Report

Prepared by: Rick Shreve

September 2019

- Expenses for the month of September were \$1,521,541. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 37.60% 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).
- One significant caveat to note is that these data are subject to some changes, pending the Town of Chapel Hill's audit process for FY18-19. This process allows for identifying invoices that have been charged to the previous year that more accurately fall in the current fiscal year, as well as current year charges that will revert to the previous year.
- We will provide an update on the FY18-19 audited figures once we have final numbers; this will likely be available for the January Partners' meeting.

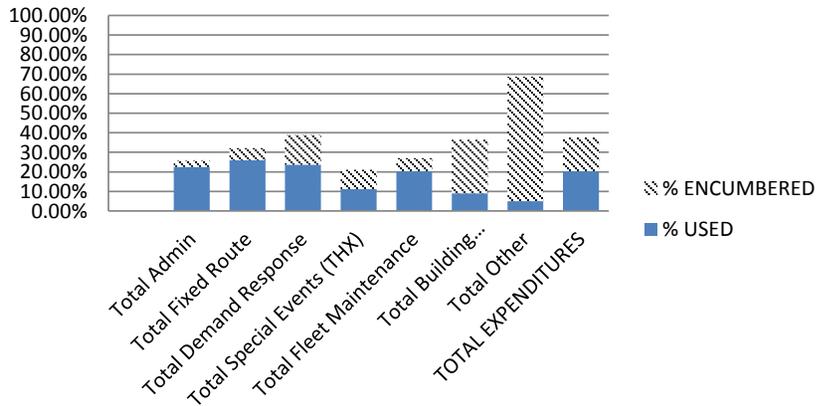
Highlights

- This aggregation of expenses and encumbrances for the first quarter 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 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.

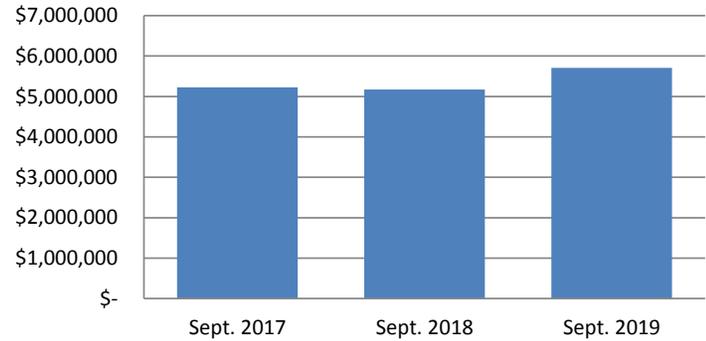
Transit 640 Fund Budget to Actual at end of Sept. 2019

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Sept. = 25.00%
Total Admin	1,925,656	1,975,336	125,053	444,721	62,508	1,468,107	25.68%
Total Fixed Route	12,313,207	12,653,961	853,693	3,290,084	769,311	8,594,566	32.08%
Total Demand Response	2,310,518	2,723,021	169,937	645,603	410,207	1,667,211	38.77%
Total Special Events (THX)	340,605	340,605	38,075	38,107	33,471	269,027	21.02%
Total Fleet Maintenance	4,788,402	4,797,253	277,233	975,211	319,512	3,502,530	26.99%
Total Building Maintenance	920,005	844,927	25,671	76,393	231,841	536,693	36.48%
Total Other	2,194,098	4,740,366	31,879	239,301	3,019,601	1,481,464	68.75%
TOTAL EXPENDITURES	\$ 24,792,491	\$ 28,075,469	\$ 1,521,541	\$ 5,709,420	\$ 4,846,451	\$ 17,519,598	37.60%

CHT Sept. 2019 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



4A. North South Corridor Bus Rapid Transit (NSBRT)

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

Traffic Analysis

- Representatives from Kimley-Horn and AECOM presented the preliminary findings from the NSBRT corridor traffic analysis (convert v. construct) to Chapel Hill Town Council in a workshop on Wednesday, October 16, 2019. The meeting materials can be found at: <https://chapelhill.legistar.com/MeetingDetail.aspx?ID=710205&GUID=003B3277-E947-4FF8-B020-7E6F5B4000C3&Options=info&Search=>
- Chapel Hill Town Council expressed interests in additional traffic analysis to include:
 - Mode shift estimates based on successful projects
 - Maximum acceptable crosswalk distances
 - Threshold where vehicle operators will seek other transportation modes
 - Additional evaluation for bike/ped facilities around downtown Chapel Hill and UNC
 - First mile/last mile transportation in NSBRT Corridor

Next Steps

- Finalize current year traffic analysis and share report with Town of Chapel Hill and NCDOT
- Request official recommendation on running way from NCDOT
- Complete additional Council requests
- Final LPA selection is necessary to complete any continued work on 30% design and Environmental Review.

5A. Electric Bus Procurement Update

Staff Resource: Kathryn McMillan, Procurement Specialist

The public bid opening for the electric bus procurement was scheduled for September 13, 2019. We received bids from New Flyer of America and Gillig LLC.

The following pricing reflects the base bus bid from each vendor:

	<i>Base Bus Pricing</i>	
	<i>Gillig</i>	<i>New Flyer</i>
<i>Base Bus</i>	\$863,645.00	\$863,444.00
<i>Delivery</i>	\$13,230.00	\$2,550.00
<i>Charger</i>	\$101,575.00	\$157,424.30
<i>Total</i>	\$978,450.00	\$1,023,418.30

Each charge station will allow for two buses to be charged per unit.

Transit Staff fully evaluated both proposals and is recommending award to Gillig LLC. In accordance with Chapel Hill Transit Procurement Guidelines, both vendors were notified of the award decision on October 17th and have until October 22nd to submit protests of the evaluation.

This item is scheduled for the October 30th Council session. If a protest is received, the award schedule could be impacted.



5B. Project and Grant Update

Staff Resource: Tim Schwarzauer, Grants Compliance Manager

ADA Bus Stop Improvements: Transit staff completed the bid process for construction on the below stops and awarded a contract to Browe Construction. We are currently working on a timeline for construction:

- Manning Drive at Hibbard Drive
- Manning Drive at Gravely Drive
- South Columbia Street at Mason Farm Road
- Pittsboro Street at Credit Union
- Martin Luther King Jr. Blvd at Ashley Forest
- East Franklin Street at Coffee Shop
- South Columbia Street at Abernathy Hall
- Martin Luther King Jr. Blvd at Timber Hollow Apartments
- South Road at Fetzer Gym
- NC Hwy 54 at Kingswood Apartments
- South Columbia Street at Purefoy Road
- Martin Luther King Jr. Blvd at Adelaide Apartments
- Willow Drive at Estes Drive
- Franklin Street at Morehead Planetarium

Employee Parking Lot Project: Transit staff are working with our engineering firm and Town Planning staff to design the new parking lot in accordance with the existing Special Use Permit. Final drawings have been submitted to Planning for review.

Solar Power RFQ: Transit staff have incorporated comments from Transit Partners into the RFQ. We will be releasing the RFQ once we have a settled and approved design for the employee parking lot expansion so that we can include those plans in the solar review.

Demand Response Bus Purchase: Seven 20' Cutaway Light Transit Vehicles for Demand Response were delivered in September.

Fixed Route Bus Purchase: Five 40' Gillig buses were delivered in September.

Volkswagen Settlement: Transit staff submitted a grant application for the purchase of one electric, 40' bus. Staff requested NC Department of Environment Quality (NCDEQ) to provide the cost differential between a diesel and electric bus and to fund the charging station with VW settlement money. Transit staff will work with Town Community Sustainability and Resilience

staff to request funding for electric passenger vehicle charging stations for Southern Village and Eubanks Park and Ride Lots, once the RFQ is released by NCDEQ.

Disposal of LTV 1752: On July 10th, Demand Response Vehicle #1752 was involved in a two-vehicle accident in Carrboro. A result of the accident was the totaling of the LTV. The Town's insurance offered \$59,203.00 for the vehicle, with a buyback for parts of \$8,782.00 and a deductible of \$1,000.00. Town staff decided to option the buy back, as the value of the spare parts (spare engine, transmission, seats, bumpers, differential etc.) were determined to be worth more than the \$8,782.00 buy back cost. This resulted in \$49,421.00 being left with the owner. Because the vehicle had not met its useful life, Chapel Hill Transit owes the FTA approximately 80% of the remaining useful life of the vehicle. With a straightline depreciation of 20% per year, leaves us owing the FTA approximately \$29,000.00 to be reduced from a future grant application.

5C. Halloween Update

Staff Resource: Nick Pittman, Transit Planning Manager
Jeffery Sullivan, Community Outreach Manager

Overview

- During the evening of Thursday, October 31, 2019, Chapel Hill Transit will adjust some routes and schedules to accommodate the Halloween celebration on Franklin Street. The following schedule modifications will be in effect:
 - CM Route — Last bus will leave Jones Ferry Park and Ride at 7:10 p.m.
 - CW Route — Last bus will leave Pittsboro Street Credit Union at 7:46 p.m.
 - D Route — Last bus will depart East Franklin Street at Carolina Coffee Shop at 6:50 p.m. and will end at Sagebrook Apartments at 7:31 p.m.
 - F Route — Last bus toward Colony Woods will depart Old Fayetteville Rd. at Pine Grove at 6:50 p.m. and will end at Colony Woods at 7:45 p.m.
 - G Route — Last bus toward Booker Creek will depart University Place at 7:02 p.m. and will end at Booker Creek Road Apts. at 7:47 p.m. The last bus toward University Place will depart Booker Creek at 6:53 p.m. and will arrive at University Place at 7:43 p.m.
 - J Route — Last bus toward Rock Creek Apartments will depart Jones Ferry Rd. at Davie Rd. at 7:32 p.m. and will end at Rock Creek Apts. at 7:56 p.m. Last bus toward Collins Crossing will depart Rock Haven Rd. at Rock Creek West at 7:30 and will end at Collins Crossing at 8:02 p.m.
 - NS Route — Last bus toward Southern Village will depart from the Eubanks Park and Ride at 7:40 p.m. Last bus toward Eubanks Rd. will depart from the Southern Village Park and Ride at 7:45 p.m.
 - NU Route — Last bus will depart South Road at Student Stores at 7:20 p.m. and will go out of service at the RR Lot at 7:44 p.m.
 - **Safe Ride Routes** — Safe Ride buses will operate once Franklin Street is reopened by town officials.
 - EZ Rider — service will end at 7:30 p.m.
- All other routes will operate on regular routes and published schedules, although delays may occur due to increased traffic.
- We have been working with Town communications staff and our Partners to share this information with the public. We have issued press releases, along with posting information on vehicles, and Town/Transit website and social media sites.
- We will also provide transportation for public safety personnel assisting with the celebration.

5D. Orange County Transit Plan Update

Prepared by: Brian Litchfield, Transit Director

Background

The Orange County Transit Plan (https://gotriangle.org/sites/default/files/publications/orange-county-transit-plan_170424_app.pdf) was updated in 2017. However, due to the discontinuation of the Durham-Orange Light Rail Transit project, an update to the plan is needed. The plan directs the spending of four dedicated revenue streams:

- Article 43: Half-Cent Sales and Use Tax
- Article 50: Five-Percent Vehicle Rental Tax for Regional Transit Authority
- Article 51: Three-Dollar increase to GoTriangle Regional Vehicle Registration Fee
- Article 52: Seven-Dollar County Vehicle Registration Fee

The revenue sources in the plan were expected to generate around \$9.2M in FY19 and \$9.6M in FY20.

Orange County staff is coordinating an effort with the municipalities in the County, DCHC MPO, GoTriangle and Triangle J Council of Governments to develop a framework for the update. The framework will include:

- Technical and Policy Guidance
- Public Engagement
- Coordination with Durham County Plan
- Consultant Duties and Selection Process
- Possible Modification to Implementation Agreement

The stakeholder group, led by Orange County, will meet again on October 30, 2019 to discuss next steps. An update on the framework, schedule and necessary resources will be scheduled for Orange County municipalities in November/December.

Attachment – Current Estimate of Orange County Transit Plan Cash Flow

- Note: under current estimates funds for new projects start to accumulate around 2023/2024. This could change based on revenues and when NSBRT funds are expended.

Orange Cash Flow

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Sales Tax	7,769,295	7,996,250	8,333,577	8,771,224	9,136,184	9,461,550	9,794,976	10,092,090	10,373,281	10,744,165	11,175,207
Vehicle Rental Tax	652,937	669,261	685,992	703,142	720,721	738,739	757,207	776,137	795,541	815,429	835,815
\$3 Vehicle Registration Fee	370,223	375,777	381,413	387,134	392,941	398,836	404,818	410,890	417,054	423,310	429,659
\$7 Vehicle Registration Fee	863,801	876,758	889,909	903,258	916,806	930,558	944,517	958,685	973,065	987,661	1,002,476
Total Dedicated Transit Revenue	\$ 9,656,256	\$ 9,918,045	\$ 10,290,891	\$ 10,764,758	\$ 11,166,652	\$ 11,529,683	\$ 11,901,518	\$ 12,237,802	\$ 12,558,940	\$ 12,970,565	\$ 13,443,157
Carryover from Prior Year	\$ 5,329,313	\$ 1,196,827	\$ 383,318	\$ (415,351)	\$ 607,027	\$ 5,975,383	\$ 11,785,780	\$ 17,766,432	\$ 24,146,743	\$ 30,528,827	\$ 36,988,952
Total Revenue Available	14,985,569	11,114,872	10,674,210	10,349,407	11,773,679	17,505,066	23,687,298	30,004,235	36,705,684	43,499,392	50,432,109

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Bus Operating Expenses	\$ 909,307	\$ 826,778	\$ 851,831	\$ 877,645	\$ 904,039	\$ 931,229	\$ 959,025	\$ 989,195	\$ 1,020,314	\$ 1,052,414	\$ 1,085,523
Allocation to GoTriangle for Bus O&M	\$ 1,983,907	\$ 2,204,742	\$ 2,271,550	\$ 2,340,387	\$ 2,410,771	\$ 2,483,278	\$ 2,557,401	\$ 2,637,853	\$ 2,720,839	\$ 2,806,436	\$ 2,894,729
Allocation Chapel Hill for Bus O&M	\$ 743,018	\$ 765,309	\$ 788,268	\$ 811,916	\$ 836,273	\$ 861,362	\$ 887,202	\$ 913,818	\$ 941,233	\$ 969,470	\$ 998,554
Allocation Orange Public Transportation O&M	\$ 3,636,232	\$ 3,796,828	\$ 3,911,649	\$ 4,029,948	\$ 4,151,083	\$ 4,275,868	\$ 4,403,629	\$ 4,540,867	\$ 4,682,386	\$ 4,828,320	\$ 4,978,806
Total Bus Operations	\$ 6,372,464	\$ 7,633,657	\$ 7,823,702	\$ 8,069,906	\$ 8,302,176	\$ 8,547,377	\$ 8,793,257	\$ 9,034,722	\$ 9,285,352	\$ 9,541,244	\$ 9,792,612
Administration Expenses	\$ 851,326	\$ 960,591	\$ 984,605	\$ 1,009,221	\$ 1,034,451	\$ 1,060,312	\$ 1,086,820	\$ 1,113,991	\$ 1,141,840	\$ 1,170,387	\$ 1,199,646
Allocation to GoTriangle - D-O Administration	\$ 555,364	\$ 56,748	\$ 58,167	\$ 59,621	\$ 61,111	\$ 62,639	\$ 64,205	\$ 65,810	\$ 67,456	\$ 69,142	\$ 70,871
Allocation to MPO - Transit Plan Update	\$ 111,250	\$ 114,588	\$ 118,025	\$ 121,566	\$ 125,213	\$ 128,969	\$ 132,838	\$ 136,823	\$ 140,928	\$ 145,156	\$ 149,511
Allocation for Consultant	\$ 1,517,940	\$ 1,131,926	\$ 1,160,797	\$ 1,190,407	\$ 1,220,775	\$ 1,251,921	\$ 1,283,864	\$ 1,316,625	\$ 1,350,224	\$ 1,384,685	\$ 1,420,027
Total Administration Expenses	\$ 744,574	\$ 702,262	\$ 736,692	\$ 761,594	\$ 781,149	\$ 802,811	\$ 826,497	\$ 851,248	\$ 876,608	\$ 902,183	\$ 928,195
Total Operating Expenses	\$ 7,117,038	\$ 8,335,919	\$ 8,560,394	\$ 8,831,500	\$ 9,083,325	\$ 9,349,188	\$ 9,619,754	\$ 9,891,970	\$ 10,162,060	\$ 10,443,427	\$ 10,720,807

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Capital Expenses	\$ 1,693,192	\$ 85,032	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CHT, Bus Acquisition Cost	\$ 79,657	\$ 85,032	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPT, Bus Acquisition Cost	-	-	-	-	-	-	-	-	-	-	-
CHT, Bus Replacement Cost	-	-	-	-	-	-	-	-	-	-	-
OPT, Bus Replacement Cost	-	-	-	-	-	-	233,373	-	-	-	-
Allocation to GoTriangle for Bus Purchases	-	\$ 975,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,374,152
Allocation to GoTriangle for Bus Replacements	-	-	-	-	-	-	-	-	-	-	-
CHT Midlife Repower	-	-	-	-	-	191,496	-	-	-	-	-
North-South Corridor BRT (Tax District Share)	\$ 1,513,215	\$ 2,062,500	\$ 2,062,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
North-South Corridor BRT (Additional Request)	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hillsborough Train Station (Local Share)	\$ 401,000	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Orange County Capital Projects	\$ 3,429,046	\$ 894,545	\$ 1,478,891	\$ 522,025	\$ 426,438	\$ -	\$ -	\$ -	\$ 144,246	\$ 297,435	\$ -
D-O LRT Final Project Costs	\$ 518,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ 8,116,110	\$ 5,802,799	\$ 6,017,113	\$ 4,522,025	\$ 426,438	\$ 191,496	\$ 233,373	\$ -	\$ 144,246	\$ 297,435	\$ 1,374,152
TOTAL OPERATING + CAPITAL EXPENSES	13,270,282	10,731,553	11,089,560	9,742,381	5,798,296	5,719,286	5,920,866	5,857,491	6,176,856	6,510,440	7,772,985

Ending Balance	\$ 1,196,827	\$ 383,318	\$ (415,351)	\$ 607,027	\$ 5,975,383	\$ 11,785,780	\$ 17,766,432	\$ 24,146,743	\$ 30,528,827	\$ 36,988,952	\$ 42,659,124
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5E. Transit Advertising Update

Prepared by: Brian Litchfield, Transit Director

Background

At the request of the Chapel Hill Transit Partners Committee, with an interest in maximizing revenues, Transit staff published a request for proposals (RFPs) and received proposals from parties interested in managing Chapel Hill Transit's Advertising Program. Following the proposal process Houck Transit Advertising was selected to manage the Advertising Program as a July 1, 2019.

Overview

Houck's proposal includes a guaranteed annual amount of \$185,000 (or 55% of gross revenue, whichever is greater) to Chapel Hill Transit for the first year. Houck has reported the following preliminary sales for July – September:

- July: \$26,498.25
- August: \$33,009.05
- September: \$33,956.85

Houck has provided positive verbal reports and their sales staff has indicated that they are working on some new bus wraps and new sign campaigns. Based on feedback from advertisers and potential clients Houck will be providing us with some additional advertising options for consideration in the future.

Staff has indicated that Houck representatives have been attentive and responsive and have demonstrated a willingness to work with clients and address issues as needed.

6A. Operations

Staff Resource: Peter Aube, Maintenance Manager
Maribeth Lewis-Baker, Fixed Route Operations Manager
Mark Lowry, Occupational Health and Safety Officer
Travis Parker, Assistant Operations Manager Demand Response
Katy Fontaine, Training Coordinator

Fixed Route Division – August 2019

- Perfect Attendance – August 2019 – 38 or 34.5% of the Fixed Route Operators had perfect attendance for the month
- On time Performance (OTP) – August 2019 – 78%
- August Operations/Safety Meetings – Officer Castro from Chapel Hill PD presented on Pedestrian and Bicyclist Awareness

Catch us at our Best – August:

On August 2, 2019, customer Heather Sternshein who rides the FCX Route sent in the following compliment about Operator Ronald Bigelow: “Ronald is such a lovely and kind driver. My daughter and I love riding his routes. He’s an asset to the Chapel Hill transit team! Thank you, Ronald, for being such a joy!”

On August 6, 2019 - Assistant Operations Manager Tim Thorpe received a telephone call from a Mr. Ricky Leeds in Wilmington, NC who said he had been watching the on-street camera feeds of Chapel Hill through his Amazon Firestick. The camera feed he has been watching is at Franklin & Columbia. He was complimentary of the look of our buses and the safe operating taking place well into the evening. He said he is a mass transit enthusiast who uses the system in Wilmington regularly. He shared the service in Wilmington ends at 8pm nightly and wishes it ran later. Mr. Leeds took the time to call because he wanted us to know we are doing a good job.

Fixed Route Division – September 2019

- Perfect Attendance – September 2019 – 52 or 45% of the Fixed Route Operators had perfect attendance for the month
- September Operations/Safety Meetings – The Town’s Workplace Safety Training was presented by Safety Officer Mark Lowry and guests
- September 6th - we had inclement weather with Hurricane Dorian

On September 10, 2019, customer Gabrielle Purcell who was riding the HS Route sent in the following compliment about Operator Patricia White:

“I've had a hard time adjusting to the new HS bus route, and was confused about when the last trip to Culbreth Road was. In my confusion, I got on the HS bus going the wrong way, and when I realized it, thought I could ride it back down when it turned around. I did not realize it was going offline, until we got to Homestead Rd., and the bus driver, Tricia, asked me where I was trying to go. When I told her I was trying to go to Culbreth, she got on the radio immediately and asked if she could take me home after going offline. I was in tears because I was so far away from home and didn't know how I was going to get back down to Culbreth. Tricia took the time out of her evening to take me home, and was so nice and friendly the whole way. When I saw her on the bus yesterday, she remembered me and asked how I was doing. I really appreciate having fantastic bus drivers like Tricia on the CHT buses, and wanted to let y'all know I would have had a terrible night if she had not been so gracious about my mistake.”

Seeing how this will be my last update for the Partner’s Packet, I wanted to take a moment to express my appreciation for your support of mass transit in this community and for all of our employees. It has been a pleasure to serve you as your Operations Manager the past four years. Sincerely, Maribeth Lewis-Baker Operations Manager – Fixed Route

Demand Response – Travis Parker

August 2019 Monthly Reports
• Total Trips - 5,209 trips
• On-Time Performance (OTP) – 85%
• Cancellations – 23.1%
• Missed Trips - 0
• Perfect Attendance – 68%

September 2019 Monthly Reports
• Total Trips – 5.260 trips
• On-Time Performance (OTP) – 81%
• Cancellations – 20.9%
• Missed Trips - 0
• Perfect Attendance – 64%

1.
 - EZRAC Initiatives September Meeting held on 09-11-19
 - a. Allen Stutts: A discussion on Same Day Trips.
 - b. Jane Whittier resigned from the EZRAC committee.
 - c. Transit Academy Flier
 - d. Report on ridership: OTP 85% for the month of August 2019 with a total of 5,209 trips.
2.
 - EZRAC Initiatives October Meeting held on 10-09-19
 - a. Allen Stutts: On Time Performance
 - b. Allen Stutts has recommended Kim Tyler to the Partners Committee to fulfill the remainder of Jane Whittier's term on the EZ Rider Advisory Committee, which expires 6/30/2020. Kim's application is attached.
 - c. Report on ridership: OTP 81% for the month of September 2019 with a total of 5,260 trips.
 - d. No Show Statistics: 346 (5%) no shows were recorded for the month of August.

Katy Fontaine – Training Coordinator

1. Training Classes
 - a. Fixed Route:
 - i. September 3rd: Two trainees in BTW training
 - ii. September 16th: Three trainees in route training
 - iii. September 30th: One trainee in skills training, one trainee in route training
 - iv. October 14th: Two trainees in classroom training
 - b. Future:
 - i. Next Training Class: October 28th
2. Projects
 - a. Update policies and procedures
 - b. Smith System Defensive Driving Retraining
 - c. Hiring and Recruitment

Safety Officer – Mark Lowry

- Accidents for September

<u>DIVISION</u>		Sep-19	Sep-18	Year To Date
<u>FIXED ROUTE</u>				
Preventable		5	4	21
Non Preventable		4	1	20
<u>DEMAND RESPONSE</u>				
Preventable		1	0	4
Non Preventable		0	0	3
<u>MAINTENANCE</u>				
Preventable		0	0	4
Non Preventable		0	0	0
			<u>TOTAL YTD</u>	52

Maintenance Manager – Peter Aube

August Maintenance Report

- Demand response ran 38,377 miles in August
- Non-revenue vehicles ran 27,345 miles in August
- Fixed route ran 214,413 miles in August
- Maintenance performed 50 Preventive Maintenance Inspections in August (100% on-time).
- Eight (8) Maintenance Employees completed the month of August with Perfect attendance.
- Maintenance performed (15) road calls in August, (14,294) miles between road calls for fixed route.
- Maintenance performed (0) road calls in August, (38,377) miles between road calls for demand response

September Maintenance Report

- Demand response ran 27,877 miles in September
- Non-revenue vehicles ran 23,247 miles in September
- Fixed route ran 199,799 miles in September

- Maintenance performed 42 Preventive Maintenance Inspections in September (100% on-time).
- Nine (9) Maintenance Employees completed the month of September with Perfect attendance.
- Maintenance performed (9) road calls in September, (22,199) miles between road calls for fixed route.
- Maintenance performed (0) road calls in August- September, (66,254) miles between road calls for demand response
- Maintenance completed quality ASSURANCE Inspection on five Gillig buses
- Maintenance received five new Gillig buses and are preparing them for service
- Maintenance technicians completed Gillig I/O G4 and split cooling system training and familiarization from Gillig Trainer
- Maintenance technicians completed Amerex fire suppression system training

EZRAC Chair Report **October 9, 2019**

I started the meeting by apologizing for holding the meeting on a Jewish holiday. No disrespect was intended.

Jane Whittier is no longer on the Committee. Kim Tyler has been recommended to the Partners to fill her term.

Bob Warren praised Angie for a prompt and easy re-certification process.

Travis Parker reported on the operator safety meeting. There is a video training that can be viewed, and Travis will see if he can make it available.

Travis reported that there are two new drivers who are doing well. New uniform shirts commemorating the 45 years of service have been ordered.

Travis also talked with the operators regarding concerns about passengers' disabilities.

Operators are allowed to deviate from their manifest, and they were told they should get out of their seats to assist passengers. The handbook says operators are not allowed to handle laundry baskets, but gloves are now provided so that operators may assist passengers with their laundry baskets.

I recommended that everyone check out the video if it is still posted to the Transit web site on the 45 years of Transit featuring Howard Lee.

I requested that we discuss the ongoing on-time performance issue.

Travis reported that the 2018 increase in ridership caused the drop in on-time performance.

Travis said the 2016 relaxation of rider certification caused an increase in ridership.

More operators are being hired, and one new operator position has been approved. The low unemployment rate locally affects the ability to recruit operators. One strategy for new hires has been to attend job fairs.

Mark Rogers reported that there are 19 operators and 20 vans. Five of the seven new vans are now on the road, and six are on order.

I asserted that working more than one year as an apprentice is not temporary, and it may be illegal to employ operators in this manner. Human Resources should check into this issue.

The upcoming turnover with operators retiring is opening positions for current apprentices.

Claire Miller asked about exit interviews, and Travis said this is an HR issue.

It was asked if operators should guarantee how long they will stay. Ellen Perry asked if other agencies are taking our drivers.

Mark reported that the 8:00 hour is jammed. Claire asked if that hour is filled with subscriptions or more flexible. Mark said it is more flexible. Bob asked if it could be advertised that times are busier giving people the opportunity to schedule on less busy times. Mark said the service is demand response, and peak times may change. Travis said he can run reports to determine peak times. Perhaps changing voice mail greeting on the Reservations line could alert people to peak times.

Mark said Transit always tries to go above and beyond.

Michelle, a visitor, asked if hours will be expanded. Henry said that depends on the fixed route schedule. Bob Warren mentioned augmenting the service with ride share services.

Ellen asked about scheduling with e-mail. Travis said it is coming.

Ellen asked about a dialysis bus like the Senior shuttle. Travis said the dialysis pick-up schedule is on the half hour.

Michelle asked about where people can be picked up, specifically in reference to the Ferrington Road area. Travis referenced the three-quarter mile radius rule. Bob mentioned the 54 Hospital shuttle that goes to that area. Helen Clark said you just notify the receptionist at your doctor to catch this shuttle. Bob also said information about the shuttle can be found on-line.

Transit has to realize that many operators are approaching retirement.

Operators get the brunt of complaints, but Mark said Dispatch gets it too. Helen is concerned about Transit being blasted by riders. Allison, a visitor, said they should realize how different it is outside of the city for transit.

The twenty minute pick-up window started when the scheduling software was introduced. TTA's window is one hour. There was some support for a thirty minute pick-up window, but I said I was absolutely not in favor of expanding the window.

Mark said there are different generations of operators with different expectations and work ethics.

Ellen asked about incentives for operators at safety meetings such as pizza or cookies. Mark asked if people could give compliments or call in with positive feedback and show appreciation for the staff.

Travis said operators are the key to improving on-time performance. The posting to recruit new hires is still up, and Angie said there is an interview scheduled for tomorrow. Four to five new hires by January is the goal.

I asked Travis to emphasize to new operators that there should be room to move up in seniority in the next few years.

Travis mentioned the family atmosphere of Transit. Ellen asked if there was a Transit picnic, and Travis said they had one last Saturday.

Angie conveyed Nancy Watkins' issue. She had an issue with the length of time riding a T-Link vehicle. I responded that there is nothing we can do about another agencies issues, and that this Committee's focus is on policies and procedures and is not a complaint board.

Bob reported that he attended the BRT meeting last month, and that they are considering keeping the loop around Mason Farm to access the hospital.

Overall, there needs to be more operator positions included in the budget in order to maintain an excellent level of service for passengers and to alleviate the stress on Transit staff if Transit wishes to maintain quality staff who will provide a quality service.



Allen Stutts

Allen Stutts

Profile

Whenever possible, applications should be submitted prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

I Agree

kim.tyler@dhhs.nc.gov

Email Address

Kim

First Name

S.

Middle Initial

Tyler

Last Name

221 Landreth Court

Street Address

Suite or Apt

Durham

City

NC

State

27713

Postal Code

Business: (919) 560-8633

Primary Phone

Mobile: (919) 632-3651

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

or Durham County (not Chapel Hill limits)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

None Selected

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

EZ Rider Advisory Committee: Eligible

Question applies to EZ Rider Advisory Committee

Are you a consumer of the EZ Rider service?

- Yes No

Question applies to EZ Rider Advisory Committee

Where do you work or study? *

- Chapel Hill
 Carrboro

Which Board is your First Choice? *

- EZ Rider Advisory Committee
-

How did you find out about this opportunity? (select all that apply by holding down the shift key)

- Advisory Board or Council member

If you chose "Other" from the advertising opportunity listed above, please specify specify:

Interests & Experiences

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I Work with NC Services for the Blind as the Social Worker for Orange County. I assist individuals with vision impairments to adjust to their vision loss. My responsibilities include providing training and adaptive aids as well as connecting persons with needed resources to help them meet their goals of living independently and productively. Largely these referrals are within the community in which they live. I also facilitate a low vision support group for persons who are blind or visually impaired in Orange County. This gives me a close look into the benefit and challenges of accessing and using EZ Rider Transportation through those I serve who can no longer drive due to their poor sight.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

Through those I serve in Orange County I am aware of their experiences in accessing EZ Rider, however I am also visually impaired. I have experience using para transit services, and have my own knowledge of some of the challenges this presents.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

If other, please describe:

Please select your age from the following list. *

over 55

Social Worker

Occupation

Are you a Town of Chapel Hill employee?

Yes No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.”

Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

6B. Director

Staff Resource: Brian Litchfield, Transit Director

- The Director's Report will be provided at the meeting on October 22, 2019.



CHAPEL HILL TRANSIT
 Town of Chapel Hill
 6900 Millhouse Road
 Chapel Hill, NC 27514-2401

phone (919) 969-4900 fax (919) 968-2840
www.townofchapelhill.org/transit

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 OCTOBER 22, 2019**

November, 2019	
Action Items	Informational Items
Orange County Transit Plan North South BRT	Short Range Transit Plan
December, 2019 – No Meeting	
Action Items	Informational Items
January 28, 2020	
Actions Items	Informational Items

<u>Key Meetings/Dates</u>
MPO Board Meeting – November 13 , 9-11AM Committee Room, Durham City Hall
MPO Technical Committee Meeting- November 20, 2019 , 9-11AM Committee Room, Durham City Hall
MPO Board Meeting – December 11, 2019 , 9-11AM Committee Room, Durham City Hall
MPO Technical Committee Meeting- December 18, 2019 , 9-11AM Committee Room, Durham City Hall
APTA 2019 Transit Initiatives and Communities Workshop – December 15-17, 2019 , Marriott Water St., Tampa, FL