



CHAPEL HILL TRANSIT
Town of Chapel Hill
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CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
NOTICE OF COMMITTEE MEETING AND AGENDA
APRIL 28, 2020 – 11:00 A.M. to 1:00 P.M. (VIRTUAL MEETING)
CHAPEL HILL TRANSIT – SECOND FLOOR CONFERENCE ROOM

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| 7. Next Meeting – May 26, 2020 (11:00 a.m. – 1:00 p.m.) | |
| 8. Adjourn | |

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

February 25, 2020 at 11:00 AM

Present: Michael Parker, Chapel Hill Town Council
Amy Ryan, Chapel Hill Town Council
Ranee Haven-O'Donnell, Carrboro Town Council
Anne-Marie Vanaman, Town of Carrboro Management Specialist
Cheryl Stout, UNC Transportation & Parking
Hongbin Gu, Chapel Hill Town Council
Damon Seils, Carrboro Town Council
Cha'seem Anderson, UNC Associate Director of Transportation Planning

Absent: Nathan Knuffman, UNC Vice Chancellor of Finance and Operations

Staff present: Brian Litchfield, Transit Director, Rick Shreve, Budget Manager, Nick Pittman, Transit Planning Manager, Tim Schwarzauer, Grants Coordinator, Matt Cecil, Transit Development Manager, Jeffrey Sullivan, Community Outreach Manager, Flo Miller, Deputy Town Manager, Bergen Watterson Transportation Planning Manager, Chapel Hill Transportation Planner, Zachary Hallock, Carrboro Transportation Planner

Guests: Fred Lampe, Alison Smith, Transportation Specialist Orange County Department on Aging.

1. The Meeting Summary of January 28, 2020 was received and approved.
2. **Employee Recognition** – None
3. **Consent Items**
 - A. January Financial Report – Rick noted that the National Transit Data required an audit this year and there were no exceptions found.
4. **Discussion Items**
 - A. FY 20-21 Chapel Hill Transit Budget Development – Rick reviewed this item for the Committee. He noted that there were no proposed changes available at this time since it is so early in the process. Capital replacement requires 5-6 buses replaced each year to keep the fleet age down. It was asked how we prepare for a transition to Electric buses while we are trying to keep the fleet age down. Brian noted that the 3 electric buses on order will be used as a test and maybe planning should wait until the testing is complete before talking about a transition. The Partners asked to see information regarding capital needs, diesel vs. electric and how it would affect the fleet age. Also, the members asked how a transition to electric vehicles would fit into the Chapel Hill and Carrboro emissions plans. Staff will talk

with the Town Sustainability officer. Rick noted that a revised Capital Replacement plan will be presented at the next meeting. It was asked if the original assumptions will hold true in the future. Rick said that would be part of the analysis presented next month.

Rick also reviewed the impacts that the Short Range Transit Plan and the Compensation Study will have on the new year budget.

At this time, Brian reviewed the Advertising Proposal from Houck Transit advertising.

- B. Short Range Transit Plan – Recommendation on Final Service Plan – Brian gave an overview of the Plan. Nick reviewed the Public Outreach that has been done and the overall input that was received. He reviewed the changes that will be made in August and the financial impacts. The members asked that when the changes are made, options are provided regarding the changes. The implementation plan for the changes will be provided at the next meeting.

5. Information Items

- A. North South Corridor Bus Rapid Transit Update – Matt reported that we received a medium rating in the Small Starts program which will keep our project moving forward. Staff is working with the FTA to improve the rating. The LPA has still not be formalized, but staff is working with NCDOT and engineering staff to make this a priority. Late spring is the deadline to have this done. Staff will be going to the Town Council in April for a determination on the construct vs. convert options. He said there could be a 5% total mode shift when this is complete. He also said that the NCDOT wants a construct option for the stretch between Estes Drive and I-40. There will be a Technical and Policy meeting prior to going to Council. A funding source for \$35 million needs to be identified for the project to continue.
- B. Project and Grant Update – Tim reported that the Bus Stop Improvements continue. The Employee Parking Lot project is continuing. The FTA has released money for Electric Buses and staff is seeking funds to purchase 6 more Electric Buses.

6. Departmental Monthly Reports

- A. Operations – Provided for the Partners information.
- B. Directors Report – Brian reported on Transit’s response to the inclement weather this month.

7. Future Meeting Items

8. Partner Items

- 9. **Next Meeting** – March 24, 2020 at Chapel Hill Transit – Transit Training Room

10. Adjourn

The Partners set a next meeting date for March 24, 2020

3A. March Financial Report

Prepared by: Rick Shreve

March 2020

- Expenses for the month of March were \$1,604,522. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 73.83% 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).

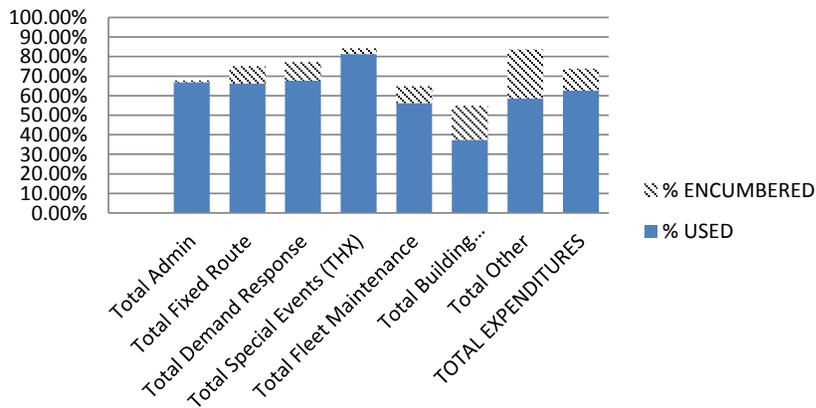
Highlights

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

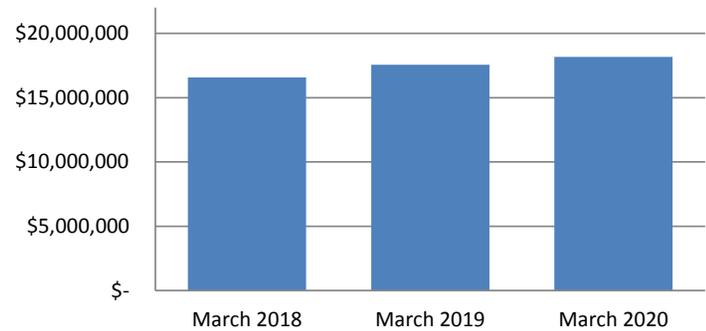
Transit 640 Fund Budget to Actual at end of March 2020

| | ORIGINAL BUDGET | REVISED BUDGET | ACTUAL MONTH EXPENSES | ACTUAL YTD EXPENSES | CURRENT ENCUMBRANCES | BALANCE AVAILABLE | % USED OR ENCUMBERED March = |
|----------------------------|----------------------|----------------------|-----------------------|----------------------|----------------------|---------------------|------------------------------|
| Total Admin | 1,925,656 | 1,975,511 | 130,706 | 1,321,784 | 15,967 | 637,760 | 67.72% |
| Total Fixed Route | 12,313,207 | 13,142,215 | 759,902 | 8,705,876 | 1,154,810 | 3,281,529 | 75.03% |
| Total Demand Response | 2,310,518 | 2,723,021 | 308,786 | 1,844,526 | 256,431 | 622,064 | 77.16% |
| Total Special Events (THX) | 340,605 | 395,105 | 42,291 | 321,398 | 11,483 | 62,224 | 84.25% |
| Total Fleet Maintenance | 4,788,402 | 4,902,516 | 252,910 | 2,757,676 | 422,774 | 1,722,066 | 64.87% |
| Total Building Maintenance | 920,005 | 1,074,752 | 57,437 | 402,514 | 186,815 | 485,423 | 54.83% |
| Total Other | 2,194,098 | 4,807,612 | 52,491 | 2,813,343 | 1,210,702 | 783,567 | 83.70% |
| TOTAL EXPENDITURES | \$ 24,792,491 | \$ 29,020,732 | \$ 1,604,522 | \$ 18,167,119 | \$ 3,258,981 | \$ 7,594,632 | 73.83% |

CHT March 2020 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



Staff Resource: Brian Litchfield, Director
Henry DePietro, Assistant Director
Nick Pittman, Transit Planning Manager
Katy Fontaine, Training Coordinator

Transit staff will provide the Transit Partners Committee with a presentation detailing Chapel Hill Transit's response to COVID-19 to date.

Attachment

- April 28, 2020 Draft Presentation

Recommendation

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

A photograph of a bus with a blue and white color scheme. The top of the bus features a long LED sign that reads "Leave Seats Empty" in yellow, pixelated characters. The bus is parked, and the background shows a clear blue sky and some greenery. The text "Chapel Hill Transit Response to COVID-19" is overlaid in white, sans-serif font on the lower half of the image.

Chapel Hill Transit Response to COVID-19

**Transit Partners Meeting
April 28, 2020**

Thank You!

Thank you, Thank you, Thank you – Bus Operators, Supervisors/Dispatchers, Reservationists, Mechanics, Service Attendants, Service Technicians, Training and Safety, Managers, Parts Clerks and Administrative Team Members for quickly adapting to new work environments and safety requirements and helping our customers to safely get to their essential destinations, while also responding to significant changes in your personal lives – y'all are my heroes!



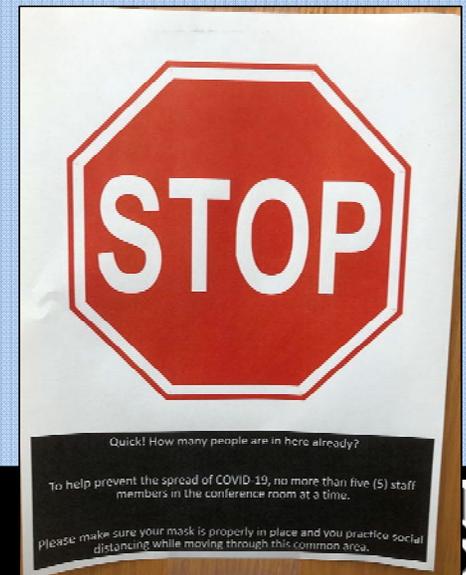
Timeline

- February/March – Coordination and Communication with Emergency Management, University and Regional Partners
- March 12, 2020 – Town of Chapel Hill Activates Emergency Operations Center
- March 17, 2020 – University Announces Remote Instruction and Only Mandatory Employees to Report
- March 18, 2020 – University Opens On-Campus Parking
- March 19, 2020 – Chapel Hill Transit Moves to Saturday Level Service for Fixed-Route and Demand Response (EZ Rider)
- March 27, 2020 – Town and County Stay at Home Order Issued
- April 2, 2020 – University Announces Summer Classes Will be Held On-Line



Coordination

- Town Emergency Operations Center (EOC)
 - ✓ Incident Management
 - ✓ Health and Safety Guidance
 - ✓ Resource and Information Management
- University and UNC Health
- Orange County EOC
- Regional Transit Partners
- State Transit Partners and National Transit Peers
- State and National Associations – NCPTA, APTA & CTAA
- State – North Carolina Department of Transportation (NCDOT)
- Federal – Federal Transit Administration (FTA)



Safety Efforts

- Transit COVID Response Team:
 - ✓ Henry DePietro – Assistant Director
 - ✓ Katy Fontaine – Training Coordinator
 - ✓ Nick Pittman – Transit Planning Manager
 - ✓ Travis Parker – Interim Operations Manager
 - ✓ Peter Aube – Maintenance Manager
 - ✓ Anita Badrock – HRD Partner
 - ✓ Jeffrey Sullivan – Community Outreach Manager
 - ✓ Mark Lowry – Safety Officer, Liaison with Town EOC
 - ✓ Brian Litchfield – Director
- Focus of COVID Response Team:
 - ✓ Protect the well being & safety of Transit Team Members & customers
 - ✓ Identify & resolve issues/challenges/needs
 - ✓ Coordinate operations, services & resources
 - ✓ Develop internal/external communications and trainings
 - ✓ Coordinate with Town EOC & regional partners



Safety Efforts

- Service

- ✓ To minimize health concerns for the public, protect Team Members, meet physical distancing requirements, effectively disinfect vehicles and respond to changes in status for the University, we quickly moved to greatly reduce service levels
- ✓ Service is currently focused on providing essential trips (e.g. work, groceries, medical, etc.), especially for customers w/o access to private vehicles and/or resources to purchase rides

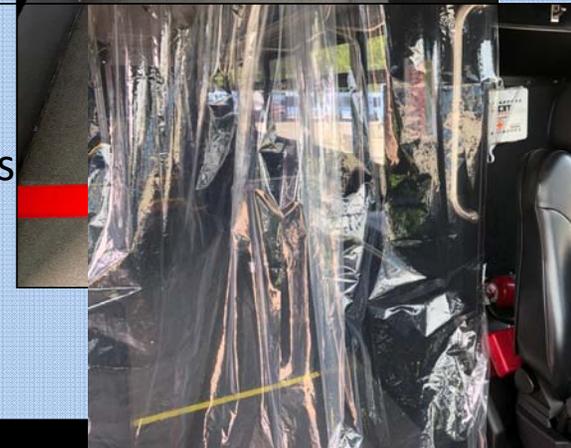
- Customers

- ✓ Reduced service and seating adjustments
- ✓ Encouraging customers, that are able, to wear mask/covering
- ✓ Increased health safety messaging
- ✓ Disinfecting vehicles at least twice a day
- ✓ Hand sanitizer dispensers on buses
- ✓ Health screening questions for EZ Rider customers



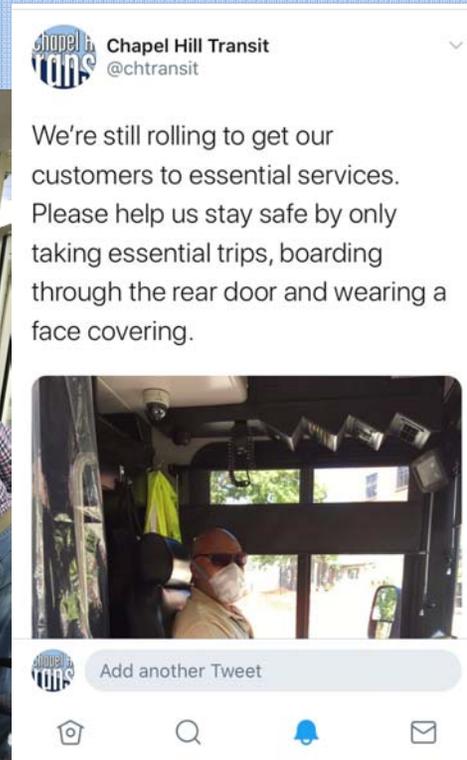
Safety Efforts

- Operations
 - ✓ Rotating schedules to limit potential exposure & protect Team Members
 - ✓ Messaging about health screenings and not reporting to work if ill
 - ✓ All operating divisions have gloves, hand sanitizer, masks & other protective equipment
 - ✓ Increased cleaning of vehicles and facility
 - ✓ Rear door boarding, adjusted standee line & plastic curtains on buses
 - ✓ Testing electronic air cleaners on two buses
 - ✓ Seating adjustments
 - ✓ Fogger machines for vehicles still on order
- Facility
 - ✓ Reduced service to limit potential exposure & protect Team Members
 - ✓ Facility closed to public (still assisting w/ lost & found, EZ Rider apps)
 - ✓ Increase cleaning and sanitizing of hard surfaces
 - ✓ Physical distancing efforts and signage
 - ✓ Hand sanitizer dispensers



Communications and Appreciation

- Led by Community Outreach Manager, in coordination with EOC
 - ✓ Internal and external messages
 - ✓ External messages amplified by EOC, Partners and stakeholders – using traditional media, signage, social media and NextBus
 - ✓ Ongoing appreciation efforts



Challenges

- Team Member physical and mental well-being
- Unknown duration & potential for a start-stop cycle related to infections and services – coupled with lack of vaccine
- Service planning/implementation post stay at home orders (physical distancing may impact service delivery)
- Stigma of crowding & fear of virus may impact ridership/service
- Supply of protective equipment & supply chain interruptions for standard items
- Stay at home orders impacting suppliers/vendors:
 - ✓ Electric bus order delayed
 - ✓ NextBus sign repairs/replacements delayed
 - ✓ Bus shelter deliveries delayed
- Town-wide hiring freeze
- Fiscal impacts & ongoing economic impacts to community, state, region, etc.
- Potential funding implications:
 - ✓ OC Transit Plan is based mostly on sales tax
 - ✓ NCDOT has limited reserves & funding is based mostly on fuel tax
- Competing modes may take advantage



Good News

- Team Members have responded well & continue to demonstrate professionalism and dedication to serving our communities
- Community and Partner support
- We have taken delivery of 5 new buses & 6 new EZ Rider vehicles
- Have used reduced service schedule to make repairs at key locations:
 - ✓ Jones Ferry Park and Ride and South Columbia at Lot 2
 - ✓ Ashley Forest (underway)
 - ✓ Southwest Moe's and University Baptist Church (scheduled by NCDOT)
- Bus stop assessment and upgrades continue
- Painted metal around facility – to protect from rust
- The “Coronavirus Aid, Relief, and Economic Security Act,” or “CARES Act” will provide around \$5.7M to Chapel Hill Transit
- Finalized gasoline contracts for 90% of our FY21 needs (\$1.528/gallon and \$.7875/gallon) and 50% of our FY22 needs (\$.7875/gallon)
- Finalized diesel contracts for 90% of our FY21 needs (\$1.558/gallon and \$1.402/gallon) and 50% of our FY22 needs (\$1.402/gallon)



Questions

Brian M Litchfield

Director

Chapel Hill Transit

(919) 260-0932

blitchfield@townofchapelhill.org



Staff Resource: Nick Pittman, Transit Planning Manager
Rick Shreve, Senior Management Analyst
Brian Litchfield, Director

Potential Service Scenarios

The COVID-19 pandemic has created a new context for Chapel Hill Transit as we plan for service implementation – many community services and industries are experiencing a similar challenge. We have developed the following service scenarios to help guide our thinking and make informed decisions in coordination with our funding partners and health officials. These scenarios must consider the worst, while we also hope and plan for the best. The number of scenarios, variations on scenarios and factors impacting potential scenarios are almost unlimited and frankly mind boggling – especially as some of our key goals include increasing ridership, increasing frequency, expanding service and providing access and opportunity (we also all love seeing full buses).

As there are no reliable predictions about the course of the duration of this pandemic, our working assumptions include: 1 – plan for the worst and hope for the best, 2 – a vaccine isn't available until early 2021 and physical distancing, masks, etc. will likely be necessary until that time, 3 – socio-economic damage will likely be significant and while impacts are not yet known the challenges of the Great Recession could provide some insight, 4 – there will be significant pressure to return to reopen communities and restart transit services, 5 – a recovery is likely to be slow and see peaks and valleys.

Note: Should Social Distancing still be required under any scenario (e.g. Implement a plan allowing only 15 customers on each bus), we would need to add additional buses at times where customer volumes would exceed 15 customers while also having spare buses available as needed. This would also inform our thinking about running a limited number of routes, instead of all routes, for some period of time.

- A. Resume Reduced Service in May/June/July moving towards full service in August.
 - a. Start with reduced service in May/June/July based on University/Hospital needs and using existing route (CM, D, G, J, NS, NU, RU, S and U and Demand Response. Note – routes could increase or decrease based on service needs and operating environment, including a scenario where only limited park and ride service is provided to support Hospital and Public Safety personnel)
 - i. Implement full Short Range Transit Plan service recommendations in August 2020.
 - ii. Implement weekday and Saturday Short Range Transit Plan service recommendations without Sunday service
 - iii. Postpone Short Range Transit Plan service recommendations to August 2021 pending funding levels are adequate for full implementation.

- B. Continue Saturday Service through Summer and Implement Reduced Service in August
 - a. Maintain current reduced service level (CM, CW, D, FG, JN, T and V and Demand Response) and move to reduced weekday service on existing routes in August (CM, D, G, J, NS, NU, RU, S and U and Demand Response).
 - b. Implement Short Range Transit Plan Saturday Service in June (A, CM, CW, D, J, NS and NU and Demand Response - No U or Safe Ride Routes) and add Sunday Service and Reduced Weekday Service in August using Short Range Transit Plan (A, CM, CW, D, FCX, J, NS and NU and Demand Response)

- C. Continue Saturday Service through Summer and into Fall
 - a. Maintain current reduced service level (CM, CW, D, FG, JN, T and V and Demand Response) on Weekdays and Saturdays.
 - b. Implement Short Range Transit Plan Saturday Service in June for Weekdays and Saturday and add Sunday Service in August (A, CM, CW, D, J, NS and NU and Demand Response - No U or Safe Ride Routes)

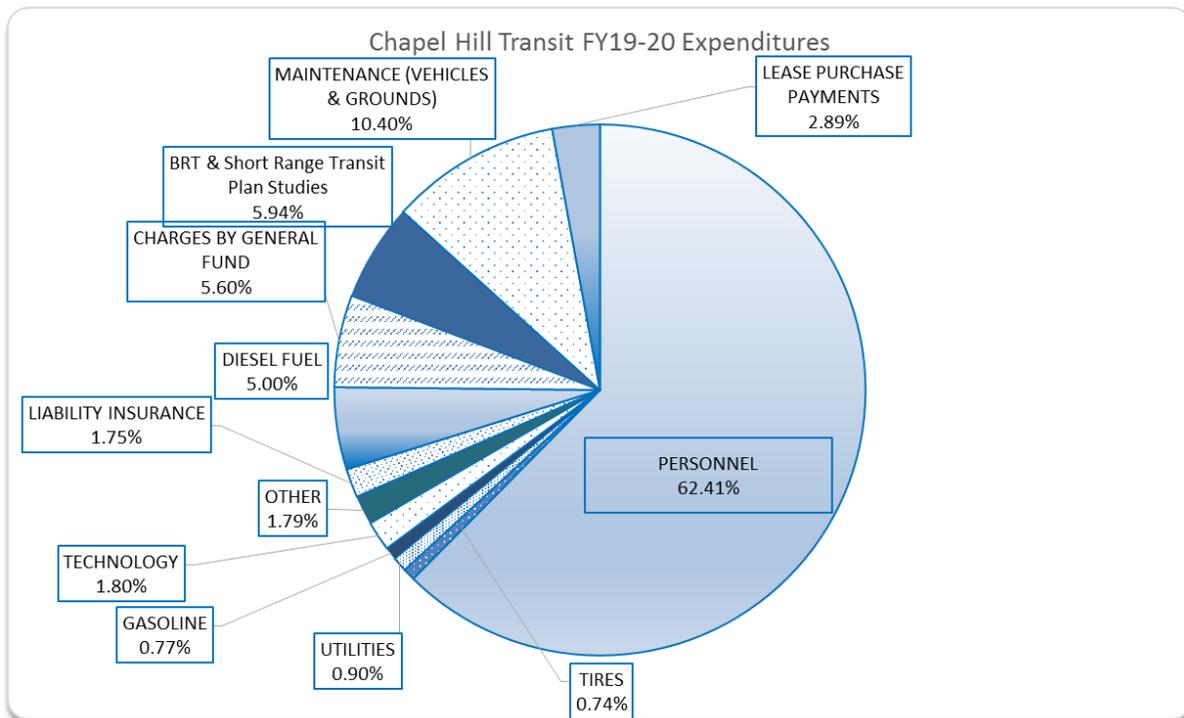
Potential Implications (this is not intended to be an exhaustive list):

- Safety of Transit Team Members and public remain the key objective in decision making.
- Timing and duration are unknown variables and decisions will likely need to be made without certainty on when service will return to normal.
- May need to prepare for a long period of financial strain (until 2022?). Local/State tax sources will be impacted. State relief is not likely for Transit and federal relief (CARES Act) may not be repeated.
- Capital funding grants are already limited and may diminish. Impacts to sales tax may impact revenues from Orange County Transit Plan for operations, capital and Bus Rapid Transit.
- If vaccine is not readily available, the possibility of a start/stop cycle could occur and present significant challenges.
- Stigma of crowding and fear of virus may impact ridership/service.
- Schools, including the University may not reopen to students in August/September. Football season could move forward without fans, impacting Tar Heel Express.
- Emergency preparation and planning will become a new priority and federal/state planning requirements may be adjusted for Transit.
- Alternatives to transit (rideshare, bikeshare, e-scooters, etc.) have been impacted and may re-emerge differently. Additionally, competing modes may take advantage of the uncertain environment that will follow COVID.
- New definition of success may be necessary (e.g. maintaining minimal and essential operations, financial viability, etc.)

Budget Update

Transit staff have been working internally and with the Town's Business Management Department (BMD) towards developing our FY20-21 budget proposal. That work was well underway before the burgeoning challenges of COVID-19 approached our community. We had developed preliminary expenditure numbers, and honed in on revenue expectations for next year. With so many potential scenarios emerging from the current environment, we are providing information on a status quo budget (i.e. one that maintains Partner contributions at current year levels), and can discuss how any number of circumstances might affect our choices.

Current Year Budget as an Approximation: Without major identifiable changes in our key expense areas, the current year budget serves as a reasonable approximation for our expenses for next year, *at current service levels*. The original Transit budget for the current year was \$24,792,491. The following chart demonstrates the breakdown and relative percentages of our various expense categories:



Personnel expenses obviously make up the largest percentage. And if one delves into the other areas, we can identify that most of these expenses will exist at current staffing and maintenance levels, even with a reduced service schedule.

Fuel is one area of savings for the next fiscal year, as we have taken advantage of historic drops in oil prices to secure contracts for diesel and gasoline well below our anticipated rates.

Those savings could be put towards maintaining our capital replacement schedule, or as reserve for contingencies that might arise over uncertain times.

A status quo budget would reflect the same approximate Partner contributions as in this current year:

| <u>Approx. Total Share per partner</u> | <u>FY19-20 Contribution</u> |
|--|-----------------------------|
| Chapel Hill | \$ 5,394,149 |
| UNC | \$ 8,773,627 |
| Carrboro | \$ 1,821,575 |
| Total Local Funding | \$ 15,989,350 |

Maintaining this level of contribution would allow for keeping up with the capital replacement plan to some extent and includes \$850,000 towards capital (beyond the bus lease), due to increased SMAP funding. This does not factor in anything from the CARES Act. Note that potential impacts to Orange County Transit Plan and SMAP may influence the final amount available for capital.

Coronavirus Aid, Relief, and Economic Security Act “CARES Act”: Through the CARES Act, the Federal Transit Administration (FTA) is allocating \$25 billion to recipients of urbanized area and rural area formula funds, with \$22.7 billion allocated to large and small urban areas and \$2.2 billion allocated to rural areas. Funding is provided at a 100 percent federal share, with no local match required, and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19.

The 2020 CARES ACT apportionment for the Durham-Chapel Hill-Carrboro Urbanized Area is \$23,160,264, which is shared between Chapel Hill Transit, GoDurham, GoTriangle and Orange Public Transit - Chapel Hill Transit’s share will be around \$5.7M. These funds will be available “until expended,” in contrast to the usual limited 3-year period of availability of FTA formula grants. On the other hand, these funds are available only for expenses incurred in connection with the presidentially declared coronavirus public health emergency. At some point, the current emergency declaration will be lifted, and costs incurred after that time cannot be claimed for this assistance.

These funds can only be used to reimburse (100 percent) systems for coronavirus-related operating costs. As to how these dollars can be used, the legislation is broad, saying that: “[Funds] provided under this heading are available for the operating expenses of transit agencies related to the response to a coronavirus public health emergency as described in section 319 of the Public Health Service Act, including, beginning on January 20, 2020, reimbursement for operating costs to maintain service and lost revenue due to the coronavirus public health emergency, including

the purchase of personal protective equipment, and paying for administrative leave of operations personnel due to reductions in service.

On April 23, 2020, transit systems were sent a letter from the Chair (Peter DeFazio) and Ranking Committee Member (Sam Graves) for the House Committee on Transportation and Infrastructure regarding CARES Act funding and provided the following guidance: **The Committee appreciates the desire by transit agencies to follow the law and we want to make clear that the Congressional intent of this funding and the law is to ensure the safe continuation of transit services as well as protecting the transportation workforce from massive layoffs and operational disruptions.**

Staff will provide some thoughts on how these funds could be used to support the Transit Partners at our meeting on April 28, 2020.

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

Background

The North-South Bus Rapid Transit (NSBRT) project was initiated in January 2014 as one of the results of the Chapel Hill 2020 Comprehensive Plan. The study is managed by Chapel Hill Transit and guided by a Policy Committee, Technical Committee, Transit Partners Committee and a substantial public involvement process.

The LPA is the transitway alternative that the project sponsor (Town of Chapel Hill) and stakeholders prefer and expect to be competitive and achieve support at the federal level. The LPA is a general description of the type of transit that will be used (mode), runningway (curb running, median, dedicated lane, mixed traffic, etc) and the location (alignment and termini). The LPA definition is general; LPA design specifics and definition of additional elements of the project, including station locations, are decided during subsequent engineering and planning efforts.

Identification of an LPA is a critical step in pursuit of federal funding. The selection of an LPA tells FTA which alternative the local agency (Chapel Hill Transit) expect to be the most competitive in achieving support at the local, regional, and federal levels. It is expected that Chapel Hill Transit will pursue federal funding for the NSBRT project through the FTA Small Starts program.

On April 27, 2016, the Chapel Hill Town Council adopted the initial LPA for the NSBRT project: https://chapelhill.granicus.com/DocumentViewer.php?file=chapelhill_007789065cf9eb618e7bdb4fa7372a3b.pdf&view=1

- Eubanks Road – mixed traffic
- Martin Luther King Jr. Blvd. to North Street (Town Hall) – evaluate:
 - Center running guideway
 - Constructed curb running guideway
 - Convert curb running guideway
- North Street to Manning Drive – Convert curb running guideway

- Manning Drive to 15-501/NC54 (James Taylor Bridge) – operate in mixed traffic
- 15-501/NC 54 to Southern Village – Construct curb running guideway
- Evaluate opportunity to extend NSBRT to Hillsborough’s Durham Technical Community College Park and Ride.

On January 16, 2019, the Chapel Hill Town Council selected the following LPA update for the NSBRT project:

<https://chapelhill.legistar.com/MeetingDetail.aspx?ID=621436&GUID=5F92EDD7-46EC-4674-A0C5-D37435C8B11D&Options=info|&Search=>

- Eubanks Road – mixed traffic
- Martin Luther King Jr. Blvd. to North Street – Chapel Hill Town Council requested additional traffic studies to evaluate the opportunity of converting the right lane for a dedicated curb running BRT guideway.
- North Street to Manning Drive – Convert curb running guideway
- Manning Drive to 15-501/NC54 (James Taylor Bridge) – operate in mixed traffic
- 15-501/NC 54 to Southern Village – Construct curb running guideway

Following a review of the January 16, 2019, LPA, the FTA notified Chapel Hill Transit that a final LPA, defining construct or convert for the section of the corridor between Martin Luther King Jr. Blvd. to North Street needed to be adopted in order for the project to stay in Project Development and move forward in the federal funding process.

On October 16, 2019, the Chapel Hill Town Council was presented with the preliminary results of the traffic analysis that was requested in January 2019: <https://chapelhill.legistar.com/MeetingDetail.aspx?ID=710205&GUID=003B3277-E947-4FF8-B020-7E6F5B4000C3&Options=info|&Search=>. During the October 2019 meeting the Chapel Hill Town Council requested additional traffic information, including potential mode shift data (note that NCDOT does not allow mode shift when considering traffic impacts of transit projects).

Since October 2016, staff and the NSBRT consultant team have worked closely with NCDOT to update and refine the traffic analysis for the project, consistent with NCDOT guidance and requirements. The following is a summary of these efforts:

Traffic Analysis

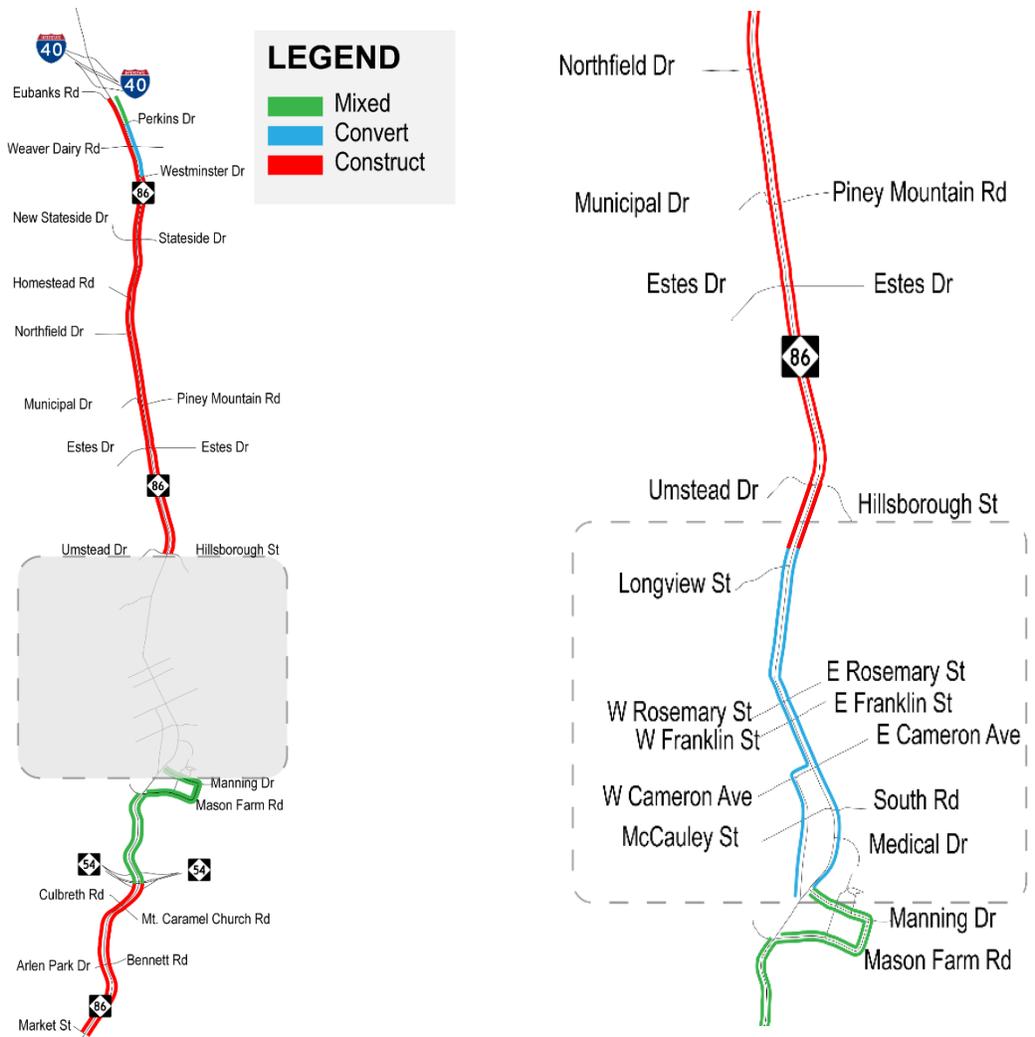
- Chapel Hill Transit enlisted the services of AECOM and Kimley Horne to conduct the traffic analysis, coordinated with NCDOT officials
- Traffic analysis evaluated Construct vs. Convert alternatives:

- NCDOT was coordinated with for the traffic study to ensure concurrence in the methodology:
 - Traffic counts for volumes and movements along the NSBRT corridor in 2018
 - Future traffic volumes calculations for 2024 and 2030
 - Mode shift calculations to incorporate a 5% reduction in traffic volume
 - Evaluation using Streetlight data to better determine destination points through the corridor
- NCDOT and congestion management officials have been presented with the results of the traffic analysis in northern portion of NSBRT corridor.
- Traffic engineers evaluated advanced signal timing solutions
 - These solutions helped create a traffic environment that will aid in general purpose vehicles getting through downtown Chapel Hill efficiently in the full convert scenario for NSBRT



Staff Recommendation

- Based on the results and findings of the updated traffic study, and input from NCDOT representatives, the NSBRT consultant team is recommending the following:
 - Recommending construct
 - North of Umstead Road/Hillsborough Street
 - Recommending convert
 - Between Weaver Dairy Road and Westminster Drive
 - Recommending convert
 - Between Hillsborough/Umstead and North Street
- NCDOT has indicated concurrence with the NSBRT consultant team’s recommendation.



Next Steps

- Present Chapel Hill Town Council with additional analysis results and requests
 - May 13, 2020
- Return to Chapel Hill Town Council for official decision on convert vs. construct
 - June 2020
- Final LPA selection is necessary to complete any continued work on 30% design and Environmental Review.

Attachments

- April 28, 2020 Presentation on LPA Recommendation

Recommendation

- That the Partners Committee consider the LPA recommendation from the project consultant team and adopt the LPA recommendation or any other option(s) as the Committee deems appropriate.

**Chapel Hill
transit**



Get on Board!

**Chapel Hill Transit Funding Partners
April 28, 2020**

NORTHBUS RAPID TRANSIT
SOUTHBUS RAPID TRANSIT 



Agenda

- Welcome and Introductions
- Project Schedule
- Traffic Engineering Update
- Other / Next Steps / Action Items / Next Meeting



Get on Board!

PROJECT SCHEDULE



Upcoming Meetings to Adopt Final LPA

- Chapel Hill Council Work Session on May 13, 2020
 - Review results of the additional traffic work and Draft LPA from the Joint Committee and Transit Partners meetings.
- Chapel Hill Council Meeting on June 10, 2020* or June 24, 2020*
 - Adoption of the Final LPA.

* Dates are proposed at this time



NEPA and 30% Design Schedule

- June 2020 – LPA finalized and ready for review.
- June 2020 – Request Revised NEPA Class of Action.
- Late-June 2020 – Draft 30% design plans handed over to NEPA Team.
- March 2021 – NEPA document published for review.

Chapel Hill
transit

NORTHBUS RAPID TRANSIT



www.nsbrrt.org

Get on Board!

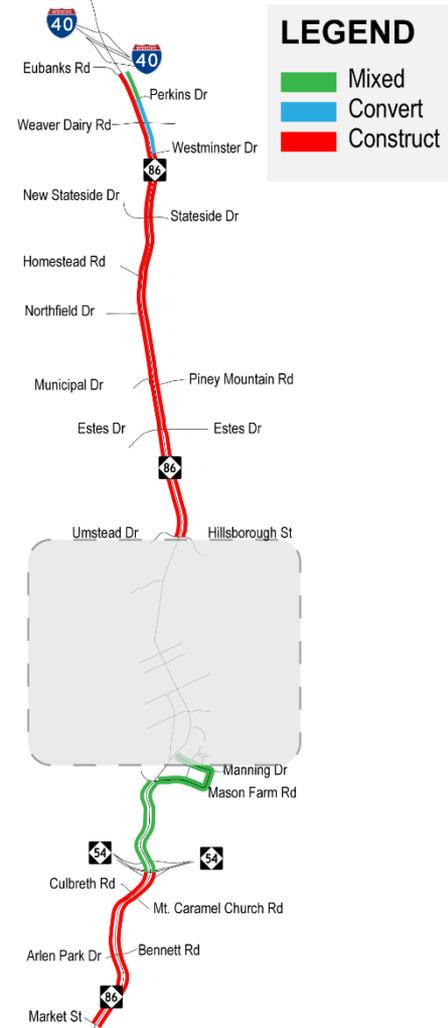
TRAFFIC ENGINEERING

Traffic Engineering Sub-Agenda

- Recap of Past Discussions
- Updates Since Last Meeting
- Overview of Alternatives
- Analysis Results
- Recommendations
- Local or Through Trips?

How did we get here?

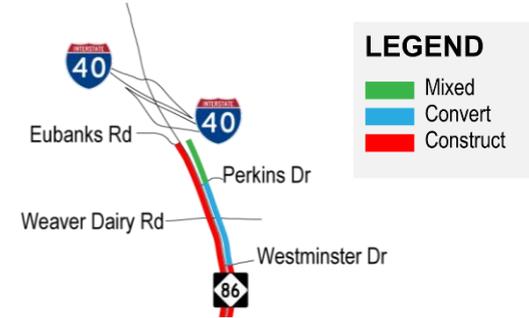
- Traffic analysis evaluated Construct vs. Convert alternatives using 2018, 2024, and 2030 traffic
- Recommending Construct:
 - North of Umstead/Hillsborough
 - Traffic volumes not conducive to removing a lane
- Through downtown – Convert
- Additional analysis requested by Town Council
 - Scenario with lower assumed traffic volumes (mode shift)
 - Evaluate creative signal timing solutions





Updates since last time...

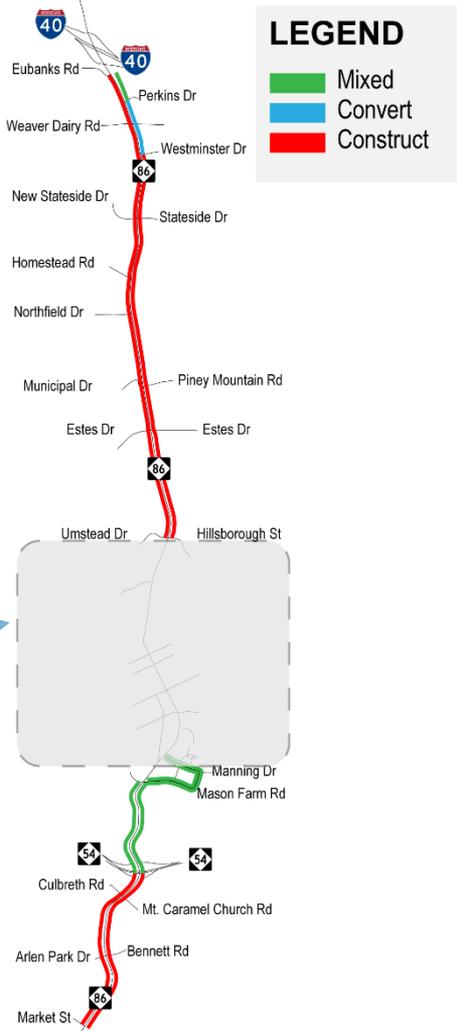
- Recommending a convert section along northbound MLK near Weaver Dairy
 - We don't need 3 car lanes there
 - Allows for uniformity in road cross section
- Incorporation of 5% reduction in vehicular volumes due to enhancement of bus service
 - Based on a review of other projects in Virginia and Florida
- Continued coordination between Town project team and NCDOT



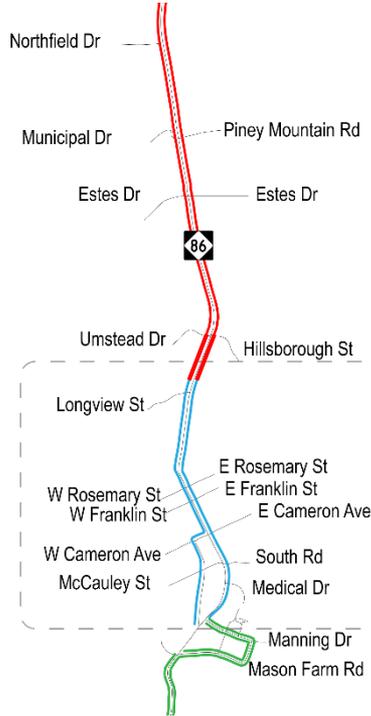


Three alternatives in downtown
evaluated:

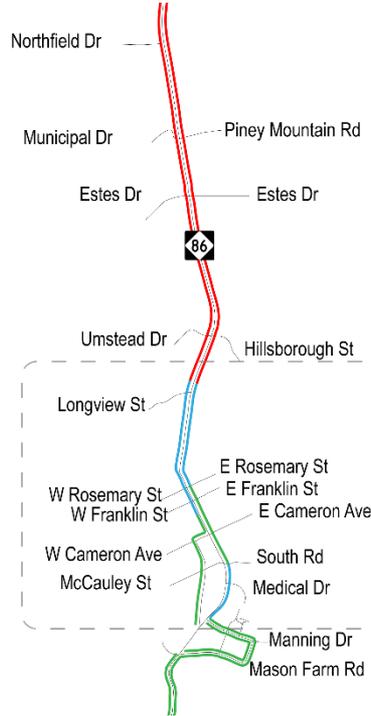
- Full Convert
- Partial Convert
- Mixed Traffic



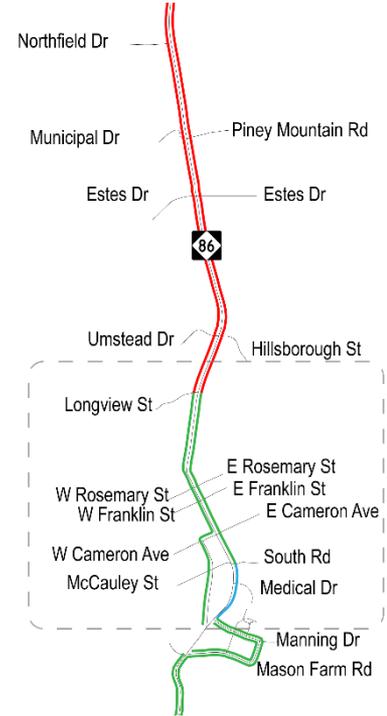
Full Convert



Partial Convert



Mixed Traffic



LEGEND

Mixed

Convert

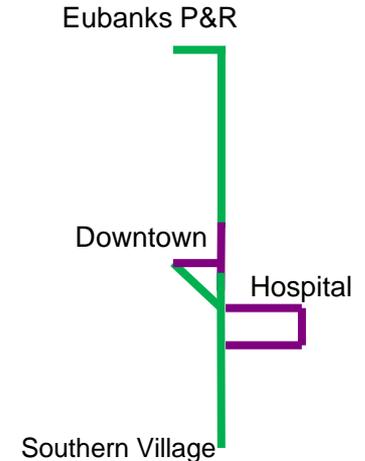
Construct

38



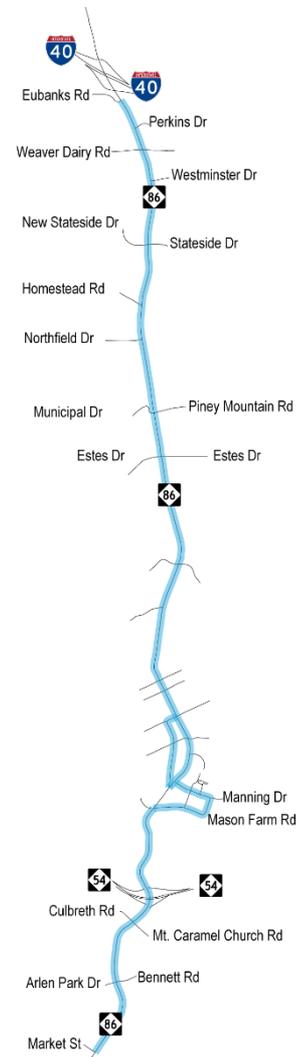
Bicycle and Pedestrian Facilities

- **Green** sections – include one of the following types:
 - Bike Path / Sidewalk
 - Multi-Use Path
 - Bike Lane / Sidewalk
- **Purple** sections – include:
 - Sharrow / Sidewalk
- **Downtown Alternatives:**
 - Generally consistent walking experience among Alts
 - Bike sharing lane with general traffic vs. bus-only





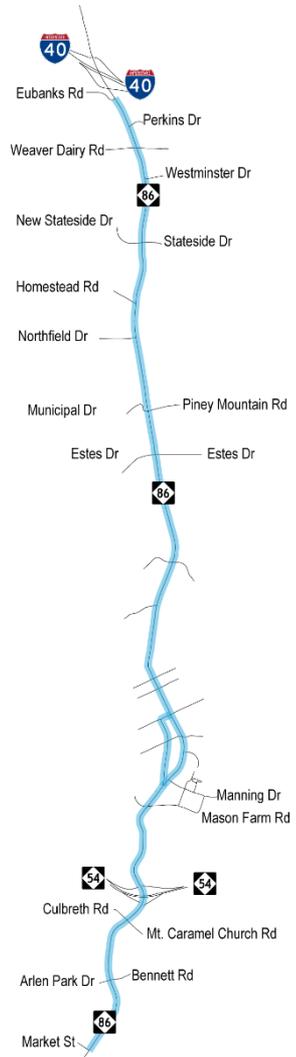
| Average Travel Time - Bus (Eubanks Road to Market Street) | | | | | |
|--|------|-------------------|------------|-------------------|------------|
| Downtown Condition | | AM Peak (minutes) | | PM Peak (minutes) | |
| | | Northbound | Southbound | Northbound | Southbound |
| No Build | 2018 | 27 | 30 | 32 | 35 |
| | 2024 | 28 | 27 | 32 | 38 |
| Full Convert | 2018 | 24 | 25 | 29 | 27 |
| | 2024 | 24 | 25 | 30 | 29 |
| Partial Convert | 2018 | 23 | 24 | 29 | 27 |
| | 2024 | 23 | 25 | 30 | 29 |
| Mixed Traffic | 2018 | 24 | 25 | 29 | 27 |
| | 2024 | 24 | 25 | 30 40 | 29 |



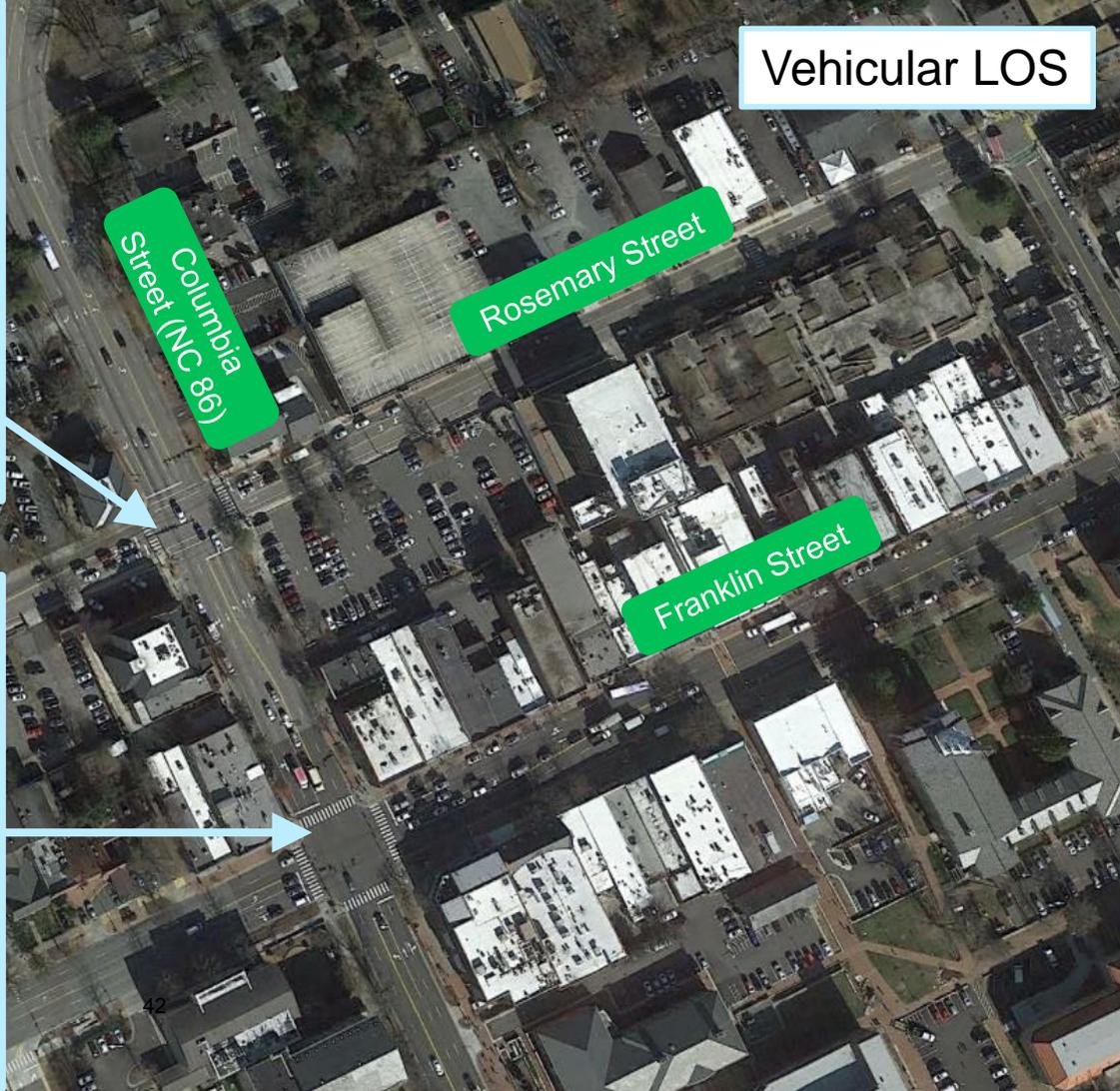


**Average Travel Time - General Purpose Vehicles
(Eubanks Road to Market Street)**

| Downtown Condition | | AM Peak (minutes) | | PM Peak (minutes) | |
|--------------------|------|-------------------|------------|-------------------|------------|
| | | Northbound | Southbound | Northbound | Southbound |
| No Build | 2018 | 18 | 17 | 20 | 22 |
| | 2024 | 19 | 17 | 20 | 23 |
| Full Convert | 2018 | 17 | 16 | 20 | 19 |
| | 2024 | 18 | 16 | 20 | 20 |
| Partial Convert | 2018 | 17 | 16 | 19 | 19 |
| | 2024 | 18 | 16 | 20 | 20 |
| Mixed Traffic | 2018 | 17 | 15 | 19 | 18 |
| | 2024 | 18 | 15 | 19 | 19 |



Vehicular LOS



| Level-of-Service NC 86 at Rosemary Street | | | |
|--|------|---------|---------|
| Condition | | AM Peak | PM Peak |
| No Build | 2018 | C | E |
| | 2024 | C | E |
| Full Convert | 2018 | C/D | E |
| | 2024 | C/D | E |
| Partial Convert | 2018 | C | E |
| | 2024 | C | E |
| Mixed Traffic | 2018 | C | D |
| | 2024 | C | D/E |

| Level-of-Service NC 86 at Franklin Street | | | |
|--|------|---------|---------|
| Condition | | AM Peak | PM Peak |
| No Build | 2018 | C | D |
| | 2024 | C | D |
| Full Convert | 2018 | C | E |
| | 2024 | C | E |
| Partial Convert | 2018 | C | E |
| | 2024 | C | E |
| Mixed Traffic | 2018 | C | D |
| | 2024 | C | D |

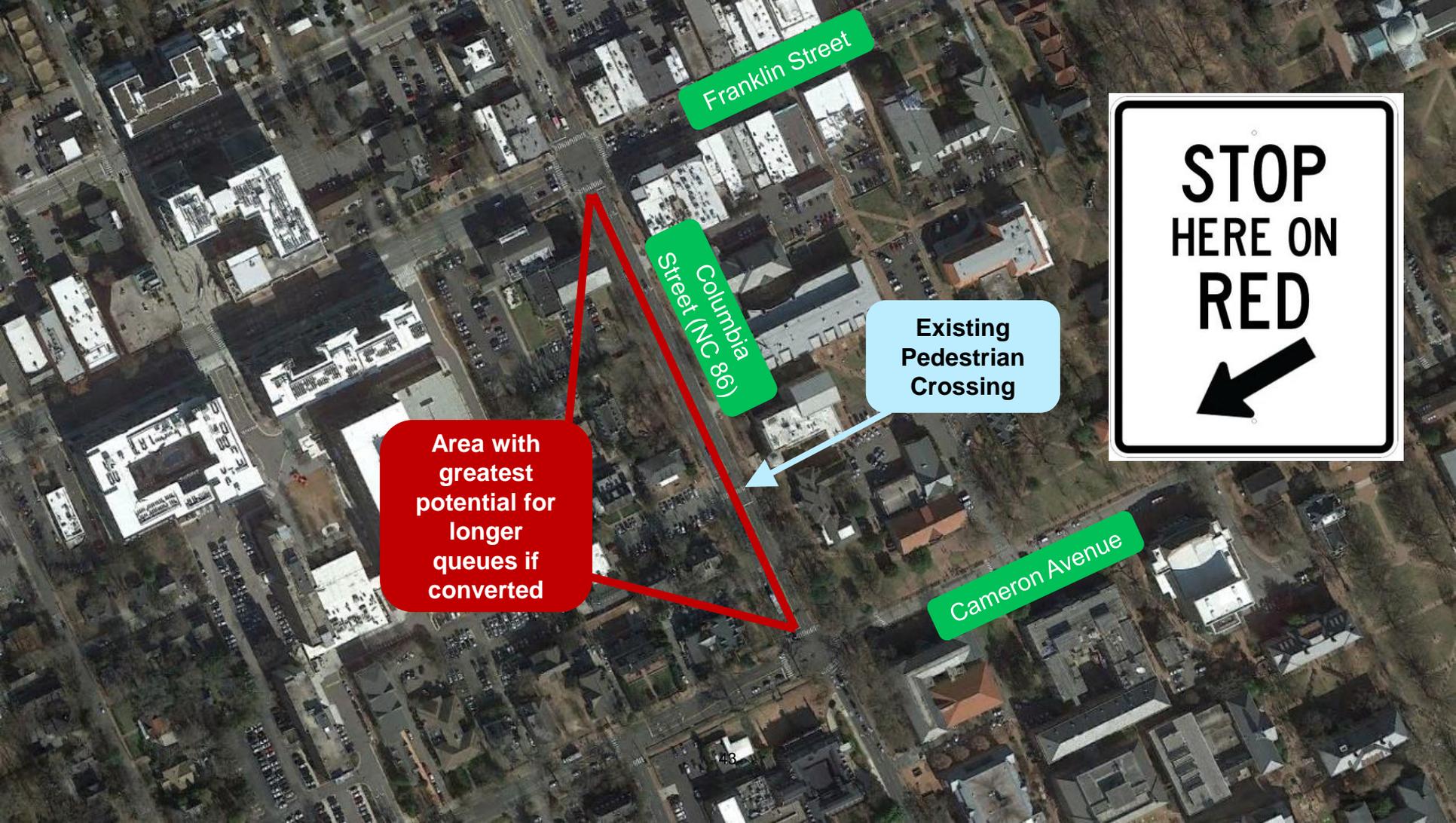
Franklin Street

Columbia Street (NC 86)

Cameron Avenue

Area with greatest potential for longer queues if converted

Existing Pedestrian Crossing

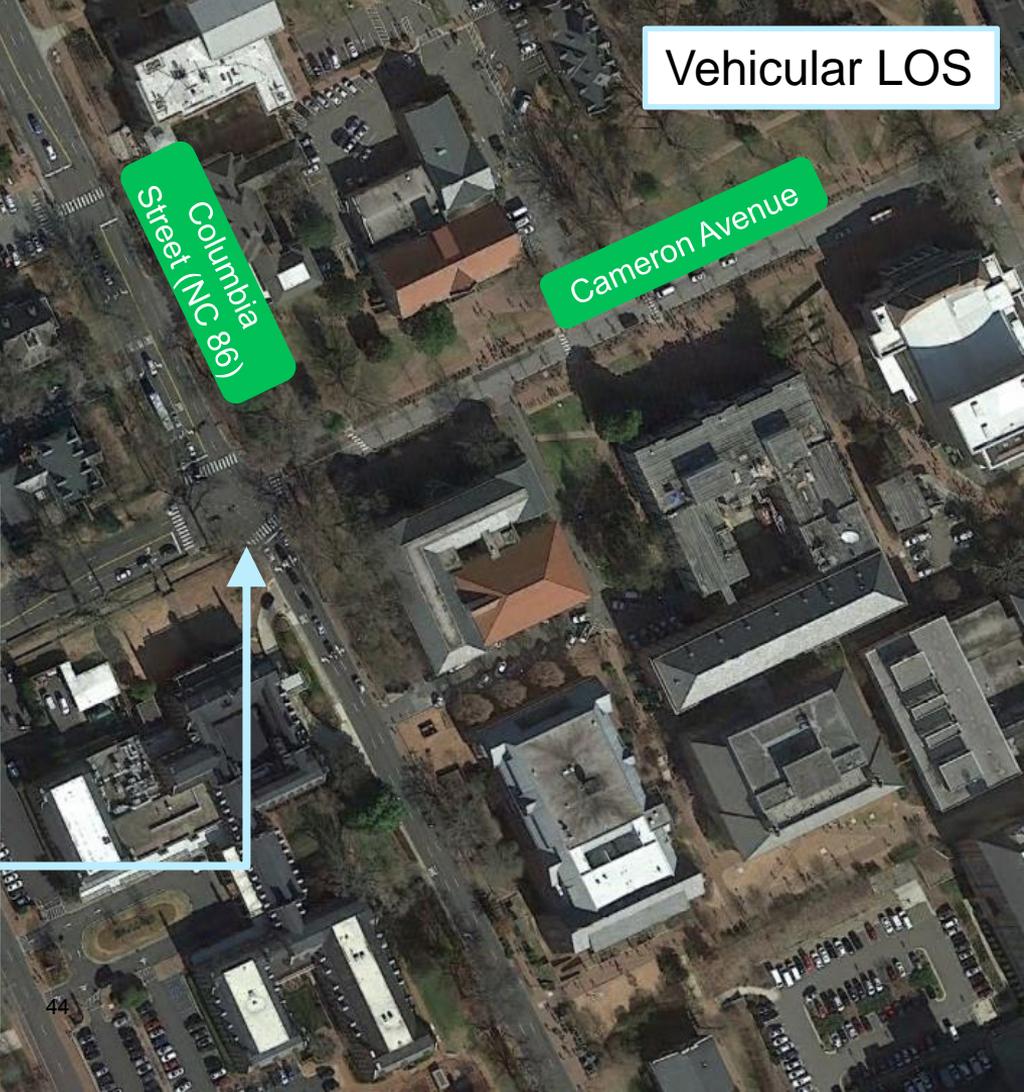


Vehicular LOS

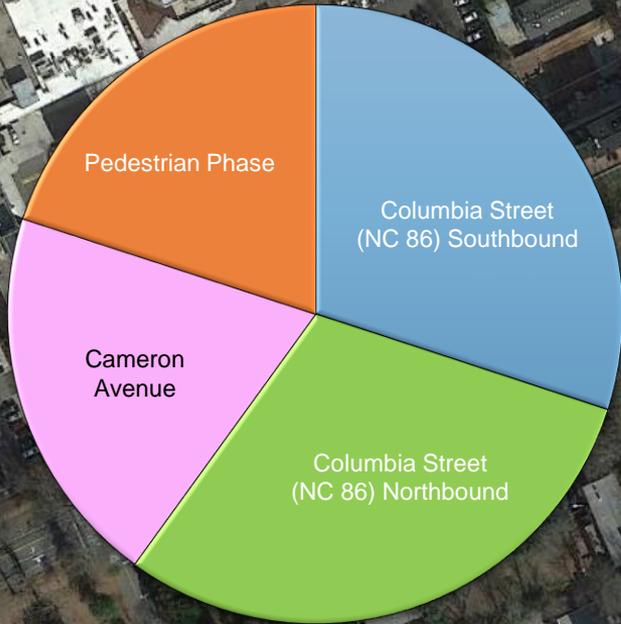
Cameron Avenue

Columbia Street (NC 86)

| Level-of-Service NC 86 at Cameron Avenue | | | |
|---|------|---------|---------|
| Condition | | AM Peak | PM Peak |
| No Build | 2018 | D | E |
| | 2024 | D | E |
| Full Convert | 2018 | D | E/F |
| | 2024 | D | E/F |
| Partial Convert | 2018 | D | D |
| | 2024 | D | D |
| Mixed Traffic | 2018 | C/D | D |
| | 2024 | C/D | D |



Existing Phasing

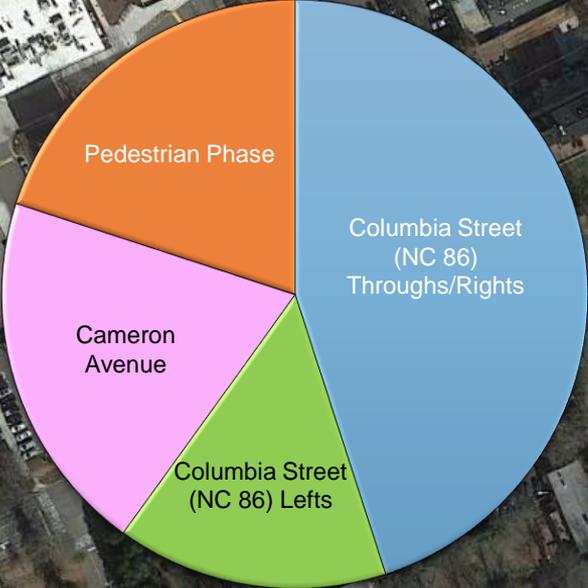


Columbia Street (NC 86)

Cameron Avenue

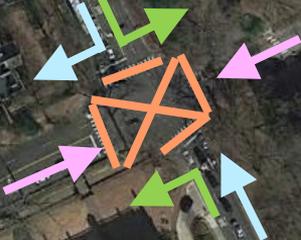


Proposed Phasing



Columbia Street (NC 86)

Cameron Avenue

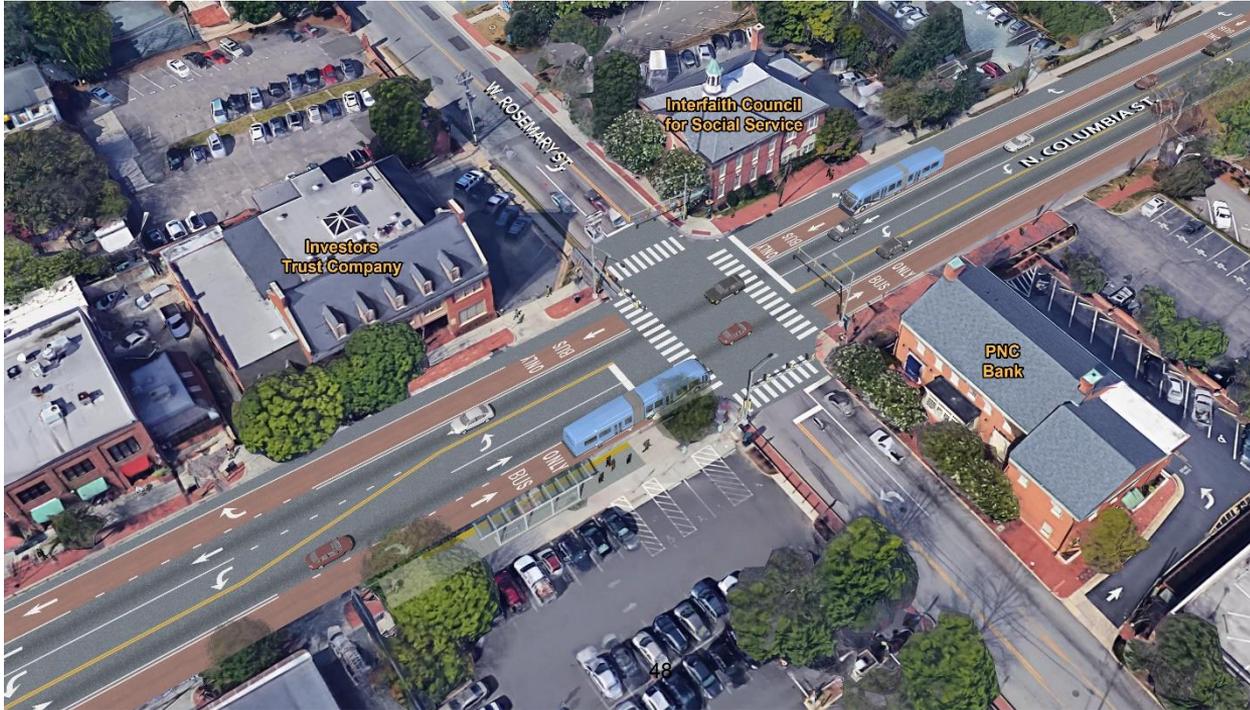


Findings for Downtown



- Full Convert **can be considered** further
 - If signal phasing change is made at Columbia Street / Cameron Avenue
- Partial Convert **can be considered** further
- Mixed Traffic **can be considered** further
- NCDOT concurrence on findings
- Final locally-preferred alternative should be chosen based on downtown priorities:
 - Consistent cross section
 - ~~4~~ Vehicular vs. bus operations

Bus and Traffic interactions in a dedicated curb lane environment



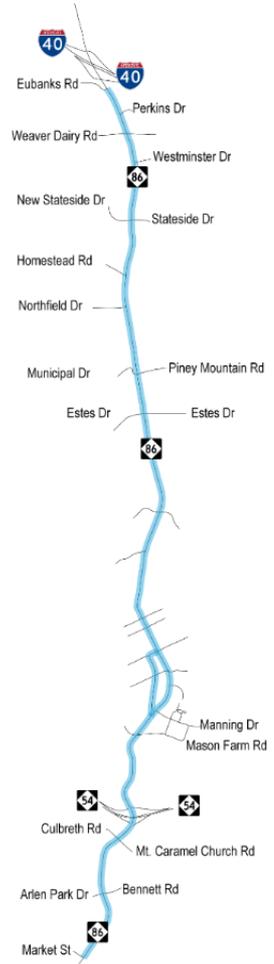
Bus and Traffic interactions in a dedicated curb lane environment





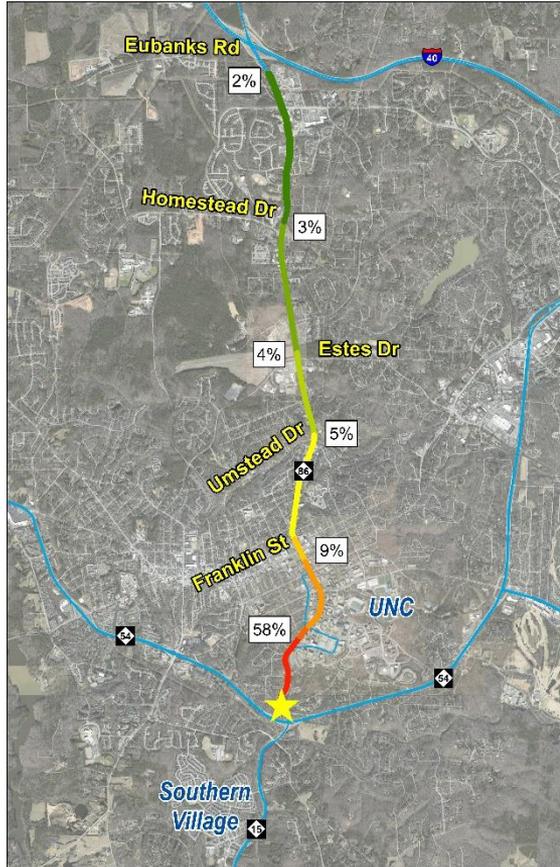
Streetlight Data - Local or Through Trips?

- Streetlight uses location-based services on cell phones
- Used “gates” on NC 86 to determine the origin and destination of trips
 - Helps identify percentage of through trips on corridor
 - Helps identify key destinations

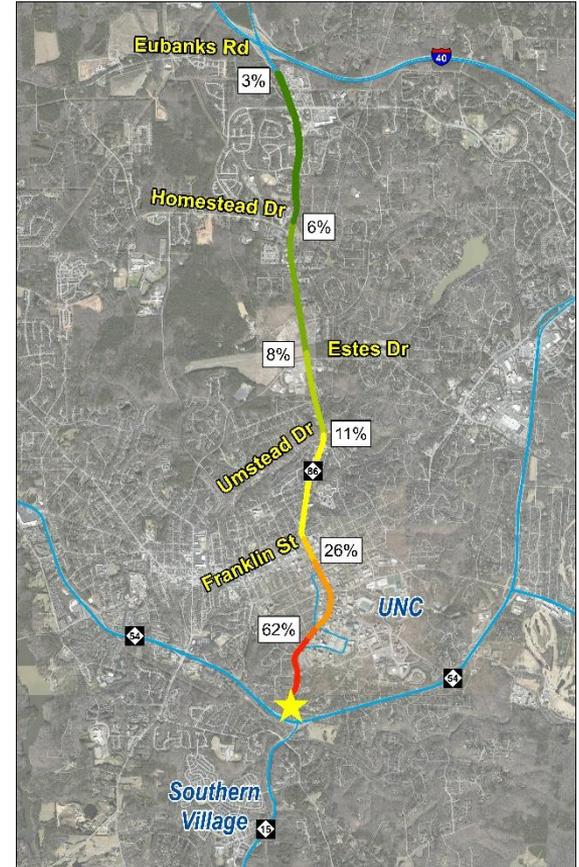


How far do people drive? (Northbound)

Origin: NC 54/US 15-501 Interchange (AM Peak)



Origin: NC 54/US 15-501 Interchange (PM Peak)



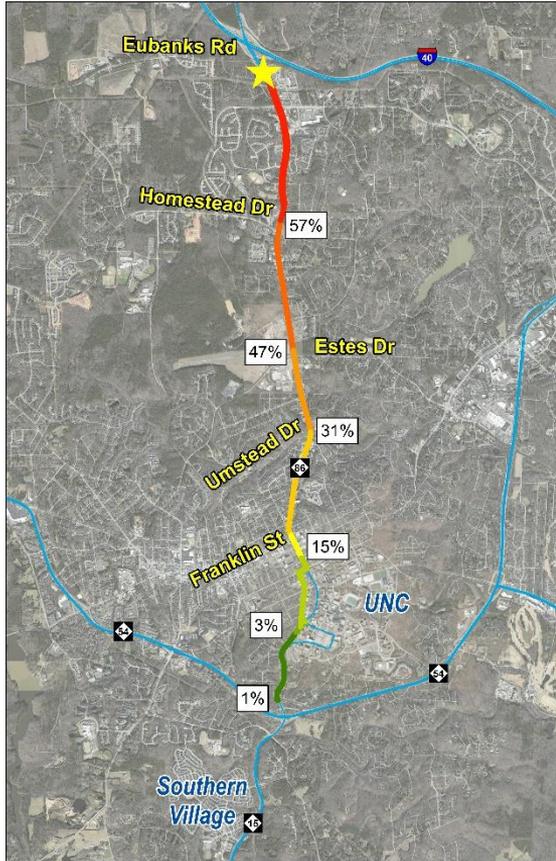
Legend:

- ★ Starting point
- XX% Percent of starting point traffic remaining at each location
- Higher remaining traffic (Red)
- Lower remaining traffic (Green)

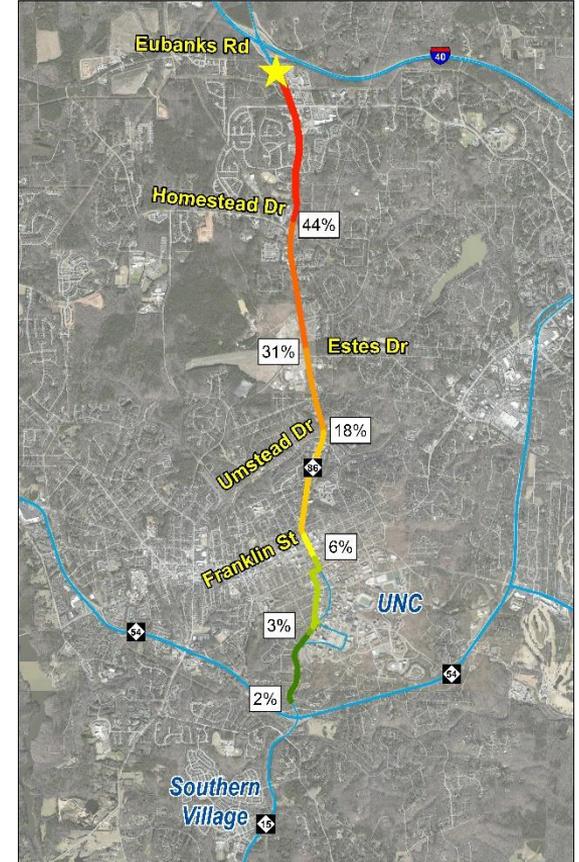
51

How far do people drive? (Southbound)

Origin: I-40/Eubanks Road (AM Peak)



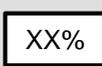
Origin: I-40/Eubanks Road (PM Peak)



Legend:



Starting point



Percent of starting point traffic remaining at each location

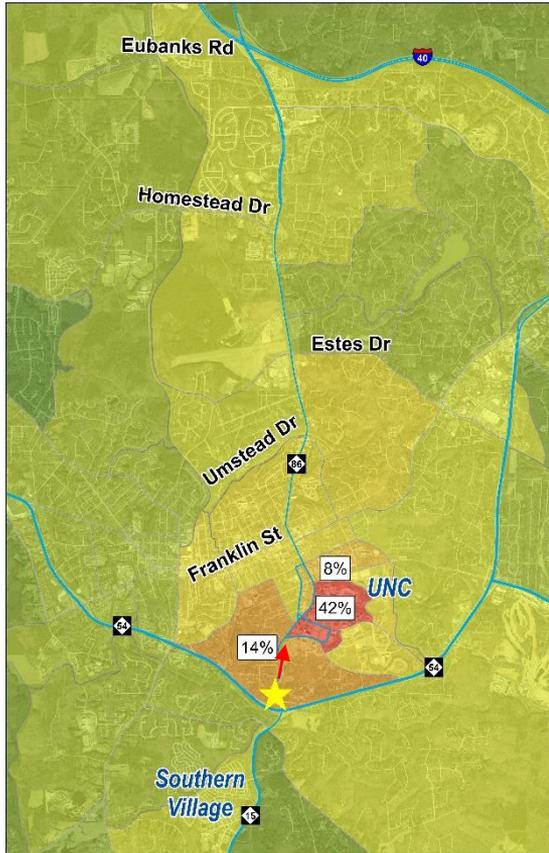


Higher remaining traffic

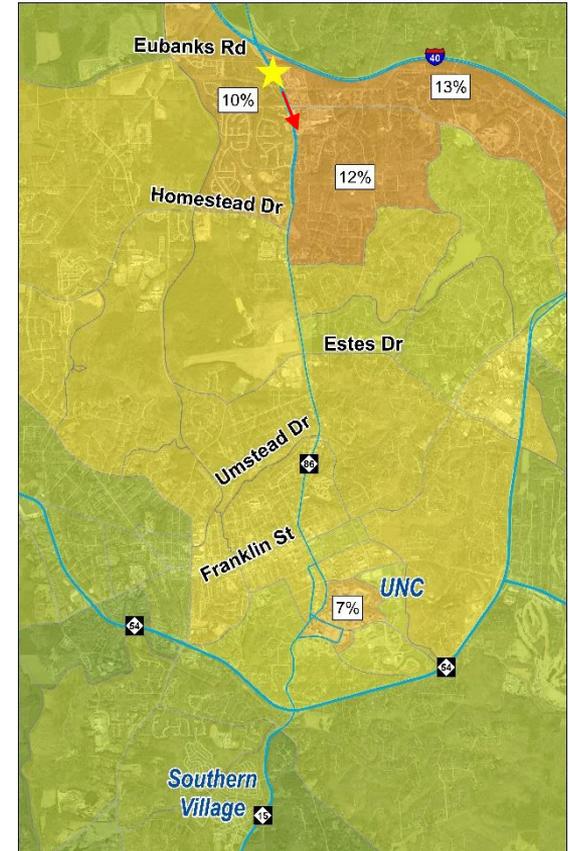
Lower remaining traffic

Where do vehicles stop?

Origin: NC 54/US 15-501 Interchange (Daily)



Origin: I-40/Eubanks Road (Daily)



Legend:



Starting point

XX%

Percent of starting point traffic that stops in noted area



Higher attraction to area

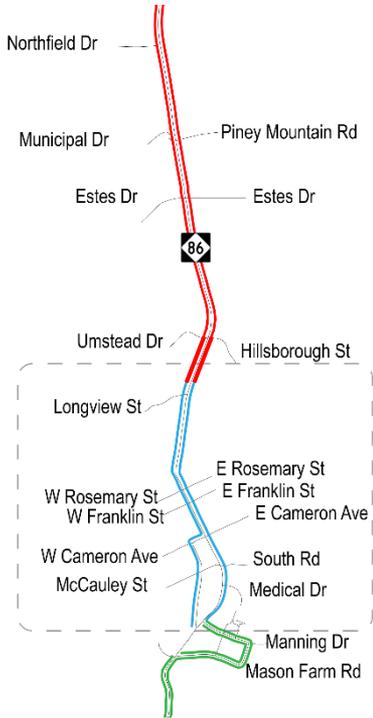
Lower attraction to area

Recommendations for Downtown



- Full Convert
 - If signal phasing change is made at Columbia Street / Cameron Avenue
- NCDOT concurrence on findings
- Final locally-preferred alternative should be chosen based on downtown priorities:
 - Consistent cross section
 - Vehicular vs. bus operations

○
Full Convert



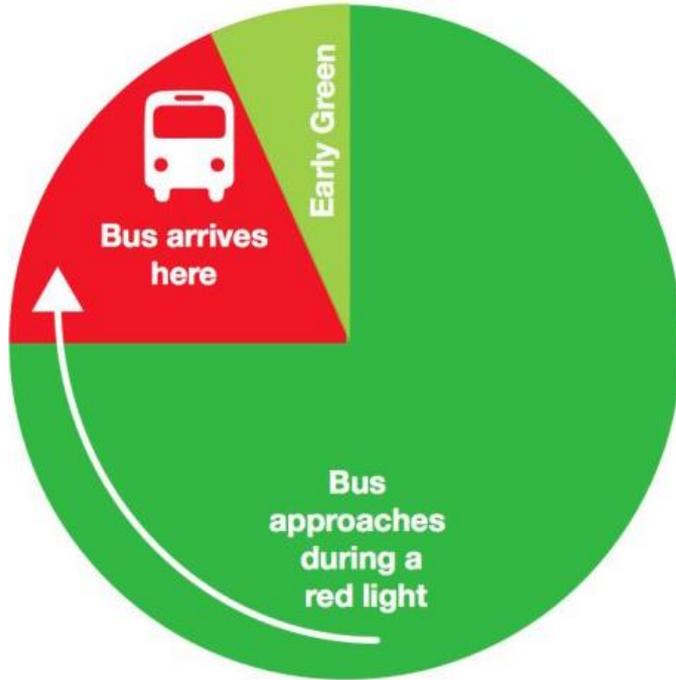
LEGEND

Mixed

55
Convert

Construct

Transit Signal Priority



Get on Board!

OTHER / NEXT STEPS



Other / Next Steps

- Present Chapel Hill Town Council with Traffic Engineering findings
- Request adoption of the recommended LPA for NSBRT
- Environmental Review
- Evaluate Small Starts information to improve rating for August/September 2020 FTA evaluation request
- Next Technical Committee Meeting
 - July 2020
- Next Policy Committee Meeting
 - July 2020

Staff Resource: Tim Schwarzauer, Grants Compliance Manager
Nick Pittman, Transit Planning Manager

Bus Stop Improvements: Infrastructure improvements have been completed at the following bus stops to bring each stop up to ADA requirements (funded through Orange County Transit Plan and Grant Funds):

- South Columbia Street at Mason Farm Road – Concrete curb repairs.
- South Columbia Street at Westwood Drive – Concrete curb repairs.
- South Columbia Street at Abernathy Hall – Concrete curb repairs and sidewalk extension.
- South Columbia Street at Purefoy Road - Concrete curb repairs and shelter pad.
- Martin Luther King Jr. Blvd at Adelaide Apartments - Concrete curb repairs, retaining wall, sidewalk extension and shelter pad.
- Willow Drive at Estes Drive - Concrete curb repairs, retaining wall, sidewalk extension and shelter pad.
- Franklin Hotel - new shelter, including solar powered LED lighting.
- Martin Luther King Jr. Blvd at Timber Hollow – new shelter pad, regrading and sidewalk extension.
- South Road at Fetzer Gym – new pad and ADA access (shelters will be replaced)
- E. Franklin Street at Morehead Planetarium – new pad and curb repairs.

Infrastructure improvements are underway at the following bus stop:

- Martin Luther King Jr. Blvd at Ashley Forest – sidewalk extensions, stormwater and shelter pad.



Bus Stop Assessments: the following stops are currently under surveying and review/design (funded through Orange County Transit Plan and Grant Funds):

- Martin Luther King Jr. Blvd at Longview Drive

- Martin Luther King Jr Blvd at Barclay Drive
- Cameron Avenue at Swain Hall
- Pittsboro Street at University Place
- Manning Drive at Hinton James
- E. Franklin Street at Varsity Theater
- Umstead Road at Bolinwoods
- W. Franklin Street at Chapel Hill News
- Raleigh Street at Lewis Hall
- Estes at 15/501
- Hwy 54 Bypass at ABC Store
- 15-501 at Bennett

Carrboro Bus Stop/Shelter Review: Staff and Town of Carrboro have been working together to transition the shelters at stops in Carrboro into Transit’s bus shelter program. There are currently 27 shelters at 25 different bus stop locations in Carrboro (21 of the shelters are wooden of different sizes and six are standard Chapel Hill Transit shelters).

Example Wooden Shelter: Carrboro Town Hall Example Standard Shelter: Autumn Woods



Consistent with the understanding between the Chapel Hill Transit Funding Partners, the Town of Carrboro is currently responsible for maintenance and replacement of the 21 wooden shelters and Chapel Hill Transit is responsible for the standard shelters. Town of Carrboro and Transit staff acknowledge that not being part of Chapel Hill Transit’s bus shelter program presents challenges to efficient maintenance and repair (due to a of lack of consistency in shelters and variability in their design and materials) and affects the waiting environment for customers.

To begin transitioning existing shelters into Transit's bus shelter program, we have taken the following steps:

- Town of Carrboro and Transit staff developed an inventory and conducted a visual inspection of the wooden shelters (did not include full ADA assessment) - the condition of these shelters range from acceptable to needs immediate attention.
- Transit staff contracted with Ramey Kemp and Associates out of Raleigh, NC to inspect, review and catalog the existing conditions of all 147 transit stops currently within the Town of Carrboro's jurisdiction. The intent of this review was to document existing conditions of these transit stops with regard to the Americans with Disabilities Act of 1990 (ADA) requirements for accessibility. Of the 147 sites reviewed, only six of the existing sites were deemed to be fully ADA compliant:
 - #197 at McDougle Middle School Track
 - #212 at NC Hwy 54 East at Harris Inc.
 - #104 at NC Hwy 54 West at Berkshire Manor West
 - #142 at NC Hwy 54 West at Poplar Avenue
 - #227 at Smith Level Rd at BPW Club Rd
 - #162 Weaver St. at Carrboro Century Center

Of the 25 shelter sites, there are 6 that are non-compliant only due to the full width bench not allowing for ADA area within the shelter and could be fixed with shelter replacements or modifications to existing shelters and there are 3 that could be ADA compliant with shelter replacements and very minor infrastructure improvements. These sites are:

- #116 (NC 54 West at Carolina Apartments)
- #125 (BPW Club Road at Sterling Bluff)
- #135 (Estes Park Apartments)
- #139 (NC 54 East at Westbrook Drive)
- #140 (NC 54 West at Royal Park)
- #173 (W. Main Street at Carrboro Post Office)
- #138 (NC 54 East at Canterbury Apartments) has a non-compliant slope that is very close (2.6%) and the full width bench is the only other reason for non-compliance.
- #141 (Greensboro Street at Trailer Park) is a new shelter that has compliant cross-slopes outside of the limits of the ramp in front of the shelter. Therefore, the only fix required would be to remove and replace the existing ramp with sidewalk and curb & gutter.
- #146 Jones Ferry at Davie Rd East Bound (Collins Crossing) removing the smaller shelter, replacing the large shelter, and using that leftover space as the 5'x8' landing area would make this stop compliant since the cross slope is fine.

Recommend the removal of the curb ramp at that location since it serves no crossing and limits the 2% landing at the back of the bus stop.

The Town of Carrboro is working to determine if funding is available to replace wooden shelters that need immediate attention and conduct surveying, engineering and design services for some additional shelter sites.

Employee Parking Lot Project: Transit staff are working with our engineering firm and Town planning to finalize the permit for construction. Transit staff are currently preparing bid documents to solicit contractors for construction. We anticipate completing this over the summer.

5339 (c) Low or No Emissions Discretionary Grant Program: The Low or No Emission competitive program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. The FTA released its Notice of Funding Opportunity on January 17th. Transit staff submitted a grant application for the purchase of up to six all-electric buses and associated charging infrastructure.

5339 (b) Grants for Buses and Bus Facilities Program: The Grants for Buses and Bus Facilities Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Transit staff are writing a grant application for the purchase of up to six all-electric buses and associated charging infrastructure.

Training Audit: Chapel Hill Transit will conduct an independent compliance review of our Fixed Route and Demand Response Operator Training Programs, including classroom and onboard training. This will review new hire training, refresher training and post-accident/incident training. Assessment will also include a review of staffing allocated to training.

For this assessment, Transit Training Solutions has been selected as the firm to complete this review and they will be responsible for recommending changes to training and operations to improve the efficiency and effectiveness of Chapel Hill Transit's training program, operator and customer safety, and meet industry standards. Identify training related performance measures/metrics.

In addition, they will develop training materials and/or safety campaigns to meet challenges identified during the assessment.

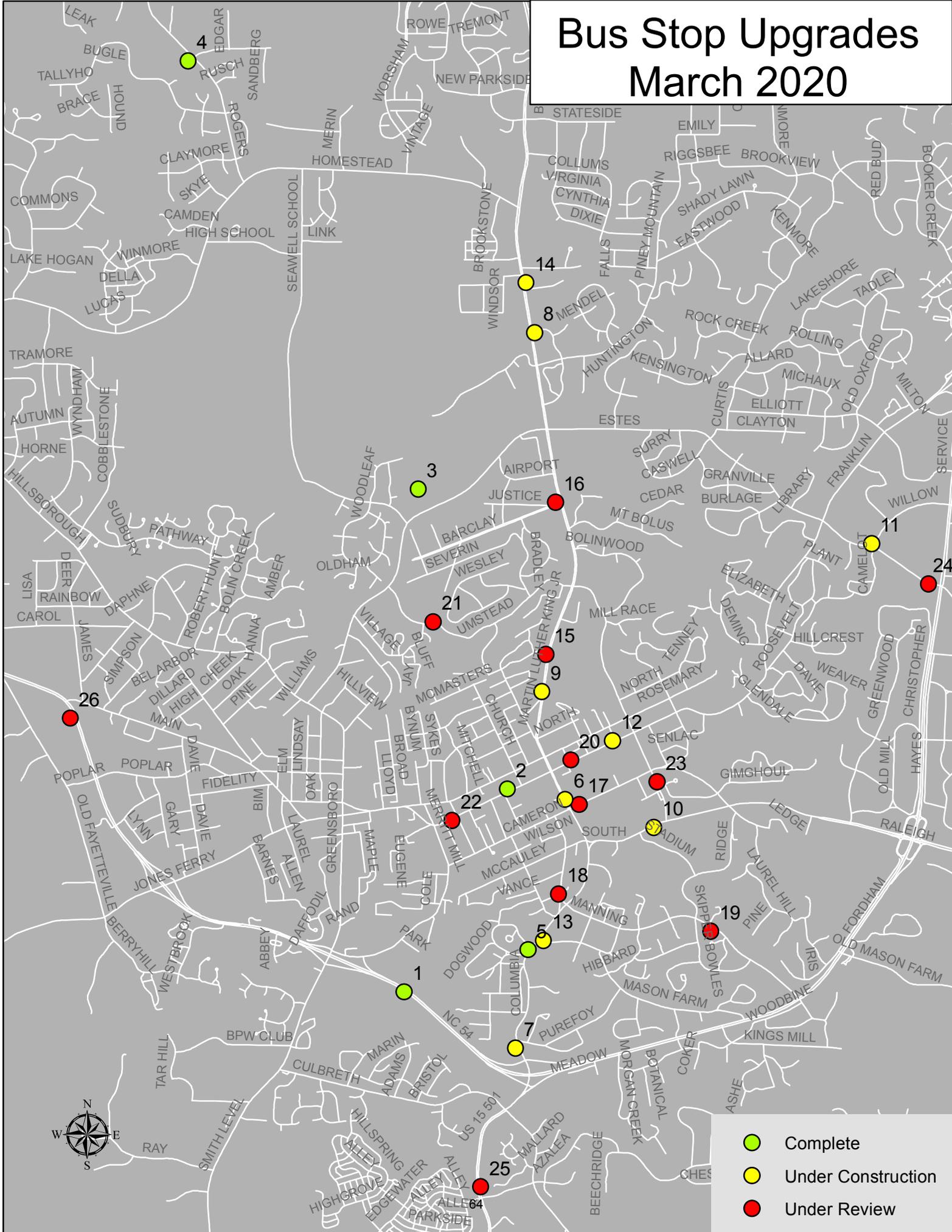
Public Transportation Safety Action Plan (PTSAP): In an effort to meet Federal Transit Administration's (FTA) guidance, RLS and Associates will develop a PTASP for Chapel Hill Transit in compliance with 49 CFR Part 673. The plan will incorporate Safety Management Systems (SMS) as the foundation of the Plan.

The Plan will be customized to Chapel Hill Transit and incorporate existing safety and security policies and procedures. The development of the new PTASP is not meant to replace existing safety plans, but rather to modify them to meet the rule and follow the structure outlined by FTA in 49 CFR Part 673.

Attachment

- March, 2020 Bus Stop Upgrade Map

Bus Stop Upgrades March 2020



1. NC 54 at Kingswood
2. Franklin Hotel
3. Estes Drive at RR lot
4. Rogers Road at Purefoy Drive
5. South Columbia at Westwood Drive
6. South Columbia Street at Abernathy Hall
7. South Columbia Street at Purefoy Road
8. Martin Luther King Jr. Blvd. at Timber Hollow
9. Martin Luther King Jr. Blvd. at Adelaide Walters Apts.
10. South Road at Fetzer Gym
11. Willow Drive at Estes Drive
12. East Franklin Street at Planetarium
13. S. Columbia at Mason Farm Road
14. Martin Luther King Jr. Blvd. at Ashley Forest
15. Martin Luther King Jr. Blvd. at Longview Street
16. Martin Luther King Jr. Blvd. at Barclay Road
17. Cameron Ave. at Swain Hall
18. Pittsboro Street at University Place
19. Manning Drive at Hinton James
20. E. Franklin Street at Varsity Theater
21. Umstead Road at Bolinwoods
22. W. Franklin Street at Chapel Hill News
23. Raleigh Street at Lewis Hall
24. Estes Drive at 15-501
25. 15-501 at Bennett Road
26. NC 54 bypass at ABC Store

CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

FUTURE MEETING ITEMS

APRIL 28, 2020

| May 26, 2020 | |
|--------------------------------|---|
| Action Items | Informational Items |
| Orange County Transit Plan | FY21 Budget Update NSBRT |
| Future Meeting Calendar | Short Range Transit Plan COVID Response |
| June 25, 2020 | |
| Action Items | Informational Items |
| Orange County Transit Plan | FY21 Budget Short Range Transit Plan COVID Response Bus Stop Upgrade Update |
| July, 2020 - No Meeting | |
| Actions Items | Informational Items |
| | |

| <u>Key Meetings/Dates</u> |
|--|
| MPO Board Meeting May 13, 2020 9-11AM Committee Room, Durham City Hall |
| MPO Technical Committee Meeting-May 27, 2020, 9-11AM Committee Room, Durham City Hall |
| MPO Board Meeting June 10, 2020 9-11AM Committee Room, Durham City Hall |
| MPO Technical Committee Meeting-June 24, 2020, 9-11AM Committee Room, Durham City Hall |
| MPO Board Meeting July 8, 2020 9-11AM Committee Room, Durham City Hall |
| MPO Technical Committee Meeting-July 22, 2020, 9-11AM Committee Room, Durham City Hall |