



CHAPEL HILL TRANSIT  
Town of Chapel Hill  
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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE**  
**NOTICE OF COMMITTEE MEETING AND AGENDA**  
**JUNE 23, 2020 – 11:00 A.M. to 1:00 P.M. (VIRTUAL MEETING)**  
**CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM**

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10. Adjourn	

## MEETING SUMMARY OF A VIRTUAL MEETING OF THE PUBLIC TRANSIT COMMITTEE

May 26, 2020 at 11:00 AM

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

Absent:

Staff present: Brian Litchfield, Transit Director, Rick Shreve, Budget Manager, Nick Pittman, Transit Planning Manager, Tim Schwarzauer, Grants Coordinator, Flo Miller, Deputy Town Manager, Amy Harvey, Town of Chapel Hill Deputy Town Clerk, Zachary Hallock, Carrboro Transportation Planner

Guests: Fred Lampe, Heidi Perov, Molly Demarco

1. The Meeting Summary of April 28, 2020 was received and approved.
2. **Employee Recognition** – Brian noted that it has been 71 days of dealing with the effects of COVID-19 and he says that CHT's response has been better than expected and he expected the response would be good. He appreciates all who are continuing to work under the current circumstances.
3. **Consent Items**
  - A. April Financial Report – Provided for the Partners information.
  - B. Holiday Schedule for Calendar Years 2020-2021 – Brian reported that there may be some changes to the schedule provided, but it is similar to previous years. During the holidays, Sunday level service will be run. As per usual, no service on the appropriate holidays. He noted that students will be moving in to the dorms August 10<sup>th</sup>. Service will be coordinated with UNC.
4. **Discussion Items**
  - A. Future Meeting Schedule – July 2020-June 2021 – Brian reviewed the item. He suggested that a meeting be scheduled for July in case it is needed. He suggested July 14 or July 21. The Partners agreed on a July 14<sup>th</sup> meeting if needed.

- B. FY 20-21 Budget Development – Brian reviewed the Budget Recommendation made to the Town Council, which was also the recommendation made to the Partners. The base budget is unchanged. The DOT State assistance that is reflected is down from earlier predictions. He noted that the CARES ACT funding is not included in the budget, but it will be drawn down and used as needs arise. The Council is scheduled to vote on the budget on June 24<sup>th</sup>.

**5. Information Items**

- A. Short Range Transit Plan Update on Next Steps and COVID – Brian reported that CHT is slowly phasing in some routes on August 3<sup>rd</sup>. The priority is safety of all of the CHT team members. He reviewed possible scenarios for beginning of increased service in August and noted that staff is continuing to work with UNC to help determine a level of service needed. The Partners will need to make a decision at the June meeting which scenario to pursue. It was noted that messaging to riders will need to emphasize social distancing and the wearing of masks beginning June 1<sup>st</sup> when service is increased and continuing through the next service adjustment in August.
- B. North South Corridor Bus Rapid Transit (BRT) – Brian reported that staff presented the LPA to the Town Council on May 13<sup>th</sup>. Staff will request Council approval of the LPA on June 10<sup>th</sup> and will provide an update to the Partners after that.
- C. Project Updates – Brian reviewed.
- D. COVID-19 – Brian reviewed for the Partners.

**6. Departmental Monthly Reports**

- A. Operations Report - Provided for the Partners information.
- B. Community Outreach - Provided for the Partners information.
- C. Director's Report – Provided for the Partners information

**7. Future Meeting Items**

- 8. **Next Meeting** – June 25, 2020 at Chapel Hill Transit – Transit Training Room
- 9. Adjourn

The Partners set a next meeting date for June 23, 2020
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## 3A. May Financial Report

Prepared by: Rick Shreve

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**May 2020**

- Expenses for the month of May were \$2,408,640. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 84.02% 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).
  - The monthly total is greater than a typical month in large part due to invoicing for new buses that arrived this winter, accounting for about \$978,000.

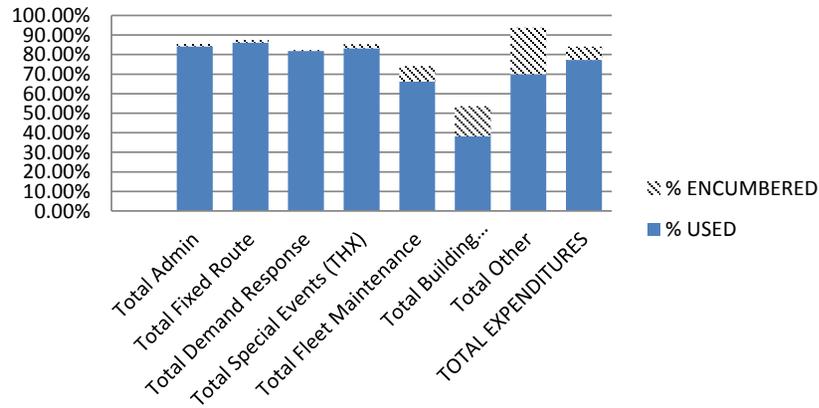
***Highlights***

- This aggregation of expenses and encumbrances for the majority 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.

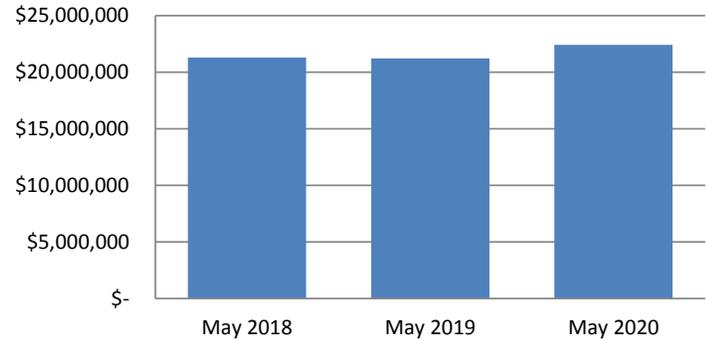
### Transit 640 Fund Budget to Actual at end of May 2020

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED May = 91.67%
Total Admin	1,925,656	1,863,011	125,867	1,568,855	23,649	270,507	85.48%
Total Fixed Route	12,313,207	12,812,440	1,657,766	11,042,642	177,475	1,592,322	87.57%
Total Demand Response	2,310,518	2,872,471	131,801	2,352,123	9,906	510,441	82.23%
Total Special Events (THX)	340,605	395,980	-	329,526	8,452	58,002	85.35%
Total Fleet Maintenance	4,788,402	4,858,791	218,907	3,214,982	387,608	1,256,201	74.15%
Total Building Maintenance	920,005	1,401,652	104,341	535,847	216,080	649,726	53.65%
Total Other	2,194,098	4,816,387	169,958	3,369,729	1,146,644	300,014	93.77%
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,792,491</b>	<b>\$ 29,020,732</b>	<b>\$ 2,408,640</b>	<b>\$ 22,413,705</b>	<b>\$ 1,969,815</b>	<b>\$ 4,637,212</b>	<b>84.02%</b>

#### CHT May 2020 YTD Expenses as % of Budget



#### CHT Total YTD Expenses - Previous Years Comparison



3B. FY 2020-21 Chapel Hill Transit Budget Update

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

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

**Overview**

The Chapel Hill Town Manager submitted his Recommended Budget to Council on May 21, 2020 (<https://chapelhill.legistar.com/LegislationDetail.aspx?ID=4538865&GUID=5127BB5D-342A-44C2-8356-FBE17EAAE677&Options=&Search=>). The budget will be considered for adoption at the June 24, 2020 Council Meeting and includes the following:

Approx. Total Share per partner	FY20-21 Contribution	FY19-20 Contribution
Chapel Hill	5,543,494	5,394,149
UNC	8,393,248	8,719,868
Carrboro	1,872,008	1,821,575
<b>Total Local Funding</b>	<b>15,808,750</b>	<b>15,935,591</b>

Note that budget reflects:

- Service improvements identified in Short Range Transit Plan, including reductions to 100% funded hours.
- Final adjustments to major expense categories including health insurance and fuel (reduction due to fuel contracts)
- A reduction in projected SMAP funds due to NCDOT fiscal challenges.
  - The recommended budget includes \$2.66M in SMAP funding. If this program is defunded for FY21 and NCDOT is not able to replace these funds, we could see a revenue shortfall in this area. While the SMAP program and others face reductions/elimination in the current round of Senate/House budget discussions, it is too early to tell what the Governor may do and what funding NCDOT may have if SMAP is adjusted. We are working with our NCPTA and Metro Mayors on this issue and will keep the Partners Committee posted.
- \$250,000 for capital, beyond the debt-financing payment.

Note that the budget does not reflect:

- CARES Act funds that can be used for capital and operating expenses.
- Increases to 100% routes that may occur after August.

**Next Steps**

- June 24, 2020 – Chapel Hill Council Consideration of Budget Adoption

**Recommendation**

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

## 4A. August Service Improvements

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

Staff Resource: Nick Pittman, Transit Planning Manager  
Jeffrey Sullivan, Community Outreach Manager  
Brian Litchfield, Director

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**Background**

During the April 28, 2020, Transit Partners Committee Meeting, staff presented the Committee with several potential service plans. The Partners Committee confirmed their interest in moving forward with the implementation of the adopted Short Range Transit Plan in August of 2020, with the understanding that the COVID-19 pandemic may have impacts on service levels. On June 1, 2020, Chapel Hill Transit will start to slowly reintroduce weekday service, with physical distancing requirements in place, on the following routes: CM, D, G, J, NS, RU, S, U and 420 (4:45 a.m. 8 p.m.). EZ-Rider will also operate from 5 a.m. to 8 p.m. On June 15, 2020 the weekday CW route was added based on customer demand.

**August Potential Service Scenarios**

Using the same assumptions that were presented during the April 28, 2020 meeting, and with the understanding that the University plans to return students to campus and classes are scheduled to start on August 10, 2020, staff has developed service scenarios for the Transit Partners consideration.

Assumptions: 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 10 customers on each bus), we would need to add additional buses at times where customer volumes would exceed 10 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.

Possible scenarios:

- **Scenario A:** Implement reduced Short Range Transit Plan service recommendations on August 3, 2020.
  - Reduced Weekday Service: A, CM, CW, D, FCX, J, HS, NS, NU, RU, S, U, Senior Shuttle and Demand Response.
  - Weekend Service: A, CM, CW, D, J, NS, NU, U and Demand Response – No Safe Ride Routes).
- **Scenario B:** Implement full Short Range Transit Plan service recommendations on August 3, 2020 (not possible with physical distancing).
  - Weekday Service: A, B, CCX, CL, CM, CW, D, F, FCX, G, HS, J, JFX, N, NS, NU, RU, S, T, U, Senior Shuttle and Demand Response.
  - Weekend Service: A, CM, CW, D, J, NS, NU, U and Demand Response.
- **Scenario C:** Implement Weekday and Saturday Short Range Transit Plan service recommendations without Sunday service (not possible with physical distancing).
  - Weekday Service: A, B, CCX, CL, CM, CW, D, F, FCX, G, HS, J, JFX, N, NS, NU, RU, S, T, U, Senior Shuttle and Demand Response.
  - Saturday Service: A, CM, CW, D, J, NS, NU, U and Demand Response.
  - Sunday Service: start date to be determined.

Factors to consider: University class schedules and mask requirements/availability.

Based on current conditions surrounding COVID-19, staff recommends implementation of **Scenario A** for August 3, 2020. With Partners Committee consent the following service communications will be issued in preparation for August 3, 2020:

- Service Communications:
  - We have shared the following with customers and the public - we will continue to move forward with service improvements this August, including introducing new Saturday and Sunday routes and creating more reliable schedules for many of our routes - we will continue to share more as details become more clear and public health guidance is updated.
  - We have shared messages via social media and website (<https://www.townofchapelhill.org/government/departments-services/transit/service-changes>).
  - We will continue to share information with customers and public, including website, social media, Town/Partner communications. We are tentatively planning a celebration around Sunday service – first time in 40 years that we have had community wide Sunday service in Chapel Hill and Carrboro.
  - We have started posting stop closure signs (attachment) and will continue to post them at the stops that will go out of service on August 3, 2020.
- Maps and Schedules:
  - Carrboro Creative is working on updating the system maps and schedules.

- We are finalizing a printing schedule that will have maps and schedules delivered by the last week in July.
- Schedules and Maps have been sent to NextBus for updates, although it may take several weeks for predictions to work due to the new routes. Note that Google maps and other apps may not be updated in August as we do not control the updates for these services.

**Recommendation**

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

# BUS STOP WILL CLOSE

After August 2, 2020

Starting August 3, Chapel Hill Transit will change some routes. As a result, this stop will not be served.

Learn more about our service changes at [chtransit.org](http://chtransit.org).

Questions or concerns? Email us at [chtransit@townofchapelhill.org](mailto:chtransit@townofchapelhill.org)

A partir del 3 de agosto, Chapel Hill Transit cambiará algunas rutas. Como resultado, esta parada no se servirá.

Obtenga más información sobre nuestros cambios de servicio en [chtransit.org](http://chtransit.org).

¿Preguntas o inquietudes? Envíenos un email a [chtransit@townofchapelhill.org](mailto:chtransit@townofchapelhill.org)

从8月3日开始，教堂山过境将更改一些路线。因此，将不提供此停车服务。在[chtransit.org](http://chtransit.org)上了解有关我们服务变更的更多信息。

有什么问题吗？给我们发电子邮件 [chtransit@townofchapelhill.org](mailto:chtransit@townofchapelhill.org)

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919.969.4901



[chtransit@townofchapelhill.org](mailto:chtransit@townofchapelhill.org)

Chapel Hill Transit

# PARK & RIDE WILL CLOSE

After August 2, 2020

Starting August 3, Chapel Hill Transit will no longer run the CPX route.

This Park & Ride lot will not be served after July 31. Park and Ride customers should use the Jones Ferry Park and Ride Lot.

Learn more about our service changes at [chtransit.org](http://chtransit.org). Questions or concerns? Email us at [chtransit@townofchapelhill.org](mailto:chtransit@townofchapelhill.org)

A partir del 3 de agosto, Chapel Hill Transit no operará la ruta CPX. Este lote de Park & Ride no se servirá después del 31 de julio. Los clientes de Park and Ride deben usar el Jones Ferry Park and Ride Lot.

Obtenga más información sobre los cambios en nuestro servicio en [chtransit.org](http://chtransit.org). ¿Preguntas o inquietudes? Envíenos un correo electrónico a [chtransit@townofchapelhill.org](mailto:chtransit@townofchapelhill.org)

从8月3日开始，Chapel Hill Transit将不再运行CPX路线。此Park & Ride地段将在7月31日后停止服务。Parkand Ride的客户应使用Jones Ferry Park和Ride地段。

在[chtransit.org](http://chtransit.org)上了解有关我们服务变更的更多信息。有什么问题吗？给我们发电子邮件[chtransit@townofchapelhill.org](mailto:chtransit@townofchapelhill.org)

သပြေတလ ၃ ရက်မှ စ၍ Chapel Hill Transit သည် CPX လမ်းကင်းကမ်းကမ်းကိုမသွားတော့ပါ။ ၃ Park & Ride တွဲအတွက်လူလိုင်လ ၃၁ ရက်နောက်ပိုင်းမှာအဆင်ပြေမှာမဟုတ်ဘူး။ Park and Ride ဖောက်သည်တွေဟော Jones Ferry Park နဲ့ Ride Lot ကိုသုံးသင့်တယ်။ ကျွန်ုပ်တို့၏ဝန်ဆောင်မှုအပိုင်းအလဲများအကြောင်းပိုမိုလေ့လာပါ [chtransit.org](http://chtransit.org) ။ မေးခွန်းများသို့မဟုတ်ပြဿနာများလေး [chtransit@townofchapelhill.org](mailto:chtransit@townofchapelhill.org) သို့အီးမေးလ်ပို့ပါ



[chtransit.org](http://chtransit.org)



919.969.4901



[chtransit@townofchapelhill.org](mailto:chtransit@townofchapelhill.org)

Posted June 29, 2020

## 5A. North South Corridor Bus Rapid Transit (NSBRT) Update

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

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**Council Meeting**

- On June 17, 2019 the Chapel Hill Town Council voted to adopt the updated locally preferred alternative (LPA) as recommended by the Transit Partners Committee for the NSBRT project  
<https://chapelhill.legistar.com/LegislationDetail.aspx?ID=4554970&GUID=294C718A-547A-4AE7-B633-1B5D1D57E5D9&Options=&Search=>):
  - North-South BRT service between Southern Village and the Eubanks Road Park and Ride Lot at Carraway Village along South Columbia Street, Mason Farm Road, East Drive, Manning Drive, South Pittsboro Street, Martin Luther King, Jr. Boulevard, and Eubanks Road with:
    - Construction of a dedicated curbside running BRT on US 15-501 (S. Columbia Street) from Market Street to Culbreath Road;
    - BRT in mixed traffic on NC 86 (South Columbia Street) from Culbreath Road to Mason Farm Road, along Mason Farm Road, East Drive and Manning Drive to NC 86 (South Columbia Street);
    - Conversion of one lane in each direction on NC 86 (South Columbia Street, South Pittsboro Street, Cameron Avenue, and Martin Luther King, Jr. Boulevard) for curbside running BRT from Manning Drive to Longview Street;
    - Construction of a southbound dedicated curbside running BRT on NC 86 (Martin Luther King, Jr. Boulevard) between Longview Street and Eubanks Road
    - Construction of a northbound dedicated curbside running BRT guideway on NC 86 (Martin Luther King, Jr. Boulevard) between Longview Street and Westminster Drive
    - Conversion of a northbound lane of NC 86 (Martin Luther King, Jr. Boulevard) for curbside running BRT between Westminster Drive and Perkins Drive
    - BRT in mixed traffic on northbound NC 86 (Martin Luther King, Jr. Boulevard) between Perkins Drive and Eubanks Road.
    - BRT in mixed traffic on Eubanks Road between NC 86 (Martin Luther King, Jr. Boulevard) the Eubanks Road Park and Ride Lot at Carraway Village

- Recommend a multi-use path or separated bike path and sidewalk for active transportation users on US 15-501 (South Columbia Street) between Southern Village and Culbreath Road and on NC 86 (Martin Luther King, Jr. Blvd) between North Street and Eubanks Road
- Recommend intersection improvements to the benefit all users.

**Next Steps**

- DCHC-MPO to adopt undated LPA into Long Range Transportation Plan.
- With guidance from the FTA, determine NEPA Class of Action
  - Environmental Review – NEPA
- 30% Design
- Evaluate Small Starts information to improve rating for August/September 2020 FTA evaluation request

## 5B. Project Updates

Staff Resource: Tim Schwarzauer, Grants Compliance Manager

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



We have installed three (3) shelter styles and have a fourth on order. The intent is to solicit feedback from customers and stakeholders on their preferred shelter style, as we seek to modernize all of the bus stops throughout our service area:





**Bus Stop Assessments:** the following stops are currently under surveying and review/design (funded through Orange County Transit Plan and Grant Funds). We have received the first design packet and sent off for review by Town and UNC employees:

- 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:**

The Town of Carrboro has requested full site reviews for the following stops and Chapel Hill Transit staff are currently processing a contract with Ramey Kemp and Associates to complete the work in a timely manner:

- Carrboro Plaza Park and Ride
- Jones Ferry Park and Ride
- Old Fayetteville Road at Poplar Place Apartments
- Culbreth Road at Covenant Place
- NC 54 East at Canterbury
- NC54 East at Westbrook
- NC54 East at Dominion Ramsgate
- W. Main Street at Town Hall
- W. Main Street at Simpson Street
- N. Greensboro Street at Sue Ann Court
- Carrboro High School

Transit staff have executed a contract for this work, and met onsite with the surveying team this month.

**Employee Parking Lot Project:** The Town received multiple bids for the work outlined in our IFB request. We are reviewing the bids at this time and will be performing due diligence on contractors for responsiveness and responsibility and will select a firm in the coming weeks.

## 6A. Operations

Staff Resource: Peter Aube, Maintenance Manager  
Tim Thorpe, Assistant Operations Manager – Fixed Route  
Mark Lowry, Occupational Health and Safety Officer  
Mark Rodgers, Interim Assistant Operations Manager - Demand Response  
Katy Fontaine, Training Coordinator

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**Tim Thorpe – Fixed Route**

- Smith System Training completed May 15, 2020. Over 100 Operators trained.
- Safety Protocols updated to include: Hand sanitizer, disinfecting wipes, gloves, plastic sleeves and face shields were made available to Operators. Additionally, hand sanitizer dispensers have been placed on all buses and EZ Rider vehicles – May 2020
- Wednesday, May 27<sup>th</sup> – held Managers/Supervisor Discussions about FMLA and other procedures
- COVID-19 June 1<sup>st</sup> Service - Operator Run Pick completed. Operators working 4 day schedules – including a day for SRTP Routes training.
- Monday, June 1<sup>st</sup> – Service starts. Routes include: CM, CW, D, G, J, NS, RU, S, U, 420, and Trippers Only w/420. NO Weekend NU or Safe Rides.
- Public protests held June 6<sup>th</sup> & June 12<sup>th</sup> with minor impacts to service.
- Transit Supervisor and Fill-In Supervisor(s) interviews conducted June 11<sup>th</sup>. 1 Full-time Supervisor and 5-7 Fill-in Supervisors desired.
- Monday, June 15<sup>th</sup> – CW route started.
- Monday, June 15<sup>th</sup> - August Service Improvements Training begins thru July 31<sup>st</sup>. Roughly 120 Operators will be trained thru July 31<sup>st</sup>.
- During the week of June 15<sup>th</sup>, we will be providing Appreciation Gift Bags for all employees.
- On July 1<sup>st</sup> and July 2<sup>nd</sup>, we will be hosting an Operator Appreciation - Fourth of July Cookouts (with social distancing).

**Mark Rodgers - Demand Response**

1. June 1<sup>st</sup>, 2020 all demand response operators started reporting four days a week with one day off (on call day).
2. June 15<sup>th</sup>, 2020 demand response initiated a new run cut based on demand for service.
3. All demand response vehicles are now equipped with barrier/shields to protect the operators.

4. All operators now offer customers a mask if they do not have one and if they want one.
5. No more than two customers can safely ride a vehicle or unless a third one is a 10.63 (wheelchair) then three can ride.
6. All operators have access to sanitary wipes and sleeves for their arms.

Ridership for May: 1,504 customers

Ridership for June - Current day: 1,374

**Katy Fontaine – Training**

1. Training Classes
  - a. June 8<sup>th</sup> – Three (3) trainees
  - b. Next Classes
    - i. July 6th
    - ii. July 20<sup>th</sup>
    - iii. August 3rd
2. Projects
  - a. Updating Operating Procedures
  - b. Hiring and Recruitment – resumed June 2020
  - c. Operator Trainer Training – Assessment and Training June 2020
  - d. SRTP Route Training – June/July 2020
  - e. Transit Training Solutions Assessment

**Mark Lowry - Safety**

Safety- Mark Lowry

- Improving Transit Camera System for facility.
- Accidents for May

<b><u>DIVISION</u></b>	May-20	May-19	Year to Date
<b><u>FIXED ROUTE</u></b>			
<b>Preventable</b>	1	0	7
<b>Non Preventable</b>	0	1	8
<b><u>DEMAND RESPONSE</u></b>			
<b>Preventable</b>	0	1	0
<b>Non Preventable</b>	0	1	0

<b>MAINTENANCE</b>			
<b>Preventable</b>	0	0	0
<b>Non Preventable</b>	0	0	0
		TOTAL YTD	15

**Peter Aube - Maintenance**

May Maintenance Report

- Demand response ran 11,355 miles in May
- Non-revenue vehicles ran 3,141 miles in May
- Fixed route ran 33,551 miles in May.
- Maintenance performed 21 Preventive Maintenance Inspections in May (100% on-time).
- Maintenance performed (1) road call in May , (33,551 )miles between road calls for fixed route .
- Maintenance performed (0) road calls in May , (309,503) miles between road calls for demand response.
- Maintenance Installed two Seon Beta camera systems on two buses, one 16 camera and one 12 camera with wireless download capabilities at no cost to CHT
- Maintenance continued twice daily deep cleaning (disinfecting) on all buses and LTV's in use and twice daily common area deep cleaning with CDC approved disinfectant
- Maintenance fabricated 60 barriers on fixed route and 6 on Demand response buses.
- Maintenance collaborated with procurement to lock fuel pricing for FY 21 and 22 while futures were low.

# Communications and Community Outreach Report

Transit Partners Meeting  
May 26, 2020

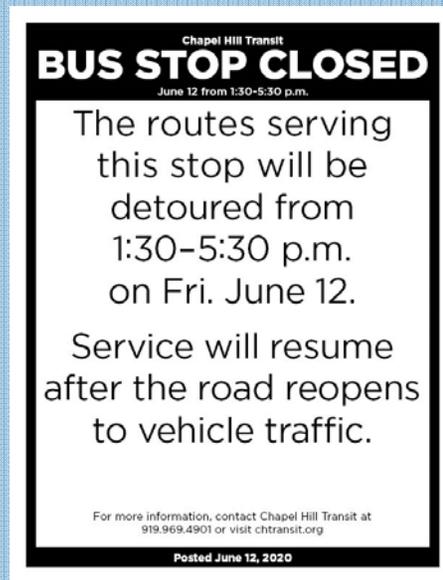
# Public Communication – Signage

Masks available on buses



Placed on buses

Detours caused by rallies



Placed on affected stops

Holiday service change



Placed on buses

SRTP-Related service changes



Placed on affected stops



# Additional Communication Needs

## Handouts about mask requirement

FACE COVERING REQUIRED

Face coverings are required to be in public spaces, including transit buses in Orange County and the Town of Chapel Hill. Face coverings help reduce the risk of one person affecting those around him or her.

A mask is not required if:

- You are under the age of 12
- Your religious beliefs prevent wearing face coverings
- You have a medical or behavioral condition that prevents wearing face coverings
- You are complying with the directions of a law enforcement officer

Los revestimientos faciales deben estar en espacios públicos, incluidos los autobuses de tránsito en el Condado de Orange y la ciudad de Chapel Hill. Las cubiertas faciales ayudan a reducir el riesgo de que una persona afecte a quienes lo rodean.

No se requiere una máscara si:

- Tienes menos de 12 años
- Sus creencias religiosas evitan el uso de cubiertas faciales
- Tiene una afección médica o de comportamiento que impide el uso de cubiertas faciales.
- Está cumpliendo con las instrucciones de un agente de la ley

For more information visit/Para más información: <https://www.orangecountync.gov/2435/Face-Coverings>

### မျက်နှာဖုံးလွှမ်းလိုအပ်သည်

Orange County နှင့် Chapel Hill ရှိ အများစုအားဖြင့် ဘတ်စ်ကားများအပေါ်၌ ဝင်အများဆုံးနေရာများတွင် မျက်နှာဖုံးလွှမ်းရန်လိုအပ်သည်။ မျက်နှာဖုံးလွှမ်းရန်သည် အန္တရာယ်ကို လျှော့ချပေးသည်။ အဘယ်မျှ မျက်နှာဖုံးလွှမ်းလိုအပ်ပါ။

အသက် ၁၂ နှစ်အောက် သင်၏ဘာသာရေးယုံကြည်မှုများသည် မျက်နှာဖုံးလွှမ်းမှုများကို တားဆီးနိုင်သည်။ သင့်တွင် မျက်နှာဖုံးမတပ်ဆင်ရန် တားဆီးသော ကျန်းမာရေးဆိုင်ရာ အမူအကျင့်ဆိုင်ရာ အခြေအနေရှိသည်။ သင့်သည် ပုဒ်မရှိမိရိုးအရာရှိ၏ ညွှန်ကြားချက်များကို လိုက်နာသည်။

### 需要盖面

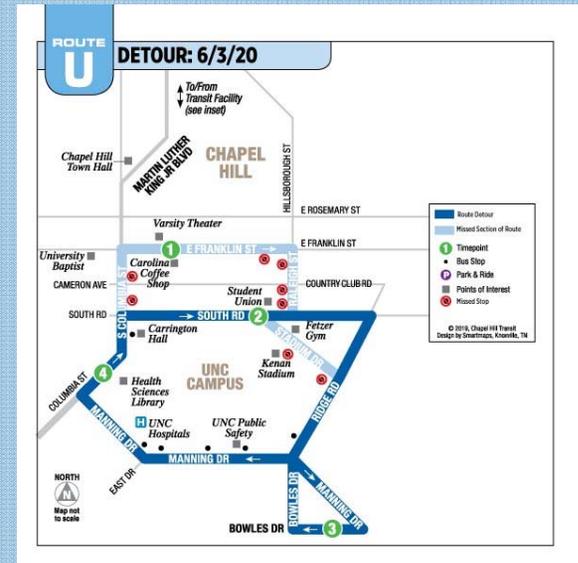
面部遮盖物必须位于公共场所，包括奥兰治县和教堂山镇的公交车。遮盖有助于减少一个人感染周围人的风险。

如果满足以下条件，则不需要口罩：

- 您未满12岁
- 您的宗教信仰会阻止戴口罩
- 您的身体状况或行为状况不佳，无法戴上脸罩
- 您遵守执法人员的指示

ပိုမိုသိရှိလိုပါက  
欲获得更多信息  
<https://www.orangecountync.gov/2435/Face-Coverings>

## Detours caused by rallies



# Public Communication – Social Media

## Communicating Information

**Chapel Hill Transit** @chtransit

The CW route returns this Monday! Spread the word: [uqfh5.app.goo.gl/95Bt](http://uqfh5.app.goo.gl/95Bt)



**Chapel Hill Transit will begin to run the CW route Monday**  
townofchapelhill.org

8:13pm · 12 Jun 2020 · RD CMS6 DEV

View Tweet Activity

2 Replies 10 Retweets 8 Likes

**Chapel Hill Transit** @chtransit

Chapel Hill Transit will detour routes away from Franklin Street for a planned public event from 1:30-5:30 on Friday. Learn more: [uqfh5.app.goo.gl/r23y](http://uqfh5.app.goo.gl/r23y)



**Chapel Hill Transit detours routes from 1:30-5:30 p.m. Friday**  
townofchapelhill.org

5:03pm · 11 Jun 2020 · RD CMS6 DEV

View Tweet Activity

2 Replies 6 Retweets 2 Likes

**Chapel Hill Transit** @chtransit Jun 3

ICYMI: Routes D and U will be detoured to South Road to avoid a public gathering on North Campus at 1 p.m. today. Service will return once the event ends.



1 Reply 3 Retweets 4 Likes

## Participating in campaigns/celebrating team members

**Chapel Hill Transit** @chtransit 1d

Today we're sounding our horns to honor the operators and other transportation workers helping people get to where they need to go. Join us at 3 p.m. #SoundTheHorn #HeroesMovingHeroes



Chapel Hill Transit Retweeted

**Chapel Hill Community Arts & ...** 1d

We finally have a break from the rain! We finally have a break from the rain! You may have seen artist Kiara Sanders creating on the bus shelter in front of the Hamlin Apartments on Ephesus Church Rd today. She'll be busy thru the weekend. Give a wave if you see her out there. #PublicArt @chapelhillgov @chtransit



1 Reply 4 Retweets 14 Likes

**Chapel Hill Transit** @chtransit 20h

Transit workers across the nation, have been reporting to work to keep access to essential services open. We sounded our horns at 3 p.m. to celebrate the brave workers in our backyard! #SoundTheHorn #HeroesMovingHeroes



**Chapel Hill Transit** @chtransit May 30

Transit operators go above and beyond including these folks who volunteered on a hot NC Saturday to get help get our buses ready for increased service on Monday!



3 Replies 1 Retweet 22 Likes

Show this thread

## Talking about what we are doing to combat COVID-19

**Chapel Hill Transit** @chtransit

Remember COVID-19 is not over. Keep your distance when on the bus and while waiting for it.

**Keep your Distance**

← 6+ Feet →



For your safety, we have identified seats on buses which allow you to have six feet of distance from other customers.

Chapel Hill Transit

11:00am · 19 Jun 2020 · TweetDeck

**Chapel Hill Transit** @chtransit

Chapel Hill Transit is only allowing 10 people on a bus at a time. We have extra buses running to pick up customers who weren't able to board the regularly scheduled bus.

**MAXIMUM 10 CAPACITY**

For your safety, only ten people will be allowed on a bus, starting June 1.



Chapel Hill Transit

**Chapel Hill Transit** @chtransit

Starting Friday at 5 p.m., you will need to wear a face covering on Transit vehicles. Learn more about this requirement and other things Chapel Hill is doing to keep residents safe here: [townofchapelhill.org/Home/Com onent...](http://townofchapelhill.org/Home/Com onent...)

*show the love*

**COVER UP FOR SAFETY**



8:00am · 11 Jun 2020 · TweetDeck

View Tweet Activity

1 Reply 17 Retweets 20 Likes



# Public Communication – News Releases



## Chapel Hill Transit will begin to run the CW route Monday

Chapel Hill Transit will begin running the CW route Monday through Friday until 8 p.m., starting on Monday, June 15.

06/12/2020 12:00 PM



## Chapel Hill Transit detours routes on Franklin Street from 2-4 p.m. Saturday

The Saturday CW, D, FG, JN, T, V and U routes will be detoured away from Franklin Street from 2-4 p.m. Saturday, June 6.

06/05/2020 12:00 PM



## Chapel Hill Transit will detour their D and U routes on Wednesday

Chapel Hill Transit's D and U routes will be detoured away from Cameron Avenue and Franklin Street from 1 p.m. to 5 p.m. on Wednesday, June 3.

06/02/2020 5:20 PM



## Chapel Hill Transit will begin running a reduced weekday schedule starting June 1

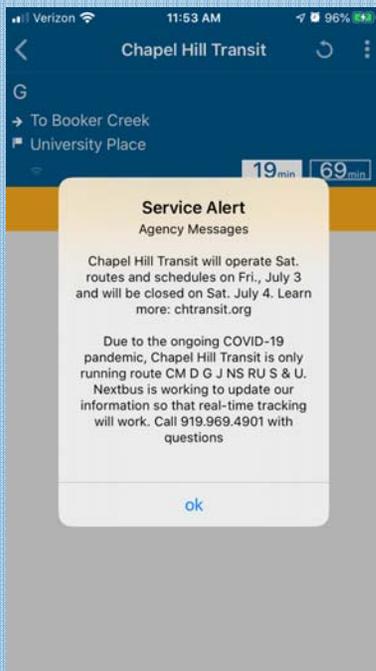
Starting June 1, Chapel Hill Transit will increase service levels to begin running the weekday CM, D, G, J, NS, RU, S and U routes, GoTriangle's 420 and EZ rider service

05/22/2020 9:00 AM

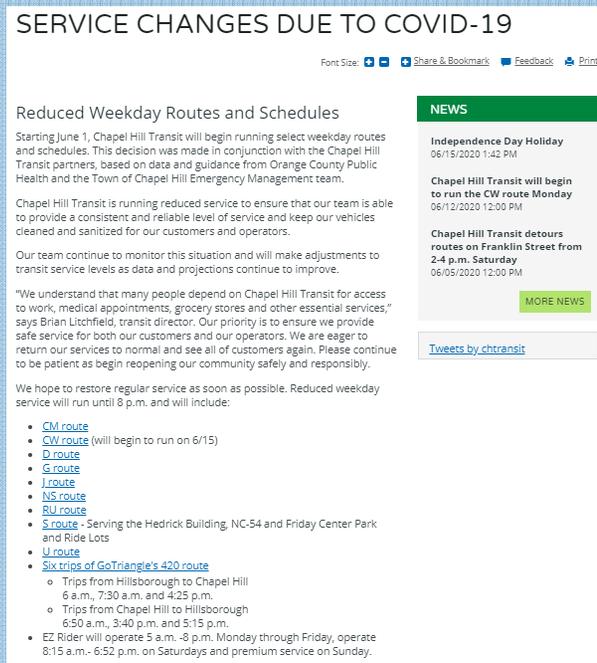


# Public Communication – Updates to Technology

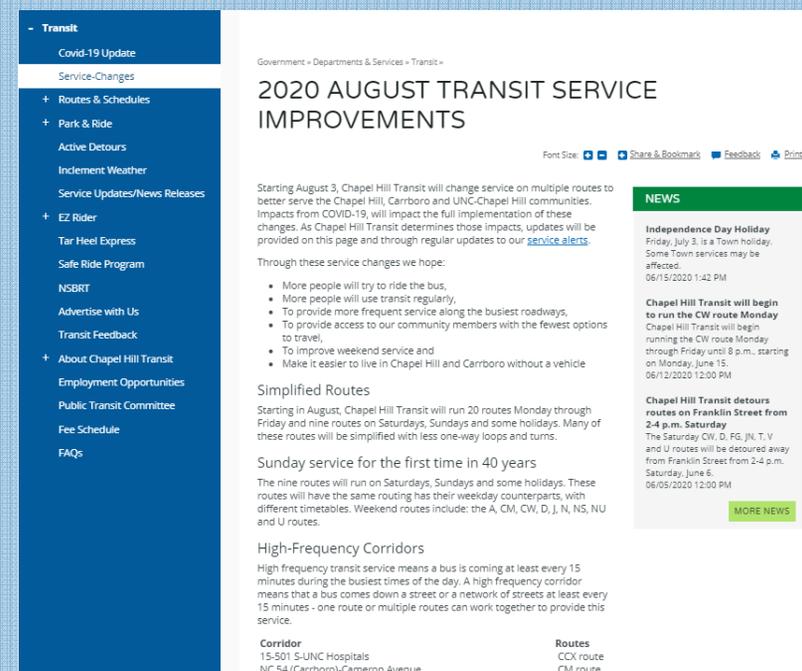
## NextBus



## Website – Reduced Weekday Service



## Website – August Improvement Page



# Community Interactions – May

- 4 Complaints
- 1 Compliment
- 1 Comment/Request
  
- Continued interaction with customers providing information



6C. Director

Staff Resource: Brian Litchfield, Transit Director

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- The Director's Report will be provided at the meeting on June 23, 2020.



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](http://www.townofchapelhill.org/transit)

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE  
 FUTURE MEETING ITEMS  
 JUNE 23, 2020**

<b>July 14, 2020 (if needed)</b>		<b><u>Key Meetings/Dates</u></b>
Action Items	Informational Items	
	FY21 Budget Update NSBRT Short Range Transit Plan COVID Response	
<b>August 25, 2020</b>		MPO Board Meeting July 8, 2020 9-11AM Committee Room, Durham City Hall
Action Items	Informational Items	MPO Technical Committee Meeting-June 24, 2020, 9-11AM Committee Room, Durham City Hall
Orange County Transit Plan	Short Range Transit Plan COVID Response Bus Stop Upgrade Update	MPO Board Meeting July 8, 2020 9-11AM Committee Room, Durham City Hall
<b>September 22, 2020</b>		MPO Technical Committee Meeting-July 22, 2020, 9-11AM Committee Room, Durham City Hall
Actions Items	Informational Items	
	NSBRT Short Range Transit Plan	