



CHAPEL HILL TRANSIT
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CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
NOTICE OF COMMITTEE MEETING AND AGENDA
SEPTEMBER 22, 2015 – 11:00 A.M. to 1:00 P.M.
CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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

Tuesday, August 25, 2015 at 11:00 AM

Present: Jim Ward, Chapel Hill Town Council
Damon Seils, Carrboro Alderman
Ed Harrison, Chapel Hill Town Council
Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises
Cheryl Stout, UNC Transportation & Parking
Than Austin, UNC Transportation & Parking
Julie Eckenrode, Assistant to Carrboro Town Manager
Bethany Chaney, Carrboro Alderman

Absent:

Staff present: Brian Litchfield, Transit Director, Roger Chapin, Assistant Transit Director – Operations, Rick Shreve, Budget Manager, Mila Vega, Transportation Planner, Tyffany Neal, Assistant Operations Manager – Demand Response, David Bonk, Long Range and Transportation Planning, Bergen Watterson, Carrboro Transportation Planner

Guests: Lee Storrow – Chapel Hill Town Council, Eric Hyman, Transportation and Connectivity Advisory Board, Molly DeMarco, Orange County Justice United, Devan Ross, Orange County Justice United, Gary Kahn, Mayoral Candidate, Admoa Adsare, Habitat for Humanity, Michael Parker, Chapel Hill Planning Commission

1. The Meeting Summary of June 16, 2015 was received and approved.
2. **Employee Recognition** – Brian announced Tyffany Neal’s resignation. She has taken another position in Washington, DC. He noted that Tyffany was the first Demand Response Manager for Chapel Hill Transit and that the system has greatly improved under her leadership.
3. **Consent Items**
 - A. July Financial Report – This report was provided for the Partner’s information.
 - B. Long Range Financial Sustainability Study Update – Brian reviewed this item for the Partners.
4. **Discussion Items**
 - A. HS Route Service Options – Brian reviewed the history of the item and presented options for increased service to the area. Any added expense could possibly be covered by the Orange County Bus and Rail Improvement Plan, but it would need to be approved by GoTriangle. It

was also noted that current development in the area also needs to be considered when thinking about increased service. Molly DeMarco, Orange County Justice United, said that they would advocate for increased frequency and span of service – especially evening service. Jim Ward said that both could not be done with the existing funding. One option might be to gradually increase evening service. Staff will continue to research this, but it will need to be considered in light of other service requests as well. It was also noted that Paratransit service should be included in these considerations as well and that the infrastructure in the area needs improving. Ms. DeMarco thanked the Partners for considering this and offered to help in any way they can.

- B. Long Range Financial Sustainability Study Update – Rick reviewed the update and asked if the Partners would like to redo the priority survey with revised questions. The Partners agreed, as long as it doesn't delay the study timeline, to complete a revised priority survey. They would also like 2 questions added regarding their interests in the overall bus system and in the capital funding model.

5. Information Items

- A. North South Corridor Update – Mila reviewed the progress made over the summer. October 14th this project will be introduced to the Town Council. She also reviewed the BRT options for the Partners. The Partners will provide comments and recommendations for the Town Council during their September 22nd meeting.
- B. Bus Procurement Update – This was provided for information.
- C. Estes Park and University Place Update – This was provided for information.
- D. FY 15 Summary Performance Report – The Partners would like this placed on the September agenda as a discussion item.

6. Departmental Monthly Reports

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

7. Future Meeting Items

8. Partner Items

9. Next Meeting – September 22, 2015

10. Adjourn

The Partners set a next meeting date for September 22, 2015

3A. August Financial Report

Staff Resource: Rick Shreve, Budget Manager

August 2015

- Expenses for the month of August were \$1,363,235. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 21.68% of our budget has been expended or reserved for designated purchase (e.g. purchase orders created for vehicle maintenance inventory supplies encumber those funds, and show them as unavailable for other uses).
- One significant caveat to note is that these data are subject to some changes, pending the Town of Chapel Hill's audit process for FY14-15. This process allows for identifying invoices that have been charged to the previous year that more accurately fall in the current fiscal year, as well as current year charges that will revert to the previous year.
- We will provide an update on the FY14-15 audited figures once we have final numbers; this will likely be available for the November Partners' meeting.

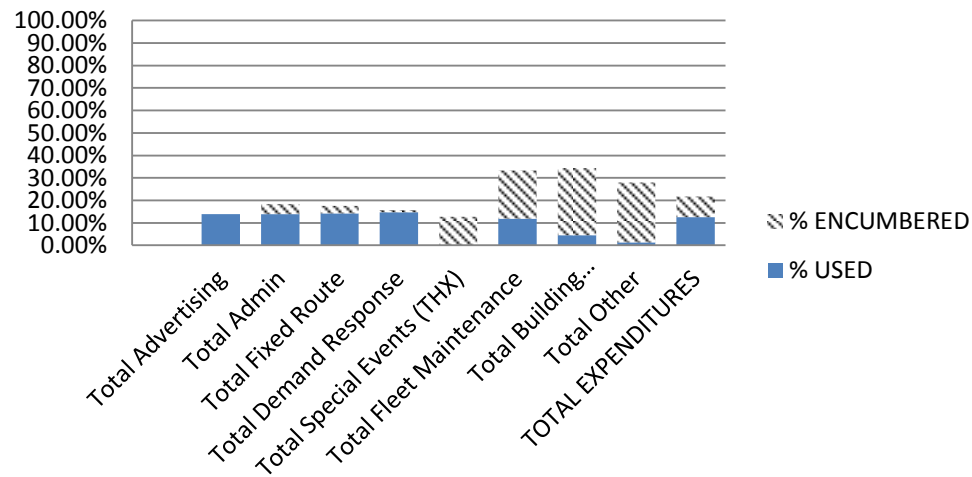
Highlights

- The fiscal year has just gotten underway, and with this August data, it is far too early to ascertain any trend data. This aggregation of expenses and encumbrances 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 August 2015

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED August = 16.67%
Total Advertising	\$ 93,222	\$ 93,222	\$ 6,432	\$ 12,852	\$ -	\$ 80,370	13.79%
Total Admin	1,472,385	1,503,848	94,613	207,160	70,216	1,226,472	18.44%
Total Fixed Route	11,181,804	11,439,048	865,307	1,618,690	395,160	9,425,198	17.61%
Total Demand Response	1,926,450	1,929,950	138,790	284,407	18,417	1,627,126	15.69%
Total Special Events (THX)	317,207	317,207	98	98	40,000	277,109	12.64%
Total Fleet Maintenance	4,193,542	4,246,083	238,794	502,543	913,103	2,830,437	33.34%
Total Building Maintenance	750,765	784,808	19,201	35,022	234,493	515,293	34.34%
Total Other	839,640	1,144,756	-	14,857	305,116	824,783	27.95%
TOTAL EXPENDITURES	\$ 20,775,015	\$ 21,458,921	\$ 1,363,235	\$ 2,675,628	\$ 1,976,504	\$ 16,806,788	21.68%

CHT August 2015 YTD Expenses as % of Budget



4A. Long Range Financial Sustainability Plan Update

Staff Resource: Rick Shreve, Budget Manager
Brian Litchfield, Director

Overview

The Partners will receive an update on the Partner Priorities Survey, and a presentation and discussion with the consultants on the Capital Replacement Plan.

Attachments

- Draft Partners Priorities Survey Summary
- Capital Plan Update

SUMMARY OF CHAPEL HILL PARTNER PRIORITIES SURVEY

In September 2015, Chapel Hill Transit (CHT) conducted a survey in which it asked the University of North Carolina-Chapel Hill (UNC-Chapel Hill), Carrboro, and Chapel Hill (collectively, “the Partners”) to rank their financial priorities. The survey was administered online and was structured so as to force respondents to choose one option from a set of paired options. By ensuring that every possible combination of priorities was presented to survey respondents, the study team was able to gather detailed information about the Partners’ preferences for CHT’s fiscal future. The survey also included two open-ended questions to assess the Partners’ desired outcomes from the Strategic and Financial Planning Study and their expectations and goals for CHT.

OVERVIEW

In October 2014, the CHT Partners took a similar survey with the same paired-option format. Since then, the potential financial consequences of priorities that came from that survey have become clearer. There is a broader understanding that addressing the fleet replacement priority has significant long-term financial consequences for each of the Partners. Therefore, the planning team conducted the survey in a manner similar to what was accomplished in October 2014 to see if understanding the more evolved information has changed thinking regarding CHT’s future priorities.

Determining the most current priorities for the future will allow the study team to present better information to the Partners about the trade-offs involved in each of priorities.

The choices presented to the Partners as part of this updated prioritization exercise are as follows:

- **Bring average fleet age to industry standard:** How important is reducing average fleet age? According to industry standards, the average age of a transit agency's entire bus fleet should be between seven and eight years old. An older fleet is less reliable in daily service and is also more expensive to maintain. The typical “life” of a bus is considered to be 12 to 15 years. CHT's average fleet age is currently 9.5 years. Out of the 99 buses that make up the current fleet, there are 43 buses that exceed 12 years old, with 15 of those more than 15 years old.
- **Maintain primary service levels but consider minor peak hour modifications:** How important is maintaining service exactly as it is today? Service reductions are an often-used solution to relieve financial pressures. While ridership and demand on the existing CHT system remains strong, there are opportunities to implement some peak hour service modifications to improve efficiency and reduce the total number of buses required for service, which then reduces the need to replace those buses.
- **Improve operating and maintenance staff to industry standard:** Should CHT focus on increasing staffing levels? CHT currently operates with fewer operating and maintenance staff than recommended by industry standards, a fact that has led to reliability issues. Over the past year CHT has taken steps to improve in this area, but considerable work remains to be accomplished.

- **Expand local service:** How important is it for CHT to expand local service? At peak hours, current ridership on CHT buses rivals big city transit ridership.
- **Add BRT capital and service and redesign the transit network to improve efficiency:** How important is BRT implementation? While BRT implementation will allow access to additional funds, the funds likely to be available will also need local matching funds—which in turn means there are fewer funds to address other priority issues. As presently outlined in the BRT Alternatives Analysis process, it is assumed the transit network be significantly redesigned to optimize the ridership on the BRT. Is this a desirable outcome?
- **Ensure minor expansion of customer amenities:** Where does expansion and improvements to customer amenities, information, and branding rank in CHT's priorities? There is considerable room within this category to right-size expenditures based on where other priorities lie.
- **Maintain partner revenue shares within current formula:** It is important that the current funding proportions provided by each of the partners remain the same?
- **Hold increase in partner revenues to reasonable and predictable annual increases:** How important is it important to retain reasonable and predictable annual increases in contributions made to CHT?

TOTAL PARTNER PREFERENCES

Figure 1 presents the aggregation of the survey results from September 2015. The study team tallied all of the instances a particular priority was chosen and then divided it by the number of times it could have been chosen to attain a preference percentage for each option. Using this methodology, it became clear that the Partners care the most about bringing the average fleet age to the industry standard, holding the increase in partner revenues to reasonable and predictable annual increases, and improving operating and maintenance staff levels to the industry standard. Survey respondents showed the least preference for expanding local services and customer amenities.

For comparison, Figure 2 shows the aggregation of results from the October 2014 survey. Results show that the Partners gave highest priority to keeping the increase in Partner revenues to a small annual increase, maintaining current service levels, and bringing the average fleet age to industry standard. They were not as concerned with adding BRT service or new customer amenities. It can be seen that improving the vehicle fleet and operations and maintenance staff levels both moved up as top priorities among respondents. Additionally, holding increases in partner revenues to reasonable and predictable increases remained a top priority. Adding BRT capital and service moved up from eighth to fifth overall. Finally, maintaining current service levels fell from second to sixth as an overall priority. However, it should be noted that the most recent option included language to “consider minor peak-hour modifications,” which could have influenced the shift in priorities.

Figure 1 Total Partner Preferences (September 2015)

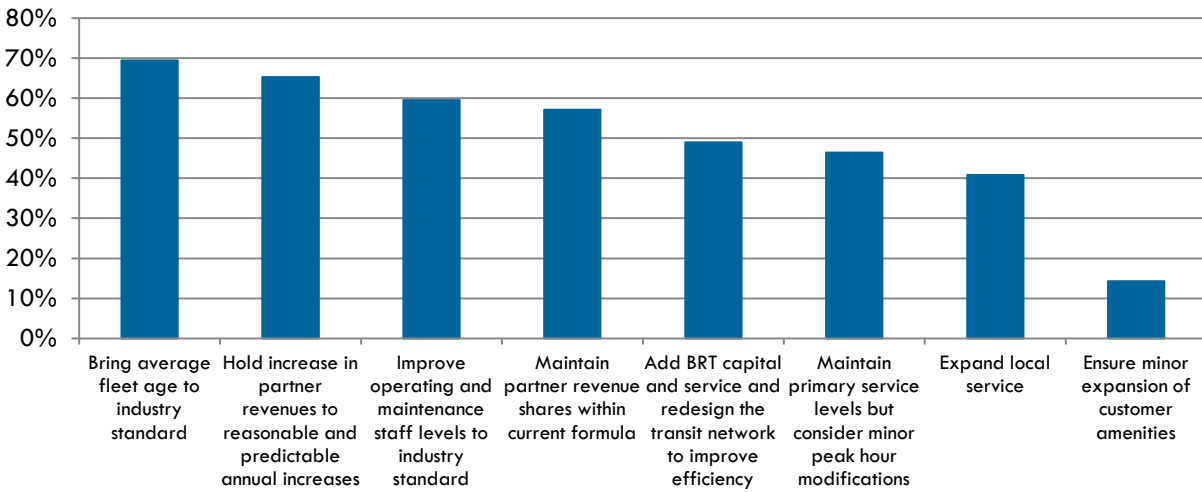


Figure 2 Total Partner Preferences (October 2014)

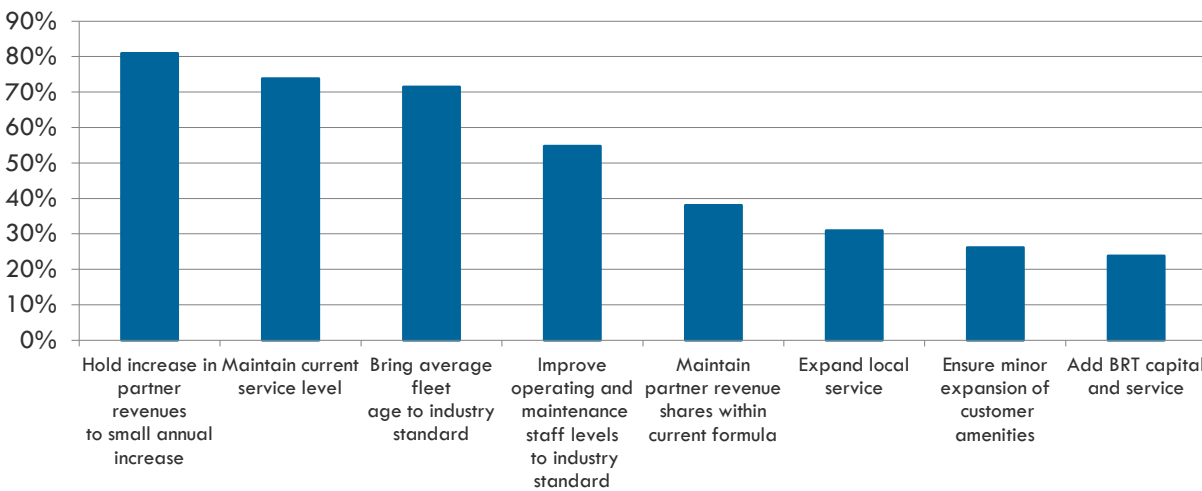
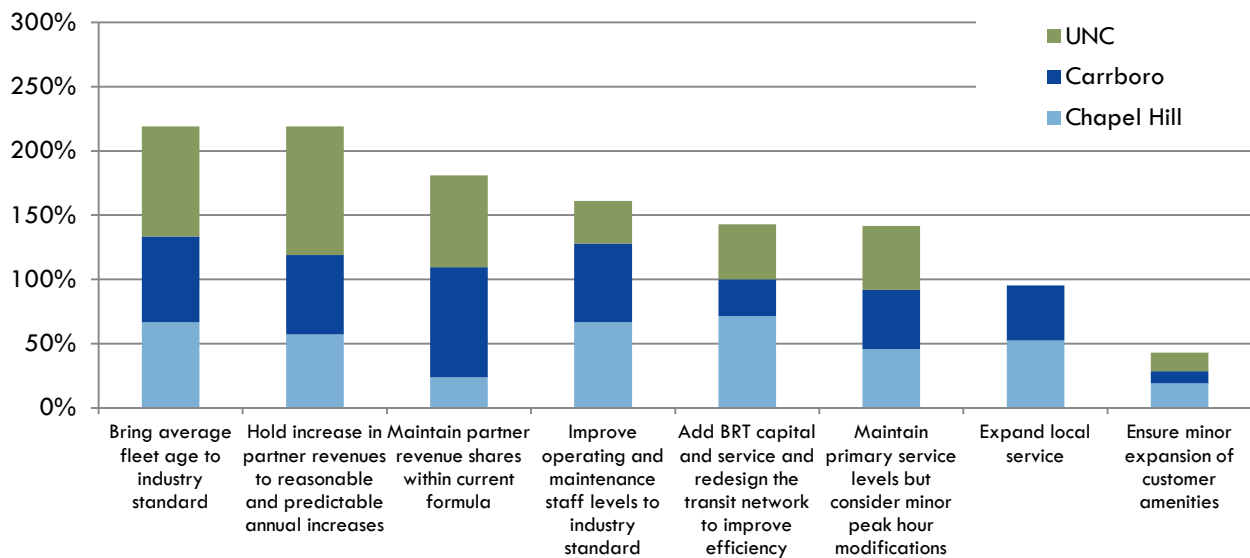


Figure 3 shows each individual Partners' preference for each priority. The chart is displayed on a 300% scale because each of the three Partners' choices was initially graphed on a 100% chart.

The Partners all agree that bringing the average fleet age to industry standard and holding the increase in Partner revenue to reasonable and predictable annual increases are the top fiscal priorities for CHT. However, there is some difference in opinion regarding the importance of maintaining Partner revenue shares within the current formula and improving operating and maintenance staff level. Chapel Hill gave lower priority than the other two Partners for maintaining partner revenue shares within the current formula, while UNC-Chapel Hill gave lower priority for improving operating and maintenance staff levels when compared to the other two.

Also notable is the fact that Chapel Hill expressed a much stronger preference for BRT service than did UNC-Chapel Hill or Carrboro. Finally, it should be noted that UNC-Chapel Hill gave zero priority to expanding local service (with the other two Partners choosing it as a priority roughly 50% of the time or less).

Figure 3 Individual Partner Priorities



OPEN-ENDED RESPONSES

Desired Outcomes from Strategic and Financial Planning Study

Nearly all respondents expressed need for a reasonable, long term-plan that will enable CHT to maintain its quality of service and capital facilities (especially fleet), while allowing for gradual expansion. Several respondents stressed the importance of adopting financially viable plans with predictable funding mechanisms (and exploring additional revenue sources, such as private sector funding). According to one respondent, this path to overcoming fiscal deficits should be easily understood for public consumption. Another stated that financial information should be detailed and comprehensive so that Partners can understand the trade-offs and make informed budget and policy decisions. One respondent said that the plan should acknowledge and account for the dynamic nature of transit in the region so that CHT partners may find opportunities from the growth of GoTriangle and other regional providers (and not perceive such growth as a threat).

Expectations and Goals for Chapel Hill Transit

Overall, there is an expressed desire to continue operating CHT as a quality transit service that is able to meet the growing and changing transportation needs of the community (e.g., service to areas not currently served and expanded weekend service). To reach these goals, the system needs to be supported by a “culture of planning and revenue development,” as one respondent described it. Similar to responses from the previous question, most stressed the need for improvements and expansions to occur within the constraints of a realistic fiscal plan. However, as many pointed out, the system can meet growing demand through operational shifts to integrate with new regional transit projects and to account for changes in land use development and population and employment densities. Although the Partner agencies represent the needs of different communities, they need to recognize that “we’re in this together” and that their shared common goals are best served by a cohesive partnership.



Chapel Hill Strategic and Financial Sustainability Plan

September 2015

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NYGAARD

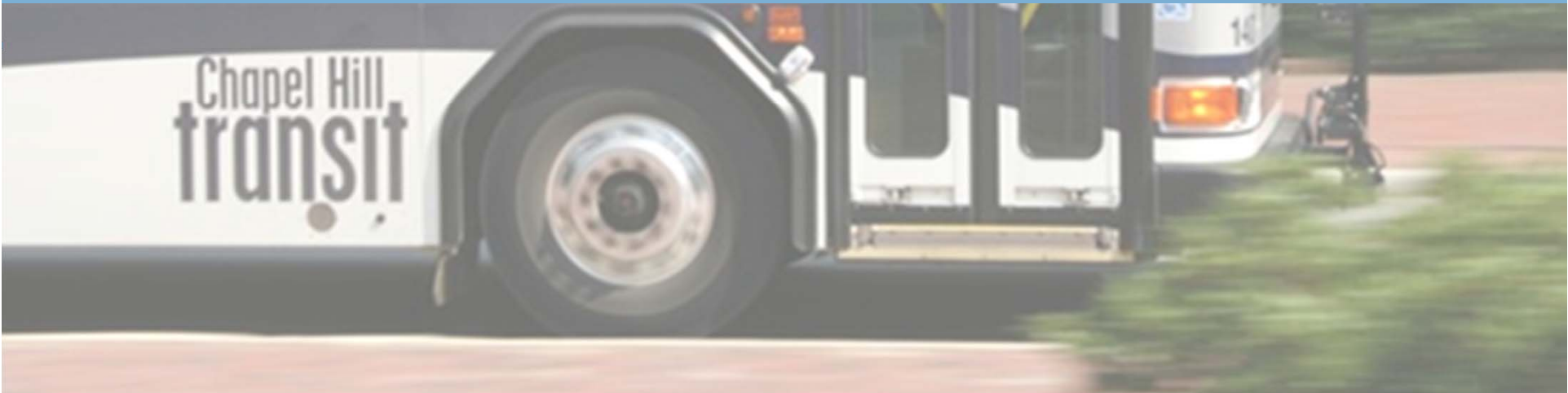
Agenda

- Partner Priorities Survey

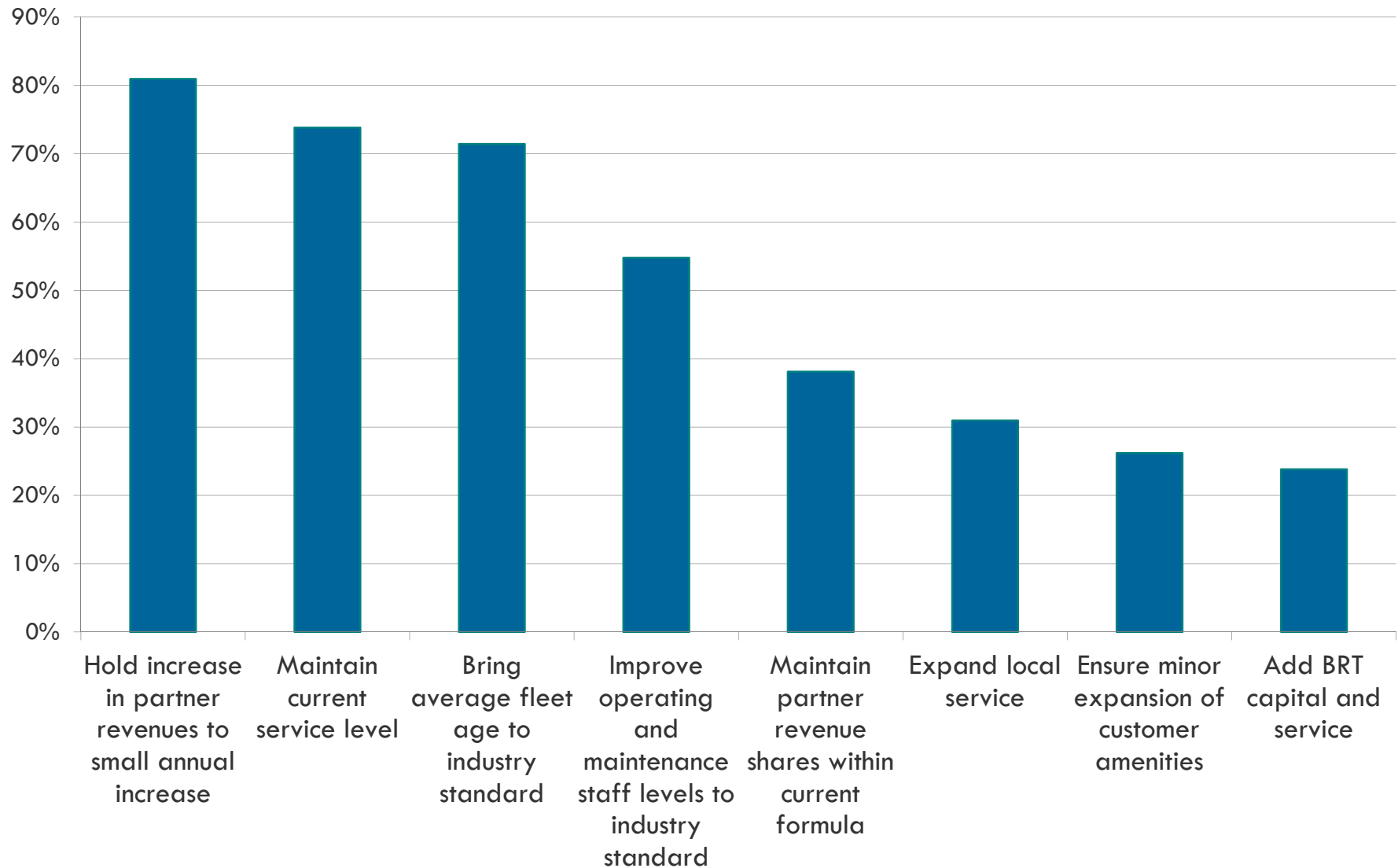
- Financial Sustainability
 - Choices, options, and implications
 - Plan to achieve financial sustainability
 - Replace old vehicles/update the fleet
 - Invest in operators, mechanics, and supervisors
 - Develop transparent, predictable, and manageable funding formula for CHT Partners



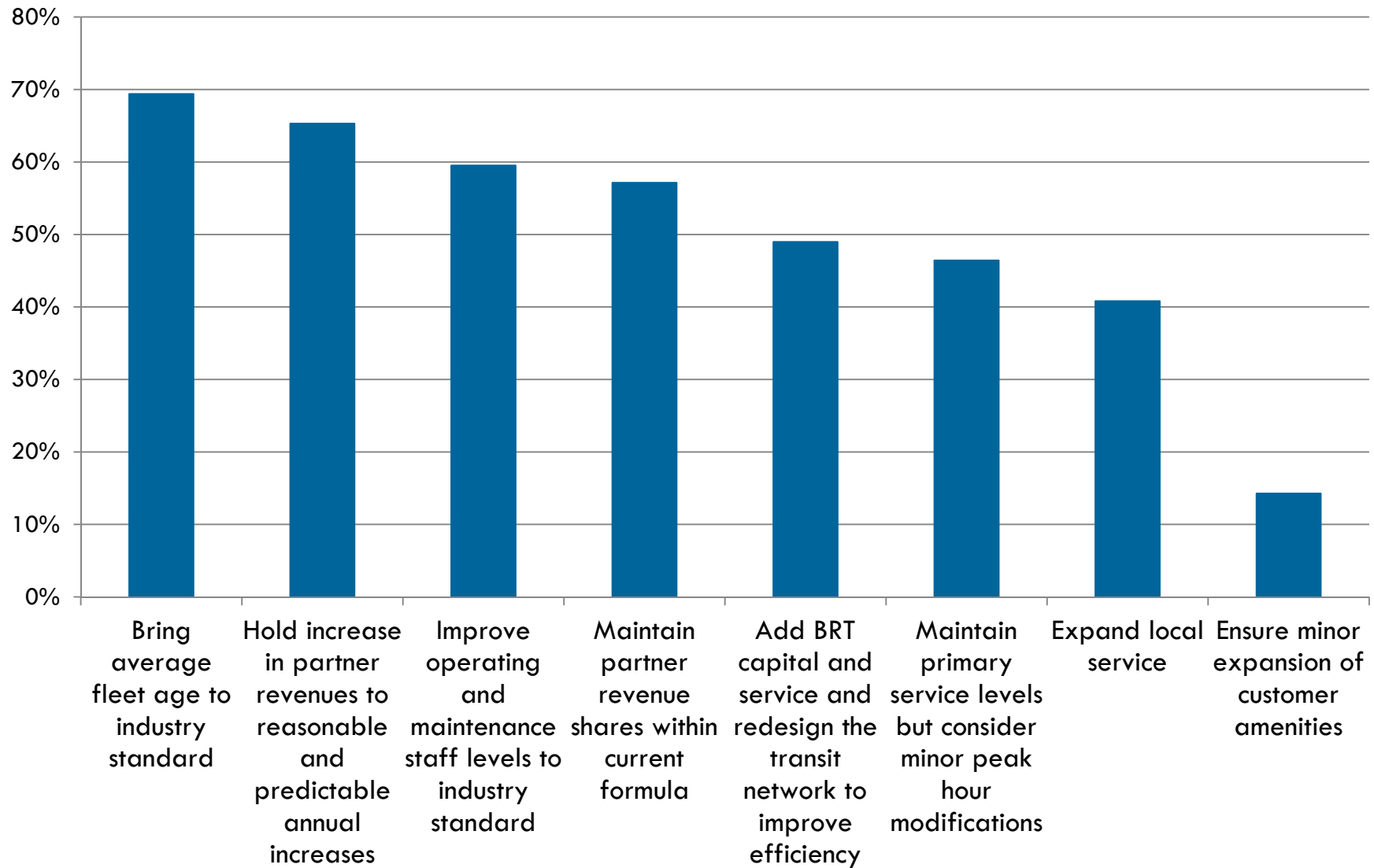
Partner Priorities



Overall Partner Priorities (October 2014)



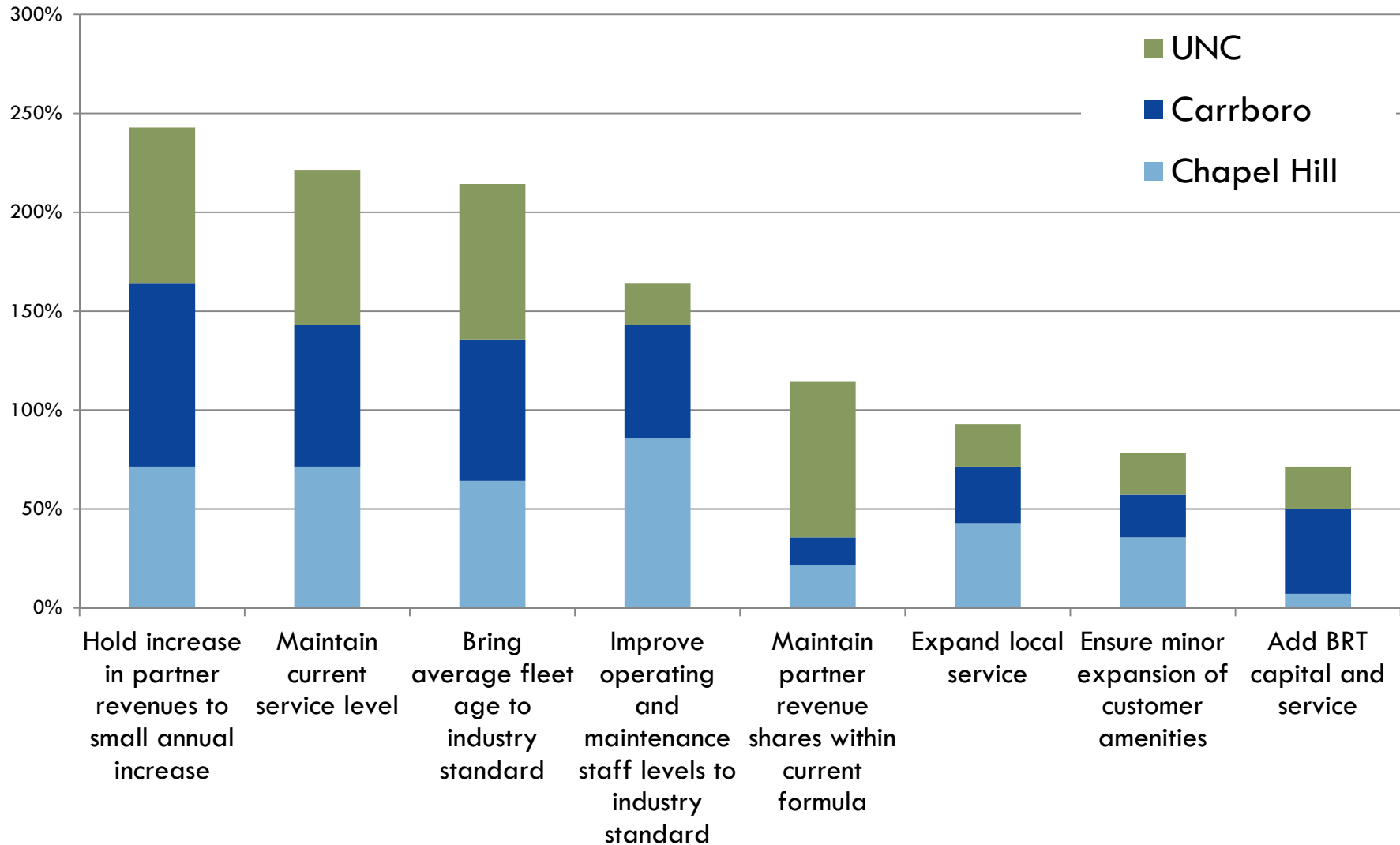
Overall Partner Priorities (September 2015)



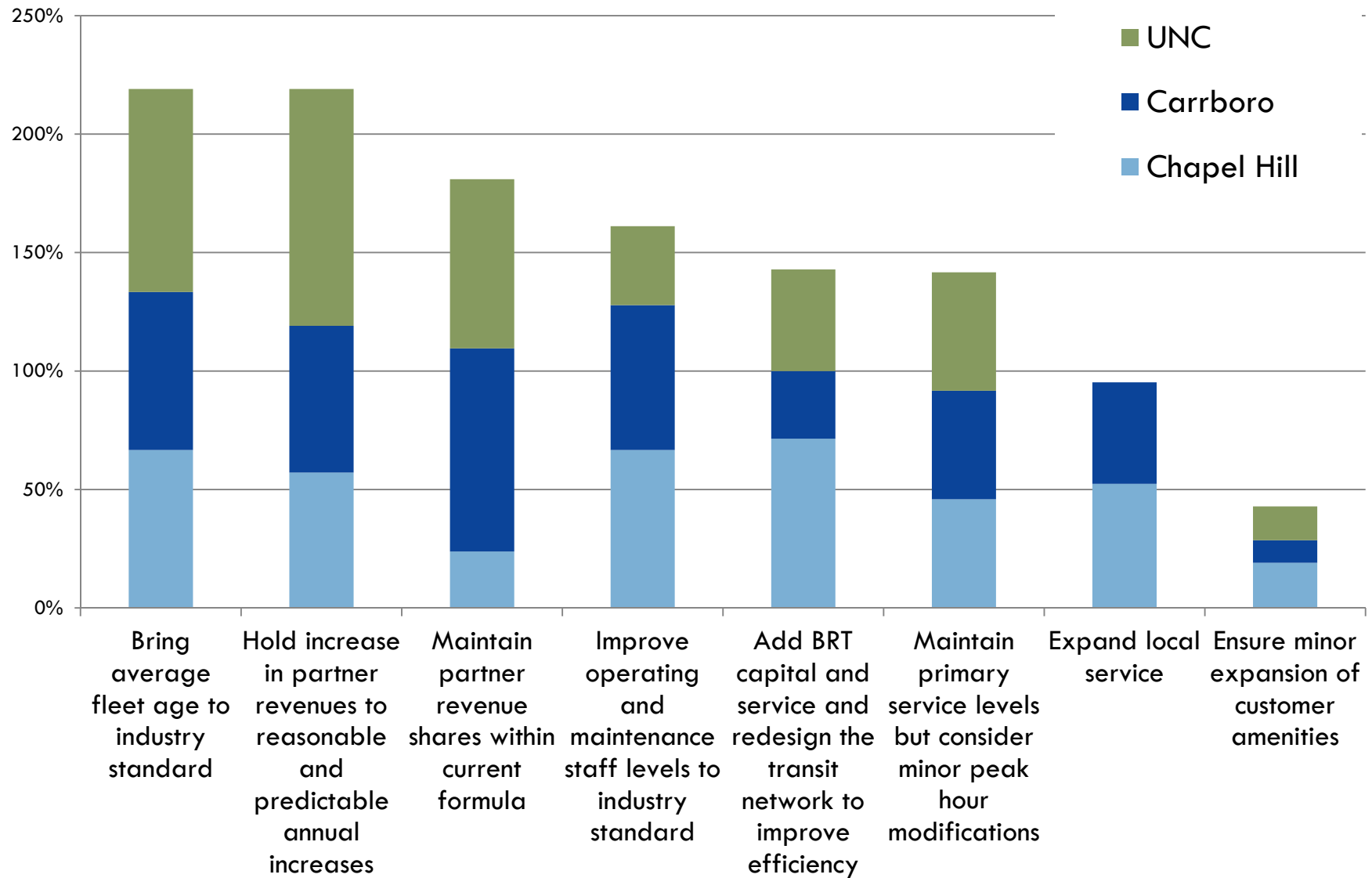
Shifts/Differences in Priorities

- Holding increases in Partner revenues to reasonable and predicable increases remains a high priority
- Bringing average fleet age to industry standard is now the highest overall priority
- Adding BRT capital and service moved up from eighth to fifth overall

Individual Partner Priorities (October 2014)



Individual Partner Priorities (September 2015)



Shifts/Differences in Priorities

- Adding BRT capital and service is now the top priority for Chapel Hill
- Expanding local service is more of a priority for Carrboro and Chapel Hill than for UNC
- Maintaining Partner revenue shares within the current formula is more important for UNC and Carrboro than it is for Chapel Hill

Desired Outcomes from Strategic & Financial Planning Study (September 2015)

- Nearly all respondents expressed need for a **reasonable, fiscally constrained plan**
 - Predictable funding mechanisms
 - Should explore additional revenue sources (e.g., public-private partnerships)
- Maintain quality of service, gradually expand
 - New fleet vehicles are a priority
- Plan should be comprehensive and detailed; Partners and public should be able to understand tradeoffs
- Plan should recognize growth of regional transit service as an opportunity, not threat

**Information is derived from open-ended responses in the September 2015 survey*

Expectations and Goals for CHT (September 2015)

- Continue operating a quality of service that meets growing and changing transportation needs of the community
 - Gradual expansion to areas not currently served
 - Expanded weekend service
- Support system with a culture of planning and revenue development
 - Improve and expand within constraints of realistic fiscal plan
- Meet growing demand through operational shifts
 - Integrate with new regional transit projects
 - Account for changes in land use patterns
- Diverse community needs should be met through a cohesive partnership

**Information is derived from open-ended responses in the September 2015 survey*



Financial Planning: Assumptions



Strategy Development - Assumptions

- Purchase most economical vehicles possible
 - 40' Standard clean diesel - very low emissions vehicles
 - Purchase:
 - Vehicle costs about \$500,000*
 - Purchases will occur in concert with TTA, DATA, and grant funding
 - Debt Finance:
 - 12-year debt financing term for fixed-route vehicles
 - Annual payments of \$68,000* per vehicle
 - 1.81%* interest rate
 - Useful life – 15 years
 - Replace oldest vehicles within the next year

Vehicle replacement needs reflect NO growth or changes in transit service levels

**Costs and rates are estimates and are subject to change.*

Strategy Development - Assumptions

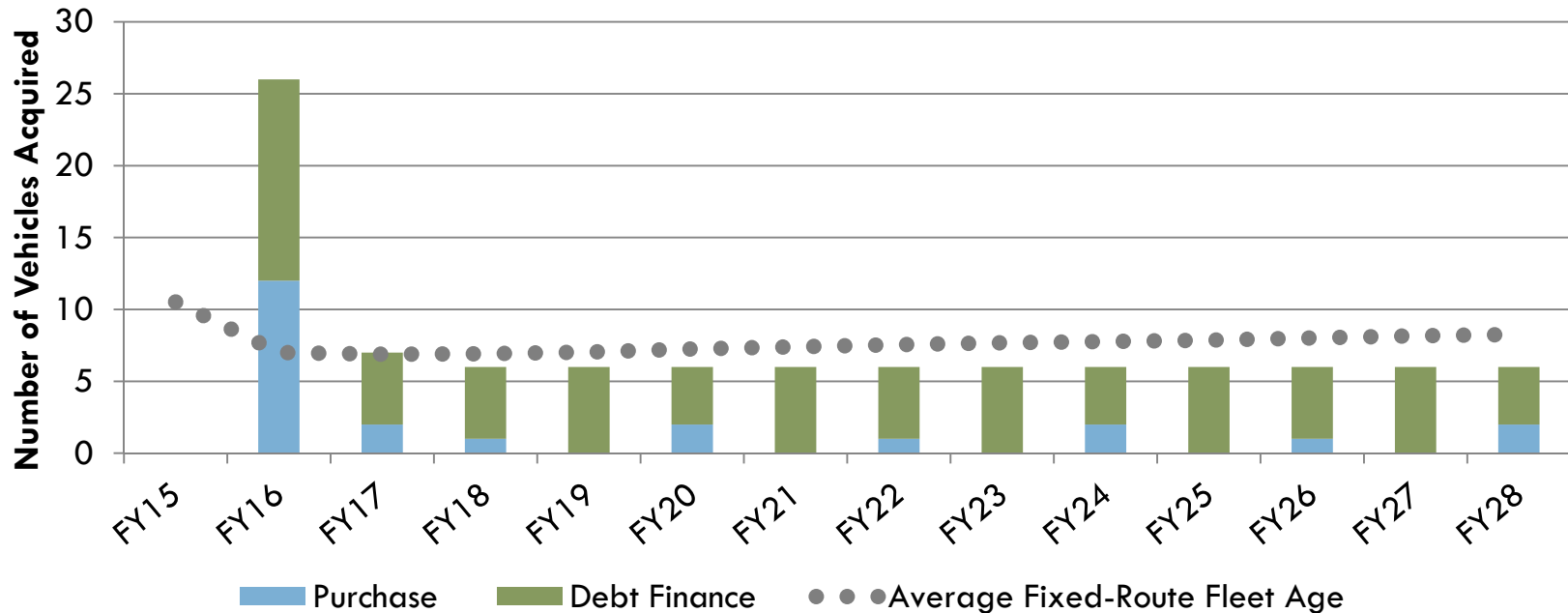
- The Debt Finance and Purchase Plan assumes NO growth or changes in transit service levels
 - If service levels change (up or down) operating and capital shares would be impacted
- The Debt Finance and Purchase Plan assumes the current Partner contribution split remains the same
 - A determination of actual future shares will occur as a result of conversations among the Partners



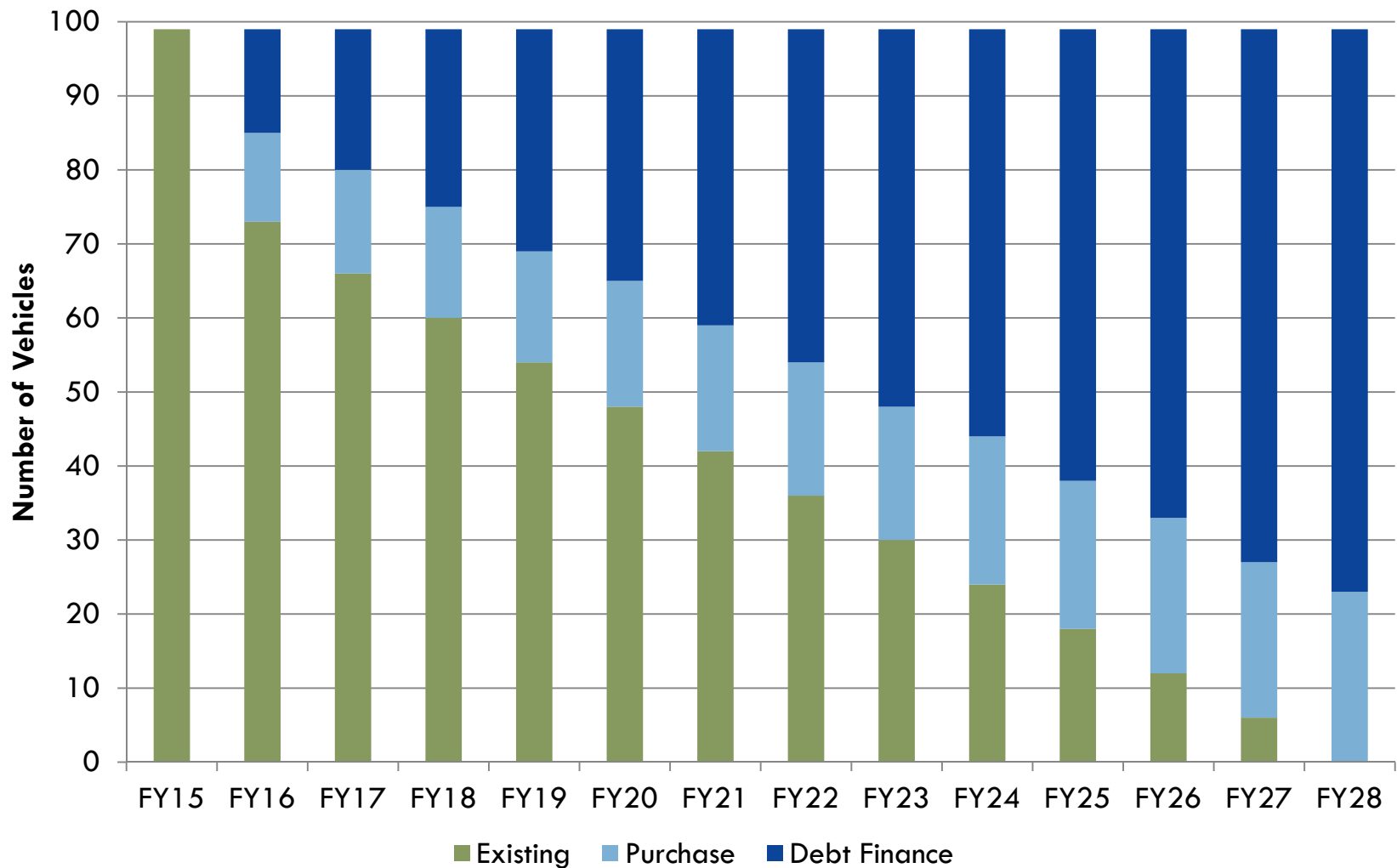
Financial Planning: Debt Finance and Purchase Plan

Debt Finance and Purchase Plan

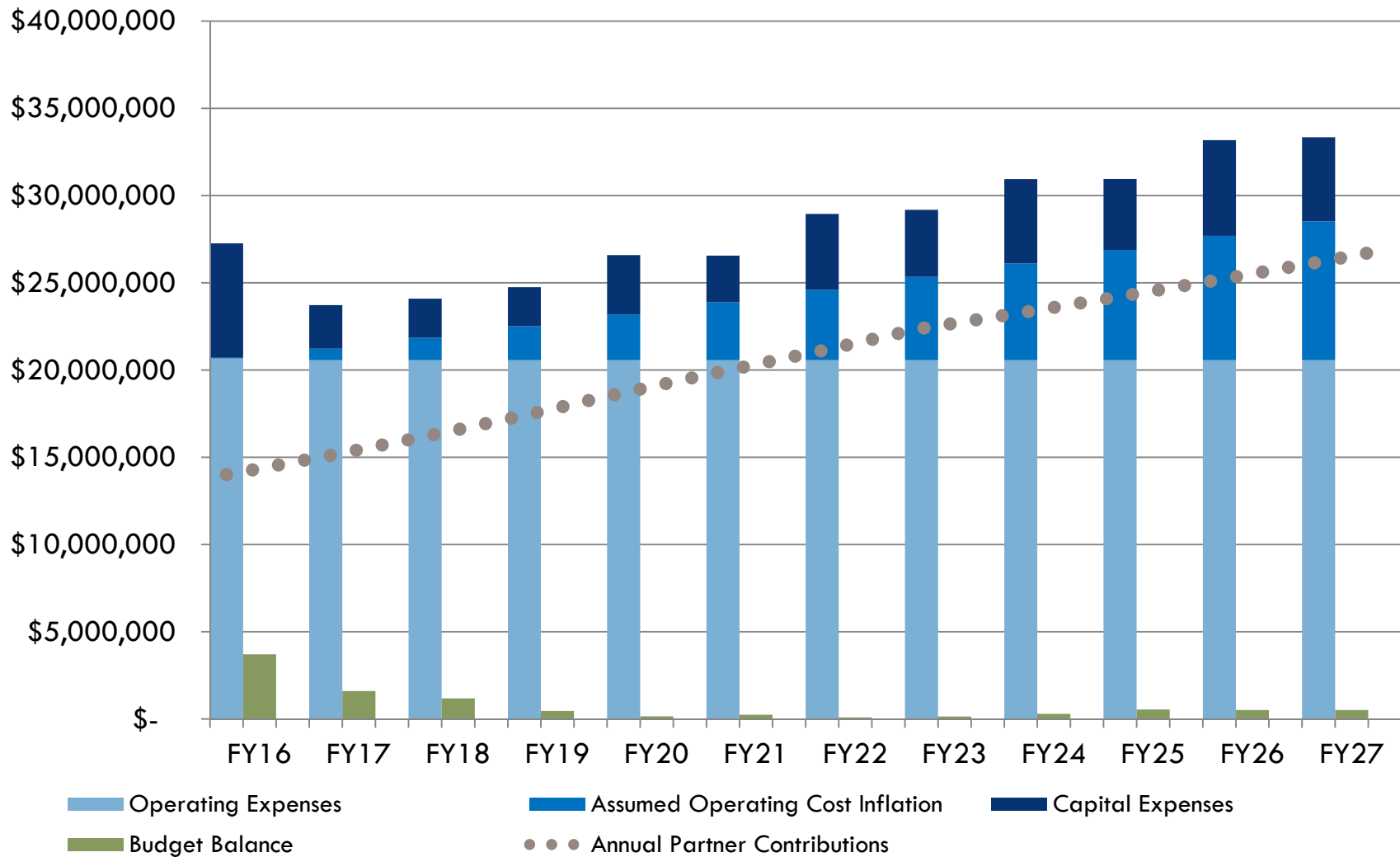
- Funded Vehicle Acquisition
 - Purchase approximately 12 vehicles outright in FY16
 - Debt finance approximately 14 additional vehicles in FY16
- Debt finance and purchase approximately six additional vehicles annually



Debt Finance and Purchase Plan: Cumulative Fleet Composition



Debt Finance and Purchase Plan: Expenses and Contributions



Debt Finance and Purchase Plan

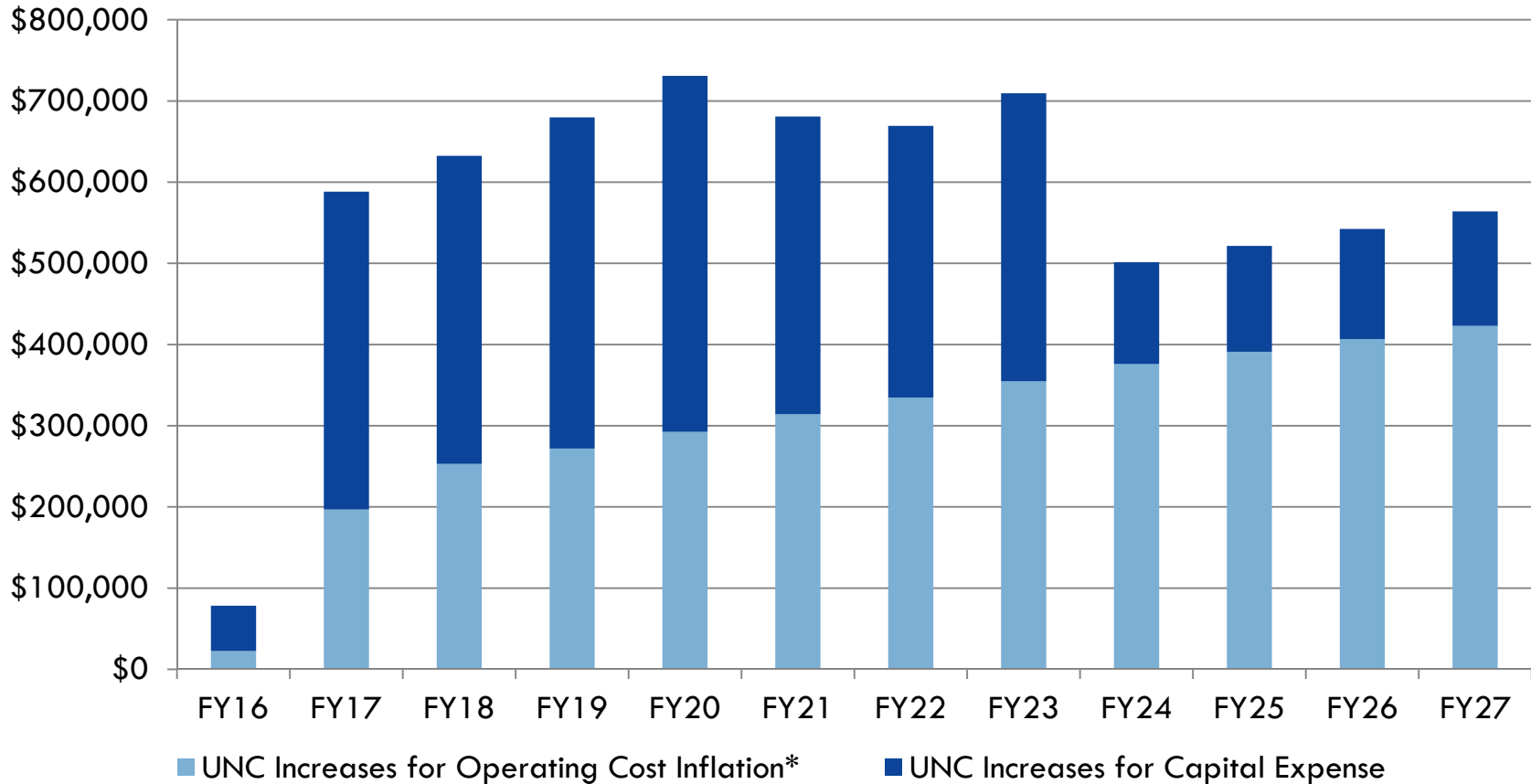
Estimated Partner Shares for **Balanced** Budget

	UNC	Carrboro	Chapel Hill	Percent Increase
FY 16	\$7,840,040	\$1,540,288	\$4,626,184	-
FY 17	\$8,430,000	\$1,660,000	\$4,970,000	7.5%
FY 18	\$9,060,000	\$1,780,000	\$5,350,000	7.5%
FY 19	\$9,740,000	\$1,910,000	\$5,750,000	7.5%
FY 20	\$10,480,000	\$2,060,000	\$6,180,000	7.5%
FY 21	\$11,160,000	\$2,190,000	\$6,580,000	6.5%
FY 22	\$11,830,000	\$2,320,000	\$6,970,000	6.0%
FY 23	\$12,540,000	\$2,460,000	\$7,390,000	6.0%
FY 24	\$13,040,000	\$2,560,000	\$7,690,000	4.0%
FY 25	\$13,560,000	\$2,660,000	\$8,000,000	4.0%
FY 26	\$14,100,000	\$2,770,000	\$8,320,000	4.0%
FY 27	\$14,660,000	\$2,880,000	\$8,650,000	4.0%

**Budget numbers are projected estimates based on model assumptions*

Debt Finance and Purchase Plan: UNC

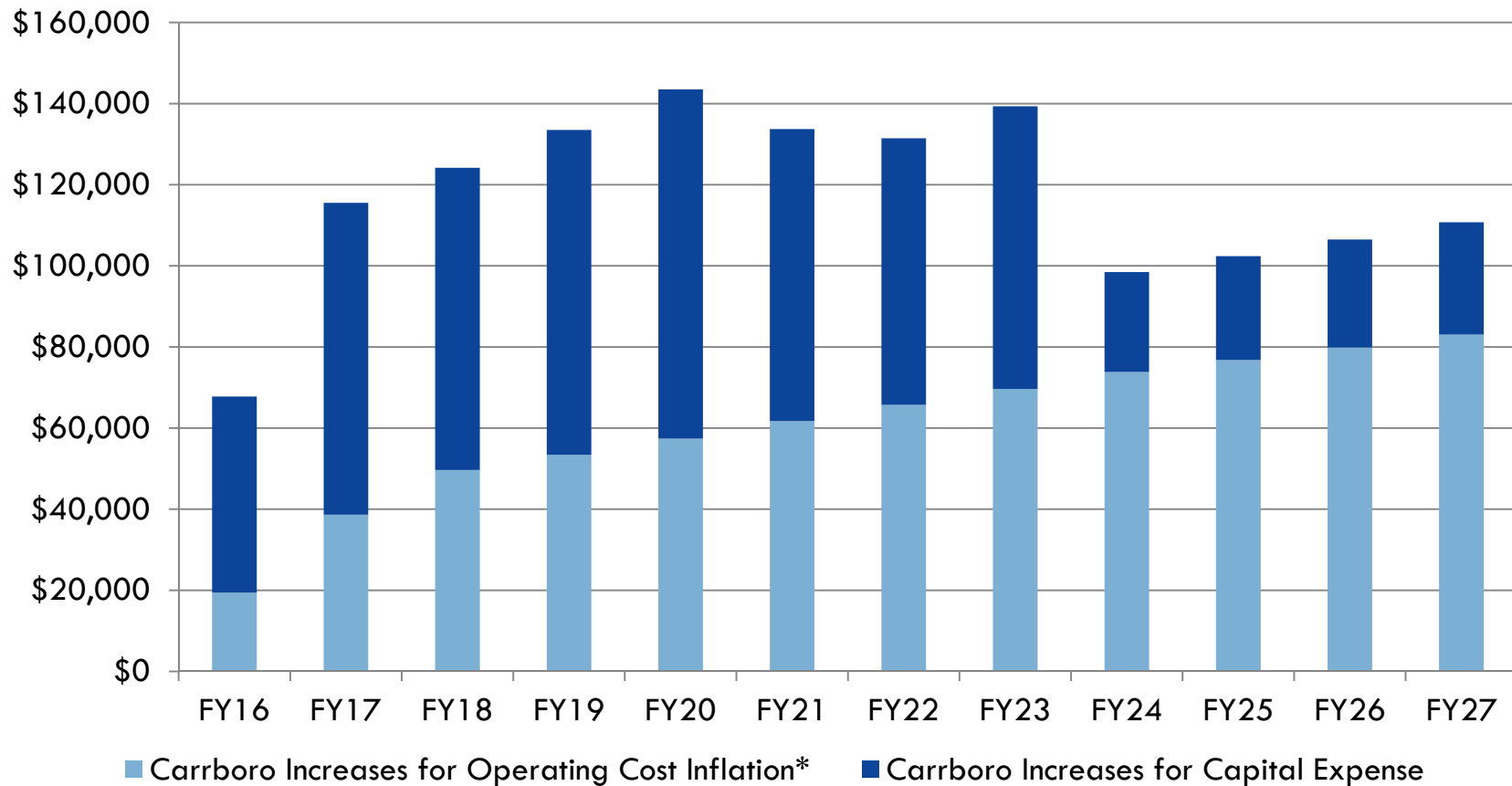
Estimated Annual UNC Increases for **Balanced** Budget



**All projected operational cost increases are due to assumed inflation and reflect no expansion of existing goods or services. Actual operational costs may vary.*

Debt Finance and Purchase Plan: Carrboro

Estimated Annual Carrboro Increases for **Balanced** Budget



**All projected operational cost increases are due to assumed inflation and reflect no expansion of existing goods or services. Actual operational costs may vary.*



Next Steps



Next Steps

- Refine preferred strategy for future-year Partner contributions
- Work with CHT Partners on issues in partnership agreement related to issuance of debt and long term contributions
- Continue work on longer-term capital and staffing plans

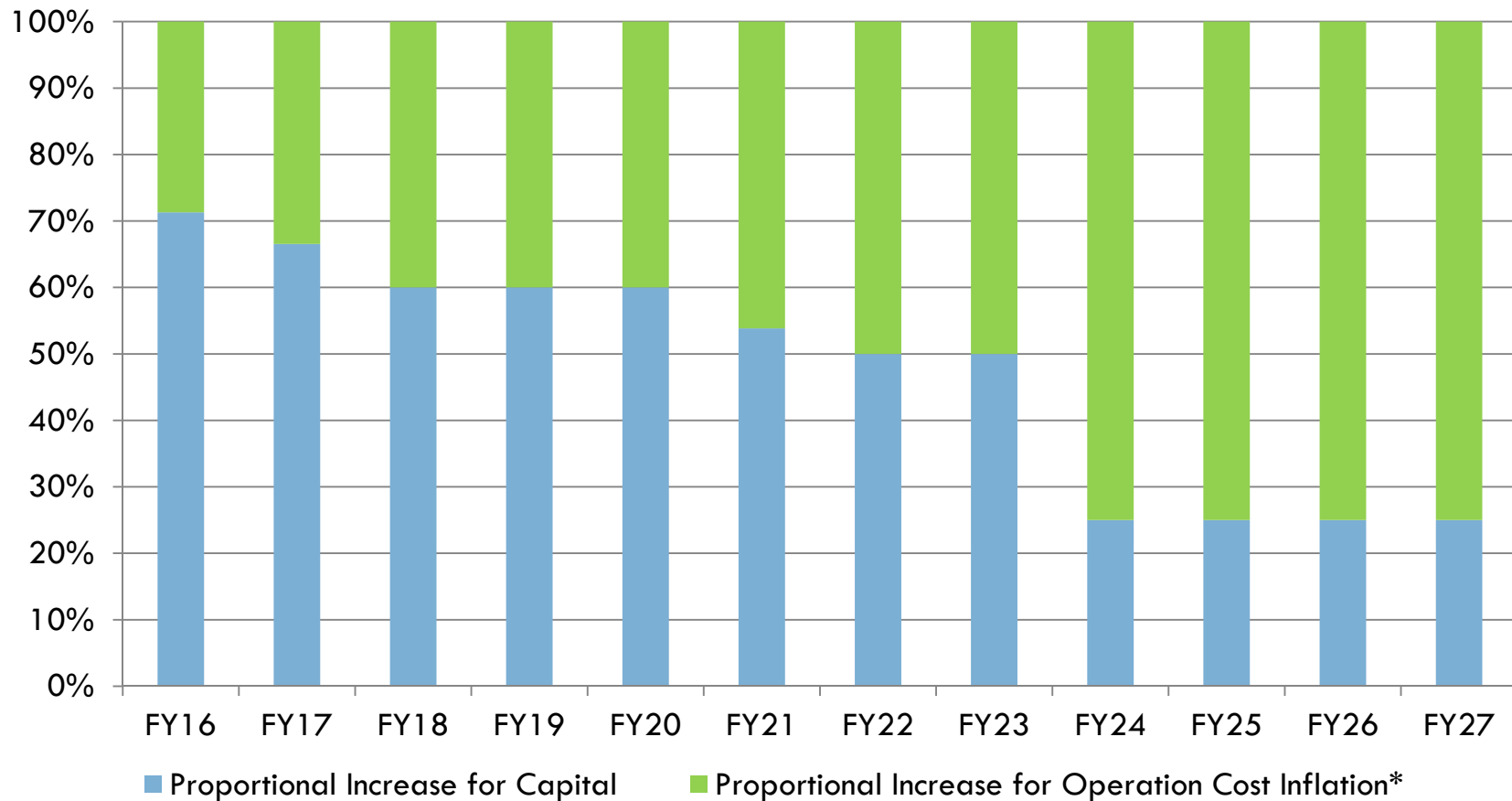


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Debt Finance and Purchase Plan

Annual Proportional Contribution Increases



**All projected operational cost increases are due to assumed inflation. Actual operational costs may vary.*

4B. FY15 Summary Report

Staff Resource: Mila Vega

Staff has been working on identifying reasons behind declining ridership numbers. The first step was to evaluate the technology used to collect the data. During this process we identified some technical issues that need to be addressed:

- Automatic Passenger Counter server needed to be reset and may require some upgrades
- Several buses are collecting data but not uploading to the server
- Several buses require adjustments to the onboard hardware

We are working with the vendor and Maintenance staff to address these issues.

Also, the decline in ridership coincided with transition we made a year ago to a different method of schedule output. The new schedule files are used by the vendor who manages ridership software. There may be no correlation but to make sure all possible technical issues are addressed, staff created a new schedule file for the Fall 2015 service.

Finally, below is the summary of other factors that attributed to the decline:

Between FY13 and FY 14 there was some reallocation of ridership between the routes and it was most likely associated with Park and Ride fees. At the same time PX experienced a significant growth and it was the only Park and Ride route that didn't require a fee. There was also an increase on FCX.

FY13 and FY14 total ridership stayed pretty much unchanged. There was a small increase recorded for FY14 most likely attributed to an extra service weekday. Subsequently, less Saturdays and Sundays resulted in a slightly lower weekend ridership.

In FY15 total ridership decreased by 349,297 rides. There is a two-day difference in service weekdays between FY14 and FY15. Also, it is important to note that due to inclement weather in February, there were significant interruptions and delays in service.

Ridership decreased on all express routes.

Park and Ride routes had varying performance records. A Park and Ride lot utilization survey showed that Jones Ferry use was declining, Carrboro Plaza and Eubanks stabilized after the initial drop and Southern Village began to regain its utilization rate.

RU was the strongest performer in FY15 as far as gaining ridership, even despite reduction in service days and days lost service due to inclement weather.

Demand Response shows a decrease in ridership but it is attributed to the change in reporting. In prior years Senior Shuttle ridership was reported as Demand Response because the service was operate by EZ Rider. However, after evaluating service characteristics, staff decided it was more appropriate to report it as part of fixed route.

	FY13	FY14	FY13-FY14 %	FY15	FY14-FY15 %
Weekday Service Days	249	250		248	
Safe Ride Service Days	88	91		88	
Saturday Service Days	57	56		57	
Sunday Service Days	35	33		34	
Tar Heel Express Service Days	26	28		26	
FCX	437,449	497,633	14%	452,357	-9%
HU	135,209	114,495	-15%	93,723	-18%
JFX	197,166	131,349	-33%	122,033	-7%
CPX	151,476	135,749	-10%	127,814	-6%
CCX	132,192	120,343	-9%	115,347	-4%
DX	31,165	25,246	-19%	23,053	-9%
PX	26,998	41,343	53%	40,758	-1%
Total Express	1,111,656	1,066,158	-4%	975,084	-9%
A	288,181	313,369	9%	291,117	-7%
CL	43,566	45,052	3%	34,615	-23%
CM	151,319	155,736	3%	142,554	-8%
CW	196,248	217,947	11%	207,338	-5%
D	458,130	457,903	0%	426,166	-7%
F	229,773	227,765	-1%	213,617	-6%
G	192,308	228,498	19%	207,889	-9%
HS	33,652	41,951	25%	34,852	-17%
J	907,784	901,485	-1%	865,433	-4%
N	134,352	149,088	11%	147,521	-1%
NS	833,427	819,699	-2%	831,861	1%
NU	300,880	314,325	4%	304,354	-3%
RU	323,804	343,326	6%	365,701	7%
S	473,202	386,002	-18%	370,842	-4%
T	266,130	256,927	-3%	213,830	-17%
U	441,346	478,441	8%	464,825	-3%
V	143,372	137,770	-4%	125,591	-9%
SAFE G	3,055	4,366	43%	1,901	-56%
SAFE J	7,793	8,378	8%	4,235	-49%
SAFE T	12,377	17,134	38%	9,729	-43%
Total Local	5,440,698	5,505,163	1%	5,263,970	-4%
Total Weekday	6,552,354	6,571,322		6,239,054	-5%
CM (sat)	4,215	6,890	63%	5,900	-14%
CW (sat)	10,464	13,507	29%	15,581	15%
D (sat)	18,144	17,001	-6%	16,118	-5%
NU (sat)	20,760	15,262	-26%	15,728	3%
T (sat)	17,209	18,385	7%	16,162	-12%
U (sat)	27,023	27,920	3%	25,552	-8%
FG (sat)	10,122	9,356	-8%	10,611	13%
JN (sat)	11,558	11,595	0%	11,313	-2%
NU (sun)	20,978	16,488	-21%	19,800	20%
U (sun)	21,628	15,867	-27%	20,743	31%
Total Weekend	162,103	152,270	-6%	157,507	3%
Tar Heel	149,016	150,569	1%	130,843	-13%
Demand Response	59,621	64,496	8%	53,438	-17%
Senior Shuttle				8,518	
Total All Services	6,923,094	6,938,657	0%	6,589,360	-5%

5A. North-South Corridor Study Update

Staff Resource: Mila Vega, Service Planner

Background

The consultant team developed a series of draft reports that are currently being reviewed by the Technical Committee members. The reports include ridership, O&M costs and traffic projections. Capital cost estimates are currently under development and will be completed in the near future. Next week the Technical Committee meeting will include a workshop to start to “build” a transit project. The consultant team will present several options for the committee to discuss.

The consultant will give a presentation to the Chapel Hill Transit Partners at the October 27th meeting.

The Chapel Hill Town Council presentation was rescheduled. The new date is November 9th, 2015. The study was introduced to the Council at the March 27, 2014 joint meeting with the Orange County Board of County Commissioners. The purpose of the November presentation is to update the Council on the work completed as of today. The staff will not be asking for recommendations at that meeting.

Next Steps

Upcoming meetings:

- Technical Committee workshop 9/23/2015
- Chapel Hill Town Council – project update 11/9/2015

5B. Procurement Update

Staff Resource: Buck Marks, Procurement Specialist

Regional Bus Procurement

- Chapel Hill Transit continues to take the lead role in finalizing the regional Bus Procurement IFB with GoTriangle and the City of Durham and is pushing to get the IFB advertised as soon as possible. The Regional partners continue to address issues related to options for possible delivery before the minimum 18-month requirement, although procurement staff has agreed that there should be a 15-month and 12-month option that manufacturers can bid on. The objective is to see what the cost trade-off would be for an earlier delivery date while ensuring that the major bus manufacturers will compete for the contracts.
- The next-to-final draft has been reviewed by each party's legal departments, including the Town Attorney. A meeting of the legal representatives and other key participants from each of the three joint procurement partners occurred on Thursday, August 17. The agenda was aimed at resolving critical outstanding legal and procurement issues. Transit is now waiting for City of Durham attorney to distribute a final version so that it can be approved and sent to Durham Procurement for publication.
- Last month, we expected the IFB to be advertised in mid-September. With new concerns raised by one of the partners, we now anticipate that final version could be ready for advertising the first week of October. This would likely push the bid award until after January 1. CHT has decided to advertise the IFB on a popular transit website so it will have a wider audience than the City of Durham business opportunities web page.

6A. Operations

Staff Resource: Roger Chapin, Assistant Transit Director - Operations

The August Operations Report will be provided at the meeting on September 22, 2015.

6B. Director

Staff Resource: Brian Litchfield

- The August Director's Report will be provided at the meeting on September 22, 2015.



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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 September 22, 2015**

October 27, 2015 11:00 a.m.	
Action Items	Informational Items
	AA Study Update Financial Sustainability Study Update Procurement Update
November 17, 2015 11:00 a.m.	
Action Items	Informational Items
	AA Study Update Financial Sustainability Study Update
January 26, 2015 11:00 a.m.	
Actions Items	Informational Items
	AA Study Update Financial Sustainability Study Update

<u>Key Meetings/Dates</u>
MPO Board – October 14, 2015, 9-11AM, Committee Room, Durham City Hall
TCC Meeting – October 28, 2015, 9-11AM, Committee Room, Durham City Hall
APTA 13 th National Light Rail & Streetcar Conference – November 15-17, The Hyatt Regency Hotel, Minneapolis, MN