



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

NOTICE OF COMMITTEE MEETING AND AGENDA

OCTOBER 27, 2015 – 11:00 A.M. to 1:00 P.M.

CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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| 9. Next Meeting – November 17, 2015 (11:00 a.m. – 1:00 p.m.) | |
| 10. Adjourn | |

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

Tuesday, September 22, 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, Peter Aube, CHT Maintenance Manager, Mark Agosto, CHT Assistant Maintenance Manager, Mark Lowry, CHT Safety Officer, Bruce Heflin, Special Projects, Bergen Watterson, Carrboro Transportation Planner

Guests: Congressman David Price, Mr. Dave Russell, Aide to Congressman Price, Chapel Hill Mayor Mark Kleinschmidt, Jeff DeLuca, Aide to Chapel Hill Mayor, Lee Storrow, Chapel Hill Town Council, Tim Payne, Nelson Nygaard, Thomas Wittman, Nelson Nygaard, Christine Barone, Nelson Nygaard, Gary Kahn, Mayoral Candidate, Michael Parker, Chapel Hill Planning Commission

Introductions were made and Mayor Kleinschmidt welcomed Congressman Price to the Partner's Meeting. At the Congressman's invitation, Brian reviewed the need for funding for 42 buses that are between 15 and 22 years old and need replacing. He reported that staff is looking at financing buses and asking the Partners to participate in the financing. He explained the role of the OCBRIP and how it figures into funding for new buses as well as the state funds available. He talked about the arrangements in process with Go Triangle and Go Durham for making a combined purchase of buses. The Congressman asked if we had any grant applications in process or if staff was looking at any grant applications in the future. Brian replied that there are no grant opportunities right now, but staff is watching for any opportunities that may arise. The Congressman offered any assistance he can give and praised the efforts being put forth to gain financing. He also thanked the Partners for making CHT such a good system.

The Congressman and the Partners toured the facility.

Brian thanked the Mayor and his Aide for facilitating this meeting with the Congressman. Mayor Kleinschmidt thanked the Partners for being flexible and accommodating Congressman Price.

1. The Meeting Summary of June 16, 2015 was received and approved as edited.

2. **Employee Recognition** – Brian introduced Mark Lowry and Peter Aube to the Partners. He noted that the Fixed Route Manager and the Demand Response Manager positions are still open.
3. **Consent Items**
 - A. August Financial Report – Rick reviewed the report for the Partners.
4. **Discussion Items**
 - A. Long Range Financial Sustainability Study Update – Tim Payne provided the update on the revised Partner Survey and presented a draft plan. He noted that the BRT priority moved from dead last to the middle of the pack and maintaining primary service levels priority dropped off dramatically. Comments were shared about flexing services and the importance to the Partners. The Mayor felt that any improvements made to the system must be balanced with improvements in services. Mr. Payne reviewed the draft Financial Plan and the Debt Finance and Purchase Plan for buses. He noted that to maintain a lower fleet age, CHT will need to purchase 6 buses per year. He then asked if the Partners felt the study was leading them in the right direction. The representatives from Carrboro agreed that this was heading in the right direction. UNC representatives want to make sure we are doing the best we can with what we have and Chapel Hill noted the need to be aware of implications with changes made regarding funding.
 - B. FY 15 Summary Performance Report – This item was not discussed.
5. **Information Items**
 - A. North South Corridor Update – Provided for the Partners information.
 - B. Bus Procurement Update – This was provided for information.
 - C. Estes Park and University Place Update – Brian noted that we should have the agreement with Estes Park executed soon.
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** – October 27, 2015

10. Adjourn

| |
|---|
| The Partners set a next meeting date for October 27, 2015 |
|---|

3A. September Financial Report

Staff Resource: Rick Shreve, Budget Manager

September 2015

- Expenses for the month of September were \$1,384,561. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 31.70% 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).
 - This is somewhat skewed by the encumbrance of \$760,000 for the financing of buses. That money appears in these numbers as budgeted funds that are encumbered, which affects the totality of the available budget. Looking at individual divisions, one can see that we are in line with monthly expenditures for operating purposes.
- 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.

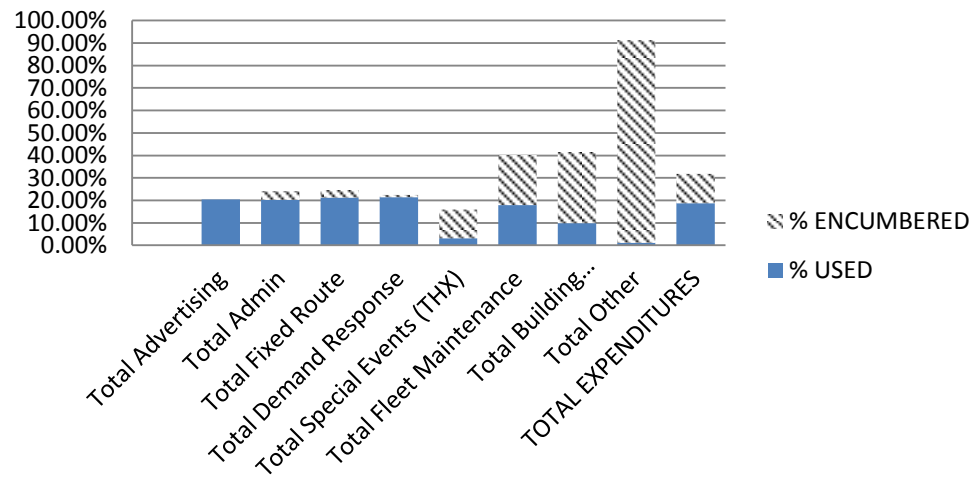
Highlights

- This data reflects the first quarter of this fiscal year, but it is too early to ascertain any trends. 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 September 2015

| | ORIGINAL BUDGET | REVISED BUDGET | ACTUAL MONTH EXPENSES | ACTUAL YTD EXPENSES | CURRENT ENCUMBRANCES | BALANCE AVAILABLE | % USED OR ENCUMBERED September = 25.00% |
|----------------------------|----------------------|----------------------|-----------------------|---------------------|----------------------|----------------------|---|
| Total Advertising | \$ 93,222 | \$ 93,222 | \$ 6,288 | \$ 18,986 | \$ - | \$ 74,236 | 20.37% |
| Total Admin | 1,472,385 | 1,503,848 | 92,133 | 303,412 | 58,837 | 1,141,599 | 24.09% |
| Total Fixed Route | 11,181,804 | 11,439,048 | 835,825 | 2,435,281 | 381,837 | 8,621,929 | 24.63% |
| Total Demand Response | 1,926,450 | 1,929,950 | 130,372 | 413,749 | 18,282 | 1,497,919 | 22.39% |
| Total Special Events (THX) | 317,207 | 317,207 | 10,193 | 10,216 | 40,000 | 266,991 | 15.83% |
| Total Fleet Maintenance | 4,193,542 | 4,244,422 | 268,538 | 761,250 | 940,650 | 2,542,523 | 40.10% |
| Total Building Maintenance | 750,765 | 772,530 | 41,212 | 76,234 | 244,869 | 451,427 | 41.57% |
| Total Other | 839,640 | 1,227,111 | - | 14,857 | 1,105,116 | 107,138 | 91.27% |
| TOTAL EXPENDITURES | \$ 20,775,015 | \$ 21,527,338 | \$ 1,384,561 | \$ 4,033,985 | \$ 2,789,591 | \$ 14,703,762 | 31.70% |

CHT September 2015 YTD Expenses as % of Budget



4A. North-South Corridor Study Update**Recommendation:**

1. Receive presentation
2. Provide consultant team with feedback

Staff Resource: Mila Vega, Service Planner

Background

At the October meeting, the Partners will receive a presentation on the status of the North-South Corridor Study and preliminary recommendations that include six (6) alternatives. The goal is to receive feedback from the Partners on the alternatives.

At the October 20th joint Technical and Policy committee meeting, the consultant team presented three (3) alternatives for the corridor. Upon discussing those three alternatives committee members identified an additional three (3). All six alternatives assume Bus Rapid Transit (BRT).

Steps to the Locally Preferred Alternative (LPA)

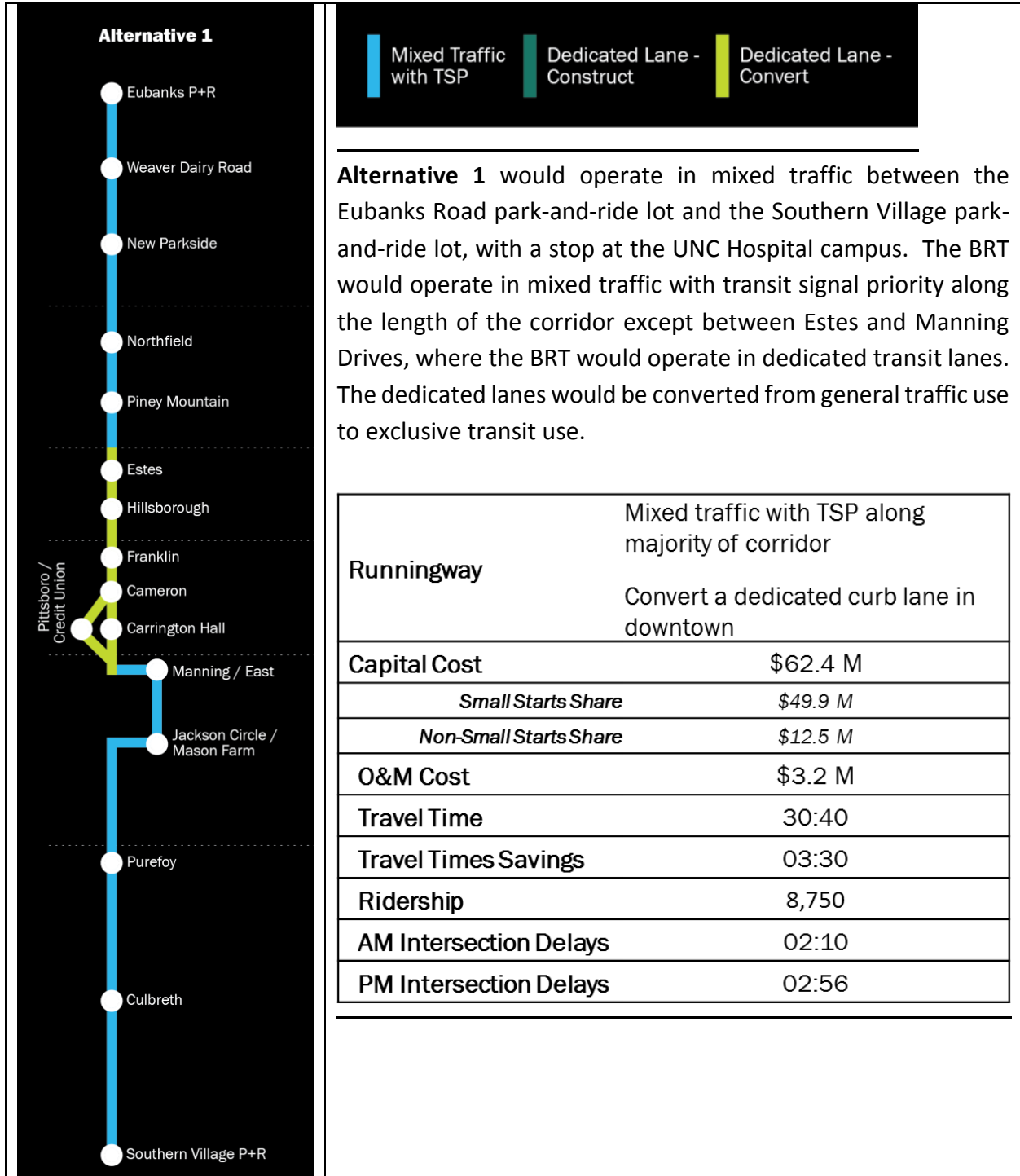
On October 27th, the Partners will review and comment on the six proposed alternatives. The same six alternatives will be presented to the Town of Chapel Hill Council at the November 9th meeting. This information will also be provided to the Town of Carrboro Board of Aldermen, the University and shared with the public at open houses in early December.

Using the combined feedback from various stakeholders, the project team will develop the final LPA recommendation. The recommendation will be reviewed by the committees and forwarded to the Partners for consideration. Assuming the schedule doesn't change, the Partners will review and recommend the final LPA to the Town Council at the January meeting. After that, the LPA will be presented to the Council for consideration.

It is important to note that this study is the first step in the federal process. It is a feasibility study to determine if the project is viable for further examination. Future phases (beyond the current study) will include detailed engineering, traffic and environmental work.

Summary of six (6) Alternatives

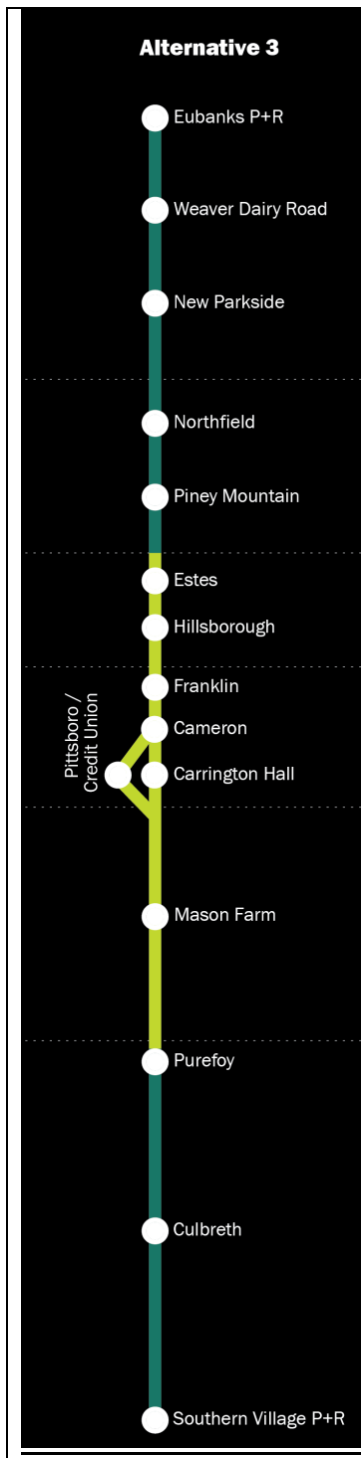
- Initial Three (3) Alternatives





Alternative 2 would operate in mixed traffic between the Eubanks Road park-and-ride lot and Estes Drive, then would operate in exclusive dedicated transit lanes (converted from general traffic) between Estes and Manning Drive. South of Manning, the BRT would operate in mixed traffic with transit signal priority between Manning Drive and Purefoy Road, at which point the BRT would operate in dedicated transit lanes (newly constructed, which would require the addition of lanes) to the Southern Village park-and-ride lot.

| | |
|-------------------------------|---|
| Runningway | Mixed traffic with TSP along majority of corridor |
| | Convert a dedicated curb lane in downtown |
| | Construct a dedicated curb lane south of Purefoy |
| Capital Cost | \$69.4 M |
| <i>Small Starts Share</i> | \$55.5 M |
| <i>Non-Small Starts Share</i> | \$13.9 M |
| O&M Cost | \$3.2 M |
| Travel Time | 27:10 |
| Travel Times Savings | 06:50 |
| Ridership | 9,050 |
| AM Intersection Delays | 02:10 |
| PM Intersection Delays | 02:50 |



█ Mixed Traffic with TSP
 █ Dedicated Lane - Construct
 █ Dedicated Lane - Convert

Alternative 3 would operate in dedicated transit lanes along the length of the corridor from the Eubanks Road park-and-ride lot to the Southern Village park-and-ride lot. The dedicated transit lanes would be converted from general traffic lanes between Estes Drive and Purefoy Road; the dedicated lanes would be constructed (requiring the addition of lanes) on the northern end of the corridor (between Eubanks Road and Estes Drive) and the southern end of the corridor (between Manning Drive and Southern Village).

| | |
|-------------------------------|---|
| Runningway | Mixed traffic with TSP along majority of corridor |
| | Convert a dedicated curb lane in downtown |
| | Construct a dedicated curb lane south of Purefoy |
| Capital Cost | \$69.4 M |
| <i>Small Starts Share</i> | \$55.5 M |
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- **Additional Three (3) Alternatives**

The following three alternatives were developed at the October 20th joint Policy and Technical Committee meeting. The consultant team is working on developing maps and statistics for these alternatives for the October 27th Partners meeting:

Alternative 4 - Alternative 2 as-is with a stop at the UNC Hospitals

Alternative 5 - Alternative 2 as-is with constructing dedicated curb lanes from Eubanks to Estes instead of operating in mixed traffic.

Alternative 6 - Alternative 3 as-is with a stop at the UNC Hospitals

Next Steps

Chapel Hill Town Council – project update November 9th, 2015

University and Town of Carrboro presentations - TBD

Public meetings – early December 2015

Technical and Policy Committee develop LPA recommendation – late December 2015

Partners select and recommend LPA to the Town Council – January/February 2016

Town Council receives LPA recommendation – February/March 2016

4B. Long Range Financial Sustainability Plan Update

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

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

Overview

- At the September Partners' meeting, the consultant team from Nelson Nygaard presented a view of future necessary capital expenses and associated Partner contributions. The Partners requested that staff share those numbers along with an historical view of the past several years of contributions, to put the future contributions and overall capital planning of Chapel Hill Transit in perspective.
- Staff will provide a presentation at the October 27, 2015 Partners Meeting showing historic and projected Partner contributions. It is important to note in the projections for future contributions that assumptions for inflationary adjustments might be high, and the actual replacement of vehicles – and resultant increases – can vary widely with the agreement of the Partners. Staff will also be prepared to discuss how the contribution history has been affected by the loss of State and Federal revenues, fuel prices, and the use of fund balance and ARRA funds to minimize increases to the Partners for several years.

Recommendation

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

5A. HS Route/Estes Park Update

Staff Resource: Brian Litchfield, Director

- Staff will provide an update on the HS Route Service Proposal and Estes Park at the October 27, 2015 meeting.

5B. Bus Procurement Update

Staff Resource: Buck Marks, Procurement Specialist

Regional Bus Procurement

- After advertising the regional Bus Procurement IFB on September 28, 2015, the City of Durham, Chapel Hill Transit, and GoTriangle held the pre-bid meeting on October 12, 2015. One of the three major bus manufacturers attended, and no major issues were raised.
- Key milestones ahead are listed below. The timeline was extended beyond what might be typical to fit the City of Durham approval process, a necessary step because it is acting as lead agency and will actually make the bid award.
 - November 23, 2015 – Addendum to Requests for Approved Equals and Clarifications
 - December 11, 2015 – Public bid opening at City of Durham Purchasing
 - February 8, 2016 – Approval by City of Durham Council
 - February 9, 2016 – Notice of Intent to Award
 - February 19, 2016 – Bid Award
- Staff, working with the Town Attorney and Manager, will commence to develop and execute a five-year contract with the successful bidder. We will continue to provide the Partners with updates as we move forward with this critical procurement.

6A. Operations

Staff Resource: Roger Chapin, Assistant Director - Operations

- The September Operations Report will be provided at the meeting on October 27, 2015.

6B. Director

Staff Resource: Brian Litchfield

- The September Director's Report will be provided at the meeting on October 27, 2015.



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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS**

October 27, 2015

| November 17, 2015 11:00 a.m. | |
|-------------------------------------|--|
| Action Items | Informational Items |
| | AA Study Update Financial Sustainability Study Update Procurement Update |
| January 26, 2016 11:00 a.m. | |
| Action Items | Informational Items |
| | AA Study Update Financial Sustainability Study Update Procurement Update |
| February 23, 2016 11:00 a.m. | |
| Actions Items | Informational Items |
| | AA Study Update Financial Sustainability Study Update Procurement Update |

| <u>Key Meetings/Dates</u> |
|---|
| MPO Board – November 11 2015, 9-11AM, Committee Room, Durham City Hall |
| TCC Meeting – November 18, 2015, 9-11AM, Committee Room, Durham City Hall |
| MPO Board – December 9, 2015, 9-11AM, Committee Room, Durham City Hall |
| TCC Meeting – December 16, 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 |