



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

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

CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

NOTICE OF COMMITTEE MEETING AND AGENDA

FEBRUARY 27, 2018 – 11:00 A.M. to 1:00 P.M.

CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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9. Adjourn	

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

Tuesday, January 23 at 11:00 AM

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

Absent: Donna Bell, Chapel Hill Town Council

Staff present: Brian Litchfield, Transit Director, Nick Pittman, Transit Planning Coordinator, Rick Shreve, Budget Manager, Tim Schwarzauer, Grants Coordinator, Flo Miller, Deputy Town Manager, Kayla Seibel, Long Range and Transportation Planner, Bergen Watterson, Transportation Planning Manager, Tina Moon, Carrboro Planning

1. The Meeting Summary of November 28, 2017 was received and approved.
2. **Introduction of New Public Transit Committee Members** – Brian introduced new Town of Chapel Hill Council member Nancy Oates.
3. **Consent Items**
 - A. December Financial Reports – This was provided for the Partners information
4. **Discussion Items**
 - A. Committee Chair – Brian Litchfield opened the floor for nominations on the new Partners Committee Chair. Bethany Chaney nominated Michael Parker, seconded by Nancy Oates, and passed. Michael Parker was elected as the Partners Committee Chair.
 - B. FY2018-2019 Budget Development – Discussed current budget, anticipated expense changes, and partner funding patterns for the current fiscal year’s budget. The future use of the fund balance was also discussed.
5. **Information Items**
 - A. Short Range Transit Plan- Nick Pittman provided a recap on the work Nelson Nygaard has been performing for CHT. Partners were informed of upcoming public involvement sessions

to present the three scenarios developed by Nelson Nygaard. Nick presented the three scenarios to the committee. Members mentioned they would like to be informed of any public involvement sessions so they can aid in notifying citizens.

- B. North South Corridor BRT Project Update – Brian reviewed this item for the Partners.
- C. Project and Grant Funding Update – Tim Schwarzauer reviewed grant funding. Brian provided update on LED Lighting Project.

6. Departmental Monthly Reports

- A. Operations – This item was provided for the Partners information.
- B. Community Outreach – This item was provided for the Partners information.
- C. Director – no additional items

7. Future Meeting Items

8. Partner Items

9. Next Meeting – February 27, 2018

10. Adjourn

The Partners set a next meeting date for February 27, 2018
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3A. January Financial Report

Prepared by: Rick Shreve, Budget Manager

The January Financial Report will be provided to the Partners at the February 27th meeting.

FY2018-19 Chapel Hill Transit Budget Development
 Action: 1. Receive information and provide staff with feedback.

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

Orange County Transit Plan Funds

As we shared previously, GoTriangle and the DCHC MPO have established a new timeline for allocating FY19 Transit Plan funds (including funds for new services). This means that the recommendations regarding the services funded from the Transit Plan need to be finalized by April 1, 2018 and submitted to GoTriangle and DCHC MPO by April 25, 2018.

Summary of Available Funds - FY19

FY19 Available Bus Operating Revenue from GoTriangle	\$2,058,199
Maximum Amount Eligible for Increased Cost of Existing Service (ICES)	\$742,427
Services added FY'13-18	\$976,772
\$ Available for new services in FY'19	\$339,000
New Annual Hours Available for Service Expansion	3,000

Service Recommendations - FY19

The Orange County Transit Plan includes \$339,000 (3,000 service hours) for new service for Chapel Hill Transit. Staff recommends reserving the resources available to us for new service in FY19 for FY20 in order to fund adjustments/improvements identified in the Short Range Transit Plan.

Bus Capital - FY19

The Orange County Transit Plan includes \$1,500,105 for the purchase of new buses to support services implemented by Transit Plan funds. Staff is working with GoTriangle and Town staff to recognize these funds and place an order for three (3) replacement buses.

Other Capital Project - FY19

The following capital projects have been identified for funding with Orange County Transit Plan funds for FY19:

- NS Bus Rapid Transit Small Starts Developmental Phase - \$1,531,250 (will include carryover from FY18)
- Manning Drive at UNC Hospitals stop redesign - \$30,000
- ADA Bus Stop Upgrades - \$140,000 (will support existing efforts to bring stops into ADA compliance)

- Town of Chapel Hill and Town of Carrboro Planning staffs have also submitted sidewalk projects designed to improve access to bus stops.

FY 2018-19 Budget Development

An update will be provided at the meeting on February 28, 2018 and will include an update on unobligated reserves (fund balance) for Chapel Hill Transit and potential capital investments for FY 2018-19.

Next Steps

- Transit staff will submit recommendations for FY19 Orange County Transit Plan funds to GoTriangle and DCHC MPO.
- Transit staff will provide more in-depth updates on our projections for the FY2018-19 budget at the March 27, 2018 Partners meeting.
- Staff will be working with Partners to establish meetings to review proposed contributions for FY2018-19 prior to the March 27, 2018 Partners meeting.

Recommendation

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

4B. DISCUSSION ITEM

February 27, 2018

Electric Bus Invitation for Bid (IFB)

Action: 1. Receive information and authorize release of IFB in coordination with Business Management and Legal.

Staff Resource: Rick Shreve, Budget Manager
 Kathryn McMillan, Procurement Specialist
 Brian Litchfield, Director

Overview

Transit Maintenance and Procurement staff have been working with Town Business Management and Sustainability staff to develop an Invitation for Bid (IFB), as required by State Statute, for electric buses. This effort included communicating with several systems that have purchased and implemented electric buses along with reviews of related technical specifications.

The draft key milestones are listed below and may be adjusted as we work with Business Management and Legal staff to finalize the IFB:

<u>Activity</u>	<u>Completion Time/Date (location)</u>
Release IFB and Advertise	March 12, 2018
Pre-Bid Conference	March 21, 2018 Town of Chapel Hill Transit 6900 Millhouse Road, Chapel Hill, NC 27516
Receive Requests for Clarification and Requests for Approved Equals	March 28, 2018, Until 5:00 p.m. EST
Answer Requests for Clarification and Approved Equals	April 5, 2018, by 5:00 p.m. EST
Bid Submission Time and Public Opening	April 13, 2018, 2:00pm EST Town of Chapel Hill 405 Martin Luther King Jr Blvd Chapel Hill, NC 27514 Room XXX
Evaluation and Approval by Town Council	May 2018 (Tentative)
Bid Award	May 2018 (Tentative)

Fiscal Note

- While staff will continue to aggressively pursue grant options for funding of electric buses, the Partners will need to identify/dedicate funds for the purchase of an electric bus as delivery schedules are finalized.

Attachment

- Draft Technical Specification

Recommendation

- Partners discuss the information provided and authorize staff to release IFB following approval by Town of Chapel Hill Business Management and Legal staff.

4C. North-South Corridor BRT

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

Staff Resource: Brian Litchfield, Transit Director

The project team (CHT/AECOM/SRF) held the first Technical Committee meeting on January 23rd. AECOM provided an overview of the FTA Small Starts Project Development process, including a description of how applicant projects are evaluated by the FTA. It was pointed out that, by the end of the Project Development phase, Chapel Hill Transit is required to demonstrate commitment of half of the non-federal funds in order to maintain its status within the federal process and request a rating. The committee also reviewed the proposed project schedule and coordination approach between design and NEPA work.

The next Technical Committee meeting will be scheduled at the end of March, and coordinated with the first Policy Committee. The following deliverables are expected:

- Project Management Plan draft
- Public Engagement Plan draft
- Assessment of 3 LPA design alternatives and preliminary findings
- Assessment of Hillsborough extension and preliminary findings

The team has also started the analysis of the potential for extending the North South BRT corridor from Eubanks Road Park and Ride to the Durham Technical Community College Park and Ride. AECOM is leading this effort in coordination with Chapel Hill Transit and a small work group that will report back to the North South BRT Technical Committee and necessary stakeholders:

- Travis Myren – Orange County Deputy County Manager
- Theo Letman – Orange County Transit Director
- Margaret Hauth – Hillsborough Assistant Town Manager
- Erik Landfriend and Geoff Green - GoTriangle
- Felix Nwoko - DCHC MPO

DCHC MPO Action Summary

Chapel Hill Transit/Town of Chapel Hill submitted the North South BRT project to the DCHC MPO to be considered for State funding (the process/formula is known as SPOT and the current version is SPOT 5.0). As some of you may recall, former SPOT funding processes have not treated BRT projects well and we (along with MPO, NCPTA, etc) advocated for changes to SPOT 5.0 that would make BRT more competitive in the process.

The good news is that BRT projects were generally anticipated to score well in 5.0 and the NS BRT project was expected to be the top scoring transit project that came out of our MPO (note: this would not necessarily have guaranteed funding for the project).

The not so good news is SPOT 5.0 uses a scaling process at the state level, whereby the NS BRT (divisional project) and other transit projects across the state would potentially lower the overall score for DOLRT (regional project), even though they are not competing for the same funds (division level projects are scaled together). Because of the possible risk to the DOLRT funding, the MPO Board, on February 14, 2018, voted to remove the NS BRT from SPOT 5.0. Twelve other transit projects from providers in the MPO area (GoDurham, GoTriangle, Orange County and Chapel Hill Transit) were also removed from consideration.

The other good news – the NS BRT project was widely supported and it was clear from the MPO Board, that if not for the nuance of the SPOT process and DOLRT being the regional priority, this would not have occurred. And, the MPO Board unanimously directed MPO staff to work with Durham/Orange County, GoTriangle and Chapel Hill Transit/Town of Chapel Hill to identify potential funding options for the NS BRT for our non-federal match requirement.

We do not believe this will negatively impact our project at this point in the process. While we have been accepted into Project Development, we have not requested a rating (see table 2A on page 16 - <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/funding/grant-programs/capital-investments/69556/fy19-annual-report.pdf>), as this requires a demonstration of 50% of the non-federal match (\$12.5M). The next steps for the North South BRT project are to complete the environmental and design (30%) work that was just initiated last month. This work is expected to be completed over the next 18-24 months (assuming no major environmental or design issues) and then we will submit a request for a project rating.

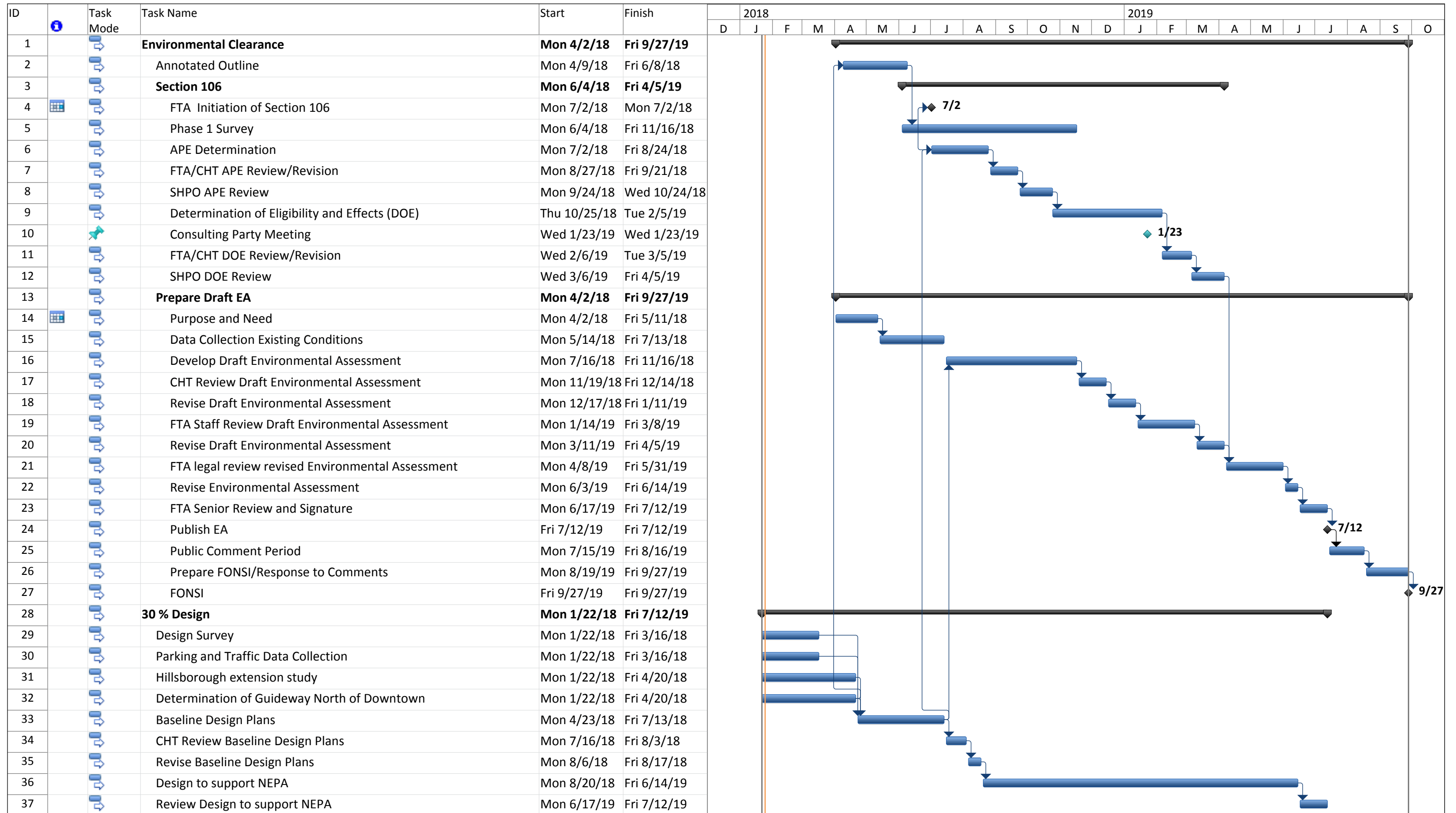
We are not alone in seeking Small Starts funding - worth noting in table mentioned above that there are more than 35 active projects (5 of which are in our region and several that are extensions of projects already operating) nationwide. And, no funding was recommended by FTA for Small Starts Projects in FY18 or FY19 (although the Fort Lauderdale Streetcar project did get Small Starts funding between FY18 and FY19).

For non-federal match, the Orange County Transit Plan currently allocates \$6.1M to the project – the need for additional funding should be discussed with Orange County, GoTriangle and MPO as we move through Project Development. The MPO Board also unanimously directed MPO staff to work with Durham/Orange County, GoTriangle and Chapel Hill Transit/Town of Chapel Hill to identify potential funding options for our non-federal match requirement.

Attachment

- NEPA and Design coordinated schedule

North-South BRT NEPA and 30% Design Project



Project: NS_BRT_180125
Date: Thu 1/25/18

Task Milestone Summary

5A. Short Range Transit Plan Update

Staff Resource: Nick Pittman, Transit Planning Coordinator

Update

During the week of January 22nd public involvement meetings related to the three (3) draft service scenarios were held in Chapel Hill, Carrboro, and on the campuses of the University and UNC Hospitals. During these sessions, we received over 70 in person comments related to the proposed scenarios. Online surveys were available through February 23 at <https://www.surveymonkey.com/r/CHTScenarios> and we have received over 1,600 responses.

In addition to the community meetings we used the following efforts to further engage with customers and citizens:

- Information cards and signs placed on all buses.
- Email notifications to Chapel Hill Neighborhood Associations.
- The University issued the survey through their Transportation and Parking Coordinators (which includes UNC Hospital).
- Notices on NextBus signs and the NextBus Application
- Signage at Park and Rides
- Town of Chapel Hill issued the survey through Chapel Hill eNews and Town of Carrboro will issued through Townwide News email updates.
- Traditional media and social media.

The Team also met with several groups and/or representatives from organizations who generally rely on Chapel Hill Transit services. Over the next several weeks the Team will also be meeting with additional groups from El Centro Hispano, IFC, Community Empowerment, etc.

We will continue to take feedback on the draft scenarios or any other aspect of Chapel Hill Transit service using the following:

- Online: <http://www.townofchapelhill.org/town-hall/departments-services/transit/transit-feedback>
- Phone: 919.485.7433 (leave a message with a customer service representative regarding the Short Range Plan)
- Email: chtransit@townofchapelhill.org
- Mail: Chapel Hill Transit, Attn: Short Range Plan, 6900 Millhouse Road, Chapel Hill, NC 27516

Next Steps

Following community feedback of the current draft scenarios, another scenario(s) will be developed and shared with the community, in the next few months, prior to any potential recommendations for adjustments to the existing system being considered.

- Policy/Technical Committee video conferences during the week of March 5th to discuss the results of the survey and public involvement meetings.
- Partners presentation on survey results and Policy/Technical Committee discussion at March 27, 2018 Partners meeting.
- Refined scenario(s) presented in April (with extended public outreach period through the Summer and into Fall).

Note

- Any service change(s) coming out of this process would be implemented in Fall 2019.

5B. Legislative Update

Staff Resource: Brian Litchfield, Transit Director

Federal Updates

FTA Administrator Nominee - Ms. Thelma Drake – former Congresswoman from the Hampton Roads. Virginia area and former head of the VA Department of Rail and Public Transportation was nominated by the President as FTA Administrator. The appointment must be confirmed by the Senate and the timeline for confirmation is uncertain.

President's Infrastructure Proposal Highlights

- The proposal recommends the following funding and programs:
 - Total federal: \$200 billion/10 years. There is a lot of uncertainty on how to pay for the proposal given the recent tax cuts.
 - Democrats have crafted their own \$1.5 Trillion infrastructure proposal.
 - **Proposed matching share: 20% federal, 80% local.**
 - Recommendation to create various discretionary programs.
- Next Step: Congress to commence process to consider their own Infrastructure bill.

President's FFY2019 Budget Proposal – Transit Funding Impacts

- The current proposal is similar to last May's budget proposal, which was not adhered to by Congress. A similar outcome is predicted this time.
- Budget proposal – brief transit impacts:
 - Maintains transit formula grant programs at FAST Act levels.
 - **Cuts to New and Small Starts.**
 - Eliminates TIGER program.
- Next step: US House starts working on their FFY19 budget proposal. House Transportation and Infrastructure Committee has established their FFY2019 priorities stating they wish to maintain transit funding at approved FAST Act levels.

5C. Transit Property – Potential Disposal of Real Property

Prepared by: Tim Schwarzauer, Grants Coordinator
Brian Litchfield, Transit Director

Background

During the February 28, 2017 Partners Meeting, the Committee concurred with a staff recommendation to explore options for the sale of Town of Chapel Hill owned properties west of Millhouse Road and the railroad tracks from the Chapel Hill Transit facility (see attached GIS map), consistent with Federal Transit Administration (FTA) guidance.

The property in question was purchased, in part, with FTA funds, which restrict the Town's ability to sell or grant access to non-transit related projects. FTA Region IV staff instructed the Town to procure an initial property value appraisal and an additional review-appraisal to determine the fair market value in accordance with FTA circulars.

Results of Appraisal

In October of 2017, Transit contracted with a licensed North Carolina appraiser. The results of the initial appraisal resulted in a value of \$168,000.00. This value was predicated on two assumptions:

- That the site has access across the railroad right-of way.
- That the zoning can be changed to allow for industrial use (Currently zoned for rural residential/agricultural).

In December of 2017, Transit contracted with a second, independent, licensed North Carolina appraiser to conduct a review appraisal. The reviewer concluded that there is support for the value presented in the initial appraisal, assuming the assumptions made hold true.

FTA Recommendation for Disposition

Transit staff has determined that the parcel, when purchased, exceeded our need (uneconomic remnant, purchased to logical boundary) and that there was not a future transit need for the part of the property west of the railroad tracks. Under FTA guidelines, an Uneconomical Remnant is a parcel of real property in which the owner is left with an interest after the partial acquisition or use of the owner's property, and which the acquiring agency has determined has little or no value or utility to the owner.

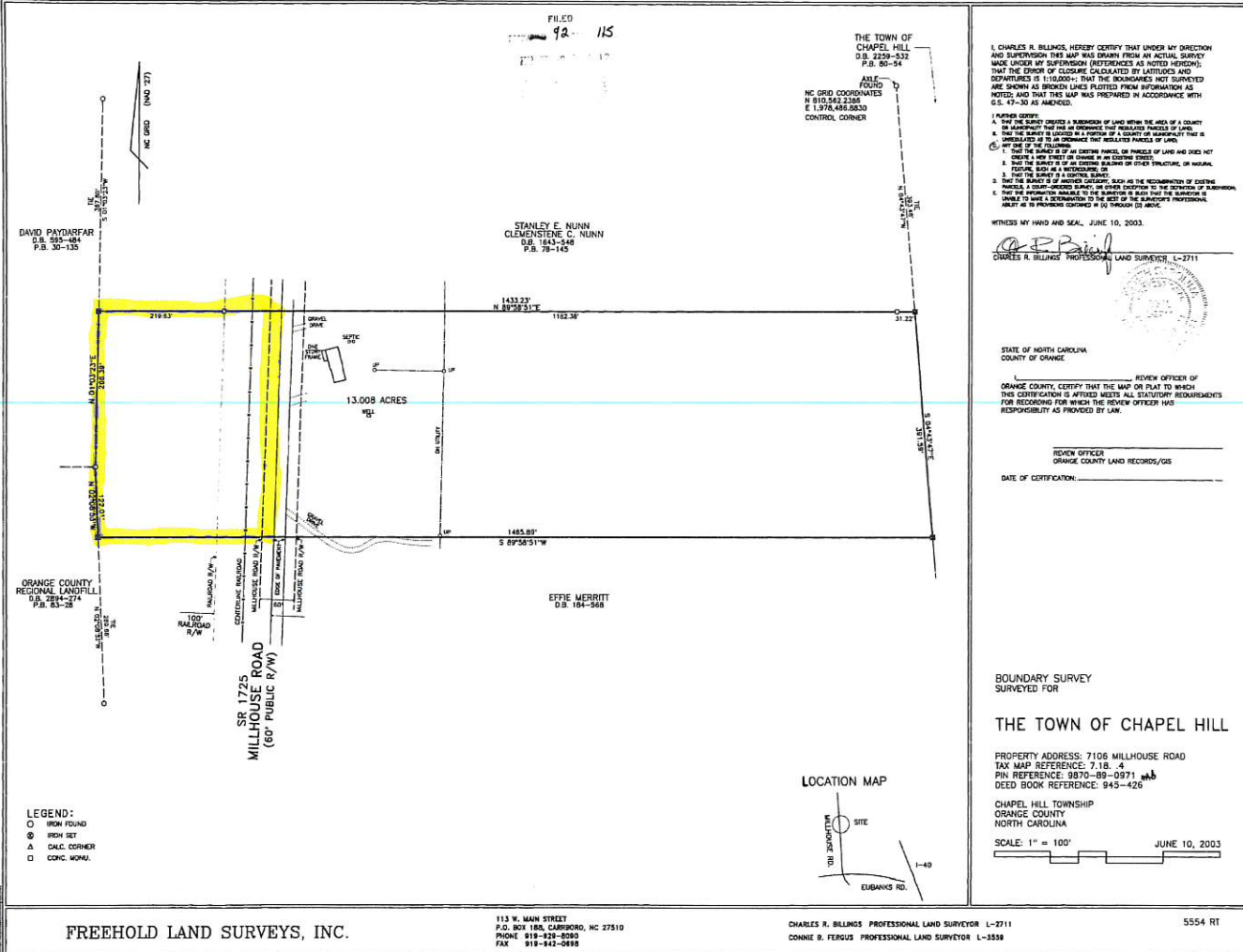
The FTA has concurred with our findings and accepted the appraised value of property (\$168,000). The FTA recommends that the Town dispose of the property and reimburse the FTA through the following method:

1. **Sell and Use Proceeds for Other Capital Projects.** Sell property and use the proceeds to reduce the gross project cost of another FTA eligible capital transit project. See 49 U.S.C., 5334(h)(4). The grantee is expected to record the receipt of the proceeds in the grantee's accounting system, showing that the funds are restricted for use in a subsequent capital project, and reduce the liability as the proceeds are applied to one or more FTA approved capital projects. FTA must approve the application of the proceeds to a subsequent capital grant, which should clearly show that the gross project cost has been reduced with proceeds from the earlier transaction.

Transit staff is working with the Town Manager's Office and Dwight Basset, the Town's Economic Development Officer to determine the appropriate method for selling the property and reimbursing FTA and Transit for the value of the property. Once disposed, Transit staff will notify FTA and identify a capital grant to be reduced.

Attachment

- Property Maps



Book 92 pg 115

16X

Orange County, NC Interactive Zoning Application

GIS Data Currency Dates Help County Home Page Orange County Planning

Print Buffer Export Results

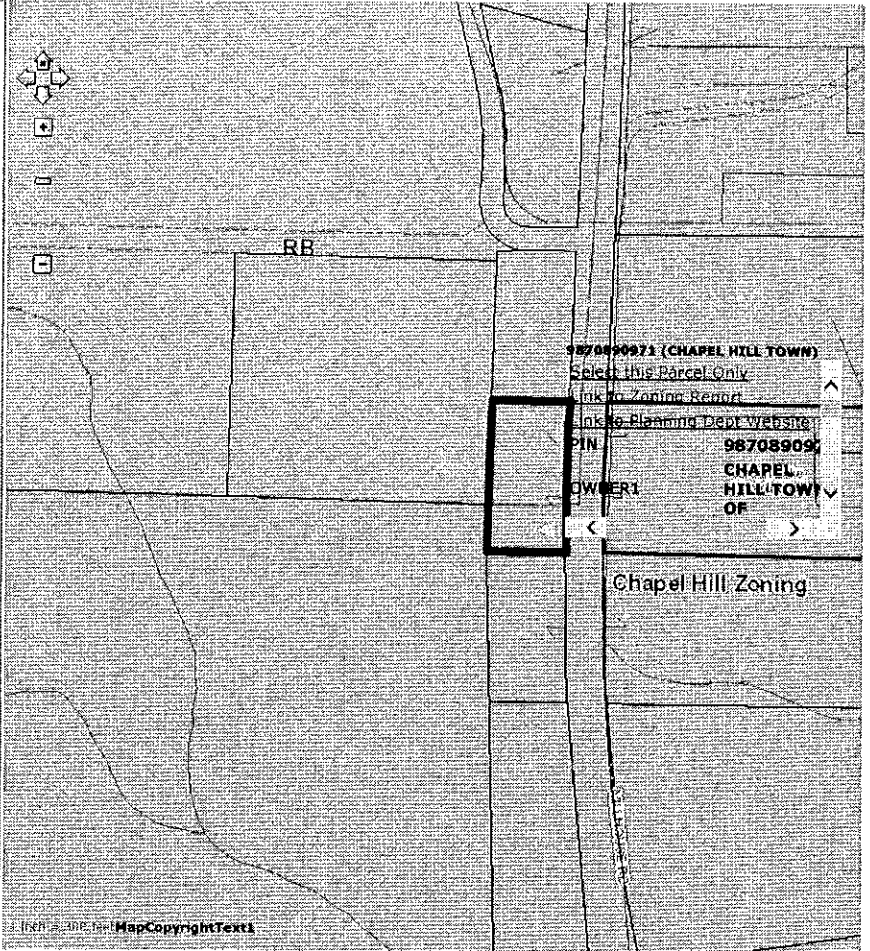
Scale 1: 1 inch = 300 feet



Search Results Map Layers

Search Results (2)

- Parcel Search - [PIN = '9870890971'] - 2 parcels found
 - 9870890971 (CHAPEL HILL TOWN)
 - 9870890971 (CHAPEL HILL TOWN)



9870890971 (CHAPEL HILL TOWN)

Select this Parcel Only

Link to Zoning Report

Link to Planning Dept Website

PIN: 9870890971

OWNER: CHAPEL HILL TOWN OF

Chapel Hill Zoning

MapCopyrightTexts

5D. Project and Grant Update

Staff Resource: Tim Schwarzauer, Grants Coordinator

Park and Ride LED Retrofit: Transit and Community Resilience staff have been exploring the feasibility of replacing all of the surface lights at the Eubanks Road and Southern Village Park and Ride Lots with more sustainable options, like LED lighting. In December 2017 we issued a Request for Proposal (RFP) for the work. Following a proposal review by Transit, Procurement and Community Resilience staff, we have issued a contract to DTL Energy Solutions Inc., to replace the existing lights at Southern Village and Eubanks Park and Rides with LEDs at the cost of \$22,000. One proposal did include a solar option (\$524,261), which we chose not pursue at this time due to cost constraints. However, we will continue to explore options for solar at park and rides and other locations.

Volkswagen Settlement: North Carolina has been allocated \$92 million in Volkswagen Settlement money to reduce air pollution from mobile sources. As designated by Governor Roy Cooper on Nov. 21, 2017, DEQ is developing the plan for North Carolina and is asking the public, tribes, local governments, state agencies, the business community, and public interest groups to weigh in on which of the eligible vehicle and equipment categories they think the state should invest in. Through a Request for Information (RFI), the N.C. Division of Air Quality (DAQ) in the N.C. Department of Environmental Quality (DEQ) sought public input on how the funds should be invested to reduce pollution.

On December 31st Transit staff responded to NC DEQ's RFI. We requested that NC DEQ set aside some portion of the funding for public transit agencies and provided the state with a sample proposal for seven (7) electric buses intended to demonstrate how awarding public transit provides a high return on investment for emission reductions.

On February 9th, the NC DEQ posted a summary of comments received regarding the use of Volkswagen settlement funds in North Carolina and the shaping of North Carolina's Beneficiary Mitigation Plan. NC DEQ received 872 total comments with project ideas totaling over \$409 million. A full summary of the comments received is available on the VW Settlement web page. <https://deq.nc.gov/about/divisions/air-quality/motor-vehicles-and-air-quality/volkswagen-settlement/volkswagen>. DAQ staff is currently working on a draft of the State Mitigation Plan, which we anticipate being available online in mid-March. DAQ is also working to schedule a series of stakeholder meetings across the state. Dates and times will be shared along with the draft mitigation plan. Transit staff will update the Partner's as more information becomes available.

ADA Bus Stop Improvements: Transit staff continue to work with the engineers at Ramey Kemp and Associates to review existing transit stops for compliance with the Americans with Disabilities Act (ADA) of 1990. These reviews will produce construction drawings and cost estimates for

bringing the stops to ADA compliance as part of Chapel Hill Transit's ongoing commitment to improving customer service and access. Stops currently being reviewed:

- South Columbia St at Abernathy Hall
 - NCDOT easement approved
 - Next step is cost estimate
- NC Hwy 54 at Kingswood Apartments
 - NCDOT easement approved
 - Next step is cost estimate
- South Columbia at Westwood Drive
 - NCDOT easement approved
 - Next step is cost estimate
- South Columbia at Purefoy Road
 - NCDOT easement approved
 - Next step is cost estimate
- MLK Jr. Blvd at Timber Hollow Apartments
 - NCDOT easement approved
 - Next step is Right of Entry agreement from UNC
- MLK Jr. Blvd at Adelaide Apartments
 - NCDOT easement approved
 - Next step is cost estimate
- South Road at Fetzer Gym
 - NCDOT easement approved
 - Next step is Right of Entry Agreement from UNC
- Willow Drive at Estes Drive
 - NCDOT easement approved
 - Next step is Right of Entry and Deed of Easement from Wells Fargo
- Franklin St at Morehead Planetarium
 - NCDOT easement approved
 - Next step is cost estimate

Right of Entry and Deed of Easement documents expected to be finalized in coming weeks. This will move us into the cost-estimate and request for construction bid phase.

Grant Updates:

CMAQ FY17 – we have executed a grant agreement with FTA in the amount of \$1,400,000.00 (\$1,120,000.00 Federal, \$280,000.00 Local) for the purchase of three (3) replacement buses. The grant agreement is anticipated to come before the Chapel Hill Town Council on February 28th. Once reconciled with the Transit budget, an order can be placed with Gillig, Inc.

State Match – we have executed a grant agreement with NCDOT in the amount of \$40,531.00. This grant will supplant 17-34-006 and represents an increase of approximately \$21,000.00 to count as a portion of the Transit’s local match for our recent purchase of seven (7) LTV vehicles (\$420,532.00) for EZ Rider. The Transit’s share of this purchase is now \$43,575.00. This grant agreement is expected to come before the Chapel Hill Town Council at their April meeting.

6A. Operations

Staff Resource: Maribeth Lewis-Baker, Fixed Route Operations Manager
Peter Aube, Maintenance Manager
Katy Luecken, Training Coordinator
Mark Lowry, Safety Officer

Fixed Route Operations Manager – Maribeth Lewis-Baker

- Perfect Attendance – January 2018 – 47 or 42% of the Fixed Route Operators had perfect attendance for the month
- On time Performance (OTP) – December 2017 – 80%
- Routes performing **80%** and above – on time: CCX (88%), CL (85%), CM (87%), CPX (82%), FCX (86%), Sat FG (84%), HS (82%), J (85%) JFX (86%), Sat JN (84%), N (92%), S (82%), T (80%), U (87%), V (84%)
- Inclement Weather days impacted the on-time performance data
- January Operations/Safety Meetings – Safety Officer Mark Lowry presented a training on Sleep Apnea and Driver Fatigue. He also issued an update to the Drug & Alcohol Policy.
- On 1/8/18, Chapel Hill Transit provided a bus for displaced residents for the fire at the Village Apartments
- On 1/17/18, Chapel Hill Transit provided support services for the Fire Department in transporting residents that were displaced by a fire (during inclement weather by SUV) to a local hotel.
- On 1/27/17, during Tar Heel Express for the UNC vs NC State game, Chapel Hill Transit had a serious medical emergency on board while located on Skipper Bowles Drive. Supervisor Melissa Tillman and Operator Doug Brooks handled the situation with exceptional professionalism.

Catch us at our Best:

During inclement weather, James Dougherty posted the following comment on the Town's Facebook page: "I'm not sure if I saw things correctly but at 5:30 ish AM, I passed one of the Chapel Hill Transit white vehicles stopping at Jones Ferry to talk to a passenger at the bus stop. My thoughts were that they were letting the passenger know that the buses were starting late today and I think they gave them a ride. If that is the case BRAVO to you and your team! Assistant Operations Manager, Tim Thorpe, was caught in action..."

On 1/3/18, Customer Maggie Burns emailed in the following comments about Operator Scott Blacknell and Operator Alan Lamb: "I wanted to pass along compliments on 2 bus

drivers (Scott, don't know last name) and Alan Lamb. They both drive the CCX bus, Scott in the am and Alan in the pm. They both have been great drivers, very respectful and pleasant. They are 2 of the safest drivers I have seen and keep a very accurate schedule. I always know they will be on time and appreciate it. Having to depend on the bus can be tricky, but knowing their consistency puts me at ease. I know the route drivers are getting ready to change, but I just wanted say that it has been a pleasure riding the bus with both of these gentlemen.”

On 1/3/18, Customer Tracy Eldred emailed in the following comments about Operator Ricky Hunter who was operating the CW Route: “Thanks to the courteous driver for his helping an older couple unfamiliar with the bus route get to UNC hospitals. He was kind and respectful.”

Safety Officer – Mark Lowry

- Accidents for January 2018:

January 2018

TOTAL ACCIDENTS	Jan-17	Jan-18	Year to Date
Fixed Route			
Preventable	2	2	18
Non-Preventable	0	0	13
Demand Response			
Preventable	0	0	3
Non-Preventable	0	0	1
Maintenance			
Preventable	0	0	1
Non-Preventable	0	0	1
		Total YTD	37

Training Coordinator – Katy Luecken

1. Training Classes
 - a. Fixed Route:
 - i. January 8th: Five trainees in BTW training

- ii. February 19th: One trainee began training
 - b. Demand Response:
 - i. January 8th: Two trainees in independent driving
2. Projects
 - a. Coordinating CPR training for staff members
 - b. Updating procedures
 - c. Coordinating Supervisor Blitz Training for Transit Supervisors

Maintenance Manager – Peter Aube

- Maintenance staff completed annual OSHA Ladder Safety Training in January
- Maintenance Technicians completed EMP Training in January
- Demand response ran 27,847 miles in January
- Non-revenue vehicles ran 25,890 miles in January
- Fixed route ran 172,850 miles in January
- Maintenance performed 43 Preventive Maintenance Inspections in January (100% on-time).
- Eight (8) Maintenance Employees completed the Month of January with Perfect attendance
- Maintenance performed eleven (12) road calls in January (14,404) miles per road call for fixed route
- Maintenance performed two (2) road calls in January (13,934) miles per road call for demand response
- Maintenance completed the month of January with zero tows
- Maintenance completed engine overhauls on (2) two 2007 Gilligs in January

6B. Community Outreach

Staff Resource: Anita Hackney, Community Outreach Manager

No community events were scheduled during the months of January and February.

Short Range Transit Plan – Participated in the marketing efforts for the Online Survey for the Short Range Transit plan and attended public input meetings.

Upcoming Events

- March 12-16 – Transit Operator and Maintenance Appreciation week. Chapel Hill Transit is currently planning to appreciate the Operators and Maintenance team members during this week as part of the National Transit Driver Appreciation Day #tdad (March 17).
- March 14 – UNC Employee Health and Wellness Expo (11am-2pm)

Customer Feedback Summary – In the process of gathering data regarding customer feedback from February 2017 – February 2018 for the upcoming April Partners meeting.

6C. Director

Staff Resource: Brian Litchfield, Transit Director

- The Operations Report will be provided at the meeting on February 27, 2018.



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

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

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 FEBRUARY 27, 2018**

March 27, 2018 – At Chapel Hill Public Library	
Action Items	Informational Items
Orange County Transit Plan Short Range Transit Plan FY2018-2019 Budget	North South BRT
April 24, 2018	
Action Items	Informational Items
FY2018-2019 Budget	Annual Customer Service Update Short Range Transit Plan
May 22, 2018	
Actions Items	Informational Items
North South BRT – Durham Tech Extension	FY2018-2019 Budget

<u>Key Meetings/Dates</u>
MPO Board-March 14, 2018, 9-11AM Committee Room, Durham City Hall
TCC Meeting – March 28, 2018, 9-11AM Committee Room, Durham City Hall
APTA Bus & Paratransit Conference – May 6-9, 2018, Tampa Marriott Waterside, Tampa, FL
State Bus Rodeo – April 20-22, 2018, Wilmington, NC
NCPTA Annual Conference – April 23-25, 2018, Embassy Suites Wilmington Riverfront, Wilmington, NC