



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**  
**NOTICE OF COMMITTEE MEETING AND AGENDA**  
**JANUARY 26, 2021 – 11:00 A.M. to 1:00 P.M. (VIRTUAL MEETING)**  
**CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM**

	<b>PAGE #</b>
1. Approval of November 17, 2020 Meeting Summary	1
2. Employee Recognition	
A. Team Members of the Year	
3. Consent Items	
A. December Financial Report	3
4. Discussion Items	
A. Temporary Adjustment to Carolina Coffee Shop Bus Stop	4
B. Cost Sharing Request from Grubb Properties for Glen Lennox Transit Amenities	7
C. Orange County Transit Plan Update	11
D. COVID Response Update	17
a. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funding	20
5. Information Items	
A. Holiday Schedule Update – Juneteenth Service Level	21
B. North South Corridor Bus Rapid Transit Project Update	22
C. Regional Bus Procurement	23
D. EZRAC Priorities	25
E. Project Update	26
6. Departmental Monthly Reports	
A. Operations	28
B. Director	29
7. Future Meeting Items	31
8. Next Meeting – February 23, 2021 (11:00 a.m. – 1:00 p.m. at Chapel Hill Transit)	
9. Adjourn	

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

November 17, 2020 at 11:00 AM

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

Absent: Hongbin Gu, Chapel Hill Town Council, Nathan Knuffman, UNC Vice Chancellor of Finance and Operations, Damon Seils, Carrboro Town Council

Staff present: Flo Miller, Deputy Town Manager, Bergen Watterson, Transportation Planning Manager  
Brian Litchfield, Transit Director, Rick Shreve, Budget Manager, Nick Pittman, Transit Planning Manager,  
Tim Schwarzauer, Grants Coordinator, Matt Cecil, Transit Development Manager, Nigel Franks, Training  
& Safety Specialist, Nickie Adkins, Administrative Assistant, Kathryn McMillan, Procurement Specialist,

Guests: Fred Lampe, Agus De Ganzo

1. The Meeting Summary of October 27, 2020 was received and approved.
2. **Employee Recognition** – Brian introduced Nigel Frank, Employee Training and Safety Specialist, Nickie Adkins who will be taking over Sheryl's position as an Administrative Assistant. Also recognized the following staff for successful completion of Transit's Fill-in Supervisor Training for Demand Response and Fixed Route: Doranda Cole (FR), Javius Newman (FR), Jermaine Ray (DR), Justin Graves (DR), Keica Hargraves (FR), LaTosha Mooring (FR), and Lillian Graves (DR).
3. **Consent Items**
  - A. October Financial Report– Provided for the Partners information. Committee member asked about how much state funding was lost in the current fiscal year and if the loss of funding was expected to continue for future budget years. State funding was reduced by \$2.6 million. Brian explained that the State believes this will be a one-time reduction.
4. **Discussion Items**
  - A. Chapel Hill Transit Public Transportation Agency Safety Plan- information received and approved.
  - B. January Service Scenarios- Brian reviewed item and shared current passenger capacity 40ft and 60ft vehicles. Cheryl mentioned need to schedule additional meetings between Transit

Staff and UNC to discuss planning for resources. Discussion turned to promoting Transit's efforts to protect customers during the Pandemic.

- a. 405 Route Pilot with GoTriangle- Brian reviewed this item.

**5. Information Items**

- A. COVID Response Update- Reviewed this item. Encouraged sharing what Transit is doing for customers' peace of mind.
- B. Project Update – Brian reviewed this item.

**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** – January 26, 2021 at Chapel Hill Transit – Virtual Meeting

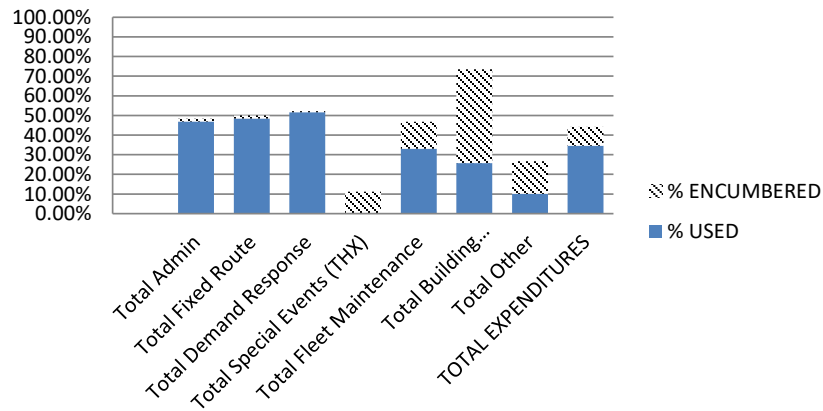
9. Adjourn

The Partners set a next meeting date for January 26, 2021
---

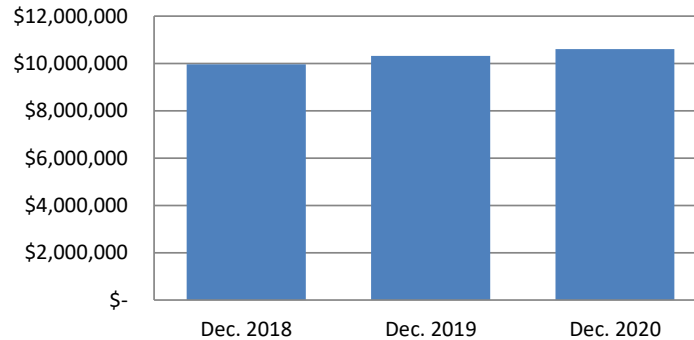
**Transit 640 Fund Budget to Actual at end of December 2020**

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Dec. = 50.00%
Total Admin	1,928,297	1,976,297	182,893	926,562	28,850	1,020,886	48.34%
Total Fixed Route	12,335,149	11,527,845	1,090,677	5,578,671	183,896	5,765,278	49.99%
Total Demand Response	2,345,924	2,407,011	240,854	1,244,612	10,814	1,151,585	52.16%
Total Special Events (THX)	312,193	312,193	1	60	35,000	277,133	11.23%
Total Fleet Maintenance	4,866,862	5,163,055	384,533	1,709,680	705,728	2,747,648	46.78%
Total Building Maintenance	925,044	1,409,005	81,869	362,092	674,049	372,864	73.54%
Total Other	2,483,288	7,859,611	86,894	789,369	1,306,600	5,763,643	26.67%
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,196,757</b>	<b>\$ 30,655,017</b>	<b>\$ 2,067,720</b>	<b>\$ 10,611,044</b>	<b>\$ 2,944,937</b>	<b>\$ 17,099,036</b>	<b>44.22%</b>

**CHT Dec. 2020 YTD Expenses as % of Budget**



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



- 4A. Temporary Adjustment to Carolina Coffee Shop Bus Stop  
1. Receive information and provide staff with feedback.

Prepared by: Nick Pittman, Transit Planning Manager  
Brian Litchfield, Transit Director

---

### **Overview**

In December the Chapel Hill Town Council received a request from the ownership group of the Carolina Coffee Shop (below) to adjust the bus stop near the Coffee Shop to allow for a better sidewalk dining experience during COVID. Staff reviewed the concern with the Town's Bicycle and Pedestrian Team, which includes staff from Traffic Engineering, Police, Planning, Transit, Parks and Recreation, Manager's Office, Communication and Public Affairs, and Parking Services. We also had conversations with the Downtown Partnership and Mr. Clay Schossow from the Coffee Shop ownership group.

### **Evaluation and Recommendation**

This stop has been reviewed several times over the years with the Downtown Partnership, North Carolina Department of Transportation (NCDOT) and other stakeholders. It is a major stop in the system for local and regional buses (one of the busiest stops in the triangle outside of the hospital stops) and provides for good connections to downtown and campus - moving the stop further East has implications on parking and other property owners and makes it much more difficult for customers (especially those with mobility challenges and/or seniors) to make connections to buses on Columbia Street.

After talking with University Methodist, the review team concluded that a temporary adjustment to the stop could be made during COVID due to lower utilization of parking and the Church being closed. The temporary adjustment will include using bollards, similar to those used for the lane reallocation project, to block off around 40' of the existing stop (crosswalk towards former Bevello's location) and reallocate three (3) spaces in front of the Methodist Church to the bus stop. This will not impact any routes serving this location and will have a minimal impact on customers. The Bicycle and Pedestrian Team concluded that this will need to be revisited post-COVID due to the impacts to on-street parking.

### **Next Steps**

Staff has requested approval from NCDOT to install additional bollards and we expect this work to be completed the week of January 25<sup>th</sup>. Staff has notified the Downtown Partnership and Mr. Schossow and has started to share information with our customers.

## Attachment

- Bus stop plan.

## Recommendation

Partners Committee receive information presented and provide feedback to staff.

**From:** Clay Schossow <rscschossow@gmail.com>

**Sent:** Thursday, December 17, 2020 12:08 PM

**To:** Town Council <mayorandcouncil@townofchapelhill.org>

**Cc:** Brian Litchfield <blitchfield@townofchapelhill.org>; matt <matt@downtownchapelhill.com>

**Subject:** Bus Stop Concern on Franklin for Carolina Coffee Shop

Hello,

I hope you're all doing well and staying healthy. My name is Clay Schossow, and I'm part of the ownership group of the Carolina Coffee Shop. First, let me say that we appreciate the many things the town has done during this very difficult year. Your leadership and openness to change has been a big help. With so many longstanding businesses on Franklin succumbing to this difficult year, we feel very fortunate that Carolina Coffee Shop is still surviving and looking forward to 2021.

That being said, it still has been a very difficult year and I think we all know that will continue into the foreseeable future. The ownership has been thinking of things to do to help the restaurant during these times and one obvious option has come up in our conversations.

There is currently a bust stop right in front of the restaurant, and we're requesting that you consider relocating it ~50 yards to the East? The current bus stop impedes the cross walk and the alley, which as a resident of downtown and an owner of CCS, I've seen cause issues for people and traffic. Additionally, and very relevant to the restaurant, buses idling there create a very unpleasant experience for our customers sitting outside. We've recorded the decibel difference and it comes in at about a 20 decibel difference when there's a bus there, raising the noise level at our tables from a standard level of 66 decibels to 83 decibels when busses are present!

As you know, this outside seating has really been a lifeline for us and other businesses this year, and we know it'll be critical going into next year and the spring. So, we feel this is an opportune time to address the bus stop, especially with the work that has gone into expanding the sidewalks as well.

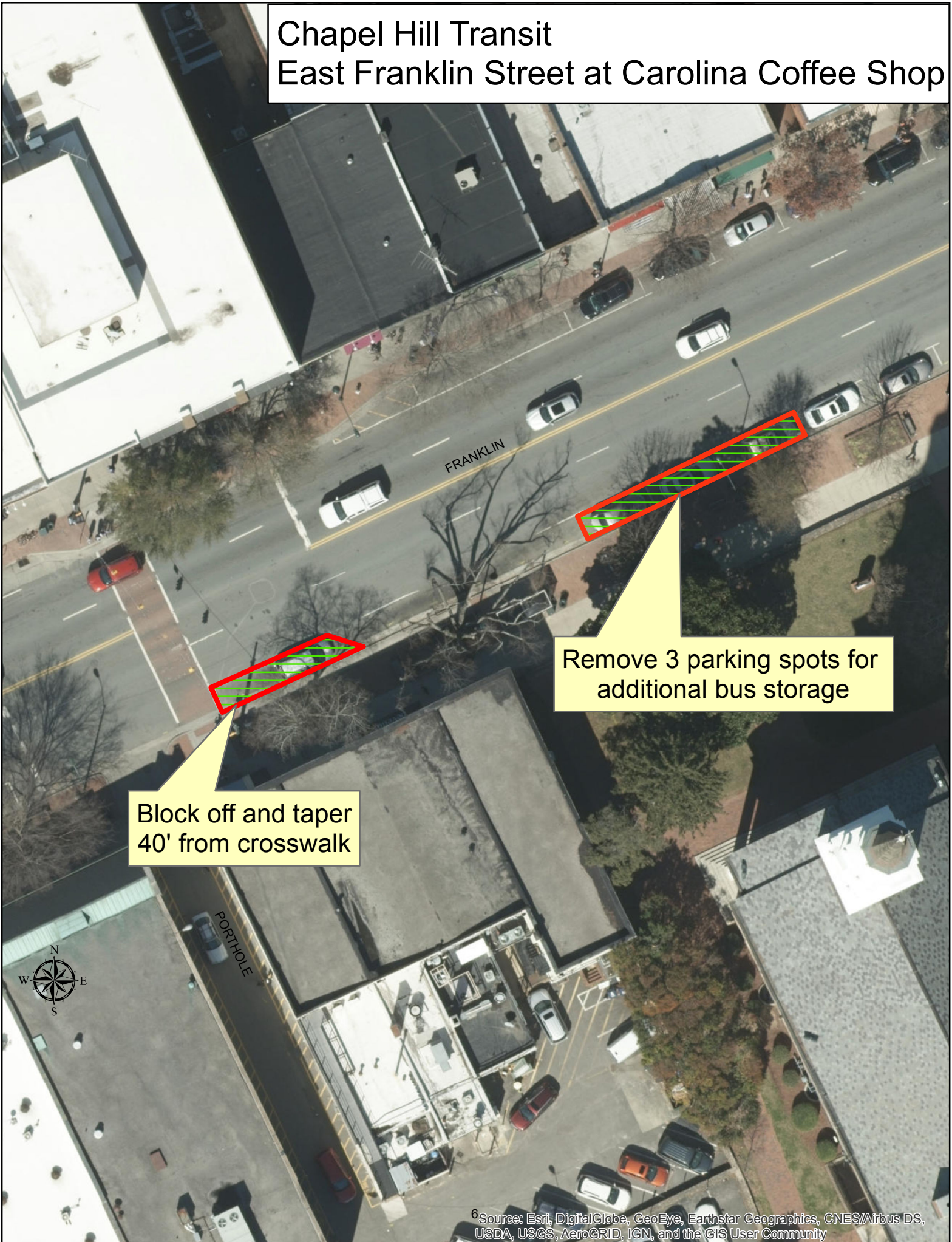
There is an open platform space that would work perfectly about 50 yards away and it would be in front of a somewhat transitional area.

I'd be happy to chat with anyone about this, answer any questions you have, speak at meeting, or anything else. In this current, challenging environment, this could be a really important and critical improvement for our business, and we really hope that you'll seriously consider it and help make it happen.

Thanks for all you've done and continue to do.

Clay Schossow  
440-364-2281

# Chapel Hill Transit East Franklin Street at Carolina Coffee Shop



Block off and taper  
40' from crosswalk

Remove 3 parking spots for  
additional bus storage

## 4B. Cost Sharing Request from Grubb Properties for Glen Lennox Transit Amenities

1. Receive information and provide staff with feedback.

Prepared by: Nick Pittman, Transit Planning Manager  
Brian Litchfield, Transit Director

---

### Overview

In December staff received a request from Glen Lennox Apartments, LLC (Grubb Properties) to cover the cost difference, \$52,949, between the standard shelters and real-time signs used by Chapel Hill Transit and those installed at the Glen Lennox property (attached).

### Evaluation and Recommendation

Staff has been supportive of Grubb's efforts to improve access and mobility in the Glen Lennox area, and their interest to provide positive experiences to their customers using public transit services. Staff has worked closely with Grubb on the bus stops in this area since at least 2017. We appreciate that they determined that premium solutions (shelters and signs) were necessary for their development and concurred with their selections. We feel we have been clear that there is no requirement to utilize premium solutions and that while supportive of this effort that the cost for transit amenities was the responsibility of the developer. The following email recaps an early conversation between staff and Grubb where they acknowledge the responsibility for purchase and installation.

**From:** Tim Jezisek <[TJezisek@grubbproperties.com](mailto:TJezisek@grubbproperties.com)>

**Sent:** Thursday, June 22, 2017 12:39 PM

**To:** Dennis Walls <[DWalls@landdesign.com](mailto:DWalls@landdesign.com)>; George Retschle <[georger@bapa.eng.pro](mailto:georger@bapa.eng.pro)>; Frank Emery <[franke@bapa.eng.pro](mailto:franke@bapa.eng.pro)>; Pete Lakin <[plakin@bbm-arch.com](mailto:plakin@bbm-arch.com)>; Seun Falade <[SFalade@grubbproperties.com](mailto:SFalade@grubbproperties.com)>

**Cc:** [afrank@townofchapelhill.org](mailto:afrank@townofchapelhill.org); Nicholas Pittman <[npittman@townofchapelhill.org](mailto:npittman@townofchapelhill.org)>

**Subject:** Updates from Brandon bus stop 6-22 conversation with Transit

Team Glen Lennox,

**We can proceed with the Brandon Rd bus stop consolidation/relocation.** Talked with Nick Pittman at Chapel Hill Transit this morning. He also like Emily's suggested of relocating/consolidating/upgrading the Brandon Rd bus stops. Nick, jump in if I've left anything out/misstated something.

Key points:

1. We CAN design/install a cooler/more interesting bus stop than the standard one



- a. He suggested starting with Brasco: <http://www.brasco.com/products/bus-stop-shelters>  
Other groups in Chapel Hill have used them successfully he said. Dennis, we'll dig into this.
  - b. We need to send him an email requesting NextBus specs/contact info to get specs for the NextBus real-time solar-powered display—I'll do that today.
  - c. Once we select a shelter (or design one ourselves—maybe not feasible for this stage/time frame), we send Nick/transit the specs for technical review (might need to slipsheet into the DACP app). Aaron's team will look at it from an overall design perspective.
2. He agrees that placing both stops (one for each direction ) on the east side of Flemington along Brandon makes the most sense for passenger accessibility + safety (see attached for general idea)
    - a. He suggested placing the eastbound stop ~80ft past Flemington. We'll need to look at the site/current conditions to see where around there makes the most sense.
  3. Similar to public street lighting, we pay for the bus shelter/install, the Town pays for ongoing maintenance and the cell/data connection required for the NextBus updates.
  4. We'll continue to work with Aaron and Nick in future phases about best places for additional bus stops. Currently, Nick didn't see a need for one along GL Drive since no bus routes go through there (yet). There is the one contemplated near 15-501 discussed in the Dev Agreement as part of Phase 2. We'll evaluate that then.

Tim

**Tim Jezisek**

**Vice President of Development**

**Grubb Properties**

704.641.7588 (cell) | 919.388.5777 (office)

[tjezisek@grubbproperties.com](mailto:tjezisek@grubbproperties.com)

Glenn Lennox is expected to be a \$1B development and the Town of Chapel Hill has provided the opportunity for \$2M+ in incentives to the project. Staff does not recommend supporting this request for several reasons:

- Budget challenges due to COVID and State funding reductions.
- Cost sharing was not part of the project development agreement for Transit and we talked with Grubb representatives several times about them being responsible for shelters/signs.
- Cost sharing was not approved by Transit Partners.
- We recommend standard shelters/signs for several reasons – including our Partners have recently selected new shelter designs that we are installing, economies of scale for repair and upkeep, predictable maintenance, etc.
- The benefits to customers and the overall community for the premium solution, compared to standard solutions, are marginal.

Based on the reasons above, staff does not recommend supporting this request.

**Next Steps**

With Partners Committee concurrence staff will draft a response to Grubb.

**Attachment**

- Request from Grubb Properties.

**Recommendation**

- Based on the reasons above, staff does not recommend supporting this request.
- That the Partners Committee receive information presented and provide feedback to staff.



**GRUBB PROPERTIES**

*People who care. Places that matter.*

December 16, 2020

Mr. Brian Litchfield  
Transit Director  
Mr. Dwight Basset  
Economic Development Officer  
Town of Chapel Hill  
405 Martin Luther King Jr. Boulevard  
Chapel Hill, North Carolina 28514  
Mr. Dwight Bassett  
Economic Development Officer

**VIA EMAIL**

Dear Brian and Dwight,

Based on recent conversations with Town staff, Glen Lennox Apartments, LLC would like to formally request consideration from the Town of Chapel Hill for funding in the amount of \$52,949 which represents the material cost difference of bus shelter installation above the minimum Town standard as summarized on the attached "Glen Lennox – Bus Shelter Cost Comparison".

Please note we are seeking the material cost difference only for the bus shelter facilities and related equipment, and not the total cost of sitework preparation and installation. While our total procurement and installation cost for the first two bus shelters was approximately \$195,455, our request represents to cost difference of \$64,649 for the Neighborhood Stop plus \$37,550 for the Hop Stop, less the cost of two typical town-procured bus shelters at \$24,625 each based on information provided by Town of Chapel Hill staff.

As outlined in the enclosed "Glen Lennox Bus Stop Design Concepts", we are seeking to deliver a higher standard of transit facilities linking together the Town's bus transit, bicycle, and pedestrian networks with the Glen Lennox community. We envision a total of 8 transit facilities as part of the Glen Lennox redevelopment with a hierarchy ranging from a Hop Stop, to a Neighborhood Stop, and a Transit Hub. Our goal is to help establish a precedent for better designed facilities throughout Chapel Hill linking together the greater community and enhancing transit equity for all residents of Chapel Hill.

Please let us know if we can provide anything further in support of this request. Thank you for your consideration.

Respectfully,  
Grubb Properties, LLC on behalf of Glen Lennox Apartments, LLC

Joe Dye  
Executive Vice President

Enclosures: Glen Lennox – Bus Shelter Cost Comparison  
Glen Lennox Bus Stop Design Concepts

Atlanta | **Cary** | Charlotte | Winston Salem  
117 Edinburgh South Drive, Suite 110, Cary, NC 27511 | 919.461.3950 phone | 919.461.3939 fax | grubbproperties.com

**4C. Orange County Transit Plan Update**

1. Receive information and provide staff with feedback.

Prepared by: Brian Litchfield, Transit Director  
Nick Pittman, Transit Planning Manager

---

**Overview**

The Policy Committee has been updated due to the changes in the Orange County Board of County Commissioners:

- Barbara Foushee, Town of Carrboro Council Member
- Pam Hemminger, Town of Chapel Hill Mayor
- Mark Bell, Town of Hillsborough Council Member
- Patty Philipps, City of Mebane Council Member
- Mark Dorosin, Orange County Commissioner
- Sally Greene, Orange County Commissioner

During the last Policy Committee meeting the Consultant Team and County Staff presented the draft Regional Connections Opportunities Report (<https://www.townofchapelhill.org/Home/ShowDocument?id=47681>). While staff was not able to review the report prior to it being shared with the Policy Team, we coordinated with GoTriangle staff to share significant comments and feedback. We understand from the Consultant Team that they will use the collective feedback to begin to develop conceptual transit service scenarios for Orange County and they plan to share those with the Policy Committee during the first quarter of 2021. Future events will be posted on the project website.

We have also shared our unfunded priorities with the Consultant Team (Attachment 1). It is important to note that these include the priorities identified in the adopted Short Range Transit Plan and priorities that were not included in the final plan.

For your information, we are also providing a Draft Funding Summary for the Orange County Transit Plan (Attachment 2). It is important to note the funding availability (\$1.7M unobligated) for FY21-25.

**Attachments**

- Chapel Hill Transit 2020 Unfunded Priorities
- Draft Orange County Transit Plan Funding Summary

**Recommendation**

- That the Partners Committee receive information presented and provide feedback to staff.

## Bus Shelter Cost Comparison

<b>Total Costs - Two Bus Stops</b>	<b>TOCH</b>	<b>Grubb</b>
Site work	Varies	\$41,902
Shelter Installation	Varies	\$27,250
Electrical service & Boring	Varies	\$24,104
Shelters	\$39,250	\$86,205
Bike Racks	N/A	\$3,698
Digital Signage	\$10,000	\$12,296
<b>Total</b>	<b>\$49,250</b>	<b>\$195,455</b>

*Difference* \$146,205

<b>Neighborhood Stop</b>	<b>TOCH</b>	<b>Grubb</b>
Bus Shelters	\$19,625	\$31,402
Bike Shelters	N/A	\$23,402
Bike Racks	N/A	\$3,698
Digital Signage	\$5,000	\$6,148
<b>Subtotal</b>	<b>\$24,625</b>	<b>\$64,649</b>

*Difference* \$40,024

<b>Hop Stop</b>	<b>TOCH</b>	<b>Grubb</b>
Bus Shelters	\$19,625	\$31,402
Digital Signage	\$5,000	\$6,148
<b>Subtotal</b>	<b>\$24,625</b>	<b>\$37,550</b>

*Difference* \$12,925

<b>Total Difference</b>	<b>\$52,949</b>
-------------------------	-----------------

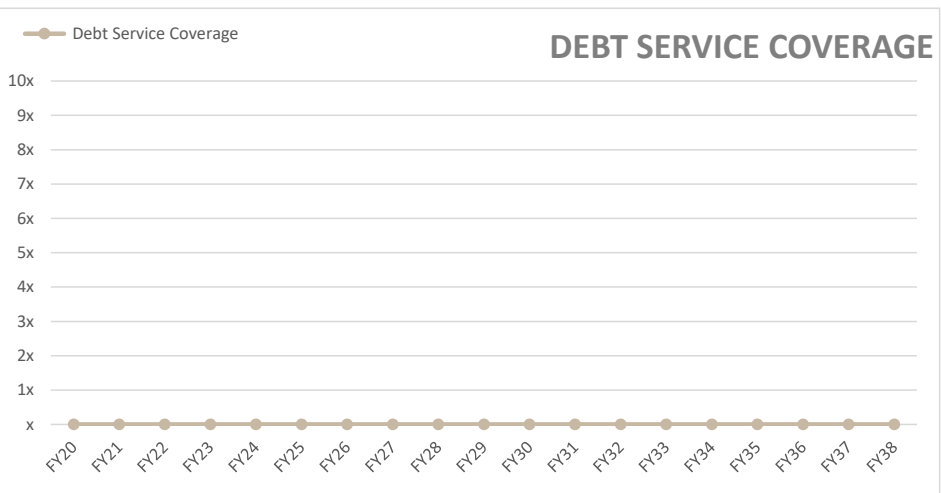
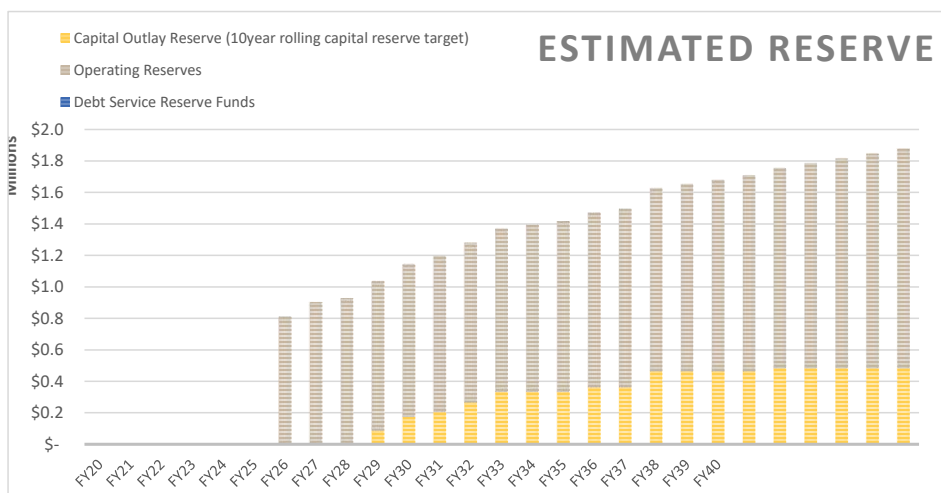
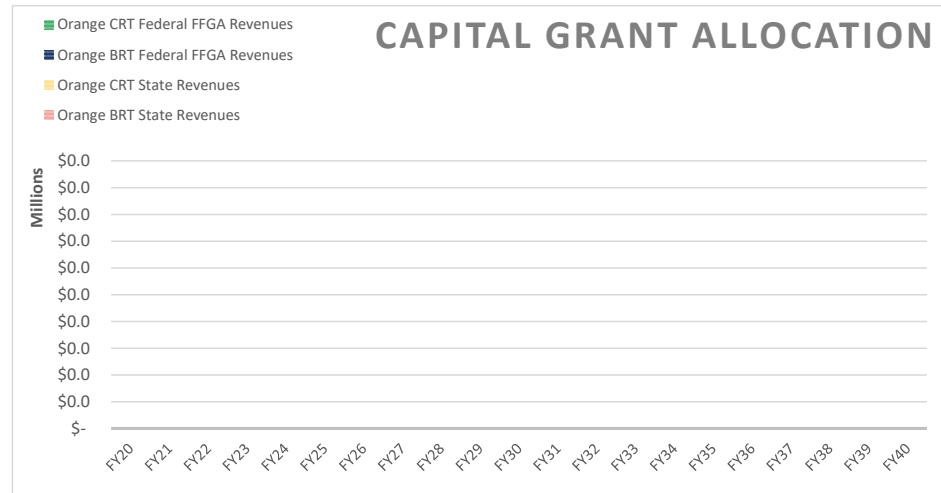
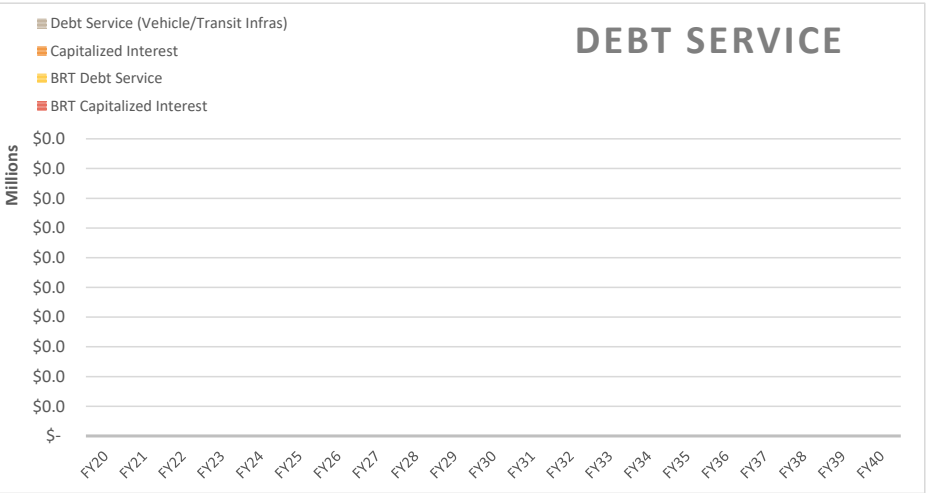
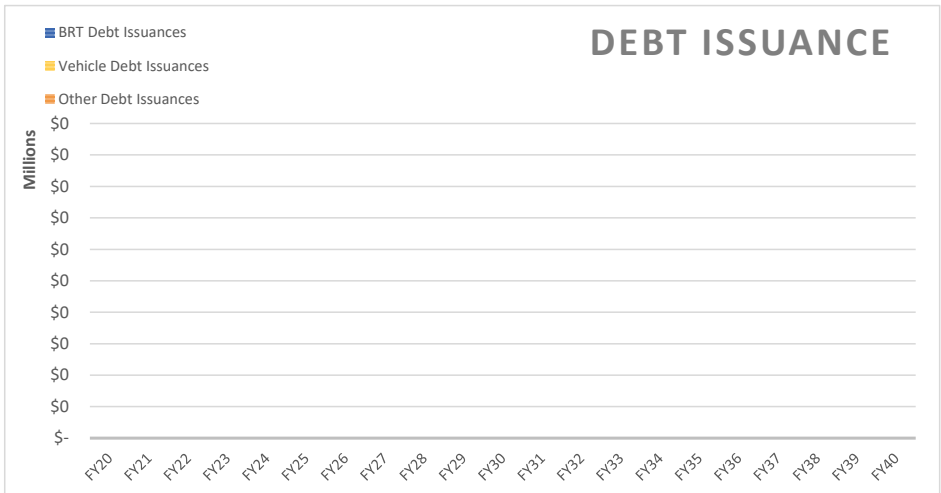
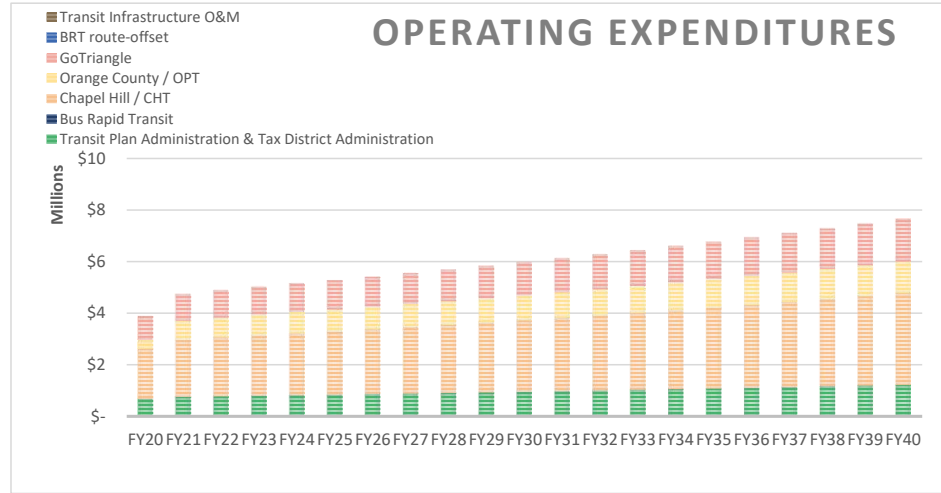
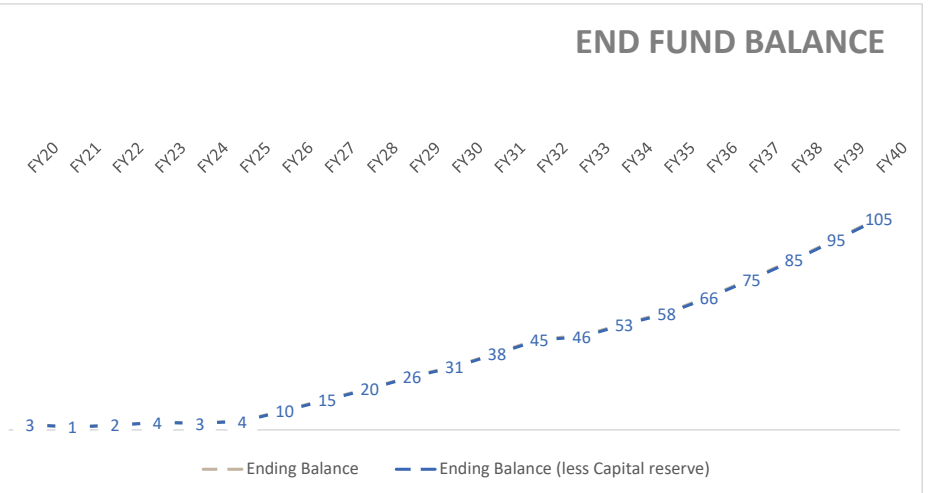
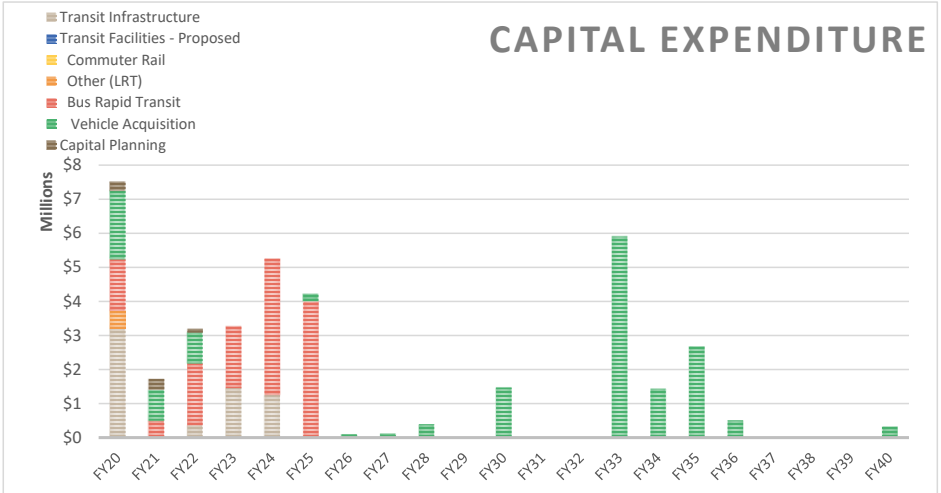
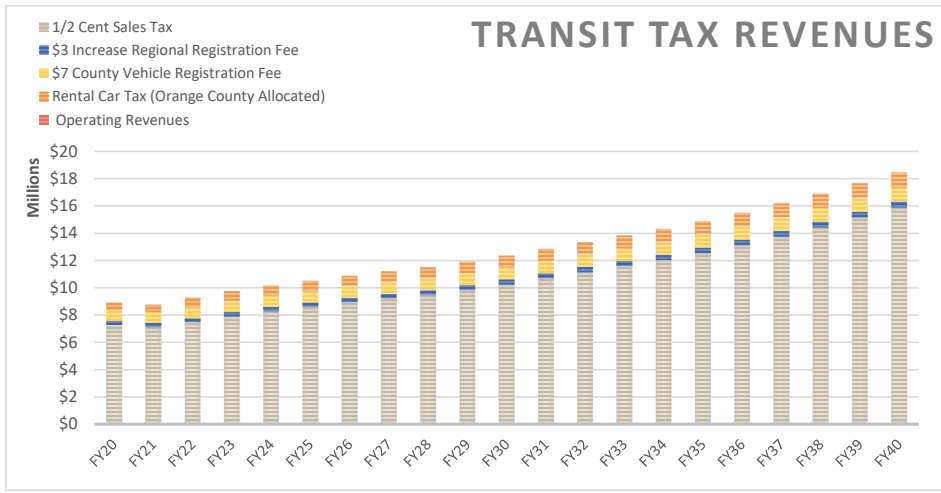
**Unfunded Improvements**

Route	Service Summary	Additional Revenue Hours (Annual)	Additional Peak Vehicles	Annual Operating Cost	Frequency: Peak	Frequency: Midday	Frequency: Night	Frequency: Weekend	Service Span
CL	Add weekend service.	1,300	0	\$130,000	20	30	60	60	6:30 AM - 10:00 PM (M-F) 8:00 AM - 9:00 PM (Sat) 8:00 AM - 7:00 PM (Sun)
CW	Improve midday service to 30 minutes.	1,500	0	\$150,000	20/30	30	60	60	7:00 AM - 9:00 PM (M-F) 8:30 AM - 6:30 PM (Sat-Sun)
D	Extend service to Patterson Place and provide Saturday service until 9 PM.	5,300	1	\$530,000	20	30	60	60	6:30 AM - 10:00 PM (M-F) 8:00 AM - 9:00 PM (Sat) 8:00 AM - 7:00 PM (Sun)
J	Improve morning peak service to every 10 minutes and offer 15-minute service until noon. Provide Saturday service until 11 PM and Sunday service until 9 PM.	3,200	2	\$320,000	10/15	15/20	40	40	6:30 AM - 12:00 AM (M-F) 8:00 AM - 11:00 PM (Sat) 8:00 AM - 9:00 PM (Sun)
NS	Improve morning peak service to every 6 minutes. Provide Saturday service until 11 PM and Sunday service until 9 PM.	2,300	3	\$230,000	6/10	15	30/40	40	5:30 AM - 11:30 PM (M-F) 8:00 AM - 11:00 PM (Sat) 8:00 AM - 9:00 PM (Sun)
New Service: West NC 54	New weekday peak-only service from White Cross to UNC-Chapel Hill.	1,500	1	\$150,000	70	-	-	-	6:30 AM - 9:30 AM; 3:30 PM - 6:30 PM (M-F)
New Service: Estes Drive Crosstown	New service connecting UNC-Chapel Hill, University Place, and Glen Lennox via Estes Drive.	12,900	3	\$1,290,000	30	30	30	45	6:30 AM - 8:30 PM (M-F) 8:00 AM - 7:00 PM (Sat-Sun)
				\$2,800,000					
EZ Rider	Same Day Customer Trips	6,240	3	\$624,000	-	-	-	-	6:30 AM - 10:00 PM (M-F) 8:00 AM - 7:00 PM (Sat) 8:00 AM - 7:00 PM (Sun)
On-Demand Service	Midday/Evening trips to/from service area with no bus routes	8,500	0	\$850,000	-	-	-	-	10:00 AM - 2:00 PM; 6:00 PM - 11:00 PM (M-F)
Senior Shuttle	Bi-Directional Service utilizing 2nd vehicle	2,205	1	\$220,500	60	60	60	-	8:00 AM - 7:00 PM
A	Improve weekday service to 30 minutes frequency	3,400	1	\$340,000	30	30	30	60	6:30 AM - 10:00 PM (M-F) 8:00 AM - 7:00 PM (Sat) 8:00 AM - 7:00 PM (Sun)
CL	Improve weekday peak service to 10 minutes frequency	9,000	3	\$900,000	10	30	60	-	6:30 AM - 10:00 PM
D	Improve weekday peak service to 10 minutes frequency	9,000	3	\$900,000	10	30	60	60	6:00 AM - 11:00 PM
F	Improve weekday service to 30 minutes frequency	7,400	1	\$740,000	30	30	30	-	6:30 AM - 10:00 PM (M-F)
F	Add Weekend service.	1,300	0	\$130,000	60	60	60	60	8:00 AM - 9:00 PM (Sat) 8:00 AM - 7:00 PM (Sun)
G	Extend evening service to 9:00 PM	750	0	\$75,000	60	60	60	-	7:00 AM - 9:00 PM (M-F)
HS	Add weekend service.	1,300	0	\$130,000	30	30	30	60	8:00 AM - 9:00 PM (Sat) 8:00 AM - 7:00 PM (Sun)
N	Improve weekday service to 30 minutes frequency	3,300	1	\$330,000	30	30	30	60	6:30 AM - 10:00 PM (M-F) 8:00 AM - 7:00 PM (Sat) 8:00 AM - 7:00 PM (Sun)
NS	Improve mid-day to 10 minutes frequency	3,750	3	\$375,000	7.5	10	40	40	5:30 AM - 11:30 PM (M-F) 8:00 AM - 11:00 PM (Sat) 8:00 AM - 9:00 PM (Sun)
T	Extend service to Fordham Boulevard. Improve peak service to 30 minutes.	4,000	1	\$400,000	30	60	30	-	7:00 AM - 6:00 PM (M-F)
New Service: Chatham Park	Express Service to/from Chatham Park and Campus (weekday only)	6,250	3	\$625,000	20	60	-	-	6:00 AM - 9:00 AM (M-F) 4:00 PM - 7:00 PM (M-F)
Improve Weekend Service	Improve weekend service on A, CM, CW, D, J, N, NS and NU (Saturday and Sunday) - increased frequency on existing routes	12,000	0	\$1,200,000	-	-	-	30	8:00 AM - 9:00 PM (Sat) 8:00 AM - 7:00 PM (Sun)
Improve Weekend Service	Improve weekend service on A, CM, CW, D, J, N, NS and NU 6:30pm - 11:30pm	5,600	0	\$560,000	-	-	-	60	6:30 PM - 11:30 PM (Sat) 6:30 PM - 11:30 PM (Sun)
Improve Weekday Service	Improve weekday service 7pm-11:30pm	5,000	0	\$500,000	-	-	30	-	7:00 PM - 11:30 PM (M-F)
<b>Total</b>				<b>\$14,499,500</b>	Note: Cost figures are in 2020 dollars				

**Orange Transit Plan Summary:**

	FY21 - FY25	FY26 - FY30	FY31 - FY35	FY35 - FY40	Totals [FY21 - FY40]
<b>Revenue</b>					
1/2 Cent Sales Tax	39,291,903	47,631,917	57,949,311	72,314,094	259,947,535
\$3 Increase Regional Registration Fee	1,710,553	1,842,751	1,985,166	2,138,588	
\$7 County Vehicle Registration Fee	3,993,007	4,301,602	4,634,047	4,992,185	
Rental Car Tax (Orange County Allocated)	3,426,073	4,026,489	4,555,602	5,154,246	
Other Operating Revenues	-	-	-	-	-
FFGA / Grant Revenue	-	-	-	-	-
Debt issuance	-	-	-	-	-
Prior year Cash Balance (restricted)	3,981,940				3,981,940
<b>Total</b>	<b>52,403,476</b>	<b>57,802,759</b>	<b>69,124,127</b>	<b>84,599,113</b>	<b>263,929,475</b>
<b>Operating</b>					
Bus Rapid Transit	-	-	-	-	-
Fixed Route Bus Operations	21,020,600	23,857,800	26,993,000	30,539,200	102,410,600
Transit Plan Administration	2,755,200	3,117,600	3,527,300	3,991,400	13,391,500
Tax District Administration	1,291,400	1,461,400	1,653,000	1,869,200	6,275,000
Maintenance of Facilities Etc	-	-	-	-	-
<b>Total - Operating</b>	<b>25,067,200</b>	<b>28,436,800</b>	<b>32,173,300</b>	<b>36,399,800</b>	<b>122,077,100</b>
<b>Capital</b>					
Transit Infrastructure	3,081,884	-	-	-	3,081,884
Vehicle Acquisition	2,015,684	2,097,455	10,013,007	835,340	14,961,486
Capital Planning	425,046	-	-	-	425,046
LRT	-	-	-	-	-
BRT	12,125,000	-	-	-	12,125,000
CRT	-	-	-	-	-
Transit Facilities	-	-	-	-	-
Caryover From Prior Year	5,029,402	-	-	-	5,029,402
Debt service	-	-	-	-	-
<b>Total - Capital</b>	<b>22,677,016</b>	<b>2,097,455</b>	<b>10,013,007</b>	<b>835,340</b>	<b>35,622,819</b>
Financial Reserves* + Minimum Fund balance	2,941,966	3,174,179	3,396,438	3,588,738	13,101,320
<b>Available funds (Available for future programming)</b>	<b>1,717,293</b>	<b>24,094,326</b>	<b>23,541,382</b>	<b>43,775,235</b>	<b>93,128,236</b>
<b>Per year average (Illustrative)</b>					
Revenue	10,480,695	11,560,552	13,824,825	16,919,823	
Operating	5,013,440	5,687,360	6,434,660	7,279,960	
Capital	4,535,403	419,491	2,002,601	167,068	
Available funds (annual average)*	343,459	4,818,865	4,708,276	8,755,047	
* Subject to capital fund balance and liquidity minimums.					
Target Minimum Liquidity Fund balance (Unallocated)		1.10 M			

# Orange Transit Plan



\* Estimated reserve - under test





**4D. COVID-19 Response Update****Action: 1. Receive information and provide staff with feedback.**

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

---

Transit staff continues to proactively respond to the COVID pandemic. The following is a summary of some of the additional steps we have taken recently – noting that our COVID response is ever evolving as we work to keep Team Members and customers as safe as possible. The Transit COVID Response Team continues to meet weekly:

- Henry DePietro – Assistant Director
- Katy Fontaine – Training Coordinator
- Nick Pittman – Transit Planning Manager
- Travis Parker – Interim Operations Manager
- Peter Aube – Maintenance Manager
- Tammy Morales – HRD Partner
- Jeffrey Sullivan – Community Outreach Manager
- Mark Lowry – Safety Officer, Liaison to Town EOC
- Brian Litchfield – Director

Our priorities continue to be:

- Protecting the safety and well-being of our team members and customers.
- Operating core routes for essential trips to provide access to services like health care, groceries and providing coverage across our service area for community members who have limited transportation options.
- Coordinate with Town Emergency Operations Center and regional partners.

We are making several assumptions:

- We will enforce physical distancing and will only allow 16 customers on a standard bus and 21 customers on an articulated bus at the same time – this could be reduced based on health department guidance.
- Face coverings or masks will continue to be strongly recommended.
- Returning to full service will be slow and will continue to happen in phases.
- Funding is limited and our resources continue to be strained.
- Changes will happen requiring consistent and frequent communication with our customers and community.

We continue to follow cleaning/sanitizing and safety protocols consistent with industry best practices, OSHA/CDC and from practices recommended by the European Commission to keep our Operators and customers as safe as possible. Some of our current efforts include:

- Installed 62 UV systems on fixed route buses. We are waiting on delivery to finish the remainder of the fleet.
- Purchased and installed air purification systems on all EZ Rider vehicles.
- Installed an air purification system in the transit facility.
- Installed new thermostats so that we can better monitor temperature, relative humidity and CO2 levels throughout the buildings.
- Encouraged eligible Team Members to set up appointments for vaccines. We are covering work shifts and the Team Members' time.
- Tested and installed additional plexiglass barriers on fixed routes buses.
- Installed touchless door handles on all restroom doors and added Plexiglas barriers to breakroom tables.
- Provided masks on all buses for customers that may not have access to them or forgot to bring one with them to the bus stop. Installing stainless steel holders.
- Increased signage and messaging related to COVID symptoms and personal safety precautions.
  - The Town has expanded paid adverse leave (does not come from Employees earned time) to cover all Employees that experience COVID related symptoms.
- Implemented temperature screening protocols for all employees and visitors utilizing infrared technology.
- Provided training for staff on State and National COVID-related best practices for transit and local government.
- Installed additional hand sanitizer devices on all buses (two on each bus).
- Partnered with University and Town of Chapel Hill to increase signage on vehicles and at stops related to face coverings.
- Partnered with Town of Chapel Hill to expand the #SpreadKindnessNotIllness to buses (interior and exterior ads in several languages – Spanish, Mandarin Chinese, Karen, and Burmese).
- Expanded messaging on social media and buses related to hygiene information.
- Entered into an agreement with a vendor for guaranteed delivery of alcohol wipes through November 2021.
- Meet with our regional partners on a regular basis.
- Closed our Operations and Administration building (as are most Town facilities) to the public (appointment only following screening protocols). We continue to provide lost and found, EZ rider applications and other customer-based services on an appointment basis.

## **Transit Access to Vaccination Sites in Chapel Hill and Carrboro**

Chapel Hill Transit is committed to assisting with access to vaccination sites in Chapel Hill, Carrboro, and UNC Health in Hillsborough. We also understand that some seniors (or other residents) may not be EZ Rider customers so for trips to vaccination sites, we are waiving the EZ Rider certification process. We may need to make adjustments as future phases become eligible. Nick Pittman, Planning Manager, is now serving as the Chapel Hill Transit's liaison to the County Vaccination Taskforce.

### ***Service Details***

Chapel Hill Transit provides service to two UNC Health Vaccination clinics and the Orange County Health Vaccination Clinic at the RR Lot.

Routes FCX, S, and N provide service to the UNC Friday Center. From Friday Center Drive, customers can walk to the back of the center to access the UNC Health Vaccine Clinic at the Friday Center. GoTriangle's routes 800, 800S, and 805 stop at the Friday Center along NC 54.

Chapel Hill Transit operates GoTriangle's 420 route, which provides service to the UNC Health Vaccine Clinic at Hillsborough.

Chapel Hill and Carrboro residents who are unable to access fixed route service or the RR Lot can use EZ Rider to travel to these vaccination points (you don't need to be an EZ Rider customer). To book a trip, customers should:

- Call EZ-Rider Reservations (919) 969-4979 or complete our online form (<https://www.townofchapelhill.org/government/departments-services/transit/ez-rider/online-reservations>).
- Inform the representative that you want to reserve a trip to receive your COVID-19 vaccine.
- You may be required to show proof of your vaccination appointment.

Please note: UNC Health and Orange County Health vaccination clinics require appointments, and all are required to follow state and local processes to reserve an appointment.

Read more about how to register for your vaccine at: <https://vaccine.unhealthcare.org/>. For assistance via phone, call: (984) 215-5485. The hotline is answered from 8 a.m. to 5 p.m. Monday through Friday.

Chapel Hill Transit asks that customers do not ride the bus if they are sick or have been in contact with someone with COVID-19. Face coverings are required on Chapel Hill Transit vehicles.

## **Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funding**

On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), which includes \$900 billion in supplemental appropriations for COVID-19 relief, \$14 billion of which will be allocated to support the transit industry during the COVID-19 public health emergency, was signed into law. This is about half the amount that was allocated to transit under the CARES Act.

Similar to the CARES Act, the supplemental funding will be provided at 100-percent federal share, with no local match required and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19. Although, the Act directs recipients to prioritize payroll and operational needs, Congress shared that the intent of this funding and the law is to ensure the safe continuation of transit services, as well as protecting the transportation workforce from massive layoffs and operational disruptions.

The law requires FTA to publish apportionments of these funds no later than 30 days after the enactment of the Act. The Durham UZA will receive \$21M in funding under CRRSAA and Chapel Hill Transit expects to receive \$5.3M through CRRSAA funding (Durham will receive \$11.3M and GoT \$4.3M). We anticipate these funds being available in FY22.

### **Recommendation**

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

## 5A. Chapel Hill Transit Holiday Schedule Update – Juneteenth Service Level

Staff Resource: Nick Pittman, Transit Planning Manager

---

**Background**

Each year Chapel Hill Transit staff works closely with our Partners to develop a holiday schedule that provides for adequate levels of service to our customers, is consistent with the Town's holiday policies, and allows our employees the opportunity to observe the holidays with their families. The Partners Committee adopted the following holiday schedule during the May 26, 2020 Meeting:

***2020 Holiday Schedule:***

- Day before Independence Day – Friday, July 3 – Saturday Routes (No U, NU and Safe Rides) and EZ Rider: 8:15a.m. – 6:52p.m.
- Independence Day – Saturday, July 4 – No service
- Labor Day – Monday, September 7 – No service
- Thanksgiving Day – Thursday, November 26 – No Service
- Day after Thanksgiving – Friday, November 27 – Sunday Routes (No U and Safe Rides) and EZ Rider: 8:15a.m. – 6:52p.m.

***2021 Holiday Schedule:***

- New Year's Day – Friday, January 1 – No Service
- Martin Luther King, Jr. Day – Monday, January 18 – Sunday Routes (No U) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Good Friday - Friday, April 2 – Sunday Routes (No U and Safe Rides); EZ Rider: 8:15a.m. – 6:52p.m.; 420 Route will operate
- Memorial Day - Monday, May 31 – No service

Since the adoption of the current schedule, the Town and many municipalities in the region, adopted Juneteenth (June 18<sup>th</sup>) as an observed holiday. This year the holiday will be Friday, June 18, 2021. Staff would suggest that the Partners consider operating a Sunday level service for June 18<sup>th</sup> and wanted to share this with the Committee prior to asking for approval to see if there are thoughts about how best to approach and meet the interests of all Partners. Based on feedback from this item, staff will return with an updated holiday schedule in February.

**5B. North South Corridor Bus Rapid Transit (NSBRT) Update**

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

---

**Environmental Review – NEPA**

- FTA has determined the NEPA Class of Action for the NSBRT project is a Documented Categorical Exclusion (DCE). While not an EA, this should be less intense than an EIS.
  - Required deliverables
    - Completed the DCE worksheet.
    - Draft SHPO and Tribal letters initiating Section 106 consultation
    - A historic buildings survey (conducted by an architectural historian who meets the Secretary of the Interior’s Professional Qualification Standards) of the properties bounding the site
    - An archaeology survey of all ground that will be disturbed for the proposed project
  - Schedule (milestones)
    - Environmental Process complete – October 2022
      - NEPA Process October 2020 – May 2021
        - Draft DCE June 2021
      - Section 106 – November 2020 – May 2021
        - Architectural and Archeological Surveys – January 2021 – July 2021
        - Determination of Eligibility – July 2021 – December 2021
        - Determination of Effects – December 2021 – May 2022
        - DCE Finalization – May 2022 – July 2022
- Currently predicting significant time for the Section 106 (National Historic Preservation Act) process. FTA representatives have provided feedback that the scheduled timeline can be potentially reduced based on the findings of the Architectural and Archeological survey.

**Pilot Program for Transit-Oriented Development**

- Chapel Hill Transit’s NSBRT project was one of nine projects selected by the Federal Transit Administration to receive a grant (\$592,500) to plan for transit supportive

**5C. Regional Bus Procurement Update**

Staff Resource: Kathryn McMillian, Procurement Specialist  
Peter Aube, Maintenance Manager  
Brian Litchfield, Director

---

**Background**

- Our current regional bus contract was developed in 2016 for the purchase of 40ft diesel buses. It is set to expire in March 2021. To address the continued need to update our fleet, Staff believe that partnering with other local agencies for a joint procurement of buses, parts and equipment would be more effective and efficient for participants than sole procurements.
- Over the past several months Chapel Hill Transit, City of Durham, City of Greensboro and GoTriangle staff members have been discussing developing a regional bus procurement that would allow the agencies to potentially acquire heavy duty transit buses, bus equipment and parts. To meet the needs of all interested transportation agencies, we anticipate going out to bid for 30, 35, 40 and 60 foot buses, including diesel, electric and CNG options.
- GoTriangle has agreed to be the Lead Agency and will coordinate the development of the procurement documents and specifications. The first step will be to develop an Interlocal Agreement (ILA) that will need to be approved by the Partners and Chapel Hill Town Council.

**Fiscal Note**

- The ILA agreement authorizes the issuance of an Invitation for Bid (IFB) for buses, bus equipment and parts and does not commit the Town to making any purchase(s). The Parties agree that the acquisition of buses, parts and equipment to provide public transit service is generally more cost-effective when done jointly, as provided through the Interlocal Agreement.

**Next Steps**

- Chapel Hill Transit, City of Durham, City of Greensboro and GoTriangle staff members will begin working on the ILA and bus specifications to be included in the IFB.
- Updates will be provided at future Partner Meetings.



development around our 16 stations: <https://www.transit.dot.gov/about/news/us-department-transportation-announces-over-6-million-grant-awards-improve-transit>

- This funding will allow us to build on the previous TOD work our project team has completed.
- Staff is developing a RFP for this work and it will be shared with the Partners Committee.

#### **Continued Design – 30-100%**

- The current contract with AECOM covered 30% design and NEPA. As that work has been substantially completed, staff is developing an RFP for 30-100% design to include all necessary engineering work and development of a bid package(s) for construction.
- The RFP will be provided to the Partners during the February meeting for consideration.

## 5D. EZRAC Priorities

Staff Resource: Mark Rodger, Assistant Operations Manager – EZ Rider

---

**Overview**

The EZ Rider Advisory Committee (EZRAC) has developed the following priorities for the next 12 months:

- Investigate the possibility of offering same-day trips for medical trips, including budget and staffing impacts.
- Identify options for notifying customers via SMS (text) and/or call when an EZ Rider vehicle is approaching and/or running late.
- Increase utilization of translation services for EZ Rider materials.
- Conduct a survey of EZ Rider customers.

EZ Rider staff will continue to support the EZRAC committee and believes that these priorities are reasonable and consistent with our best interest in customer service. We will explore these options and if budget impacts are identified, determine if funding solutions are available. Staff will provide regular updates to the Partners Committee.

## 5E. Project Updates

Staff Resource: Tim Schwarzauer, Grants Compliance Manager

---

**Electric Bus Update:** Chapel Hill Transit's first order is currently scheduled for delivery in June of 2021. Covid-19 related production shutdowns have pushed us out, but the buses are currently scheduled to be built starting June 9<sup>th</sup> with final delivery scheduled by June 29<sup>th</sup>.

**Employee Parking Lot Project:** Work has begun on the new employee parking lot. We expect the work to be completed by April, weather permitting.

**Solar Power Feasibility Study:** Town staff released our Request for Qualifications for the Solar Power Study. The request can be found at <https://www.townofchapelhill.org/Home/Components/RFP/RFP/394/1130> All submittals are due by 3:00 PM February 26, 2021 to the Purchasing and Contracts Manager by email to [zalam@townofchapelhill.org](mailto:zalam@townofchapelhill.org) with "Solar Energy Development Evaluation RFQ" in the subject line of the email. A review team, consisting of Transit maintenance, Planning, and Town Sustainability staff will review prospective firms and select a qualified applicant. We hope to begin the contract by the beginning of March.

**Bus Stop Assessments:** the following stops are currently under surveying and review/design (funded though Orange County Transit Plan and Grant Funds). We have received the first design packet and sent off for review by Town and UNC employees. Those discussions are ongoing, specifically about utility locations and shelter designs for the historic areas of campus:

- 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

**Real Time Information Signs:** The 25 Real-Time Connexionz signs have been successfully installed around Chapel Hill and Carrboro. Transit has purchased an additional 10 Real-Time Signs to deploy in locations where greater numbers of at-risk populations live, to include LEP populations and refugees.

**6A. Operations**

Staff Resource: Peter Aube, Maintenance Manager  
Joe McMiller, Assistant Operations Manager – Fixed Route  
Tim Thorpe, Assistant Operations Manager – Fixed Route  
Mark Rodgers, Interim Assistant Operations Manager - Demand Response  
Katy Fontaine, Training Coordinator

---

**Tim Thorpe and Joe McMiller - Fixed Route Division**

- December 2nd – Fixed Route recognized Carol Brown-Lopez, Kimberly Monroe, and Matthew Rahimzadeh as Distinguished Operators for 2020, with Kimberly Monroe and Matthew Rahizadeh winning Operators of the Year
- December 24th – Christmas Eve, Fixed Route operated a Sunday Level Service
- December 31st – New Year’s Eve, Fixed Rote operated a Sunday Level Service
- January 18th – Dr. Martin Luther King Jr. Day, Fixed Route operated a Sunday Level Service
- January 23rd – Fixed Route Supervisors and Fill-In Supervisors will undergo training with Jim Reklis (Reklis Coaching and Consulting) to enhance team building and Leadership skills.

**Mark Rodgers - Demand Response**

EZRAC Priorities- during our last meeting on January 13<sup>th</sup>, 2021 these are the main priorities discussed:

1. Update to Trapeze – we are in communication with trapeze on updating the our program to include the following: sending and receiving notifications to customers by text message, e-mail and phone notifications. Which can be received or viewed on your tablet, computer or smart phone. Also included in the package is the “where’s my ride feature”
2. Survey - the committee second priority is to do a survey. The committee along with some staff are working on this together. The committee is working on what kind of questions to include in the survey. This should be a 3-4 month project.

**Demand Response monthly report for December**

Total Scheduled Trips – 3,741

Cancellations – 1,073

No – Shows – 82

Total Actual Trips – 2,586

On Time Performance – 97.59%

6B. Director

Staff Resource: Brian Litchfield, Transit Director

---

- The Director's Report will be provided at the meeting on January 26, 2021.

### Total days without a preventable accident

503 days to date

Last record 400 days.

### Katy Fontaine – Training

1. Training Classes
  - a. Six (6) Operator Trainees currently in training
  - b. Next Class on February 1st
2. Projects
  - a. Transit Training Solutions Audit
  - b. Trainer Recruitment
  - c. Training Coordinator Recruitment

### Peter Aube - Maintenance

#### December Maintenance Report

- Demand response ran 25,778 miles in December
- Non-revenue vehicles ran 23,137 miles in December
- Fixed route ran 146,066 miles in December
- Maintenance performed (80) Preventive Maintenance Inspections in December (100% on-time).
- Maintenance performed (8) road calls in December, (18,258 )miles between road calls for fixed route .
- Maintenance performed (0) road calls in December (51,817 ) miles between road calls for demand response.
- 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 Installed Hepa 3 filter systems with UVC on all Demand response vehicles.
- Maintenance collaborated with procurement to order and install 30 UV-PHI systems for fixed route buses.



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  
 JANUARY 26, 2021**

<b>February 23, 2021</b>	
Action Items	Informational Items
Orange County Transit Plan North South BRT	FY22 Budget Update
<b>March 23, 2021</b>	
Action Items	Informational Items
	FY22 Budget
<b>April 27, 2021</b>	
Actions Items	Informational Items
	FY22 Budget

<u><b>Key Meetings/Dates</b></u>
MPO Technical Committee Meeting January 27, 2021 9-11AM Committee Room, Durham City Hall
MPO Board Meeting February 10, 2021, 9-11AM Committee Room, Durham City Hall
MPO Technical Committee Meeting February 24, 2021 9-11AM Committee Room, Durham City Hall
MPO Board Meeting March 10, 2021, 9-11AM Committee Room, Durham City Hall
MPO Technical Committee Meeting March 24, 2021 9-11AM Committee Room, Durham City Hall