



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
MARCH 22, 2022 – 11:00 A.M. to 1:00 P.M. (VIRTUAL MEETING)
CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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8. Adjourn	

MEETING SUMMARY OF A VIRTUAL MEETING OF THE PUBLIC TRANSIT COMMITTEE

February 22, 2022 at 11:00 AM

Present: Michael Parker, Chapel Hill Town Council
Cheryl Stout, UNC Transportation & Parking
Cha'ssem Anderson, UNC Associate Director of Transportation Planning
Gordon Merklein, UNC Vice Chancellor for Real Estate and Campus Enterprises
Anne-Marie Vanaman, Town of Carrboro Management Specialist
Damon Seils, Carrboro Town Council
Loryn Clark, Chapel Hill Deputy Town Manager
Tai Huynh, Chapel Hill Town Council
Karen Stegman, Chapel Hill Town Council

Absent: Randee Haven-O'Donnell, Carrboro Town Council

Staff present: Brian Litchfield, Transit Director, Rick Shreve, Budget Manager, Nick Pittman, Transit Planning Manager, Matt Cecil, Transit Development Manager, Tim Schwarzauer, Transit Grants, Amy Oland, Business Management Director

Guests: Fred Lampe, Tina Moon, Bergen Watterson

1. The Meeting Summary of January 25, 2022 was received and approved.
2. **Employee Recognition** – None for this month
3. **Consent Items**
 - A. January Financial Report– Provided for Partners information.
4. **Discussion Items**
 - A. FY22-23 Budget Development – Provided for Partners information.

The partners asked that the slideshow for the budget be shared with them so that they may develop questions for the next meeting about the budget. A member of the committee asked if there was a way that we can invest more into electric vehicles instead of diesel? Brian responded that if we use debt finance to invest in some diesel buses we don't have to keep them for as long as we do if we buy them outright. We will need to have some diesel vehicles in our fleet as a backup option.

A committee member asked if we have data on our carbon footprint as a Town and if we have explored options for swapping out the batteries on the electric buses. Brian responded with yes, we do have data on our carbon footprint and that we are interested in

exploring our options for swapping out batteries in our electric buses or figuring out a better way to charge them to keep them running.

A committee member asked if Brian will be making a recommendation on how many buses we need and how many of each kind (electric or diesel) we will need. Brian responded that in our next meeting we will be sharing more data on the buses and recommendations.

B. FY 21 Audit Report – Transit Fund – Provided for Partners information.

A committee member asked if there is a standard amount that most agencies go by and if this is incorporating the extra 7 million we have in our budget. Brian responded that different transit authorities' budget will look different depending on how they are funded. We can look into other systems and find out what their general practices are. Our system is unique in terms of when we receive funding and we also differ due to not charging a fee for our services. This will be looked over in more detail in the March meeting. The extra money will roll into our funding for next year if we don't use any of it between now and the end of the year.

C. Holiday Schedule for Calendar Years 2022-23 – Provided for Partners information.

5. **Information Items**

A. NextBus Update – Provided for Partners information.

B. North-South BRT Project Update – Provided for Partners information.

C. Orange County Transit Plan Update – Provided for Partners information.

D. February Performance Report – Provided for Partners information.

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. **Next Meeting** – March 22, 2022 (11:00 a.m. – 1:00 p.m. at Chapel Hill Transit)

8. Adjourn

The Partners set a next meeting date for March 22, 2022

3A. February Financial Report

Prepared by: Rick Shreve, Senior Management Analyst

February 2022

- Expenses for the month of February were \$2,250,877. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 49.96% 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).

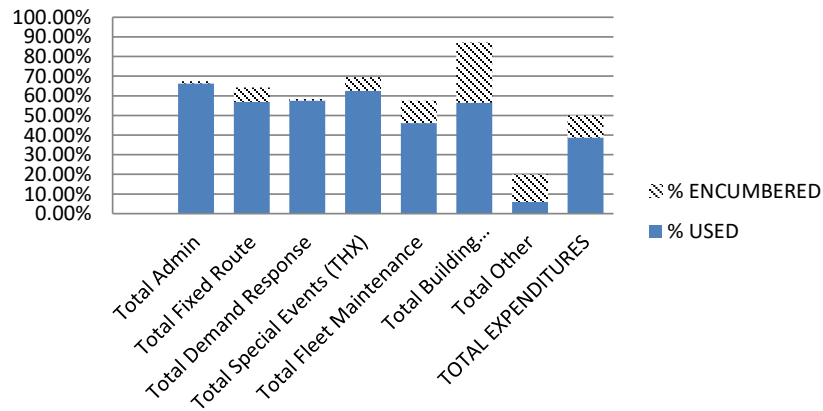
Highlights

- This aggregation of expenses and encumbrances for the first eight months of the fiscal year is consistent with years past and is perfectly in line with what we would expect at this point in the year.
 - *The Federal funds amended into the budget create an unusual appearance of available and unspent funds. These one-time funds are available to carry forward into future years, so should not be confused with the rest of the annual operating budget.*
 - *Some of the projects implemented with these Federal funds to date contribute to the higher spending rate of the overall organization, but are covered by funds and previously reported to the CHT Partners.*
- 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.

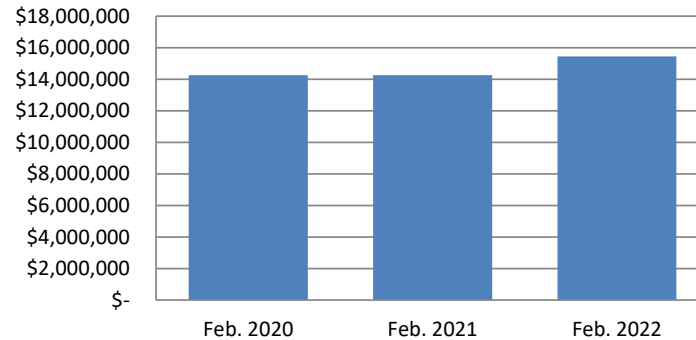
Transit 640 Fund Budget to Actual at end of February 2022

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Feb. =
							66.67%
Total Admin	1,904,787	1,908,787	143,596	1,264,684	22,824	621,279	67.45%
Total Fixed Route	12,798,403	13,645,189	842,534	7,756,160	1,015,444	4,873,586	64.28%
Total Demand Response	2,472,428	2,475,928	147,560	1,426,051	19,761	1,030,116	58.39%
Total Special Events (THX)	309,653	309,653	40,814	193,947	21,388	94,318	69.54%
Total Fleet Maintenance	4,951,906	5,005,365	330,689	2,304,780	570,370	2,130,215	57.44%
Total Building Maintenance	893,409	3,003,620	686,256	1,696,583	920,724	386,313	87.14%
Total Other	2,969,460	13,483,157	59,428	809,472	1,879,681	10,794,004	19.94%
TOTAL EXPENDITURES	\$ 26,300,046	\$ 39,831,699	\$ 2,250,877	\$ 15,451,675	\$ 4,450,192	\$ 19,929,831	49.96%

CHT February 2022 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



4A. Chapel Hill Transit Public Transit Committee Future Meeting Schedule

Action: 1. Receive information presented by staff and provide guidance.

Staff Resource: Brian Litchfield, Director

- During the May 25, 2021 meeting, the Public Transit Committee (Partners) adopted a meeting schedule through June 2022 (generally the fourth Tuesday of each month, unless otherwise noted). If the Partners desired to follow the historical schedule, the calendar for the next 12 months would be as follows:

Chapel Hill Transit Public Transit Committee Meeting Schedule		
Date	Time	Location
July 2022	No Meeting	CHT - 1st Floor Conference Room
August 23, 2022	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room
September 27, 2022	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room
October 25, 2022	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room
November 15, 2022	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room
December 2022	No Meeting	CHT - 1st Floor Conference Room
January 24, 2023	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room
February 22, 2023	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room
March 22, 2023	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room
April 25, 2023	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room
May 23, 2023	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room
June 27, 2023	11:00 A.M. – 1:00 P.M.	CHT - 1st Floor Conference Room

- The Partners Committee may also want to consider adjusting the meeting date and time to better fit current members' schedules and the location/hosting of the meeting to provide flexibility and improved access for customers/residents. The following options/considerations may help inform the Committee's thinking. There may also be other options/considerations that the Committee is interested in reviewing.

Potential Options/Considerations

- Meeting Dates:** The Committee has historically met on the 4th Tuesday of each month. This generally avoids issues with holidays and busy Monday and Friday schedules. In some situations, the Tuesday date allows for Partners to provide guidance and feedback prior to a Chapel Hill Town Council Meeting. Staff would recommend not meeting on Monday or Friday,

however, does not have a preference on Tuesday, Wednesday, or Thursday. Is there interest in exploring an alternate date?

- Meeting Times: The Committee has historically met from 11:00 a.m. – 1:00 p.m. The thinking that was expressed around this time was that the noon/lunch time was generally not seen as a heavy meeting time and avoided standing meetings of previous Committee members. It also allowed some time for updates/items to be shared with Committee Members on the day of the meeting and if needed some time to meet with staff or other Committee Members prior to the meeting, which may be more of a challenge with an earlier morning start time. There was also an interest in keeping the meeting within standard business hours. Is there interest in exploring an alternate meeting time?
- Hosting Meeting: Prior to the pandemic the Partners Committee met in person. During the pandemic the Partners have met virtually and that approach has seemingly served the Committee well. The Committee could consider the following options:
 - Continue to meet virtually via Zoom:
 - This approach requires no travel (environmental benefits), requires less time for meetings, provides Committee members and staff flexibility to join from a location that is convenient for them and provides easy access for customers and residents. Meeting schedule is also not impacted by weather or other events. Seemingly the only drawback is that Committee members are not in the same room, perhaps reducing the ability for some conversations and there may also be some value to in personal connections.
 - In-person only:
 - This approach was standard prior to the pandemic and worked well. This approach seemingly provides less flexibility to Committee and staff members and based on the location and meeting time, may limit customer and resident access. This also requires Committee members to travel and if held outside of Transit, staff to travel (environmental and time impacts). If there is an interest in meeting outside of the Transit Facility, space size and availability may reduce options for meeting scheduling.
 - Use a hybrid model:
 - This approach would allow Committee members that are interested and able to meet in person, while providing an option for those that are not able to do so, along with access for customers and residents. A potential drawback could be that Committee Members attending virtually may not be able to engage with other Members before and after the meeting. It may also not provide the environmental and time savings offered by a full virtual option.
- Meeting Location: Prior to the pandemic the Partners Committee met at the Transit Facility. While this worked well from a scheduling and space perspective, it could limit access by customers and residents. At one time the Committee met at Town Hall, however, scheduling

and access was a challenge. Previous Committees have also discussed alternating locations, however, felt that presented several challenges and little benefit. If the Partners Committee is interested in an in-person or hybrid model, alternate locations could be considered, including Chapel Hill Public Library, Chapel Hill Town Hall, or Carrboro Town Hall. These locations would all improve access by transit to meetings if an in-person only model was followed. These locations would also likely require all Committee Members and Transit/Town staff to travel and have environmental impacts.

Recommendation

- Receive information presented by staff and provide guidance.

4B. Naming Transit Facility in Honor of Howard and Lillian Lee

Action: 1. Approve recommendation to rename the Transit Facility in honor of Howard and Lillian Lee and transmit support to the Chapel Hill Town Council for consideration.

Staff Resource: Brian Litchfield, Director

Overview

As we approach the 50th anniversary of Chapel Hill Transit in 2024, we believe it would be fitting and reasonable to rename the Chapel Hill Transit Facility in honor of Howard and Lillian Lee. Along with his long and outstanding public service career and being the first African-American Mayor in Chapel Hill, we believe that Chapel Hill Transit would not exist today without Mayor Lee and his strong advocacy for a transit system in Chapel Hill. One of Mayor Lee's campaign promises was to start a public transit system and though it took several efforts and buying used buses from Atlanta, he was able to deliver on that promise. Additionally, his foresight to partner with the University of North Carolina led to the strong partnership that has allowed the system to continue to develop and grow over the decades into a system that supports local and regional transit services. We believe it would be fitting to bestow this honor upon Mayor Lee as soon as possible. Click below to learn more about Mayor Lee and Chapel Hill Transit: <https://www.facebook.com/chapelhillgov/videos/transit-talk-howard-lee-and-brian-litchfield/477407576391700/>.

Last week the Town of Chapel Hill Council Naming Committee endorsed staff's recommendation to rename the Transit Facility in honor of Mayor Lee and his wife Lillian Lee – the Howard and Lillian Lee Transit Facility. Staff recommends that the Partners join the Council Naming Committee in supporting this recommendation and join the resolution that will be presented to the Chapel Hill Town Council on April 6, 2022.

Recommendation

- Approve recommendation to rename the Transit Facility in honor of Howard and Lillian Lee and transmit support to the Chapel Hill Town Council for consideration.

Attachments

- Staff Recommendation to Council Naming Committee.
- Draft Resolution for Chapel Hill Town Council to rename the Transit Facility the Howard and Lillian Lee Transit Facility.



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June 7, 2021

Town of Chapel Hill
Council Naming Committee
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514

Dear Council Naming Committee Members,

I am writing to share our interests in two items related to honoring people who have played significant roles in the development of Chapel Hill Transit and in the communities we serve.

First, we are planning to dedicate a conference room on the 2nd floor of the Transit Facility in honor of recently retired Deputy Town Manager Flo Miller. Ms. Miller served as Assistant Town Manager/Deputy Town Manager for 32 years and her service during that time was exemplary. During her career she has supported and encouraged the development of Chapel Hill Transit and served as a strong liaison between us, the Town, University and Town of Carrboro, while also supporting and advocating for Transit Team Members and the creation of a positive and collaborative working environment. With her guidance, support and leadership we have developed and maintained the partnership between the three funding partners (through successes and many financial challenges) and have grown into the 2nd largest transit system in the State and become a leader in many areas. Her steady and compassionate leadership has strengthened the partnership and helped make it possible for Chapel Hill Transit to implement the vision of our funding partners and Council. The positive impact she has made on our Team Members and the communities we serve is immeasurable, vast, and one that will last well beyond the end of her successful career. We believe it would be a fitting tribute to dedicate a conference room in her honor. This is also supported by the Transit Partners Committee.

In reviewing the Naming Public Facilities guidance in the Council Procedures Manual, it does not appear that approval from the Naming Committee is needed for a room dedication in a Town Facility, however, we are providing this recommendation as a courtesy review and seeking feedback from the Committee.

Second, on behalf of the Chapel Hill Transit Funding Partners, we would like to start a dialogue related to renaming the Transit Facility. As we approach the 50th anniversary of Chapel Hill Transit in

2024, we believe it would be fitting and reasonable to rename the Chapel Hill Transit Facility in honor of Mayor Howard Lee prior to this important anniversary. Along with his long and outstanding public service career and being the first African-American mayor in Chapel Hill, we believe that Chapel Hill Transit would not exist today without Mayor Lee and his strong advocacy for a transit system in Chapel Hill. Additionally, his foresight to partner with the University of North Carolina led to the strong partnership that has allowed the system to continue to develop and grow over the decades into a system that supports local and regional transit services. We believe it would be fitting to bestow this honor upon Mayor Lee as soon as possible. Mayor Lee because of his distinguished career has been identified as a Town Treasure by the Chapel Hill Historical Society and was recognized by the Council in May 2019 - <https://www.townofchapelhill.org/Home/Components/News/News/14474/>), and as a result meets the criteria described in the Naming Public Facilities guidance as “extraordinary circumstances.”

We look forward to your feedback on dedicating a conference room in Ms. Miller’s honor and to discussing a path forward for renaming the Transit Facility in honor of Mayor Howard Lee. We believe both of these actions meet the interests of the Naming Public Facilities guidance and are supported by Council Advisory Boards and would be positively received by the community. I plan to attend the Committee meeting on June 10, 2021, however, feel free to contact me with questions/suggestions prior to that time: blitchfield@townofchapelhill.org or 919.260.0932.

Best regards,

Brian M Litchfield
Digitally signed by
Brian M Litchfield
Date: 2021.06.08
14:44:34 -0400

Brian M. Litchfield
Director, Chapel Hill Transit

CC: Michael Parker, Chapel Hill Mayor Pro Tem and Chair of Transit Partners Committee
Maurice Jones, Town Manager
Mary Jane Nirdlinger, Deputy Town Manager
Loryn Clark, Deputy Town Manager
Susan Brown, Director Chapel Hill Public Library and Executive Director Community Arts & Culture

**A RESOLUTION RECOMMENDING RENAMING THE CHAPEL HILL TRANSIT FACILITY
IN HONOR OF MAYOR HOWARD LEE**

WHEREAS, in May 1969 Howard Nathaniel Lee was elected to the position of Mayor of Chapel Hill, making him the first African American person elected in a predominantly white city; and

WHEREAS, Mayor Lee served as mayor for a period of six years during which he built a strong, interactive relationship between the University and the Town; and

WHEREAS, during his tenure as mayor, Howard Lee established the town's public transit system, using partnerships, creativity and used buses from the City of Atlanta. The system that started with eight (8) routes, now has 23 routes, is a model for fare-free transit service and service delivery methods that improve mobility and access, provides strategic leadership in advancing technological innovations that can reduce emissions and is the 2nd largest transit system in the state of North Carolina; and

WHEREAS, the transit system created by mayor Lee continues to help the Town of Chapel Hill, Town of Carrboro and University of North Carolina at Chapel Hill to meet their transportation, sustainability and equity goals

WHEREAS, Howard Lee's work with the University led to the strong partnership that has allowed the system to continue to develop and grow over the decades into a system that supports local and regional transit services; and

WHEREAS, Lillian Lee has dedicated herself to improving the lives of Chapel Hill's children by establishing the children's school at Memorial Hospital and serving as a counselor and administrator in the Chapel Hill/Carrboro school system; and

WHEREAS, Howard and Lillian Lee's passion for education, social justice, civil rights, and public service have had a profound impact on the Chapel Hill community and the state of North Carolina; and

WHEREAS, Chapel Hill Transit will celebrate 50 years of service in 2024; and

WHEREAS, the Chapel Hill Transit Partners Committee endorses this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorize the Town Manager to proceed with renaming the Chapel Hill Transit Facility, in coordination with the Transit Partners Committee, in honor of Mayor Howard Lee and Lillian Lee.

This the 6th day of April 2022.

4C. FY22-23 Chapel Hill Transit Budget Development

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

Staff Resource: Rick Shreve, Senior Management Analyst
Brian Litchfield, Director

Chapel Hill Transit continues to work with the Town's Business Management Department (BMD) and Town Manager towards development of the FY22-23 budget. The presentation provided to the Partners during the February Meeting is a key reference source for data that is informing the budget development process. Staff will provide a more detailed update during Partners Meeting. The following are some of the key items related to budget development:

Operating, Service and Capital Needs

Chapel Hill Transit has benefitted substantially over the past several years due to very favorable fuel contracts, emergency relief/CMAQ grants and using lapsed salaries to assist with salary increases for Operators. The previously unanticipated grant funds were critical towards helping us bridge the gap caused by losses in State grant funds (SMAP) and cover the cost of capital expenses. Without these external funds, we would have had to engage the Partners with more options towards some combination of increased Partner contributions, greater use of fund balance, and / or reduced services, including maintenance and repair issues that are not readily apparent in the day-to-day experience of the Transit system.

While relief funding and fund balance may assist with one time needs, there are increasing costs in several areas, and we seek to find a balance of progressive action on the transit system's needs, along with the most prudent use of the community's funding. Additionally, for the last two budget years, the Partners have agreed to not make capital investments in replacing buses, as a way to keep Partner contributions from increasing as we were not certain about the impacts of the COVID pandemic on revenues and other key expense areas. Chapel Hill Transit has delayed significant capital expenses over the past two years, and with the cost of fuel hitting decade highs, and the need to invest in personnel, the following are some high level needs for transit that will require increases by all three partners:

Capital replacements and repairs: ~\$900,000 to \$1.5Million

Personnel adjustments: ~\$1Million

Fuel: ~\$800,000

Parts: ~\$500,000

Staff will share a recommendation on the mix of diesel and/or electric buses that Partners may consider purchasing next year during the meeting.

Fund Balance Overview

- The Transit Fund currently has an unrestricted fund balance of \$17,744,531. This amount includes:
 - \$3,207,701 in carryforward projects from the previous year.
 - \$6,575,012 for cash flow (90 days).
 - \$3,000,000 as a reserve against loss of or volatility of federal and state funds, major facility and equipment failures and other significant claims (workers compensation, liability, wrongful termination claims, etc.).

Providing an available fund balance of \$4,961,818 (\$2,051,008 of which was from previous fiscal year), which would be further reduced by potential refunds related to the current fiscal year. Also, note that we have three grants that have been submitted this year, that if awarded, could require around \$3,00,000 in local match.

- Chapel Hill Transit maintains a fund balance to assist with cash flow (90 day reserve), operate as a reserve and protect the Partners in case of losses of state or federal revenues, assist with multiyear contracts/projects, cover grant matches and assist with capital purchases. When Transit submits federal and state grant applications, we have to show funding match and fund balance which allows us to submit these grants without requiring additional contributions or budget allocations from funding partners. Staff has surveyed other transit systems in the region and would recommend increasing our fund balance reserve from 90 days to 5-6 months.
- The Partners have also agreed from time to time to budget fund balance to help balance the budget and reduce annual Partner contributions. In the current year, \$446,494 was allocated to balance the budget – typically in years past, this funding has not been spent, as lapsed salaries or other savings assist with the difference.
 - Longer term considerations for fund balance are to reserve funding to assist with NSBRT, electric bus transitions, major facility repairs and electric bus and solar infrastructure.
- Fund balance allocations must be approved by the Chapel Hill Town Council. Prior to recommending an allocation from fund balance to Council, Transit staff provides a recommendation to the Transit Partners Committee for consideration. Outside of the annual budget, these allocations have only been done to purchase buses, make capital investments and/or provide match on large federal/state grants.

Stimulus Funding

Thanks to federal stimulus grants we were able to cover the current year loss (\$3M) in SMAP and invest in COVID safety measures. Three stimulus grants have been provided by FTA:

- Coronavirus Aid, Relief, and Economic Security (CARES) Act - \$5.7M
 - Current Status: Grant adopted by Council in FY21.
 - Uses: Offset SMAP elimination and COVID expenses.
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) - \$5.3M

- Current Status: Waiting for FTA grant and will need to be adopted by Council in FY22.
- Suggested Uses: Reserve \$3M until a decision on SMAP is finalized. Allocate \$1.5M for small capital needs including UV systems and replacement bulbs, bus shelters and stops. Allocate \$500K to assist with Operator wage adjustments to \$16 per hour. If funding is not needed to cover SMAP, allocate remaining funds to bus capital purchases and bus simulator for training.
- American Rescue Plan Act Funding - \$8.25M (estimated)
 - Current Status: Waiting for award notice. FTA will need to develop a grant and it will need to be adopted by Council likely in FY22.
 - Suggested Uses: Reserve \$1.5M for NextBus Replacement, reserve \$1M for radio system replacement and reserve remaining funds for bus capital purchases.

Areas for Guidance

- Capital investments.
 - Staff will provide a presentation.
- Fund balance
 - Staff will provide a presentation.
- Stimulus allocations.

Next Steps

- Chapel Hill Transit staff will provide the Chapel Hill Council with a FY2022-23 budget update at the April 13, 2022 Work Session.
- Chapel Hill Transit staff will provide more updates on our projections for the FY2022-23 budget at the April Partners meeting.

Recommendation

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

5A. Orange County Transit Plan Update

Staff Resource: Nick Pittman, Transit Planning Manager
Brian M Litchfield, Director

Overview

Orange County Transit Plan funding is critical to the annual operating budget of Chapel Hill Transit, providing around 10% of our annual operating budget (including covering the cost of our Sunday Service and other service expansions). It has also helped meet vehicle replacement needs, fund bus stop improvements and provide a share of the non-federal match (\$14.1M) for the North South Bus Rapid Transit (NSBRT) Project.

Draft Transit Plan

As staff has shared during previous meetings, both Orange County and Durham County are in the process of updating their respective Transit Plans. In February, the County and Consultant Team have been conducting outreach and engagement to gather feedback from residents and commuters on the proposed projects and a conceptual transit vision in the Draft Transit Plan. Engagement opportunities included two virtual stakeholder focus groups, an online survey and pop-up, in-person surveys at key locations near transit service (<https://octransit2020.com/project-updates/>). The Policy Steering Committee was provided with an update on the engagement efforts on March 11, 2022 (<https://www.townofchapelhill.org/home/showdocument?id=51109&t=637831153099234532>)

Interlocal Implementation Agreement

As required by State Statute, following the successful referendum for the ½-cent sales tax for transit improvements for Orange County, the County, GoTriangle (TTA) and the DCHC-MPO adopted an Interlocal Implement Agreement (ILA) (<http://www.orangecountync.gov/DocumentCenter/View/1373/Interlocal-Implementation-Agreement-PDF?bidId=>) in 2012. The ILA governs the allocation of funding, cost parameters and timetables for delivery of projects and transit services related to the funding mechanisms used in the Transit Plan, and the respective roles of the County, GoTriangle, MPO and transit agencies in provision of the projects and services. Durham and Orange County have initiated a Governance Study to update their respective ILAs. The effort is being led Adam Howell, Senior Project Manager with Atkins, in coordination with the Policy Steering Committees for the Transit Plan Updates. The primary outputs for the Governance Study include:

- New Interlocal Agreements between each County and associated Governance Partners that outlines roles & responsibilities for plan implementation and tax district administration.

- New Policies & Procedures Manual, which will create new protocols and processes to enhance and streamline the plan implementation and tax district implementation functions to serve participating jurisdictions/agencies, as well as the public holistically.

Included in the current ILA are the following sections:

- The Plan provides that all funding for bus services will be appropriated on the basis of the following percentages: 64% of such funds to CHT, 24% of such funds to TTA, and 12% of such funds to OPT. The use of these bus service funds shall be limited in support of new bus services above and beyond the existing transit system services in place at the time of the adoption of the local option ½ cent sales tax in November 2012. However, CHT and OPT may use a portion of the bus service funds provided in the Plan to pay for the increased cost of existing bus services during the duration of this Agreement in the manner described below.
 - Staff comments:
 - This cost share was based around the ridership for each service provider at the time.
 - This established the cost of existing services funding that Chapel Hill Transit receives each year. This funding is only limited to a share of the \$7 vehicle registration fee and does not include the ½ cent sales tax. This is an important funding stream for Chapel Hill Transit.
- TTA will convene a Staff Working Group ("SWG") made up of a voting member and an alternate member from each of the three Parties. The Orange County Manager shall designate the member and alternate from Orange, the Planning Manager of DCHC shall designate the member and alternate from OCHC, and the TTA General Manager shall designate the member and alternate from TTA. These SWG members and alternates shall work collaboratively in developing and preparing the respective report to the Parties. The SWG may also meet from time to time as they deem useful to discuss developments and status of the various transit projects and services under the Plan and to give TTA comments and feedback on the draft annual reports referenced in paragraph 4 above.

If any meeting of the SWG has local urban, rural or regional bus service in Orange County as a part of its agenda, then representatives from CHT, OPT, other bus transit providers in Orange County, and from the towns of Hillsborough and Mebane shall be invited to participate in the meeting. The SWG members shall work openly and collaboratively with these other parties in considering the status and impacts of possible bus service changes to the Plan. The SWG members and the other parties shall strive to reach consensus recommendations for any changes in bus services provided under the Plan in light of their shared interest in maximizing the effective use of scarce transit funding.

- Staff Comment:
 - This created the SWG that recommends services and investments each year to the Boards for the three Parties to the Agreement. Municipalities in the County and Chapel Hill Transit, the major service provider in Orange County, are not voting members of this group.
- Any proposed change to the Plan shall be deemed non-material unless it involves one of the following:
 - (A) An annual increase or decrease in total revenues from the Plan revenues (sales tax revenues, vehicle registration fee revenues, and rental vehicle tax revenues) of 5% or more; or
 - (B) An annual increase or decrease in the project capital cost (including financing) of the LRT project in the Plan of 10% or more prior to entering final design and 5% or more thereafter; or
 - (C) An annual increase or decrease in the overall project operating costs of the LRT project in the Plan of over 5% or more; or
 - (D) An annual increase or decrease in the overall funds provided for bus service in the Plan of 5% or more; or
 - (E) An annual increase or decrease in the funds provided to Orange, the Chapel Hill/Carrboro/UNC Partnership, or TTA for bus service of more than 5% of the amount provided in the Plan or more than \$300,000, whichever is greater.
 - Staff Comment:
 - This section was generally structured around DOLRT.

Some key points of interest to the Transit Partners:

- The signatories to the ILA are County, MPO and GoTriangle – state statute requires this at a minimum. Over the years, Town of Chapel Hill and City of Durham, as the major transit service providers in the area, have expressed strong interest in being signatory to their respective ILA. We, along with City of Durham, tried to get this included in the current draft update to the ILA and were not successful. While we believe we have a compelling case, the original signatories are not likely to agree to this, unless there is a change to state statute.
- The current ILA also defines the SWG and neither Chapel Hill Transit nor the Towns have voting rights. The current draft includes the Town of Chapel Hill as a voting member – 1 representative with 2 votes (same as County, MPO and GoTriangle), recognizing our role as transit service provider, and the other municipalities in the County (Town of Carrboro, Town of Hillsborough, and Town of Mebane) have 1 vote.
- The current ILAs limit the amount of funding that can be used to assist with the cost of existing services (new services or the increased cost of service since the tax was

implemented in 2012). This was originally crafted to protect funding for the light rail project. We, along with the City of Durham, have asked the Counties to review this language and the associated State Statutes to determine if a different approach could be followed in the new ILA – this is important to us for several reasons, including:

- Example: The cost to operate the J in 2012 was \$800K, today it is \$1.3M – under the current ILA we can't use transit tax revenue from ½-cent sales tax to help cover the \$500K increase. If a less stringent approach was included in the ILA, we could have the option to identify funding for this purpose – which could help us and other local transit systems with increases in fuel, personnel, etc. Also, the current construct sets up a potential situation where a local system could have transit plan resources to start new services, but due to cost increases or losses of other revenues, need to reduce existing services.

Staff will continue to keep the Partners updated. Staff will provide a high level overview of the Plan and ILA work at the April 13th Town of Chapel Hill Work Session and the County and Consultant Team will provide an update during the May 18th Council Meeting.

5B. Real-Time System Replacement or Upgrade Project Update

Staff Resource: Nick Pittman, Transit Planning Manager

Background

- Chapel Hill Transit has received real-time passenger information and vehicle location services from Cubic (NextBus/UMOIQ) since 2006.
- Our current contract with Cubic (NextBus/UMOIQ) expires in July 2022.
- Based on staff and customer feedback, we believe that we should explore options from a wide range of service providers, as technology and systems have changed since our initial install in 2006. Additionally, we have had concerns related to our current contractor's customer service, ability to resolve issues in a timely manner and the current system requires all edits/adjustments to be made by the contractor.
- Staff participated in a Triangle regional real time information RFP discussion in 2019 and 2020. Unfortunately, the project was discontinued in 2020 due to the variety of needs throughout the Triangle systems. Some systems have issued or will issue individual RFPs for their specific technology needs.
- As staff began discussing this project with agencies in the area, it was determined that many systems had similar desires to purchase a new turn-key Intelligent Transportation System (ITS). The agencies agreed that, if possible, contracting with a single vendor to implement, host, maintain, and provide long-term support for a Regional Real-Time Passenger information system using a Software as a Service (SaaS) model could be beneficial to the agencies and transit customers by allowing for a simpler/ faster implementation and more cost-effective approach for agencies.
- To ensure regional connectivity and the sharing of necessary data in both the Triangle and Triad, our RFP will require bidders to provide output data in common transit feed specifications (GTFS – Static and GTFS – RT). This will allow information to share across signs and mobile app platforms.
- Agencies that are participating in this project:
 - Piedmont Triad Agencies:
 - Piedmont Authority for Regional Transportation (PART)
 - Davidson County Transportation System (DCTS), Davidson County, NC
 - Greensboro Transit Agency (GTA), City of Greensboro, NC
 - High Point Transit System (HPTS), City of High Point, NC
 - Link Transit (Link), City of Burlington, NC
 - Winston-Salem Transit Authority (WSTA), City of Winston-Salem, NC
 - Research Triangle Agencies:
 - Chapel Hill Transit (CHT), Town of Chapel Hill, NC
 - Orange County Public Transportation (OCPT), Orange County, NC

Overview

In August 2021, the Request for Proposals (RFP) were advertised through the PART website and direct notices to potential vendors. PART procurement staff received five (5) proposals in response to this RFP.

Representatives from PART, Davidson County Transportation System, Greensboro Transit Authority, High Point Transit System, Link Transit Winston-Salem Transit Authority, and Chapel Hill Transit reviewed the responses in this RFP and chose to host interview/product demos in January 2022.

Following the interviews, the Selection Committee made the recommendation to award the solicitation to GMV Syncromatics. Chapel Hill Transit's estimated cost for the installation and operations of the system for Year 1 is \$1,381,375. Similar to NextBus and other transit focused software systems, there will be an annual operating cost that will be included in future budgets for Chapel Hill Transit.

The Selection Committee believed that the Real-Time System proposed by GMV Syncromatics best met the needs of the consortium and would provide the transit operators and its customers the best real-time vehicle information. In addition, the customer applications and connections to additional third-party transit systems provided by GMV Syncromatics proved to be superior to the other proposals.

In addition to providing real-time information, that is used by over 70% of our customers, the systems will also provide the items below, which will provide additional benefits operationally and to our customers:

- Core AVL - this is the base product from the vendor with all necessary hardware, modems, MDT (tablets), training, licensing. System is built with no proprietary equipment. All hardware is commercial off the shelf.
- Planning-Remix - provides Remix Explore, Transit Planning + Scheduling, On Demand Planning. Connects census and APC data to analysis of routing and schedule information. Provides On-Demand Planning options to evaluate potential new services. Connects to Remix Street software currently provided by DCHC-MPO.
- Planning-Optibus - Optibus provides staff a platform to update routes and schedules for direct import into the AVL platform. Optibus software will create a new database for stop and amenities information that will then be used by downstream systems via GTFS and GTFS-RT exports (will replace dependency on outdated ARC-GIS and Trapeze FX system). Optibus also provides an enhanced run-cut solution (will replace outdated Trapeze Blockbuster).
- APC Integration - system will integrate with current UTA APC system. Data from APCs will be used to provide real-time load information to customers and dispatch.

- Vehicle Headsign integration - integrates with current vehicle headsign systems (destination signs) to provide single login for Operators.
- Video integration - integrates with Seon camera system to provide live looking utilizing AVL modem, which will better help Supervisors respond to issues and improve the safety of Operators, Supervisors and customers.
- Radio System - provides VOIP radio system that will connect vehicles with Dispatch and Supervisors. Uses modem technology onboard vehicles to communicate.
- AVA - Automatic Vehicle Announcements - provides required announcement of key locations, timepoints, route names throughout the vehicle and through external speaker.
- Covert Alarm - provides covert safety alarm for the Operators to communicate with Dispatch.
- Regional Connectivity - this system will provide reliable data for use with the other Triangle and Triad transit partners. Customers will be able to view transit real-time/schedule information from Winston-Salem to Raleigh.

Funding

Funding for the purchase is being allocated from the Transit budget supported by American Rescue Plan Act (ARPA) funds. The initial cost will cover implementation and the first year of service. Similar to NextBus and other transit technology applications, additional years of service will be covered through allocations in the Transit budget.

Next Steps for Real-Time System Replacement

- PART staff is reviewing a Notice to Award and Master Service Agreement with GMV Syncromatics (PART staff as lead agency must execute this requirement prior to named agencies beginning their own contract process).
- Transit staff will execute a contract with GMV Syncromatics to begin the development and installation of the new Real-Time System.

5C. February Performance Report - Ridership

Staff Resource: Matt Cecil

Weekday

Route	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	Average
A	2990	5660	8020	5033	5738	2971	2647	5115	4,772
B		2066	3116	2282	2719	1493	1775	2820	2,324
CCX		1622	1593	1772	1594	1731	1244	1648	1,601
CL	7241	12309	14675	11117	10881	7207	9665	10946	10,505
CM	8670	14867	15757	9949	10910	5292	9134	12053	10,829
CW	6918	9988	11255	8048	8946	7355	6699	11289	8,812
D	5142	15608	18675	10212	13835	8686	11434	13247	12,105
F		5652	7842	1584	1522	973	1358	1752	2,955
FCX	21595	52523	52432	43982	41656	26807	29755	35461	38,026
G		2848	4454	1219	1362	887	784	898	1,779
HS	4775	8521	16181	2441	2434	1790	2107	2050	5,037
J	24877	52182	60529	41813	39397	23278	31954	38707	39,092
JFX		4150	4917	5758	5902	3685	5624	8098	5,448
N	3861	4660	4734	3568	3020	2992	3248	5544	3,953
NS	39664	69650	85962	56459	58253	34067	47084	58083	56,153
NU		16753	22647	13563	14382	5773	11628	13460	14,029
RU	6426	30386	45992	30514	35520	7133	27903	34619	27,312
S	5949	11783	13139	4051	3969	2229	2162	2989	5,784
T		4934	9313	2516	2156	987	887	1786	3,226
U	5776	45830	49481	31288	35573	13625	27159	36154	30,611
Safe G		152	176	11	1	N/A	4	0	57
Safe J		1125	240	18	8	N/A	24	12	238
Safe T		0	660	37	22	N/A	27	29	129
Trippers							204	414	309
Total	143,884	373,269	451,790	287,235	299,800	158,961	234,510	297,174	280,828

Saturday

A	540	273	570	107	318	262	468	357	362
CM	530	532	600	77	476	290	233	474	402
CW	0	516	702	1124	614	533	617	824	616
D	655	964	1022	248	683	789	936	652	744
J	2278	2374	2736	1648	1578	1029	928	1213	1723
N	115	338	524	0	2048	150	295	320	474
NS	1590	1970	2452	1935	554	1020	1121	1380	1503
NU		1800	1935	724	4661	665	760	653	1600
U	309	6122	2136	2899	2501	1767	2792	3100	2703
Total	6,017	14,889	12,677	8,762	13,433	6,505	8,150	8,973	9926

Sunday

A	319	544	414	404	869	476	468	440	492
CM	335	440	338	339	368	366	344	226	345
CW	523	787	571	409	916	867	676	430	647
D	552	1170	432	612	1889	994	0	408	757
J	1088	1784	1648	1078	2012	1430	1308	675	1378
N	325	320	372	362	649	401	408	304	393
NS	672	1829	1195	931	3704	1574	1128	973	1501
NU		2995	2812	3142	2756	1843	1562	1460	2367
U	302	3010	3440	2085	2208	2933	3936	2088	2500
Total	4,116	12,879	11,222	9,362	15,371	10,884	9,830	7,004	10084

6A. Operations

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

Joe McMiller - Fixed Route

- Added all trips back to the A, CL, D, N, and additional trips to HS to provide more morning trips
- Operators are completing training on the new Electric buses that will be integrated into the fleet
- March 14th through March 18th is Transit Appreciation Week
- March 15th – Several Supervisors completed Diversity and Inclusion Training with the Town’s Diversity and Inclusion Officer Shenekia Weeks
- March 24th and 30th shuttling students from St. Thomas More Catholic School to the Morehead Planetarium, their first field trip in 2 years

Mark Rodgers - Demand Response

- Contract for Trapeze upgrades is being executed.
- This week we have been test driving an electric vehicle. Picked up the chair of the EZRAC Committee Bob Warren and EZRAC member Clair Miller for a ride. They both enjoyed the ride and the new vehicle (see attachment).
- We are starting to see an increase in ridership as restrictions begin to be lifted and the Seymour Center is starting indoor lunch again.

Tim Thorpe – Training Coordinator

- Hiring
 - 2 FR Operators started 2/12/2022, 1 DR started 2/28/2022
 - Next training class on 3/28/2022
- Recruiting
 - Spring Job Fair at Orange Co. NC Works (Hillsborough, NC) – April 20th
 - Alamance Co./Durham Co./Chatham Co. hiring events being finalized April/May 2022
- ELDT/Training
 - ELDT training will begin on 3/28/2022

- Additional TAPTCO training modules added to the program
- 2 additional Skills Trainers added March 5th

Mark Lowry – Safety

- February accident summary

<u>DIVISION</u>	Feb-21	Feb-22	Year to Date
<u>FIXED ROUTE</u>			
Preventable	3	1	12
Non-Preventable	1	0	7
<u>DEMAND RESPONSE</u>			
Preventable	1	1	2
Non-Preventable	0	0	4
<u>MAINTENANCE</u>			
Preventable	1	0	0
Non-Preventable	0	0	0
		TOTAL YTD	25

Peter Aube – Maintenance Manager

- Demand response ran 33,677 miles in February - \$.12 per mile for fuel (Unleaded Fuel Purchased at locked in price of \$.78 a gallon) using FY'22 contract negotiated by maintenance and procurement. Current rack price 3/10/2022 is \$3.752 per gallon
- Non-revenue Gas and Diesel vehicles ran 7, 912 miles in February \$.07 per mile for fuel. (Unleaded Fuel Purchased at locked in price of \$.78 a gallon). Current rack price 3/10/2022 is \$3.575 per gallon
- Non-revenue Electric Cars ran 11,008 miles in February Fuel Cost of \$.012 per mile for Electricity
- Fixed route buses ran 126,206 miles February
- Maintenance performed (88) Preventive Maintenance Inspections in February (100% on-time).

- Maintenance performed (7) road calls in February, (18,029) miles between road calls for fixed route
- Maintenance performed (0) road calls in February, (153, 801) miles since last road call 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 continues charging Electric driver relief cars for service each day.
- Maintenance worked with Triangle Electric and Chargepoint to complete the third outside depot charger installation
- Maintenance and Procurement are working on final bid documents for car charger installation



6B. Community Outreach

Staff Resource: Jeffrey Sullivan, Community Outreach Manager

- Assisting Vision Zero team with planning activities.
- Developing content for EZ-Rider handbook and supporting adjustments to EZ Rider website.
- Contributing to Town Equity Lab with Diversity, Equity, and Inclusion Officer
- Updating website, communications with updates
 - Service updates
 - Tar Heel Express
- Planning and emceeding the Town of Chapel Hill Peoples Academy
- Updating advertisements for hiring initiatives
- Planning Operator and Maintenance appreciation day
- Planning for Electric Bus reveal
- Supporting Art in Transit collaboration with Community, Arts and Culture
- Supporting UNC CAP in Transportation Talks and other outreach events

6C. Director

Staff Resource: Brian Litchfield, Transit Director

- The Director's report will be provided at the March 22, 2022 Partners Meeting.