



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

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www.townofchapelhill.org/transit

CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
NOTICE OF COMMITTEE MEETING AND AGENDA
JUNE 6, 2024 – 10:00 A.M. to 12:00 P.M. (VIRTUAL MEETING)

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7. Next Meeting – August 22, 2024 (10:00 a.m. – 12:00 p.m.)	
8. Adjourn	



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MEETING SUMMARY OF A VIRTUAL MEETING OF THE PUBLIC

TRANSIT COMMITTEE

March 28th, 2024, at 10:00 AM

Present: Marie Parker, Interim Town Manager for Town of Carrboro
Ranee Haven-O'Donnell, Carrboro Town Council
Jason Merrill, Carrboro Town Council
Loryn Clark, Town of Chapel Hill Deputy Town Manager
Camille Berry, Chapel Hill Town Council
Melissa McCullough, Chapel Hill Town Council
Theodore Nollert, Chapel Hill Town Council
Chassem Anderson, UNC Transportation and Parking
Gordon Merklein, Associate Vice Chancellor for Real Estate and
Campus Enterprises at UNC
Cheryl Stout, UNC Transportation and Parking

Absent:

Staff present: Brian Litchfield, Transit Director
Nick Pittman, Deputy Assistant Director
Tim Schwarzauer, Business Services Manager
Caroline Dwyer, Transit Planning Manager
Matthew Cecil, Transit Planning Manger

Guests: Bret Greene, Town of Carrboro Finance

1. Approval of February 29, 2024, Meeting Summary – Accepted by Consensus
2. Employee Recognition
 - A. Matt is leaving for Go Cary!
 - B. Caroline & Matt were able to get CH Transit into the Presidents Funding!
3. Consent Items
 - A. February Financial Report – Provided for the Partners Information.
4. Discussion Items
 - A. FY 2024-25 Budget Development – Provided for the Committees Information.
Committee member asked how many diesel vehicles? 11 electric, 29 hybrid, 70 range of diesel, demand response 18 all gas powered. We do 3-5 engine replacements a year. Must balance engine replacement verse new bus purchase. Committee member asked about Formula funds – based on general performance. Formula is not competitive; we will receive money based on performance levels.

Committee member asked about service improvements, Transit will send this information out to the partners.

Committee member asked about deadline for feedback on budget response. We would like to have this info by April 15th if possible.

Committee member asked about the federal dollars for EV vehicles is there a percentage of diesel vehicles that need to be included in the package? Do we have to keep a percent of diesel vehicles? Not aware of this. Big push to move to zero emissions.

Committee member asked about the shortfall on the budget and use of fund balance. If not used, then we have to use lapsed salaries and cannot hire those positions. Trade off that we cannot use this money for other items.

Committee member asked if other partners are having to make larger decisions for future funding.

UNC – 5-year plan that requires increases in their fees.

Carrboro is currently looking at short and long term. 11:16 time of meeting.

Discussion about re-evaluation of property taxes.

B. Chapel Hill Transit 50th Anniversary

Started talking and planning for this. Reception Event and year-round pop-up events/celebrations.

5. Information Items

A. North South Bus Rapid Transit Update – Provided for the Partners Information.

Medium score is an admiral achievement.

Some funding requests are still in process.

Continuing with 60% design. Looking at the project in segments.

Keep talking with legislature to provide funding for this project.

B. March Performance Report

Committee member asked about buses leaving stops early and causing

passengers to miss the bus. How can we improve the on-time performance?

Many times, this is being impacted by detours and factors that are out of our

control. Largest impact on this is a weekday UNC game. Individual operator

performance issues are being addressed. 70% is a reasonable goal. We would

like to hit 80%.

6. Departmental Monthly Reports

A. Operations

B. Community Outreach

C. Planning

D. Director

Information about the Parcel of land that has been requested for sale provided for Partners Information.

Committee member asked about the piece of land and the future Carrboro rail to trail project. Railroad right of way is not for sale.

7. Next Meeting – April 25, 2024 (10:00 a.m. – 12:00 p.m. – Virtual Meeting)

8. Adjourn

3A. April Financial Report

Prepared by: Nick Pittman, Assistant Director

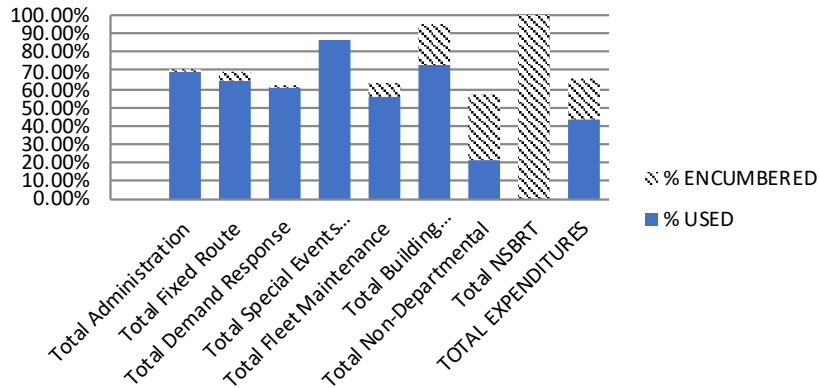
April 2024

- Expenses for the month of April were \$2,698,818. This aggregation of expenses and encumbrances for the first 10 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.
- On the Non-Departmental line, our revised budget has increased due to large capital purchases for FY24 (bus and LTV purchases, BRT expenses, bus stop improvements, etc)
- The attached data exhibits the financial information by divisions 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.

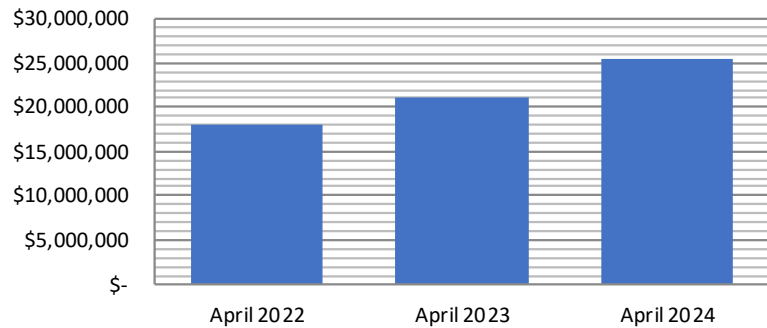
Transit 640 Fund Budget to Actual at end of April 2024

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL YTD EXPENSES	ACTUAL MONTH EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Feb	% USED
							83.33%	
Total Administration	2,450,306	2,485,532	1,708,137.95	156,227.29	15,087.47	762,307	69.30	68.72%
Total Fixed Route	16,508,744	18,794,392	12,162,565.70	1,121,267.68	854,105.17	5,777,721	69.30	64.71%
Total Demand Response	2,659,688	3,161,470	1,923,698.38	163,752.52	8,429.18	1,229,342	61.10	60.85%
Total Special Events (THX)	311,364	311,364	271,202.91	40.95	0.00	40,161	87.10	87.10%
Total Fleet Maintenance	5,342,805	5,442,998	3,027,008.26	243,396.91	411,067.92	2,004,922	63.20	55.61%
Total Building Maintenance	914,611	1,938,713	1,423,133.42	186,016.18	432,987.25	82,592	95.70	73.41%
Total Non-Departmental	3,962,372	22,858,231	4,835,267.30	828,117.39	8,101,923.73	9,921,040	56.60	21.15%
Total NSBRT	0	3,030,555	0.00	0.00	3,030,555.00	0	100.00	0.00%
TOTAL EXPENDITURES	32,149,890	58,023,255	25,351,013.92	2,698,818.92	12,854,155.72	19,818,085	65.80	43.69%

CHT April 2024 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



4A. FY2024-25 Chapel Hill Transit Budget Development**Action: 1. Receive information and provide staff with feedback.**

Staff Resource: Nick Pittman, Assistant Director
Tim Schwarzauer, Business Services Manager
Brian Litchfield, Director

The Chapel Hill Town Council will consider adoption of the FY2024-25 Budget (<https://chapelhill.legistar.com/LegislationDetail.aspx?ID=6706075&GUID=9F039BF3-A9DF-4ECA-9DDD-CF31E0C5F1FC>) on June 5, 2024. The budget includes the Transit budget as recommended by the Transit Partners Committee and the following contributions:

- Town of Chapel Hill: \$7,007,255
- Town of Carrboro: \$2,366,281
- University of North Carolina at Chapel Hill: \$11,211,816

Staff will provide an update at the June 6, 2024, meeting, along with additional information on potential budget/funding challenges beyond the upcoming fiscal year.

Staff is also finalizing contracts for the University and Carrboro and will be sending them for review.

Recommendation

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

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

Action: Receive information presented by staff and provide guidance.

Staff Resource: Brian Litchfield, Director

- During the April 27, 2023, meeting, the Public Transit Committee (Partners) adopted a meeting schedule through June 2024 (generally the fourth Thursday of each month, unless otherwise noted). Staff is recommending the adoption of a similar schedule through June 2025. If approved the schedule will be posted on the Partners’ webpage and the Town’s meeting calendar.
- The meetings will continue in a virtual format, to provide Committee members and staff flexibility to join from a location that is convenient for them and provide easy access for customers and residents and help avoid interruptions from weather or other events, along with three (3) in-person meetings. The Partners can adjust between virtual and in-person as deemed necessary and reasonable by the Committee.

Chapel Hill Transit Public Transit Committee Meeting Schedule		
Date	Time	Location
July 2023	No Meeting	-
August 22, 2024	10:00 A.M. – 12:00 P.M.	CHT - 1st Floor Conference Room
September 26, 2024	No Meeting	-
October 24, 2024	10:00 A.M. – 12:00 P.M.	Virtual
November 21, 2024	10:00 A.M. – 12:00 P.M.	Virtual
December 2024	No Meeting	-
January 23, 2025	10:00 A.M. – 12:00 P.M.	CHT - 1st Floor Conference Room
February 27, 2025	10:00 A.M. – 12:00 P.M.	Virtual
March 27, 2025	10:00 A.M. – 12:00 P.M.	Virtual
April 24, 2025	10:00 A.M. – 12:00 P.M.	CHT - 1st Floor Conference Room
May 22, 2025	10:00 A.M. – 12:00 P.M.	Virtual
June 26, 2025	10:00 A.M. – 12:00 P.M.	Virtual

Recommendation

- Staff recommends approval of the schedule, as presented, through June 26, 2025.

INFORMATION ITEM

5A. North South Bus Rapid Transit Update

Staff Resource: Caroline Dwyer, Planning Manager

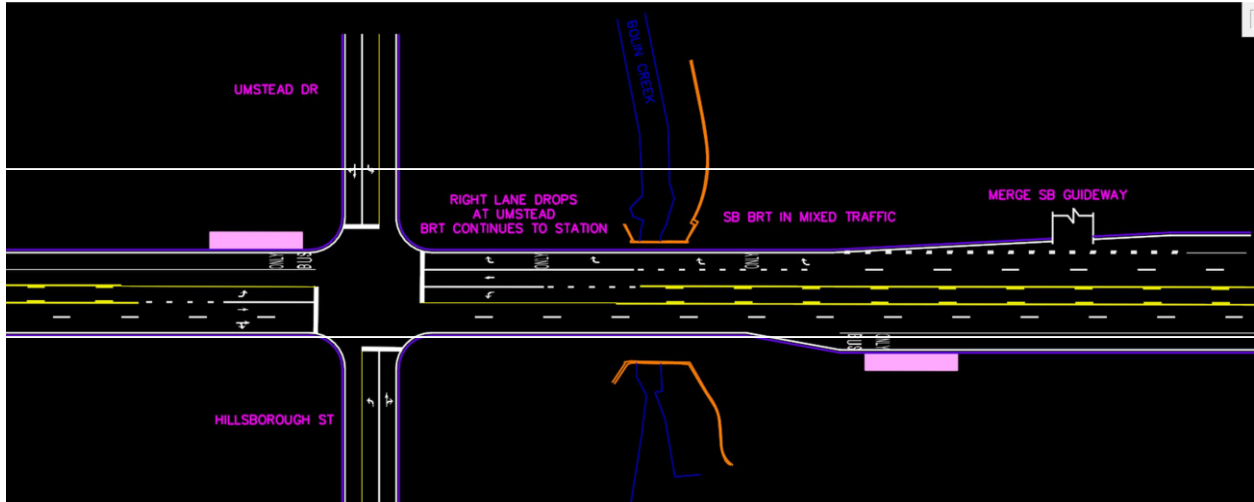
North-South Bus Rapid Transit

NSBRT's 60% Design phase is successfully advancing, with significant progress being made in several key focus areas. CHT staff and their consultant team have:

- Reviewed preliminary 60% design and engineering plans for all three corridor segments.
- Continued to discuss station placement and design, utility locations and potential impacts, and bicycle facilities through campus with UNC staff.
- Commenced developing detailed BRT station renderings to share with the public.
- Continued planning and coordinating project outreach and engagement, including targeted business outreach and resources.
- Commenced drafting and executing an Oversight & Review Agreement with NCDOT, enabling their staff to review and provide feedback on NSBRT plans.
- Initiated procurement activities for professional services related to real estate acquisition and management and executing third party agreements.
- Continued developing materials required for FTA to conduct "Risk & Readiness Reviews" preceding the Town's formal federal funding request.

Bolin Creek Bridge Update

The project team successfully resolved a design challenge on the corridor's third segment (between North Street and Eubanks Road Park & Ride). NSBRT's 30% design recommended dedicated, bidirectional bus lanes and a multiuse path on the bridge where Martin Luther King Junior Blvd. crosses Bolin Creek. As we've refined these designs in the current project phase, we've determined that constructing two bus lanes and a multiuse path across the space-constrained bridge is cost-prohibitive (upwards of \$6.1 million over budget, to widen the bridge and the roadway) and would likely trigger environmental reviews related to Bolin Creek (possibly impacting the project's documented categorical exclusion, the outcome of a multiyear NEPA review process). Our consulting team developed a solution for this pinch point meeting Town goals (i.e., safety and accessibility), preserving project benefits, and even generating cost savings. Both NCDOT and Town staff have provided positive feedback on the revised roadway layout.



Looking west at the intersection of Martin Luther King Junior Blvd. and Hillsborough St./ Umstead Drive. Orange lines are the Bolin Creek Bridge, pink rectangles are proposed NSBRT station locations. The NSBRT would travel in mixed traffic across the bridge to preserve space for the multiuse path in this location, adjacent to the Bolin Creek Greenway. This design solution reduces costs by an estimated \$1.5 million.

5B. Project Updates

Staff Resources: Tim Schwarzauer, Business Services Manager

5339 Low or No Emission and Grants for Buses and Bus Facilities Combined Application: Transit Staff has applied to the Federal Transit Administration's (FTA) 5339B and 5339C programs (Bus and Bus Facility, and Low or No Emission, respectively.) Staff requested funding to purchase up to 7 – 40' BEBs and associated infrastructure as well as funding for on-route charging at Eubanks Park and Ride Lot from each funding source.

FY20-23 Triennial Review: Auditors for the FTA will be on-site June 17 and 18 to review the facilities and files of Chapel Hill Transit as part of the FY20-23 Triennial Review. The Triennial Review is one of FTA's management tools for examining recipient performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, the Triennial Review occurs once every three years. It examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements. The review currently examines up to 23 areas. In addition to helping evaluate recipients, the review gives FTA an opportunity to provide technical assistance on FTA requirements and aids FTA in reporting to the Transportation Secretary, Congress, other oversight agencies, and the transit community on the Urbanized Area Formula Program.

FY2024 Community Project Funding: Congress appropriated \$850,000.00 in Community Funding through the FTA to improve existing bus stops through the Chapel Hill Transit service area. The funding for this project comes from the Consolidated Appropriations Act, 2024, (Pub. L. 118-42, Mar. 9, 2024) and was supported by Congresswoman Foushee.

6A. Operations

Staff Resource: Peter Aube, Maintenance Manager
Joe McMiller, Deputy Operations Manager – Fixed Route
Melissa Patrick, Assistant Operations Manager – Demand Response
Tim Thorpe, Training Coordinator

Joe McMiller - Fixed Route Division

- May 11th – Tar Heel Express for UNC Spring Commencement
- May 13th – Optibus software officially launched for Division.
- May 13th – Summer Service started.
- May 16th – Supervisors begun testing MirrorLess Video Mirror System
- May 21st – Senior Operators Kecia Hargraves and Robert Earhart provided shuttle for 2024 Valor Games
- May 27th – Interim Supervisor Quentin Craven promoted to Full-Time Supervisor
- May 27th – Memorial Day- Closed No Service

Melissa Patrick – Demand Response

- Two Program Support Operators moved to fulltime: Robert (Bob) Cochran and River Newcomer
- On Time Performance for May: 83.38%
- Staff working with Trapeze to update our maps to provide efficient and accurate turn. by turn information to locations, along with real time alerts to customers on rides.
- Staff assisted with transportation for Valor Games.

Peter Aube - Maintenance

- Demand response ran 40,475 miles in April.
- Non-revenue Gas and Diesel vehicles ran 6,454 miles in April.
- Non-revenue Electric Cars ran 17,042 miles in April.
- Fixed route buses ran 141,737 miles in April.
- Battery Electric buses ran 18,720 miles in April.
- Maintenance performed 82 Preventive Maintenance Inspections in April (100% on-time).
- Maintenance performed 11 road calls in April - 12,885.18 miles between road calls for fixed route.

- Maintenance performed 0 road calls in April - 40,475 miles between road call for demand response.
- Maintenance continued interior major cleaning/Stripping waxing floors previously completed by Vendor.
- Maintenance continues working with engineers on phase four depot charging station expansion.

Tim Thorpe - Training

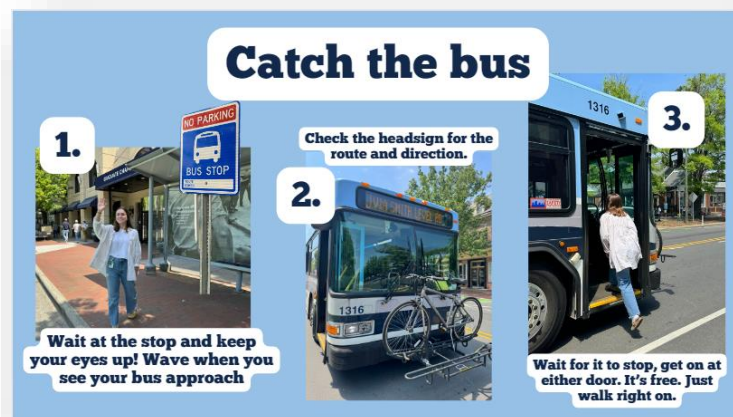
- 3 Fixed Route New Hires started training
- 0 Demand Response New Hires (staffing levels are full)
- 13 Fixed Route Prospects in the Hiring Cue
- Next Scheduled Training Class – June 10th
- CDL Program Audit – completed April 12, 2024
- 72 Operator Observations (Video Reviews & Ride Along) completed Jan - April 2024
- Attended the following Job Fairs:
 - Cedar Ridge High School – April 10th
 - Orange Works Job Fair – April 17th
- **Summer 2024 Priorities**
 - CHT Bus Roadeo – June 8, 2024
 - Finalize the Training and Specialist Onboarding
 - New Operator Trainer Recruitment and Refresher Training
 - Smith System Refresher Training
 - Operator Recruiting Outreach campaign.

6B. Community Outreach

Staff Resource: Emily Powell, Community Outreach Manager

Events

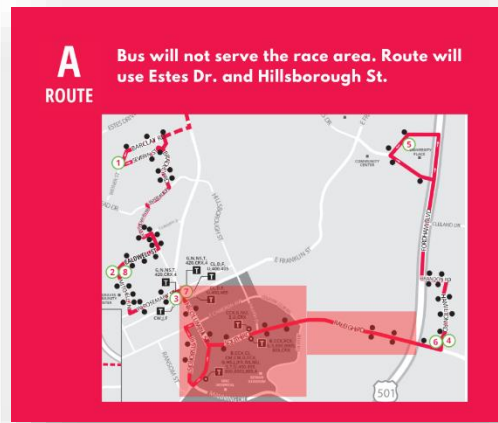
- April 7- Supported Carrboro Open Streets with a bus and bike rack demonstration
- April 14- Touch a Truck event for thousands of children and adults.
- April 22- Displayed an electric bus at Carrboro's Earth Day event.
- April 26- Table event for UNC bike event with TDM Manager and Operator
- April 27- Supported Carrboro in Motion with bus and Operator table
- April 27- Attended Parks and Rec Dept's "Magical Hill" event.
- May 15- Lunch and Learn for middle school students, included a slide deck for classroom option.
- May 18- Supported Carrboro in Motion with bus and Operator table
- May 20- Hosted regional TDM group featuring a discussion, Lee Center tour, and NSBRT preview.
- May 25- TDM project concluded with the unveiling of a bike rack honoring Veterans and memorial bike ride.



Slide from middle school presentation

Communications

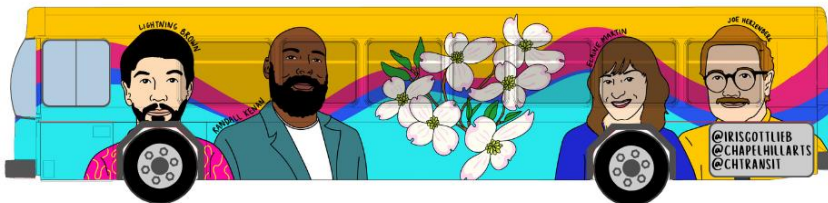
- Successfully detoured routes and communicated changes to customers during Tar Heel Ten Miler
- Supported UNC Commencement with shuttle communications, A-frame signage, and commemorative fans for customers.
- Service change for Memorial Day, changes to NU and Safe Rides routes were communicated through social media channels, website, bus flyers, and Transit app alerts.



Example social media posts for Tar Heel Ten Miler

Art+Transit

- New PRIDE art was selected and a bus was wrapped in time for the Town’s PRIDE Promenade event on June 8



Pending

- Transit’s 50th Anniversary Celebration is progressing with a crowd-sourced logo contest, and outreach to community organizations and stakeholders to form a planning committee.
- Fresh recruitment materials developed for Spring and Summer job fairs
- Employee appreciation events for maintenance team members and work anniversary celebration



Entry to 50th logo contest

MONTHLY REPORT

6C. Planning Report

Staff Resource: Caroline Dwyer, Transit Planning Manager

1.ANNOUNCEMENTS

The Planning Division is happy to announce that Katy Fontaine has accepted the position of Transit Development Manager II, formerly held by Matt Cecil. Katy previously served as Transit's Training Coordinator and, most recently, Project Manager, overseeing projects including Transit's ongoing facility expansion and bus stop improvement program. As Project Manager, Katy has consistently demonstrated the skills and organizational acumen required to successfully manage major capital projects, including NSBRT. We look forward to supporting Katy in this new role!

2. UPDATE: ACTIVE PLANNING INITIATIVES

North-South Bus Rapid Transit (NSBRT)

Staff are continuing to advance planning activities for the NSBRT's 60% design. Additional information can be found in Agenda item 5B.

Orange County Short Range Transit Plan

Chapel Hill Transit staff continue to support this ongoing effort.

3. UPCOMING PLANNING PROJECTS

Chapel Hill Transit Short Range Transit Plan Update (including Microtransit Feasibility Study)

Project expected to begin in FY25, no additional progress updates. A project summary is available in the February 2024 agenda packet.

Chapel Hill Transit High Capacity Transit Corridor Study

Project expected to begin in FY25, no additional progress updates. A project summary is available in the February 2024 agenda packet.

Zero Emissions Fleet & Facilities Transition and Resilience Plan

Funding decision expecting in Summer 2024. A project summary is available in the February 2024 agenda packet.

6D. Director

Staff Resource: Brian Litchfield, Transit Director

- The Director's report will be provided during the June 6, 2024, Partners' Meeting.