



CHAPEL HILL TRANSIT
Town of Chapel Hill
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www.townofchapelhill.org/transit

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
NOTICE OF COMMITTEE MEETING AND AGENDA
NOVEMBER 28, 2017 – 11:00 A.M. to 1:00 P.M.
CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM**

	PAGE #
1. Approval of October 25, 2016 Meeting Summary	1
2. Employee Recognition	
3. Consent Items	
A. November Financial Report	4
4. Discussion Items	
A. FY2017-18 Program of Projects	6
B. Short Range Transit Plan – Presentation	8
C. Orange County Transit Plan	14
5. Information Items	
A. Legislative Report	22
B. North South Corridor BRT Project Update	23
C. Park and Ride LED Project Update	26
D. Career Day Update	37
6. Departmental Monthly Reports	
A. Operations	39
B. Community Outreach	43
C. Director	45
7. Future Meeting Items	46
8. Next Meeting – January 23, 2018 (11:00 a.m. – 1:00 p.m.)	
9. Adjourn	

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

Tuesday, October 24, 2017 at 11:00 AM

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

Absent: George Cianciolo, Chapel Hill Town Council, Cheryl Stout, UNC Transportation Parking

Staff present: Brian Litchfield, Transit Director, Nick Pittman, Transit Planning Coordinator, Mila Vega, Transit Development Manager

Guests: Fred Lampe, Molly DeMarco, Heidi Perry

1. The Meeting Summary of August 22, 2017 was received and approved.
2. **Employee Recognition** – None
3. **Consent Items**
 - A. September 2017 Financial Report – This was provided for the Partners information
4. **Discussion Items**
 - A. North South Corridor BRT – Consultant Recommendation – Brian presented a summary of the current status including a request from Orange County Commissioners to review the corridor from Eubanks P/R to Durham TCCC. Durham TCCC is one of the stakeholders and needs to be included in the discussion.

Clarify Scopes: Cost difference between Environmental Assessment and Categorical Exclusion, design scope approach, NEPA cost negotiations in case we get downgraded to Categorical Exclusion, eligibility to be reimbursed if we are downgraded to Categorical Exclusion and end up doing more work than technically necessary. Staff will provide clarifications at the next meeting.

- B. Orange County Transit Plan – Brian provided an overview of the budget schedule developed by GoTriangle and coordination with CHT's short range transit plan. Nick provided the current status of the short range transit plan. April 2018 is the target date to complete the draft report.

5. Information Items

- A. Short Range Transit Plan Update – Nick provided an overview of public involvement meetings and online transit design tool. Roughly 20-30 people participated in each meeting; over 100 students participated at the UNC meeting. Brian mentioned that CHT staff has been reaching out to the additional stakeholders. Damon Seils suggested that meetings be held with the transportation advisory boards.
- B. Legislative Report – Mila reviewed this item for the Partners.
- C. Bus Build Update – Brian provided an update for the Partners on the status of bus orders and associated funding. Michael Parker is interested in exploring an opportunity to make sure non-profits and social service providers can utilize buses that CHT is disposing of. Is it possible to give priority to non-profits?
- D. Halloween Update – Brian provided a summary of the event and summarized different channels of sharing information with the customers.
- E. September Performance Report – Brian reviewed a summary of the on-time performance report requested by the Partners. Nick Pittman reviewed the factors that might be impacting on-time performance. Planning and Operations are working together to review on-time performance. Damon Seils asked what the appropriate threshold was to define success. 80%? What happens if on-time performance is lacking consistently. Michael Parker asked if there are underlying problems related to on-time performance. Bethany Chaney is interested in reviewing a 3 year on-time performance report and comparing it to ridership. Damon Seils requested staff to consider using the GoTriangle model for reporting on-time performance. Also, he requested staff to make sure materials handed out at the meeting are posted online. A request was made by Michael Parker to estimate the impact of ridership decline on the State and Federal funding.

6. Departmental Monthly Reports

- A. Operations – This item was provided for the Partners information.
- B. Community Outreach – Brian reviewed the report.
- C. Director – Brian highlighted that LED lights are being replaced at the P/R lots. CHT staff is developing an IFM for electric buses and planning to place an order for at least 1 bus during the current fiscal year. He also reviewed the Duke grant and associated timeline. Michael Parker asked if we need to start looking at a long range facility plan transition to electric buses in the future. What type of training is involved? Brad Ives asked if we could partner regionally to coordinate maintenance facilities, central warehouse, etc. Michael Parker

asked about regionalizing our fleets in the future. Possibly consider establishing a workgroup to explore regional transition to electric buses.

Brian noted that the Advertising Manager position will not be filled at this time while CHT is exploring other options.

7. **Future Meeting Items**

8. **Partner Items**

9. **Next Meeting** – November 28, 2017

10. Adjourn

The Partners set a next meeting date for November 28, 2017
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3A. October Financial Report

Prepared by: Rick Shreve, Budget Manager

October 2017

- Expenses for the month of October were \$1,796,456. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 31.29% 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).

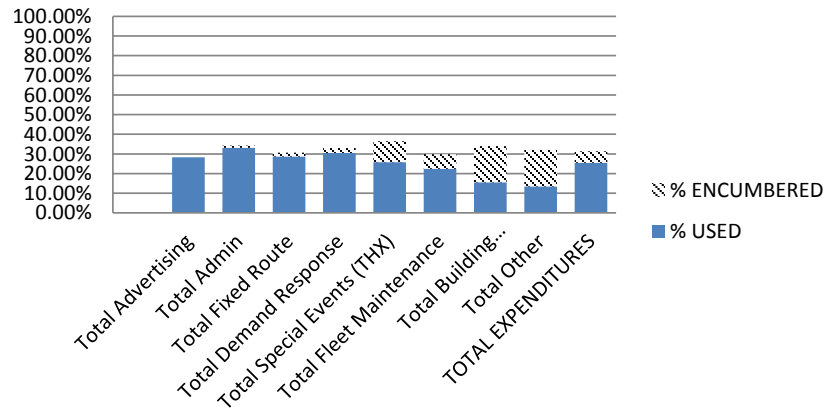
Highlights

- This aggregation of expenses and encumbrances for the first third 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 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.

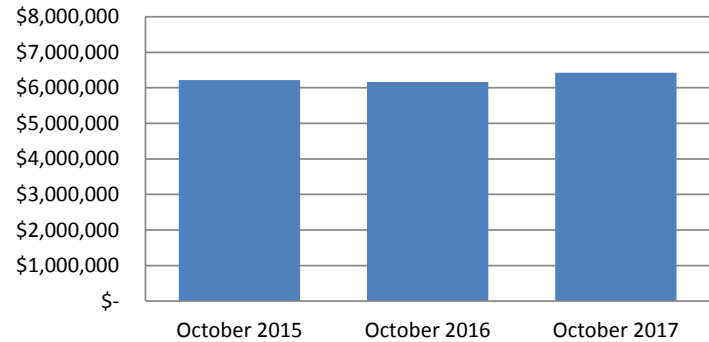
Transit 640 Fund Budget to Actual at end of October 2017

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Oct. = 33.33%
Total Advertising	\$ 98,715	\$ 98,715	\$ 3,936	\$ 27,894	\$ -	\$ 70,821	28.26%
Total Admin	1,759,247	1,762,497	128,518	583,956	20,356	1,158,185	34.29%
Total Fixed Route	11,834,442	11,904,412	738,896	3,417,694	222,856	8,263,862	30.58%
Total Demand Response	2,231,080	2,297,232	150,764	700,029	57,389	1,539,814	32.97%
Total Special Events (THX)	333,958	333,958	40,102	86,353	35,212	212,393	36.40%
Total Fleet Maintenance	4,519,098	4,565,336	249,717	1,024,643	333,461	3,207,232	29.75%
Total Building Maintenance	865,012	917,759	59,198	142,039	169,199	606,521	33.91%
Total Other	1,234,440	3,274,244	425,324	442,749	607,904	2,223,591	32.09%
TOTAL EXPENDITURES	\$ 22,875,992	\$ 25,154,153	\$ 1,796,456	\$ 6,425,358	\$ 1,446,376	\$ 17,282,419	31.29%

CHT Oct. 2017 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



4A. Public Forum on FY 2017-18 Program of Projects

1. Receive information and provide staff with feedback.

Prepared by: Tim Schwarzauer, Grants Coordinator

Background

The Federal Transit Administration (FTA) requires recipients of urbanized area formula funds (5307) to publish a Program of Projects and hold a public forum on the proposed program. The FY2017-18 Chapel Hill Transit Program of Projects hearing will be held at 11:00 AM on November 28th, 2017 at Chapel Hill Transit - 6900 Millhouse Rd, Chapel Hill, NC 27516. Notice of the forum was published two weeks prior to the November 28th meeting. A summary of any public comments received by November 28th will be provided at the meeting.

Proposed Program of Projects

- The following is a summary of the anticipated projects that Chapel Hill Transit will undertake in FY2017-18 utilizing FTA funding and the estimated amounts:
 - Preventive Maintenance/Capital Funds (5307) – \$1,900,000
 - State Maintenance Assistance Program funds – \$2,100,000
 - Purchase of six fixed route replacement buses (FY17 CMAQ and FY15 STP-DA) – \$2,093,331
 - Purchase of three fixed route replacement buses (FY18 CMAQ) – \$1,093,015
 - ADA Review of bus stops (5307) – \$130,504
 - Continuation of the HS Route to the Rogers Road community; and Continue evening service on the NS and G routes (Job Access and Reverse Commute) – \$72,438
 - Continuation of the Senior Shuttle Service – \$120,000
 - Completion of a 10-year strategic and financial plan (5307) – \$200,000 (short range transit plan and capital plan update)
 - Engineering and repair/construction of employee parking lot and bus yard – \$150,000
 - Preliminary engineering of safety gate for bus yard – \$100,000
 - System bus stop improvements – \$117,000
 - Capital acquisition administration – \$60,000 (staff time)

Public Forum Procedures

- Any participant(s) wishing to speak on the proposed subject should sign up in advance on the appropriate speakers list.
- If necessary, CHT staff will make a brief presentation regarding the subject of the hearing prior to receiving comment.

- Speakers will be asked to state their:
 1. Name
 2. Address
 3. Affiliation (if any)
 4. Speakers will be asked to limit their remarks to 3 minutes.
 5. Written comments/emails received to date will be made available to anyone wishing to review them.

Recommendation

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

4B. Short Range Transit Plan

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

Staff Resource: Nick Pittman, Transit Planning Coordinator

Update

The consultant team from Nelson\Nygaard will be in attendance at the November 28th meeting where they will provide a presentation on the Existing Condition Report and the results of the Design your Transit System survey. The following link includes a draft of the State of the System Report and an Executive Summary is attached to this report:

<http://www.townofchapelhill.org/Home/ShowDocument?id=37924>

Next Steps

- The next phase of public involvement is scheduled to take place in January 2018 and additional details will be provided in December.

Attachment

- Executive Summary – State of the System Report

EXECUTIVE SUMMARY

Chapel Hill Transit (CHT) is developing a Short-Range Transit Plan (SRTP) to improve service and manage demand over the next five years. The SRTP process includes an examination of the existing markets for transit, existing system performance, as well as an assessment of unmet needs.

The State of the System Report is the first deliverable of the SRTP process. It summarizes the background conditions in which CHT operates and provides a comprehensive evaluation of existing service characteristics and system performance.

SUMMARY OF FINDINGS

Key takeaways of this state of the system analysis include:

- **Most areas that show a high propensity for transit are served by CHT.** Propensity to take transit is based on the density of five combined indicators: seniors (ages 65 and up), people with low incomes (less than 200% of the federal poverty line), people with disabilities, rental units, and zero-vehicle households (Figure ES-1). The highest transit propensity areas surrounding UNC-Chapel Hill and downtown Chapel Hill are well served by transit.
- **The majority of people working in Orange County live in another county.** Thirty-nine percent of Orange County workers live and work in Orange County. Nearly 25% live in Durham County, and 17% live in Wake County. To a lesser degree, 12% of workers live in Alamance County and 9% live in Chatham County.
- **The major employment centers in Chapel Hill align with both transit ridership and transit propensity.** UNC-Chapel Hill is the largest employer in the area (Figure ES-2), with additional employment hubs along the US 15-501 corridor and Mason Farm in southeast Chapel Hill. These employment centers are currently served by transit but emerging demand and capacity constraints should continue to be monitored.
- **CHT is frequently used by UNC-Chapel Hill students.** According to the 2015 Campus Commuting Survey, 52% of UNC-Chapel Hill students identified as CHT users. Despite high transit use by students, UNC-Chapel Hill employees are driving to work at the highest observed rates since 2004, with more than 60% reporting driving alone to work.
- **Large mixed-use developments are likely to impact travel demand in the CHT service area.** Multi-building, campus style, mixed-use developments are an emergent development trend in Chapel Hill, including Carraway Village, Obey Creek, and UNC-Chapel Hill's Carolina North Campus. These developments are located adjacent to existing CHT service corridors on MLK Jr. Blvd and Fordham Blvd. Additional trips generated by these developments have the potential to overwhelm existing service capacity.
- **CHT is a high ridership, mid-sized transit system.** CHT's 24 routes saw 6.5 million trips in 2015, a 121% increase since 2001. This corresponds to a 65% increase in annual revenue hours and a 34% increase in annual revenue miles over the same time period.

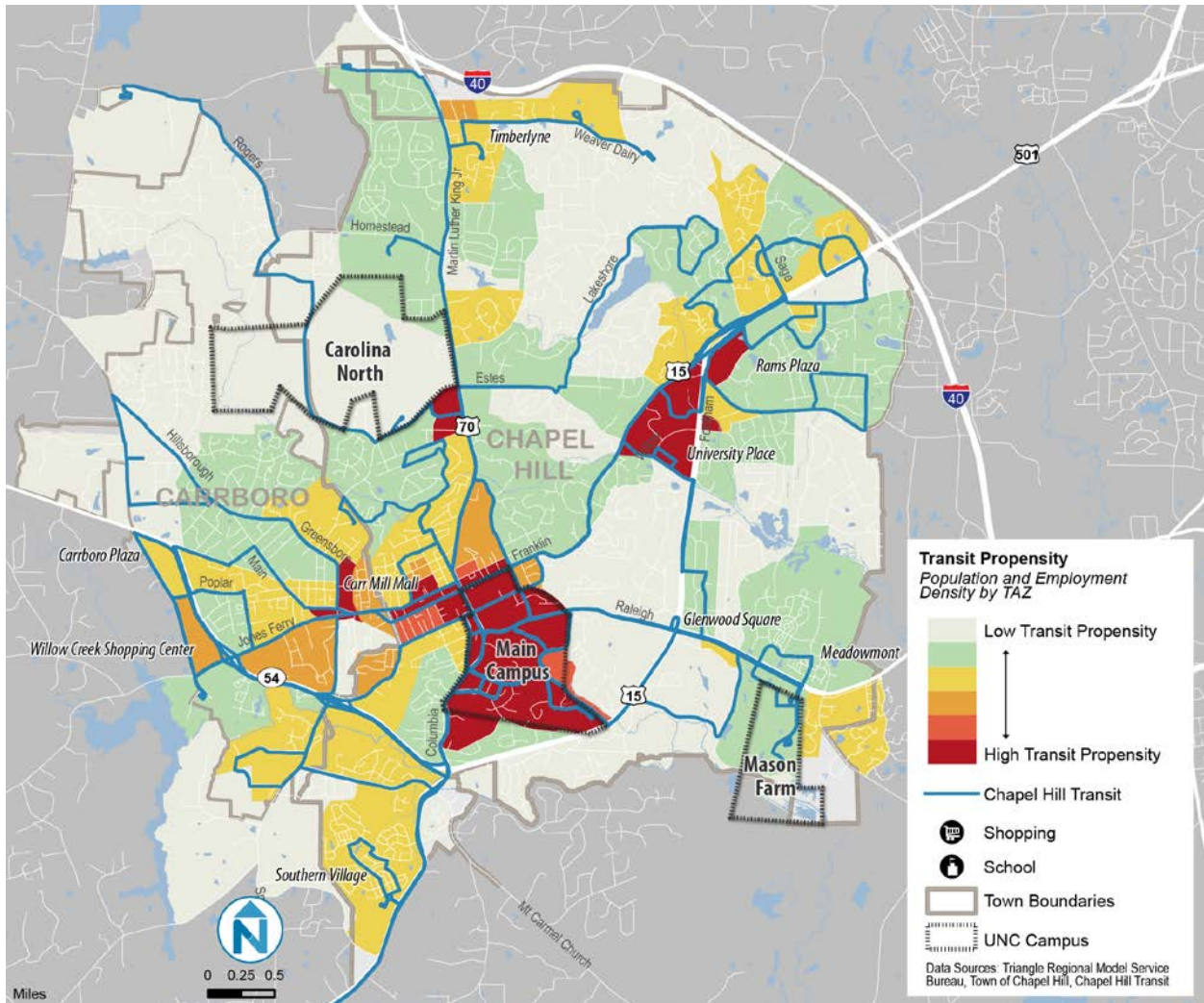
CHAPEL HILL SHORT-RANGE TRANSIT PLAN
Chapel Hill Transit

- **UNC-Chapel Hill and the UNC Hospital anchor the system with nearly 7,000 average weekday boardings at the three busiest stops.** Other high ridership areas (Figure ES-3) include the Martin Luther King, Jr. Boulevard Corridor and downtown Carrboro.
- **CHT performs similarly to peer transit agencies.** In terms of productivity (passengers per revenue mile and revenue hour) and service availability (vehicle miles per service area capita), CHT performs at a similar level to eleven other peer transit agencies. CHT's reliability in terms of revenue miles between failures has declined compared to peer agencies.
- **Overall, CHT's operating costs have grown more expensive.** CHT performs at an average level in terms of operating expense per passenger trip but less well when compared to the peer group in terms of operating expense per revenue hour and revenue mile.
- **CHT ridership has been decreasing in recent years following service cuts.** CHT ridership more than doubled between 2001 and 2009—increasing from 3 million trips to 7.9 million trips—largely as a result of operating as a fare free system beginning in January 2002. However, ridership has been declining since 2009, hitting a seven year low in 2015. This decrease in ridership also corresponds with a decrease in revenue hours and revenue miles.
- **When light rail to the UNC Hospitals is completed, it will change service delivery.** Adding high capacity fixed-route light rail to serve both the UNC Hospitals and Mason Farm will alter the demand on existing CHT bus routes that serve these areas.

CHAPEL HILL SHORT-RANGE TRANSIT PLAN

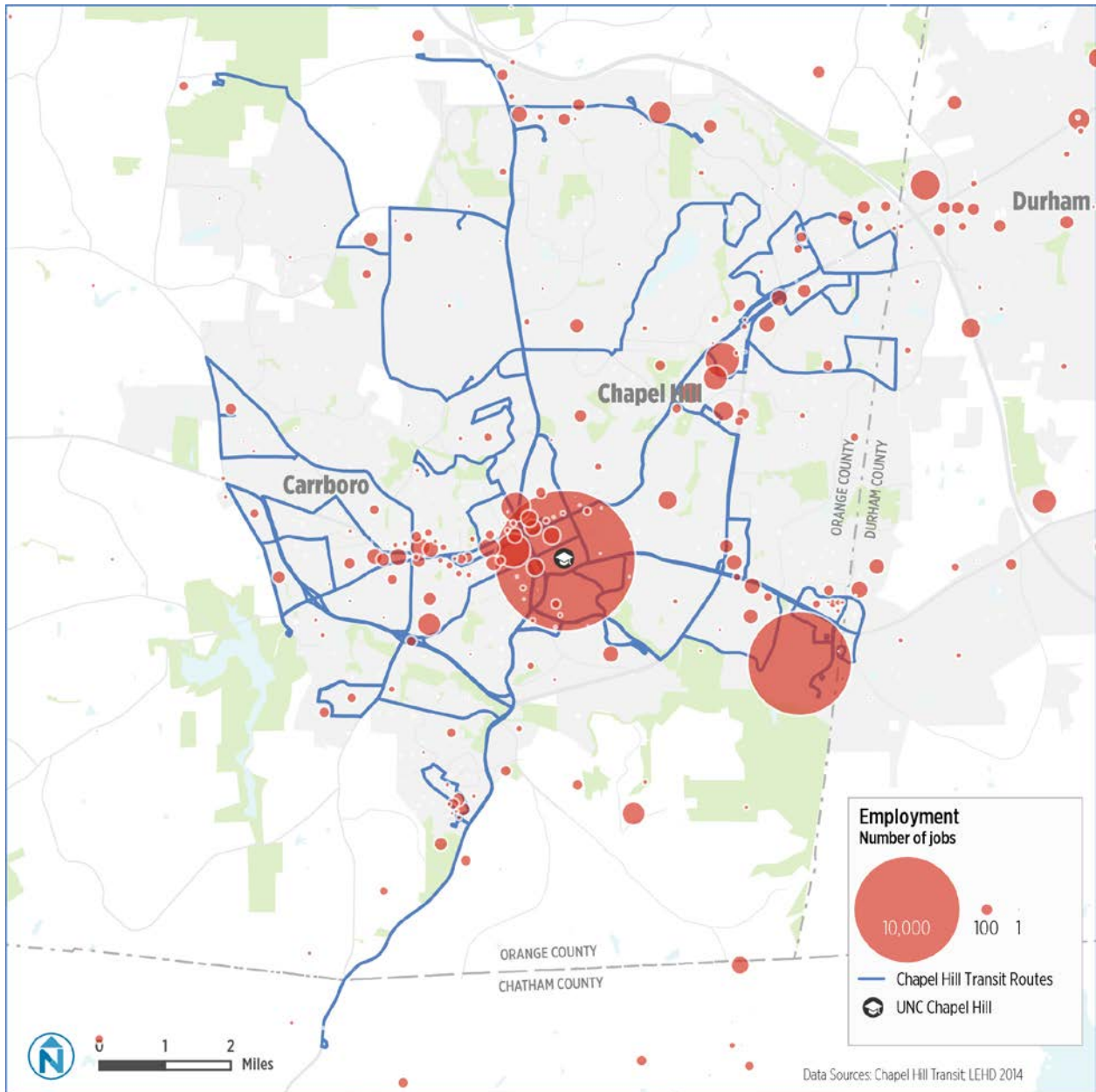
Chapel Hill Transit

Figure ES-1 Chapel Hill and Carrboro Transit Propensity



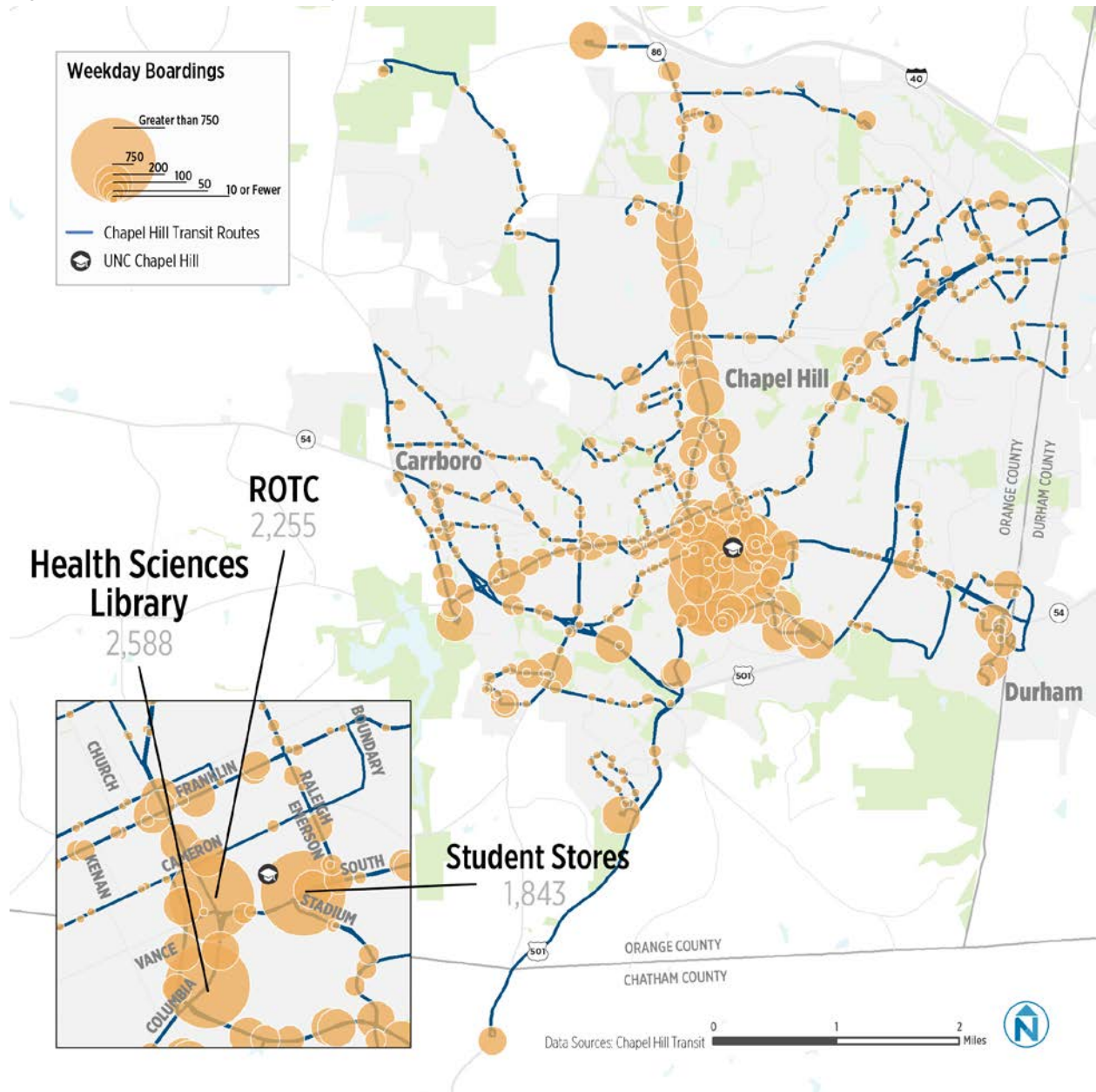
CHAPEL HILL SHORT-RANGE TRANSIT PLAN
Chapel Hill Transit

Figure ES-2 Chapel Hill and Carrboro: 2014 Employment



CHAPEL HILL SHORT-RANGE TRANSIT PLAN
Chapel Hill Transit

Figure ES-3 Chapel Hill Transit System Ridership



4C. Orange County Transit Plan

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

Staff Resource: Mila Vega, Manager of Transit Development
 Nick Pittman, Transit Planning Coordinator

FUNDS ALLOCATION SCHEDULE:

As described during the October 2017 meeting, staff has continued to work with GoTriangle Staff to refine the operating revenue figures as we prepare the requested budget documents for FY19.

Following these meetings, staff has revised the estimated operating revenue from GoTriangle based on their estimates from the Orange County Transit Plan.

Staff estimates that \$2,069,000 will be available for operating revenue from GoTriangle based on the Orange County Transit Plan. In the figure below, you will see the breakdown of prior services funded through the Orange County Transit Plan, expenditures based on increased cost of existing services and estimated hours available for service expansions.

FY19 Available Bus Operating Revenue from GoTriangle	\$2,069,000
Maximum Amount Eligible for Increased Cost of Existing Service (ICES)	\$742,427
Services added FY'13-18	\$976,772
\$ Available for new services in FY'19	\$349,801
New Annual Hours Available for Service Expansion	3,059

The proposed FY19 schedule established a new timeline to allocate Transit Plan funds (including funds for new services). This means that the recommendations regarding the services funded with the Orange County Transit Plan need to be developed earlier than the traditional fiscal year service adjustments funded by the Partners. Based on discussions with GoTriangle staff, preliminary information for FY19 was submitted on November 15, 2017, with the understanding that final requests (pending discussion and approval by the Partners) would need to be submitted by April 2018. For the November budget request, staff submitted included a basic request for expansion services in FY19 , continued funding for Increased cost of existing services and service expansion related to the Plan (FY13-FY18), funding for project development of the North South Bus Rapid Transit project, and small capital project for ADA bus stop improvements.

Staff will continue to work with GoTriangle Staff to refine the operating revenue figures as we continue the FY19 budget process.

COORDINATION WITH THE SHORT RANGE TRANSIT PLAN:

Service adjustments associated to the Short Range Transit Plan will likely begin in FY20. Staff will continue to utilize the priorities from the FY18 budget process for service improvement recommendations in FY19 related to the Orange County Transit Plan.

IMPLEMENTATION AGREEMENT UPDATE:

Representatives from the Orange County Board of Commissioners and the Chapel Hill Town Council have been discussing a potential update to the Interlocal Implementation Agreement (see attached). There is a specific interest to review and revise section 7 of the agreement that talks about funding split between Chapel Hill Transit, GoTriangle and Orange Public Transit.

INTERLOCAL IMPLEMENTATION AGREEMENT
FOR
ORANGE COUNTY BUS AND RAIL INVESTMENT PLAN

This Interlocal Agreement (“Agreement”) dated Oct. 24, 2012 is entered into by and among **Orange County**, a political subdivision of the State of North Carolina (“Orange”), the **Durham-Chapel Hill-Carrboro Metropolitan Planning Organization**, the regional transportation planning agency for the Durham-Chapel Hill-Carrboro urban area pursuant to US DOT regulation CFR Part 450 and 49 Part 613 (“DCHC”), and the **Research Triangle Regional Public Transportation Authority**, d/b/a Triangle Transit, a regional public transportation authority under NCGS 160A (“TTA”). Orange, DCHC, and TTA may be referred to individually as “Party” and collectively as “Parties”. This Agreement is made pursuant to Article 20 of Chapter 160A of the North Carolina General Statutes.

The Parties each desire to provide for the future transportation needs of Orange County and the surrounding region, understanding that enhanced mobility options will support a high quality of life, strengthen economic development, strengthen human services transportation, support air quality goals, and enhance sustainability; and

In accord with NCGS 105-508 et seq. (“Intermodal Act”), TTA developed a financial plan denoted as the Orange County Bus and Rail Investment Plan (“Plan”) to set forth certain transit investments over the next twenty-three years. This Plan has been reviewed and approved by the Orange County Board of County Commissioners (“BOCC”) subject to the approval by the BOCC of a satisfactory Interlocal Implementation Agreement, approved in a similar fashion by the TTA Board of Trustees, and approved in concept subject to a satisfactory Implementation Agreement by the Durham Chapel Hill Carrboro Metropolitan Planning Organization (“DCHC”). In order to provide for effective implementation of the Plan, the Parties hereby agree to the following provisions and procedures:

1. The Orange County Bus and Rail Investment Plan is incorporated into this Agreement in full and as it may be amended from time to time by reference. Except as otherwise provided in this Agreement the Plan shall govern the allocation of funding, cost parameters and timetables for delivery of projects and transit services, and the respective roles of the Parties and transit agencies in provision of the projects and services called for therein.

2. Pursuant to the Levy of Transit Sales Tax Agreement between Orange and TTA dated May 29, 2012, TTA reaffirms its commitment not to levy the ½ cent transit sales tax until the Orange BOCC adopts a resolution requesting TTA to take such action.

3. Orange, Durham County (“Durham”), and TTA have previously executed an

agreement dated May 15, 2012 which allocates the shares of capital and operating expenses for the LRT rail project set forth in the Plan, and that Cost Sharing agreement is incorporated into this Agreement in full and as it may be amended from time to time by reference.

4. TTA agrees to provide reports to Orange and DCHC on the progress achieved toward implementation of the Plan and any substantial developments in revenues received, project or service cost experienced, or other pertinent factors under the Plan on an annual basis on or before November 1st of each year and as otherwise reasonably requested.

5. TTA shall work with the Chapel Hill Transit (CHT), Orange Public Transit (“OPT”), and any other Orange County bus transit service provider named in the Plan to develop the process for distribution of funds for bus services each year on a quarterly basis or as otherwise agreed. For purposes of this Agreement the term “bus services” shall include both fixed route and demand response services. As is consistent with the revenues received and the other transit priorities under the Plan, TTA will provide estimated quarterly payments to the bus service providers for service provided with a reconciliation based upon actual expenses incurred by each provider on a subsequent quarterly basis or as otherwise agreed to.

6. All bus service providers receiving funding under the Plan will provide an annual financial report on existing bus services, their recommendations for new or continuing service priorities, their actual or expected costs and ridership information as reasonably requested to TTA on an annual basis or as otherwise agreed to. It shall be the responsibility of TTA to provide oversight of the new, enhanced or sustained bus services under the Plan to insure compliance with the Intermodal Act requirements. All other legal requirements under federal and state law shall be the responsibility of the respective bus service provider. TTA shall include a full descriptive report on bus services delivered under the Plan as a part of its annual reports to Orange and DCHC.

7. 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 to 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.

The “CHT Share” shall be a percentage derived by dividing the CHT local expenditures for bus services each year by the total of local expenditures for bus services by both CHT and OPT in that year. The “OPT Share” shall be a percentage derived by dividing the OPT local expenditures for bus services each year by the total of local expenditures for bus services by both CHT and OPT in that year. The respective CHT and OPT local expenditures for bus services in any year shall be based initially upon the audited financial statements for the fiscal year ending June 30, 2011. Local bus services expenditures shall include assigned overhead without any consideration of federal or state financial assistance. The determination of the CHT Share

and OPT Share will be made each year thereafter based upon the most recent audited annual local expenditures for bus service by both.

CHT may use a portion of the bus services funds provided in the Plan up to a maximum amount that equals the CHT Share percentage of the prior year total receipts from the Orange County local vehicle registration fee of \$7.00 permitted by Article 52 of NCGS 105. OPT may use a portion of the bus services funds provided in the Plan up to a maximum amount that equals the OPT Share percentage of the prior year total receipts from the Orange County local vehicle registration fee of \$7.00 permitted by Article 52 of NCGS 105.

8. Any change in use of bus service funds in the Plan from support of new services to support of existing services may be made on a temporary or permanent basis and must be agreed to by all the Parties and comply with state law.

9. Every four years in a manner that coordinates with DCHC's preparation of a new Metropolitan Transportation Plan, and more frequently as reasonably requested by a Party, the full Plan shall be reviewed in detail and assessed for any significant changes to the estimated revenues, to the estimated project or service delivery costs, to project or service priorities therein, to state or federal transit programs or regulations, to success in securing state and federal financial support for the rail and bus projects in the Plan, or any other significant change of circumstance impacting the Plan. This review which shall be conducted as set forth below, and recommended changes to the Plan may be advanced as deemed necessary.

10. The Parties agree to develop appropriate benchmarks and timeline to evaluate progress in gaining federal and state financial support for the LRT project in the Plan during the four years following execution of this Agreement and to incorporate these benchmarks and timeline into the Plan during the first four year review and to use these benchmarks and timeline in the reviews set out in paragraph 9 above and in paragraph 13 below.

11. In preparation for the full Plan review set out in paragraph 9 above, 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 DCHC, 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.

12. 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

13. Eight years after the date of execution of this Agreement, the Parties agree to assess if the New Starts application for the LRT project in the Plan is still in the federal pipeline for New Starts rail projects and making reasonable progress to receive federal funding and whether the LRT project remains under consideration for state funding. If either funding opportunity is no longer available the Parties agree to work collaboratively to develop an Alternative Bus and Rail Investment Plan which reflects this fact and sets out revised funding for transit projects and services.

14. Recommendations for change to the Plan may be made by a Party to this Agreement or by any Orange County resident, group or organization. Recommendations for a change or revision shall be submitted to the General Manager of TTA, who shall forward the recommendation to the SWG for its review, consideration and advice. The SWG shall fully consider any recommendation for change in the Plan and report back to the Parties. The report of the SWG shall include its opinion on the recommended change along with the recommendation itself. In the event that the three SWG voting members cannot agree on a shared opinion of any recommended change, then both majority and minority perspectives on the recommended change may be provided to the Parties. Additionally, any citizen or group may submit its opinion on the recommended change to the Parties as well.

15. Any proposed material change to the Plan shall be effective only upon its approval by each and every Party to this Agreement, namely the Orange BOCC, the DCHC, and TTA.

16. 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.

A proposed elimination or addition of any fixed guideway capital project shall be considered a material change to the Plan.

17. Any proposed change to the Plan that is deemed non-material shall be effective only upon its approval by the Orange County Manager, the Planning Manager of DCHC, and the General Manager of TTA. Any change whether material or non-material must be evidenced by a written document signed by all Parties.

18. The term of this Agreement shall be from the date first above recorded to and including June 30, 2035. Upon its expiration the Agreement may be renewed upon mutual agreement of the Parties. The Agreement may be modified as needed upon mutual agreement of the Parties and may be terminated upon mutual agreement of the Parties or by either of the Parties upon a material breach by the other Party. Any modification must be in the form of a written agreement signed by all Parties.

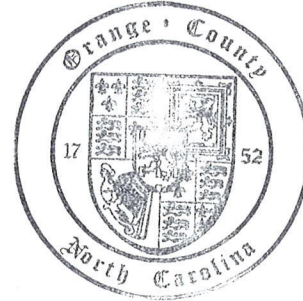
[SIGNATURE PAGE TO FOLLOW]

Understood and agreed to and effective as of the date written above, by:

Orange County

By: Bernadette Palmer
Chair, Board of Commissioners

Attest: [Signature]



Durham-Chapel Hill-Carrboro Metropolitan Planning Organization

By: [Signature]
Chair

Attest: [Signature]

Research Triangle Regional Public Transportation Authority,

By: [Signature]
David King, General Manager

Attest: [Signature]

Approved as to legal form:

[Signature]
Wib Gulley, General Council



5A. Legislative Update

Staff Resource: Mila Vega, Manager of Transit Development

Federal Advocacy Trip, Washington, DC - November 7-8, 2017

At the request of the NCPTA Board, a small delegation of committee members travelled to Washington, D.C. to meet with our federal Congressional delegation and discuss NCPTA's approved federal legislative priorities. The group included NCPTA Legislative Committee Co-Chairs, Todd Allen and Mila Vega, NCPTA President, Camille Sterling and the newly appointed NCPTA Executive Director, David Rhew.

It was a successful legislative advocacy trip as the group met with 14 of 15 Congressional offices and staff from the American Public Transportation Association and Community Transportation Association.

During the visit, we discussed with Congressional offices our association's Federal Legislative Priorities such as fully funding the FAST Act, transit and the economy, improving mobility for all North Carolinians, and educating staff on the use of FTA formula funds locally across the state.

The North-South Bus Rapid Transit project was discussed in detail with Congressman Price and his staff. Congressman Price was very interested in the status of the project, estimated schedule of completion and associated funding. It could be beneficial to continue ongoing communication with the Congressman's office regarding the project and provide regular project updates.

5B. North-South BRT Update

Staff Resource: Mila Vega, Manager of Transit Development

Background

During the discussion of the North South BRT item at the October 24, 2017 meeting the Partners requested clarification on two issues regarding the design and environmental contracts and the following was provided via electronic mail:

- Environmental Study (NEPA) - the Partners asked for clarification on what happens if the Federal Transit Administration (FTA) downgrades the required level of work from Environmental Assessment (EA) to Categorical Exclusion (CE) and how would that impact the fee and the contract with SRF, the study consultant. Based on the discussions with SRF and Transit staff, SRF will enter into a contract assuming the full scope of work – EA. The signed contract will be capped at \$679,915.58. The contract will also include a clause that will state that if FTA downgrades the work to CE, the fee will be renegotiated at that point and the contract's not-to-exceed amount will be amended (reduced). Independent Cost Estimate (ICE) will be required to renegotiate the fee (per FTA requirement).
- Design Scope – the Partners asked for clarification on if the current scope and fee included 30% design on all three alternatives adopted by Council or a preferred alternative. Based on discussions with AECOM, the current scope and fee for design is based on the following approach: AECOM will work with the Town, key stakeholders and the public on reviewing three design alternatives currently adopted by the Council with a goal of narrowing them down to one option. That option, if approved by the Town Council, will be taken through 30% design. It will take around 4 months to develop a recommendation to select one design option.

Based on this information, Transit staff will recommend approval of the contracts for Design and Environmental to the Town Manager. Transit will notify the Partners when the contracts are executed and work is scheduled to begin.

Additionally, representatives of the Board of Orange County Commissioners reviewed the proposed scope to assess transit alternatives between Eubanks Park and Ride lot and the Durham Technical Community College and consented to proceeding with this work as part of design contract with AECOM. Orange County will also be appointing representatives to the Technical and Policy Committee for the project.

Attachment

- Draft Memorandum to Town Manager - North-South Bus Rapid Transit (NS BRT) Consultant Contracts

MEMORANDUM (DRAFT)

TO: Roger L. Stancil, Town Manager

FROM: Brian M Litchfield, Transit Director

SUBJECT: North-South Bus Rapid Transit (NS BRT) Consultant Contracts: National Environmental Policy Act (NEPA) study and Design (up to 30%).

DATE: November 22, 2017

PURPOSE

The purpose of this memo is to recommend authorization of a contract for the North-South Bus Rapid Transit (NS BRT) National Environmental Policy Act (NEPA) study and Design (up to 30%), consistent with the priorities established by Transit, Business Management and Manager's Office and the Council's goal of setting course for a sustainable fiscal future.

BACKGROUND

CHT staff has submitted an application to the Federal Transit Administration (FTA) to enter into the Small Starts Project Development. CHT received a notice that FTA has accepted North-South Bus Rapid Transit (NS BRT) into Project Development (PD) in November 2016. In order to advance the project, CHT needs to procure consultant services for design (up to 30 %) and environmental (NEPA) work.

DISCUSSION

The Request for Qualifications (RFQ) announcements were advertised in Passenger Transport and Greater Diversity News. RFQs were also published on the Town's website and the RFQ notices were emailed directly to potential vendors. The Town received four proposals in response to the RFQs: one for design work (submitted by AECOM) and three for environmental study (submitted by SRF, STV and WSP).

The North-South Bus Rapid Transit (NS BRT) Consultant Selection Committee interviewed all four (4) consultant teams on August 3rd, 2017.

The selection committee included: Bergen Watterson (Town of Chapel Hill), Kumar Neppalli (Town of Chapel Hill), Than Austin (University of North Carolina at Chapel Hill), Theo Letman (Orange County/OPT), Katharine Eggleston (GoTriangle), and Tina Moon (Town of Carrboro).

The Selection Committee made the recommendation to award the following contracts to advance NS BRT through Project Development phase:

Environmental Study (NEPA) – SRF is recommended for the environmental work. The estimated cost for the work is \$679,915.58, which is within the range identified in the Independent Cost Estimate (ICE) developed by staff.

The Selection Committee was unanimous recommending SRF. SRF has a strong background in working on environmental documents for transit projects across the country. They also demonstrated a clear understanding of the project.

Mona Elabbady will lead NEPA team. Mona is an experienced project manager with several years of local and national transit and transportation planning experience. Mona’s experience includes contributing to all levels of a project, including corridor feasibility, model analysis, environment impact assessment, and agency coordination. Mona worked on projects like Milwaukee East-West BRT Environmental Assessment, DeKalb, Illinois Regional Transit Development Plan, and METRO Red Line (Cedar Avenue Transitway) Implementation Plan Update, Dakota County to name a few.

Design Study (up to 30%) – AECOM is recommended for the design work (up to 30%). The estimated cost for the work is \$1,510,963, which is also within the range identified in the ICE.

The Selection Committee believes that the AECOM team is very well-qualified to conduct the study. The team will be led by an experienced project manager – Dan Meyers, AICP. Dan Meyers is a senior transportation planner at AECOM Minneapolis office and has twenty-five years of experience in projects related to transportation planning and engineering. He has conducted a wide range of transportation planning analyses, including transit and highway corridor studies, FTA-compliant Alternatives Analyses and major investment studies. Since the initiation of the New Starts project development process, he has led numerous planning studies that have assisted decision-makers in selecting and implementing LPAs.

AECOM was the primary consultant working on the Martin Luther King Jr. Boulevard - South Columbia - 15-501 South Corridor Alternatives Analysis Study and was highly successful in stakeholder coordination, public involvement and alternatives development. The study was concluded with identification of the Locally Preferred Alternative adopted by the Town Council and acceptance into the FTA’s Small Starts Project Development.

FUNDING

Funding for the work is allocated in the Orange County Transit Plan: \$1.5M in the current physical year and up to \$6.125M total for the duration of the currently adopted plan.

RECOMMENDATION (DRAFT)

We recommend that the Town Manger authorize CHT staff to execute design and NEPA contracts with the recommended consultant teams.

5C. Park and Ride LED Project

Staff Resource: Tim Schwarzauer, Grants Coordinator

Background

- Transit staff is exploring the feasibility of replacing all of the surface lights at the Eubanks Road and Southern Village Park and Ride Lots with more sustainable options, like LED lighting. Transit staff, in conjunction with Town Procurement and Sustainability Staff, has developed a Request for Proposals (RFP) from qualified vendors to replace the existing Town/Transit-owned lights at these two locations.
- The project schedule, as outlined in the RFP, is below:

2017-2018 Timeline

November 2017:	RFP Released
December 5:	Mandatory pre-bid meeting
December 11:	Questions from vendors due
December 13:	Addendum to RFP posted to Town website
December 20:	Proposals due
January 2018:	Proposal review complete and contract award

Attachment

- Draft – Request for Proposals for Retrofitting LED compliant surface lights at Eubanks Road and Southern Village Park and Ride Lots.



**REQUEST FOR PROPOSALS (DRAFT)
FOR
RETROFITTING LED COMPLIANT SURFACE LIGHTS AT EUBANKS RD AND SOUTHERN VILLAGE PARK AND
RIDE LOTS
TOWN OF CHAPEL HILL, NORTH CAROLINA**

DATE: November 22, 2017

BID: XXXX

TO: ALL PROSPECTIVE BIDDERS

FROM: PURCHASING AND CONTRACTS MANAGER

**SUBJECT: REQUEST FOR PROPOSAL FOR RETROFITTING LED COMPLIANT SURFACE LIGHTS AT
EUBANKS RD AND SOUTHERN VILLAGE PARK AND RID LOTS**

DATE AND TIME BIDS ARE DUE: December 20, 2017 at 3:00 P.M.

**LOCATION: TOWN OF CHAPEL HILL
PURCHASING OFFICE
405 MARTIN LUTHER KING JR. BLVD.
CHAPEL HILL, N.C. 27514**

The Town of Chapel Hill, North Carolina requests proposals for the removal and installation of new lighting structure or head units for the Eubanks and Southern Village Park and Ride Lots.

If you should have any questions on the bidding procedures, please contact the Purchasing Division at (919) 969-5022.

Please note there will be a **Mandatory Pre-bid Meeting** held on **Tuesday December 5th at 2:00pm at the Eubanks Park and Ride Lot, 1768 Eubanks Rd, Chapel Hill, NC 27516**. Potential Vendors will meet Town of Chapel Hill Transit Staff at the bus shelter in the front of the lot). After review of the Eubanks Park and Ride Lot, we will move to the Southern Village Lot, meeting at the bus shelters near the bus turnaround (Maps of lots included on page 9 and 10). All potential bidders are hereby notified that attendance at the Pre-bid Meeting is required for bids to be considered by the Town of Chapel Hill; failure to attend will disqualify submissions.

Any additional questions that arise after the mandatory pre-bid conference must be received in writing Kathryn McMillan, Procurement Specialist, Chapel Hill Transit, at kmcmillan@townofchapelhill.org by 3:00 P.M. on Monday, December 11, 2017. Responses to all questions received will be published in the form of an addendum on the Town's website at www.townofchapelhill.org by December 13, 2017.

Sealed proposals are due to the Purchasing & Contracts Manager, Town of Chapel Hill, 405 Martin Luther King Jr. Boulevard, Chapel Hill, North Carolina 27514 by Wednesday, December 20, 2017 at 3:00 P.M. All bids received after 3:00 P.M. on December 20, 2017 will not be considered.

Any proposal may be withdrawn up until the due date and time set for bids. Any proposal not so withdrawn shall constitute an irrevocable offer to provide the services set forth in the Contract until one or more of the proposals have been duly accepted.

The bidder's attention is directed to the fact that the information submitted on the proposal will ultimately be considered as an integral part of the Contract executed with the successful bidder.

All proposals shall be in sealed envelopes and marked on the exterior, "Retrofitting LED Compliant Surface Lighting for Eubanks and Southern Village Park and Ride Lots" and addressed to:

Purchasing and Contracts Manager
Town of Chapel Hill
405 Martin Luther King Jr. Boulevard
Chapel Hill, NC 27514

Note: If not mailed, proposals must be delivered to the Town's Purchasing Office at 405 Martin Luther King Jr. Boulevard, Chapel Hill, NC 27514 and received by 3:00 P.M. on December 20, 2017.

All proposals received will be examined promptly after opening and an award will be made at the earliest possible date thereafter. NOTE -THE BID OPENING PROCESS WILL NOT BE OPEN TO THE PUBLIC.

The Town will select the proposal(s) that best meets its needs.

The Town specifically reserves the right to reject any and all proposals.

The successful bidder shall procure and maintain during the life of the contract the following insurance coverages:

Worker's Compensation: Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.

Comprehensive General Liability: Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.

Business Auto Policy: Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles and employee non-ownership.

Special Requirements:

The Town of Chapel Hill is to be named as an additional insured on the Comprehensive General Liability policy.

Current, valid insurance policies meeting the above requirements shall be maintained for the duration of the project. Renewal certificates shall be sent to the Town of Chapel Hill thirty (30) days prior to any expiration date. There shall also be a 30 day notification to the Town in the event of cancellation or modification of any stipulated insurance coverage. Certificates of Insurance on an Accord 25 (8/84) or similar form meeting the required insurance provisions shall be forwarded to the Town of Chapel Hill. Wording on the Certificate of Insurance which states that no liability shall be imposed upon the company for failure to provide such notice is not acceptable. Original policies or certified copies of policies may be required by the Town at any time.

Hold Harmless: The Contractor agrees to indemnify and hold harmless the Town of Chapel Hill, It's employees and It's agents from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the Contractor except to the extent same are caused by the negligence or misconduct of the Town.

I. Scope of Work and General Conditions

Chapel Hill Transit (CHT) provides public transportation services to residents and visitors of the Chapel Hill, Carrboro, and University of North Carolina communities. As part of this service, CHT has four park and ride lots that allows connections with area public transportation. In response to Duke Energy updating lighting throughout the Town, CHT is seeking a firm to remove and/or replace surface street lighting including all reasonable and necessary labor, supervision, testing, equipment and supplies at the Southern Village and Eubanks Park and Ride Lots, including Turnarounds in both location. The contracted areas will be:

- South Village Park and Ride Lot, 105 Sumac Rd. Chapel Hill, NC 27516
- Eubanks Park and Ride Lot, 1768 Eubanks Rd, Chapel Hill, NC 27516

Contractor is to remove existing surface street lighting at the above mentioned locations to allow for install of new, LED compatible lighting, whether that includes removal of entire existing structure or just the head unit and lighting element. As a result of federal grant funding, CHT owns the poles at these lots outright, however, the Contractor should consult with the utility provider, Duke Energy, in the development of lighting plans and include in the proposal any supplemental fees assessed by the utility provider.

Any property removed from the above mentioned locations should be handled with care and delivered to the Transit Operations Center at 6900 Millhouse Road, Chapel Hill, NC 27516 – this includes but is not limited to any poles, head units, lighting elements and wiring.

The Contractor is responsible for all work including all reasonable and necessary labor, supervision, testing, equipment and supplies for the installation of lighting system in the proposal.

All Contractors should consult the Town's Lighting standards and design guide to ensure that the proposal meets the minimum required standards. Lighting standards from the design guide are attached as a pdf.

This Scope of Work (SOW) is governed by the specifications described herein, the term, conditions, and requirements found in the Instructions to Bidders, and the Offeror's Quotation, especially the quoted project duration and work plan. Substantial completion of work will be as quoted and negotiated by both parties.

Once awarded the contract, the Contractor will actively coordinate project duration and schedule with CHT to minimize, to the greatest extent possible, any operational or safety impacts to daily activity and special events.

II. Proposal Requirements

1. Proposals must provide a full plan for removal and installation of new lighting structures or head units.
2. Proposals should include a description and or detail of the proposed light pole and fixture.
3. The Town of Chapel Hill has a preference for high-quality LEDs: GE, Philips, CREE, Sylvania or approved equal. Proposals should specify manufacturer and provide manufacturer's specification sheet.
4. Proposals must include a placement plan/drawing.

5. Proposals must include a payback schedule on energy savings.
6. Proposed Lighting must be photocell or otherwise capable of automatic response to changing light conditions.
7. Proposals must address expected timeline and plans for limiting impact on daily operations.
8. Your proposal must include a cover letter with your firm's full legal name and complete contact information.
9. Proposals must include a list of references for any similar projects within the past year.
10. Proposal must include any supplemental fees assessed by utility provider.

III. Additional Information and Timeline

CHT Staff will perform a review of all submissions and discard any submission which is non-responsive – the submission does not meet the minimum requirements of this Request. After evaluation of proposals, CHT Staff and the Town will award the contract.

Evaluations will be based upon responsiveness to this Request – the vendor's proposal and cost of project. Proposals will also be evaluated for projected cost savings on energy, references, and other factors deemed relevant.

OTHER TERMS AND CONDITIONS

The vendor agrees to the following:

To examine the RFP and conditions thoroughly. The failure of omission of any vendor to examine any form, instrument or document shall in no way relieve any vendor from any obligation in respect to their proposal.

To comply with all federal, state, and city laws, ordinances, and rules.

CHT expressly reserves the following rights:

1. To waive or reject any and/or all irregularities in the proposals submitted.
2. To waive or reject any and/or all proposals or portions thereof.
3. To base awards with due regard to cost of project, compliance with specifications and other such factors as may be necessary due to circumstance.
4. To make an award to a vendor whose proposal is in CHT's best interest.
5. To negotiate different terms and conditions with any vendor CHT chooses.

QUALIFICATIONS OF VENDOR

Retrofitting LED Compliant Surface Lighting for Eubanks and Southern Village Park and Ride Lot
Bid: DRAFT, Town of Chapel Hill, North Carolina
November 2017

CHT may make such investigations as deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all information and data for this purpose as CHT Staff may request. CHT reserves the right to reject any proposal if the evidence submitted by, or investigation of, such vendor fails to satisfy CHT that such Vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

2017-2018 TIMELINE

November 2017:	RFP Released
December 5:	Mandatory pre-bid meeting
December 11:	Questions from vendors due
December 13:	Addendum to RFP posted to Town website
December 20:	Proposals due
January 2018:	Proposal review complete and contract award

ITEM A

BID PROPOSAL FORM AND NON-COLLUSIVE AFFIDAVIT FOR

THE TOWN OF CHAPEL HILL

BID: XXXX

The undersigned as Bidder, hereby declares that the only person(s) interested in this proposal as principals (s) are named herein and that no other person than herein mentioned has interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other persons, company or parties making a bid or proposal and that it is in all respects fair and in good faith without collusion or fraud.

1. The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the specifications of the work and has read all special provisions furnished prior to the openings of the bids, that he has satisfied himself relative to the work to be performed.
2. The Bidder further declares that he has received and examined the Audiovisual Systems Instructions, Bid Letting Documents and General Specifications, and will abide by these requirements in performing the work.
3. The Bidder proposes and agrees, if this proposal is accepted, to contract with the Town of Chapel Hill, to furnish all necessary materials, equipment, and machinery, means of transportation, and labor necessary to complete the design, fabrication, and installation of Audiovisual Systems in full and to complete in accordance with the general specifications, and contract documents, to the full and entire satisfaction of the Town of Chapel Hill with a definite understanding that no money will be allowed for extra work except as set forth in the Contract documents. In return for the services accomplished pursuant to the Contract, the Bidder will receive the sum of:-----**Bid Proposal form to be completed on next page>>>>**

RETROFITTING LED COMPLIANT LIGHTING – BID PROPOSAL FORM

TOTAL BID FOR RETROFITTING LED COMPLIANT SURFACE LIGHTS AT EUBANKS AND SOUTHERN VILLAGE PARK AND RIDE LOTS.

_____ Dollars (\$_____)

OPTIONS:

One year warranty on supplies and labor: \$_____

Maintenance for one year: \$_____

Maintenance per year for extended period: \$_____

4. The undersigned Bidder hereby agrees that the Town of Chapel Hill reserves the right to reject any and all bids when such rejection is in the best interest to the Town of Chapel Hill taking into consideration the past performance of the Bidder, the ability to perform to work specified, the starting date and completion time, and all other pertinent facts.

Respectfully submitted the _____ day of _____, 2015.

Name of Firm: _____

By: _____

Email: _____

Phone: _____

ITEM B

Eubanks Park and Ride Lot Map
***Red box indicates meeting location for Mandatory Pre-Bid**
Address: 1768 Eubanks Rd, Chapel Hill, NC 27516



Southern Village Park and Ride Lot
***Red box indicates meeting location for Mandatory Pre-Bid**
Address: 105 Sumac Rd. Chapel Hill, NC 27516



5D. Career Day Update

Staff Resources: Herbert Griffin, Senior Human Resources Development Partner
Henry DePietro, Assistant Director - Administrative Services

Background

- Over the past 18 to 24 months, Chapel Hill Transit along with other transit systems in the region have experienced challenges trying to maintain and meet operating staffing levels.
- Operations staff along with our Senior HRD Partner and the Assistant Director of Administrative Services held a series of meetings to try and address this issue.
- Staff identified the many facets of the hiring process for the Town.
- In addition to other initiatives, staff developed a plan for Career Day (*Saturday December 2, 2017-see information attached*) for potential CHT employees.
- Career Day will allow applicants to complete the interview process in one day. This includes an interview, acceptance of a conditional offer letter, completing background check forms, pre-employment drug testing and physical.
- Additionally, those individuals who did not complete an on-line application prior to Career Day will have the opportunity to complete the application and potentially be interviewed as part of Career Day.

Next Steps

- Career Day will be held on Saturday December 2, 2017.
- The goal is to hire 10-20 bus operators who will be trained to operate both Fixed Route and Demand Response vehicles allowing for cross-utilization of resources.
- Staff will de-brief following Career Day to evaluate what went well, what did not go so well and what could be done differently going forward.

Attachment

- Career Day Information

Chapel Hill Transit Career Day

Chapel Hill Transit has exciting opportunities for energetic, committed and mission-driven individuals! We are seeking to hire **Transit Operator Apprentices- Fixed Route** and **Transit Operator Apprentices- Demand Response** to safely operate transit vehicles that pick up and transport customers, also while adhering to transit vehicle route schedules and maintaining a pleasant and courteous manner. The Operator assumes responsibility for the safety of Chapel Hill Transit customers and should have a strong desire to serve the public with great customer service.

On Saturday December 2, 2017, we will be hosting our first annual career day, located at Chapel Hill Transit from 9:00am to 4:00pm. We will be conducting onsite interviews, and possibly making onsite job offers. To be immediately considered, we encourage you to complete an online application before attending the career day on our website: <http://www.townofchapelhill.org>.

Conditional offers are based on all items below:

1. A clean driving record with no serious moving violations within the last three (3) years. This includes no DWI/DUI convictions within the last ten (10) years.
2. Job Ready Services post-offer employment evaluation
3. Passing the reference checks.
4. Passing a pre-employment drug screening.
5. Passing a DOT Physical Examination.
6. Obtaining your Class B (With P endorsement) CDL permit by the potential start date

Advantages of Working for Chapel Hill Transit

- Excellent Benefits
- Paid Training Program (6-8weeks)
- Retirement/401k Benefits
- Continuing Education Opportunities
- Competitive starting Salary (Increases upon successfully completing training)
Fixed Route Operator \$13.38/hour- (Full time possible upon completion of training)
Demand Response Operator \$14.05/hour

6A. Operations

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

Fixed Route Operations Manager – Maribeth Lewis-Baker

- Perfect Attendance – October 2017 – 29 or 25% of the Fixed Route Operators had perfect attendance for the month
- On time Performance (OTP) – October 2017 – 79%
- Routes performing **80%** and above – on time: CCX (89%), CM (85%), HS (85%), J (82%) JFX (93%), Sat JN (88%), N (91%), NU (87%), RU (82%), U (86%), V (87%)
- October Operations/Safety Meetings – Safety Officer Mark Lowry presented a training on Blood Borne Pathogens. Community Outreach Manager Anita Hackney had Cancer Awareness information available.
- Event Shuttle Service provided for FestiFall and police shuttle service for the Homegrown Halloween

Catch us at our Best:

Compliments about Operators Ronald Bigelow, Greg Alston, and Fonda McCadden were received this month:

Ronald Bigelow

I would like to share my very positive experience riding the B bus with driver Ronald Bigelow. I ride this route occasionally, and am always so impressed by Mr. Bigelow's friendly and professional demeanor, his helpfulness, and his genuine concern for the convenience and safety of his passengers.

Greg Alston

NS morning route, Health Sciences Library, 7:20am schedule. 10-16-17

My NS bus driver, Gary, is just a joy. He's very nice. I'm a regular on that schedule and he treats me like he knows me, watches out for me to see if I'm standing in the bus stop (or if I'm running up to catch him before he takes off from the stop)...he knows me and I appreciate that. He always has a friendly smile and something funny and

witty to say. Please tell him there are riders who appreciate him and the service he brings to CHT.

Fonda McCadden

The Wednesday evening (10-18-17) the CCX bus driver who left the hospital at 725 pm was extremely kind to a passenger who was having trouble getting home. Very rarely have I seen a driver go out of their way that much to help a passenger and I know that passenger appreciated it. I just wanted to let the driver know that her kindness was noticed.

Demand Response Operations Manager – Don Willis

EZ Rider upgraded our dispatch, scheduling and reservations software (Trapeze) to version 16 on November 9th. The new functionality will help us improve customer service and efficiency.

EZ Rider upgraded our phone system for reservations and dispatch. The new system will improve our ability to track call metrics, as well as improve the customer experience when calling to request services or check on the status of their trips.

Service Metrics

Average Statistics for October:

- 227 Trips per Weekday; 77 Trips on Saturday; 25 Trips on Sunday
- Provided a total of 5,419 Trips & traveled 26,086 miles with no missed trips and 94.53% On Time Performance
- 31% Subscription Trips and 69% On-Demand Trips
- 979 No shows or Same Day Cancellations

Safety Officer – Mark Lowry

- Accidents for October
- Completed Safety Awards

October 2017

TOTAL ACCIDENTS	Oct-16	Oct-17	Year to Date
Fixed Route			
Preventable	5	3	9
Non-Preventable	4	2	10
Demand Response			
Preventable	0	2	3
Non-Preventable	0	0	0
Maintenance			
Preventable	0	1	1
Non-Preventable	0	0	0
		Total YTD	15

Training Coordinator – Katy Luecken

1. Training Classes

Fixed Route:

- September 5th: Five trainees completed training
- October 30th: Three trainees in route training

Demand Response:

- No recent training classes

Maintenance:

- CDL Training for recent new hires

2. Projects

- Coordinating Training Standards for Department

- Updating Training Schedule to reflect organizational changes.

Maintenance Manager – Peter Aube

October

- Demand response ran 37,128 miles in October
- Non-revenue vehicles ran 27,376 miles in October
- Fixed route ran 206,781 miles in October
- Maintenance performed 49 Preventive Maintenance Inspections in October (100% on-time).
- Six (6) Maintenance Employees completed the Month of October with Perfect attendance
- Maintenance performed eight (8) road calls in September (25,848) miles per road call for fixed route
- Maintenance performed (1) road call in October (37,128) miles per road call for demand response
- Maintenance completed the month of October with zero tows

6B. Community Outreach

Staff Resource: Anita Hackney, Community Outreach Manager

Chapel Hill Transit provides transportation services to our community partners throughout the service area. Below are some community events Chapel Hill Transit participated in during late October and November.

Haunted Hill

- October 28, 2017 – Provide bus to be decorated for Annual Haunted Hill in collaboration with Town of Chapel Hill Parks and Recreation Department.

Toys For Tots Stuff-A-Bus

- November 18, 2017 – Provided a bus for Orange County DSS for Stuff-A-Bus for Toys for Tots.

Scroggs Elementary Field Trip

- November 28, 2017 – 75 students from Scroggs Elementary School will be traveling on the NS route to Chapel Hill Town Hall for Local Government Social Studies project.

Upcoming Community Events**Toys For Tots Fill-The-Bus**

- December 3, 2017 – In partnership with North Carolina Athletics Department joining together with Toys for Tots to fill the bus at the UNC vs. Tulane men's basketball game.

Chapel Hill-Carrboro Holiday Parade

- December 9, 2017 – Participation in the Chapel Hill –Carrboro Holiday parade – One (1) decorated bus.



6C. Director

Staff Resource: Brian Litchfield

- The Director's Report will be provided at the meeting on November 28, 2017.



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

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

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 November 28, 2017**

December, 2017 – No Meeting	
Action Items	Informational Items
Short Range Transit Plan	North South BRT Orange County Transit Plan
January 23, 2018	
Action Items	Informational Items
	North South BRT Orange County Transit Plan
February 27, 2018	
Actions Items	Informational Items
	Short Range Transit Plan North South BRT

<u>Key Meetings/Dates</u>
MPO Board-December 13, 2017, 9-11AM Committee Room, Durham City Hall
TCC Meeting – December 20, 2017, 9-11AM Committee Room, Durham City Hall