



CHAPEL HILL TRANSIT  
Town of Chapel Hill  
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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE**  
**NOTICE OF COMMITTEE MEETING AND AGENDA**  
**FEBRUARY 26, 2019 – 11:00 A.M. to 1:00 P.M.**  
**CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM**

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**MEETING SUMMARY OF A REGULAR MEETING OF THE PUBLIC TRANSIT COMMITTEE  
CHAPEL HILL TRANSIT TRAINING ROOM**

**Tuesday, January 22, 2019 at 11:00 AM**

Present: Michael Parker, Chapel Hill Town Council  
Nancy Oates, Chapel Hill Town Council  
Anne-Marie Vanaman, Town of Carrboro Management Specialist  
Bethany Chaney, Carrboro Alderman  
Donna Bell, Chapel Hill Town Council  
Than Austin, UNC Transportation & Parking  
Cheryl Stout, UNC Transportation Parking  
Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises

Absent: Damon Seils, Carrboro Alderman

Staff present: Brian Litchfield, Transit Director, Nick Pittman, Transit Planning Coordinator, Rick Shreve, Budget Manager, Tim Schwarzauer, Grants Coordinator, Flo Miller, Deputy Town Manager, Zachary Hallock, Carrboro Transportation Planner

Guests: Fred Lampe

1. The Meeting Summary of November 27, 2018 was received and approved.
2. Employee Recognition – None.

Brian reviewed the Art + Transit Project including the interests and goals. He gave a presentation showing the 5 bus shelters in the project.

3. **Consent Items**

- A. December Financial Report – Rick reviewed this item. Nothing unusual for this period in the fiscal year. He reported that there are no impacts from the Federal shutdown at this time, but if the shutdown is long term there may be impacts later.

4. **Discussion Items**

- A. FY2019-2020 Budget Development – Rick reviewed this item. Staff is predicting approximately a \$700,000 loss of funds from state funding. Nelson/Nygaard is revamping the Capital Plan. They are also looking at phasing in electric vehicles over the next couple of years. The Short Range Transit Plan could have impacts on the Partners contribution when it is finalized. UNC expressed that they would like the Fund Balance to have a budget. Partners need to understand the relationship between Operating Costs, Fund Balance and Capital. What are the targets for the Fund Balance? How do you grown the Fund Balance? Transit does have a 90 day contingency fund.

- B. Transit Advertising RFP Recommendation – Brian reviewed the recommendation from Staff. Three agencies submitted proposals, Lamar, Houck and Street Level Media. The staff is recommending Houck. The minimum guaranteed payments listed in the proposals are based on the current advertising rates and policies. Partners asked what the “notice for cancelling” the contract would be. Brian said that will be addressed by Legal and in the contract. Houck is able to access the national brands that we are not getting now. The references for Houck were checked and were favorable. Brian noted, in response to a question, that our fleet can support additional advertising. The Partners agreed to recommend Houck as the Advertising Agency for Chapel Hill Transit, to the Town Council.
  
- C. Chapel Hill Transit Advertising Policy – Brian reviewed the draft changes made to the Advertising Policy, with Town Legal assistance. Staff is suggesting a “nonpublic forum” policy for advertising, thereby eliminating political, religious and issue oriented advertising. This would put the focus on Commercial advertising. Brian asked for feedback from the group. There was mixed feedback from the group. Carrboro expressed concern that the policy was too narrow and they could not support the change in the policy. Others were in favor of the proposed changes. It was noted that advertising contractors prefer this type of advertising policy and a revision such as this would save a lot of staff time and Council review on advertising that required it. It was asked if the Contract with Houck could proceed while work continues on the advertising policy. Brian felt that the policy might need to be in place for the contract to proceed. We probably would not want to go back to the advertising contractor in the future with changes to the advertising policy. It was suggested that staff consult with the Town Manager on how best to proceed. It was recommended that the Carrboro Aldermen also have a chance to comment on these changes. Staff will work to provide Carrboro with the opportunity to respond and this item will be brought back for discussion in February.

## 5. **Information Items**

- A. North South Bus Rapid Transit Update – Brian reviewed the item. Chapel Hill Town Council has asked for a market study on Urban Design. AECOM has subcontractors who will undertake this project. UNC was concerned about added costs for this study. Brian will provide this information at the next Partner’s Meeting. He said the NSBRT project would be reviewed for cost savings in other areas. He also went over the Capital Plan for the NSBRT project. Eighty percent (80%) will probably be funded by the Federal government and twenty percent (20%) would be local funding, some of which would likely come from the Orange County Transit Plan. This would likely leave approximately \$10.4 + million needed to complete the project. The best opportunity for this funding would likely be the State STI money. The project will be reviewed for STI money in July. Staff will continue to research other funding opportunities as well.
  
- B. Short Range Transit Plan Update – This item was provided for the Partners.

**6. Departmental Monthly Reports**

- A. Operations – This item was provided for the Partners information.
- B. Directors Report – Brian reviewed this item for the Partners.

**7. Future Meeting Items**

**8. Partner Items**

**9. Next Meeting** – February 26, 2019 at Chapel Hill Transit – Transit Training Room

**10. Adjourn**

The Partners set a next meeting date for February 26, 2019
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## 3A. January Financial Report

Prepared by: Rick Shreve, Budget Manager

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**January 2019**

- Expenses for the month of January were \$1,572,174. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 56.68% 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 seven 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 higher-than-typical encumbrances in the “Other” expense category are primarily associated with the North-South BRT work, largely funded by the Orange Transit Plan, and the debt service payments associated with the Partner’s agreement to finance the purchase of 14 buses.
- 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.

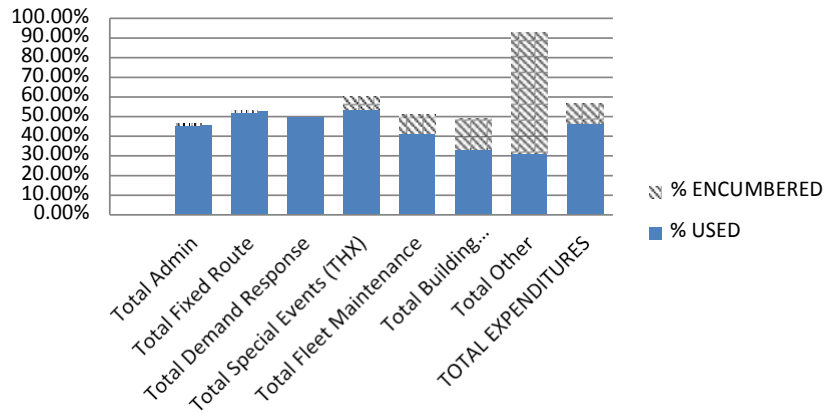
***Note about FY2019-20 Budget Development***

Staff is planning a more detailed budget presentation and discussion for the March 26, 2019, Partners Committee Meeting.

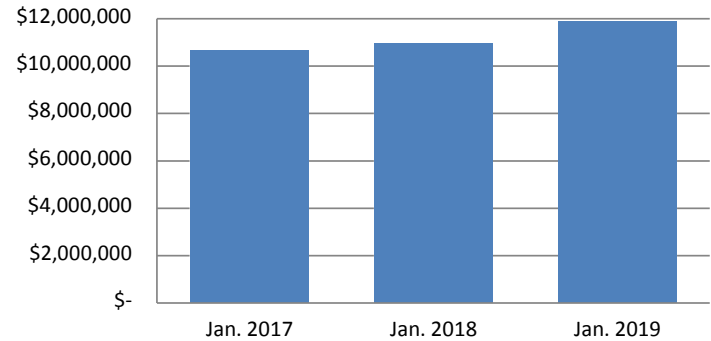
**Transit 640 Fund Budget to Actual at end of January 2019**

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Jan. =
Total Admin	2,074,180	2,103,680	121,841	963,355	20,614	1,119,711	46.77%
Total Fixed Route	11,899,399	11,899,399	726,023	6,270,311	108,193	5,520,894	53.60%
Total Demand Response	2,381,391	2,381,391	148,066	1,185,398	5,362	1,190,630	50.00%
Total Special Events (THX)	336,905	336,905	36,657	183,283	20,922	132,700	60.61%
Total Fleet Maintenance	4,766,675	4,900,368	258,609	2,025,486	464,908	2,409,973	50.82%
Total Building Maintenance	929,054	993,717	61,222	338,420	155,253	500,044	49.68%
Total Other	1,380,691	2,927,685	219,756	921,513	1,814,043	192,129	93.44%
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,768,295</b>	<b>\$ 25,543,145</b>	<b>\$ 1,572,174</b>	<b>\$ 11,887,767</b>	<b>\$ 2,589,296</b>	<b>\$ 11,066,082</b>	<b>56.68%</b>

**CHT Jan. 2019 YTD Expenses as % of Budget**



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



**4A. Bus Stops Proposed for Removal on Hillsborough Street**

Action: 1. Receive information presented and provide feedback to staff.

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

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**Overview**

Chapel Hill Transit staff received a safety concern related to the bus stop located at Hillsborough Street at Midtown Market (Hunam Chinese). Consistent with our practice for bus stops located within Chapel Hill, staff reviewed the concern with the Town's Bicycle and Pedestrian Team, which includes staff from Traffic Engineering, Police, Planning, Transit, Parks and Recreation, Managers Office and Communication and Public Affairs.

The review included the stop at Midtown Market and its paired stop on Hillsborough Street between the Mobil gas station and Lloyd Tire (see attached map). The stops are currently served by the A, A-Limited, NU, Saturday T, and Safe Ride T routes, with around 65-weekday trips. The stop at Midtown Market averages 38 boardings and 10 alightings and the stop at Lloyd Tire averages 2 boardings and 42 alightings. Surrounding stops are located on Hillsborough Street at Bolinwood Drive (~700 feet) and Martin Luther King Jr. Boulevard at Root Cellar (~350 feet). There are no public or community facilities served directly by these stops.

**Evaluation and Recommendation**

The evaluation included a review of stop usage, site suitability (can customers see and be seen, collision data, etc), physical characteristics (sidewalks/crosswalks, access to destinations, transfer options, etc), placement (distance from surrounding stops, distance from driveways/intersections, etc). The Bicycle and Pedestrian Team concluded that the stops, as currently placed, presented safety challenges for transit vehicles and customers, bicyclists and private vehicles. The Team determined that adjusting the location of the stops was not viable due to creating conflicts with entrances/driveways and surrounding stops. Additionally, surrounding stops were between 350 and 700 feet of the stops being reviewed.

Based on safety concerns, very low usage, the availability of several surrounding stops and no impact on the public or community, the Team recommended eliminating the bus stops with the May 2019 service change.

**Next Steps**

Chapel Hill Transit's adopted Public Participation Plan states bus stops can be eliminated for safety reasons, following a review, and does not require a public forum if the elimination does not create a gap of more than ½ mile between stops or result in the unavailability of a comparable



level and quality of transit service within ¼ mile of the proposed elimination. Chapel Hill Transit will provide opportunities for customer/public comment on the proposed elimination. On Friday, February 8, 2019, staff posted notices (see attached) at the bus stops and to date, no comments have been submitted. The notices will be in place through March. Notice of removal will be posted at the stops in April and information will be shared in public communications for the May 2019 services changes.

**Attachments**

- Map of stops and surrounding stops.
- Bus stop notices.

**Recommendation**

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

# Hillsborough Street Stops

Write a description for your map.

## Legend

Center

Feature 1

Feature 2

Feature 3

Institute On Aging

Lloyd Tire & Alignment LLC

Martin Luther King Jr Blvd

Path Measure

Run In Jim's

© 2018 Google  
© 2018 Europa Technologies

Bolinwood Stops

Midtown Stop - Proposed for Elimination

Root Cellar Stop

725 Stop

Google Earth



## 4B. Short Range Transit Plan Update

Staff Resource: Nick Pittman, Transit Planning Manager

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### **Overview**

Staff is continuing to work with the consultant team from Nelson\ Nygaard to refine the Final Report (Preferred Alternative) of the Short Range Transit Plan (<https://www.townofchapelhill.org/Home/ShowDocument?id=41968>).

During this month's meeting, staff will provide additional updated information related to the Short Range Transit Plan's draft budget impacts (generally cost neutral) and the timeline for presentations to the Town of Chapel Hill Council, Carrboro Board of Aldermen and other key stakeholders.

### **Next Steps for Preferred Alternative**

- Prepare final adjustments, if needed.
- Host Public Information sessions related to the final plan.
- Present to Chapel Hill Town Council and Carrboro Board of Aldermen

### **Next Steps for Overall Plan**

- Develop options to serve areas beyond the current route structure for Chapel Hill Transit. These options will likely require funding to be identified.
- Develop and present performance metrics and dashboard.

### **Note**

- Any service change(s) coming out of this process would be implemented no earlier than Fall 2019.

4C. North South Corridor Bus Rapid Transit – Draft Scope of Work for Market Study of the Corridor

Action: 1. That the Partners Committee receive the scope of work and associated cost estimate and provide feedback to staff.

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

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**Overview**

At the January 16, 2019, Chapel Hill Town Council Meeting, staff were asked to develop a scope of work and cost estimate for our consultant to team conduct a corridor study to understand potential development options within the corridor and demonstrate how urban design and placemaking. This work will be supported by input and feedback from the community and appropriate boards/commissions and integrated into the planned environmental and 30% design work to ensure that transit and bicycle/pedestrian improvements make it easier for those of all ages to travel within the corridor.

The Council item, related materials and video of the discussion are available at the following link: <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=3838442&GUID=913FECA8-4404-458A-A486-EFF5EA2AE2C3&Options=&Search=&FullText=1>.

Staff requested that our project consultant, AECOM, develop a scope of work and cost estimate for a market study of the corridor, focused on the development and urban design. This work will be led by our consultant team and one of their subconsultants – Dover, Kohl and Partners that specialize in community/urban design and community engagement. The draft scope and cost estimate will be presented at the Partners Meeting on February 26, 2019.

**Recommendation**

That the Partners Committee receive the scope of work and associated cost estimate and provide feedback to staff.

## 5A. Legislative Update

Staff Resource: Brian Litchfield, Transit Director

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**Federal Update**

The recently signed Consolidated Appropriations Act provides more than \$16 billion for public transportation and intercity passenger rail, including \$13.4 billion for public transportation and \$2.6 billion for intercity passenger rail grants, including:

- \$2.0 billion more than the FY 2017 enacted funding levels;
- \$1.2 billion more than the FY 2019 FAST Act authorization levels; and
- \$3.5 billion more than the FY 2019 President's Budget request.

In addition to these significant funding levels, the bill specifically mandates that DOT provide these funds in an expeditious manner. The bill provides specific timelines for DOT to issue grant notices and awards. For instance, under the Federal-State Partnership for State of Good Repair rail program, the bill directs the Federal Railroad Administration (FRA) to issue its Notice of Funding Opportunity (NOFO) for FY 2019 (and FY 2017 and FY 2018) funding within 30 days of the date of enactment of the bill. It also directs FRA to announce selected projects within 180 days of the date of enactment.

**Capital Investment Grants:** The bill provides \$2.6 billion for Capital Investment Grants (CIG) and requires the Federal Transit Administration (FTA) to obligate 85 percent of these funds by December 31, 2020. Of the \$2.6 billion, the bill provides \$1.2 billion for New Starts, \$635 million for Core Capacity projects, and \$527 million for Small Starts. The bill also provides \$100 million for the Expedited Project Delivery CIG Pilot Program, which is a pilot program with reduced regulatory requirements for projects supported by a public-private partnership and seeking a federal share of 25 percent or less.

In addition, the bill specifically requires FTA to administer the CIG program in accordance with the procedural and substantive requirements of current law (49 U.S.C. 5309). Importantly, the bill prohibits FTA from implementing or furthering new policies detailed in FTA's June 29, 2018 "Dear Colleague" letter to CIG project sponsors. The Administration's Dear Colleague letter established geographic diversity as a factor in FTA funding allocation decisions; considered DOT loans "in the context of" all federal funding sources requested by the project sponsor, and not separate from the Federal funding sources, and included other Administration policy objectives.

**BUILD Grants:** The Better Utilizing Investments to Leverage Development (BUILD) program (formerly TIGER) provides competitive grants for surface transportation projects, including public transportation and multi-modal projects. The bill provides \$900 million for BUILD grants. The

legislation requires that DOT ensure equitable geographic distribution of the funds and

investment in a variety of transportation modes. One-half (\$450 million) of this funding must be awarded for grants in large urbanized areas (population of 200,000 or more). Moreover, DOT is specifically directed to use the selection criteria from the 2017 NOFO and “not use the Federal share or an applicant’s ability to generate non-Federal revenue as a selection criteria in awarding projects.”



## 5B. Project and Grant Update

Staff Resource: Tim Schwarzauer, Grants Coordinator

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**ADA Bus Stop Improvements:** Transit staff continue to work with the engineers at Ramey Kemp and Associates to review existing transit stops for compliance with the Americans with Disabilities Act (ADA) of 1990. We are currently writing the Request for Quotes (RFQ) to begin construction on all of the below stops:

- Manning Drive at Hibbard Drive
- Manning Drive at Gravely Drive
- South Columbia Street at Mason Farm Road
- Pittsboro Street at Credit Union
- Martin Luther King Jr. Blvd at Ashley Forest
- East Franklin Street at Coffee Shop
- South Columbia Street at Abernathy Hall
- Martin Luther King Jr. Blvd at Timber Hollow Apartments
- South Road at Fetzer Gym
- NC Hwy 54 at Kingswood Apartments
- South Columbia Street at Westwood Drive
- South Columbia Street at Purefoy Road
- Martin Luther King Jr. Blvd at Adelaide Apartments
- Willow Drive at Estes Drive
- Franklin Street at Morehead Planetarium

**Employee Parking Lot Project:** Town Procurement staff released BID # A/E19-001 on January 28<sup>th</sup>, 2019 for engineering and design services related to our employee and guest parking lot expansion. A large number of firms have expressed interest and attended our pre-submittal conference on February 11<sup>th</sup>. Transit staff reviewed questions submitted by interested firms and published an addendum on February 22<sup>nd</sup>. Qualification submittals are due to the Town by March 11<sup>th</sup> at 3:00 pm.

**Bus Yard Security Gate Project:** Transit staff are preparing an RFQ from qualified vendors to update the security gate to our fleet yard and to make improvements and repairs to the existing perimeter fence.

**FY20 North Carolina Advanced Technology Grant** Chapel Hill Transit received notice of award from the North Carolina Department of Transportation for their competitive Advanced Technology Grant program. The Town of Chapel Hill has been awarded \$108,350 to purchase

solar powered realtime (NextBus) bus information signs (picture below) for up to 20 existing stops.



6A. Operations

Staff Resource: Travis Parker, Assistant Operations Manager – Demand Response  
Peter Aube, Maintenance Manager  
Katy Luecken, Training Coordinator  
Mark Lowry, Occupational Health and Safety Officer

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**Demand Response – Travis Parker**

January 2019 Monthly Reports
• <b>Total Trips – 6,804 trips</b>
• <b>On-Time Performance (OTP) – 90%</b>
• <b>Cancellations – 27.5%</b>
• <b>Missed Trips - 0</b>
• <b>Perfect Attendance – 55%</b>

- EZRAC as a Partners Subcommittee: Discussion Points for February
  1. Certification application fill-In PDF: We have received five fill-in PDF applications (Angie), and no complaints. If someone is not able to use the Fill-in PDF, they will need to print the application to be fill out by hand.
  2. When calling 919-969-5544: press 1- Reservations- press 1 to leave message, press 2- Dispatch, press 3- Voice Mail. We have identified some issues with the system and have started working to fix the issues.
  3. Report on ridership: OTP 90% for the month of January 2019 with a total of 6,804 trips.
  4. No Show Statistics: 359 (5.2%) no shows were recorded for the month of January.
  5. Active customers 2086, Inactive customers 4965 (Angie)
  6. Discussion item from Bob Warren: Durham Low Vision group meeting (Vision Insights).

**Safety Officer – Mark Lowry**

- Accidents for January 2019

<b>TOTAL ACCIDENTS</b>	<b>Jan-18</b>	<b>Jan-19</b>	<b>Year to Date</b>
<b>Fixed Route</b>			
Preventable	2	3	3
Non-Preventable	0	1	1
<b>Demand Response</b>			
Preventable	0	0	0
Non-Preventable	0	1	1
<b>Maintenance</b>			
Preventable	0	0	0
Non-Preventable	0	0	0
		<b>Total YTD</b>	05

**Training Coordinator – Katy Fontaine**

1. Training Classes
  - a. Fixed Route:
    - i. January 7<sup>th</sup>: Three trainees in BTW training
    - ii. January 22<sup>nd</sup>: One trainee in BTW training
    - iii. February 11<sup>th</sup>: Two trainees in route training
  - b. Future:
    - i. Next Training Class: February 25<sup>th</sup>
2. Projects
  - a. Update policies and procedures
  - b. Smith System Defensive Driving Retraining in Spring
  - c. Hiring and Recruitment
  - d. Supervisor Assessment Center

**Maintenance Manager – Peter Aube**

January

- Demand response ran 38,692 miles in January
- Non-revenue vehicles ran 25,207 miles in January

- Fixed route ran 206,616 miles in January
- Maintenance performed 45 Preventive Maintenance Inspections in January (100% on-time).
- Eight (8) Maintenance Employees completed the month of January with Perfect attendance .
- Maintenance performed (8) road calls in January, (29,517) miles per road call for fixed route .
- Maintenance performed (1) road calls in January, (38,692) miles per road call for demand response.
- Completed Quality assurance inspection on six new Gillig 40 ft. buses
- Completed pre-production meeting on five Gillig bus order to begin production in August of 2019

## 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 mid-January thru February.

- University Childcare Center (Victory Daycare) Bus Orientation February 18, 2019.



### Upcoming Events

- February 27, 2019 – GoChapelHill Info Sessions – Chapel Hill Town Hall
- March 13, 2019 – 2019 UNC Total WellBeing Expo – 11am-2pm – Fetzer Hall
- April 7, 2019 – Carrboro Open Streets

- April 7, 2019 – Touch A Truck

6C. Director

Staff Resource: Brian Litchfield, Transit Director

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- The Director's Report will be provided at the meeting on February 26, 2019.





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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE**

**FUTURE MEETING ITEMS**

**FEBRUARY 26, 2019**

<b>March 26, 2019</b>	
Action Items	Informational Items
Customer Survey Results	FY 2019-2020 Budget
Short Range Transit Plan	
North South BRT	
Microtransit	
<b>April 23, 2019</b>	
Action Items	Informational Items
Short Range Transit Plan	FY2019-2020 Budget
North South BRT	
<b>May 28, 2019</b>	
Actions Items	Informational Items
Short Range Transit Plan	
North South BRT	FY 2019-2020 Budget

<u><b>Key Meetings/Dates</b></u>
MPO Technical Committee Meeting- <b>February 27, 2019</b> , 9-11AM Committee Room, Durham City Hall
MPO Technical Committee Meeting- <b>March 27, 2019</b> , 9-11AM Committee Room, Durham City Hall
MPO Board Meeting – <b>March 13, 2019</b> , 9-11AM Committee Room, Durham City Hall
APTA Legislative Conference- <b>March 17-19, 2019</b> , Washington, DC
MPO Board Meeting – <b>April 10, 2019</b> , 9-11AM Committee Room, Durham City Hall
APTA International Bus Roadeo- <b>May 17-21, 2019</b> , Louisville, KY
APTA Mobility Conference- <b>May 19-22, 2019</b> , Louisville, KY