

Meeting Minutes



Project: **Transportation Advisory Board**

Subject: Quarterly Meeting

Date: April 24, 2024

Location: Hybrid

Attendees:	Janet Payne	Bjorn Hansen
	Brandon Earp	Laura Gardner
	Judi Kinlaw (passenger)	Theresa Torres
	Ellen Elliott (passenger)	Emily Colson
	Jesse Granger	Stephanie Starr
	David Casper (virtual)	Ashley Lantz (virtual)
	Beth Young	Angela Tucker
	Mary Chickoree	Stephanie Thomas
	Kristi Phifer	Michelle Marcano
	Elizabeth Young	

Members not present:	Lorey White	Lee Snuggs
	Nikki Myers	Robin Rowland
	Yolanda Williams	Tanya Byrd
	Dennis Joyner	Terri Parker
	Andrew Ansley	
	Nicholas Jackson	

Agenda Item	Discussion	Follow up Tasks
Call to Order	Ashley Lantz called the meeting to order at 12:09 pm.	
Approval of minutes	There was a motion to approve the previous TAB minutes made by Bjorn and followed with a second motion by David Casper. The motion was approved after a vote.	

<p>Age-Restricted Neighborhoods</p>	<p>Bjorn stated that this was brought up at the January TAB meeting to look at outreach because we keep on getting more age restricted communities in the county. There has been work with the municipalities in the county to find out where all the age restricted communities were located. By age restricted, we mean communities that had age 55 and older to living there which is different than a senior living facility or congregate situation. There are about 1300 homes in the county and that's growing because there are a couple of large developments that are being built right now on Cuthbertson Road and Potter Rd, as well as some other developments. There was a mailing card sent out around the second week of March, as well as some given to people in the marketing department at the sales office for both the Cuthbertson and Potter Rd communities about registering for transportation. Theresa stated that there had been phone calls received about interest in registering. There was not a total number of individuals that had signed up because of the card, but from March 18 until April 24, there have been 95 registrations which is higher than normal. Bjorn stated that this was a good partnership between Transportation and Public Communications to put together the postcard and Transportation paid for the postage and pulled together all the address labels. The total cost may have been about \$1500 including staff time. There are about 500 cards left over that can be distributed to new communities on the horizon. Theresa suggested to Michelle that it might be a good idea to take some to hand out at the Veterans Coffee.</p>	
<p>Organizational and Operational Updates</p>	<p>Office staffing Fully staffed.</p> <p>Driver Staffing 14 of 14 FT positions filled. 5 of 5 BPT positions are filled. 16 of 17 PT positions are filled.</p> <p>Vehicles FY24 Received 5 out of 6 LTVs. The first one is already on the road and started receiving revenue on Monday.</p>	

	<ul style="list-style-type: none"> • Wraps have been put on two vehicles and are waiting for the other three to be completed. • Conversion to Bi-Fuel - 2 vehicles and one more in the shop • The discretionary Grant has still not been approved to allow a pump station at Transportation, so we are partnering with UCPS. UCPS is allowing us to use their pump to fill up each day. Once we have our pumps, we will continue to partner with UCPS so if there is an issue with either party pumping, we can use another site as back up. The cost per gallon is \$1.74 with a \$0.30 tax credit. The cost is being shared. Four drivers were trained last week on the use of the propane station. As more vehicles are converted another group will be taken over to be trained. As drivers are fueling, the pump station will ask if the driver has been updated on training in the last six months. If the driver says no, they will go through a couple of slides to retrain on fueling. Janet asked if there were any differences in the way the drivers would have to operate the vehicle as far as using propane and gas. Theresa stated that the drivers would start fueling in the morning when the vehicle is cold, and as the vehicle warms up it automatically switches over to propane and once it runs out it will switch automatically back to gas. The vehicles shouldn't run out of propane but that is the advantage of being bi-fuel. If there are any difficulties with the propane there is a button the driver can push that will take them off the propane. • Wheelchair safety arms are being implemented in vehicles. They go down when the lift is down. • Radios and Cameras have been added to the vehicles we have received. • The first replacement vehicle received is on the road. <p>Transportation Office Furniture</p> <ul style="list-style-type: none"> • We have ordered additional office furniture. Furniture for Safety Officer since they didn't have their 	
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	<p>own area. The Safety Office was supposed to have their own office but because there isn't that space anymore, a cubicle was ordered. Also, some additional cabinets and another desk was ordered.</p> <ul style="list-style-type: none"> Facilities denied our request to purchase the lobby Furniture. <p>Software Implementation</p> <ul style="list-style-type: none"> Expected GO Live Date – We are working to have this completed in the next few weeks. We weren't moving with the project, so we had to get the CEO and Owner involved. They have both said that they are now in the day-to-day of this project, and they were going to see it to the end. <p>FFY22 Funding FY25 Application 5310 Grant</p> <ul style="list-style-type: none"> The Section 5310 program (49 U.S.C. 5310) provides formula funding to states to assist private nonprofit groups meet the transportation needs of older adults and people with disabilities when transportation service is unavailable, insufficient, or inappropriate to meet the needs of these residents. The 5310 program aims to remove barriers to transportation services and expand mobility options for seniors and individuals with disabilities by supporting services planned, designed, and carried out to meet the unique transportation needs of these residents in all areas - large urbanized (over 200,000), small urbanized (50,000-200,000), and rural (under 50,000). Funds are apportioned based on each state's share of the population, and then direct recipients manage and distribute funds to sub-recipient projects. This grant is used to transport passengers who are 65+ or disabled to their appointments. The period of performance for this grant is two years after the start of the award's fiscal year. The 5310 grant requires a 50% Federal and 50% Local split. 	
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	<ul style="list-style-type: none"> Financial Impact - The total 5310 Grant operating request of \$400,000 for the two-year period from July 1, 2025, through June 30, 2027, is 50% Federal Grant (\$200,000) and 50% Local Match (\$200,000). <p>Union County Section 5307 CRRSAA Operating Assistance</p> <ul style="list-style-type: none"> Applied for <p>ARP Section 5307 Urban Transit Operating Assistance</p> <ul style="list-style-type: none"> Applied for <p>FY24 Carbon Reduction Funds-Flex Funding FTA</p> <ul style="list-style-type: none"> Applied to have funds flexed from FHWA TO FTA <p>FFY21 Funding FY23 5307 Application</p> <ul style="list-style-type: none"> The 5307 Urbanized Area Formula Funding program makes federal resources available to urbanized areas for transit capital and operating assistance in urbanized areas and for transportation-related planning. Eligible 5307 activities include planning, engineering, design, and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement, overhaul, and rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software. All preventive maintenance and some Americans with Disabilities Act complementary portrait service costs are considered capital costs. Operating assistance is only an eligible expense for urbanized areas with populations less than 200,000. 5307 funds allocated to the Charlotte urbanized area are distributed using a formula that considers population, bus fleet, and transit service provided in its urbanized area outside of Charlotte, which includes the remainder of Mecklenburg County, Iredell County, York County, and Union County. 	
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	<p>Based on the current distribution formula created by the Charlotte Area Transit System (CATS) and approved by the Charlotte Regional Transit Planning Organization (CRTPO), Union County will receive up to \$969,420 in Federal 5307 funds for FY23. This funding will be used for both operating expenses, which require a 50% local match, and capital expenses, which require a 20% local match.</p> <p>The FY23 5307 Grant will result in an award of Federal Fiscal Year (FFY) 2021 Federal Transportation Administration (FTA) funds to Union County. Funds awarded during a given fiscal year are initially awarded for a 1-year period of performance, but that may be extended if needed to enable them to be drawn down for a period of 5-years after the start of the federal fiscal year of the award. Thus, funds awarded for the FY23 5307 application can be drawn down through June 30, 2026.</p> <p>In Union County, 5307 operational-related services are currently provided using demand response, subscription, and contracted fixed-route service. These services are rendered by Union County Transportation, or its subcontractors, and CATS. Union County's Transportation and Planning staff have developed a list of activities for these funds, which include paying for 50 percent of the cost of the existing Union County 74X Express bus service and provision of demand-response service in the urbanized portions of the County. The funding used for capital-related items will be used for the purchase of security-related items as required by the 1% Security Minimum Requirement, facility renovations, consulting services, and administrative vehicles.</p> <ul style="list-style-type: none"> • Financial Impact: The grant total is \$969,420. The local match includes \$457,187 for operating (50% federal and 50% local) and \$102,446 for capital (80% federal and 20% local). 	
<p>Finance/Budget and Service Reports</p>	<p>Laura stated that the orange chart shows the grants in the General Fund and the Blue chart shows were we currently account for the funding we received due to the pandemic. She stated that in the chart you see what was expended as of 3Q24 (March 31, 2024). She stated that as</p>	

	<p>a sidenote when she talks about funds it would be rounded to the nearest 1,000 dollars.</p> <p>ROAP This funding covers particular trips and the last remaining funds were expended in January.</p> <p>HCCBG These funds were expended in January.</p> <p>5303 FY23 funds were expended in December and FY24 funds have \$17,906 and will probably be expended in the next few months.</p> <p>5311 Admin Reimbursement for this grant can be claimed quarterly. This fund will probably be exhausted within the next few months.</p> <p>5339 This grant is also referred to as the Combined Capital grant. It is the grant used for replacement vehicles and relates to FY24 vehicles. Funds have been requested to reimburse for four vehicles. What is left in the budget is a request for another five vehicles.</p> <p>5310 The funding from FY20 has been fully expended. There was a reimbursement at 50%. FY21 funds have \$109,642 remaining in the budget. These funds are 100% reimbursed. FY25 grant of \$400,000. These funds will be reimbursed at 50%.</p> <p>5307 The operating portion of the funding (related to trips) was expended in February. It took twenty-one months to expend this funding. There will be a 50% reimbursement on this funding. Once that funding was spent down, funds began operating from the next year's budget of \$1.2M.</p> <p>Pandemic Have been spending Pandemic funding down. Expected to spend all money by the fourth quarter. Theresa has applied for the ARP 5307 and CRRSAA 5307 funding. The money has been applied for and awaiting the approval to spend it. In the meantime, expenses have been earmarked.</p>	
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<p>Service Data Comparison (2Q23 VS 2Q24)</p>	<p>First Three Months of Last Year vs This Year – One less operating day this year compared to last year. A lot of minuses would be positive if there was an extra day.</p> <ul style="list-style-type: none"> • The sum of non-revenue hours and sum of non-revenue miles are slightly higher than last year is due to moving to the new facility which is further away from the center of the city and going further out into the country. • Now show went down significantly down. 	
<p>Safety Update</p>	<p>Laura stated that for the first three months of last year we had an incident count of five and for the first three months of this year there were six. In the first three months of last year, we had five preventable incidents. Four of those were collisions with a fixed object. A example of a collision with a fixed object is a driver hitting a mailbox or a tree. There was one incident with a motorcycle. The motorcyclist did not need to be medically transported. In this year, we had 6 incidences in the first three months, three were contact with the fixed object, one was in the dark accidentally going into a ditch and then the two non-preventable instances with a deer. We had one of our vehicles parked over at Patton and during the night another vehicle hit it and luckily, they reported it. When there is an incident, there may be many areas in which we have to report the incident. All incidents have to be reported internally with the risk manager. Depending on the severity of it, a lot of our reports go to the state. If it hits a certain severity level, we have to import it into the National Transit database, which is an annual report.</p>	
<p>FY24 Meeting Dates/ TAB Member Questions/ Concerns</p>	<p>Brandon wanted to mention that a group of drivers participated in the Driver Rodeo during the NCPTA Association in Concord and placed 5th overall in the competition. One driver finished 3rd place in his competition. Some of the skills they have to perform is parking close to a curb, picking up a passenger, backing up into someone's driveway or just a parking space.</p> <p>Janet wanted to shout out the improvement in the trips per revenue hours and the passengers per hour that went up.</p> <ul style="list-style-type: none"> • July 24, 2024 • October 23, 2024 • January 22, 2025 	

	<ul style="list-style-type: none">• April 23, 2025	
Adjournment	Ashley Lantz adjourned the meeting at 12:49 PM.	