

Dennis R. Joyner
Approved 10/23/2024

Meeting Minutes

Project: **Transportation Advisory Board**

Subject: Quarterly Meeting

Date: July 24, 2024

Location: Hybrid

Attendees:	Janet Payne	Bjorn Hansen
	Brandon Earp	Laura Gardner
	Judi Kinlaw (passenger – virtual)	Theresa Torres
	Ellen Elliott (passenger)	Emily Colson
	Jesse Granger	Stephanie Starr
	David Casper (virtual)	Ashley Lantz (virtual)
	Kristi Phifer	Michelle Marcano
	Jackie Morgan	Andrew Ansley
	Tanya Byrd (virtual)	
	Terri Parker (virtual)	

Members not present:	Yolanda Williams	Lee Snuggs
	Dennis Joyner	
	Nicholas Jackson	

Agenda Item	Discussion	Follow up Tasks
Call to Order	Ashley Lantz called the meeting to order at 12:12 pm.	
Approval of minutes	There was a motion to approve the previous TAB minutes made by Judith Kinlaw and followed with a second motion by Bjorn Hansen. The motion was approved after a vote.	
74X Update	Bjorn stated that at the next TAB meeting the Board would need to vote on the 74X with regards to what to bring to the Union County BoCC in December. If planning to cancel the contract, we need to provide notification 5 months in advance. The Board agreed that at the next meeting will	

	<p>need to provide information on Indian Trail’s intent on continuing to support 74X, information on the Matthew 74X stop, and current ridership information. Board members David Casper and Judith Kinlaw raised concerns about continuing 74X. Several members stated that it would be important for Indian Trail to continue to support the express bus. If Indian Trail did not, they would lean more towards canceling the service.</p>	
<p>Organizational and Operational Updates</p>	<p>Office staffing 9 of 10 office positions are filled. Safety Officer position is open.</p> <p>At the TAB meeting in January, it was shared that in the FY25 budget, we were going to ask for Brandon’s position to be re-classed to an Operations Manager and to add an Human Services Operations Supervisor to our team. Both the re-class and supervisor positions were approved. Once we hire the HS Ops Supervisor, we will split Brandon’s direct reports. The FT & BPT Drivers will still report to Brandon, while the Dispatchers and PT Drivers will report to the HS Ops Supervisor. The positions approved in the FY25 budget are being funded by Medicaid revenue.</p> <p>We will be seeking approval from County Management to add a mechanic to our team. We feel that with 28 vehicles it would be beneficial to have our own mechanic to keep Transportation running safely. Besides the maintenance of the vehicles, there are a lot of other vehicle items that we are taking care of. When new vehicles arrive, we must coordinate having the wraps put on, the radios moved from one van to another, safety arms removed from the old vehicle, and put in the new vehicle, and the same goes for the cameras, and also the vehicles converted to bi-fuel, amongst other things. The mechanic would be trained on the propane system, how to install cameras, and do their bi-annual inspection of the camera system. They will be</p>	

	<p>certified to work on our lifts and will be able to work on warranty issues.</p>																										
	<p>Andrew Ansley indicated that at one time city fire laws prohibited a mechanic from working in the Progress Building. He advised looking into those if we wanted the mechanic to work at that site.</p> <p>Driver Staffing 14 of 14 FT positions filled. Have been approved for another FT position in the FY25 budget. Currently conducting interviews.</p>																										
	<p>5 of 5 BPT positions are filled. 16 of 17 PT positions are filled.</p> <p>Vehicles We have received 6 of our replacement vehicles for FY24, which have been converted to bi-fuel. We have been tracking our fueling cost for the last couple of months, and so far, we have had savings of:</p> <table border="1" data-bbox="438 1155 1247 1470"> <thead> <tr> <th></th> <th>Gas</th> <th>Propane</th> <th>Gas</th> <th>Savings</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>May</td> <td>5,290.00</td> <td>1,206.32</td> <td>593.82</td> <td>(3,489.86)</td> </tr> <tr> <td></td> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>June</td> <td>6,046.59</td> <td>2,051.45</td> <td>1,025.81</td> <td>(2,969.33)</td> </tr> </tbody> </table> <p>We have several vehicles down for repairs. Brandon can speak more about this when he goes over his service data.</p> <p>Software Implementation We are coming close to going live with our new scheduling software. The vendor HBSS is doing off-site testing and debugging this week. They will be on site on August 5-9 for onsite testing. If all goes well, we will do a soft go-live on August 14. We will run both RM and the new system for</p>		Gas	Propane	Gas	Savings		\$	\$	\$	\$	May	5,290.00	1,206.32	593.82	(3,489.86)		\$	\$	\$	\$	June	6,046.59	2,051.45	1,025.81	(2,969.33)	
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approximately two weeks (could be longer). This will ensure that if we encounter any problems with the new system, we can use RM and have all the information we need. HBSS will have several members of their team onsite for the soft Go-Live. We are still determining how many days they will need to be here for that.

DC Advocacy Trip – Janet and Theresa are on the North Carolina Public Transportation Association Legislative Committee. This committee does a DC Advocacy Trip in November where Theresa will be attending. They will meet with multiple elected officials daily to advocate for support for transit funding and services alongside other representatives from counties/cities across NC.

Riders Guide— Laura brought up on the screen the new Rider's Guide. We have worked with UC Communication to create an easier-to-read guide that follows UC branding. We have also put a link on the agenda so you can view it more after the meeting if you would like.

We are going to change the age to ride UC Transportation to 0-16 with parent or guardian and 16+ as an adult.

Bjorn advised having conversations with UCPS as there could be interest in "After School" pickups handled by Transportation. There was a discussion about Transportations involvement overall with transporting these age groups to school. Ashley thought changing the age for younger riders would be very beneficial for the community.

No Show Policy – On August 1st, we will start implementing the \$10 No Show fee. We have sent out an automated message to our active clients through IVR. The policy has been updated in the Riders Guide. We have a flyer on our vehicles. It is on the UC News page and on the Transportation web page.

	<p>David Casper asked if Transportation could continue to communicate with him on No Shows for his group. He made reference that he will pay some of these fees for them.</p> <p>Mural – Public Communication – We have also been working with communications to create a mural for a wall in the warehouse.</p> <p>Employee Survey – The County has completed the Employee Climate Survey. We had good results. We increased our overall numbers or stayed the same.</p>	
<p>Finance/Budget and Service Reports</p>	<p>5311 Admin - \$260,877 80/5/15 This FY26 grant will cover about 86% of the personnel costs for 4 office staff members.</p> <p>5339 Combined Capital – 5 vehicle replacements/Propane Kits/Wraps Once this grant opens Theresa will apply for 5 replacement vehicles and additionally for the propane kits and for vehicle wraps</p> <p>5307 Urbanized Grant – FFY24 We recently received the Regional Split Letter for the FFY24 Section 5307 funds. The allocation for UC was approximately \$1.5M. This will provide reimbursement of our operating expenses at 50% or \$716K and Capital expenses of \$737K.</p> <p>As shown in orange table we have spent down our grants except for the grant used to cover our vehicles. There are 3 vehicles we are still waiting on to be delivered. This will roll into FY25. Moving onto the 2nd and 3rd orange tables we are actively using the 5307 operating funds and in the final stages of working with the FTA in order to start the reimbursement process.</p> <p>The blue table represents the pandemic related funding received. We are now able to access the ARP and CRRSAA 5307 funds. Between the two grants will be claiming \$275K for FY24. Additionally in this fund we are reporting our bi-fuel grant that was received. This grant is in the planning phase now. Theresa has been working with Facilities and Procurement to get this moving forward.</p>	

	<p>Laura noted that the department did place one grant in another fund - the Capital Projects Fund. We worked with Facilities and Finance for the accounting of this grant. When Theresa applied for this grant several years ago, she wrote it to cover furniture for the department. We spent \$131K on furniture and received 80% (\$105K) in reimbursement from this grant.</p> <p>At the next TAB meeting several of these grants will no longer be reported on since we have finished the reimbursement process.</p> <p>Bjorn asked if there was a delay in revisions made to the 5307 funding and whether we expected changes. Theresa indicated that we do not expect any changes to the formula. The reason 5307 funds are two years behind is that they use information received by NCDOT and the FTA's year-end reporting to plug numbers into the formula.</p>	
<p>Service Data Comparison (2Q23 VS 2Q24)</p>	<ul style="list-style-type: none"> •This report is the last one that will compare statistics from Patton Ave (FY23) vs. Airport (FY24). UCT moved into the Airport location in June 2023. This is important because as our base has shifted more west (away from the majority of our trip locations), some numbers will be drastically different. Such as Revenue Hours/Miles and Non-Revenue Hours/Miles. •UCT saw increases in both Revenue Per Trip and Revenue Total. <p>Increases in Rev/Non-Revenue Miles/Hours are also due to UCT no longer being housed with UCT Fleet/Garage. Meaning UCT now has to drive to get all repairs and services completed. Even smaller items such as wiper blades and certain fluids. While UCT has started operating bi-fuel vehicles, any repairs (there have been several) has resulted in UCT having to drive the van into Charlotte to have the work done</p>	
<p>Safety Update</p>	<p>Laura noted that we had 11 incidents compared to 2. Incidents are classified as preventable vs non-preventable categories. Of that 11 count 3 were non-preventable. The 3 non-preventable were when we were hit by other vehicles that ended up totaling our vans. That leaves 8 preventable incidents, which were hitting mailboxes, retaining wall, branches that caused damage, hitting a parked car and then when we had a driver try to stop a rolling vehicle.</p>	

	<p>In FY24 we had 2 incidents, and both were preventable. We hit a parked car and then we had a passenger scrape their arm when they fell walking onto the lift. When we have an incident, the driver must complete a report on it. We pull camera footage, and we write up a report and communicate any concerns with the driver. Depending on the situation there may be remedial training.</p>	
	<p>Laura red the section from the TAB by-laws concerning the officers.</p> <p><i>The Tab shall elect a Chair and Vice Chair each year. The Chair shall preside at all meetings of the Board at which he/she may be present. He/she shall perform such other duties as may be prescribed by these Bylaws, or assigned to him/her by the TAB. The Vice Chair will conduct any meeting that the chairperson is not able to attend. The Transportation Director or designee shall fulfill the duties of Secretary. The Secretary shall record and keep a file of the minutes of all Board meetings. This person shall not be a voting member</i></p>	
Election of TAB Officers At Next Meeting	<p>Dennis and Ashley are the current officers. Dennis has announced his retirement at the end of the year. We reached out to Ashley and she is willing to continue in her role as an officer.</p> <p>Prior to the next meeting we will reach out to the TAB members to see who is interested and then the vote will occur at that meeting in October.</p>	
FY24 Meeting Dates/ TAB Member Questions/ Concerns	<ul style="list-style-type: none"> • July 24, 2024 - completed • October 23, 2024 • January 22, 2025 • April 23, 2025 	
Adjournment	Ashley Lantz adjourned the meeting at 1:29 PM.	

