

RALEIGH TRANSIT AUTHORITY
MAY 9, 2013
MINUTES

The Raleigh Transit Authority met on Thursday, May 9, 2013 at 3:30 p.m., in the City Council Chamber, Room 201 of the Municipal Building, Raleigh, NC with the following present:

Chairman Les Seitz, presiding
Corey Branch
Jason Horne
Ray Magsanoc
Tony Percoraro
Craig Ralph
Jane Thurman
Uel Whitsett

Staff present: David Eatman, Mike Kennon, Scott McClellan

Moment of private personal reflection.

AGENDA – APPROVED AS PRESENTED

No changes were made to the agenda. Without objection, the agenda was approved as presented.

CHAIRMAN’S REPORT – RECEIVED

Chairman Seitz indicated Mr. Eatman had the following announcements:

Mr. Eatman reported we are in the midst of Bike to Work Month. Katherine Molin, TDM Coordinator, reviewed some of the activities taking place during the month. Included was one new one mile bike ride from Chavis Park to the Capital. She noted Mr. Tata may participate in this activity.

The 25 mile Raleigh Signature Bicycle Ride will take place on May 18 beginning at the Art Museum on Blue Ridge Road at 9:30 a.m. until noon. The route will be a 25 mile loop.

Ms. Molin further reported Bike Smart will take place on National Trail Day on Saturday, June 1 on Capital Greenway by Crabtree Valley Mall.

Mr. Eatman read a letter of congratulations for the small magnetic door hanger that was awarded by the Marketing and Communications Specialists Award for 2013.

Mr. Eatman reported Ms. Pennell, Transit Marketing Specialist, will be taking two weeks off to prepare for her upcoming wedding and has left many notes and directions for him and Ms. Molin.

Mr. Eatman reported Ms. Scarpitti attended the N. C. Public Transportation Conference in Wilmington. One individual attending the conference went into cardiac arrest. Ms. Scarpitti performed CPR and that individual was doing well within 24-48 hours after that event. He indicated Ms. Scarpitti was the only trained person to help this individual. Mr. Eatman praised Ms. Scarpitti for doing a good job.

Chairman Seitz introduced Debra Roselli who was recently appointed to the Transit Authority. He indicated Ms Roselli would be participating at a future meeting. Ms. Roselli indicated she is a user of the CAT system and noted she, her husband and daughter learned to use the bus as the result of a car accident. They decided not to replace that car and she has been using the bus ever since and her passion is getting more people to use the bus.

CHAIRMAN'S REPORT – RECEIVED

Chairman Seitz asked that all present who were not City employees to stand. He announced that Mayor McFarlane at the last Council meeting issued a special proclamation recognizing National Public Works Week from May 19 to May 25, 2013. He explained Transit is under Public Works and noted these employees work very hard and deserve recognition. The employees were recognized by applause from those present.

Chairman Seitz recognized Debra Roselli as the new appointee to the Raleigh Transit Authority. Ms. Roselli indicated her use of the CAT system began as the result of a car accident in 2008. Her family decided not to replace the car and learned to use the bus. She indicated she still uses the bus and her passion is getting more people to use the bus.

MINUTES – APRIL 11, 2013 – APPROVED

Members received the April 11, 2013 minutes in their agenda packets. Mr. Horne moved approval of the minutes. His motion was seconded by Mr. Branch, unanimously passed. Chairman Seitz ruled the motion adopted.

DOWNTOWN BUS FACILITIES MASTER PLAN, PHASES I & 22 – UPDATE RECEIVED

Mr. Eatman provided an update on the Moore Square Station improvements and provided information regarding the Union Station Multi-Modal Bus Facility Feasibility Study. He noted this had been discussed at the previous 2 meetings. Staff is about to kick off the first meeting associated with the most important project we have undertaken since the maintenance facility was built. The Wake County Transit Plan and the 2040 Transit Plan are still in the horizon noting Moore Square is currently at capacity. Mr. Eatman stated

this is a critical facility for us and number one in the short term is doing something at Moore Square to allow additional capacity and looking forward at what to do with the Union Station project that will allow us to expand in the future. He presented slides showing projects that have competed in the Downtown area, proposed location of Union Station, the location of Moore Square as well as locations of other key residential and commercial areas in the Downtown Area. Mr. Eatman stated Moore Square will always be used since it is right in the middle of the employment area. All multi-modal operations will need a bus component also in Union Station. These 2 facilities will be in walking distance of each other. Mr. Eatman reviewed the public outreach for both projects. In regard to Union Station, it needs to be determined how to best utilize this as a destination, how to reduce transfers, bays required, facility amenities, etc. It is currently not know where the bus facility will be at Union Station but it is known we will need one. Mr. Eatman explained the Moore Square Station bus operations analysis will include bus ingress and egress, average dwelling times, bay assignments, ridership, etc. Architectural constraints and opportunities for Moore Square were reviewed. The status of the Moore Square entrance improvements was reviewed with the only thing waiting is more LED lighting. Current bus circulation opportunities for Moore Square were reviewed. Also being studied is Moore Square flexible downsizing for what areas could be reactivated into retail or some other commercial use.

Mr. Eatman announced the first official meeting will be kicked off next week. He indicated Parsons Brinckerhoff has done a great job so far on this project. Staff will continue to keep the Authority updated as this project moves forward.

In response to a question from Mr. Whitsett, Mr. Eatman explained the first phase of study will be the destination for Union Station. Seven or eight sites around the existing Union Station will be looked at and those will be narrowed down with evaluation criteria.

Mr. Ralph asked if this is over and above light rail and trains. Mr. Eatman explained everything would be linked but linked directly. If we are successful with light rail, it would be at Union Station. The area most discussed for the station is something north of the current station toward Morgan Street; however, that is to be determined. Triangle Transit has a number of alternatives for entering Downtown and swinging north through the Y property; however, no route is chosen yet.

Mr. Seitz noted we will do what we need to do based on our own resources but will be ready to dovetail with other plans relating to rail. Should their plans come together, we can all integrate; however, we are focusing on what we can do. Mr. Eatman stated, from a connectivity standpoint, everybody is thinking about rail, etc. and all are trying to place their footprint so other pieces of the puzzle fit into place.

Mr. Eatman indicated contract execution began the 1st of May. The reason that Moore Square Transit Station comes second is we need to scope what is going on at Union Station first and then can make better decisions on what will happen with Moore Square in the short and long term.

Chairman Seitz thanked staff for all they are doing on this.

Mr. Seitz recognized the CAT drivers that were present at the meeting.

PUBLIC COMMENTS – NONE RECEIVED

No one present asked to speak.

FY 2014 TRANSIT BUDGET REQUEST – INFORMATION RECEIVED

Mr. Eatman provided an overview of the “proposed” FY 2014 Budget. Slides provided a summary of the Authority’s charter indicating the Authority does everything but financing. The Public Works Department’s organizational chart was provided with Mr. Eatman explaining Transit is under this department. The various divisions and departments under each were outlined. The Transit budget was presented that includes 4 distinct budgets – transit, planning, ART and Travel Demand Management (TDM), all with some federal component included in them. The fiscal year budget calendar was reviewed beginning with development of the budget beginning in October; presentation to supervisors before Christmas in December; budget office review in January; budget office/city manager review in February and March; budget summary provided by City Manager to Council in April, City Council budget review during May; City Council public hearing in early June and City Council adoption in mid/late June. Mr. Eatman explained the importance for the Authority to think about strategic planning for transit in August/September since the budget is submitted in October. He reviewed the proposed transit budget that covers CAT, administrative overhead, etc. with total revenues of \$18,096,573. There will be a certain amount of money from the prior year. If there is a large amount of money left from the previous year, we do take some money forward but can also request that additional funds roll forward. Over the last 4-5 years we have not had any funds to roll forward. He reviewed in detail how the CAT and City Transit budget work. The proposed budget numbers were reviewed. He referred to \$250,000 for special studies noting this would cover two studies relating to service change analysis and operational analysis. He noted there has been a lot of transit planning and in the future he would like to look at a pure operational analysis study. Congress has not released their final budget allocations for federal funds at this point.

Mr. Eatman reviewed the ART and TDM budget numbers in detail. He indicated this fiscal year it is hoped ridership will be up 5%. He reported there will be 3.4 million miles traveled per year and projected to transport 7 million passengers with \$3.4 million in revenues. Total expense per passenger is \$2.60 with 25% recovery. The annual ridership since 2003 has continued to grow. The ART program had an annual cost in 2012 of \$8,402,870, trip cost of \$16.35 and 520,128 trips. 300 plus calls are received each weekday with 1,200 trips per weekday.

Chairman Seitz stated he is fully supportive of what the City is doing with ART noting Raleigh previously was providing an extremely cushy ART service at the highest level in the country. That service was consummated before ADA existed and this level of service

with cabs only can no longer be afforded. The program was revamped to be more in line with reasonable expectations and that is more than required. Chairman Seitz stated since we no longer provide the “Cadillac service”, we are providing a reasonable service more in line with what bus passengers experience. He noted ART is public transportation and needs to operate more in line with the public transportation experience. He noted that is why trips are down noting people can choose other modes of transportation.

Mr. Percoraro questioned the Authority’s responsibility relating to the budget. Mr. Eatman indicated previously the Authority has provided adoption of our plans which includes a supplemental budget; however, since 2008 there has not been a supplemental budget because the City has been dealing with decreased revenues. Mr. Eatman explained the Authority, as every other department in the City, has to follow guidelines set out by the budget department. The budget mark for this year was met and the FY 2014 request is over \$200,000 less than last year. That was the mark the budget office set. For any type of growth matters, that is done through plan adoption. Mr. Eatman noted there have been no major increases in transit service since the RLine in 2009 and we are almost at capacity now with many routes.

Chairman Seitz explained the informational reports provided monthly relate to how the budget is progressing this fiscal year and will keep members apprised on how we are progressing. He indicated the way the City works, those running the finance department know what funds are available. The Authority does have an important role regarding this process noting the appointees serve at the pleasure of the City Council. He explained you could think of the Authority as a hybrid legislature but working with staff and the City Council to make things work as they should and get information submitted as it should. The Authority’s job is to advocate for the budget Mr. Eatman has presented. Chairman Seitz noted the Transit Authority has been reticent in this in the past but felt the Council should hear more from the Authority. He explained the Council trusts the appointees to the Authority to do a good job but the Council hears the least from Transit. He stressed it is the Authority’s job to question the budget, ask questions and be comfortable with the budget and advocate for it. Chairman Seitz stated members are an extension of the people that appointed them and that Councillor wanted the members to develop and advocate for transit. He stated at 1:00 p.m. on May 21, the City Manager will present the budget to the Council. He explained the first sifter of the proposals submitted in the budget is the City Manager and noted the final budget will not be exactly what Mr. Eatman presented today. Mr. Kennon explained the budget presented to the City Council is the City Manager’s budget and the Council will review the budget the first Monday in June and following Mondays until the budget approval at some point in June.

Chairman Seitz noted the public hearing on the budget will be at the June 4 Council meeting at 7:00 p.m. and individual members can speak or can appoint someone from the Authority to speak advocating for the Transit budget. Chairman Seitz stressed the Authority has to raise its game if it wants to grow this transit system.

COMMITTEE REPORTS – CHAIRMAN’S COMMENTS

Chairman Seitz indicated all Authority members are welcome and encouraged to attend all committees. If you are not an official committee member, you may come and participate in discussions but may not vote on any item and will also not be considered as part of a quorum. Committees have a chair and other members.

Chairman Seitz indicated he and Mr. Horne are ex-officio members of all committees by virtue of being chair and vice-chair of the Authority. By right, they are members of each committee and are allowed to vote. He noted they may not attend all meetings.

Chairman Seitz stated the Authority is going to get to the place where every committee has a set time to meet each month and committee meetings will only be cancelled on rare occasions. If staff has nothing to discuss, the meetings can be canceled. He explained if the chair of the committee cannot attend, they must contact Chairman Seitz and should not interface with staff. He noted it will be up to him (Chairman Seitz) to determine if the meeting will continue. He and Mr. Horne are expected to run committee meetings in the absence of the committee chair. He indicated there is no reason committee meetings cannot carry on in the chair’s absence.

FINANCE COMMITTEE – REPORT RECEIVED

Mr. Whitsett reported the Finance Committee met on Wednesday, May 8, 2013 and many items were discussed.

Route Productivity Policy: This item is being held for further discussions.

ART Contract Policies – Council BED Committee: Mr. Eatman indicated this item is being held in committee and also being held in the Council’s BED Committee as well. This item will be handled in the next couple of months.

Online Pass Sales: This is being monitored for a determination of what direction it may take in the future.

ATM Moore Square Transit Center: The Committee decided against having an ATM machine.

Lost and Found Policy: There are some text revisions that will be brought back to the committee next month. A recommendation will be made to the Authority following that meeting.

Mr. Whitsett reported the Finance Committee will meet Wednesdays a week before the Authority meeting or the 1st Wednesday of every month at 10:00 a.m. at whatever room is available in the Municipal Building.

MARKETING COMMITTEE – REPORT RECEIVED

Ms. Thurman reported the Marketing Committee met on Thursday, May 2, 2013 and will meet the 1st Thursday of every month at noon.

Ms. Thurman reported the Committee had no action items for this meeting. She reported they are waiting for the Summer Youth passes to come in and as soon as they are received, this program can start.

Ongoing discussions are taking place on the Adopt A Shelter program. Lindsay had a meeting with the people who designed it and this is an ongoing item.

There are a number of volunteers for the Ambassador Program and this is moving along.

Ms. Thurman indicated new pass locations are being researched and felt it is good to spread this around some.

There is ongoing discussion about advertising and the social media and the website. Ms. Thurman reported Chairman Seitz attended their meeting.

ROUTE COMMITTEE – REPORT RECEIVED

Chairman Seitz noted the Route Committee did not meet and had not met for 2 months. Mr. Ralph apologized to the committee members for having to cancel the meeting. Discussion followed relating to when the Route Committee will have their regular meetings with Mr. Ralph indicating he had generally worked with staff on a convenient time for them to meet and determine if there are items to discuss. If not, he would cancel the meetings. Chairman Seitz indicated the committee chair should contact him and he (Chairman Seitz) would determine if the meeting would be cancelled.

Mr. Ralph reviewed time changes for Routes 16, 3 and 55, effective May 19, 2013.

The Route Committee had not determined when their regular meetings would be held at this point.

STAFF REPORTS – RECEIVED

Members received in their agenda packets the following staff reports:

1. Statement of Income (March 2013)
2. Variance Analysis (March 2013)
3. Go PASS Ridership Summary (March 2013)
4. Go PASS Ridership by Agency (March 2013)
5. Accessible Raleigh Transportation Summary (March 2013)
6. Operating Statistics (March 2013)
7. Route Statistics (March 2013)

8. Ridership Percentage by Time Period (March 2013)
9. Evaluation by Route (March 2013)

The reports were received as information.

Chairman Seitz spoke to the importance of members understanding these reports.

CONCLUDING REMARKS – RECEIVED

Mr. Whitsett thanked staff for their work.

Ms. Thurman thanked staff and wished Lindsay the best in her upcoming marriage.

Ms. Thurman questioned if staff had heard anything about the branding update. Mr. Eatman reported the surveys are complete and are now waiting for tabulations.

Mr. Horne thanked staff for their work.

Mr. Ralph congratulated Lindsay on her wedding.

Mr. Percoraro thanked staff for their work.

Mr. Magsanoc advised Mr. McClellan that he would like to tour the maintenance facility. Mr. Eatman indicated he would call and set this up. He also invited any other members to tour the facility as well. He indicated he would put the tour date out to the full Authority.

CHAIRMAN'S REPORT – RECEIVED

Chairman Seitz indicated if any Authority members wish to change committees or has a problem with their committee, they should advise him.

Chairman Seitz thanked the bus drivers present at the meeting.

Chairman Seitz referred to the possibility of recording the Authority meetings. This was discussed previously and it was decided at that time not to record the meetings. He indicated he had been rethinking this and since the Authority's biggest mission is to raise the profile of the CAT system, possibly the meetings should be recorded. He indicated he was only interested in recording the meetings if they are to be broadcast on RTN. The meetings would be online for citizen access. Mr. Eatman indicated he would contact the necessary department on this item.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:15 p.m.

Respectfully submitted,

Brenda Hunt