

RALEIGH TRANSIT AUTHORITY
JUNE 12, 2014
MINUTES

The Raleigh Transit Authority met on Thursday, June 12, 2014 at 3:30 p.m., in the Council Chamber of the Municipal Building, 222 West Hargett Street, Raleigh, NC with the following present:

Chairman Les Seitz, presiding
Corey Branch
Sheritta McCullers
Ray Magsanoc
Tony Pecoraro
Craig Ralph
Jane Thurman

Staff present: David Eatman, Mike Kennon, Scott McCullers

The meeting was called to order by Chairman Les Seitz. The following items were discussed with actions taken as follows:

AGENDA – APPROVED

Chairman Seitz reported no changes were recommended to the agenda. Without objection, the agenda was approved as presented.

CHAIRMAN’S REPORT – PRESENTED

Chairman Seitz indicated the new Authority member, Billy Warden, was not present but was recently appointed to the Authority.

Chairman Seitz thanked Mr. Horne for doing such a great job in his absence from the May meeting.

ACTION ITEMS

MINUTES – MAY 8, 2014 – APPROVED

Members had received a copy of the May 8, 2014 meeting prior to the meeting. Mr. Branch moved approval of the minutes. His motion was seconded by Mr. Pecoraro.

Mr. Ralph referred to wording on the action taken relating to preparation of committee minutes. Mr. Eatman explained he checked with the City Clerk who indicated as long as the minutes document who was at the meeting, the location, and time along with any motions made, the seconder and the final vote, that would be all the information needed

for the committee minutes. He indicated staff proposes we do that and document any major conversations that occur at the meetings and felt it would not be a major undertaking. Any major discussions would be outlined. Mr. Seitz indicated City Council subcommittee minutes note they are summary minutes unless otherwise noted. He indicated the motion at the last meeting indicated the subcommittee minutes would be in summary form.

A vote on the motion was taken as unanimously passed. Chairman Seitz ruled the motion adopted.

SERVICE ANIMAL POLICY – APPROVED SUBJECT TO REVIEW BY CITY ATTORNEY

Members received in their agenda packets a copy of the Service Animal Policy (Attachment A). Mr. Eatman reviewed the policy noting as staff went through some of the policies, it was determined we would need to update language to be sure we are in compliance with ADA. He indicated the Service Animal Policy has been reviewed and amended as necessary and felt it is solid. The policy will be forwarded to the City Attorney for his review once approved by the Authority. If the policy is approved by the City Attorney, final copies will be distributed or brought back to the Authority if there are any recommended changes.

Mr. Ralph moved approval of the policy subject to review by the City Attorney. His motion was seconded by Ms. McCullers, unanimously passed. Chairman Seitz ruled the motion adopted.

INFORMATION ITEMS

DOWNTOWN PLAN/R-LINE – INFORMATION RECEIVED

Trisha Hasch with the City of Raleigh Urban Design Center, reported several months ago the planning process was launched for the Downtown Plan. Members of the team that worked on the plan were provided. David Diaz, Downtown Raleigh Alliance, raised most of the money for this process. The plan will be ready for review in September followed by a 30 day review period. She reported the Raleigh Downtown Plan provides a 10 year vision noting Raleigh is very popular and there are people moving her and starting businesses. The plan reviews how to maintain Raleigh as a place people can live a good quality of life and prosper. How the City is growing was reviewed and the plan will look at short, mid and long term projects. She noted there are 3-5 catalytic projects that will get Raleigh into the future. Ms. Hasch reviewed what the Downtown Plan Vision will identify and look at. She pointed out on a map the Downtown Districts. The new plan is based on the previous plan that had 5 big projects that were accomplished including Fayetteville Street, Convention Center, the way we look at management of Downtown, improving pedestrian environment and regulatory reform. The Livable Streets Plan and outcomes were reviewed. Ms. Hasch outlined the categories of ways we live here, i.e. creating, working, dining, shopping, etc. Raleigh was America's No. 1

city in 2011 and more and more accolades are occurring. She indicated additional information is included on the City of Raleigh website under “Downtown Plan”.

Mr. Branch noted staff worked with Seaboard and questioned if they are working with Peace College. Ms Hasch indicated there a lot of discussions occurring including the universities in opening up communications and access and the Peace and Person Street areas are in discussions. Mr. Branch asked if discussions were occurring with Shaw University with Ms. Hasch responding they are in discussions and Shaw received a presentation several weeks ago where 40 students came who felt they do not feel a part of Downtown and discussed what would make them feel more a part of Downtown. The Downtown Advancement Committee and Shaw are both members.

Richard Adams, Kimley Horn, indicated he worked on the R-Line component of the Downtown Plan. Mr. Eatman explained R-Line has been very successful and was implemented in 2009. He stated R-Line needs to have new life noting any brand has to have that at some time. He felt this is the opportunity to put R-Line in an environment where it is developing items that can be implemented.

Mr. Adams indicated Kimley Horn is a sub-consultant working on the Downtown Plan with a majority of their work relating to R-Line. The work has begun on this aspect of the plan and are at the stage where people are providing input. Mr. Adams reviewed R-Line study tasks. They are studying potential recommendations relating to frequency, routes, amenities, information, technology, etc. The schedule was reviewed including on board surveys on June 19-21 with staff on busses during the hours of heavy ridership. There will also be an electronic survey. A summary of the surveys will be provided at the end of June with a final report in September.

Items heard so far were reviewed including requests for new destinations such as Cameron Village, NCSU, Hillsborough Street, Boylan Heights, Five Points, Oakwood, Chavis Park, Mordecai, etc. Other recommendations were reviewed including counter directional service, more frequency, etc. Mr. Adams reviewed how the on board survey would work with it noted that on line surveys were coming soon.

Mr. Ralph questioned the amenities questions with Mr. Adams explaining questions would be on the order of “without R-Line, how would you make this trip”. Mr. Eatman noted many complaints on items such as wait times are a perspective issue. He understands the complaint but the question is how to best solve that. Mr. Adams stated the fare question will be included in the survey noting currently it is free but will ask if riders would be willing to pay for the service. Mr. Ralph suggested asking people where they normally get on the bus and how often do they get on at that stop.

Discussion followed relating to the on line survey with Mr. Eatman noting the consultant team will determine how long to accept on line comments and the need to get the web form out to all stakeholders.

This item was received as information.

MOORE SQUARE RENOVATION PROJECT – SCHEMATIC DESIGN ENDORSED

Mr. Eatman provided a handout of Moore Square Station Renovation prepared by Clearscapes. Ms. Pin, Clearscapes, reviewed where they are with the schematic design for the Moore Square Renovations. This has been discussed quite a bit and updates received from Parsons Brinckerhoff regarding the study. There are two elements – the Union Station element and the big concept of how transit will operate in Downtown Raleigh. The other element is Moore Square Station noting what we have now is not the optimum. The consultant has been working on how to transform Moore Square in the short term and how to use it in the long term as well.

Ms. Pin reviewed existing buildings, bus locations and pedestrian zones were pointed out on the map. She reviewed the Phase 1 Bus Layout including existing buildings, new bus, pedestrian zone and pedestrian path locations including pedestrian movement areas. A bus lane will be added and parking spaces removed. The existing ticket booth will be demolished and new one built in a different location. New restrooms, ticket office and new security office and crew quarters were pointed out.

Mr. Branch asked if the pedestrian walkway will go through the ground level with Ms. Pin stating it will go at ground level. The court yard will be redesigned.

Ms. Pin reviewed the Phase II Bus Layout including existing buildings, bus locations, passenger waiting area, pedestrian path, pedestrian movement and enlarged plan area. She indicated this is what we would like to do in the future once the new bus facility comes on line at the Warehouse District resulting in Moore Square being more of a transfer facility. Mr. Eatman explained Phase II is really a plan and a lot of variables would have to occur to get to Phase II. He stated we are excited about getting Phase I and may be able to get an extra vehicle in there as well. That will provide an extra 2 internal bays. He spoke to the need to be sure there are growth opportunities as we move forward. He indicated a big element is redevelopment of the restrooms.

Ms. Pin reviewed Page 4 of the handout that is the New Bus Facility Plan and Page 4 that included the schematic elevation design.

Ms. Thurman asked if Moore Square will remain open during construction with Ms. Pin explaining the need to plan ahead in order to accommodate both activities. Work will have to be done in phases.

Chairman Seitz questioned target dates with Mr. Eatman stating if there are no major comments, this is the schematic design phase. It will then go to the final design and construction will begin in 6-7 months and completion early next year. He indicated staff would like to present this report to the City Council so they are aware of efforts and intent but wanted to be sure the Authority is comfortable with the design. Funding is

through a series of bonds as well as formula allocation. Ms. Thurman indicated she liked the design very much.

Mr. Ralph moved that the Authority endorse the design as presented. His motion was seconded by Mr. Branch, unanimously passed. Chairman Seitz ruled the motion adopted.

COMMITTEE REPORTS

FINANCE COMMITTEE REPORT – RECEIVED

Chairman Seitz reported the Finance Committee met on June 14 and discussed the item relating to CAT Expanded Customer Service Hours at Moore Square and recommended that this item be reported out of Committee for now noting options will have to be rethought in the future. In the FY 2016 budget cycle, staff will recommend how we would incorporate expanded hours into the new facility.

Without objection, the CAT Expanded Customer Service Hours at Moore Square was removed from the agenda.

It was further agreed to remove the item relating to First Night Raleigh from the agenda as it was determined we would not be able to do this service this year or in the upcoming fiscal year. This could be considered for the following year. Mr. Eatman suggested this item remain in the Marketing Committee to determine the possibility of securing sponsorship. If this is accomplished, the item will be brought back before the committee.

MARKETING COMMITTEE – REPORT RECEIVED

Ms. Thurman reported the Regional Branding item was discussed. There was a Stakeholders Meeting on May 29 where designs were presented and discussed. The designs will be boiled down into one final design. This work is ongoing.

FY 2015 Marketing Plan Outline was also discussed at the Marketing Committee meeting and members were provided Attachment B included in their agenda packets. The Committee spent a good bit of time on this item. Mr. Eatman noted this is an outline at this time and staff will be working on a more detailed plan in the near future. Ms. Thurman indicated there was great turn out at the meeting.

Pending items were reviewed. Special CAT Service for First Night Raleigh is a request to expand service to allow people to get home safely from the celebration. The Committee is working on that with staff in obtaining funding from outside sources to support this service. This item is ongoing.

The remaining pending items are works in progress. Mr. Eatman referred to the item relating to Public Communication of Detours noting this relates to the need to be sure people are aware of changes occurring on weekends.

Chairman Seitz asked if the pending item relating to bus placard advertising policy involves an advertising policy. Mr. Eatman explained this item relates to internal bus placards only.

Ms. Thurman reported the next meeting of the Marketing Committee will be August 7 and the July 10 meeting would be cancelled.

ROUTE COMMITTEE – REPORT RECEIVED

Mr. Ralph reported the Route Committee met on June 3, 2014. Special CAT Service for First Night Raleigh was discussed noting they will be providing ridership hours on First Night and how many people boarding between 10 – 12 p.m. to the Marketing Committee. He indicated this item would be reported out of the Route Committee.

Mr. Ralph referred to the pending item relating to R-Line Stop 18 noting this involves a request to consider eliminating Stop 18 for R-Line. The item is tabled until the July 1 meeting in order to receive input from riders in this area.

Mr. Ralph referred to the pending item relating to a new route in Southeast Raleigh explaining this will be held in committee until additional study is completed. He indicated discussion took place relating to the possibility of extending R-Line to Person Street.

Mr. Eatman felt a committee meeting in July is a good idea and another meeting could be required. The City Council adopted a budget and CAT received \$700,000 for FY 2015 to continue services started in FY 2014 with a grand total of \$1.4 million. He indicated there are many items moving forward including a fare increase, route changes, etc. These items will need to go to the Route Committee and there is a list of items on the short range transit plan. The ability to service new routes depends on vehicle availability. There is a lot going on but it may not be possible. From an implementation standpoint, there is a lot of media to change for the new fare increase. Other active items were reviewed with Mr. Eatman noting there are several fluid items. He felt it will be best if we wait to see how Triangle Transit proceeds with a fare increase and staff needs to work with them on a roll out date. He felt it would be nice not to have a July board meeting but it is too early to say at this point. He indicated the Route Committee should plan to meet on July 1.

STAFF REPORTS – RECEIVED

Members received in their agenda packets the following staff reports:

1. Go PASS Ridership Summary (March 2014)
2. Go PASS Ridership by Agency (March 2014)
3. Accessible Raleigh Transportation Summary (February 2014)

CONCLUDING REMARKS – RECEIVED

Mr. Ralph complimented Ms. Lyndsey for her excellent work as well as other staff.

Mr. Branch stated he would like staff to keep up with costs for the R-Line changes in information and urged finding a way to cover the costs not on the backs of taxpayers.

Mr. Pecoraro questioned the objectives of R-Line before the board gets into what will be done. Mr. Eatman indicated information relating to the expense that will have to occur in the future will be brought to the Route Committee and will then go to the Finance Committee.

Ms. McCullers questioned Route 15L and the 15 minute change. Mr. Eatman explained staff has work to do with Route 15L on timing and need to get better facilities out there. Ridership is up and have reduced the number of transfers in several locations. Even with the changes there has been positive ridership. Ms. McCullers requested pulling the ridership data noting this would involve an administrative change.

Mr. Pecoraro requested that staff reports be provided to the board in July even if the meeting is cancelled.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Brenda Hunt