

Meeting Minutes
LEE COUNTY TRANSPORTATION ADVISORY BOARD
10:00 a.m. Thursday, October 22, 2015
COLTS Training Room, 112 Hillcrest Drive, Sanford, NC

Present: Roger Bailey, Debbie Davidson, Rockie Dillon, Doug Doris, Jan Hayes, Terrell Jones, Robert McCarthy, Sidney Morgan, Lesa Price, Heather Baumhauer, Melanie Rodgers, Tamra Shaw, Harold Smith, Michael Sperico, Sandra Thompson

Guest: Jeremy Scott, ITRE at NCSU

10:00 a.m. Bob McCarthy called the meeting to order and welcomed everyone. Bob McCarthy asked if there were any additions or changes to the agenda. With no changes to be made, Doug Doris made a motion to approve the agenda, seconded by Jan Hayes, all were in favor. Bob McCarthy asked the board if there are any corrections to the July 16, 2015 meeting minutes. With no changes to the meeting minutes, Doug Doris made a motion to accept the minutes, seconded by Jan Hayes, all were in favor. Bob McCarthy noted that there were no general public comments.

New Member Oath of Office – None.

Sidney Morgan introduced Jeremy Scott of ITRE at NCSU. Sidney reported that each public transportation system across NC is being required to operate and receive grant funding using a **Performance Based Metric Formula**. This formula uses the systems' service miles, revenue miles and service hours to tabulate how funds are distributed. COLTS did well in FY2015; therefore, was allowed to request additional Administrative Grant dollars in the FY2017 application request. Tamra Shaw added that the first step of Performance Based Metrics (PBM) has been implemented. There are different ways for each system to maximize efficiency, and efficiency is the goal of PBM. COLTS is using zone methods, or a structured scheduling system. Jeremy Scott of ITRE added that the new system designed will reduce administrative time, miles and offer passengers more options. Jeremy distributed and reviewed the Lee County zone map. Debbie Davidson added that educating COLTS drivers and office staff, contractors, passengers and the general public about the zone map and scheduling is key in making Zone successful. Passengers on COLTS will need to make their appointments and pick up times around when the COLTS bus is in their area. Contractors will need to understand that their clients will need appointment options during the zone schedule. Zones are divided into: Downtown Sanford, Broadway, Carolina Trace, Lemon Springs, Tramway, Pocket, West Sanford, Deep River and Cape Fear. The busiest zone is Downtown Sanford, with 82% of trips. Pinehurst is available 5 days per week and there's a \$10/trip option when the schedule isn't convenient for the passenger. Jeremy added that included in the marketing is a card for each zone with its appointed times. Customers will receive a confirmation number for their scheduled ride. Sid added that out of town medical, Dash and Stevens Center Rideability are not currently affected by the Zone schedule.

10:30 a.m. Terrell Jones arrived.

Sidney Morgan provided a COLTS quarterly update for July 1, 2015 – September 30, 2015: 16,180 passenger trips; 7,981 hours in service time and 6,601 hours in revenue time; 119,316 service miles; 103,898 revenue miles. This includes 'dead head' miles and no shows. Requests for employment transportation have increased. Rockie Dillion asked how much is an employment trip? Sid replied \$4 each way.

10:48 a.m. Jan Hayes left the meeting.

Tamra Shaw and Debbie Davidson reported that FY17 grant applications are in process. Lee County's public hearings were held on October 19, 2015 with the following funding levels:

Community Transportation Program -

Administrative – \$172,145.00 – Local Match – 15% - \$25,822.00

These funds cover 85% of the salary for the County of Lee Transit System Coordinator, and a portion of the administrative salaries of 3 other staff members and benefits, travel, general office supplies, space rental, technology supplies, and indirect cost for the administration of the system. Also included in this request is 85% reimbursement for vehicle insurance on 18 vehicles.

Capital – \$58,450.00 – Local Match 10% - \$5,845 – One replacement 21 Ft LTV Lift Equipped Vehicle

Elderly and Disabled 5310 –

Capital – \$58,450.00 – Local Match 10% - \$5,845 – One replacement 21 Ft LTV Lift Equipped Vehicle

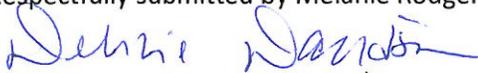
One Vehicle Replacement only is being requested as the DASH service will continue within the zone routing and no longer operate as of July 1, 2016 as a circular route.

The FY2016 ROAP, Rural Operating Assistance Program, Grant has been allocated for Lee County. Tamra added that she will verify the dates for Lee County's next Drug and Alcohol Policy Compliance Audit and 5-Year plan.

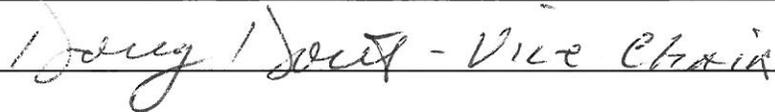
Old/New Business – Debbie Davidson reported that the remaining 2 replacement vehicles in the FY15 Capital budget and 1 replacement vehicle in the FY16 budget will be ordered in the next 30 days and should arrive by 3/31/2016.

10:55 a.m. With no further business, the Board agreed to adjourn. The next meeting will be held Thursday, January 21, 2016 at 10:00 a.m. at the COLTS facility.

Respectfully submitted by Melanie Rodgers on behalf of Debbie Davidson, Secretary,



Bob McCarthy, Chairman

 - Vice Chair