

MINUTES

Concord Kannapolis Area Transit Commission

April 29th, 2022, 8:30 am

Rider Transit Center

MEMBERS:

Mayor Darrell Hinnant-City of Kannapolis
Dianne Berry- City of Kannapolis
Betty Stocks-City of Concord

OTHERS:

Andy Christy- Rider Transit
Eddie Smith-City of Kannapolis
Eva Hill-City of Concord
Jaime Tippet Poe- Rider Transit
L.J. Weslowski- Rider Transit
Pam Hinson- City of Concord
Phil Conrad- CRMPO
Patrice Gilliam-Miller-Transdev
Jeff Freeze-Cabarrus County

Call to Order, Quorum, and Approval of Minutes

Mayor Hinnant called the meeting to order at 8:38 am, declared a quorum.

No individuals present for public comment. Mr. Weslowski invited Mr. Jeff Freeze, Driver Supervisor with Cabarrus County Transportation Service to introduce himself.

Mayor Hinnant requested a motion to approve the minutes of the February 1st, 2022 Concord Kannapolis Area Transit Commission meeting.

Ms. Berry made a motion to approve; Ms. Stocks second. Minutes approved unanimously as presented.

FY 2022 Budget Review

Using a PowerPoint Presentation, Mr. Weslowski presented.

Hard Copies provided for all those in attendance and are included below.

Mr. Weslowski stated that the budget reduced about \$180,000 overall from what was sent previously to Concord Kannapolis Area Transit Commission Members.

Mr. Weslowski presented the highlights of the budget include: license plate tag expected revenue altered the expected general fund contribution, Federal allocations were updated, COVID-19 funds have been utilized, and general fund contributions have returned to prior levels. Fixed Route Operations cost increased \$104,455 (rate changes every year), Paratransit service increased \$226,130 (rate change, +20%-25% ridership), \$136,001 in expanded Cost

Allocations, \$14,368 for Safety (new FTA requirement) 0.75% of 5307 funds are spent on Safety, 5303 MPO Transit Planning finding has a one-time increase of \$99,887. FTA gives NCDOT funds for the MPO. One-time adjustment from the state.

Mr. Conrad stated that you can carry over the funding and have two years to spend it. It could be the new level of funding, but it may not be.

Mr. Weslowski continued with presenting highlights of the budget including: \$442,092 new funding (Bipartisan Infrastructure Law bill): new services(s) such as meeting with Eli Lilly on Monday to discuss optional transportation, utilizing almost all of our budget due to the volatility of fuel costs this budget season and have added additional monies to fuel item for next years budget. Farebox revenue projections are down (ridership is in between pre COVID and worse-COVID numbers), CATS increased their cost share of the CCX to 50% (\$81,381 in additional revenue), received an additional \$425,444 in 5307 formula funds from the new Bi-partisan Infrastructure Legislation bill, using \$466,553 in reserve 5307 funds beyond our annual allocation to reduce local cost share further.

Mr. Smith stated through an email yesterday he indicated that Kannapolis general fund increase would be \$388,000 and overnight it decreased to \$309,000. General fund has about \$317,000 transit fund balance. Mr. Smith stated his thankfulness that LJ navigates everything for us and will share with Mike as we get into our budget.

Mr. Weslowski stated 2020 was the last normal budget due to use of COVID funding, so that increase in cost reflects three years of cost increases.

Mayor Hinnant asked if ridership was at pre-COVID levels, how much would fares offset the budget?

Mr. Weslowski stated that it would be about \$80,000, that's how small a revenue stream is to the budget.

Mayor Hinnant stated that was the point he was trying to make and that it may be time to look for other sources of revenue. Mayor Hinnant asked where did the four million come from?

Mr. Weslowski stated It was a combination of things, some was a build up over time of not fully utilizing grant funding, but there was also a specific transit carve out of CARES ACT-COVID funding, but we cannot rely on this permanently.

Mayor Hinnant clarified that have fares been reinstated.

Mr. Weslowski stated that on July 1st, 2021 normal fare collection was reinstated.

Mayor Hinnant asked if 5303 funds of \$99,000 covers cost of the merger study.

Mr. Weslowski stated that he hopes that it does, and there should be an answer by the end of May or first of June.

Mr. Conrad stated that there are three studies available with \$190,000 available.

Mayor Hinnant clarified that this is not really an increase, but more of a pass through.

Mr. Weslowski confirmed that is correct.

Mayor Hinnant asked if the Transit Commission will need to vote on the final decision.

Mr. Weslowski stated that is the normal process. We anticipate that being brought forward at the June 8th meeting and then go to Concord City Council. The bus purchase was not brought forward to the Transit Commission due to the cost increase of waiting.

Mr. Smith stated that is also playing out for other vehicle such as fire vehicles with a 2 year wait and it has become very expensive.

Mr. Weslowski stated that there was a historic increase in federal funding, but is being used due to significant inflation.

Mayor Hinnant asked when to anticipate the results of the merger study?

Mr. Weslowski stated nine months is their anticipation. If beginning June 1st the financials will be available from the study just before budget season next year.

Mayor Hinnant stated if there is a merger, there may be a need for a new facility. This facility is not big enough for the combined group. The county is moving out of their current facility. When in Washington DC, staff recommended looking at the BUILD grant depending on how quickly can we decide that we need a new facility and will this money be available. Mayor Hinnant asked if we are missing an opportunity or should we apply for the grant now or are we better off waiting until we know we need a facility and make the request at that time?

Mr. Weslowski stated two primary sources of money the BUILD, which is DOT wide and Under FTA, 5339b and we can submit to both for facility requests. Will likely be a very competitive grant with consolidation, but we are unable to submit for a building we do not know the cost of. We will need to wait for the plan to be complete to know the scope of a facility. After this study, we will need to look at having a design RFP put out to scope out and design a facility. Then we would attach that study to a grant request.

Mayor Hinnant stated he agreed that we need a plan built into that number. Mayor Hinnant asked if we can we make that effort a reality now and pull together funding so that we can proceed with that plan. Mayor Hinnant stated he does not want to miss the available money, and asked if we have the funding in all of the sources for the plan to be developed.

Mr. Weslowski stated we can use reserve funds. CCTS has been receiving urban funds, and have not used the majority of them, and approximately 1.3 or 1.4 million are going to be turned over to Rider Transit and Salisbury Transit. Rider will receive about 1 million of that, and we can use this funding also. The BUILD grant cycle to apply will likely be in April. 5339b grant usually opens in March, close in May. Four years of funding is available, but if there is a political change, we could have two years to apply for those funds.

Mayor Hinnant asked what the Transit Commission has to do to make sure we can proceed. Do we need approval from both Concord and Kannapolis?

Mr. Weslowski stated that we will need the Concord and Kannapolis to commit to 20% of the funding, which is about six million dollars of local funding and they need to decide if that is split between the two cities or if the county has a part also. If you apply for FTA funds, you can not say no, because we will not receive funds for a long time in the future. You have to have local funds available.

Mayor Hinnant stated that he hopes we would also go to the legislature for additional funding also instead of paying for all of it to see if the legislature will assist with the additional funding for combining a transit system.

Mr. Weslowski stated that there is a program that the states has in place when the merger is completed and we become a single grant recipient, and we would be eligible for up to \$400,000 in 100% funds with no local match-annually. Any funds that are not federal are considered local funds.

Mr. Conrad provided the name of the funds as CONCePT funds and stated that Wilmington is now using these funds.

Mr. Weslowski stated we need to do the design study, and get a cost and that this could be done late summer, early fall if data from the consolidation study is available.

Ms. Berry asked why a new facility is needed.

Mr. Weslowski stated that our contractor charges us for their facility every month and they do not have any more room to accommodate vehicles, CCTS is going to have to move when the lease on the building ends in 2027, and we would need a facility for everyone. We need land available to build a facility as our staffing and system grows to accommodate the 20-year vision.

Ms. Berry asked if Cabarrus County reached out to Rider about merger or if Rider did that.

Mr. Weslowski stated that when Brian Hiatt requested a consolidation study. Mike Legg requested the long-range plan be included in the consolidation study.

Mayor Hinnant addressed the Transit Commission members and stated that we are operating a bus system that is almost 20 years old and has had no changes. County population projections are showing exponential growth. When we get to be 400,000 in population, the bus system to serve that population is very different than what we have today. It is incumbent upon us to begin that planning process now. There is a one-time opportunity for free money, even if it requires a local match. He stated he wants to see if this commission is interested in aggressively planning our future. He rhetorically asked if this this include Harrisburg, Midland, or Mt. Pleasant? Mayor Hinnant stated major industries with thousands of new jobs that will need transportation and that there will not be bus service to the new Mental Health facility that Cabarrus County is building and what services will be needed to address homelessness. Mayor Hinnant states he thinks this system has great opportunities, but we need to make some tough decisions and with all the available funds that are available, we need to have a plan.

Mr. Conrad stated the draft step was released this week and there is no plan to build our way out of congestion. You really don't have a decision in terms of transit due to the lack of financing and the broken financial model to fund highway projects. We have to consolidate and

we have to put service on the road. It will not be possible to widen the roads to handle the congestion, and transit is going to become a very important group.

Mayor Hinnant restated that this is an opportune time to look for funding and we need to be ready. Mayor Hinnant asked if the Transit Commission needs to wait until Mr. Sweat and Mr. Jackson are present to adopt the budget and what will be the impact if we wait until the next meeting to adopt the budget?

Mr. Smith stated the numbers are plugged in as a place holder.

Mr. Weslowski stated that the attached budget numbers are already in place and this budget indicates a few ancillary extras, but primarily is the bottom line cost to run the transit system.

Mr. Smith stated the Transit Commission makes recommendations for the cities of Concord and Kannapolis.

Recommendation/Action: Review and consider approval of budget.

Ms. Berry made a motion to move forward with approval of the proposed Rider budget for FY 22; Ms. Stocks second. Unanimous.

Rider Transit Title VI Civil Rights Plan Update

Using a PowerPoint Presentation, Ms. Tippet Poe presented.

FTA requires our Title VI Program Plan to be reviewed and updated every 3 years
2022 updated data distributed to Transit Commission members. Changes to the 2019 Title VI Program Plan includes: New socio-economic survey data, Addition of Concord DEI Coordinator to Title VI Complaint Process, and the Voiance Interpreting Software.

Mayor Hinnant asked in reference to the survey question "It's my only mode of transportation" with 68% of respondents stating this is accurate, how does that relate to the rest of the county?

Ms. Tippet Poe clarified that this question allowed respondents to choose multiple answers

Mr. Weslowski stated the census data reflects 11.8% of the county is at the federal poverty mark and 93% of our riders are under the federal poverty park.

Ms. Tippet Poe stated the CCLRPTMP reflected some of the same data for individuals surveyed from the community.

Mayor Hinnant rhetorically asked with the ground breaking facility at Macy's bringing 4,000 jobs working at that location, how can we provide services so that the people who need those jobs can get to them?

Recommendation/Action: Review plan updates; consider approval and adoption of plan.

Ms. Stocks made a motion to approve and adopt the Rider Transit Title VI Program Plan; Ms. Berry second. Unanimous.

Airport Road & Highland Avenue Stop

Using a PowerPoint Presentation, Mr. Weslowski presented.

Mr. Weslowski stated that the Airport Road & Highland Avenue bus stop is the most utilized stop in the Rose Hill Community, there have been multiple complaints (one person) have been received about trash at/around the bus shelter, Transdev has made this stop #1 priority in the system, staff has explored other options and determined there are no better locations to move the stop to.

Mr. Weslowski presented three options: keep the stop as is, remove the stop entirely, or remove the shelter and amenities; leave sign and pad.

Ms. Smith stated that Mr. Moss has been very patient, and that there is a trash receptacle, but it is not being utilized. Mr. Smith stated that Mr. Moss can be very influential.

Mr. Weslowski stated with the mask mandate ending, it may cut down the debris. We attempted to address this concern, but realize this could be any stop and how do we resolve any of these complaints moving forward?

Mayor Hinnant asked if that location too far from the church? Mayor Hinnant asked if we relocate it to the church, there may be a few volunteers who would assist with any debris. It may be too far away to ask them to walk there. It is a very prominent church in the community and could be an ideal location.

Mr. Weslowski stated we can definitely take a look at that location. Will come back in June with additional recommendations.

Reports/Other Business

- Rider/CCTS Consolidation update-Mr. Weslowski stated that there should be an update at the June Meeting
- Bus Stop Amenities Project update-Mr. Christy stated still working with Ramey Kemp on the 51-bus shelter with the Concord Review Committee. Plan to submit for second time. Plan to release RFQ in July for 21-sites. Mr. Weslowski stated the second phase will require ROW acquisition.
- Replacement Bus Purchase update-Mr. Weslowski stated Concord Kannapolis Area Transit won near 4 million dollars through 5339b discretionary program and the order has been consolidated with last vehicle purchased with grant funds won from the MPO. The buses may be here in July next year.
- Camera system installation update-Mr. Weslowski stated that the installation is underway now.
- Farebox conversion update-Mr. Weslowski stated that we are currently getting rid of old farebox. It costs about \$800 to replace with the simpler farebox. Much easier to maintain.

- Triennial Review update-Mr. Weslowski stated that we received the closeout letter that states that all findings were successfully addressed.
- RouteMatch update-Ms. Tippet Poe stated that the RouteMatch conversion from the cloud to AWS was completed and successful and Mr. Weslowski stated that an RFP for new software is in planning.
- NCPTA Conference update-Mr. Weslowski stated that there was record attendance from vendors and attendees.
- Next CKTC Meeting – Wednesday, 6/8/22
Mayor Hinnant asked that attendees not book anything directly behind this meeting in the future. Please prepare to be available for 1-1.5 hours in the future.

Mr. Weslowski stated that he will update the calendar invite to reflect a two hour block.

Mayor Hinnant requested a motion to adjourn. Ms. Stocks made a motion; Mr. Jackson second. Unanimous. With no additional discussion or items on agenda, meeting adjourned at 10:12 am.

Transit FY23 Budget

Revenues

| Federal Funding | | Budget | Actual |
|---------------------------------|----------|------------------------|----------|
| Federal 5307 | | | |
| Fed Operations | 50/50 | 911,250 | |
| Fed Capital Cost of Contracting | 80/20 | 1,265,846 | |
| Federal Capital | 80/20 | 134,621 | |
| Federal Planning | 80/20 | - | |
| Federal Planning 5303 | 80/10/10 | 156,510 | |
| Federal 5310 Funding | | - | |
| Federal 5339 Bus & Facility | | 200,545 | |
| Subtotal Federal Funding | | \$ 2,668,772.00 | - |
| State Funding | | Budget | Actual |
| Planning 5303 | 80/10/10 | 19,564.00 | |
| SMAP | 100 | 299,286 | |
| Subtotal State Funding | | 318,850 | - |
| Local Funding | | Budget | Actual |
| Fare Box | | 244,208 | |
| Concord - Vehicle Tax | | 400,000 | |
| Kannapolis - Vehicle Tax | | 330,700 | |
| Concord | | 1,257,889 | |
| Kannapolis | | 917,974 | |
| CATS for CCX Route | | 196,857 | |
| Subtotal Local Funding | | 3,347,628 | - |
| Total Revenue | | 6,335,250 | |

Expenses

| Local Service Hours | | Budget | Actual |
|---------------------------------|----------|------------------|-----------------|
| Local Service Hours | 35511.00 | 67.31 | \$ 2,390,245.41 |
| Regional Service Hours | 5133.00 | 67.31 | \$ 345,502.23 |
| Operations | | Budget | Actual |
| Operational Expense | 50/50 | 1,197,843 | |
| Marketing/Production | | 0 | |
| CCX | | 365,920 | |
| Service Contract (TransDev) | | 1,219,581 | |
| Paratransit Service | 65/35 | 605,003 | |
| Fuel | | 750,000 | |
| Subtotal Operations | | 4,138,347 | - |
| Planning | | Budget | Actual |
| 5307 | | 0 | |
| 5303 | 80/10/10 | 195,638 | |
| Subtotal Planning | | 195,638 | - |
| Capital | | Budget | Actual |
| 5307 - 1% Security | | 126,369 | |
| 5307 - 1% Bus Enhancements | | 23,947 | |
| 5307 - Paratransit Srvc - Maint | | 403,335 | |
| 5307 - Fixed Route Srvc - Maint | | 1,178,973 | |
| 5307 - 0.75% Safety | 80/20 | 17,960 | |
| Federal 5310 ADA Funding | | 0 | |
| Federal 5339 Bus & Facility | | 250,681 | |
| Subtotal Capital | | 2,001,265 | - |
| Total Expenditures | | 6,335,250 | |

2022.4.18 - Rider Transit FY 22-23 Budget - DRAFT.xlsx

General Fund Transfer (Concord/Kannapolis Split)

| | FY21-22 Current Rider Budget | FY22-23 Proposed | Difference Local Shares of Proposed Revision |
|---|------------------------------------|-----------------------|--|
| REVENUE (VEHICLE TAX) | | | |
| Concord | \$390,000.00 | \$400,000.00 | \$10,000.00 |
| Kannapolis | \$330,700.00 | \$330,700.00 | \$0.00 |
| TOTAL | \$720,700.00 | \$730,700.00 | \$10,000.00 |
| EXPENDITURES | | | |
| CONCORD | | | |
| Total Operations | \$370,716.00 | \$1,615,993.00 | \$1,245,277.00 |
| Capital | \$19,284.00 | \$41,896.00 | \$22,612.00 |
| | \$390,000.00 | \$1,657,889.00 | \$1,267,889.00 |
| Less Vehicle Tax | \$390,000.00 | \$400,000.00 | \$10,000.00 |
| TOTAL | \$0.00 | \$1,257,889.00 | \$1,257,889.00 |
| KANNAPOLIS | | | |
| Total Operations | \$311,417.00 | \$1,206,779.00 | \$895,362.00 |
| Capital | \$19,283.00 | \$41,895.00 | \$22,612.00 |
| 2021 Transit Vehicle Replacement | \$0.00 | \$15,600.00 | \$15,600.00 |
| 5339b Bus Grant Purchases (delivery FY23) | \$0.00 | \$498,500.00 | \$498,500.00 |
| | \$330,700.00 | \$1,762,774.00 | \$1,432,074.00 |
| Less Vehicle Tax | \$330,700.00 | \$330,700.00 | \$0.00 |
| TOTAL | \$0.00 | \$1,432,074.00 | \$1,432,074.00 |