

MINUTES

Concord Kannapolis Area Transit Commission

March 23rd, 2023, 8:30 am

Rider Transit Center

MEMBERS:

Mayor Bill Dusch-City of Concord
Dianne Berry- City of Kannapolis
Darrell Jackson- City of Kannapolis
Betty Stocks-City of Concord

OTHERS:

Bob Bushey-Cabarrus County
Andy Christy- Rider Transit
Phil Conrad- CRMPO
Pam Hinson-City of Concord
Craig Meeks-Rider Transit
Wilmer Melton- City of Kannapolis
Amanda Newton- City of Concord
Lloyd Payne- City of Concord
Jaime Tippet Poe- Rider Transit
L.J. Weslowski- Rider Transit

Call to Order, Quorum, and Approval of Minutes

Mayor Dusch called the meeting to order at 8:30 am, declared a quorum.

No individuals present for public comment.

Mayor Dusch requested a motion to approve the minutes of the November 30th, 2022 Concord Kannapolis Area Transit Commission meeting.

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

FY 2024 Budget Review

Mr. Weslowski presented using a PowerPoint to discuss changes to budget including:

- Transit Center Repairs/Updates \$500,000 (\$400K Federal and \$100K Concord)
Mayor Dusch asked if \$30,000 comes from Concord for the Transit Center Repairs/Updates. Mr. Weslowski clarified that roughly \$100,000 comes from Concord.
- ADA Transition Plan \$150,000 estimate. \$87,732 5303 (CRMPO)
\$62,268 5307 (Rider)

Mayor Dusch asked what building sidewalks means.

Mr. Weslowski stated that we are required to build up to ¼ mile of sidewalk. An example of this is to a church parking lot.

Mayor Dusch asked if a neighborhood doesn't have sidewalks, then we will build it.

Mr. Weslowski stated we are not allowed to build all sidewalks but will connect to places.

- Pay and Benefits increase \$47,228 (\$28k for two position reclassifications)
Mr. Weslowski clarified that this included benefit cost increases and Andy would move into Deputy Director position and Jaime would transition into Transit Manager position. Jaime and Andy have taken on the Grant Compliance. This is not for new staff.
Ms. Stocks asked about the creation of the deputy director position.
Mr. Weslowski stated that is correct. Andy will move via reclassification to a newly created position and Jaime will move to Andy's current position.
- Fixed Route Operations cost increased \$37,392 (rate change)
Mr. Weslowski stated that is a contractual increase in fixed route and operations cost. We pay per hour for Fixed route and Paratransit.
- RideCo and Hopthru Contracts – \$47,435; annual costs, no longer Project Fund
Mr. Weslowski stated that the RideCo and Hopthru contracts that are already approved will be put into the budget instead of a project fund.
- \$21,092 increase in internal Cost Allocations
Mr. Weslowski stated that internal cost allocations increased is applied to the departments in the City of Concord that we utilize.
Ms. Newton clarified that this includes IT, CMO, Finance, HR, anything it takes to operate the administration side if utilizing City Resources there is a cost allocation for transit's portion of the expenses for those depts.
- We are also using ~\$250,000 in reserve 5307 funds beyond our annual allocation to minimize local cost share increases.
Mayor Dusch asked about where reserves are right now.
Mr. Weslowski stated that we are at about \$4 million at this time, but some of these are being utilized for the bus stop amenities project.

Mr. Weslowski gave a summary with net gain Kannapolis- \$13,872 and net gain for Concord- \$251,422.

Mayor Dusch asked what the \$13,872 and \$251,422 mean.

Mr. Weslowski stated that it is the increase over last year's budget.

Mr. Payne stated that it is roughly a penny on the tax rate.

Ms. Berry asked Mr. Weslowski to explain the vehicle tax.

Mr. Weslowski stated that the legislature authorizes communities to utilize a portion of vehicle plate fee and put it toward public transit or other transportation.

Mr. Payne stated that both Concord and Kannapolis levy the maximum amount allowed, which is \$30. Kannapolis chooses to put all \$30 toward transit and Concord chooses to put \$5 towards transit. The rest for Concord goes to other transportation related projects.

See attached Transit FY 24 Budget.

Recommendation/Action: Review and consider approval of FY 24 Rider Transit budget.

Ms. Stocks made a motion to approve FY 24 Rider Transit budget. Ms. Berry second.
Unanimous

Rider/CCTS Customer Satisfaction Program Plan

Mr. Weslowski presented utilizing a PowerPoint:

- There has never been a formal, consistent assessment of transit service customer satisfaction.
- Currently rely on customer complaints and occasional comments/suggestions. Likely incomplete picture.
- Staff desires to build a customer service satisfaction program to assess current operations and then monitor on an intentional/regular basis moving forward.
- Task order issued earlier this month to On Call partners. Discussion ongoing.
- Look to have a recommendation at the June CKTC.

Mr. Weslowski stated that a task order was sent to the two On Call partners and we received proposals between \$75,000 and \$150,000. We will complete Customer Satisfaction Program Plan and then progress with the ADA Transition Plan.

Ms. Berry asked if the Transit Commission or staff decides on which firm will complete the study.

Mr. Weslowski stated that the Transit Commission will always decide. Staff will make a recommendation and present information.

Recommendation/Action: Informational Update

Reports/Other Business

- RideCo Software Rollout update- Ms. Tippet Poe provided an update. The RideCo launch on February 3rd went very smoothly moving from 1.7 passengers per hour to 2.9 passengers per hour for the month of February. There are 2.19 passengers per hour today. The RideCo team has been very responsive, and we are working out the small details. Mr. Weslowski stated that there were three people on site for training and two remained on site for the launch. Mr. Weslowski also clarified that moving to more passengers per hour means that we are paying less to Transdev for revenue hours.
- Bus Stop Amenities Project update-Mr. Christy provided an update. Almost ready to put out the first RFQ for construction. Ramey Kemp Inc. has been putting together cost estimates and a bid package. We are waiting on two NCDOT Encroachment agreements. City of Concord Transportation Department has also been helping to get the bid package ready. Will work as quickly as we can to get the first 19 completed. Will hope to have bid out by 4/15/2023 for one month. Will work on the second RFQ following that, but unsure of how long that will take. Estimate of \$470,000 for the first RFQ.

Mr. Meeks provided an update on updating all current stops including replacing all signs for the Yellow Route stating that the new signs should be in at the end of April.

Schedule holders are being replaced and all solar lights are working including getting new batteries and cleaning panels. There is one existing shelter on West 22nd Ave on the blue route. Have a contract out with Ratzlaff Construction Company, LLC, a company to remove the shelter.

Mr. Weslowski stated that we are going to claim in, remove it, and put in a shelter that we already have.

Mayor Dusch asked if the design not acceptable.

Mr. Weslowski stated that we were not told that it was being put in place. It has been vandalized a few times, and we did not have control over it.

Mr. Melton stated that likely it was installed by a church with good intentions.

- Cabarrus Reentry and SUN Program updates-Mr. Weslowski provided an updated. We pushed back the launch to March and now we are in a holding pattern. Waiting on employers with six program participants, but we are waiting until that occurs. Mayor Dusch asked for a short version of the Reentry program. Mr. Weslowski provided a brief description. Mr. Weslowski provided an update on the SUN Project and have not yet been called upon to provide transportation, but we are available if needed. Mr. Bushey stated that five clients have signed up for transportation but have not yet provided transportation to date.
- CCTS/Rider Consolidation-Mr. Weslowski stated he was looking for an update. Mayor Dusch stated that City of Concord has had a discussion, but need to discuss with Mayor Hinnant and County Commissioners
- New Buses-Mr. Weslowski provided the updated that seven of the eight buses are here. Maintenance is working on transitioning those, but they are bringing in a contractor to transition two vehicles at a time. When these are online, nine of our eleven buses will be new, and all buses are within their useful life. Ms. Stocks asked if City of Concord does striping on new buses. Mr. Weslowski stated that the larger buses are done at the factory, but the smaller vehicles are done internally.
- Transit Industry wide vehicle shortage – Mr. Weslowski stated that three of the four smaller vehicles are well beyond useful life, but we are struggling to replace them due to a nationwide vehicle shortage. \$182,000 is set aside to purchase vehicles but have not been able to purchase due to Buy America Compliance. Mr. Payne stated that we may need to send a request to extend grant funds. Mr. Weslowski stated that we already have that appeal to FTA Region VI. We may end up buying one-to-three minivans that are sparsely available that are ramp accessible. Mr. Jackson asked about using the money to restore the vehicles that we already have. Mr. Weslowski stated that it is possible, but it is very unusual for the smaller vehicles and there are supply chain issues and very few companies who do restore them.
- NCPTA- Mr. Weslowski stated that Concord is hosting all transportation systems and business partners in the state in April 17-19th at Embassy Suites for the North Carolina Public Transportation Agency Conference. If you would like, you can attend the session to hear from CTAA and FTA Region VI. Will host the state Rodeo on April 15th. Golf Tournament at Rocky River on April 15th.
- Next Meeting Tuesday, June 20th, 2023 at 8:30 am at the Rider Transit Center

Mayor Dusch requested a motion to adjourn. Ms. Berry made a motion; Ms. Stocks second.

Unanimous. With no additional discussion or items on agenda, meeting adjourned at 9:25 am.

Transit FY24 Budget

WITHIN REVENUE AND EXPENSE BOXES, ONLY UPDATE BOXES HIGHLIGHTED IN YELLOW

Revenues

Federal Funding	Budget	Actual
Federal 5307		
Fed Operations 50/50	981,893	
Fed Capital Cost of Contracting 80/20	1,206,969	
Federal Capital 80/20	536,166	
Federal Planning 80/20	49,814	
Federal Planning 5303 80/10/10	85,257	
Federal 5310 Funding	-	
Federal 5339 Bus & Facility	148,529	
Subtotal Federal Funding	\$ 3,008,628	-
State Funding	Budget	Actual
Planning 5303 80/10/10	10,657	
SMAP 100	299,286	
Subtotal State Funding	309,943	-
Local Funding	Budget	Actual
Fare Box	264,208	
Concord - Vehicle Tax	425,000	
Kannapolis - Vehicle Tax	900,000	
Concord	1,508,124	
Kannapolis	323,031	
CATS for CCX Route	211,172	
Subtotal Local Funding	3,631,535	-
Total Revenue	6,950,106	

Expenses

Local Service Hours	35511.00	68.23	\$ 2,422,915.53
Regional Service Hours	5133.00	68.23	\$ 350,224.59
Operations	Budget	Actual	
Operational Expense		1,182,237	
Marketing/Production	50/50	-	
CCX		221,380	
Service Contract (TransDev)		1,658,068	
Paratransit Service	65/35	605,002	
Fuel		750,000	
Subtotal Operations		4,416,687	-
Planning	Budget	Actual	
5307		62,268	
5303	80/10/10	106,571	
Subtotal Planning		168,839	-
Capital	Budget	Actual	
5307 - 1% Security		126,369	
5307 - 1% Bus Enhancements		25,050	
5307 - Paratransit Srvc - Maint		403,334	
5307 - Fixed Route Srvc - Maint		1,105,378	
5307 - 0.75% Safety		18,788	
5307 - Capital Imprv (Concord Only) 80/20		500,000	
Federal 5310 ADA Funding		-	
Federal 5339 Bus & Facility		185,661	
Subtotal Capital		2,364,580	-
Total Expenditures		6,950,106	