

**Transylvania County Transportation
Advisory Board
February 14, 2024, at 2:00 PM**

MINUTES

CALL TO ORDER

I. WELCOME: Chair Shelly Webb called the meeting to order at 2:00 PM. Shelly Webb, Sara Daughtry, Greta Gosnell, Deb Haight, Carla Hill, Sabrina Griffin (in place of Elaine Russell), Jeff Adams, and Traci McCormick were present. Absent was Hunter Jones and Amy Marquez. A quorum was present. Darby Terrell, Planner was present as well.

II. AGENDA MODIFICATIONS: There were no proposed agenda modifications.

III. CONSENT AGENDA

A. Minutes (November 8, 2023)

Ms. Carla Hill motioned to approve the minutes as presented, seconded by Ms. Deb Haight. The motion passed unanimously.

IV. NEW BUSINESS: [Presentation](#)

A. Q2 FY24 Transylvania County Operational Statistics

- i. Quarter Breakdown Summary of Demand Response
- ii. Fixed Route Summary

Mr. Adams went over the organizational statistics for the previous quarter, and while presenting he informed the board of changing the data staff will be presenting. Mr. Adams would like the TAB to be presented with the statistics that we report to NCDOT. The members discussed the presented data. Please see below.

B. Fixed Route Rerouting Recommendations

Mr. Adams presented to the board that staff were looking into up to three different route changes. He presented to them the purpose of trying to keep the route down to an hour for the whole route. He presented to the board the stop statistics of each stop, maps showing destinations and locations of our rider's homes (please view the presentation for the slides). The board discussed the information presented.

C. Bylaw Review: Changes Discussion

Ms. Terrell presented the top areas that staff believed the board should review and decided on changes that could be made to their Bylaws. The most important

being copying both Mitchell County's and Henderson County's (WNC Source) definition of roles and responsibilities, these will align more with the purpose that NCDOT would like to see the board perform. The other changing the quorum definition, to that of what Mitchell County's define, especially with mentioning allowing members who are virtual a chance to be approved to have full voting power. Ms. Terrell also suggested with the other two counties being very similar it would be best practice to consider revamping this board's bylaw to be the same.

D. FY25 Preliminary Budget Review

Mr. Adams discussed with the board the need for staff to make them more of an asset when it comes to planning budget decisions for transportation. Mr. Adams discussed the wanting to do more advertisement and marketing. He presented two grants to the board in which staff would like to apply to receive more funding to potentially make the fixed route free, as well as provide more support for seniors in the outer reaches of the county. The board discussed the grants with staff.

Ms. Sabrina Griffin moved to approve the two recommendations presented by staff, seconded by Ms. Carla Hill. The motion passed unanimously.

E. Land of Sky – RPO

Ms. Eastland informed the board there will be a regional study being conducted by a contract service for which Land of Sky will be the main contact. This would be to see how to better connect the regions transportation systems, roads, and other forms of transportation. She also informed the board she clarified with NCDOT on the shelter locations, that were applied for in the Prioritization process through NCDOT.

F. Letter to Community Partners

- i. Increase in TAB membership.
- ii. Reach out to Potential Funding Partners.

Ms. Terrell informed the board of staff's intention on reaching out to community partners, via a letter introducing TAB. The purpose is to get more involvement from community organizations that would benefit from our services. Also, some of these organizations have grants or could provide funding for Transportation. The board discussed this item, and the organizations staff will be reaching out to on behalf of TAB.

G. Director's Report

Ms. Terrell reminded the Board of their next regularly scheduled meeting on Wednesday May 8, 2024, at 2:00PM. The next meeting will be on the 2nd floor, in the DSS large conference room. Ms. Terrell informed the board the department put together a new webpage will be active soon, this has similar information as the county webpage, but it allows for the map of the fixed route to be interactive. Staff have put the names of the current members on TAB on their website listing their names and organizations, with links to the organization website. Staff will also start putting the minutes that have been approved on the website as well.

V. **BOARD MEMBERS' COMMENTS:** There were no comments.

ADJOURNMENT

Shelly Webb motioned to adjourn the meeting at 3:34 PM, seconded by Sarah Daughtry.

The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Darby Terrell", written over a horizontal line.

Darby Terrell, Planner

A handwritten signature in cursive script, appearing to read "Shelly F. Webb", written over a horizontal line.

Chair