

**PLANNING AND
COMMUNITY DEVELOPMENT**

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**Transylvania County Transportation Advisory Board
August 14, 2024 at 2:00 PM
Large DSS Conference Room/Zoom Call**

AGENDA

CALL TO ORDER

- I. WELCOME**
- II. AGENDA MODIFICATIONS**
- III. CONSENT AGENDA**
 - A. Minutes (May 8, 2024)
 - B. Transportation Updates from Staff
 - i. Partnership with TC Library on Field Trips
 - C. Transit Services Yearly Breakdown of Ridership
 - i. Fixed Route Yearly Statistics (22-24)
 - ii. Demand Response Yearly Statistics (21-24)
- IV. ORGANIZATIONAL MEETING**
 - A. Election of Chair and Vice Chair
- V. OLD BUSINESS**
 - A. Q4 FY24 Transylvania County Transportation Operational Statistics
 - a. Quarter Breakdown Summary of Demand Response
 - b. Fixed Route Summary
 - B. Rule on Minor's Riding Discussion
 - i. Consent Form
 - C. Fixed Route Rerouting
 - i. Schedule and Summary
 - D. Bylaw Update
 - E. Land of Sky – RPO
- VI. NEW BUSINESS**
 - A. Unified Grant Application for FY26
 - i. 5311 Administrative Application
 - ii. Combined Capital Application
 - iii. 5310 Operating Application
- VII. PUBLIC COMMENT (15-minute time limit. Speakers are limited to three minutes.)**
- VIII. BOARD MEMBERS' COMMENTS**

ADJOURNMENT

**Transylvania County Transportation
Advisory Board
May 8, 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 (excused). 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)
- B. Transportation Updates
 - i. Budget Update
 - ii. Board of County Commissioners Approval of Silver Squirrel
 - iii. Partnership with Transylvania Library on Field Trips
 - iv. Apple Country Fixed Route Observation

Ms. Greta Gosnell motioned to approve the minutes and consent agenda as presented, seconded by Ms. Sara Daughtry. The motion passed unanimously.

IV. NEW BUSINESS: [Presentation Slides](#)

- A. Q3 FY24 Transylvania County Operational Statistics
 - i. Quarter Breakdown Summary of Demand Response
 - ii. Fixed Route Summary

Ms. Terrell went over the organizational statistics for the previous quarter, and while presenting. Ms. Terrell also informed the board of the new minivan that has been in operation for two weeks. Every person that has taken a ride in the new minivan has raved to the Driver on its great experience. With the still slow uptick of the Fixed Route ridership, using the minivan and other vans to increase ridership is a focus for staff. The members discussed the presented data.

- B. Fixed Route Rerouting Recommendations

Mr. Adams presented to the board that staff were looking into up to three different route changes. With the help of Ms. Terrell, staff presented all three

options and took feedback from the board. The board discussed the information presented and asked clarifying questions to staff. There was a suggestion by a board member to change the route when going toward the Pisgah Forest area stops. The suggestion was to use the back way into the Forest Gate Shopping Center using US276, to stop at the Hub stop location first near Pizza Hut, then travel to the Forest Gate Shopping Center stop location next going through the old Bi-Low parking lot, to make a faster time that would not be hindered by the seasonal traffic. After much discussion and with a few members having to leave during the meeting the remainder of the members reached a consensus on going with option three with the discussed changes to the route.

C. Bylaw Review: Changes Discussion

Ms. Terrell presented the suggested changes to the bylaws that overlapped with the other counties' TAB bylaws as discussed at the previous meeting. When discussing the updated draft bylaws, there was a suggestion to add to the new quorum definition wording: "seats vacant for two (2) consecutive meetings are considered inactive and should/may not be counted against the quorum at the next meeting." There was a consensus by the board to include this suggested change to the bylaws at the next meeting to be voted on.

D. Land of Sky – RPO

Ms. Eastland informed the board NCDOT Prioritization is beginning and should be ready for local input in the next month or so. There is a new process that is being adopted by Land of Sky that will be assessed to make sure they are in line with what NCDOT requires. Ms. Eastland gave an update on the funding issue with the to be built Park n Ride in Pisgah Forest. She was able to get NCDOT to agree to pay and build the parking lot, but the County would have to pay for the installation of the bus shelter at the site. This can easily be applied for in the upcoming years for Capital Funding or have help from other organizations.

She also updated the board on the Regional Transit study that is being conducted by Land of Sky, currently they are looking into options of connecting the County to Henderson's transit with a route to Hendersonville, or a route to Asheville Airport which connects to multiple transits in the region. Mr. Adams informed Vicki there has been discussion already with the transportation staff and Henderson County's transit staff for a stop or connection in Etowah. Ms. Eastland asked to be copied on further communication and meetings to be in the loop.

V. BOARD MEMBERS' COMMENTS:

Jeff Adams- He stated he would like to thank everyone for showing up and giving the feedback for the Rerouting options for the Fixed Route. They would take their input for the next phase of having public comment, and County Commissioner review.

ADJOURNMENT

Mr. Jeff Adams motioned to adjourn the meeting at 3:34 PM, seconded by Sarah Daughtry.

The motion passed unanimously.

Darby Terrell, Planner

Chair

Transportation Advisory Board

Staff Report: Transit Services Yearly Breakdown of Ridership

Agenda Date: August 14, 2024

Prepared By: Darby Terrell

Agenda Item: III-C

GENERAL INFORMATION

ATTACHMENTS

No attachments, Infographics to be presented in PowerPoint

Background

Since it is the beginning of the new fiscal year, staff wanted to present to the Transportation Advisory Board the breakdown of ridership for both Demand Response and Fixed Route services. This allows the members to have a more wholistic view of the numbers they are presented each quarter on the operational statistics. Staff wish for this to be an update only. Staff only wishes to highlight for the Demand Response the past two years have rebounded from the COVID years. Though Operations staff would like to point out it still isn't as high of ridership as pre-COVID. For the Fixed Route staff wishes to highlight that we still haven't increased ridership over 5,000 per year, and in fact this past year we have seen a slight drop. Staff is planning on a Marketing plan for both services throughout this year in hopes to increase ridership all around. All the data comes from our software and is the same information that is presented via graphs and that is put in the Operational Statistics for the state reporting.

Demand Response Ridership Breakdown

	FY2021	FY2022	FY2023	FY2024
January	939	1161	1754	1647
February	982	1643	2015	1866
March	1445	1824	2102	1766
April	1462	1602	1950	1875
June	1663	1888	2193	1995
July	1918	1712	2011	1750
August	1256	1855	1867	1744

September	1211	1775	1925	2096
November	1344	1826	1790	1745
December	1383	1887	1880	1954
Total Ridership	16022	20418	22657	21588
Average Monthly Rides	1335	1702	1888	1799
Average Daily Rider	45	57	63	60

Fixed Route Ridership Breakdown

Calendar Year	FY2022	FY2023	FY2024
January	24	156	193
February	113	229	207
March	66	218	168
April	56	197	167
June	71	215	132
July	120	180	139
August	102	187	193
September	168	220	207
November	229	123	168
December	211	135	167
Total Ridership	3635	4145	3030
Average Monthly Rides	134	177	168
Average Daily Rider	4	6	6

Recommendation: item is for update only.



Transportation Advisory Board

Staff Report: Quarter 4 FY24 Operational Statistics/Revenue Report

Agenda Date: August 14, 2024

Prepared By: Darby Terrell

Agenda Item: A

GENERAL INFORMATION

ATTACHMENTS

No attachments, Infographics to be presented in PowerPoint

Background

Transylvania County Transportation Advisory Board receives each meeting a quarterly report on the operation and revenue data from the previous month. Each time they are given last year's same report to show the yearly difference. For Quarter 4 the months that will be reviewed will be April 2024 till June 2024. Comparing fiscal year 2023 Quarter 4 with last fiscal year 2024 Quarter 4, for the Demand Response with our Vans we spent less hours but more miles and had more passenger trips. For our Cab Demand Response, we had more hours with less miles and passenger trips. We did start the Silver Squirrel Voucher program, as well as started pushing our new Mini Van as another option for riders. For our Fixed Route we spent more hours and miles and had less passenger trips overall.

Operational Statistics

Q4- FY24	April	May	June	QRT Total
DR	22 Op Days	22 Op Days	20 Op Days	64 Op Days
Hours	449	389	433	1,272
Miles	7,976	8,918	8,140	25,034
Passenger Trips	1,665	1,811	1,568	5,044
DR Cab				
Hours	72	138	139	349

Miles	1,298	1,814	1,538	4,309
Passenger Trips	210	184	182	576
Fixed Route				
Hours	231	229	207	667
Miles	3,912	3,892	3,569	10,556
Passenger Trips	167	132	139	438

Q4- FY23	April	May	June	QRT Total
DR	19 Op Days	22 Op Days	20 Op Days	63 Op Days
Hours	809	935	805	2,549
Miles	6,575	7,542	6,139	20,256
Passenger Trips	1,475	1,685	1,574	4,734
DR Cab				
Hours	75	81	99	256
Miles	1,694	1,763	2,173	5,630
Passenger Trips	277	261	248	786
Fixed Route				
Hours	201	234	225	660
Miles	3,415	2,960	3,819	10,194
Passenger Trips	198	247	189	634

Recommendation

Item is for review and discussion only, no action required.

Transportation Advisory Board

Staff Report: Transit Services Yearly Breakdown of Ridership

Agenda Date: August 14, 2024

Prepared By: Darby Terrell

Agenda Item: VI-A

GENERAL INFORMATION

ATTACHMENTS

A-1 Public Hearing Notice for Board of Commissioners Meeting

Background

The Transportation Advisory Board is informed on the next fiscal year's Unified Grant Application to NCDOT's Integrated Mobility Division (IMD). On behalf of rural communities, the NCDOT's IMD completes applications for formula grants for rural areas (Section 5311) and formula grants for the enhanced mobility of Seniors & Individuals with Disabilities and capital improvements for transit systems. This allows rural communities to work directly with their state rather than needing to apply directly for funding through the Federal Transit Administration. There are three grants we apply for each year, those being the 5311 Administrative grants, the Combined Capital Program, and 5310 Operating program. All these grants are funded from the federal funds discussed. TAB is required to review each year's application before submittal. Once TAB has seen the amounts we are requesting, a public hearing must be held and the Board of Commissioners must pass a resolution, because most of the grant funds request a local match from the county's own budget. For this upcoming year FY2026, we will be requesting the following for each grant. **It will go to the County Commissioners for a public hearing on September 9, 2024 at 4pm.**

FY2024 5311 Administrative

The Section 5311 grant program is apportioned to individual counties based on a formula that considers factors such as land area, population, population growth rates, vehicle miles and the number of low-income individuals. In North Carolina, Section 5311 subsidizes the administrative costs of running a transportation system, allowing communities to focus their resources predominantly on operations.

In this application, Transylvania County Transportation requests a total of \$164,470 in support for the administrative expenditures of its transit program. This requires a County local match of \$24,671 (15%) of the total.

FY2024 Combined Capital Program

Just as NCDOT IMD applies for formula funding through the Federal Transit Administration, it also applies for funding to maintain the fleet of publicly supported transit vehicles and other capital needs.

Transylvania County requests a total of \$435,000 in capital funding for replacement for three (3) vans with lifts as well as bike racks. This requires a county match of \$43,500 (10%) of the total.

FY2024 5310 Operating Program

Transylvania County was successful in the approval of 5310 funds for Fiscal Year 2026. For Fiscal Year 2026, Transylvania County plans to apply for the same amount of \$104,000, this requires a county match of \$52,000 (50%) of the total. The County currently budgets \$52,000 for the purchase of rides through a local private operator.

The 5310 grants have been able to help restore out of County transportation to the elderly and disabled as well as enabling these individuals to travel from unincorporated areas within Transylvania County to incorporated areas of the county.

Standard State match for 5311 Administrative Grant funding is 5% and Combined Capital is 10%. For Fiscal Year 2024, Applicants have been notified by the NCDOT IMD that the local share amount is subject to State funding availability.

Breakdown of Request in numbers:

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ 164,470	\$ 24,671 (15%)
Capital (Vehicles & Other)	\$ 435,000	\$ 43,500 (10%)
5310 Operating	\$ 104,000	\$ 52,000 (50%)
TOTAL PROJECT	\$703,470	\$120,171
	Total Funding Request	Total Local Share

Recommendation: Staff is recommending the board approve what is being presented.

Transportation Advisory Board

Staff Report: Rule on Minor's Riding Discussion

Agenda Date: August 14, 2024

Prepared By: Darby Terrell

Agenda Item: V-B

GENERAL INFORMATION

ATTACHMENTS

A-1 Minor's Consent Form

Background

For this upcoming school year, the Transportation system would like to review their rule on how old a minor can ride without a parent. Staff specifically wanting to potentially adjust the rule which is currently 16 or older can ride without a parent, anyone younger must have a guardian, parent, or adult with them. In the past we have transported students during the school year who have had classes at Blue Ridge Community College. The transportation staff would like to potentially adjust the rule to allow potential riders under 16. It may be unfeasible for them to have an adult or parent ride with them seeing how they need transportation. Staff wanted to present the idea to the Transportation Advisory Board on having anyone under the age of 16 and their parents sign a consent form allowing them to ride by themselves but outlining how they must follow the rules and them agreeing to the consequences if they do not.

Recommendation

Staff recommend approval of the minor consent form with any adjustments the board sees fit to include.

Transportation Advisory Board

Staff Report: Fixed Route Rerouting Schedule

Agenda Date: August 14, 2024

Prepared By: Darby Terrell

Agenda Item: V-C

GENERAL INFORMATION

ATTACHMENTS

A-1 Schedule for Fixed Route Rerouting

Background

After receiving the consensus of the board at the last meeting, staff put together a schedule for changing the Fixed Route stops. Staff want to make sure that the public gets a chance to give their feedback by having a survey and a public hearing about changing the stops. We also made sure to include how long we estimate it to take getting approvals of the new locations. This item is only for informational purposes, no action is required.

Recommendation

This is an informational only item.

Month #	Task	Amount of Time
Month 1	Survey For Fixed Route Riders	3 Weeks
	Verbal Permissions from New Stop locations	3 Weeks
	Van Driver Test Route	3 Weeks
Month 2	Compile Data from Survey	1 Week
	Advertise Public Hearing @ BOC meeting	2-3 Weeks
	Public Hearing @ BOC meeting	1 meeting*
	Decision from BOC	1-2 meetings
	Permissions from New Stop locations	2-3 Weeks
	Brevard College	
	Mary C Jenkins Comm Center	
	The Lumberyard	
	The Hub	
Month 3	New Branding? Or signs include QR code	2 Weeks*
	Get Permanent Signs for Stops	2-4 Weeks
	Placement of Signs at Stops	4 Weeks
	Advertising New Route/ Roll Out	5 weeks

Notes
Month 1 is before PH/Commissioners meeting
NCDOT & Businesses
Timed to 50 minutes
Need to have Van Driver run route 4 times to get down exact time and any suggestions to change stops or routes
*Should use two meetings for Public Hearing?
See if Commissioners would want to wait for a separate meeting to vote on the new route
BC
City
City
Business
QR code is quick and easy, its creating the new map to be viewable

Transportation Advisory Board

Staff Report: Bylaw Review

Agenda Date: August 14, 2024

Prepared By: Darby Terrell

Agenda Item: C

GENERAL INFORMATION

ATTACHMENTS

“A” Exhibits – Application Materials

A-1 Draft Bylaws (7.22.24);

A-2 Draft Bylaws Clean (7.22.24);

Background

At the last meeting the Transportation Advisory Board reviewed the updated bylaws, where staff added pieces from surrounding boards bylaws to match. During the review and discussion of the bylaws it was presented to add this to the quorum definitions: “seats vacant for two (2) consecutive meetings are considered inactive and may not be counted against the quorum at the time of the next meeting.” Due to the board not having a quorum at the time of the decision it was directed to be added to the bylaws, so at the next meeting when a quorum was present the bylaws could be voted to be approved.

Recommendation

Staff recommend discussing the changes and voting on updating the bylaws with the changes presented and discussed during the meeting.

BOARD OF COMMISSIONERS
Jason Chappell, Chair
Jake Dalton, Vice-Chairman
Emmett Casciato
Larry Chapman
Teresa McCall



COUNTY MANAGER
Jaime Laughter
828-884-3100
Fax 828-884-3119
**101 South Broad Street
Brevard, NC 28712**

PUBLIC HEARING NOTICE

Section 5311 (ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

This is to inform the public that a public hearing will be held on the proposed Transylvania County Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than September 9, 2024. The public hearing will be held on Monday, September 9th, 2024 at 4:00 PM before the Transylvania County Board of Commissioners.

Those interested in attending the public hearing and needing either auxiliary aids and services under the Americans with Disabilities Act (ADA) or a language translator should contact Darby Terrell on or before September 10, 2024, at telephone number (828) 884-1870 or via email at darby.terrell@tconc.org.

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Transylvania County as well as provides transportation options and services for the communities within this service area. These services are currently provided using a combination of NCDOT-sponsored vans and contracts with local private transportation companies. Services are rendered by the Transylvania County Transportation Department.

The total estimated amount requested for the period July 1, 2025 through June 30, 2026.

NOTE: Local share amount is subject to State funding availability.

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ 164,470	\$ 24,671 (15%)
Capital (Vehicles & Other)	\$ 435,000	\$ 43,500 (10%)
5310 Operating	\$ 104,000	\$ 52,000 (50%)
TOTAL PROJECT	\$703,470	\$120,171
	Total Funding Request	Total Local Share

This application may be inspected at Transylvania County Transportation Office (106 E. Morgan Street, Suite 207, Brevard, NC) from Monday through Friday, 8:30 AM to 5:00 PM. Written comments should be directed to Darby Terrell before September 7, 2024.