

# Transportation Advisory Board

August 14, 2024



# I. Welcome

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## II. Agenda Modifications

## III. Consent Agenda

➤ February 14, 2024 Meeting Minutes





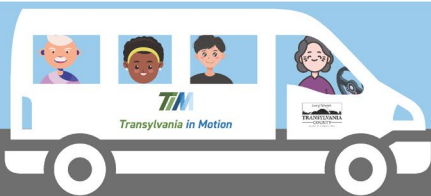
## III-B. Transportation Updates

- Partnership with TC Library on Field Trips (2 vans used)
- Fixed Route Survey!
- Transit Service Breakdown Ridership





Transylvania in Motion



Help Transylvania County  
improve our Transit Services!

## III-B. Transportation Updates

- Fixed Route Survey!
- Physical copies available, let us know!

**FIXED ROUTE SURVEY**

**TIM**  
Transylvania in Motion

1 Have you heard of Transylvania In Motion (TIMs)?

Yes

No

2 Do you currently use Transylvania in Motion, Fixed Route bus stops?

Yes

No

# III-B. Transit Services Statistics

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# Fixed Route Yearly (1 Van)

- Calendar YR 2022

Total Ridership: 3,635

Average Monthly: 134

Average Daily: 4

- Calendar YR 2023

Total Ridership: 4,145

Average Monthly: 177

Average Daily: 6

- Calendar YR 2024 (Data up till July)

Total Ridership: 3,030

Average Monthly: 168

Average Daily: 6



# Demand Response (Fiscal Year)(5 Vans)

- FY 2021

Total Ridership: 16,022

Average Monthly: 1,335

Average Daily: 45 (9 riders per van)

- FY 2022

Total Ridership: 20,418

Average Monthly: 1,702

Average Daily: 57 (11 riders per van)

- FY 2023

Total Ridership: 22,657

Average Monthly: 1,888

Average Daily: 63 (12 riders per Van)

- FY 2024

Total Ridership: 21,588

Average Monthly: 1,799

Average Daily: 60 (12 riders per van)

# IV. Election of Chair-Vice Chair

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# V. Q4 FY24 Operational Statistics

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# V-A. Q-4 FY24 Transportation Operational Statistics

| <b>WEEKLY TOTALS: Transylvania</b>               |                |                 |              |              |            |             |                  |                  |                  |                  |                   |
|--|----------------|-----------------|--------------|--------------|------------|-------------|------------------|------------------|------------------|------------------|-------------------|
| <b>NO DATA ENTRY ON THIS FORM</b>                |                |                 |              |              |            |             |                  |                  |                  |                  |                   |
| <b>FY2024</b>                                    | <b>January</b> | <b>February</b> | <b>March</b> | <b>April</b> | <b>May</b> | <b>June</b> | <b>Quarter 1</b> | <b>Quarter 2</b> | <b>Quarter 3</b> | <b>Quarter 4</b> | <b>YTD Totals</b> |
| Operating Days                                   | 20             | 21              | 20           | 22           | 22         | 20          | 62               | 59               | 61               | 64               | 246               |
| <b>Demand Response Directly Operated (DR DO)</b> |                |                 |              |              |            |             |                  |                  |                  |                  |                   |
| Hours  | 396            | 451             | 408          | 449          | 389        | 433         | 1361             | 1305             | 1254             | 1272             | 5192              |
| Miles  | 7385           | 8126            | 7376         | 7976         | 8918       | 8140        | 24282            | 23327            | 22867            | 25034            | 95530             |
| Passenger Trips: Non-Contract                    | 1451           | 1654            | 1554         | 1665         | 1811       | 1568        | 4830             | 4398             | 4659             | 5044             | 18931             |
| Medicaid Contract                                | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| Non-Medicaid Contract                            | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| <b>Total Passenger Trips for This Mode</b>       | 1451           | 1654            | 1554         | 1665         | 1811       | 1568        | 4830             | 4398             | 4659             | 5044             | 18931             |
| <b>Demand Response Purchased (DR PT)</b>         |                |                 |              |              |            |             |                  |                  |                  |                  |                   |
| Hours  | 64             | 85              | 76           | 72           | 138        | 139         | 262              | 219              | 224              | 349              | 1054              |
| Miles  | 1298           | 1814            | 1538         | 1718         | 1305       | 1286        | 5989.7           | 5194.58          | 4449.6           | 4309.5           | 20143.38          |
| Passenger Trips: Non-Contract                    | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| Medicaid Contract                                | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| Non-Medicaid Contract                            | 196            | 212             | 212          | 210          | 184        | 182         | 755              | 706              | 620              | 576              | 2657              |
| <b>Total Passenger Trips for This Mode</b>       | 196            | 212             | 212          | 210          | 184        | 182         | 755              | 706              | 620              | 576              | 2657              |
| <b>Fixed Route Directly Operated (MB DO)</b>     |                |                 |              |              |            |             |                  |                  |                  |                  |                   |
| Hours  | 191            | 219             | 210          | 231          | 229        | 207         | 641              | 612              | 620              | 667              | 2540              |
| Miles  | 3290           | 3717            | 3549         | 3912         | 3892       | 3569        | 10914            | 10303            | 10566            | 11373            | 43146             |
| Passenger Trips: Non-Contract                    | 193            | 207             | 168          | 167          | 132        | 139         | 540              | 402              | 563              | 438              | 1948              |
| Medicaid Contract                                | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| Non-Medicaid Contract                            | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| <b>Total Passenger Trips for This Mode</b>       | 193            | 207             | 168          | 167          | 132        | 139         | 540              | 402              | 568              | 438              | 1948              |

# V-A. Q-4 FY24 Transportation Operational Statistics

| <b>FY2023</b>                                    | <b>January</b> | <b>February</b> | <b>March</b> | <b>April</b> | <b>May</b> | <b>June</b> | <b>Quarter 1</b> | <b>Quarter 2</b> | <b>Quarter 3</b> | <b>Quarter 4</b> | <b>YTD Totals</b> |
|--|----------------|-----------------|--------------|--------------|------------|-------------|------------------|------------------|------------------|------------------|-------------------|
| Operating Days                                   | 21             | 20              | 23           | 19           | 22         | 22          | 64               | 59               | 64               | 63               | 250               |
| <b>Demand Response Directly Operated (DR DO)</b> |                |                 |              |              |            |             |                  |                  |                  |                  |                   |
| Hours  | 842            | 803             | 971          | 809          | 935        | 805         | 2351             | 2425             | 2616             | 2549             | 9941              |
| Miles  | 6520           | 6423            | 8005         | 6575         | 7542       | 6139        | 19094            | 18246            | 20947.9          | 20256            | 78543.9           |
| Passenger Trips: Non-Contract                    | 1394           | 1515            | 1836         | 1475         | 1685       | 1574        | 4346             | 4003             | 4745             | 4734             | 17828             |
| Medicaid Contract                                | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| Non-Medicaid Contract                            | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| <b>Total Passenger Trips for This Mode</b>       | 1394           | 1515            | 1836         | 1475         | 1685       | 1574        | 4346             | 4003             | 4745             | 4734             | 17828             |
| <b>Demand Response Purchased (DR PT)</b>         |                |                 |              |              |            |             |                  |                  |                  |                  |                   |
| Hours  | 74             | 94              | 100          | 75           | 81         | 99          | 223              | 208              | 257              | 256              | 954               |
| Miles  | 1541           | 2227            | 2306         | 1694         | 1763       | 2173        | 4195             | 4303             | 6071.9           | 5630.28          | 20202.18          |
| Passenger Trips: Non-Contract                    | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| Medicaid Contract                                | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| Non-Medicaid Contract                            | 198            | 264             | 276          | 277          | 261        | 248         | 588              | 551              | 788              | 786              | 2663              |
| <b>Total Passenger Trips for This Mode</b>       | 198            | 264             | 276          | 277          | 261        | 248         | 588              | 551              | 788              | 786              | 2663              |
| <b>Fixed Route Directly Operated (MB DO)</b>     |                |                 |              |              |            |             |                  |                  |                  |                  |                   |
| Hours  | 212            | 214             | 251          | 201          | 234        | 225         | 649              | 615              | 677              | 660              | 2601              |
| Miles  | 3651           | 3681            | 4245         | 3415         | 2960       | 3819        | 11257            | 10524            | 11577            | 10194            | 43552             |
| Passenger Trips: Non-Contract                    | 162            | 236             | 226          | 198          | 247        | 189         | 648              | 496              | 624              | 634              | 2402              |
| Medicaid Contract                                | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| Non-Medicaid Contract                            | 0              | 0               | 0            | 0            | 0          | 0           | 0                | 0                | 0                | 0                | 0                 |
| <b>Total Passenger Trips for This Mode</b>       | 162            | 236             | 226          | 198          | 247        | 189         | 648              | 496              | 624              | 634              | 2402              |

# V-A. Q-4 FY24 Transportation Operational Statistics

| <b>FY2024</b>                              | <b>March</b> | <b>April</b> | <b>May</b>  | <b>June</b> | <b>Quarter 1</b> | <b>Quarter 2</b> | <b>Quarter 3</b> | <b>Quarter 4</b> | <b>YTD Totals</b> |
|--|--------------|--------------|-------------|-------------|------------------|------------------|------------------|------------------|-------------------|
| Operating Days                             | 20           | 22           | 22          | 20          | 62               | 59               | 61               | 64               | 246               |
| <b>Transit Totals</b>                      |              |              |             |             |                  |                  |                  |                  |                   |
| Hours                                      | 693          | 753          | 756         | 779         | 2264             | 2136             | 2198             | 2287             | 8786              |
| Miles                                      | 12463        | 13606        | 14115       | 12995       | 41186            | 38825            | 38993            | 40717            | 158819            |
| Passenger Trips: Non-Contract              | 1722         | 1832         | 1943        | 1707        | 5370             | 4800             | 5227             | 5482             | 20879             |
| Medicaid Contract                          | 0            | 0            | 0           | 0           | 0                | 0                | 0                | 0                | 0                 |
| Non-Medicaid Contract                      | 212          | 210          | 184         | 182         | 755              | 706              | 627              | 576              | 2657              |
| <b>Total Passenger Trips for All Modes</b> | <b>1934</b>  | <b>2042</b>  | <b>2127</b> | <b>1889</b> | <b>6125</b>      | <b>5506</b>      | <b>5847</b>      | <b>6058</b>      | <b>23536</b>      |

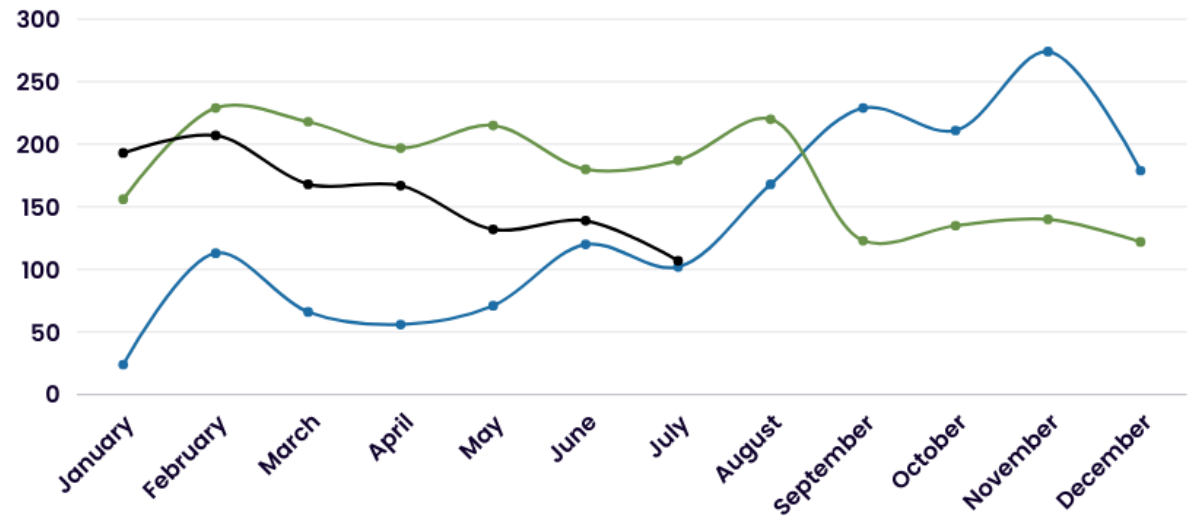
## Last Year (FY 23)

|  |             |             |             |             |             |             | <b>Quarter 4</b> | <b>YTD Totals</b> |
|--|-------------|-------------|-------------|-------------|-------------|-------------|------------------|-------------------|
| <b>Transit Totals</b>                      |             |             |             |             |             |             |                  |                   |
| Hours                                      | 1085        | 1250        | 1129        | 3223        | 3248        | 3561        | 3465             | 13496             |
| Miles                                      | 11684       | 12265       | 12131       | 34546       | 33073       | 38599       | 36080            | 142298            |
| Passenger Trips: Non-Contract              | 1673        | 1932        | 1763        | 4994        | 4499        | 5369        | 5368             | 20230             |
| Medicaid Contract                          | 0           | 0           | 0           | 0           | 0           | 0           | 0                | 0                 |
| Non-Medicaid Contract                      | 277         | 261         | 248         | 588         | 551         | 738         | 786              | 2663              |
| <b>Total Passenger Trips for All Modes</b> | <b>1950</b> | <b>2193</b> | <b>2011</b> | <b>5582</b> | <b>5050</b> | <b>6107</b> | <b>6154</b>      | <b>22893</b>      |

# Fixed Route Yearly



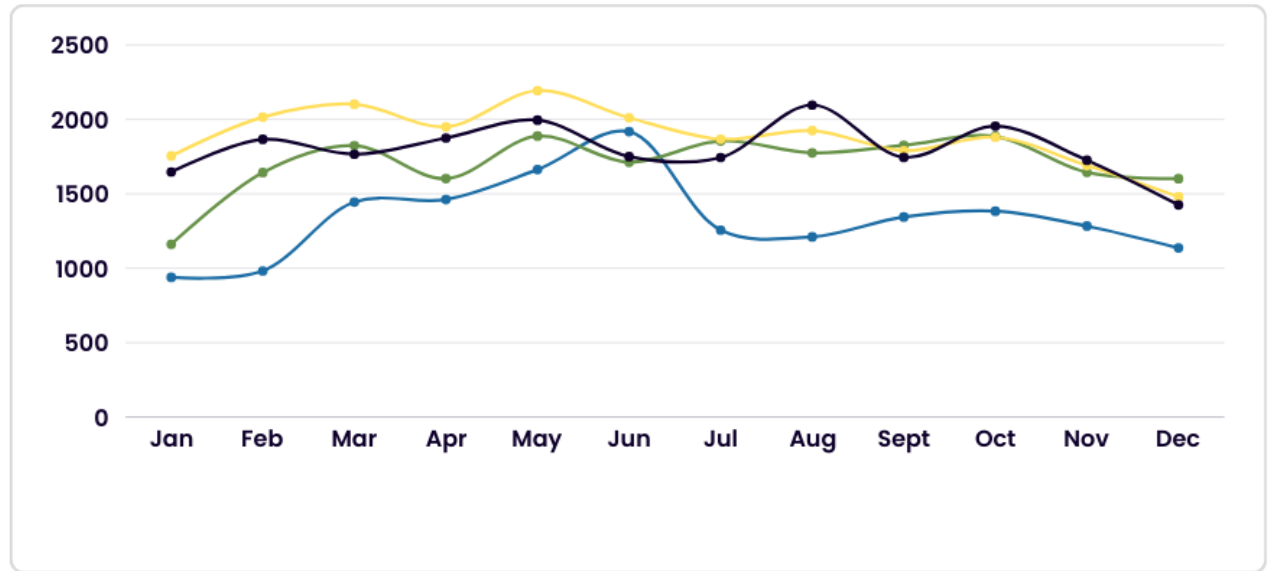
## Fixed Route Ridership



- 2022 Ridership
- 2023 Ridership
- 2024 Ridership

# Demand Response

## Demand Response Ridership



- FY2021 Ridership
- FY2024 Ridership
- FY2022 Ridership
- FY2023 Ridership



*Transylvania in Motion*



# VI-B. Consent Form for Minor's

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# VI-C. Fixed Route Re- Routing Summary

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# VI-B. Fixed Rerouting Summary

- Please see below the schedule and summary of making changes to the Fixed Route.

| Month # | Task                                       | Amount of Time                         | Notes  |
|---------|--|--|--|
| Month 1 | Survey For Fixed Route Riders              | 3 Weeks                                | Month 1 is before PH/Commissioners meeting               |
|         | Verbal Permissions from New Stop locations | 3 Weeks                                | NCDOT & Businesses                                       |
|         | Van Driver Test Route                      | 3 Weeks                                | Timed to 50 minutes                                      |
| Month 2 | Compile Data from Survey                   | 1 Week                                 | Need to have Van Driver run route 4 times to get down    |
|         | Advertise Public Hearing @ BOC meeting     | 2-3 Weeks                              | exact time and any suggestions to change stops or routes |
|         | Public Hearing @ BOC meeting               | 1 meeting*                             | *Should use two meetings for Public Hearing?             |
|         | Decision from BOC                          | 1-2 meetings                           | See if Commissioners would want to wait for a            |
|         | Permissions from New Stop locations        | 2-3 Weeks                              | separate meeting to vote on the new route                |
|         | Brevard College                            |  | BC   |
|         | Mary C Jenkins Comm Center                 |  | City   |
|         | The Lumberyard                             |  | City   |
|         | The Hub                                    |  | Business   |
|         | 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                                |  |

# VI-C. Bylaw Review: Changes Discussion

| <u>Category</u> | <u>Roles and Responsibilities</u>   |
|-----------------|---|
| <u>General</u>  | <ul style="list-style-type: none"> <li><u>Serves as the advisory body to Transylvania County Transportation as lead agency in the operation of public transportation in Transylvania County.</u></li> <li><u>Serves as a liaison between the public transportation agency and service area residents.</u></li> <li><u>Works with local agencies, organizations and units of local government to maintain a coordinated and cost-effective approach to the delivery of transportation services.</u></li> <li><u>Assists in formulation of the agency mission, vision, goals, objectives and strategies for shaping the public transportation agencies future.</u></li> <li><u>Reviews public transportation services, projects and funding to ensure that they are being fairly and equitably distributed to residents of the community served.</u></li> <li><u>Performs other functions and responsibilities as may be requested or prescribed by the transportation agencies governing board.</u></li> </ul> |

| <u>Category</u>       | <u>Roles and Responsibilities</u>   |
|-----------------------|---|
| <u>Planning</u>       | <ul style="list-style-type: none"> <li><u>Reviews planning proposals and provides comments with respect to concerns of various segments of the population in regard to their public transportation needs.</u></li> <li><u>Contributes to the long-range planning of a comprehensive and viable public transportation system.</u></li> <li><u>Participates in the development or update of the Community Connectivity Plan (CCP), and the statewide Local Coordinated Plan (LCP).</u></li> <li><u>Reviews various projects and issues related to coordinated public transportation and makes recommendations for better coordination. [Best Practice: Do not "rubber stamp" a plan presented to you. Ask questions about issues warranting attention.]</u></li> <li><u>Identifies unmet service needs.</u></li> <li><u>Assists in prioritizing needs.</u></li> </ul> |
| <u>Operations</u>     | <ul style="list-style-type: none"> <li><u>Recommends service improvements including proposed routes, service changes, ridership policies, and fare structures. Assists public, private non-profit, private, and voluntary agencies in providing transportation services to their clients.</u></li> </ul>  |
| <u>Finance/Budget</u> | <ul style="list-style-type: none"> <li><u>Advises on public transportation financial matters including funding, budgets, fares, billing rates and methods.</u></li> <li><u>Reviews and comments on proposed operating and capital budgets.</u></li> </ul>   |
| <u>Oversight</u>      | <ul style="list-style-type: none"> <li><u>Monitors compliance with federal regulations and the status of any deficiencies noted in any official federal, state or local review or report.</u></li> <li><u>Evaluates the operational and financial performance of the public transportation system.</u></li> </ul>   |
| <u>Outreach</u>       | <ul style="list-style-type: none"> <li><u>Disseminates information and holds forums to solicit public input. Participates in other community outreach efforts.</u></li> </ul>   |
| <u>Advocacy</u>       | <ul style="list-style-type: none"> <li><u>Serves as a citizen's advocacy group dedicated to improving and expanding the area's public transportation system.</u></li> <li><u>Assists in supporting and promoting the use of public transportation, and in locating, developing and obtaining funding.</u></li> </ul>  |

## ARTICLE III: BOARD MEMBERS

### 1. Number and Composition

- a. The Transylvania County ~~Transportation Advisory Board~~ **TAB** shall consist of 11 to 17 members. Membership shall be composed of representatives identified in the NC Department of Transportation Community Transportation Program Policy and other agencies as recommended by the Transylvania County Transportation Advisory Board, identified below, in Attachment A. A shows the list of TAB representatives recommended by the NC Department of Transportation.

# VI-C. Bylaw Review: Changes Discussion

## ATTACHMENT A

and shall have full voting privileges.

~~5-6. Orientation- New Board Members shall receive orientation and a TAB member manual to educate them regarding the nature and purpose of the Advisory Board, the role of the transportation system/authority and their roles and responsibilities as Board Members.~~

~~Majority Vote and Quorum Requirement - All issues shall be decided by a majority vote of the members of the Advisory Board present, except as otherwise stated herein. A quorum is defined as a majority of the members. No business may be conducted by the Advisory Board without a quorum present, in-person or via accepted, as noticed, electronic means. Seats vacant for two (2) consecutive meetings are considered inactive and may not be counted against the quorum at the time of the held meeting. Quorum—A vote by the majority of board members present at any meeting shall constitute a quorum for the transaction of business during regular or special called meetings of the board.~~

The TAB is a locally formed advisory group based on the following NCDOT/PTD guidelines and requirements:  
Recommended TAB Composition

| Categories   | Public Human Service Agencies  | Transportation Providers   | Public and Business Sectors   | Government and Governmental Affiliates  |
|--|--|--|---|---|
| Suggested number of representatives from each category   | 3-5  | 1-2  | 4-5   | 3-5   |
| TAB members should be individuals who have knowledge about the transit needs of the general public including the elderly, minority, disabled, limited English Proficiency (LEP), or low income populations living in the service area. | <ul style="list-style-type: none"> <li>• Senior Services</li> <li>• DSS</li> <li>• Vocational Rehabilitation</li> <li>• Head Start</li> <li>• Sheltered Workshop</li> <li>• Health Department</li> <li>• Veterans Administration</li> <li>• Smart Start</li> <li>• Mental Health</li> <li>• Housing Authority</li> <li>• HS Transit Users</li> </ul> | <ul style="list-style-type: none"> <li>• Private transportation providers</li> <li>• Intercity bus providers</li> <li>• Ambulance providers</li> <li>• Regional Authority</li> <li>• Urban System</li> <li>• Faith based services</li> <li>• Volunteers</li> </ul> | <ul style="list-style-type: none"> <li>• Chamber of Commerce</li> <li>• Major employers</li> <li>• DBE Businesses</li> <li>• Hospital/Dialysis Center Staff</li> <li>• Non-profit organizations</li> <li>• Employment Transit Users</li> <li>• General Public Transit Users</li> <li>• Public Citizens</li> </ul> | <ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Employment Security Commission</li> <li>• Job Link and/or Career Centers</li> <li>• Elected Officials</li> <li>• County Government staff</li> <li>• Community College</li> </ul> |

\*MPO/RPO representative and Emergency Management representative are strongly encouraged to attend at least one TAB meeting per year to offer advice and develop strong working relationships.

# VI-D. LAND OF SKY UPDATE

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Vicki Eastland

# NEW BUSINESS

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# VI-A. FY26 Unified Grant Application

Section 5311 Administrative, Capital Programs and Section 5310 Operating Program for FY 2025

FY2026

| Project              | Total Amount     | Local Share      |
|----------------------|------------------|------------------|
| 5311 Administrative  | \$164,470        | \$24,671         |
| Combined Capital     | \$435,000        | \$43,500         |
| 5310 Operating       | \$104,000        | \$52,000         |
| <b>Total Project</b> | <b>\$703,470</b> | <b>\$120,171</b> |

FY2025

| Project              | Total Amount     | Local Share      |
|----------------------|------------------|------------------|
| 5311 Administrative  | \$164,470        | \$24,671         |
| Combined Capital     | \$270,000        | \$27,000         |
| 5310 Operating       | \$104,000        | \$52,000         |
| <b>Total Project</b> | <b>\$538,470</b> | <b>\$103,671</b> |



# V-A. FY25 Unified Grant 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.

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

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. A portion of which does go to a private contractor.

# VI. PUBLIC COMMENT

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15-Minute Time limit (speakers are held to three minutes)

# VII. BOARD MEMBERS COMMENTS

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# THANK YOU FOR ATTENDING

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Next TAB meeting will be on November 13th at 2:00 PM, in the Large DSS  
Conference Room, 2<sup>nd</sup> Floor.