

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

MINUTES

CALL TO ORDER

- I. **WELCOME:** Darby Terrell, staff, called the meeting to order at 2:06 PM. Greta Gosnell, Sabrina Griffin, Jeff Adams, on Zoom was Vicki Eastland, Abby Incze, Deb Haight, and Carla Hill were present. Absent was Shelly Webb, Sara Daughtry, Traci McCormick and Amy Marquez (excused). A quorum was present. Darby Terrell, Planner was present as well.

- II. **AGENDA MODIFICATIONS:** Mr. Jeff Adams motioned to move the Organizational meeting to the next meeting, seconded by Ms. Greta Gosnell. The motion passed unanimously.

III. CONSENT AGENDA

- A. Minutes (May 8, 2023)
- B. Transportation Updates
 - i. Partnership with Transylvania Library on Field Trips
 - ii. Fixed Route Survey
- C. Transportation Services Yearly Breakdown of Ridership
 - i. Fixed Route Yearly Statistics (22-24)
 - ii. Demand Response Yearly Statistics (21- July of '24)

Mr. Adams motioned to approve the minutes and consent agenda as presented, seconded by Ms. Sabrina Griffin. The motion passed unanimously.

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

- A. Q4 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. With hope for an increase in marketing for the services, the department is hopeful that there will be an uptick in ridership. Also, with the Fixed Route changes it may lead to increases in ridership as well. Though Ms. Terrell informed there is a strange increase in mileage but not hours for all the Operational statistics this past fiscal year which is strange. Staff will try to do more digging into why this is happening. The members discussed the presented data.

B. Rule on Minor's Riding Discussion

Ms. Terrell informed the board about the department's decision to create a minor consent form for children riding between the ages of 12-15. The current rule is no one under the age of 16 can ride by themselves. This consent form is to help with potential riders for our demand and fixed route services who couldn't ride by themselves currently. Each school year the department transports high school students who go to classes at Blue Ridge Community College, this should help with those who need rides but couldn't in the past use our service. It was suggested by Ms. Griffin to add the consent form is good for one year. Ms. Vicki Eastland also suggested using a specific card for the minors who have signed the consent form and have that card have an expiration date on it to help keep up with the rules. The board discussed more on the minor consent form, and suggestions for the department to track those with the cards.

C. Fixed Route Rerouting

Ms. Terrell presented the schedule the department is working with to change the stops for the Fixed Route, the first step being the Fixed Route Survey. She explained the plan is to have the survey open for 3 weeks, and Mr. Adams added there will also be advertising for the survey also.

D. Bylaw Update

Ms. Terrell presented the updated bylaws for the Boards review and approval. The board members discussed and suggested changes to the language where there were places it referred to another county, as well as to capitalize the Transportation Advisory Board. After discussion, Ms. Griffin motioned to approve the bylaws with the suggested changes, seconded by Ms. Carla Hill. The motion passed unanimously.

E. Land of Sky – RPO

Ms. Eastland informed the board that the Transit Demand Manager program, which helps coordinate bike and walk to school days and helps transit coordination is working on a new project. This project is to create maps that show where transit stops or services are located near trailheads. She is planning on using the new shapefiles after Transylvania County updates their Fixed Route stops.

V. NEW BUSINESS

A. Unified Grant Application for FY26

- i. 5311 Administrative Application
- ii. Combined Capital Application
- iii. 5310 Operating Application

Ms. Terrell informed the board of the ongoing process of the department in preparing to submit next fiscal year's Unified Grant Application to the NCDOT IMD. She explained this yearly process that is done to fund the transit system in the County, the first step is to receive approval from TAB in the amounts the department is requesting. Ms. Terrell went

over the three grants and each amount the department is requesting. Please see below the amounts, the first section is the 5311 Administrative grant, the second section is the Combined Capital grant, and the third section is the 5310 Operating grant:

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.

Ms.
Terrell

explained the jump from previous years Combined Capital funding (\$435,000) is due to next year three (3) of the County vans are up to be replaced. She explained Van 36 (which is currently a backup), Van 38, and Van 39 are to be replaced. Though overall the other two stay exactly as they were, since it has not shown in previous years the need to request more from NCDOT for those grants.

VI. BOARD MEMBERS' COMMENTS:

Carla Hill- She questioned if Jeff's salary was included in the administration grant for NCDOT, and if it isn't how can it be?

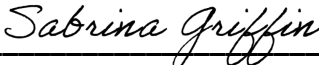
The board discussed this, and it was mentioned the department should apply for the Mobility Manager Application.

ADJOURNMENT

Ms. Greta Gosnell motioned to adjourn the meeting at 2:54 PM, seconded by Ms. Sabrina Griffin. The motion passed unanimously.



Darby Terrell, Planner



Chair