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**Transylvania County Transportation  
Advisory Board  
April 12, 2023, at 2:00 PM  
DSS 2<sup>nd</sup> Floor Conference Room 2**

**MINUTES**

**CALL TO ORDER**

- I. **WELCOME:** Chair Shelly Webb called the meeting to order at 2:00 PM. Shelly Webb, Elaine Russell, Sara Daughtery, Carla Hill, and Hunter Jones were present. Absent were Jaime Laughter, Lynn Pressley, Amanda Vanderoef, Amy Freeman Marquez, and Deb Haight. A quorum was present. Also in attendance was Vicki Eastland, Land of Sky Regional Council. Staff present were Darby Terrell, Planner, Greta Gosnell, Transit Operations Supervisor, and Jeffery Adams, Director for the department.
  
- II. **AGENDA MODIFICATIONS:** There were no proposed agenda modifications.
  
- III. **CONSENT AGENDA**
  - A. **Minutes (December 7, 2022)**

Ms. Webb asked for a motion to approve the consent agenda as presented. Ms. Daughtery motioned and was seconded by Ms. Webb; the motion was passed unanimously.
  
- IV. **OLD BUSINESS:** There were no old business items.
  
- V. **NEW BUSINESS**
  - A. **Q2 FY23 Transylvania County Transportation Operational Statistics**

Ms. Terrell presented to the board the Second Quarter Operational Statistics. Ms. Gosnell answered any direct questions on certain funding codes. Please see below the chart that was presented.

	<u>10/1/2022 - 12/31/2022</u>		<u>10/1/2021 - 12/31/2021</u>	
	Pass Miles	Passengers	Pass Miles	Passengers
EDTAP	3274	1120	4333	1018
LOSMD	212	62	331	68
LOSSC	4596	848	7775	1343
RGP	1875	565	1338	139
RGPGA	24	22	58	45
RGPIT	20	358	0	641
RGPMC				
RGPOC	0	8	0	0
RGPMC	0	141	0	237
RGPMO	0	42	0	52
<b>RGPM subtotal</b>	<b>1919</b>	<b>1136</b>	<b>1396</b>	<b>1114</b>
TCTVS				
TVSED	8259	1234	345	1224
TVSGP	843	117	31	120
<b>TVS subtotal</b>	<b>9102</b>	<b>1351</b>	<b>376</b>	<b>1344</b>
<b>Overall total</b>	<b>19103</b>	<b>4517</b>	<b>14211</b>	<b>4887</b>

Ms. Terrell also updated the Board on the Fixed Route ridership numbers for the second and third quarters. Please see below for what was presented.

- October- 225
- November- 153
- December- 118
- January- 162
- February- 236
- March- 226

The Board members asked staff questions on the fixed route. Ms. Gosnell answered the questions informing the Board that mornings tend to be the busiest and the vans are not allowed to deviate from the route unless for a road closure.

Ms. Terrell also informed the Board that staff have started working with Land of Sky RPO Regional Transportation Planner/TDM member Hannah Bagli with next fiscal years 5310 and 5311 Administration and Capital grants through NCDOT. Staff met earlier that week to prepare for the pre-application. The application is due by June 30<sup>th</sup>, and then the main applications are open in July and are needed by September or October of this year. That requires staff to meet up and help discuss what they are planning on applying for the following year, which will involve the board. Ms. Gosnell informed the Board that they will be applying for at least two if not three replacement vans for the program. Ms. Eastland asked how many vans we currently use for the service. Ms. Gosnell stated we currently use 7, but we should be receiving two more expansion vehicles, which would bring the number up to 9 vans. She explained currently the department is trying to find a full-time van driver due to a retirement coming in June. Ms. Gosnell explained that the department only has substitute drivers and no part-time drivers. Ms. Gosnell also updated the Board that the fixed route is being used in Rosman for employment transportation. The department will want to eventually like to expand to the Lake Toxaway or Quebec area twice a week.

The Board members discussed the fixed route expansion options, the current use, training and keeping van drivers, and other topics.

## B. Land of Sky – RPO

Vicki Eastland, Land of Sky updated the board that the Carbon Reduction Program (CRP) funds are now available to applicants. Ms. Eastland has been working with the staff to apply for this grant for 2 transit shelters for the County's Fixed Route. Ms. Eastland informed the board that Ms. Terrell has been putting together information on the route to help pick two areas that would be good locations, one of which is the Administration/County Campus and the other potentially in Rosman.

Ms. Eastland also informed the board on the Vulnerable Road User, which targets anyone who uses the roads without a motor vehicle. This is a new program through NCDOT, Ms. Eastland has already met with the person involved and started discussions of ways to use this for the RPO and transit programs in the region.

Ms. Eastland also informed the board that the County will be receiving a new Park-n-Ride near the Pisgah Forest Intersection which will become a roundabout in the next two years. Located behind Pardee Urgent Care on Deavor Road. There will be a transit shelter built by NCDOT for that Park-n-Ride.

Ms. Eastland informed that the County's Comprehensive Transportation Plan is being compiled and being drafted. This will be given to the department to be able to share with the public. The final document should be approved by the end of the calendar year.

Ms. Eastland informed the board that the new prioritization process for NCDOT is about to begin, which helps choose local road projects for the County to be funded. This can also help fund new fixed route stops as well as more Park-n-Rides in the County. Such as expanding the current one in Rosman, which is at full capacity.

The Board members discussed each update, discussed Mobility Hubs, and questions members had for staff. Ms. Webb asked if Sharing House received grant funding to put a transit shelter at its stop would that be okay, and would it need to look like the other shelters the County would be getting. Ms. Eastland and Ms. Terrell said it would be welcome to have a shelter and it didn't need to look similar. Ms. Eastland offered to talk more to Ms. Webb. Ms. Eastland also suggested that grocery stores have offered in other places to pay for shelters on their property.

## C. Director's Report

Ms. Terrell introduced the New Director for the Planning and Community Development Department, Mr. Jeff Adams. Mr. Adams gave a little background on himself to the board.

Ms. Eastland and Board members asked questions on the new pass program.

**VI. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.) There were no public comments.

**VII. BOARD MEMBERS' COMMENTS:**

**Elaine Russell:** Transylvania County Public Health with other regional agencies was able to receive a grant from the Regional Council of Aging to help provide vaccines in the summer and fall which they can use some funds for transportation. Once she receives more information she will reach out. She believes it must be targeted for seniors. Public Health is getting ready for WICC services switch back to in person, which will be starting in 90 days. They are expecting it to be very difficult 9 months or so.

**Sara Daugherty:** Medicaid is starting to unwind its continuous coverage from COVID-19. Due to this they have started reaching out to transportation to get some of their clients which may not be eligible for Medicaid. They are preparing for the switch from being able to have clients apply virtually to them in person, on top of trying to fill current vacancies for staff with the newly mandated expansion of four more employees. DSS is expecting this to be quite difficult with more work and dealing with clients.

**Shelly Webb:** Sharing House is going to be presenting *Bridges Out of Poverty* by Ruby Payne on April 20<sup>th</sup> from 5:30 pm to 8:30 pm at the Brevard Music Center. They are asking everyone interested to RSVP by calling the Sharing House. Are there signs at the Fixed Route stops, and do they have times on them.

Ms. Eastland suggested we could include it in our 5311 and 5310 grant applications.

**ADJOURNMENT**

Chair Shelby Webb motioned to adjourn the meeting at 2:45 PM, seconded by Ms. Hill.

The motion passed unanimously.

*Darby Terrell*

Darby Terrell, Planner

*Shelly F. Webb*

Chair

**Transylvania County Transportation  
Advisory Board  
December 7, 2022, at 1:00 PM  
ZOOM Meeting**

**MINUTES**

**CALL TO ORDER**

- I. **WELCOME:** Darby Terrell called the meeting to order at 1:20 PM. Darby Terrell, Elaine Russell, Elaine Bagwell, Shelly Webb, Deb Haight, Hunter Jones, and Amy Freeman Marquez were present. Lynn Pressley joined later into the meeting. Absent were Jaime Laughter, Amanda Vanderoef, Carla Hill. A quorum was present. Guests were Vicki Eastland, Land of Sky Regional Council, and Greta Gosnell, Transit Operations Supervisor for the department.

Darby Terrell, Planner introduced herself to the board as the new staff member and contact person to the board.

II. **ORIENTATIONAL MEETING:**

Ms. Terrell and Vicki Eastland, LOSRPO explained to the board the responsibilities of the Officers of the Board, as well as the responsibilities of the staff member associated to the board.

A. Chair Nominations-

Shelly Webb self-nominated herself to be considered for the Chair position. No other nominations were given. The board unanimously approved.

B. Vice Chair Nominations-

Amy Freeman Marquz self-nominated herself to be considered for the Vice Chair position. No other nominations were given. The board unanimously approved.

- III. **AGENDA MODIFICATIONS:** There were no proposed agenda modifications.

IV. **CONSENT AGENDA**

A. Minutes (August 12, 2022)

Ms. Webb asked for a motion to approve the consent agenda as presented. Ms. Haight motioned and was seconded by Ms. Webb; the motion was passed unanimously.

- V. **OLD BUSINESS:** There were no old business items.

VI. **NEW BUSINESS**

A. Q1 FY23 Transylvania County Transportation Operational Statistics

Ms. Terrell presented to the board the First Quarter Operational Statistics. Please see below the chart that was presented.

Transylvania County Transportation Ridership Comparison				
	7/1/2022 - 9/30/2022		7/1/2021 - 9/30/2021	
	Pass Miles	Passengers	Pass Miles	Passengers
EDTAP	3070	1105	3924	1210
LOSMD	427	112	299	90
LOSSC	5553	1019	187	100
RGP	1715	439	2067	502
RGPGA	13	10	62	28
RGPIIT	0	412	0	513
RGPIJC				
RGPOC	0	4	0	5
RGPVC	0	120	0	106
RGPVO	0	57	0	15
<b>RGP subtotal</b>	<b>1728</b>	<b>1042</b>	<b>2129</b>	<b>1169</b>
TCTVS				
TVSED	8518	1282	6304	745
TVSGP	742	132	2030	533
<b>TVS subtotal</b>	<b>9260</b>	<b>1414</b>	<b>8334</b>	<b>1278</b>
<b>Overall total</b>	<b>20038</b>	<b>4568</b>	<b>14873</b>	<b>3736</b>
<b>Senior Meal Delivery</b>	<b>1621</b>	<b>216</b>	<b>2598</b>	<b>1174</b>
EDTAP	<i>60+ Elderly and Disabled</i>			
LOSMD	<i>Land of Sky Medical Transportation</i>			
LOSSC	<i>Land of Sky Senior Citizens</i>			
RGP	<i>Rural General Public</i>			
RGPGA	<i>Rural General Public Getting Ahead (Sharing House)</i>			
RGPIIT	<i>Rural General Public - Through private operator</i>			
RGPIJC	<i>Rural General Public - Schenck Job Corps</i>			
RGPOC	<i>Rural General Public out of county - Through private operator</i>			

Ms. Terrell also updated the Board on the ridership numbers for this past summer as well as the numbers throughout the fall. Ms. Terrell informed the Board that the numbers kept increasing into the fall and at one time increase by 60+ each month. Ms. Gosnell informed the board that they were expecting to see a decline in the numbers come winter which showed in the November ridership. Please see below for what was presented.

- May- 72
- June- 130
- July- 108
- August- 170
- September- 239
- October- 225
- November- 153

B. Land of Sky – RPO

Vicki Eastland, Land of Sky updated the board NCDOT is currently waiting to receive projects for their Rural Projects for Carbon Reduction Program (CRP) funds. Ms. Eastland will be involved with helping interested applicants who have local projects that would help transition their vehicles with using cleaner fuel options or projects that would promote carbon reduction in their communities. Ms. Eastland is asking for interested applicants to send her their application by

the first of January.

Ms. Eastland also updated the board on the current progress the Comprehensive Transportation Plan (CTP). Ms. Eastland will be sending the link to the online survey to staff for all board members to share with their contact lists. The survey is to help citizens give their input on which road improvement projects they consider important as well as to give feedback to NCDOT. Ms. Eastland informed the board that there will be public input session held jointly with the Transylvania County Transportation Advisory Committee's meeting. There will be a section where citizens will be able to take the online survey, and posters of the maps that they will be giving feedback on. The NCDOT Prioritization process that is connected to this survey will be starting in the spring.

Ms. Eastland updated the board that there will be a Regional Transit Planning Initiative Plan, which will be under taken by NCDOT, Land of Sky RPO, French Broad RPO, and Foothills Regional Commission together. This involves coming up with ways to implement efficiencies and collaboration for transporting people throughout the region. Ms. Eastland informed the committee they will be looking at micro-transit option examples that are happening within the state already as well as other options. This process will begin in the spring.

C. Director's Report

Darby Terrell updated the Board on departments new pass option for all forms of transportation for now the department including the demand response clients. This allows all clients to be able to pay for a certain number of rides beforehand and not have to carry cash with them. Ms. Terrell and Ms. Gosnell answered the board members questions.

**VII. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.) There were no public comments.

**VIII. BOARD MEMBERS' COMMENTS:**

**Shelly Webb:** Appreciated the new pass option, it can easily be given to people as a gift and they have received some from their donors as donations. Thanked the staff and board members for attending.

**ADJOURNMENT**

Shelby Webb motioned to adjourn the meeting at 1:57 PM, seconded by Deb Haight. The motion passed unanimously.

Darby Terrell

Darby Terrell, Planner

Shelly F. Webb

Chair

**Transylvania County Transportation  
Advisory Board  
August 8, 2022, at 1:00 PM  
ZOOM Meeting**

**MINUTES**

**CALL TO ORDER**

- I. **WELCOME:** Allen McNeill called the meeting to order at 1:00 PM. Allen McNeill, Elaine Russell, Elaine Bagwell, Shelly Webb, Lynn Pressley, Deb Haight, Carla Hill, Hunter Jones, and Amy Marquez were present. Absent were Jaime Laughter, Amanda Vanderoef, and Shelia Galloway. A quorum was present. Guests were Vicki Eastland, Land of Sky Regional Council, and Greta Gosnell, Operations Manager for the department.

Allen McNeill, Director of Planning and Community Development introduced himself as well as Greta Gosnell, Operations Manager for the department. Mr. McNeill informed the board of recent staff changes including, April Alm, former Transportation Planner leaving for a job in Jackson County. He also informed the board of the new hire to fill that position, Darby Terrell, as well as explained that the position has been changed to a regular planner position. Mr. McNeill stated that Ms. Terrell will be the new contact for this board.

- II. **PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.): There were no public comments.

- III. **AGENDA MODIFICATIONS:** There were no proposed agenda modifications.

IV. **CONSENT AGENDA**

A. Minutes (December 16, 2021)

Mr. McNeill requested a motion to approve the minutes, Elaine Russell motioned to approve the minutes as presented. The board discussed modifications to the minutes. Elaine Russell amended her motion to approve with modifications, seconded by Shelby Webb. The motion passed unanimously.

V. **OLD BUSINESS:**

A. Review/Draft/Update TAB Bylaws

Mr. McNeill presented an updated version of the discussed TAB Bylaws, outlining the changes that were added from the December 16<sup>th</sup> meeting and ones he included. The TAB board discussed changes, and Deb Haight suggested a change to correct a typo, changing the word to "carry". Ms. Russell motioned to approve with modifications presented and discussed, seconded by Lynn Pressley. The motion passed unanimously.



## **VI. NEW BUSINESS**

### **A. Land of Sky – RPO**

Vicki Eastland, Land of Sky updated the board that her organization with Board of County Commissioners approval will take over for the departments reporting and grant administration for NCDOT. The Board of Commissioners will decide on this contract during the upcoming August 22<sup>nd</sup> Commissioner meeting. She informed the board that Hannah Bagli, Transportation Demand Management Coordinator (TDM) for Land of Sky will be working with her.

Ms. Eastland also updated the board on the current progress with the CTP group and informing them that they had finished their initial review. She is planning to have this group meet again potentially in September. This should help them finish up with the draft and will allow them to go into the public comment phase, after which the adoption of the plan will begin.

Ms. Eastland informed the board that Land of Sky will be receiving carbon reduction funds to help convert transit vehicles to switch over to propane or alternative fuel, or the funds could be used to increase infrastructure for transit.

Ms. Eastland updated the board that there will be a Regional Traffic Study funded by the state to Land of Sky and Foothills Regional Commission to help come up with strategies to enhance transportation across county lines and across the region.

### **B. Director's Report**

Allen McNeill reminded the Board of their next regularly scheduled meeting on Thursday November 10, 2022, at 1:00PM. The next meeting will also be an organizational meeting to elect a new Chair and Vice Chair. The next meeting will also include updates on services the department provides, the application process, and an update on the summer ridership.

**VII. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.) There were no public comments.

## **VIII. BOARD MEMBERS' COMMENTS:**

**Elaine Russell:** Thanked Allen McNeill for his hard work with the constant staff changes and working through the pandemic.

**Shelly Webb:** Thanked the department for Transportation in Motion (TIM), it has been a great resource for them, and they will continue to share about this service. She also announced that they are now open to the public since April of this year.

## **ADJOURNMENT**

Elaine Russell motioned to adjourn the meeting at 1:26 PM, seconded by Shelly Webb. The motion passed unanimously.

Darby Terrell

Darby Terrell, Planner

Shelly F. Webb

Chair