



DATE	20 May 2020
TIME	11:00AM – 12:00PM
VENUE	Virtual - GoToMeeting
MEETING TITLE	NCTC Initiative Development Committee Meeting
ATTENDEES	Ryan Brumfield, NCDOT Amna Cameron, NCDOT Heather Hildebrandt, NCDOT David Rhew, NCPTA Irma Zimmerman, Guilford County Kerry Giles, Rutherford County LJ Weslowski, Concord Kannapolis Area Transit Morgan Simmons, City of Raleigh Vanessa Lacer, Wave Transit Bob Davis, Cleveland County Angela Wynes, City of High Point Jim Westmoreland, Westmoreland Strategic Enterprises Warren Miller, Fountainworks Rachel Gaylord-Miles, WSP Morven Maclean, WSP

I. Welcome and Introductions

II. Evolving Project Purpose

- Highlighted the importance of North Carolina Transit Cares (NCTC) to support North Carolina's transit agencies in this challenging time. This project is pivoting to respond to the current health crisis and its impact to the transit providers in North Carolina. Innovation will help with resiliency and response to COVID-19.

III. Updated Project Approach

- The project has moved to virtual meetings with surveys distributed ahead of the virtual meetings to ensure engagement of the agencies.
- The COVID-19 pandemic has impacted transit providers, passengers and operations overall. The long-term impact to travel trends and travel usage is still unknown. The safety of agency employees, customer service and customer confidence in the safety of transit services will be paramount.
- Innovations are needed with recovery efforts as North Carolina begins to reopen. This study initially looked at existing innovations within North Carolina transit agencies and interest in learning about new innovations, now the study will be looking at innovations around COVID-19 response and challenges.
- The hope is that this study will facilitate information sharing and best practices between North Carolina agencies. WSP will bring a national perspective on how US agencies are responding.

IV. Overview of Project Schedule

- Schedule has been adjusted to finish by the end of the year
- Initiative Development Committee meetings:
 - **August 12, 11am (virtual)**
 - **October 28, 11am (NCDOT Board Room – Raleigh)**

MINUTES



Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

- Series of 3 Large-Group Meetings with leaders from all 98 NC transit systems. The virtual meetings will use different tools to keep the meetings interactive, e.g. virtual whiteboards, polling the group for input and brainstorming, and breakout groups with participants.
 - **July 22, 10:30am – 12:30pm:** Kick Off Meeting (Virtual)
 - **September 9, 9am – 11am:** Work on It Meeting (Virtual)
 - **November 4; 9am – 12pm:** Launch It Meeting (Raleigh Union Station – Raleigh, Date to be verified with NCDOT)
- Survey planned to be distributed before Kick It Off Meeting asking agencies how they have been impacted and are responding to COVID-19. The information gathered from the agencies will be reported back out at Kick It Off Meeting.

V. Discussion and Feedback

- What are the study deliverables?
 - Deliverables from this project include:
 1. Summary of survey responses from transit agencies
 2. Repository of national/international best practices in responding to COVID-19 and implementing new protocols
 3. Documentation of innovations with ideas for each system type and ways that NCDOT could assist with ideas
- Important to report the financial situation of transit agencies and could be beneficial to look at current NCDOT funding programs for innovations
 - The survey can help provide information for real time strategies to address concerns of transit agencies
- Issues that could make this study a challenge:
 - Time constraints for agencies, which are still very busy
 - Ability for all agencies to access virtual meetings easily
- Expressed that transit agencies are overloaded and getting meeting dates onto calendar of all participants as soon as possible to hold the date is advised.
 - Kick It Off Meeting invite should go out around June 8th
- NCPTA offered to promote initiative during monthly calls
- Suggested to give transit agencies heads up about survey length and if it will be a heavy lift to gather data
- Interest in learning about COVID-19 response internationally
- Still want to have keynote at Launch It Meeting
 - Recommended to consider keynote speakers at other large group meetings but maybe through Skype

VI. Next Steps

- Send out survey and invites once dates are confirmed