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Staunton, VA 24401

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BRITE Transit Advisory Committee Meeting Summary
January 8, 2020, 2:30 p.m.

Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, VA 24401

	Name	Organization
	Steve Rosenberg	City of Staunton
✓	Jennifer Whetzel	County of Augusta
✓	Luke Juday	City of Waynesboro
✓	Karen Clark	Augusta Health
✓	Russell Neyman	Wilson Workforce & Rehabilitation Center
	Greg Beam	Staunton Downtown Development Association
✓	Terry Rodgers	Shenandoah Valley Social Services
✓	Cynthia Page	Blue Ridge Community College
✓	Becky Messer	Transit Service Rider
✓	Paul Terry	Transit Service Rider
✓	Susan Newbrough	Virginia Regional Transit
✓	Steve Hennessee	Department of Rail and Public Transportation

	Name	Organization
✓	Ann Cundy	CSPDC
✓	Aidan Quirke	CSPDC
✓	Devon Thompson	CSPDC
✓	Bonnie Riedesel	CSPDC
✓	Nancy Gourley	CSPDC
✓	Kira Johnson, City of Waynesboro	
✓	Steve Wilson, VRT	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:32 PM by Ms. Terry Rodgers, Chairperson.

Public Comment

Chair Rodgers opened the floor for public comment. There were no public comments.

Approve Minutes

Chair Rodgers presented the minutes from the November 13, 2019 BTAC meeting.



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Ms. Jennifer Whetzel moved, seconded by Mr. Paul Terry, to approve the minutes of the November 13, 2019 meeting. Motion carried unanimously.

Business

2019 Transit Development Plan (TDP) Update Letter: Mr. Aidan Quirke indicated that after a transit agency's Transit Development Plan (TDP) has been completed they are required by the Virginia Department of Rail and Public Transportation (DRPT) to submit a yearly update letter. TDP update letters describe implemented progress of the TDP and any significant changes. The 2019 update letter will be submitted on the due date of January 15, 2020.

Mr. Steven Hennessee indicated that everything submitted in the Fiscal Year (FY) 2021 applications should be included in the TDP update letter under FY2021 items.

FY 2021 Budget & Grant Application Update: Mr. Quirke indicated that the FY2021 budget was being finalized. Concurrently, eight applications to the state were being made, and were due on Monday, February 3, 2020.

- **Capital Assistance:** Intelligent Transportation Systems (ITS) – for first phase implementation of the ITS Plan
- **Technical Assistance:** Transit Development Plan (TDP) – for a DRPT on-call consultant to update the TDP for a ten-year outlook on BRITE service
- **Capital Assistance:** Waste Oil Heater – for replacing an out of service waste oil heater at the BRITE Transit Facility (there are two waste oil heaters at the facility that provide heat to the shop)
- **Capital Assistance:** Solar Panels – for solar panel installation at the BRITE Transit Facility to offset energy consumption and costs
- **Operating Assistance (5307 – Urban):** Urban Operating Assistance
- **Capital Cost of Contracting (5307 – Urban):** Urban Capital Cost of Contracting assistance
- **Operating Assistance (5311 – Rural):** Rural Operating Assistance
- **Capital Cost of Contracting (5311 – Rural):** Rural Capital Cost of Contracting

**The application list changed prior to the submittal of grants on Monday, February 3, 2020. Technical assistance for the TDP was removed, and the capital assistance for ITS implementation was apportioned between 5307 (Urban) and 5311 (Rural). Additional DRPT grant applications submitted included the Afton Express Demonstration Grant and the Rideshare Transportation Demand Management (TDM) Grant.*

Ms. Bonnie Riedesel indicated that the CSPDC may request letters of support for the grant applications, if needed. Mr. Quirke noted that these letters indicated that agencies have done their due diligence and projects are fully supported by their partners and communities.

2019 Triennial Review Update: Ms. Gourley reminded the committee that the Federal Transit Administration (FTA) Triennial Review was conducted in September 2019. The Review concluded with deficiencies found in three areas



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– two were related to financial procedures and one was related to Title VI language. Ms. Gourley updated the committee on the status of the findings and the progress on the FTA-mandated corrective actions.

The first finding was related to how money was drawn down from FTA funds, which was how the CSPDC reimbursed themselves from the grants. There was some challenge in answering the questions related to FTA drawdowns during the on-site visit since the previous Finance Officer had resigned. This finding has been closed. FTA accepted the explanations and new, detailed procedures.

The second finding was related to Federal Financial Reports (FFR), which was an annually completed report that indicated the status on the use of the funds that have been awarded. Under that corrective action there were three tasks to complete. Two tasks have been completed and closed out, and work on the final task was underway and should be ready for submittal on February 15, 2020.

The third finding was related to Title VI language on the BRITE website and printed materials. Too many classes of persons were being protected under the previous language, and new language needed to reflect what was in the original legislation. Ms. Devon Thompson edited the language on the website while the reviewers were on-site, and posters and printed schedules languages have been edited as well. Edited materials have been sent to the FTA Title VI office for review, and once approved the finding will be closed.

**This finding has since been closed.*

Ms. Riedesel reiterated that all transit agencies in the nation undergo these reviews, and CSPDC did a commendable job with only three deficiencies. Ms. Riedesel indicated that the reviewers requested examples of contractor oversight for best management practices. The reviewers were also impressed with the operations and the BRITE Transit Facility. Ms. Riedesel extended her thanks to CSPDC and VRT staff – Ms. Gourley, Ms. Newbrough, and Ms. Thompson.

Mr. Hennessee inquired as to when the new schedules and posters would be printed. Ms. Thompson indicated that both the schedules and posters have been printed – the text was approved by the reviewers on-site, and staff is awaiting the official acceptance of the language from FTA.

Afton Express Update: Ms. Gourley reviewed the background information for this project. The Afton Express is service planned between Staunton, Waynesboro, and Augusta County and Charlottesville. Ms. Gourley indicated that the Virginia Department of Rail and Public Transportation (DRPT) has been taking the lead on the next level of planning for the proposed transit service and has retained the services of Kimley-Horn to reaffirm the need and data from the original feasibility study, as well as develop a service plan, budget, peer comparison, and performance measures.

A stakeholder meeting was hosted in November 2019. During this meeting, it was decided that the initial phase would originate at park and ride lots in Staunton (temporarily at Martin's until lot at Staunton Crossing is constructed around 2022), Fishersville (BRITE Transit Facility), and Waynesboro (existing park and ride lot). Buses



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would then travel to Charlottesville and stop at the University of Virginia (academic and medical), Downtown Charlottesville, and Fifth Street Station (retail development in Albemarle County). Ms. Gourley indicated that the CSPDC would be the applicant for State and Federal funds to operate the service. It was assumed that the service would operate under the existing Virginia Regional Transit (VRT) contract as an amendment – so, VRT would provide drivers, buses, maintenance, and customer service.

The DRPT grant application was due on February 3, 2020. The CSPDC has been directed to submit a two-year demonstration grant, which provides 80 percent funding and requires a 20 percent local match. After the two-year demonstration grant, the service would qualify for rural program funding, and requires about a 22 percent local match. It was assumed that the first month of operating would include free fares to get riders acquainted with the new service. Beyond that, fares would be \$3.00 one way, with an option to purchase passes at a reduced rate.

Ms. Gourley indicated that a significant challenge was determining how to come up with the local match to the Federal and State funding. The stakeholder group discussed options, and agreed that it would be split 50/50 between the east-side of the mountain and west-side of the mountain partners. Each side of the mountain would come up with their own split of their half. Funding is not needed at the time of application, but firm commitments are needed to accompany the application. Ms. Gourley indicated that to date staff had participated in a Staunton City Council meeting, and Staunton voted to support one-third of the west-side of the mountain partners' funding. Staff also attended the east-side of the mountain partners' Regional Transit Partnership meeting where they voted to support the service (the Regional Transit Partnership is made up of elected officials that recommend action and activities to their respective jurisdictions). This action was then taken to the respective Board and Council of Albemarle County and City of Charlottesville for approval. Support had also been confirmed from University of Virginia. Ms. Gourley indicated that staff planned to participate in the Board of Supervisors meeting for Augusta County and the City Council meeting for City of Waynesboro later in the month so they can consider action, respectively. Ms. Gourley announced that the grant was drafted and ready to be entered into the grant application system, pursuant to the commitments.

**Subsequently, prior to the grant deadline, all partners took action to support the project financially.*

Ms. Gourley presented a projected timeline and overview of the service:

- February 3, 2020: Application made and submitted
- July 1, 2020: Grants awarded begin
- July 1 – December 31, 2020: Six months of preparation and planning (amend contract, order buses, hire & train drivers, promote and market, etc.)
- First Quarter of 2021: Intended start date of service

The service would be operated with three, 32-passenger buses. Buses would travel across and back over the mountain for commuters and reverse commuters. Two buses would make four trips in the morning and four trips in the evening, with a third spare bus.



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Various committee members asked questions based on Ms. Gourley's update on the Afton Express. Ms. Whetzel sought clarification regarding the timeline of the grant application and funding – the grant application is due February 3, 2020 with funding commitment letters, and funding to be available after July 1, 2020, which would be included in the Fiscal Year (FY) 2021 budget. Ms. Gourley confirmed that Ms. Whetzel's statement regarding the funding was correct. Ms. Riedesel indicated that the first year would include the planning money with a lower contribution, and the remaining years (beginning FY 2022) would include service with a higher contribution. In FY 2021, the local match for the west-side partners would be approximately \$4,500, and in FY 2022, the local match would approximately be \$32,000. Mr. Luke Juday inquired about the exact dollar amounts for the local match for all years of service. Ms. Gourley indicated that funding commitments would be for three years and the dollar amount for each of the west-side partners would be a third of the \$32,000 in FY 2022, and additional years would be approximately \$11,000-12,000 for each locality on the west-side of the mountain. Mr. Juday also inquired about farebox recovery for this system and whether or not it would have an impact on the local contributions. Ms. Gourley indicated that fares and ridership were projected very conservatively in the plan. Fares come off the top – all expenses were summed less the fares and the subtotal remaining was what was split amongst funding partners. Thus, a little increase or decrease in fares would have a nominal impact on the local contributions. It was noted that farebox recovery was low on BRITE, but would be higher for Afton Express; Ms. Gourley confirmed the statement and explained that it is higher on the Afton Express due to higher fares than other BRITE routes. Ms. Riedesel indicated that adding more partners would have an impact on the local contribution, and this is something that could grow as the service became more successful. Ms. Karen Clark inquired as to whether or not the current local BRITE routes served the park and ride lots that would be used as stops for the Afton Express. Ms. Gourley indicated that the Waynesboro park and ride lot was currently served by a BRITE bus route; a BRITE bus route ran adjacent to the Fishersville park and ride lot (BRITE Bus Transit Facility); and another BRITE bus route ran adjacent to the Martin's in Staunton. Mr. Juday inquired about the status of Martha Jefferson Hospital as a stop location. Ms. Gourley indicated that Fifth Street Station was chosen since it was on the route (less time and expense), but Martha Jefferson Hospital could be considered as a future stop if they became a funding partner. Ms. Becky Messer inquired as to whether or not the bus would stop at Fontaine Research Park. Ms. Gourley answered no, but it had been explored – there is no convenient way for the bus to get in or out of the research park.

Contractor Update: Ms. Newbrough discussed various items with the committee:

- General Service: Ms. Newbrough indicated that there was an increase in ridership between December 2019 and December 2018. Ms. Newbrough also indicated that the first inclement weather closing of the season occurred recently. Service on January 7, 2020 started as regularly scheduled, although service was suspended at 11:30AM due to the inclement weather. Passengers were notified immediately and the inclement weather plan was followed. The road conditions were assessed later in the day to determine whether or not to resume service, but it was determined that road conditions were still unsafe. Service resumed as scheduled on January 8, 2020.
- Proposed BRCC Shuttle Change: Ms. Newbrough indicated that CSPDC and VRT staff met with Ms. Cynthia Page, Blue Ridge Community College (BRCC), to discuss a proposed change to the BRCC Shuttles. The



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proposed change would be a seamless switch, and would have no impact on the schedule and passengers. Passengers would benefit from the change, and it should also assist with connectivity when there was an incident on Interstate 81. The BRCC Shuttles had trouble connecting to one another when accidents occurred on Interstate 81 and subsequent traffic was congested. The proposed change would help mitigate this challenge. Currently, one bus travels from Staunton to Weyers Cave (BRCC Campus) and another bus travels from Weyers Cave (BRCC Campus) to Harrisonburg. The proposed change would make it so that each bus completes an entire route loop. One bus would start in Staunton and travel to Weyers Cave (BRCC Campus), and instead of returning back to Staunton it would continue to Harrisonburg. One bus would start in Weyers Cave (BRCC Campus) and travel to Harrisonburg, and instead of returning back to Harrisonburg it would travel to Staunton. Drivers would have to switch their marquees when they arrived at Weyers Cave (BRCC Campus) to indicate the route – BRCC North or South Shuttle. The schedule would remain the same, and passengers would no longer have to pay twice since they would not be transferring buses at Weyers Cave (BRCC Campus). The buses would also continue to meet at Weyers Cave (BRCC Campus) as scheduled. If one of the buses was delayed, passengers would not have to wait for a connection.

Ms. Newbrough indicated that BRCC was supportive of the change, and it would be implemented on Monday, January 27, 2020. Mr. Quirke indicated the decision was based on improving travel times and would serve as an improvement.

- Saturday Service Implementation: Ms. Newbrough indicated that prior to implementing Saturday service Ms. Thompson pushed out a significant amount of information and communication and garnered some press coverage about the expanded service. Riders have been asking about this service and were very excited about the addition. Ms. Newbrough reviewed the hours and ridership statistics on the first day of implementation (Saturday, January 4, 2020):
 - North & West Loops (Saturday, 8:00AM-6:00PM): 65 passenger trips
Hours concluded at 6:00PM, which was when the Saturday Night Trolley begins operating, and this route relatively covers the same area as the Loops.
 - Waynesboro Circulator (Saturday, 7:30AM-8:22PM): 128 passenger trips
Hours accommodated connections to the 250 Connector at the Walmart Waynesboro Hub.

Ms. Newbrough indicated that the ridership numbers would continue to increase as the new hours continue to get promoted.

Other Business:

No other business was brought before the BTAC.

Adjournment

There being no further business to come before the BTAC, the meeting concluded at 3:05 PM.



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BRITE Transit Advisory Committee Meeting Summary
March 11, 2020, 2:30 p.m.

Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, VA 24401

	Name	Organization
	Steve Rosenberg	City of Staunton
✓	Jennifer Whetzel	County of Augusta
✓	Luke Juday	City of Waynesboro
✓	Karen Clark	Augusta Health
✓	Russell Neyman	Wilson Workforce & Rehabilitation Center
✓	Greg Beam	Staunton Downtown Development Association
✓	Terry Rodgers	Shenandoah Valley Social Services
✓	Cynthia Page	Blue Ridge Community College
✓	Becky Messer	Transit Service Rider
	Paul Terry	Transit Service Rider
✓	Susan Newbrough / Steve Wilson	Virginia Regional Transit
✓	Steve Hennessee	Department of Rail and Public Transportation

	Name	Organization
	Ann Cundy	CSPDC
✓	Aidan Quirke	CSPDC
✓	Devon Thompson	CSPDC
✓	Bonnie Riedesel	CSPDC
	Nancy Gourley	CSPDC
✓	Kira Johnson, City of Waynesboro	
✓	William Park, Pinnacle Construction	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:35 PM by Ms. Terry Rodgers, Chairperson.

Public Comment

Chair Rodgers opened the floor for public comment. There were no public comments.

Approve Minutes

Chair Rodgers presented the minutes from the January 8, 2020 BTAC meeting.



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Mr. Steven Hennessee moved, seconded by Ms. Becky Messer, to approve the minutes of the January 8, 2020 meeting. Motion carried unanimously.

Business

Introduction of New SDDA Representative and VRT Transit Manager: Chair Rodgers introduced Mr. Greg Beam, Staunton Downtown Development Association (SDDA) Executive Director, and Mr. Beam shared his background with the SDDA.

Ms. Susan Newbrough introduced Mr. Steve Wilson, Virginia Regional Transit (VRT) Transit Manager, and Mr. Wilson shared his background prior to VRT and his role in the company prior to this new position.

Mr. Aidan Quirke took a moment to thank Virginia Regional Transit (VRT) for taking the time to meet with himself, Ms. Devon Thompson, and funding partners and stakeholders. Mr. Quirke was appreciative of the time partners took to get to know Mr. Wilson and have extended conversations with BRITE staff about the present and future of the system.

Contractor Update: Mr. Wilson discussed various items with the committee:

- BRCC Change: Mr. Wilson indicated the change made to the Blue Ridge Community College (BRCC) Shuttles was going well – most passengers appreciated the one-seat service from Staunton to Harrisonburg.
- Bus Stop Request – Lifecore Drive: Mr. Wilson presented a bus stop request along Lifecore Drive at Pinnacle Drive (see attached presentation). Mr. Wilson reviewed the following with the committee:
 - Requested stop location;
 - Impact to the existing route;
 - Benefits and expected ridership;
 - Bus stop sign location and easement concerns;
 - Safety issues;
 - Cost; and
 - Estimated timeline

Mr. Wilson indicated that the Stuarts Draft Link would serve the requested stop, and presented a map of the current route and timetable to show the potential impacts (current connections would not be diminished). Mr. Wilson reviewed the current Stuarts Draft Link route, and proposed how the requested stop could be added into the route. The Stuarts Draft Link currently serves the Augusta Health campus and the route could be shifted slightly to serve Pinnacle Drive, and the Stuarts Draft Link has time in its schedule to make that change. Mr. Wilson noted that one potential impact could be the Augusta Regional Clinic – the bus currently passes the clinic twice, in and out of the Augusta Health campus, but if a change was made it would only be passed on its initial trip into the Augusta Health campus. Mr. Wilson indicated that the change could be communicated to the clinic as to not disrupt patients that utilize the bus.



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Mr. Quirke inquired about safety challenges at the proposed stop location, and Mr. Wilson indicated that there was a pull over lane at the proposed stop location as well as sidewalk access and room for a bus stop sign. Ms. Riedesel inquired as to the impetus for the change and stop request, and Mr. Quirke indicated that two senior/assisted living facilities are slated for construction along Pinnacle Drive. Mr. William Park, Pinnacle Construction, addressed the committee and provided additional details about the new developments. Mr. Park indicated the stop would be most likely be utilized by both staff and senior/assisted living and affordable senior housing tenants.

Ms. Messer asked for clarification regarding what areas of Lifecore Drive and the Augusta Health campus were served, and Mr. Wilson and Mr. Quirke reviewed the service area and routes that serve Lifecore Drive and the Augusta Health campus. Ms. Jennifer Whetzel inquired as to whether or not there would be a loss of a stop on the current Stuarts Draft Link route to accommodate the addition of the Pinnacle Drive stop, and Mr. Wilson indicated that there would not be loss of a stop. The bus would still pass by the Augusta Regional Clinic, which is an informal stop, if patients needed to ride the bus. Mr. Hennessee inquired as to whether or not any public hearings or meetings had been scheduled for the change, and Mr. Quirke indicated that no public hearings or meetings had been scheduled and since it was not a major service change the protocol for implementing the change would not need to be overly robust. Changes would be communicated to the public through the usual channels. Ms. Whetzel inquired about the sign installation, and Ms. Thompson indicated that County assistance would be needed to install the sign.

Mr. Luke Juday moved, seconded by Ms. Whetzel, to move forward with staff recommendation regarding the implementation of a new bus stop at Pinnacle Drive in Fishersville. Motion carried unanimously.

FY 2021 Grant Application Update: Mr. Quirke indicated that a summary of the Fiscal Year (FY) 2021 Virginia Department of Rail and Public Transportation (DRPT) grant applications was included in the meeting packet. Mr. Quirke reviewed the applications that were submitted:

- Operating;
- Capital Cost of Contracting;
- Intelligent Transportation Systems (ITS);
- Waste Oil Heater for the BRITE Transit Facility;
- Solar Panels for the BRITE Transit Facility;
- Afton Express Demonstration Grant; and
- Rideshare Program

Mr. Quirke indicated that from conversations with DRPT, he was confident and optimistic that the Central Shenandoah Planning District Commission (CSPDC) would receive good news after their review process. Mr. Quirke indicated that he was happy to answer any questions the committee may have. No questions were presented.



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Mr. Steven Hennessee announced that DRPT had completed the first and second phases of grant application reviews, and the third phase would commence in the coming days. Mr. Hennessee also indicated that there was a new timeline in place for grant approvals through the Commonwealth Transportation Board (CTB) – April submittal has been moved to May. The draft Six Year Improvement Plan (SYIP) should be available mid-May.

2019 Transit Development Plan (TDP) Update Letter: Mr. Aidan Quirke indicated that after a transit agency's Transit Development Plan (TDP) has been completed they are required by the Virginia Department of Rail and Public Transportation (DRPT) to submit a yearly update letter. A TDP update letter described implemented progress of the TDP and any significant changes. A copy of the letter was included in the packet for the committee to review. Mr. Quirke also announced that in the coming year CSPDC would have to undertake the development of a new TDP with a ten-year outlook.

Mr. Quirke indicated that he was happy to answer any questions the committee may have. Mr. Juday observed that ridership was increasing despite the national average showing decreased ridership. Mr. Quirke indicated that nation-wide the trend was decreased ridership except for transit agencies actively engaged in increasing their ridership with programs such as route redesigns. Mr. Hennessee added that the state of Virginia was fighting the national trend with increased ridership – some areas were experiencing a decrease though. Mr. Hennessee cited the price of gas as being a cause for the nationwide decreases.

Round 4 (FY22) SMART SCALE Applications: Mr. Quirke provided an update on additional applications the CSPDC would be submitting this year. Work was being completed on the pre-application process for the Virginia Department of Transportation (VDOT) SMART SCALE applications, Round Four. Mr. Quirke indicated that the applications were for safety and pedestrian improvements at dangerous and high-traffic areas and intersections. Amenities added would include pedestrian crossings, high-visibility crosswalks, curb ramps, sidewalks, and lighting. Three pre-applications were developed for three different locations – Route 250 at Sangers Lane; Route 250 at Lew Dewitt Boulevard; and Route 11 at Dick Huff Lane (Augusta County Government Center). A previous application was submitted for Route 250 at Sangers Lane, and this application was modified to be submitted in this newest round of applications.

Ms. Whetzel inquired about the third location of Route 11 and Dick Huff Lane (Augusta County Government Center) and whether or not it was part of the sidewalk project for that area. Mr. Quirke indicated that the CSPDC was in close communication with Augusta County personnel, Ms. Leslie Tate and Mr. Doug Wolfe, to coordinate efforts.

Mr. Hennessee indicated that, if awarded, funding for the projects would not be available until FY 2026, and there may or may not be an opportunity to have money available earlier. Ms. Bonnie Riedesel indicated that the proposed projects were smaller in scale, and if there were a way to move up the timeline it would be appreciated. Mr. Quirke inquired as to whether or not DRPT reviewed the VDOT SMART SCALE applications directly, and Mr. Hennessee indicated that DRPT and VDOT jointly reviewed applications when transit and highway components were addressed in the application.



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Ms. Riedesel also indicated that pre-applications were due at the end of March, which then go through a vetting process. If prerequisites are met, appliers would be invited to make a full application due on August 1. The CSPDC can provide assistance to all of their localities, and would be working on multiple pre-applications and applications in the coming months.

2019 Triennial Review Update: Ms. Devon Thompson reviewed the last update that the committee received from Ms. Nancy Gourley – of the three findings from the 2019 review, two were closed and one was pending. Ms. Thompson indicated that as of February 28, the Federal Transit Administration (FTA) was in receipt of the final corrective action for the third and final finding. The finding was closed out, the CSPDC has completed all corrective actions, and thus the 2019 Triennial Review has been closed out. The next Triennial Review would happen in three years, and Ms. Thompson indicated that she and Mr. Quirke would attend the annual Triennial Review workshop hosted by FTA.

Afton Express Update: Ms. Bonnie Riedesel announced that application was made to DRPT for the Afton Express transit service and submitted on February 3. All six partners committed to funding the local match portion of the operating expense of the Afton Express – City of Staunton, Augusta County, City of Waynesboro, University of Virginia, City of Charlottesville, and Albemarle County. This commuter bus system would originate in Staunton, with stops in Fishersville (BRITE Transit Facility), Waynesboro (Park & Ride Lot), University of Virginia (academic and medical campuses), Downtown Charlottesville, and Fifth Street Station (Wegmans); and the reverse commute would be made.

CSPDC staff has been working with VRT staff to continue the service planning and develop the following tasks:

- Refine the timings and locations of the stops in Staunton (options were being evaluated since currently there is no park and ride lot), Waynesboro, and Charlottesville;
- Develop a logistical plan for the use of the current Waynesboro Park & Ride Lot until and during construction of the expansion and improvements;
- Develop the brand – logo, color scheme, and tagline;
- Develop the specifications for the buses so they can be ordered immediately following the award of the Demonstration Grant; and
- Create a webpage on the BRITE website dedicated to the Afton Express service.

Ms. Riedesel indicated that these preparations would help ready the system for a launch in the first quarter of 2021. Ms. Riedesel reviewed logistical information about the system. There would be two 32-passenger buses operating the route, with one spare bus. The service would consist of four morning trips and four evening trips Monday through Friday, with a one-way fare of \$3. Initial ridership projections were estimated to be 81 daily boardings, with the hope that it would grow. Ms. Riedesel indicated that committee members received copies of the Afton Express Fact Sheet at their partner meetings, but more were available if needed. Ms. Gourley was leading the project, and CSPDC would keep committee members informed of any progress or updates on the project.



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Ms. Karen Clark inquired as to whether the fare was fixed, even if a passenger was making a shorter trip from UVA to Wegmans within Charlottesville. Mr. Juday indicated that trips within the cities would be made by the local transit system, and Ms. Riedesel added that the Afton Express would connect to the local transit systems (CAT and BRITE). Ms. Riedesel also indicated that frequent users could purchase a discounted pass. Ms. Becky Messer commented on peak traffic times. Ms. Riedesel indicated that travel times for the Afton Express would be staggered. Mr. Wilson also indicated that alternate routes were being determined in the event of an accident on Interstate 64, and there would be reliance on dispatch to provide timely information to drivers regarding any traffic incidents that would occur. Mr. Juday suggested that if this commuter bus was successful, a next step or improvement could be to study downtown connections, in both Waynesboro and Staunton, that would eliminate having to drive to a central point to connect to the bus. Ms. Riedesel indicated that hopefully the local bus system could connect to the area stops. Mr. Quirke added that once the Afton Express stops have been finalized, BRITE Bus connections could be reviewed.

Other Business:

Other business brought before the BTAC included:

- Coronavirus update: Mr. Quirke indicated that BRITE was working closely with DRPT and FTA concerning the novel coronavirus outbreak. BRITE staff participated in webinars and conference calls and received updated information and guidance from the agencies. VRT had adopted a more rigorous disinfection routine on high-traffic areas on the buses. BRITE staff had also increased communications with riders, with updates posted on the website, social media, and on the buses. BRITE was prepared to make any changes to adapt to the fluid situation. Mr. Quirke asked that if partners had any additional information on COVID-19 to please share with BRITE staff. Ms. Riedesel inquired as to whether or not VRT had seen a decrease in ridership as of that moment, and Mr. Wilson indicated that he had not seen any noticeable changes as of yet. Mr. Quirke also inquired as to whether or not Ms. Clark had any updates from Augusta Health. Ms. Clark briefed the committee on some updates from the hospital regarding topics such as regional emergency management response updates, management plans, monitoring procedures, screening procedures, increased community communications, and testing through the Virginia Department of Health.
- Recognition for Ms. Susan Newbrough: Chair Rodgers acknowledged Ms. Newbrough's last BTAC meeting, and the committee recognized and thanked her for all her hard work, dedication, and support for BRITE. Ms. Newbrough had been serving as the VRT General Manager for six years.

Adjournment

There being no further business to come before the BTAC, the meeting concluded at 3:30 PM.



Proposed Stop Request for the Stuarts Draft Link

- Request to add Pinnacle Dr. along Lifecore as a stop to the Stuarts Draft Link
- Impact to existing route
- Benefits
- Expected Ridership
- Sign Location and Easement Concerns
- Safety Issues
- Cost
- Estimated timeline

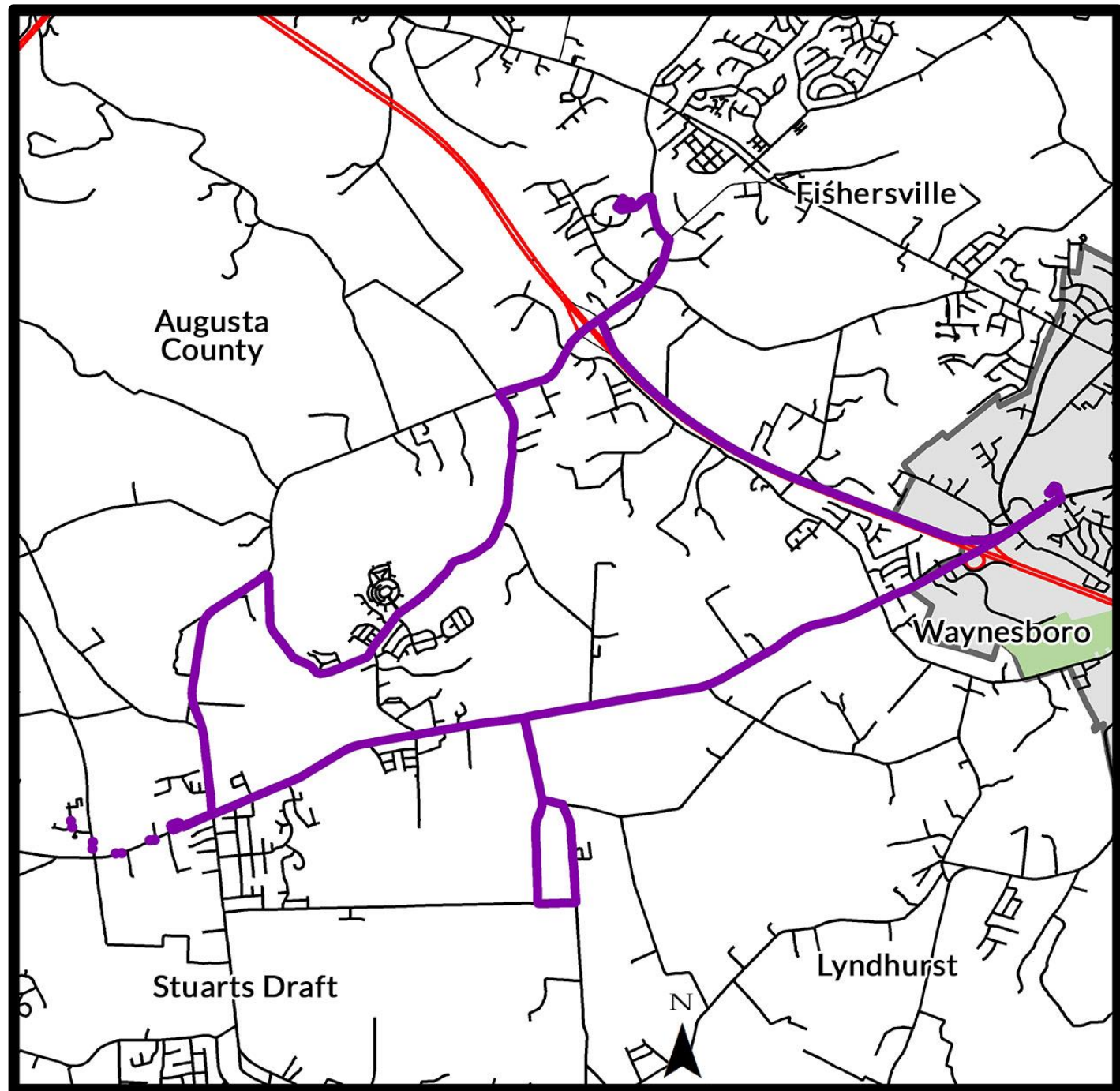


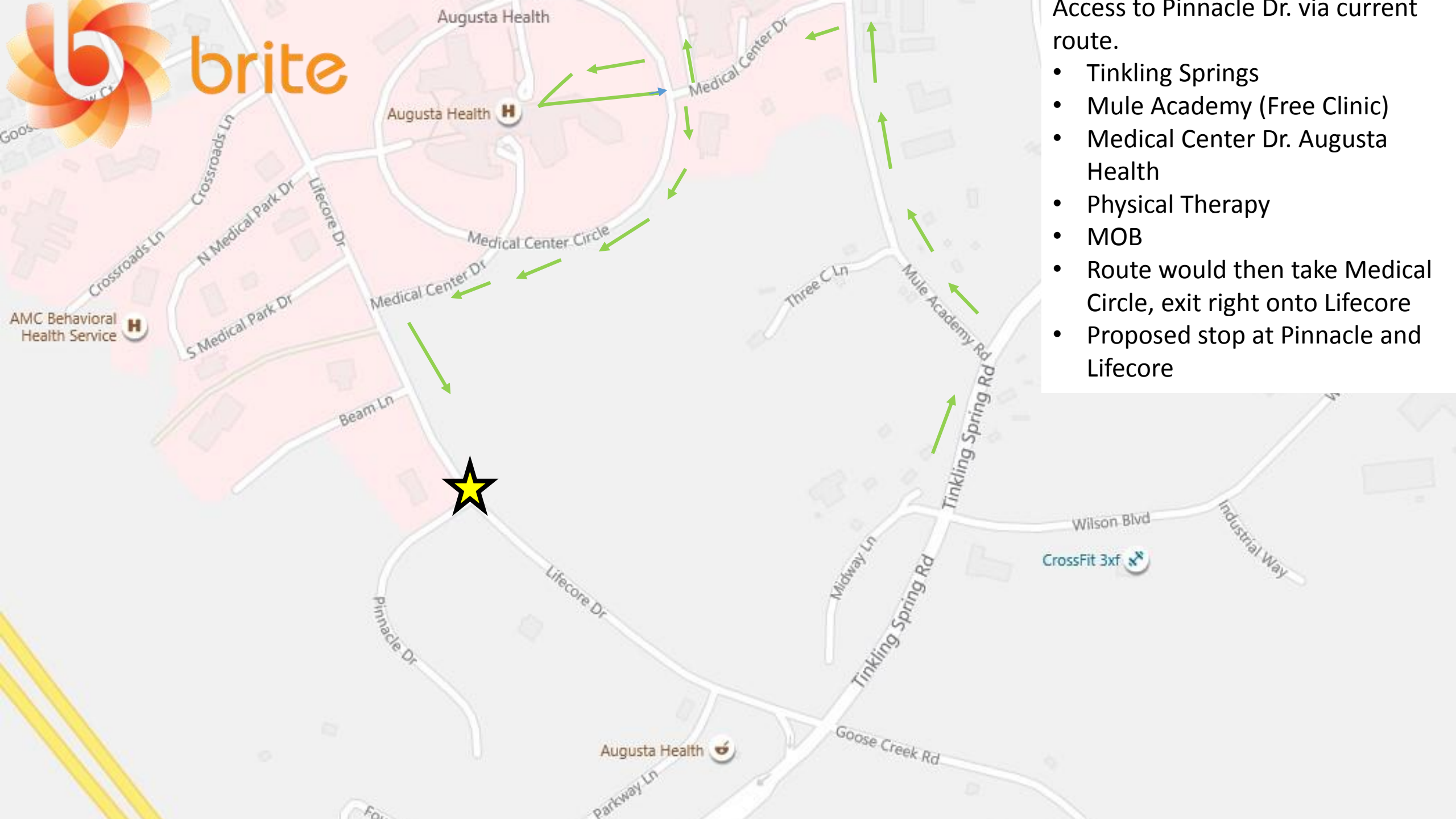


Consistent Schedules Link Stuarts Draft, Fishersville, And Waynesboro.

Our Stuarts Draft Link provides bus service within Stuarts Draft and connections with Fishersville and Waynesboro. Our routine service runs Monday through Friday from 6:50 a.m. to 6:43 p.m., and is perfect for the commuter traveling to work, medical appointments and shopping. Stops include, but are not limited to:

- Stuarts Draft residential areas
- Augusta Health Stuarts Draft
- Target Distribution Center
- Stuarts Draft Retirement Community
- Walmart
- Augusta Health Campus.





Access to Pinnacle Dr. via current route.

- Tinkling Springs
- Mule Academy (Free Clinic)
- Medical Center Dr. Augusta Health
- Physical Therapy
- MOB
- Route would then take Medical Circle, exit right onto Lifecore
- Proposed stop at Pinnacle and Lifecore

AUGUSTA FARMS APARTMENTS	6:50	7:50	8:50	9:50	10:50	11:50	12:50	1:50	2:50	3:50	4:50	5:50
BRITTANY KNOLL	6:53	7:53	8:53	9:53	10:53	11:53	12:53	1:53	2:53	3:53	4:53	5:53
HIGHLAND HILLS APARTMENTS	6:58	7:58	8:58	9:58	10:58	11:58	12:58	1:58	2:58	3:58	4:58	5:58
AUGUSTA HEALTH STUARTS DRAFT	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00
MONTAGUE APARTMENTS	CALL	CALL	CALL	CALL	CALL	CALL	CALL	CALL	CALL	CALL	CALL	CALL
TARGET DISTRIBUTION CENTER	7:08	8:08	9:08	10:08	11:08	12:08	1:08	2:08	3:08	4:08	5:08	6:08
STUARTS DRAFT RETIREMENT COMMUNITY	7:09	8:09	9:09	10:09	11:09	12:09	1:09	2:09	3:09	4:09	5:09	6:09
WALMART (WAYNESBORO)	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30
AUGUSTA HEALTH FITNESS	7:40	8:40	9:40	10:40	11:40	12:40	1:40	2:40	3:40	4:40	5:40	6:40
AUGUSTA HEALTH MOB	7:43	8:43	9:43	10:43	11:43	12:43	1:43	2:43	3:43	4:43	5:43	6:43



New Stop Requests

Add Stop to an Existing Route

- Current Route – Stuarts Draft Link
- Current schedule has available time
- Will not diminish current connections with other BRITE routes
- No Safety Issues
- Walking is possible from current closest bus stop (0.6 -.75 of a mile)
- Cost is minimal
- Estimated timeline, could be as early as Monday April 6th. Requires driver training and notification
- Unidentified passenger need



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BRITE Transit Advisory Committee Meeting Summary
May 13, 2020, 2:30 p.m.

Video Conference Meeting via Zoom
Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, VA 24401

	Name	Organization
✓	Steve Rosenberg	City of Staunton
✓	Jennifer Whetzel	County of Augusta
	Luke Juday	City of Waynesboro
✓	Karen Clark	Augusta Health
✓	Russell Neyman	Wilson Workforce & Rehabilitation Center
	Greg Beam	Staunton Downtown Development Association
✓	Terry Rodgers	Shenandoah Valley Social Services
	Cynthia Page	Blue Ridge Community College
✓	Becky Messer	Transit Service Rider
	Paul Terry	Transit Service Rider
✓	Steve Wilson	Virginia Regional Transit
✓	Steve Hennessee	Department of Rail and Public Transportation

	Name	Organization
✓	Ann Cundy	CSPDC
✓	Aidan Quirke	CSPDC
✓	Devon Thompson	CSPDC
	Bonnie Riedesel	CSPDC
	Nancy Gourley	CSPDC
✓	Kira Johnson, City of Waynesboro	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:33 PM by Ms. Terry Rodgers, Chairperson.

Public Comment

Chair Rodgers opened the floor for public comment. There were no public comments.

Approve Minutes

Chair Rodgers presented the minutes from the March 11, 2020 BTAC meeting.



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Ms. Jennifer Whetzel moved, seconded by Mr. Russ Neyman, to approve the minutes of the March 11, 2020 meeting. Motion carried unanimously.

Business

BRITE COVID-19 Response: Mr. Aidan Quirke reviewed various topics concerning BRITE's COVID-19 response:

- Ridership Impact: Mr. Quirke illustrated ridership impact due to COVID-19 by comparing April 2020 and April 2019 ridership. There was approximately a 60 percent decrease in ridership across all BRITE Bus routes – a 40 percent decrease in paratransit ridership and a 59 percent decrease in fixed route ridership. Mr. Quirke indicated that BRITE had been maintaining the same level of service through the pandemic – no additional service had been added and no service had been removed.

Ms. Karen Clark inquired as to whether or not the decrease in ridership was secondary to the closing of businesses and organizations. Mr. Quirke specified that in addition to stay-at-home orders, BRITE had been encouraging passengers to only use transit for essential transit trips. Mr. Quirke indicated that other transit agencies across the state had seen decreases in ridership up to 80 percent. Mr. Steven Hennessee indicated that Harrisonburg Department of Public Transportation (HDPT) had seen a 90 percent decrease in ridership due to James Madison University (JMU) being shutdown.

- State Guidelines for Transit Service: Mr. Quirke reviewed the state guidelines that BRITE has been adhering to. The Virginia Department of Rail and Public Transportation (DRPT) came out with guidelines for transit operators in Virginia that included limited bus capacity, suspended fare collection, encouraged essential transit trips only, etc. BRITE had mandated that passengers keep six feet apart for social distancing on the vehicles, and seats had been marked off to indicate appropriate spacing. Mr. Quirke indicated that buses underwent vigorous cleaning and disinfecting process as well. Mr. Quirke thanked Mr. Hennessee for all his work on disseminating information from the State to the grantees, and the additional guidance for implementing the measures.
- Communications: Ms. Devon Thompson reviewed how information was being shared with the community. With this being a fluid situation, there was additional news and information that needed to get to riders, and staff had been working to get all communications out through various outlets. Ms. Thompson indicated that information primarily had been being shared through the BRITE Bus website, social media, and on the buses. Communications had mainly been to convey that BRITE was still operating for essential transit and any operational changes. Staff had been participating in many webinars regarding crisis communications and learning best practices for spreading and sharing information. Next steps would include preparing recovery period communications and getting riders to feel more comfortable getting back on the buses. Ms. Thompson welcomed any suggestions about improving and furthering communications with riders and the public, and thanked committee members that had assisted in sharing BRITE communications.



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- Financial Updates: Mr. Quirke announced that BRITE was the recipient of three emergency allocations during the pandemic, for a total of approximately \$3 million. All allocated funds would go towards COVID-19 expenses – operating expenses, hazard pay, and personal protective equipment (PPE). Mr. Quirke indicated that all operating expenses for Fiscal Year 2021 were going to be covered by the allocations, saving the funding partners from their yearly match contributions. Mr. Quirke expressed gratitude for receiving the emergency allocations. Mr. Quirke indicated that approximately \$44,000 was received from the Commonwealth Transportation Board (CTB) emergency fund, and \$35,000 of that amount was used to fund hazard pay for front-line transit operations staff. This amount of funding was adequate to continue hazard pay through the month of May, at which point CSPDC will reevaluate the status of funding and possible extensions.

Mr. Hennessee indicated that part of the CARES Act funding would be distributed to the 5311 portion of funding that BRITE receives. DRPT continued to work with the Federal Transit Administration (FTA) to get the funds allocated.

FY 2021 DRPT Grant Status Update: Mr. Quirke indicated that most of the DRPT grant applications previously discussed at the March 2020 meeting were recommended for funding by DRPT staff. The applications recommended for funding included:

- 5307 Formula Funding Operating (Urban)
- 5307 Formula Funding Capital Cost of Contracting (Urban)
- 5311 Formula Funding Operating (Rural)
- 5311 Formula Funding Capital Cost of Contracting (Rural)
- Waste Oil Heater for the BRITE Transit Facility
- ITS Phase I

Mr. Quirke specified that the application for solar panels at the BRITE Transit Facility was not recommended for funding. Mr. Quirke indicated that Ms. Thompson would speak to the Afton Express application later in the meeting.

Round 4 (FY22) SMART SCALE Applications Update: Mr. Quirke reviewed with the committee that three pre-applications for pedestrian improvements and amenities for Round 4 of SMART SCALE were submitted to the Virginia Department of Transportation (VDOT). The three site locations included: Route 250 at Sangers Lane (Augusta County); Route 250 at Lew Dewitt Boulevard (Waynesboro); and Route 11 at Dick Huff Lane (Verona). Mr. Quirke extended his thanks to VDOT for their assistance in submitting the pre-applications. Staff will await news if the pre-applications were screened through to the next step of completing a full application.

Afton Express Update: Ms. Thompson indicated that as discussed at the March 2020 meeting, application was made for a Demonstration Grant to the Virginia Department of Rail and Public Transportation (DRPT) to fund two years of operations for the Afton Express, transit service between Staunton-Augusta-Waynesboro and Charlottesville. DRPT made their recommendation for funding. Ms. Thompson indicated that presentation to the Commonwealth



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Transportation Board (CTB) was supposed to take place in May, with final funding was to be formalized by vote of the CTB in June, but due to COVID-19 this has been postponed. Ms. Thompson inquired as to whether or not Mr. Hennessee could speak to the updated timeline for presentation and voting of the CTB. Mr. Hennessee indicated that details regarding the CTB meeting and vote were still being determined, and DRPT was awaiting further guidance from the Secretary of Transportation's and Governor's Offices.

While awaiting a formal vote from the CTB, Ms. Gourley continued to move ahead with a variety of tasks to keep the project moving forward:

- Refining the timings and locations of stops;
- Continuing to develop a logistical plan for use of the current Waynesboro Park & Ride Lot until and during construction of expansion and improvements;
- Developing the brand – Ms. Thompson indicated that stakeholders met recently for a presentation on the final three logos and two taglines developed, and Ms. Gourley was awaiting the final vote tally to determine the winning logo and tagline;
- Developing the specifications for the buses so that they can be ordered immediately following award of the Demonstration Grant;
- Creating a webpage on the BRITE website dedicated to the Afton Express; and
- Developing the addendum to the BRITE service contract to add the hours and specifics of the Afton Express service.

Title VI Plan Update: Mr. Quirke indicated that BRITE was required to have a Title VI Plan. Mr. Quirke clarified that Title VI of the Civil Rights Act of 1964 protects against discrimination based on race, color, or national origin. Title VI plans work to ensure that transit service is equitable. Mr. Quirke indicated that the plan would be released for public comment in the coming weeks, and would be presented to the Central Shenandoah Planning District Commission (CSPDC) Board for adoption in June 2020.

Contractor Update: Mr. Wilson discussed various items with the committee:

- VRT COVID-19 Response: Mr. Wilson indicated that Virginia Regional Transit (VRT) had been participating in various webinars regarding COVID-19 response. Mr. Wilson reiterated that they had been adhering to the social distancing guidelines on the buses, and seats had been marked off accordingly. If buses reached capacity, VRT would dispatch additional resources to get all riders where they need to be; and Mr. Wilson indicated that there hadn't been a lot of pushback from riders concerning the limited bus capacity. Mr. Wilson indicated that Ms. Thompson had also ordered face masks for the drivers. Mr. Wilson specified that since the pandemic, there were a few drivers that opted not to work due to their or their families vulnerabilities. But, since schools were closed there were additional school bus drivers available for additional work. Passengers had been responsive to the changes and accepting of the guidelines and mandates from the State and the Centers for Disease Control and Prevention (CDC).
- Staunton Downtown Trolley Summer Hours: Mr. Wilson announced that the Staunton Downtown Trolley and Saturday Night Trolley would be maintaining their Winter hours due to COVID-19. Mr. Wilson indicated



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that there was some overlap in service between the Staunton Downtown Trolley and the Staunton North & West Loops, and the delay shouldn't have a negative impact. If input was received from riders regarding the delay in its implementation, VRT would pass those along to the CSPDC and City of Staunton. Mr. Quirke clarified that the implementation of the Summer hours had been delayed; BRITE did not feel it was appropriate to extend service hours during a pandemic. Mr. Quirke reiterated that due to the delay two stops were being missed. Notice had been posted on these stops, as well as close alternative stops that could be used.

- Pinnacle Drive Stop Request Update: Mr. Quirke indicated that the timeline for implementing the Pinnacle Drive bus stop discussed at the March 2020 meeting had been postponed due to the pandemic. As with the Summer hours, staff didn't feel it was appropriate to add service at this time. An update would be announced once work resumed adding the stop to the Stuarts Draft Link route.

Other Business:

- No other business was announced.

Adjournment

Chair Rodgers indicated that the next meeting would be held on Wednesday, July 8, 2020, and it was unknown how the meeting would be conducted – in-person or video conference. Ms. Thompson would be in touch closer to the meeting time with details. There being no further business to come before the BTAC, the meeting concluded at 2:55 PM.



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BRITE Transit Advisory Committee Meeting Summary
September 9, 2020, 2:30 p.m.

Video Conference Meeting via Zoom
Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, VA 24401

	Name	Organization
✓	Steve Rosenberg	City of Staunton
✓	Jennifer Whetzel	County of Augusta
✓	Luke Juday	City of Waynesboro
✓	Karen Clark	Augusta Health
	Russ Neyman	Wilson Workforce & Rehabilitation Center
✓	Greg Beam	Staunton Downtown Development Association
✓	Terry Rodgers	Shenandoah Valley Social Services
✓	Cynthia Page	Blue Ridge Community College
✓	Becky Messer	Transit Service Rider
	Paul Terry	Transit Service Rider
✓	Steve Wilson	Virginia Regional Transit
✓	Steve Hennessee	Department of Rail and Public Transportation

	Name	Organization
✓	Ann Cundy	CSPDC
✓	Devon Thompson	CSPDC
✓	Bonnie Riedesel	CSPDC
✓	Kira Johnson, City of Waynesboro	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:32 PM by Ms. Terry Rodgers, Chairperson.

Public Comment

Chair Rodgers opened the floor for public comment. There were no public comments.

Approve Minutes

Chair Rodgers presented the minutes from the May 13, 2020 BTAC meeting.



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Ms. Becky Messer indicated that there was a misspelling of administration (on page three). Ms. Devon Thompson indicated that she would make the revision.

Ms. Messer moved, seconded by Mr. Steve Rosenberg, to approve the minutes of the May 13, 2020 meeting, as revised with the aforementioned edit. Motion carried unanimously.

Business

BRITE COVID-19 Response: Ms. Thompson reviewed various topics concerning BRITE's COVID-19 response:

- Ridership Impact: Ms. Thompson illustrated ridership impact due to COVID-19 through comparing 2019 and 2020 passenger trips, January through August. March 2020 was the initial start to the ridership decline, and the most severe decreases in ridership were seen in April 2020 and May 2020 at 59 percent and 57 percent, respectively. The ridership decreases in June 2020 and July 2020 were not as dramatic at 48 percent. The decrease in August 2020 ridership was around 50 percent. Ms. Thompson indicated that BRITE had been maintaining the same level of service through the pandemic – no additional service had been added and no service had been removed.

Ms. Thompson indicated that staff would continue to monitor, track, and compare ridership through the pandemic. Ms. Thompson offered to share the ridership data with committee members to share with their respective organizations/agencies.

- Financial Updates: Ms. Thompson indicated that beginning in July 2020, BRITE started using CARES Act funding to operate the transit system, and these funds would be used to operate through the remainder of the fiscal year. Ms. Thompson announced that the COVID response funds that were received and expired at the end of September had been spent out on COVID response activities, such as hero pay and safety measures on the buses and at the facility.

FY 2021 DRPT Grant Status Update: Ms. Thompson indicated that the Commonwealth Transportation Board (CTB) was scheduled to meet later this month, and staff continued to wait on the status of the capital projects that were previously recommended for funding. Those projects included Afton Express and Intelligent Transportation Systems (ITS) Phase I.

The Virginia Department of Rail and Public Transportation (DRPT) prepared action items for the meeting. Ms. Thompson inquired as to whether Mr. Steven Hennessee had any additional information to share. Mr. Hennessee indicated that the CTB would be acting on approving a second quarter of operating funds based on Fiscal Year (FY) 2020 operating funding, similar to what was approved for the first quarter of FY 2021. Mr. Hennessee assumed there would be no capital items going to the CTB this month, but those are expected to go to the CTB in October. Mr. Hennessee announced that there was no indication of level of funding expected since General Assembly was still meeting, and until this information was known they can't move forward on any capital items.



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Round 4 (FY22) SMART SCALE Applications Update: Ms. Ann Cundy announced that on August 17, 2020, applications for pedestrian improvements and amenities for Round 4 of SMART SCALE were submitted, on behalf of BRITE, to the Virginia Department of Transportation (VDOT). SMART SCALE is the State's main program for funding transportation and transit projects, and operates on a two-year grant cycle. There were three stand-alone applications for three sites, and the fourth application submitted was the three applications together as a package for system-wide improvements. The three site locations included: Route 250 at Sangers Lane (Augusta County); Route 250 at Lew Dewitt Boulevard (Waynesboro); and Route 11 at Dick Huff Lane (Verona). These sites were selected based on their higher boarding and alighting and safety challenges for pedestrian access.

Ms. Cundy illustrated an example sketch included in an application. Ms. Cundy indicated that this example was fairly representative of the kinds of improvements that were proposed at the other locations – high-visibility crosswalks with push-button activated pedestrian countdown signal and landing pads with bus shelters. Ms. Cundy also reviewed the cost estimates associated with the applications.

Ms. Cundy indicated that applications were currently being validated by VDOT and DRPT staff. By January 2021, there should be a draft recommendation list of projects.

Afton Express Update: Ms. Thompson indicated that while awaiting a formal vote from the CTB, Ms. Nancy Gourley continued to move ahead with a variety of tasks to keep the project moving forward:

- Developing the final logo and tagline (shared with the committee in their July transit update);
- Purchasing the domain AftonExpress.org and creating draft webpages that will be part of the BRITE Bus website;
- Refining the timings and locations of stops;
- Developing the specifications for the buses so that they can be ordered immediately following award of the Demonstration Grant; and
- Developing the addendum to the BRITE service contract to add the hours and specifics of the Afton Express service.

Mr. Luke Juday inquired about availability of funding. Mr. Hennessee reiterated that DRPT was still awaiting a FY21 budget, which would determine levels of funding for projects. Mr. Hennessee indicated that there was CARES Act funding available, and that those funds could be deobligated in the beginning of Calendar Year (CY) 2021. The timeline for that was still unknown.

Contractor Update: Mr. Wilson discussed various items with the committee:

- Operations: Mr. Wilson reiterated that there was approximately a 50 percent decrease in ridership. Mr. Wilson indicated that Virginia Regional Transit (VRT) continued to educate passengers about wearing masks on the buses. A quarterly meeting with the drivers was scheduled for this month, and this message would be reiterated to drivers. Mr. Wilson also announced that VRT had employment opportunities for part-time bus drivers.



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- Staunton-Augusta Health Department Stop Request: Mr. Wilson presented information on a bus stop request received from the Staunton-Augusta Health Department, located on North Augusta Street in Staunton. Mr. Wilson indicated that two bus routes serve the area around the health department, but don't directly serve it.

The presentation reviewed the following information (see attached presentation for further details):

- Defining the need (currently served by BRITE Access – paratransit service);
- Feasibility and route impacts (for BRCC Shuttle South and Staunton North Loop);
- Impact of rerouting on surrounding neighborhood;
- Safety concerns;
- Transit infrastructure; and
- Stop alternatives and options

Following Mr. Wilson's presentation, Ms. Riedesel inquired about who the request came from, and Mr. Wilson indicated that the Staunton-Augusta Health Department made the request.

Discussion ensued regarding the clarification of existing routes that serve the area. Mr. Rosenberg requested clarification regarding northbound and southbound travel of the BRCC Shuttle South route in relation to the health department, and the proposed travel path through the neighborhood adjacent to the health department. Ms. Jennifer Whetzel sought clarification on the closest existing bus stop near the health department. Mr. Wilson provided clarification on all topics and inquiries.

Mr. Rosenberg also inquired as what staff recommendation was and whether or not this proposition was conferred with Staunton City staff. Mr. Wilson indicated his recommendation would be implementing a trial call stop at the health department to gauge need and use, and that Staunton City staff had not been contacted. Mr. Rosenberg indicated that if there was no immediacy to the request, he would like to schedule a meeting with BRITE staff and Staunton City planning staff to discuss the proposed route. There was no opposition among the committee to postpone the decision. Chair Rodgers indicated that this item would be addressed at the next meeting to allow time for a meeting and discussion between Staunton City staff and BRITE staff.

- Staunton Downtown Trolley Summer Hours: Mr. Wilson announced that the Staunton Downtown Trolley and Saturday Night Trolley Summer hours had not been and most likely would not be implemented. Mr. Rosenberg indicated that City of Staunton would not make the ask for implementing Summer hours – the Staunton Visitor Center would be closed until October, and the extended hours are typically for the benefit of tourists. Mr. Greg Beam agreed with Mr. Rosenberg about keeping the hours that had been operated so far this year.



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- Pinnacle Drive Stop Request Update: Mr. Wilson indicated that the timeline for implementing the Pinnacle Drive bus stop continued to be postponed due to the pandemic.

Other Business:

- Chair Rodgers announced that Mr. Russ Neyman, Wilson Workforce and Rehabilitation Center (WWRC), had retired. A new representative would need to be identified by WWRC to fill the vacancy.
- Ms. Thompson announced that in lieu of Try Transit Week in September, DRPT was planning Transit Appreciation Month in October. This opportunity would allow DRPT to assist transit partners with marketing, and BRITE would be participating. Each week there would be a different theme, featuring safety measures, employee recognition, information about transit agency options and initiatives, and profiles of essential employees using this vital service.
- Mr. Rosenberg inquired about the vacant transit position at the CSPDC. Ms. Bonnie Riedesel indicated that Ms. Thompson was acting in the position in the interim, and that the job posting for the Transit Program Administrator would be advertised later that week.

Adjournment

Chair Rodgers indicated that the next meeting would be held on Tuesday, November 10, 2020 at 1:30PM, and it was decided that the meeting would be held via video conference. There being no further business to come before the BTAC, the meeting concluded at 3:06 PM.

Staunton Augusta Health Department Stop Addition



BTAC Discussion

- Define the need
- Feasibility and Route Impact
- Impact of Rerouting on Surrounding Neighborhood
- Safety Concerns
- Sign Placement
- Stop Alternatives and Options

Need ?

Requested Stop at 1414 North Augusta St. Staunton-Augusta Health Department

- Brite currently services this area through Brite Access (Paratransit).
- VRT records show 130 trips YTY 2019-2020 via the Brite Access.
- Although not supported by tracking, we have very few, if any, requests for service to the Health Department.
- This could be due to clients knowledge of the current routing system, causing them to seek alternative transportation or use the current system in place.

Timing Impact N/W Loop & BRCC

Route Changes?

BRCC South

- Very Little Impact on Route (although long travel time and possible bus change required).
- No Service Direction Impact
- Map Changes
- Schedule Changes

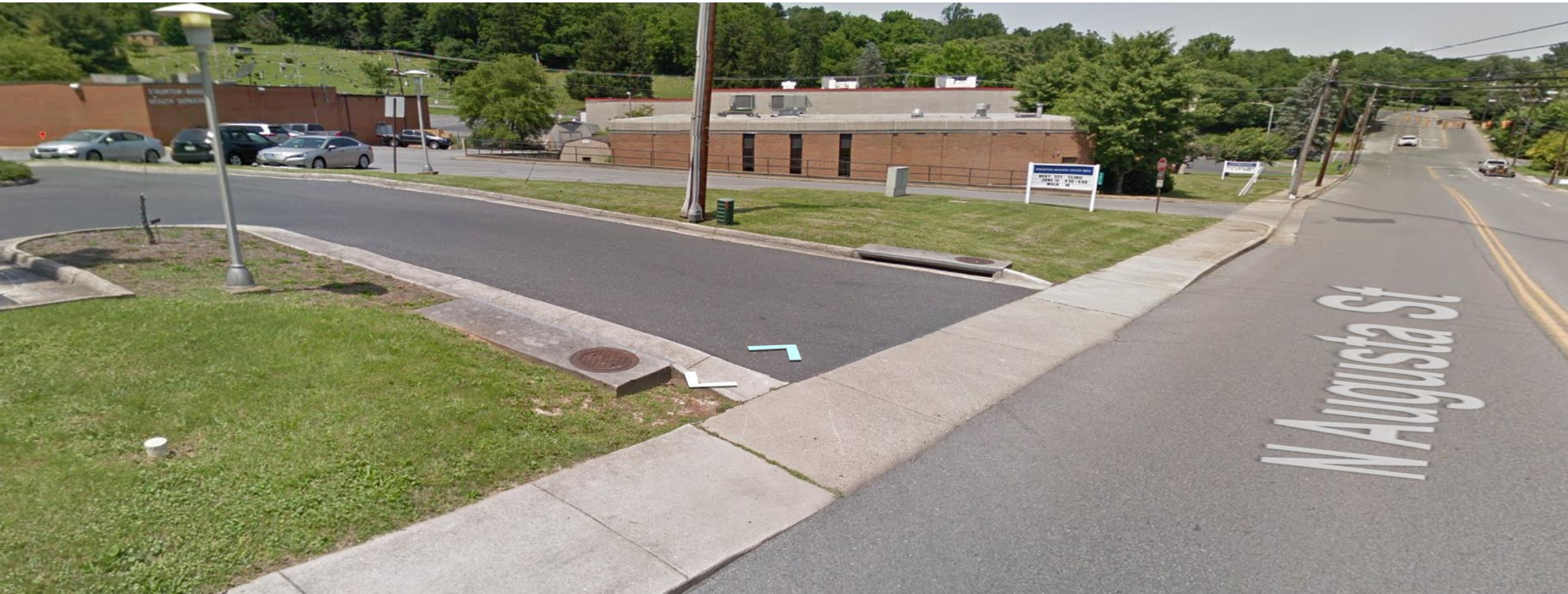
North Loop

- Extra Time on the Route
- Service Direction Impact
- Brochure Changes
- Map Changes
- Schedule Changes

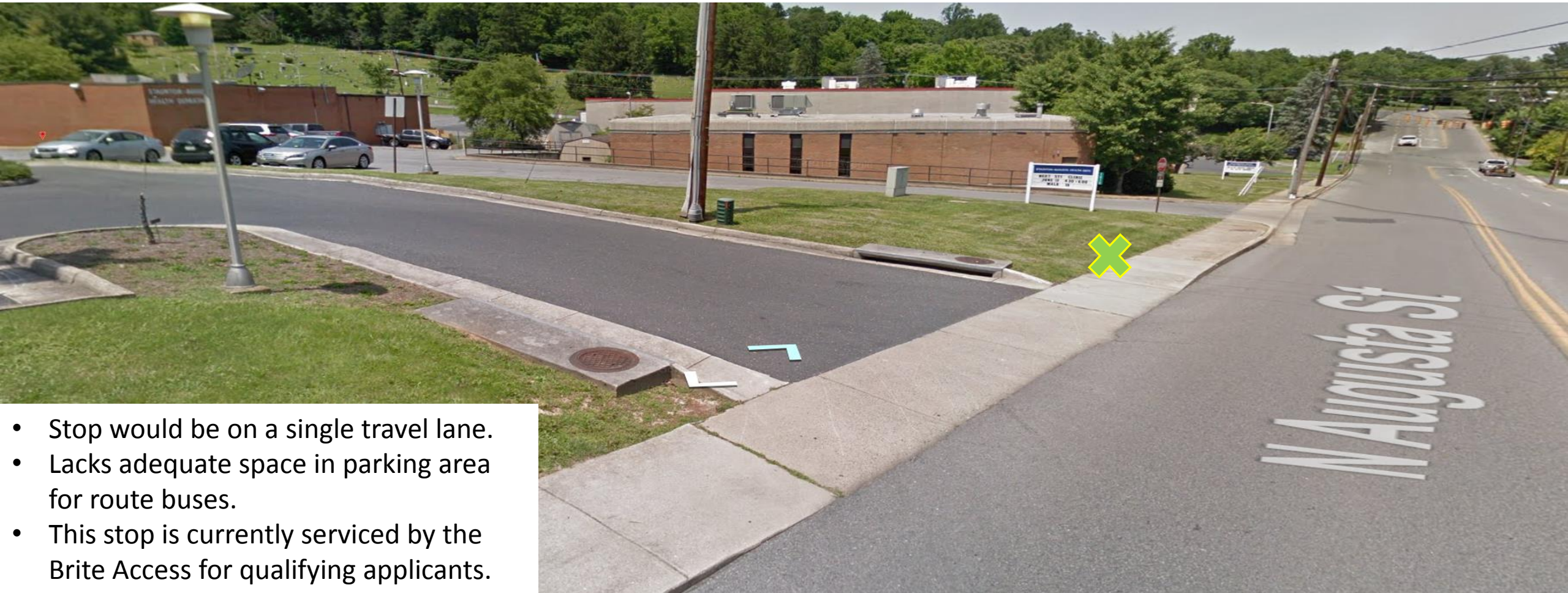
North/West Loop



BRCC Southbound



Safety Concerns



- Stop would be on a single travel lane.
- Lacks adequate space in parking area for route buses.
- This stop is currently serviced by the Brite Access for qualifying applicants.

Sign Designation

Call Stop Would Not Require a Sign

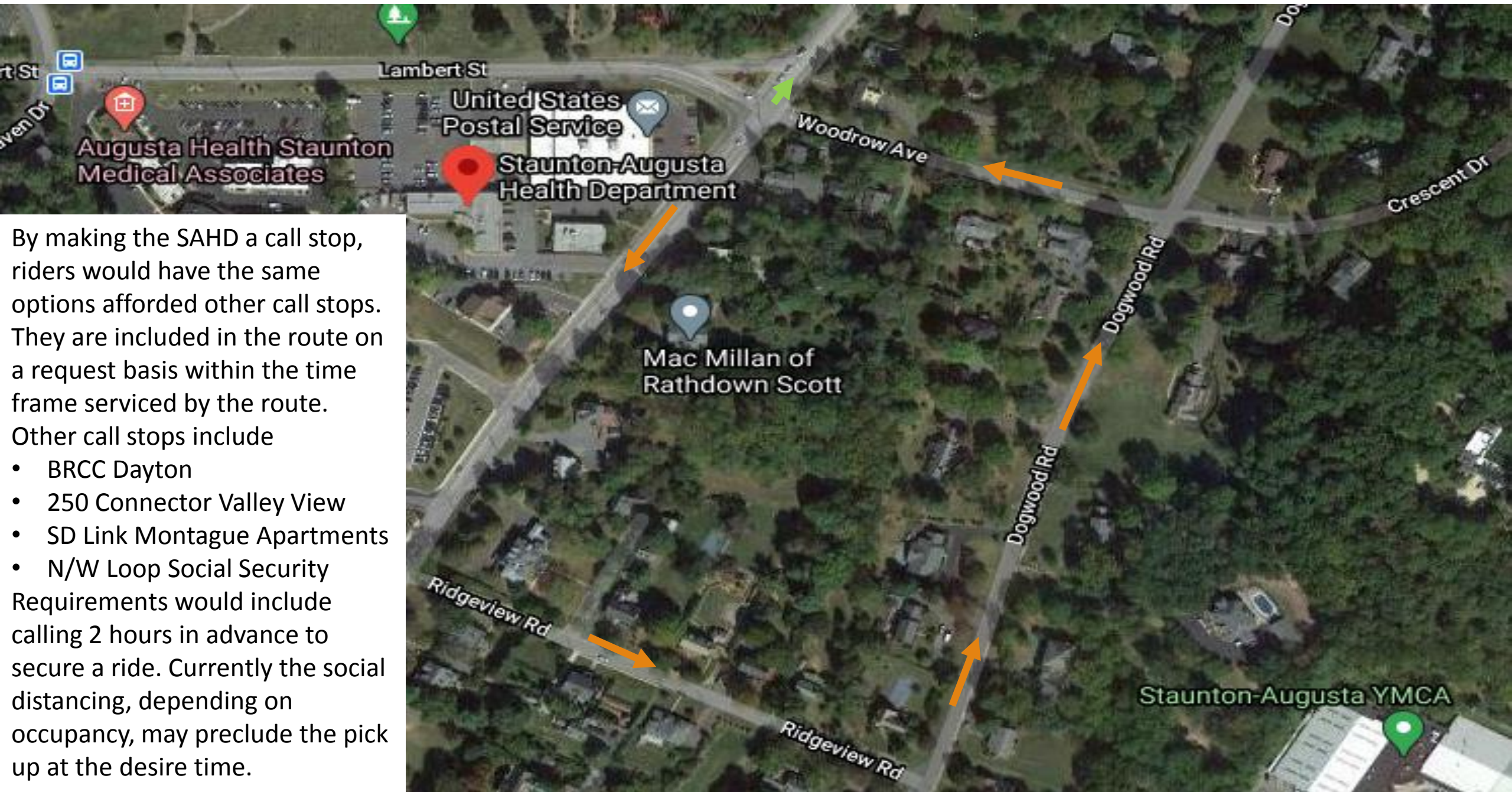


By making the SAHD a call stop, riders would have the same options afforded other call stops. They are included in the route on a request basis within the time frame serviced by the route.

Other call stops include

- BRCC Dayton
- 250 Connector Valley View
- SD Link Montague Apartments
- N/W Loop Social Security

Requirements would include calling 2 hours in advance to secure a ride. Currently the social distancing, depending on occupancy, may preclude the pick up at the desire time.





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BRITE Transit Advisory Committee Meeting Summary
November 10, 2020, 1:30 p.m.

Video Conference Meeting via Zoom
Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, VA 24401

	Name	Organization
✓	Steve Rosenberg	City of Staunton
	Jennifer Whetzel	County of Augusta
✓	Luke Juday	City of Waynesboro
	Karen Clark	Augusta Health
✓	Jason Illig / Mike Kelley	Wilson Workforce & Rehabilitation Center
✓	Greg Beam	Staunton Downtown Development Association
✓	Terry Rodgers	Shenandoah Valley Social Services
✓	Cynthia Page	Blue Ridge Community College
	Becky Messer	Transit Service Rider
	Paul Terry	Transit Service Rider
✓	Steve Wilson	Virginia Regional Transit
✓	Steve Hennessee	Department of Rail and Public Transportation

	Name	Organization
✓	Ann Cundy	CSPDC
✓	Devon Thompson	CSPDC
✓	Bonnie Riedesel	CSPDC
✓	Kira Johnson, City of Waynesboro	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 1:31 PM by Ms. Terry Rodgers, Chairperson.

Chair Rodgers started the meeting with introductions of new committee members and guests. Chair Rodgers introduced and welcomed Mr. Jason Illig, Mr. Greg Dunaway, and Mr. Mike Kelley from Department of Aging and Rehabilitative Services (DARS) and Wilson Workforce and Rehabilitation Center (WWRC). Ms. Ann Cundy introduced Mr. Nathan Garrison, Central Shenandoah Planning District Commission (CSPDC) Regional Planner.



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Public Comment

Chair Rodgers opened the floor for public comment. There were no public comments.

Approve Minutes

Chair Rodgers presented the minutes from the September 9, 2020 BTAC meeting.

Mr. Greg Beam moved, seconded by Mr. Steve Rosenberg, to approve the minutes of the September 9, 2020 meeting, as presented. Motion carried unanimously.

Business

FY 2021 DRPT Grant Status Update: Ms. Devon Thompson indicated that the draft Fiscal Year 2021 Six Year Improvement Plan (SYIP) had been developed and was considered at the October 2020 Commonwealth Transportation Board (CTB) meeting. The draft was currently out for public review and comment, and posted on the Virginia Department of Rail and Public Transportation's (DRPT) website. It was indicated that the SYIP would be acted on at the December CTB meeting.

Ms. Thompson indicated that the draft SYIP included funding for Afton Express transit service and Intelligent Transportation Systems (ITS) Phase I in addition to transit operating funds for BRITE and transportation demand management (TDM) operating funds for Rideshare, a commuter assistance program done in partnership with the Thomas Jefferson Planning District Commission (TJPDC).

Afton Express Update: Ms. Thompson presented a comprehensive update on the Afton Express service. Ms. Thompson reiterated that grant funding for Afton Express operations was included in the Virginia draft transportation budget that was considered by the CTB at their October meeting, and would be acted on at the December meeting. Ms. Thompson indicated that the Demonstration grant would provide 80 percent of the cost of providing the transit service, and would be matched at 20 percent by local funds from the Cities of Staunton, Waynesboro, and Charlottesville, the Counties of Augusta and Albemarle, and the University of Virginia.

Two buses would operate the service Monday through Friday with four morning and four evening trips that would connect park and ride lots in Staunton, Fishersville, and Waynesboro with stops in Charlottesville at Bavarro Hall, UVA Health System, Charlottesville Amtrak, the Downtown Charlottesville Transit Center, and in Albemarle County at Fifth Street Station and Wegmans. Virginia Regional Transit (VRT) would operate the service under contract to the Central Shenandoah Planning District Commission (CSPDC). Staffs had been working on the contract addendum to incorporate the delivery of Afton Express service, and the addendum included the provision of two buses for operations and a spare bus.

Work on the website and marketing had been on-going. Standalone webpages dedicated to the Afton Express service would be part of the BRITE website. Staff worked closely with Estland Design, the same company that designed the BRITE website, to develop the informational webpages that would go live closer to the operation of



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service. This past Spring, CSPDC and Thomas Jefferson Planning District Commission (TJPDC) staffs and the Afton Express Stakeholder Group worked with HIVE Creative, based in Crozet, VA, to create a logo and color scheme that would be used on the website and promotional materials, as well as to brand the buses and bus stop signs for the service. HIVE Creative had also been working with staff to develop an advertising campaign and marketing tools.

Ms. Thompson indicated that the timeline had yet to be determined. CSPDC staff would work closely with DRPT and the Afton Express Stakeholder Group to identify the right time for start-up of operations. Currently, many commuters were choosing to telework and there continued to be safety concerns related to riding public transportation.

PTASP Presentation: Mr. Wood Hudson and Ms. Thompson jointly presented the Public Transportation Agency Safety Plan (PTASP) to the committee. The Federal Transit Administration (FTA) required certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that included the processes and procedures to implement Safety Management Systems (SMS). In Virginia, DRPT took the lead for drafting safety plans for 15 smaller agencies, Tier II Plan, including BRITE.

The presentation included the following information (presentation attached):

- PTASP background
- PTASP applicability and requirements
- Tier II plan development and components
- Certification and compliance
- Documentation and recordkeeping
- Agency-specific appendix for BRITE –
 - Safety management systems
 - Safety performance targets
 - Employee reporting program
 - Culture of safety

Contractor Update: Mr. Wilson discussed various items with the committee:

- Operations: Mr. Wilson indicated COVID operations continued, and that free masks were being offered to passengers and social distancing was being observed on the buses.
- Inclement Weather Notification Plan Update: Mr. Wilson indicated that Ms. Thompson sent out the previous year's Inclement Weather Notification Plan with the meeting packet for committee members to review and provide updated information as needed.
- C Street Staunton Reroute Presentation: Mr. Wilson presented on a proposed change to the Staunton North Loop and Saturday Night Trolley. Safety concerns along C Street had been identified, and staff had proposed



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a recommendation to remedy the challenge. The presentation included the following information (presentation attached):

- Considerations and challenges of current routing, like current conditions, safety and community concerns, and lack of pedestrian amenities;
- Current bus routing along the area;
- Proposed route change and any implications, like timing and safety impacts or concerns; and
- Conclusions and next steps.

Mr. Rosenberg indicated that City of Staunton staff was engaged through the process and fully supported the change as proposed. There being no questions or concerns and consensus among committee members regarding the reroute, the change was approved.

- Staunton-Augusta Health Department Stop Request Update: Mr. Wilson indicated that the health department was still in the process of gathering bus stop usage data.
- Pinnacle Drive Stop Request Update: Mr. Wilson indicated that the timeline for implementing the Pinnacle Drive bus stop continued to be postponed due to the pandemic. Implementation would resume after construction of the Gateway Senior Apartments.
- Myers Corner Bus Shelter and Bench Installation Update: Mr. Wilson indicated that within the Myers Corner development in Fishersville a new bench and shelter would be installed. CSPDC and VRT staff had met with the developer, VDOT, and the Augusta County Service Authority to determine final placement.

Other Business:

- Ms. Thompson announced that CSPDC had completed and submitted their National Transit Database (NTD) reporting at the end of October. Public transportation providers who receive or benefit from FTA 5307 Urbanized Area Formula Funds and FTA 5311 Rural Area Formula Funds were required to participate in this reporting. CSPDC operated fewer than 30 vehicles, and thus falls under Reduced Reporting. Annual reporting forms document data related to finances, operation, and asset conditions.
- Ms. Ann Cundy reported that the SMART SCALE applications were in the process of being screened in. Ms. Cundy indicated that the screening process would conclude this month. No notifications had been received from VDOT or DRPT with major concerns, and Ms. Cundy believed that the applications should successfully screen in.

Adjournment

Chair Rodgers indicated that the schedule for 2021 meetings was included on the agenda. The meetings would be held at 2:30PM and via video conference until further notice.

There being no further business to come before the BTAC, the meeting concluded at 2:06 PM.

Public Transportation Agency Safety Plan (PTASP)



Background

- The Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673)
- Applies to all operators of public transportation systems that receive federal funds (primarily 5307 funds)
- Requires operators to develop safety plans that include processes and procedures necessary for implementing Safety Management Systems (SMS)
- Effective Date: July 20, 2020 (delayed due to COVID to Dec 31, 2020)

Safety Management System



PTASP Applicability and Requirements

Applicability	Requirements
<p>Would Apply to:</p> <ul style="list-style-type: none"> Operators of transit systems that receive FTA funds (Section 5307) and all rail transit operators (regardless of funding source). 	<pre> graph LR A[Public Transportation Agency Safety Plan] --- B[Safety Management System SMS] A --- C[Safety Performance Targets] A --- D[Rail Agencies Only: Emergency Preparedness Plan] A --- E[Employee Reporting Program] A --- F[Approved by Accountable Executive and Board of Directors (and SSOA for rail transit agencies)] A --- G[Annual Review/Update] A --- H[Compliance with Public Transportation Safety Program/National Safety Plan] A --- I[Assignment of Chief Safety Officer] </pre> <p>Public Transportation Agency Safety Plan</p> <ul style="list-style-type: none"> Approved by Accountable Executive and Board of Directors (and SSOA for rail transit agencies) Annual Review/Update Compliance with Public Transportation Safety Program/National Safety Plan Assignment of Chief Safety Officer
<p>Would Not Apply to:</p> <ul style="list-style-type: none"> FTA recipients that do not operate transit systems. Commuter rail service regulated by FRA. Passenger ferry service regulated by USCG. Deferring applicability for operators that only receive Section 5310 and Section 5311 funds (both recipients and sub-recipients). 	

Tier II Plan Development

- **DRPT developed the Tier II plan in coordination with 15 smaller transit agencies**
- **Plan development included:**
 - » *Document requests;*
 - » *Surveys;*
 - » *And field visits to each agency*
 - » *Agency review of draft plan*
 - » *Final plan approval by transit agency accountable executive*
- **DRPT utilized TRA and AECOM who both have extensive safety expertise to develop the final plan**

Agency Safety Plan (Tier II)

- Safety management systems
- Safety risk management
- Control and update procedures
- Agency specific:
 - » Profiles
 - » Safety policy statements
 - » Goals, objectives & targets
 - » Employee safety reporting procedures
 - » Safety communication
 - » Safety accountability and responsibility



Statewide Public Transportation Agency

Safety Plan

Virginia Department of Rail and Public Transportation
July 2020



Prepared by: **AECOM** 4840 Cox Road, Glen Allen, VA 23060

In partnership with: Transportation Resource Associates, Inc., 1608 Walnut Street, Suite 1602, Philadelphia, PA 19103



Certification and Compliance

- ✓ Each transit agency must annually certify via FTA's Certifications and Assurances process that its safety plan meets the requirements of the final rule.
 - *Most agencies have completed this step*
- ✓ States must certify safety plans on behalf of small public transportation providers that operate 100 or fewer vehicles in peak revenue service within their states, unless providers opt to certify their own safety plans upon notification to the state.
 - *DRPT has completed its initial certification of the plan*

Documentation and Recordkeeping

- A transit agency must maintain documents that set forth its safety plan, including those related to SMS implementation.
- These documents must be made available upon request by FTA and other agencies with safety jurisdiction, such as the National Transportation Safety Board (NTSB) and SSOAs.
- A transit agency must maintain these documents for a minimum of three years after they are created.

PTASP Status

- **Tier I Transit Agencies:**

- » *Developed their own PTASP documents*

- Richmond (GRTC)
 - Hampton Roads (HRT)
 - Potomac and Rappahannock Transportation Commission (PRTC)

- **Tier II Transit Agencies:**

- » *Developed in coordination with 15 smaller agencies*

- » *DRPT Published the Tier II group PTASP in July*

- Available on the DRPT website. <http://drpt.virginia.gov/transit/planning/public-transportation-agency-safety-plan-ptasp/>
 - Provided targets to the MPOs on August 11th via a technical memo

BRITE Appendix

- **Safety Management Systems**
 - » *Safety as a core value*
 - » *Continually measure and assess safety performance targets*



BRITE Appendix

- Safety Performance Targets

	Fatalities (total number of reportable fatalities per year)	Fatalities (rate per total vehicle revenue miles by mode)	Injuries (total number of reportable injuries per year)	Injuries (rate per total vehicle revenue miles by mode)	Safety events (total number of safety events per year)	Safety events (rate per total vehicle revenue miles by mode)	Distance between Major Failures	Distance between Minor Failures
Fixed Route	0	0	3	Less than .5 injuries per 100,000 vehicle revenue miles	5	Less than 1 reportable event per 100,000 vehicle revenue miles	10,000 miles	3,200 miles
Paratransit/ Demand Response	0	0	0	Less than .5 injuries per 100,000 vehicle revenue miles	1	Less than 1 reportable event per 100,000 vehicle revenue miles	10,000 miles	3,200 miles

BRITE Appendix

- **Employee Reporting Program – Virginia Regional Transit**
 - » *Safety policy communication*
 - » *Safety accountabilities & responsibilities*
 - » *Safety meetings*
 - » *Documentation & recordkeeping*
- **Culture of Safety**
 - » *Culmination of all safety management systems*
 - » *Continual training and engagement*





C Street Reroute Proposal

Discussion on the topic of rerouting the North Loop and Saturday Night Trolley to accommodate a safer path of travel around C Street.

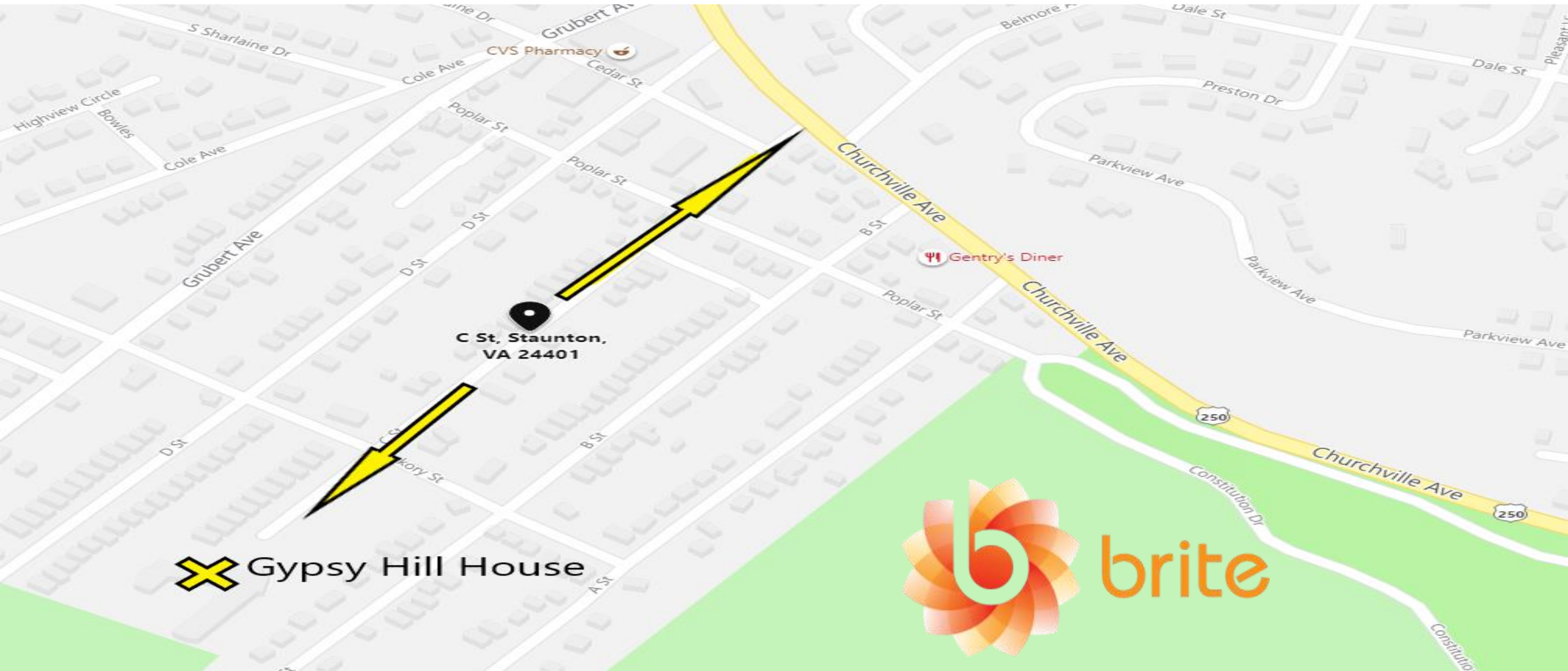


Considerations:

- Potential schedule or timing impacts.
- Safety concerns and congestion related to parking and construction.
- Community concerns.
- Lack of sidewalks for pedestrian traffic.



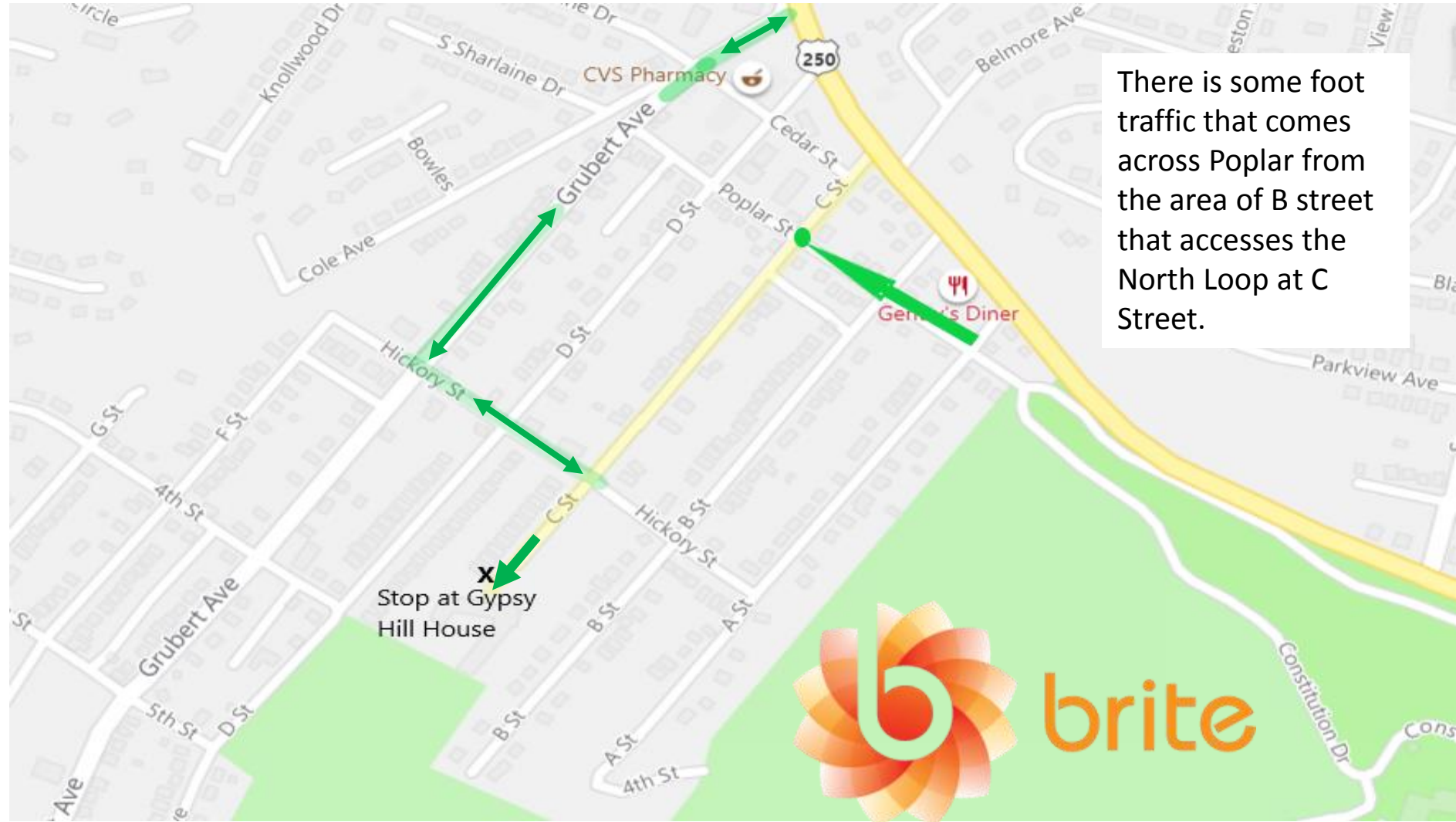
Current bus route travels C Street to access the scheduled stop at Gypsy Hill House.



Proposed route change would utilize Grubert Ave, Hickory St to C Street to Gypsy Hill House,

Current Schedule

This will not have
any negative
impact route on
timing or the
schedule.



Proposed route change would utilize Grubert Ave, Hickory St to C Street to Gypsy Hill House.

Safety Impact or Concerns

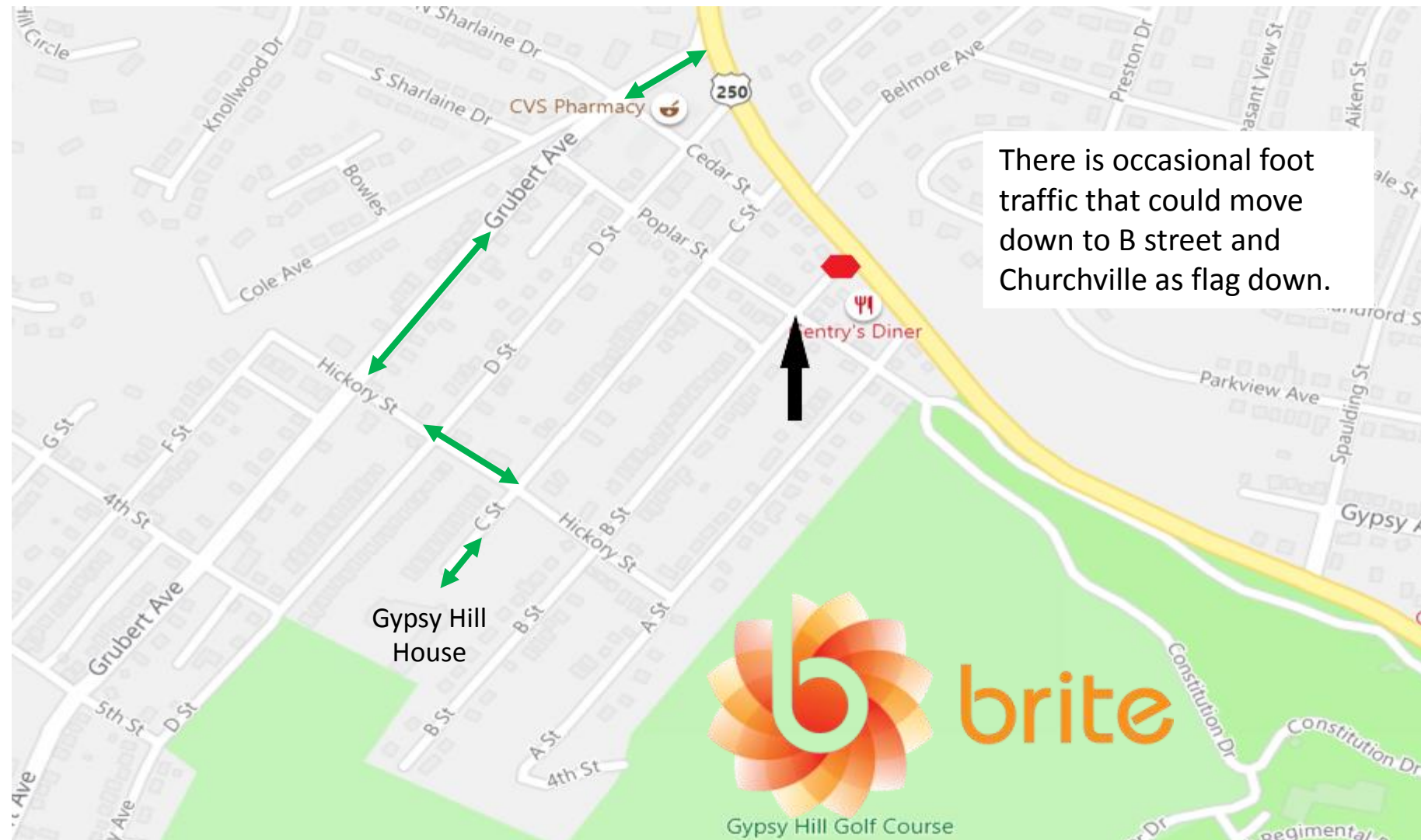
This alteration will have a positive effect on the safety of the route in this area.



Proposed route change would utilize Grubert Ave, Hickory St to C Street to Gypsy Hill House

Grubert St and Hickory St

- Controlled by a light and is more well-suited for bus traffic (there has been concern this may add time to the route, but the impact should be minimal)
- Moves the route away from the construction and parking along the C Street corridor
- Hickory Street is more well-suited for bus traffic



Proposed route change Grubert, Hickory and C Street to Gypsy Hill House

Conclusions

- This will not require any sign changes.
- Does not require GPS updates.
- No map alterations at this time, and should not impact current printed material.
- Can be updated on the BRITE website.

