



112 MacTanly Place  
Staunton, VA 24401

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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 (TJPC) 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.