



2021 ANNUAL UPDATE LETTER

Virginia Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA, 23219
JANUARY 18, 2022

Re: Transit Development Plan Update Letter for BRITE Transit / Central Shenandoah Planning District Commission

Dear Ms. Dubinsky:

BRITE Transit / Central Shenandoah Planning District Commission (CSPDC) is pleased to submit this annual Update Letter to the Virginia Department of Rail and Public Transportation (DRPT). This letter includes the following sections:

1. Expenses and Revenue Sources
2. TDP Goals and Objectives
3. Current Fiscal Year Improvements
4. Proposed Improvements for Upcoming Fiscal Years
5. Financial Plan Updates
6. Annual Planning Requirements

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EXPENSES AND REVENUE SOURCES

Actual FY 2021 and Current FY 2022 budget expenses and revenue sources are as follows:

Expenditures		O & M		Capital Cost of Contracting	
		FY 2021 Actual	FY 2022 Projected	FY 2021 Actual	FY 2022 Projected
	Fixed Route	\$ 1,384,597	1,891,417	\$ 730,797	774,053
	Paratransit	\$ 216,093	241,952	\$ 114,055	120,465
	TOTAL	\$ 1,600,690	2,133,369	\$ 844,852	894,519

Revenue	Farebox	\$ 1,900	50,301	\$ N/A	N/A
	Federal	\$ 1,078,739	1,401,222	\$ 844,852	\$778,421
	State	\$ 323,759	444,769	\$ 0	\$75,294
	Local	\$ 193,648	225,811	\$ 0	\$40,804
	Other	\$ 2,644	10,922	\$ 0	0
	TOTAL	\$ 1,600,690	2,133,369	\$ 844,852	894,519

TDP GOALS AND OBJECTIVES

The BRITE FY 2022 TDP is under development, and will update these goals and objectives for future years. The following actions were taken in Calendar 2021 to advance the goals and objectives contained in the TDP:

Goal 1: Provide coordinated, cost-efficient and effective public transportation services that support mobility and economic development goals of the communities served.

- BRITE was awarded Round 4 SMART SCALE funding for bus stop and pedestrian improvements at three stops along the service routes.
- CSPDC submitted a FTA 5339 Bus and Bus Facilities grant for rehabilitating the Staunton Lewis Street Transit Hub.
- BRITE participated in DRPT's Transit Equity and Modernization Study through the Accessibility and Adequacy of Infrastructure Working Group.

Goal 2: Maintain the current ridership base while seeking opportunities to increase ridership and serve new markets.

- Various route changes were implemented to address safety and accessibility throughout the system.
- Acquired the Lewis Street Hub lot in downtown Staunton in April, 2021 to assure continued safe and convenient route access and transfers for six of the BRITE routes.
- Participated in two community events & three outreach presentations to area clubs/organizations.

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- Community event participation for Back-To-School Bash for Waynesboro Public Schools and a Mary Baldwin University outreach event
- BRITE presence on social media continued to grow with frequent information posts and over 550 followers.
- Afton Express, a demonstration project providing commuter service from the Shenandoah Valley to Charlottesville, was launched in September, 2021.

Goal 3: Maintain strong relationships with area human service transportation providers and neighboring transit programs to maximize mobility options in the region.

- Two area human service agencies are represented with voting membership on the BRITE Transit Advisory Committee (BTAC).
- CSPDC staff maintained an email listserv of CHSM contacts and frequently forwards along relevant information.
- Participated in DRPT's Section 5310 Coordinated Human Service Mobility Meeting (Alleghany Region).
- Afton Express, a new BRITE route providing commuter service from the Shenandoah Valley to Charlottesville, was launched and coordination with CAT was beneficial – a stop is at the Charlottesville Downtown Transit Center and they assisted with other tasks pre-launch.

Goal 4: Establish, strengthen, and market a brand identity for the transit program.

- Participated in two community events & three outreach presentations to area clubs/organizations.
- Participated in area Christmas parades (Staunton, Waynesboro, and Stuarts Draft).
- Afton Express, a demonstration project providing commuter service from the Shenandoah Valley to Charlottesville, was branded and launched in September, 2021.
- Service schedules, branded with the BRITE name and logo, are distributed throughout the service area.
- All press releases and marketing include the BRITE name and logo.
- BRITE installed new signs within the service area.

Goal 5: Responsibly leverage federal and state funds with local funds and fare revenue to ensure financial viability of the system.

- A ten-year financial plan is in place, monitored and updated, and serves as the source of the annual budget, the TIP, and federal and state grant applications.
- Federal and state funding sources are reviewed and evaluated for funding for capital and planning projects.
- CARES Act Funding allowed for fare-free service through July 1, 2021.
- Applied for a FTA 5339 Bus and Bus Facilities Discretionary Grant Funding for rehabilitation of the Lewis Street Hub in Staunton.

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Goal 6: Provide a safe and secure transit system.

- The turnkey operating contract with the service provider has stringent safety training requirements, both for new hires and refresher training. CSPDC participated in one of contractor operator training classes.
- The service provider is required to provide a written report of all incidents and accidents within 24 hours of occurrence, and real time notification on any accident involving property damage or injury.
- The Virginia Statewide Public Transportation Agency Safety Plan (PTASP), which BRITE is a plan participant of, was reviewed.
- BRITE continued to add passenger amenities throughout its system, including new shelters and benches in Bridgewater, and Fishersville.
- Through the pandemic, BRITE Bus implemented various safety measures to keep personnel and passengers safe. Per federal law, face masks were required on the buses. Free masks continued to be offered to passengers and the service provider continued to adhere to rigorous cleaning practices. BRITE continued to monitor best practices, and have planned to implement more safety measures as possible.
- Pending approval of our FFY20 FTA 5307 grant, BRITE took steps with CSDPC On-Call Consultant Kimley Horn to be ready execute a NTP for assistance with the procurement of a vendor and installation of new ITS equipment on the BRITE bus fleet.

FISCAL YEAR 2021 IMPROVEMENTS

COMPLETED IMPROVEMENTS

For the 2021 Fiscal Year, we have implemented the following improvements:

1. *Acquisition of the Lewis Street Hub lot at 240 North Lewis Street in Staunton*
2. *Shelter relocation in Waynesboro for safety purposes*
3. *Bus shelter installation in Bridgewater on North Main Street*

FISCAL YEAR 2022 PROPOSED IMPROVEMENTS

For the current Fiscal Year 2022 we have implemented, or soon will implement the following improvements:

1. *Bus shelter and bench installation in Fishersville at Myers Corner*
2. *Bus shelter installation in Bridgewater on Dinkel Avenue*
3. *Shelter installations as requested and able for the urban routes with remaining shelter and bench inventory*
4. *Completion of the 2022 BRITE TDP*

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PROPOSED IMPROVEMENTS FOR UPCOMING FISCAL YEARS

FOR THE UPCOMING FISCAL YEAR (FY 2023)

For this upcoming Fiscal Year 2023, we anticipate implementing the following improvements:

1. *Staunton Lewis Street Hub improvements with FTA 5339 or other funding source*
2. *Implementation of Phase I of the ITS Plan*
3. *Shelter installation as requested and able*
4. *Implement Afton Express schedule revisions to address underutilized trips and accommodate the twelve hour shifts at the Medical Center. No changes are proposed for stop locations.*

FOR THE OUT YEARS (YEARS BEYOND FY 2023)

BRITE is in the process of updating the TDP, which will direct our improvements beyond FY 2023. Preliminary findings from the rider and public surveys indicate a desire for Sunday service and more rider amenities like benches and shelters. Through the TDP, we will also develop timelines for implementation of subsequent phases of the 2017 ITS Plan, and the feasibility of adapting to new technologies such as electric vehicles in our next contracted service provider procurement. The current service contract and extensions with Virginia Regional Transit is set to expire within the next few years and a new procurement for service will need to be initiated.

An amended proposed improvement schedule is listed below:

FISCAL YEAR	IMPROVEMENTS	NOTES
FY 2023	Staunton Lewis Street Hub Rehabilitation	Begin construction if we are successful in receiving a 5339 grant.
FY 2023	Implementation of ITS Phase I – Mobile Data Collection System	Procure a vendor for on-board equipment, dispatch software, installation, and training.
FY 2023	Adjust Afton Express schedule with additional bus purchased by contracted service provider Virginia Regional Transit.	To serve hospital workers at UVA beginning and ending 12-hour shifts.
FY 2025	Subsequent ITS Phases – Next Generation Paratransit & Deviated Fixed Route Scheduling Software	Execute second phase of MDCS procurement of MDCS so same vendor can provide software that communicates with scheduling software.
FY 2026	Add Staunton South Loop to the System	If the City supports the additional service, add the new route as recommended in the 2019 250 Connector Route Study, and amend contract with VRT to purchase an additional bus.
FY 2027	Subsequent ITS Phases – Real-Time Data Feed for Third-Party Applications	Implement data feed of real-time bus arrival times and service alerts

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		used by third-party applications (data feed would likely be generated by vendor of MDCS).
FY 2029	Subsequent ITS Phases – Next Bus Arrival Text Message Service	Implement next bus arrival text message service after MDCS and Real-Time Data Feed which provide the data.
FY 2031	Maintenance to transit facility parking lot, either sealing or repaving	Get opinion from paving company for type of maintenance and year
<i>* The current service contract and extensions with Virginia Regional Transit is set to expire within the next few years and a new procurement for service will need to be initiated.</i>		

**TDP Financial Plan Update for
O&M Costs (Year of Expenditure Dollars)
(Use FY2021 – FY2031)**

Service Statistic/Funding Category	Actual FY2021	Budgeted FY2022	Projected FY2023	Projected FY2024	Projected FY2025	Projected FY2026	Projected FY2027	Projected FY2028	Projected FY2029	Projected FY2030	Projected FY2031
Weekday Peak Buses Required	9	11*	12*	12	12	13*	13	13	13	13	13
Saturday Peak Buses Required	5	5	5	5	5	6	6	6	6	6	6
Sunday Peak Buses Required	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Fleet	9	11	12	12	12	13	13	13	13	13	13
Annual Revenue Bus Hours	18,261	18,973	18,922	18,903	18,913	23,055	23,138	23,146	23,045	22,977	23,055
Annual Revenue Paratransit Hours	4,263	4,644	4,626	4,732	4,590	4,590	4,626	4,644	4,572	4,572	4,590
TOTAL SYSTEM REVENUE HOURS	22,524	23,617	23,548	23,475	23,503	27,645	27,764	27,790	27,617	27,549	27,645

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	Actual FY2021	Budgeted FY2022	Projected FY2023	Projected FY2024	Projected FY2025	Projected FY2026	Projected FY2027	Projected FY2028	Projected FY2029	Projected FY2030	Projected FY2031
Projected O&M and CCOC Costs	\$2,445,542	\$3,027,888	\$3,094,356	\$3,168,818	\$3,249,281	\$3,632,174	\$3,734,691	\$3,828,366	\$3,890,266	\$3,978,236	\$4,084,150
<i>Change from prior year</i>	\$142,936	\$572,346	\$66,469	\$80,463	\$382,893	\$102,517	\$93,675	\$61,899	\$87,971	\$105,914	\$80,463
Anticipated Funding Sources											
Local Revenues											
Farebox	\$1,900	\$50,301	\$84,070	\$120,800	\$122,008	\$123,228	\$124,460	\$125,705	\$126,962	\$128,232	\$129,514
Other	\$2,444	\$10,922	\$11,500	\$14,500	\$16,000	\$16,160	\$16,322	\$16,485	\$16,650	\$16,816	\$16,984
Local Match	\$193,648	\$369,707	\$450,083	\$422,833	\$433,340	\$480,432	\$493,904	\$506,341	\$514,992	\$526,799	\$540,787
State Funding	\$323,759	\$720,278	\$1,005,015	\$749,169	\$768,082	\$856,976	\$881,404	\$903,821	\$918,950	\$940,098	\$965,395
Federal Funding	\$1,923,591	\$1,873,829	\$1,543,688	\$1,861,516	\$1,909,852	\$2,155,379	\$2,218,601	\$2,276,015	\$2,312,712	\$2,366,292	\$2,431,470
<i>Change from prior year</i>	\$142,936	\$572,346	\$66,469	\$80,463	\$382,893	\$102,517	\$93,675	\$61,899	\$87,971	\$105,914	\$80,463
TOTAL PROJECTED REVENUES	\$2,445,342	\$3,027,544	\$3,094,356	\$3,094,356	\$3,168,818	\$3,249,281	\$3,632,174	\$3,734,691	\$3,828,366	\$3,890,266	\$3,978,236

- Our contracted service provider acquires and owns the buses in our fleet.

**TDP Financial Plan Update for
Capital Costs (Year of Expenditure Dollars)
(Use FY2021 – FY2031)**

	Actual FY2021	Budgeted FY2022	Projected FY2023	Projected FY2024	Projected FY2025	Projected FY2026	Projected FY2027	Projected FY2028	Projected FY2029	Projected FY2030	Projected FY2031
Facilities											
Passenger Amenities/Improvements	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transit Center Facilities/ Improvements	\$0	\$0	\$1,140,000	\$	\$	\$	\$	\$	\$	\$	\$180,000
Other	\$0	\$0	\$	\$	\$212,500	\$	\$37,400	\$	\$75,400	\$	\$
TOTAL FACILITIES COSTS	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Anticipated Funding Sources											
Federal/FTA	\$	\$	\$912,000	\$	\$170,000	\$	\$29,920	\$	\$60,320	\$	\$144,000
State	\$	\$	\$182,400	\$	\$34,000	\$	\$5,984	\$	\$12,064	\$	\$28,800
Local	\$	\$	\$45,600	\$	\$8,500	\$	\$1,496	\$	\$3,016	\$	\$7,200
TOTAL FUNDING	\$	\$	\$1,140,000	\$	\$212,500	\$	\$37,400	\$	\$75,400	\$	\$180,000

ANNUAL PLANNING REQUIREMENTS

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

1. Has your transit agency reviewed its Public Transportation Agency Safety Plan (PTASP) in the past 12 months?
 - a. Yes
2. Did your agency make changes to the plan document? If yes, please provide summary or documentation of changes made. As a reminder – any significant changes to your PTASP document must be approved by the appropriate Accountable executive and equivalent authority.
 - a. *Review documentation for 2021 is attached. The organizational chart for Virginia Regional Transit / BRITE had been updated accordingly.*
3. Has your agency reviewed and updated your vehicle, facility, and equipment inventory in TransAM?
 - a. *Yes. Lewis Street Hub is listed in TransAM.*

TRANSIT ASSET MANAGEMENT (TAM)

1. For Tier I Agencies: Please provide a current status update or most recent copy of your TAM Plan for DRPT reporting.
2. For Tier II Agencies: Please attach a copy of your Tier II opt-in letter for the State Tier II Group TAM Plan for 2022. A letter template is available upon request.
 - a. *Tier II opt-in letter is attached. Original was submitted to Wood Hudson and Steven Hennessee on December 2, 2021.*

Should you have any questions related to this letter of update, feel free to contact Devon Thompson.

Sincerely,



Bonnie S. Riedesel
Executive Director



May 7, 2021

Wood Hudson
Statewide Transit Planner
600 East Main Street, Suite 2102
Richmond, VA 23219

Re: Public Transportation Safety Plan, Annual Review

Dear Mr. Hudson:

On May 7, 2021, the Central Shenandoah Planning District Commission (CSPDC)/Blue Ridge Intercity Transit Express (BRITE), completed their annual review of BRITE appendix B in the [Virginia Statewide Public Transportation Agency Safety Plan](#).

BRITE has found that the information documented in appendix B needs to be revised. BRITE has made the following revisions to the document. The Organization Chart for Virginia Regional Transit / BRITE has been updated accordingly.

Summary of Changes:

- 1. The Organization Chart for Virginia Regional Transit / BRITE has been updated accordingly.**

Sincerely,

A handwritten signature in cursive script that reads "Bonnie S. Riedesel".

Bonnie Riedesel
Executive Director



December 1, 2021

Wood Hudson
Statewide Transit Planner
Virginia Department of Rail and Public Transportation
600 East Main Street, Suite 3102
Richmond, VA 23219

I, Bonnie S. Riedesel, confirm that I am the Accountable executive for the Central Shenandoah Planning District Commission (CSPDC).

CSPDC is a primary recipient of 5307 and 5311 funds, and we operate 100 or fewer vehicles across all fixed route modes during peak service or 100 or fewer in any non-fixed route modes during peak service and therefore are eligible to participate in a Tier II group TAM plan.

My agency wishes to:

1. Opt into the DRPT sponsored Tier II group TAM Plan and recognize that in doing so we will provide DRPT with all relevant information related to asset conditions. We will update our asset inventories in TransAM in accordance with guidance set forth in the most recent published version of the DRPT Purple Book- Grant Administration Procedures and will adopt the group Tier II TAM Plan and associated targets when they are published.

Sincerely,

A handwritten signature in black ink that reads 'Bonnie S. Riedesel'.

Bonnie S. Riedesel
Executive Director