



112 MacTanly Place
Staunton, VA 24401

Phone: (540) 885-5174
Fax: (540) 885-2687

BRITE Transit Advisory Committee Meeting Summary
January 13, 2021, 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
✓	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	
✓	Angela Lawrence, Town of Dayton	
✓	Jason Illig, DARS	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:31 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 10, 2020 BTAC meeting.



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Mr. Steve Rosenberg moved, seconded by Mr. Mike Kelley, to approve the minutes of the November 10, 2020 meeting, as presented. Motion carried unanimously.

Business

FY 2021 DRPT Grant Status Update: Ms. Devon Thompson indicated that at their December meeting, the Commonwealth Transportation Board (CTB), approved the Fiscal Year (FY) 2021 Six Year Improvement Plan (SYIP). The FY21 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).

FY 2022 DRPT Grant Application Update: Ms. Thompson indicated that the application process for FY 2022 DRPT grants opened on December 1, 2020, and kicked off with two webinars with DRPT staff regarding the application process. Central Shenandoah Planning District Commission (CSPDC) staff was working on six grant applications to be submitted:

- 5307 Urban – Operating and Capital/Capital Cost of Contracting
- 5311 Rural – Operating and Capital/Capital Cost of Contracting
- Commuter Assistance Operating Funds
- Technical Assistance – Transit Development Plan

Ms. Thompson reviewed the aspects of a Transit Development Plan (TDP) since it would be the first time the BTAC had participated in the development of one. DRPT requires public transit operators in receipt of state funding prepare, adopt, and submit a TDP. TDP's help improve efficiency and effectiveness by identifying the need and required resources for modifying and enhancing services provided to the general public. TDP's cover a 10-year planning horizon, and serve as a planning, management, and policy document for the transit operators; inform DRPT of transit operators' capital, operating, and maintenance needs; and to provide a clear understanding of unmet or unfunded needs.

Ms. Thompson indicated that the last TDP was completed in 2015, prior to the creation of this committee – the formation of the committee was a recommendation in the original TDP. Ms. Thompson also indicated that committee members' input and engagement would be needed for this planning activity along with coordination with the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (MPO), and that the process would be led by a consultant. DRPT has bench contracts with various consultants who complete these planning documents.

Lastly, Ms. Thompson indicated that once a TDP had been completed and adopted, an annual update letter was completed and sent to DRPT. Staff was in the process of finalizing the letter prior to the submittal deadline of January 15, 2021.



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Afton Express Update: Ms. Thompson presented a comprehensive update on the Afton Express service. As previously mentioned, the approval of the FY21 SYIP included Demonstration Grant funding for the startup of the Afton Express public transit service. This bus service would connect stops serving Staunton, Fishersville, and Waynesboro on the west side of Afton Mountain to stops in Charlottesville and at Fifth Street Station in Albemarle County. Charlottesville stops would include University of Virginia (UVA), UVA Medical Center, downtown at the Transit Center, and the Fifth Street Station would include stops at the existing CAT bus stop and Wegmans.

Current plans call for the startup of service in July 2021 contingent on the rollout of the COVID vaccine and recovery of public transit use. In preparation for service implementation, the following tasks had been completed or were well underway:

- Creation of a brand – logo and color scheme;
- Webpage creation;
- Development of a marketing campaign, including advertisements, social media ads, and promotional materials;
- Creation of bus stop signs; and
- Development of an addendum for the operating contract with VRT

VRT had begun the process of acquiring the three buses that would be required to operate the service. Two buses would be used to operate the service, with one spare bus to ensure reliability and safety. The buses would be branded with the logo and color scheme.

UVA Telework Survey: Ms. Thompson announced that the CSPDC, in cooperation with UVA and Thomas Jefferson Planning District Commission (TJPDC), would be conducting a public survey to determine the need for a Coworking Space located in the Fishersville area, specifically the upstairs space at the BRITE Transit Facility. During the past year working remotely had become a standard routine, and there were estimates that 25 to 30 percent of the workforce would be working from home multiple days a week by the end of 2021. While this was a great advantage, teleworking had presented unique challenges such as distracting environments, unreliable internet access, and lack of ergonomic equipment and furniture for many employees. This survey would ascertain the demand for a Fishersville collective workspace that would include convenient access to major highways and Interstate 64; private, secured offices or shared work areas; reliable high-speed internet access; communal office amenities; and free onsite parking. The survey was pending approval from UVA, and would remain open until early- to mid-February. Once the survey was approved, Ms. Thompson indicated that the link would be forwarded to committee members to share with their respective contacts.

Ms. Karen Clark inquired as to which departments at UVA were involved with the survey. Ms. Bonnie Riedesel indicated that the survey was being done in conjunction with the UVA Department of Parking and Transportation, but all of UVA was involved. Many UVA employees, non-medical, had been working from home since the onset of the pandemic. A significant number of those employees resided in the Staunton-Augusta-Waynesboro region, and they had been commuting to UVA for work. The survey was to gauge the number of employees, as well as non-UVA



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employees, who would utilize a safe, convenient co-working space rather than working from home with various distractions. This would help UVA determine the need of having a space at the BRITE Transit Facility to offer to their employees. Ms. Riedesel indicated that there were approximately 15 offices on the second floor of the BRITE Transit Facility that could potentially be leased out different businesses, like UVA. Ms. Clark indicated that the Greater Augusta Regional Chamber of Commerce (GARCC) might have some members that would be interested in leasing office space as well. Ms. Riedesel agreed, and indicated that the CSPDC had been in contact with the Chamber and that they did have members seeking office space. Mr. Kelley also indicated that some of the Governor's Executive Orders had language encouraging State agencies, to the extent possible, to support alternative office locations and telework situations. Ms. Riedesel agreed, and indicated that many state agencies the CSPDC worked with were still teleworking.

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

- Operations:
 - COVID operations continued, and free masks were being offered to passengers and social distancing was being observed on the buses.
 - The Old Kmart stop in Waynesboro was relocated away from the building due to construction/rehabilitation of the building.
 - A new temporary stop was installed at the intersection of Rosser Avenue and Windigrove Drive – this was requested by the WARM shelter that was housing patrons in the Days Inn nearby.
 - The bus shelter at the Waynesboro Walmart that had been temporarily relocated due to Walmart's employee COVID procedures was in the process of being permanently relocated across from the Verizon store.
 - The change implemented from traveling on C Street to Grubert Street in Staunton was working well.
 - The 250 Connector would be rerouted to accommodate the construction and demolition at the Staunton Mall. The shelter that was located there had been removed and was being stored at the BRITE Transit Facility.
- Staunton-Augusta Health Department & Pinnacle Drive Stop Requests Update: Mr. Wilson indicated that the health department was still in the process of gathering bus stop usage data. 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, and staff were awaiting preparations of the developer, like pouring concrete pads, so the amenities could be installed.



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Other Business:

- Ms. Thompson reported that there was no new SMART SCALE update available, but more information would be shared at the March meeting.
- Ms. Bonnie Riedesel mentioned her participation in a call with Central Shenandoah Health District Director, Dr. Laura Kornegay, regarding COVID vaccination distribution. Ms. Riedesel outlined the different tiers set up for vaccination distribution order. Mr. Steven Hennessee discussed DRPT's role in the vaccinations of transit workers in Virginia. Registration link information for the Virginia Department of Health (VDH) had been passed along, and any other assistance that would be provided by DRPT would be from requested vaccine transport to locations. Mr. Wilson indicated that vaccination information discussed by Mr. Hennessee had been passed along to VRT personnel.

Adjournment

Chair Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, March 10 at 2:30PM. The meeting would be held via video conference.

There being no further business to come before the BTAC, the meeting concluded at 3:01 PM.



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BRITE Transit Advisory Committee Meeting Summary
March 10, 2021, 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
	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	
✓	Shane Doran, Site Speciality, LLC	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:31 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 13, 2021 BTAC meeting.



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Mr. Paul Terry moved, seconded by Mr. Luke Juday, to approve the minutes of the January 13, 2021 meeting, as presented. Motion carried unanimously.

Business

SMART SCALE Applications Update: Ms. Ann Cundy announced that the combined BRITE SMART SCALE application for pedestrian and bus stop improvements at three sites (US 250/Sangers Lane; US 250/Lew Dewitt; US 11/Dick Huff Lane) was recommended for funding. Ms. Cundy indicated that SMART SCALE provides 100% funding, but build timelines for projects are several years out. Ms. Cundy also gave an overview of other Staunton-Augusta-Waynesboro area projects that were funded in the Virginia Department of Transportation (VDOT) Staunton District, which spans from Frederick County to Alleghany County.

FY 2022 DRPT Grant Application Update: Ms. Devon Thompson indicated that Central Shenandoah Planning District Commission (CSPDC) staff submitted the Fiscal Year (FY) 2022 Department of Rail and Public Transportation (DRPT) grants in February. The following grants were submitted:

- 5307 Urban – Operating and Capital
- 5311 Rural – Operating and Capital
- Technical Assistance – Transit Development Plan
- Commuter Assistance Operating Funds (Rideshare)

Ms. Thompson indicated that DRPT was in the process of reviewing grants. Mr. Steven Hennessee indicated that initial internal reviews had been completed, and quality assurance checks would be completed next. Recommended funding scenarios were planned to be released in May 2021 to the Commonwealth Transportation Board (CTB), with approval at the June 2021 meeting.

Afton Express Update: Ms. Thompson reminded the committee that a Demonstration Grant had been awarded for the startup of the Afton Express transit service that would connect Staunton, Fishersville, and Waynesboro to Charlottesville and Albemarle County at Fifth Street Station. Current plans call for the startup of service in July 2021, contingent on the rollout of the COVID vaccine and recovery of public transit use. Ms. Nancy Gourley had continued work on the development of an addendum for the operating contract with Virginia Regional Transit (VRT) that would include the Afton Express service. The addendum would go to the CSPDC Commission for approval at their April meeting.

UVA Telework Survey: Ms. Thompson indicated that in February 2021, the CSPDC, in cooperation with University of Virginia (UVA) and Thomas Jefferson Planning District Commission (TJPD), conducted a public survey to ascertain the demand for a collective workspace in the Fishersville area. The survey was widely distributed – UVA employees based on their zipcode, TJPD's employer contacts, the Greater Augusta Regional Chamber of Commerce (GARCC) members and contacts, a press release, and social media posts. Out of the 359 survey respondents, 72 percent stated that their employment had shifted entirely or partially to telework, and 61 percent indicated that they anticipated continuing to telework in the future and utilizing a shared workspace between one and four days per



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week. The desired amenities for a shared workspace included privacy, security, and enhanced technology and cleaning services. Most respondents were located in Waynesboro (40 percent) followed by Stuarts Draft and Fishersville (18 percent) and Staunton (16 percent). The steering committee would reconvene later in March, and survey results and next steps would be discussed and determined.

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

- General Operations:
 - VRT was hiring transit drivers – the market for bus drivers had become competitive.
 - VRT was encouraging drivers to get their COVID-19 vaccinations.
 - Masks were still being offered and distributed on buses for passengers to comply with the CDC Mask Order where masks were required to ride public transit (issued on January 29, 2021). There had not been a lot of pushback from passengers.
 - Bus capacity was increased to 50 percent (from 20-25 percent), similar to what other transit agencies across the State were doing. There had been some challenges with 20-25 percent capacity, and this would help remedy some of those challenges. Mr. Rosenberg inquired as to whether the 50 percent capacity was consistent with State / health agency guidelines, and Ms. Cundy and Mr. Wilson indicated that the State / health agencies issued general guidance and no mandates were issued on bus capacity. The 50 percent capacity model still maintained social distancing.
- Imperial Drive Bus Stop Request: Mr. Wilson indicated that a bus stop request was received from South Creek Development for a bus stop at US 250 / Imperial Drive in Fishersville. Mr. Wilson provided some background on the bus stop request. Mr. Shane Doran, a representative of the developer, provided additional context on the new development – Goose Creek Crossing, 116 new units located near the existing Waterford Village. Mr. Wilson presented information regarding (see attached presentation slides):
 - Current conditions (flag down service and BRITE Access)
 - Schedule timing impacts
 - Safety concerns
 - Staff recommendation

Due to current infrastructure, Mr. Wilson recommended that at this time the stop remain a flag down stop, and at a later date this could be revisited. Mr. Doran was appreciative of the committee's review of the stop request. Mr. Juday inquired as to whether the developer would be amenable to add bus stop infrastructure /accommodation as development progressed in the specific area, and Mr. Doran indicated that this could be considered. Discussion ensued regarding logistics and criteria of adding bus stop infrastructure. Ms. Thompson noted that Mr. Doran could forward along the future development plans and they could be shared with the consultant for the upcoming Transit Development Plan to review for future route evaluation and planning.



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- 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 in the coming weeks. Installation had been delayed due to the inclement weather in February.

Other Business:

- Chair Rodgers indicated that this was the last meeting for Ms. Kira Johnson, Waynesboro. Chair Rodgers thanked Ms. Johnson for her participation on the committee.

Adjournment

Chair Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, May 12 at 2:30PM. The meeting would be held via video conference, and there would be an election of officers.

There being no further business to come before the BTAC, the meeting concluded at 3:02 PM.



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BRITE Transit Advisory Committee Meeting Summary
May 12, 2021, 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
✓	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
✓	Mike McDaniel, DARS	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:30 PM by Ms. Karen Clark, Vice Chairperson.

Public Comment

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

Approve Minutes

Vice Chair Clark presented the minutes from the March 10, 2021 BTAC meeting.



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Mr. Paul Terry moved, seconded by Mr. Luke Juday, to approve the minutes of the March 10, 2021 meeting, as presented. Motion carried unanimously.

Business

Election of Chair & Vice Chair: Vice Chair Clark reviewed the past history of the current Chair and Vice Chair terms. In 2018, Chair Rodgers was nominated as Chair for her current term, and Vice Chair Clark took on the role from her predecessor, Ms. Lisa Cline. Vice Chair Clark indicated that she and Chair Rodgers were agreeable to serve another term if there were no other nominees.

Ms. Devon Thompson reviewed Chair and Vice Chair term limits and roles. According to the Bylaws, Officers would assume their duties on July 1 for a three-year term, and those duties include:

- Work with the PDC staff to develop meeting agendas;
- Preside over all meetings of the BTAC;
- Be eligible to vote on all issues;
- Perform other duties as may from time to time assigned by the BTAC;
- May from time to time establish special committees as deemed desirable for effective completion of specific projects related to the duties of the BTAC; and
- Vice Chairperson – in the absence or inability of the Chairperson, perform all duties and exercise all powers of the Chairperson.

Ms. Thompson also indicated that Chair and Vice Chair could be reappointed for no more than one additional consecutive term. Chair Rodgers and Vice Chair Clark were eligible for one consecutive term, or new appointments could be made.

Ms. Jennifer Whetzel moved, seconded by Mr. Mike Kelley, to nominate Ms. Terry Rodgers as Chair and Ms. Karen Clark as Vice Chair. Motion carried unanimously.

Staunton Hub: Ms. Bonnie Riedesel announced that the Central Shenandoah Planning District Commission (CSPDC) purchased the Staunton Lewis Street Hub; the closing took place on April 20, 2021. The two-acre property located at 240 North Lewis Street in downtown Staunton was previously owned by American Shakespeare Center (ASC), and was leased by the City of Staunton as a parking lot. It has also been the location of the BRITE Transit Hub since the CSPDC assumed responsibility for the transit service in 2014. Four buses meet every hour at the hub, the Staunton Downtown Trolley, 250 Connector, BRCC Shuttle South, and the North/West Loops, making it a lynchpin for the system. Prior to the pandemic, passenger counts confirmed that over 2,200 riders accessed or departed a bus at this location in a one-week period. The City of Staunton has confirmed that they will continue to lease the portion of the property that is used for public parking, with those lease payments directed to the CSPDC. Routine maintenance such as snow removal, trash pickup, and utilities will continue to be provided by the City of Staunton at no cost to CSPDC/BRITE. Ms. Riedesel also indicated that over the next few years improvements will be made to the lot.



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Draft Six-Year Improvement Program: Ms. Thompson indicated that the draft Six-Year Improvement Program (SYIP) was released and available for public comment. The CSPDC applications recommended for funding included: Urban Operating and Capital Cost of Contracting (Capital); Rural Operating and Capital Cost of Contracting (Capital); Technical Assistance for the Transit Development Plan (TDP); and Commuter Assistance Program Operating Funds for RideShare.

Mr. Steven Hennessee indicated that the Commonwealth Transportation Board (CTB) will vote on the draft SYIP at their June meeting. The CTB had directed the Virginia Department of Rail and Public Transportation (DRPT) to focus on funding State of Good Repair and Rolling Stock, which was why one of the CSPDC applications was not recommended for funding.

Afton Express: Ms. Thompson announced that the Afton Express Transit Service has a planned start date of September 1, 2021. The first of three buses had been purchased and would be arriving later in the week. Staff would be working with HIVE Creative and Trim Tek on the bus decal installation. Staff had also scheduled the first marketing plan meeting, and the marketing committee consisted of CSPDC staff, Ms. Thompson, Ms. Nancy Gourley, and Ms. Rachel Salatin; Thomas Jefferson Planning District Commission (TJPDC) staff, Ms. Sara Pennington; and University of Virginia (UVA) staff, Mr. Patrick Clark, UVA Parking and Transportation Department. These meetings would help facilitate marketing the service and finalizing operations.

Transit Ridership Incentive Program (TRIP) – Fare-Free and Low-Income Programs and Fare Collection: Ms. Ann Cundy announced that staff was following a new DRPT program, Transit Ridership Incentive Program (TRIP). The TRIP program was created in the 2020 General Assembly session, with \$25 million in statewide funding for fare-free transit and inter-regional connectivity. Ms. Cundy indicated that when the call for applications was announced in Summer that the CSPDC would likely apply for a grant to make BRITE and Afton Express fare-free for a period of time. DRPT and other agencies were interested in fare-free programs prior to the pandemic, and the program was put on hold due to COVID-19. The pandemic gave DRPT and transit agencies the opportunity to see the value of fare-free public transportation since many transit agencies went fare-free with the help of CARES Act funding. The projected timeline for applications would probably be around August or September, with awards announced prior to budget development of Fiscal Year (FY) 2023.

Ms. Cundy indicated that BRITE would stay fare-free through end of FY 2021 and would resume fare collection in FY 2022, since the budget was built around that assumption to calculate local match. If application was made and the grant awarded, the timeline for rolling out fare-free operations would be dependent on how DRPT phased the funding. Ms. Whetzel inquired about whether the grant would go toward local match that was currently collected as fares. Ms. Cundy indicated that fare revenue comes off the top of the program, and thus it was accounted for and then from there the additional match funds were calculated. So, the grant would replace the fare revenue.



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ITS Phase I Implementation: Ms. Thompson indicated that staff initiated the kick-off of ITS Phase I with consultant Kimley-Horn. Staff would be moving forward with procurement and installation of ITS, specifically a mobile data collection system, on the BRITE buses. Ms. Thompson and Ms. Cundy were working with Kimley-Horn, the same consultant that completed the ITS Plan in 2017, to develop a scope of work and cost estimate for their assistance with the procurement and installation process. Ms. Thompson indicated that they would keep the committee updated as the project progressed more.

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

- General Operations:
 - Masks were still being offered and distributed on buses for passengers to comply with the CDC Mask Order where masks were required to ride public transit (issued on January 29, 2021, and recently extended until September 13, 2021).
 - The 50 percent bus capacity continued to do well and was proving to be beneficial.
 - VRT was hiring transit drivers – the market for bus drivers had become competitive. Driver retention also posed a challenge.
 - Ridership continued to improve gradually from the height of the pandemic, but still not at the levels of pre-pandemic ridership.
 - Regarding the potential fuel shortage, there had been some slight challenges finding gas stations to refuel the buses.
- Summer Hours: Mr. Wilson indicated that Staunton Trolleys' Summer hours were not implemented in 2020 due to the pandemic, but these hours would be implemented this year beginning May 28, 2021 (delayed from the usual start date of the first Monday in May). Hours would be extended three hours in the evening Monday through Friday on the Staunton Downtown Trolley, and hours would be extended one hour in the evening on the Staunton Saturday Night Trolley.
- 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. Installation had been continually delayed.

Other Business:

- Vice Chair Clark indicated that the vaccine clinic at Augusta Health was still open for those still unvaccinated.

Adjournment

Chair Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, July 14 at 2:30PM. The meeting would be held via video conference.

There being no further business to come before the BTAC, the meeting concluded at 2:54 PM.



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BRITE Transit Advisory Committee Meeting Summary
September 8, 2021, 2:30 p.m.

Video Conference Meeting via Zoom and In-person

[Click Here for Audio Recording](#)

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

Present (21):

	Name	Organization
	Steve Rosenberg	City of Staunton
✓	Jennifer Whetzel	County of Augusta
	Luke Juday	City of Waynesboro
✓	Karen Clark*	Augusta Health
	Mike Kelley	Wilson Workforce & Rehabilitation Center
	Greg Beam	Staunton Downtown Development
✓	Terry Rodgers, Chair	Town of Bridgewater
✓	Cynthia Page*	Blue Ridge Community College
✓	Becky Messer*	Transit Service Rider
✓	Paul Terry	Transit Service Rider
✓	Steve Wilson*	Virginia Regional Transit
✓	Steven Hennessee*	Department of Rail and Public Transportation

	Name	Organization
✓	Ann Cundy	CSPDC
✓	Devon Thompson	CSPDC
✓	Kimberly Miller	CSPDC
✓	Bonnie Riedesel*	CSPDC
✓	Lib Rood, KFH Group	
✓	Zach Beard, CSPDC	
✓	Olivia Raines, CSPDC	
✓	Alisande Tombarge, City of Waynesboro	
✓	Rodney Rhodes, City of Staunton*	
✓	Caroline Stoerker, County of Augusta*	
✓	Jeff VanFossen, County of Augusta*	
✓	Alex Wilmer, Town of Bridgewater	
✓	Angela Lawrence, Town of Dayton*	

*Attended by Zoom

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:30 PM by Ms. Terry Rodgers, Chairperson.

Public Comment

Chairperson Rodgers opened the floor for public comment. There were no public comments. Mr. Alex Wilmer, Town of Bridgewater, took the opportunity to thank the CSPDC for grant assistance for bus shelters.



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Approve Minutes

Chairperson Rodgers stated that there was not a quorum and did not request a vote to approve the minutes from the May BTAC meeting.

Introductions

Chairperson Rodgers requested that everyone introduce themselves since there were some first-time attendees.

Business

Afton Express: Ms. Devon Thompson announced that the Afton Express Transit Service began last Wednesday, September 1; all rides were free for the month of September. On the first day of service, Central Shenandoah Planning District Commission (CSPDC) and Virginia Regional Transit (VRT) staff greeted the first passengers with branded gift items. The first four days of service saw 54 total passenger trips. Ridership and operations would be tracked closely the first few months to know if any adjustments would need to be made to the stop locations and timings. The three buses, outfitted with Wifi, comfortable seating, and bike racks, had been operating their four morning and four evening runs smoothly thanks to the training and preparation of VRT staff. The start of service was preceded by a ribbon-cutting ceremony held at the BRITE Transit Facility on August 16. Project partners were recognized, and over 50 local government representatives, stakeholders, CSPDC Commissioners, and partners were in attendance.

Transit Development Plan (TDP) Kick-Off: Chairperson Rodgers presented the TDP Kick-Off, and introduced Ms. Lib Rood of KFH Group. Ms. Rood stated that the TDP was a multi-year planning tool that informed the actions and decisions of the transit program (see attached handout, *"What is a Transit Development Plan?"*). She stated that the TDP was a 10-year plan, but was updated every six years. Ms. Rood explained the 10-year horizon; years 1-3 were where concrete objectives were outlined; years 4-7 were for objectives that hadn't had a defined funding source yet, but that were in the plan; and years 8-10 were for objectives that were desired, but other objectives needed to be completed first.

Ms. Rood stated that there were eight tasks outlined in the TDP Scope of Work (see attached handout, *"BRITE Transit Development Plan Scope of Work Overview"*):

- Task 1 = Project Administration and Overview
- Task 2 = Chapter 1: Overview of BRITE system
- Task 3 = Chapter 2: Description of the goals, objectives and service standards (focus of today's meeting)
- Task 4 = Chapter 3: Description of system details and evaluation, and input from the public in regards to the services and system, and future projections
- Task 5 = Chapter 4: Service recommendations and capital needs, and their prioritization
- Task 6 = Chapter 5: Outline of the implementation plan
- Task 7 = Chapter 6: 10-year financial plan and funding of the system



112 MacTanly Place
Staunton, VA 24401

Phone: (540) 885-5174
Fax: (540) 885-2687

- Task 8 = The Transit Development Plan deliverable which would include a draft TDP document for the BTAC to review and final document for approval by the CSPDC Board of Commissioners

Work today focused on the mission, goals, and objectives for Chapter 2. Ms. Cundy used Mentimeter to gather feedback on several questions (Mentimeter – an interactive presentation tool to gain input from every meeting participant; see attached handout, “*TDP Presentation*”). There was discussion about the transit system mission, transit goals, unmet mobility needs in the service area, and what community mobility initiatives should be moved forward in the next six years. Ms. Rood stated that the next steps would be to document the ideas and discussion from today and draft a public input survey for BTAC review prior to release. She encouraged everyone to email any additional thoughts or questions to Ms. Thompson. She would have a draft document or an update by the next BTAC meeting.

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

- Afton Express service was going well. Two drivers and an operations supervisor were hired internally. VRT would seek to hire drivers to replace those who moved to Afton Express.
- Ridership continued to increase; the largest increase was the 250 Connector.
- Summer Trolley hours continued; the date of change had not been determined.
- Masks were still required to ride public transit (extended until January 18, 2022); free masks were provided to riders who needed them.
- Bus capacity remained at 50 percent.
- VRT continued its campaign to hire transit drivers – the market for bus drivers had become competitive. Driver retention posed challenges.

Adjournment

Chair Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, November 10, 2021, tentatively scheduled as a lunch meeting at the BRITE Transit Facility. If lunch were provided, the meeting would begin at 1:30PM.

There being no further business to come before the BTAC, the meeting concluded at 3:53 PM.



What is a Transit Development Plan?

A transit development plan (TDP) is a multi-year planning document that is intended to provide direction for a transit system and its community partners. The planning process identifies transit needs, develops potential improvements to meet those needs, prioritizes the potential improvements, and identifies the resources needed to implement the projects chosen for the planning period.

The planning process for a TDP is typically guided by transit program staff, with input from an advisory committee made up transit program stakeholders and community partners. Public and rider input is also sought during the process to ensure the plan reflects the needs of the community.

In Virginia, the Virginia Department of Rail and Public Transportation (DRPT) requires that each local transit program complete a TDP once every six years. DRPT uses the information compiled within the TDPs for programming, planning, and budget activities. DRPT provides financial resources so that local transit programs can access consultant assistance to complete the plans. Once completed, the BRITE TDP will provide a basis for inclusion of BRITE's operating and capital program in the commonwealth's Six Year Improvement Plan (SYIP) and Statewide Transportation Improvement Program (STIP). The TDP planning process follows a set of requirements and a report format outlined by DRPT. KFH Group, Inc. will be completing the technical work for the TDP under the direction of CSPDC staff and the TDP Advisory Committee. KFH Group is familiar with the program, having completed the prior TDP for CSPDC.

The main product of the TDP for BRITE will be a set of recommended improvements planned for a ten-year period including specific projects with ridership, revenue, and cost projections. The plan will outline the routing, detailed service characteristics, and capital requirements for each recommended service improvement. The TDP will also provide implementation details, including the capital replacement plan and financial plan for the ten-year planning horizon. The previous TDP for the CSPDC was completed in 2015.

It is anticipated that the TDP process will use the regularly scheduled BTAC meetings during the process to review project deliverables and provide input to ensure that the plan accurately reflects existing transportation conditions and needs and outlines constructive recommendations to improve public transportation in Augusta County and the cities of Staunton and Waynesboro, Virginia. The CSPDC Board of Commissioners will review and approve the final TDP.

BRITE Transit Development Plan Scope of Work Overview



Task 1 – Project Administration and Overview

- Project oversight
- Ongoing communication with CSPDC
- Periodic meetings with BTAC throughout the development of the TDP
- Development of Executive Summary

Task 2 - Overview of BRITE

- History of BRITE
- Governance structure
- Organizational structure
- Transit services provided and areas served
- Fare structure, payment methods, and pass/ticket purchasing
- Description of revenue and non-revenue vehicle fleet
- Existing facilities
- Transit security program
- ITS program
- Data collection and ridership and revenue reporting methodology
- Coordination with other transportation service providers
- Public outreach/surveys
- Chapter 1 is deliverable

Task 3 - Describe Goals, Objectives, and Standards

- Describe current goals, objectives and standards, and the process for establishing, reviewing, and updating them.
- Discuss new or revised goals and related objectives and standards and identify changes from the previous TDP.
- Chapter 2 is deliverable.

Task 4 - Service and System Evaluation

- Describe the evaluation process and evaluate route-level and system-wide performance against current performance standards for each mode and type of service (i.e., demand response, fixed route).
- Evaluate the most recent year for which complete data are available.
- Perform trend analysis for measures required for the Performance Based Operating Assistance Allocation, as adopted by the Commonwealth Transportation Board in October 2013. These measures include net cost per passenger; passengers per revenue hour; and passengers per revenue mile.
- Conduct appropriate onboard ridership surveys to assist in the existing service evaluation process.
- Incorporate stakeholder input.
- Identify deviations from currently adopted service standards and describe proposed remedies, including service expansion and/or contraction.
- Provide an overview of demographics with available information from the 2010/2020 US Census, the American Community Survey (most recently available data) and/or Virginia Employment Commission Communities Profile on projected population growth, employment levels, and senior citizen population for the BRITE service area.
- Chapter 3 is deliverable.

Task 5 - Service and Capital Improvements

Service Improvements and Needs Identification

The first section of Chapter 4 will include the following:

- A description of services that BRITE intends to provide, based on the evaluation of services with respect to the adopted goals, objectives, standards; short term needs; and legal/regulatory requirements.
- Development of potential new transit services to address the unmet needs that were identified in Chapters 1-3.

- Identify short- (1-3 years), mid- (3 to 10 years), and long –term (beyond 10 years) transit needs and providing a separate description summarizing each proposed service expansion project supporting an identified need. These proposals will not be constrained by affordability at this stage of the planning process. Including a longer planning horizon than previous TDP efforts will allow BRITE to be prepared for SMART SCALE and other discretionary grant programs.
- Develop ridership estimates for any fixed route, deviated fixed route, or demand response services using ridership models recently used for similar type and size systems in Virginia or through the application of one or more generally employed ridership proxies, such as number of riders per bus-hour that is based on actual transit agency ridership characteristics.

Service and Needs Prioritization

- Estimate each project’s capital and operations cost and assign a desired timeframe for implementation. The time frames will be categorized as short- (1-3 years), mid- (3-10 years), and long-term (beyond 10 years). Mid- and long-term projects will be considered part of the BRITE vision, the inclusion of which will provide an understanding of unmet or unfunded needs.
- Prepare cost estimates that reflect standard operating cost information for BRITE.
- Fully describe planned facility or capital projects. For this TDP, a task will be added to develop a conceptual plan for improvements to the Lewis Street Hub.
- Discuss whether the proposed service expansion project(s) is/are currently contained in the STIP, SYIP, and/or CLRP and if not, when the project is expected to be submitted for inclusion in these documents.
- Prioritize the short-, mid-, and long-term transit capital and service needs for BRITE.

Service Development

- Describe the levels of service planned for BRITE using a table to show service hours and service miles, identified by mode and type of service. The table will clearly identify service expansion and/or reduction by the year of planned deployment and/or elimination.

- Where reductions in service levels are required to achieve a balanced operating budget or to reflect patronage, the reductions will be described, and the community impact assessed.
- Describe planned service changes in response to the most recent DRPT compliance reviews.
- Discuss additional, current, or anticipated policy, planning, funding, or operating issues that may affect the operations of BRITE.
- Provide the current schedule for projects, showing key completed and anticipated milestone dates.
- Describe new programs to coordinate with transportation network companies (TNCs) (if applicable). These project descriptions will include policy changes, funding, or capital needed for implementation.
- Chapter 4 is deliverable.

Task 6 - Implementation Plan

The Implementation Plan will address the following:

- Discussion of rolling stock – contractor supplied currently
- Major system maintenance and operations facilities
- Passenger amenities; and technology systems or upgrades
- New technology systems or upgrades
- Chapter 5 is deliverable

Task 7 - Financial Plan

- Develop a financial plan for the current “baseline” level of service. Committed service changes will be defined, with their expenses and revenue separately identified in the operating and capital plan tables.
- The capital and operating budget forecasts will show federal, state, regional, and local revenue projections, fare policies, labor or service agreements, competitive demands on funding, and regional priorities and policies.
- Chapter 6 is deliverable

Task 8 - Transit Development Program Deliverable

The products of the previous tasks will be summarized and compiled in the form of a draft Transit Development Plan document. An electronic copy of the draft TDP will be submitted to BRITE for review and comment. The financial plan for capital and operating will be submitted separately in electronic Microsoft Excel format and incorporated into tables in the final report.

Following receipt of written comments, the draft TDP document will be revised as necessary to produce the final version of the document. KFH Group staff will be available to present the plan to the CSPDC Board if needed.

The following deliverables will be submitted to BRITE:

- An electronic editable copy of the plan, in Microsoft Word, including all appendices and related documents.
- An electronic copy of the plan that can be sent via email (which may be broken into chapters).
- Two printed and bound color copies of the final TDP document including the executive summary.
- One printed and unbound color copy of the final TDP document including the executive summary.
- Proof of adoption by the CSPDC Board of Directors.
- All GIS data created or obtained for the plan in a geodatabase and a system wide General Transit Feed Specification (GTFS) feed, if applicable. The GIS data will include route alignments, stop locations and routes serving, and route-specific schedule and span of service.

BRITE Mission Statement

"To deliver quality, accessible public transportation services that link people, jobs, and communities in the Central Shenandoah Valley."

Do we need to update the Mission Statement?

No

No

No

No

Not at this time.

No, seems to fit well.

No

No

We are going beyond valley?
Otherwise looks good.

Do we need to update the Mission Statement?

No

No

No, sounds good

might we add affordable?

We have expanded outside of Shen valley with the afton express

Could consider adding "equitable"

"people" is pretty broad. are our services focused in any way?

Looks fine the basic premise

maybe add something about "safety" or "efficiency"

Do we need to update the Mission Statement?

Would need to have more time to review, but they look pretty good.

BRITE Transit Goals

1. Provide coordinated, cost- efficient and effective public transportation services that support the mobility and economic development goals of the communities served.
2. Maintain the current ridership base while seeking opportunities to increase ridership and serve new markets.
3. Maintain strong relationships with area human service transportation providers and neighboring transit programs to maximize mobility options in the region.
4. Establish, strengthen, and market a brand identity for the transit program.
5. Responsibly leverage federal and state funds with local funds and fare revenue to ensure the financial viability of the system.
6. Provide a safe and secure transit system.



Do We Need to Update Our Goals?

Need to move from an establishment focus to a maintenance and growth focus

I think they are good

Goals are still relevant today.

Not at this moment.

Not necessary at this time.

Goal 2. Have made traction in building system so maybe reword towards growth. Goal 4, we have a brand. Does it need updating already?

Not right now

Would need more time to review, but they look pretty good.

goals are in line with current performance, as the plan is developed, emerging new areas of focus may present

Do We Need to Update Our Goals?

Do we want to include anything about upgrading busses and equipment - or is everything as current as can be?

Since many goals have been accomplished/ progressing well, may consider creating some for long term maintenance. Also need more time to consider them.

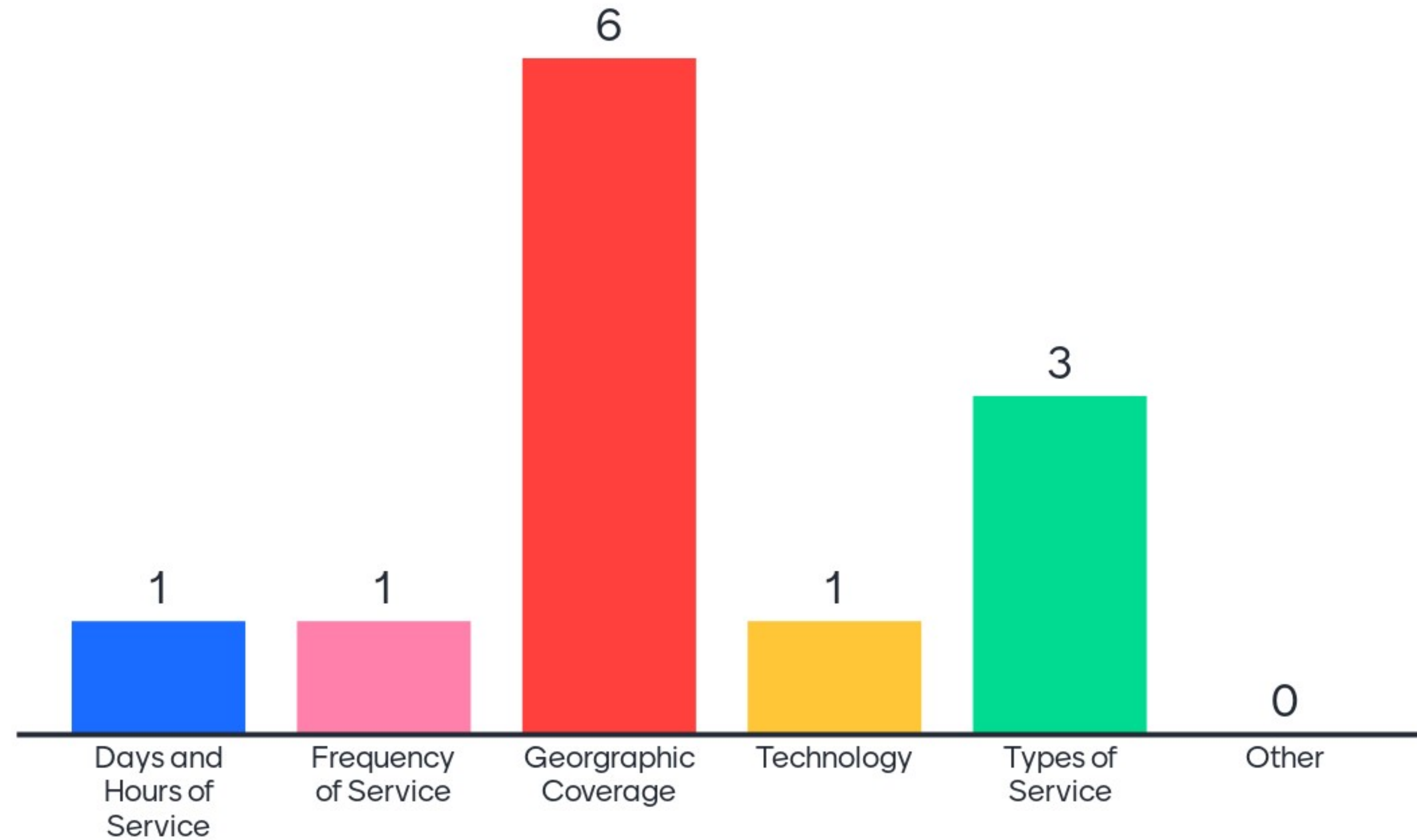
Not sure if we need to focus so much on developing brand identity at this point in time - with exception of Afton Express. Other goals seem like they're remaining relevant

Agree with changing some of the language reflect that most things are already established and they need to focus on maintaining things and growth.

I think goal #6 should be first "to provide safe..." adding "by"1...2...3...etc.

Not sure about goal 3

What do you see as unmet community mobility needs in the service area?



What community mobility initiatives that you would like to see move forward in the next six years?

Just keep growing with frequency of stops more hours more technology. Baby steps to meet long term goals

Public education to gain ridersAre we missing any community partnerships that can be added

More education and information so that people know what exists, encourage use, and make information easily accessible

Continue to expand the existing network (number of stops, direction, days/times.)

The Va Breeze and Afton Express were great programs to meet specific needs. As other needs are identified, solutions can be put forward.

Have an open communication with the business community with the current services.

Improve frequency of service in certain areas, public education/outreach (more strategic targeting of choice riders in particular). Agree with comment on exploring new community partnerships

Promoting Brite services to a broader demographic. Afton Express may be a good model for expanding the demographic of riders. Is there opportunity for more direct shuttle type services to Harrisonburg as well?

As the Afton Express proves successful, increase number of stops (e.g. downtown areas). Agree with the broad consensus about expanding the existing network.

What community mobility initiatives that you would like to see move forward in the next six years?

Target service to elderly and low-income.



112 MacTanly Place
Staunton, VA 24401

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BRITE Transit Advisory Committee Meeting Summary November 5, 2021, 2:30 p.m.

Central Shenandoah Planning District Commission*

112 MacTanly Place, Staunton, VA 24401

[Click Here for Audio Recording of Meeting](#)

Present (20):

	Name	Organization
✓	Steve Rosenberg	City of Staunton
✓	Jennifer Whetzel	County of Augusta
✓	Luke Juday	City of Waynesboro
✓*	Karen Clark	Augusta Health
✓	Mike Kelley	Wilson Workforce & Rehabilitation Center
✓*	Greg Beam	Staunton Downtown Development
✓	Terry Rodgers, Chair	Town of Bridgewater
	Cynthia Page	Blue Ridge Community College
✓	Becky Messer	Transit Service Rider
✓	Paul Terry	Transit Service Rider
✓	Steve Wilson	Virginia Regional Transit
	Steven Hennessee	Department of Rail and Public Transportation

	Name	Organization
✓	Ann Cundy	CSPDC
✓	Devon Thompson	CSPDC
✓*	Kimberly Miller	CSPDC
	Bonnie Riedesel	CSPDC
✓	Lib Rood, KFH Group	
✓*	Chrissy Johnston, Vector Industries	
✓*	Rodney Rhodes, City of Staunton	
✓*	Leslie Tate, Augusta County	
✓	Alisande Tombarge, City of Waynesboro	
✓*	Angela Lawrence, Town of Dayton	
✓*	Zach Beard, CSPDC	

* An in-person quorum of voting members is required but a virtual attendance option was offered to others. Those who attended virtually are indicated by an asterisk; all others attended in-person.

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:30 PM by Ms. Terry Rodgers, Chairperson.

Public Comment

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



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Approve Minutes

Chairperson Rodgers presented the minutes from the May 12th and September 8th BTAC meetings for consideration.

Mr. Steve Rosenberg moved, seconded by Ms. Becky Messer, to approve the minutes of the May 12, 2021 meeting, as presented. Motion carried unanimously.

Ms. Jennifer Whetzel moved, seconded by Mr. Mike Kelley, to approve the minutes of the September 8, 2021 meeting, as presented. Motion carried unanimously, with an abstention from Mr. Rosenberg.

Business

Afton Express: Ms. Devon Thompson reported that the Afton Express Transit Service has been operating for two months and ridership is increasing. Passengers took over 975 trips (total boardings) over the four morning and four evening runs. Passenger trips averaged between the mid-twenties to mid-thirties per day. Passenger counts and route performance continued to be monitored to know where and how to make adjustments to the schedule and route. The schedule was evaluated to try to benefit the 7-7 shifts at University of Virginia (UVA), which could increase the ridership pool.

The Waynesboro Park & Ride Lot improvements were completed in November and the Waynesboro stop has been moved to its new location at this lot; the drivers reported that the change went smoothly.

Afton Express will begin using a text alert system, TextMarks, to give real time information and alerts to Afton Express riders. They will be able to voluntarily opt-in to receive these alerts. The types of alerts include late bus, traffic detours, or weather alerts. This system was expected to go live towards the end of November.

Staunton Lewis Street Hub: Ms. Ann Cundy stated that the Central Shenandoah Planning District Commission (CSPDC) purchased the Lewis Street Transit Hub in April 2021. Ms. Cundy indicated that it was expected that some level of rehabilitation to the pavement would be needed at the time of purchase. The Virginia Department of Rail and Public Transportation (DRPT) suggested that the lot be reconfigured and to create a safer, more convenient transfer hub. Staff has been working with a consultant from the CSPDC On-Call Consultant Program, Kimley-Horn and Associates, to develop a concept plan for the lot and hub to use to request funding through the Federal Transit Administration's (FTA) Bus and Bus Facilities Program. The FTA will match at 80 percent, and CSPDC would partner with DRPT for the remaining 20 percent. The deadline for this application was November 19, so activities were accelerated to prepare the application. Through this discretionary grant, an accessible, multi-modal transit hub for transit riders will be developed.

Ms. Lib Rood inquired on the cost estimate of the project, and Ms. Cundy indicated that the cost of the application was projected between \$750,000 to \$1 million. Additionally, the project included conduits and spaces for four EV charging stations.



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Transit Development Plan (TDP): Ms. Rood stated that rider survey was ready and would be available both online and in paper copy, in both English and Spanish. The link to the online survey would be distributed to members of the committee to share among their organizations/jurisdictions, and hard copies would be available on the buses and at different locations within the service area. A draft press release was prepared for CSPDC to share regarding the availability of the surveys. The survey would be available until mid-to-late December. Responses to the survey will be used to inform parts of the Transit Development Plan (TDP) recommendations.

Ms. Rood indicated that other work included drafting the first three chapters of the plan, which detail current conditions of the system. Demographic maps were completed in conjunction with the development of the FTA grant for the Staunton Lewis Street Hub. Additionally, Virginia Regional Transit (VRT) had completed the boarding and alighting counts at the end of October, which will help create route profiles.

Contractor Update: Mr. Steve Wilson provided an update on the status of transit services. VRT is currently looking to hire a new mechanic; their previous mechanic moved out of the area. They are still looking to hire additional drivers. Part-time drivers are currently working close to 40-hours a week because of driver shortages. Drive shortages are occurring across all transit areas in general currently, so this issue is not exclusive to BRITE/VRT. Ridership has been steadily increasing, but is not yet back to pre-pandemic rates. The 250 Connector continues to be the most highly utilized route. Capacity restrictions have been removed and busses can operate at 100% capacity now. Mr. Wilson also noted that the Afton Express is going well. He also stated that he is in regular discussion with Nancy to identify prospective changes to routes and times that would allow Afton Express to serve additional populations.

Mr. Wilson presented various route improvement/requested route changes to the committee, which included changes to the Stuarts Draft Link, and the Waynesboro Circulator. Please see the attached presentation slides for more information. Discussion ensued regarding the logistics of the requests which were resolved by the committee. At this time, it was recommended that no changes be made to the Stuarts Draft Link, and that changes to the Waynesboro Circulator related to adding a Vector Industries stop be approved as proposed with the condition that Vector Industries will further assess how many individuals would likely utilize the service, and where they would need to go.

Ms. Whetzel moved, seconded by Mr. Paul Terry, to approve the Waynesboro Circulator changes as proposed. The motion carried unanimously.

Chairperson Rodgers asked if there was any additional business.

Ms. Thompson reported the Thanksgiving holiday schedule for BRITE and Afton Express routes. The BRCC Shuttle north and south will run the Friday route on Wednesday, November 24th. BRCC routes will end at 7:30 pm and 8:00 pm, respectively. There will be no service on Thursday, November 25th, and service will resume as regularly scheduled on Friday and Saturday, November 27th and 28th. The schedules for the week of Christmas and New Years



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are forthcoming and will be sent to the committee soon. Ms. Thompson also noted that the BRITE and Afton Express busses will participate in the local holiday parades in Staunton, Waynesboro, and Stuarts Draft.

Ms. Thompson also announced that the inclement weather plans will be sent out soon, and she requests the committee review their respective contact information and update accordingly.

Ms. Devon Thompson shared an update on the National Transit Database (NTD) yearly data submission. The NTD yearly data submission was completed last month. The NTD records the financial, operating, and asset condition of transit systems. FTA uses NTD data to apportion funding to urbanized and rural areas throughout the country. Transit agencies report data on a number of key metrics including Vehicle Revenue Miles, Vehicle Revenue Hours, Unlinked Passenger Trips, and Operating Expenses. The FY21 Report Package is currently under review.

Ms. Thompson also presented a concern received by a citizen regarding BTAC meeting accessibility. Ms. Thompson stated that we received a comment through the website regarding the BTAC meeting accessibility. Greg Bruno noted – “By having your BRITE Transit Advisory Committee Meetings at 2:30 PM on weekdays, you are severely limiting the ability for working citizens to attend those meetings. At the very least, we should be able to view the meetings on YouTube, at our convenience, and have meeting minutes available on your web site.”

Ms. Thompson reminded the committee that the meeting minutes are listed on the website, and recently meeting recordings have been added. She asked whether the committee had any interest in livestreaming the meetings on YouTube, and if anyone had other ideas regarding how to make the meetings more accessible to the general public. Discussion ensued and it was resolved that the current format is sufficient. The committee will continue to post meeting minutes on the BRITE website after they have been approved, as well as the recordings of the meetings.

Adjournment

Chairperson Rodgers indicated that the 2022 meeting schedule has been posted. Meetings will occur on the second Wednesday of the month, on an every-other-month basis. Meetings will take place at 2:30 pm and will begin in January. The next BTAC meeting was scheduled for Wednesday, January 12, 2022, at 2:30PM at the CSPDC offices.

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