



112 MacTanly Place
Staunton, VA 24401

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BRITE Transit Advisory Committee Meeting Summary
January 12, 2022, 2:30 p.m.

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

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

	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
✓	Bonnie Riedesel	CSPDC
✓	Devon Thompson	CSPDC
✓	Paula Melester	CSPDC
✓	Lib Rood, KFH Group	
✓	Alisande Tombarge, City of Waynesboro	
✓	Rodney Rhodes, City of Staunton	
✓	Leslie Tate, Augusta County	
✓	Caroline Vanterve, Augusta County	
✓	Phil Thompson, VRT	
✓	Zach Beard, CSPDC	

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.

Approve Minutes

Chairperson Rodgers presented the minutes from the November 10, 2021 BTAC meeting for consideration.



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Ms. Jennifer Whetzel moved, seconded by Mr. Mike Kelley, to approve the minutes of the November 10, 2021 meeting, as presented. Motion carried unanimously.

Business

Introductions: Chairperson Rodgers introduced Ms. Paula Melester, a new planner for the CSPDC. Ms. Melester introduced herself. All participants in attendance introduced themselves.

Afton Express Update: Ms. Devon Thompson provided an update on Afton Express service. Ms. Thompson stated that Afton Express entered its fifth month of operation, and passengers took nearly 1,900 trips as of the end of December. Daily passenger counts are averaging between 17 to 27 across the four morning and four evening runs. Ridership was expectedly soft in December, due to University of Virginia's (UVA) winter break and the Christmas and New Year holidays. Ms. Thompson stated that Virginia Regional Transit (VRT) and Central Shenandoah Planning District Commission (CSPDC) staff continue to monitor passenger counts and route performance to advise future changes to the schedule. Ms. Thompson noted that changes to the schedule and route may occur in Fiscal Year (FY) 2023, and announced that the CSPDC applied for an additional Demonstration Grant through the Virginia Department of Rail and Public Transportation (DRPT) to cover operating expenses through FY2023.

Ms. Thompson described a new text messaging system, TextMarks, that was implemented to alert riders to service changes and delays on the Afton Express route. Passengers could voluntarily opt in to receive real-time alerts, and there were currently 30 subscribers. Ms. Thompson mentioned the Afton Express marketing committee was planning for advertising and marketing strategies to be launched in early 2022; these campaigns would include geofencing, Weather App advertisements, Spotify advertisements, and outreach events at UVA.

FY 2023 Grant Applications (DRPT): Ms. Ann Cundy stated that CSPDC staff were in the process of submitting FY2023 to DRPT by the February 1 deadline. Application submissions included requests for funding for Urban Operating and Capital (capital cost of contracting), Rural Operating and Capital (capital cost of contracting), as well as the additional Demonstration grant for Afton Express previously described by Ms. Thompson. Ms. Cundy thanked DRPT for allowing this additional Demonstration grant, and expressed that this was a generous offering by DRPT.

Ms. Cundy noted that the CSPDC would submit a was exploring submitting a SMART SCALE application for the Lewis Street Hub rehabilitation project as a back-up in the event they are unsuccessful in obtaining the discretionary FTA bus and bus facilities grant that was applied for in November. However, Ms. Cundy remained hopeful that they will receive the FTA grant.

Ms. Cundy offered to answer any questions, to which there were no questions. Mr. Steven Hennessee announced that the State's grant submission system, OLGA, was still not operational, and indicated that DRPT staff created a work-around process to allow grant applications to be submitted via email. Mr. Hennessee emphasized that review of grants would still begin on February 2 as planned.



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Transit Development Plan (TDP) Update: Ms. Lib Rood provided an update on the Transit Development Plan (TDP) process. In partnership with CSPDC, Ms. Rood had been working on the TDP for the past few months collecting information, and was now beginning to draft chapters. Ms. Rood noted that drafts of chapters one and two were completed and were being reviewed by the CSPDC staff prior to BTAC review (see attached presentation slides).

- Chapter 1: Included background, history, governance, organizational structure, transit services provided and areas served, fare structure, the fleet and facilities, transit security program, intelligent transportation systems, data collection and reporting, coordination with other transportation providers, and public outreach. Ms. Rood noted that most of the content in this chapter was taken from the previous TDP and was updated to reflect current operations.
- Chapter 2: Included the mission statement, BRITE's goals, objectives and standards, and a list of the issues to be addressed in this TDP. Ms. Rood reminded the group of the September meeting discussion regarding the potential revision of the mission statement. Ms. Rood drafted a revised mission statement and shared it with the group, and requested feedback. In regard to BRITE's goals, objectives, and standards, Ms. Rood noted that there were currently six goals. Based on previous discussions, Goal 4 was revised. Ms. Rood also recommended adding an additional goal (Goal 7) to incorporate the IT and technology-related improvements BRITE was planning for the future. The service standards section of the chapter included BRITE's Title VI Service Standards, and Ms. Rood proposed adding the performance standards used by DRPT for performance-based funding. Finally, Ms. Rood shared an overview of the issues that would be addressed in the TDP. The full list of issues was provided in the presentation slides, and was developed based on discussions in previous meetings.

Ms. Rood shared a preview of trend data, route profiles and on/off data, and passenger survey results that would be in chapter three. Full survey results would be available in the draft of chapter three, but Ms. Rood highlighted the most frequently expressed issues in the passenger survey data so far. These requests were, in order of importance: service on Sunday, additional shelters and benches, later evening service, and additional Saturday service. Ms. Rood also noted that survey respondents were highly satisfied with service provided by BRITE, with the highest positive feedback being related to drivers.

Ms. Rood outlined the next steps in the process:

- Send out chapters one and two to BTAC for review;
- Complete chapter three for CSPDC review; and
- Send chapter three to BTAC for review.

Ms. Rood offered to answer any questions, to which there were no questions. Ms. Thompson offered thanks to Mr. Steve Wilson and Mr. Phil Thompson for their oversight of VRT in light of the positive comments received by riders through the survey.



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Contractor Update: Mr. Steve Wilson provided an update on BRITE operations. He noted that the federal mask mandate for public transit was still in place. Mr. Wilson stated VRT experienced an increase in COVID cases among their employees, and there were some staffing concerns related to that. New drivers had been hired, however, with other drivers leaving/retiring, their staffing needs continued. He indicated that Afton Express was going well, and hoped to see an increase in ridership numbers. Mr. Wilson also praised the implementation of the TextMarks alert system previously referenced. Mr. Wilson noted a concern related to Afton Express timeliness impacted by traffic patterns at the 5th Street Station stop in Charlottesville, and staff would continue to look for ways to increase efficiency.

Ms. Bonnie Riedesel inquired as to whether or not there had been consideration for utilizing the TextMarks technology for BRITE in addition to Afton Express. Mr. Wilson stated that he thought it would be a great enhancement to the BRITE service.

Proposed Route Changes: Mr. Wilson presented proposed route changes to the Staunton North and West Loop routes (see attached presentation slides). Proposed changes would improve route safety, reduce route redundancies, and reduce unnecessary route exposure (travel on roads that do not have bus stops).

Proposed changes to the West Loop:

- Eliminate travel on Forrest Street and Austin Avenue, and re-route to Peck Street and Hays Avenue before resuming the current route onto W. Beverly Street. Mr. Wilson indicated that travel along Forrest Street was difficult for buses because street parking, and was frequently blocked by vehicles. This change would eliminate one stop located at the corner of Austin Avenue and W. Beverly Street, but a stop was located one block away on W. Beverly Street that would remain.
- Eliminate travel on 3rd Street and Thornrose Avenue. Instead, the bus would continue on Grubert Avenue to stop at Gypsy Hill House before returning back downtown via Churchill Avenue. Mr. Wilson cited safety concerns on 3rd Street as the reason for this change – a very steep and narrow road that drivers frequently had to bypass during inclement weather. This proposed change would eliminate two stops on Thornrose Avenue, however both stops were also served by the Staunton Downtown Trolley.

Gypsy Hill House is currently served by the North Loop, so Mr. Wilson explained that the proposed changes to the West Loop would also remove Gypsy Hill House from the North Loop. Mr. Wilson noted that this change would eliminate the need for the North Loop to back-track on Churchill Ave. Mr. Wilson emphasized that there are no additional stops on the North Loop that would be affected, and that eliminating the extra trip on Churchill Ave. would save time.

Questions were asked and answered. Mr. Hennessee inquired about public engagement regarding the proposed changes, and who would be responsible for hosting those meetings; Ms. Thompson replied that the CSPDC would



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be responsible if a meeting was necessary. Ms. Thompson noted that a public meeting would be required if the changes met a certain threshold. Ms. Riedesel inquired about the time frame for making the changes; Mr. Wilson responded that the timeline was flexible and noted that new brochures would need to be printed to reflect the changes. Ms. Cynthia Page inquired as to whether there was data to reflect how many individuals would be impacted by the proposed elimination of stops along Thornrose Avenue; Mr. Wilson responded that based on the on/off data collected in October 2021, there were five people who utilized those stops over a 2-week period. Mr. Wilson also noted that these individuals would be able to get to the Lewis Street Hub from these stops more quickly via the Staunton Downtown Trolley.

Ms. Thompson mentioned that though Mr. Steve Rosenberg was not in attendance, both he and Mr. Rodney Rhodes were briefed on these changes prior to the BTAC meeting and were in favor of the change. Mr. Rhodes confirmed support for the changes.

Mr. Luke Juday moved, seconded by Mr. Paul Terry, to approve the North and West Loop route changes as proposed. The motion carried unanimously.

Other Business: Chairperson Rodgers asked if there was any other business to come before the committee.

Ms. Page inquired about a timeline for proposals for the spending on the federal infrastructure money. Ms. Thompson asked Mr. Hennessee if he had any information on this matter, and Mr. Hennessee responded that they have not received further guidance at this time.

Adjournment

Chairperson Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, March 9, 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.

BRITE TDP

Study Update | January 12, 2022



Today's Discussion



- **Summary of Chapters 1 and 2**
- **Sneak Preview of Chapter 3**
- **Next Steps**

Chapter 1 – Overview of Public Transportation in the Region



Introduces the TDP and BRITE and updates the following major sections:

- ▷ Background
- ▷ History
- ▷ Governance
- ▷ Organizational Structure
- ▷ Transit Services Provided and Areas Served
- ▷ Fare Structure
- ▷ Fleet
- ▷ Facilities



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Chapter 1 – Overview of Public Transportation in the Region



- ▷ Transit Security Program
- ▷ Intelligent Transportation Systems
- ▷ Data Collection and Ridership/Revenue Reporting
- ▷ Coordination with other Transportation Providers
- ▷ Public Outreach

11:33 AM - 12:05 PM (32 min)	
11:40 AM from Manchester Townhouses	
Schedule explorer	
Staunton Mall 101 Lee Jackson Hwy #1250, Staunton, VA 24401 F (wk) Mon-Fri 9:30-10:00	11:38 AM
Manchester Townhouses 101 Lee Jackson Hwy #1250, Staunton, VA 24401 F (wk) Mon-Fri 9:30-10:00	11:40 AM
Augusta Health MOB 101 Lee Jackson Hwy #1250, Staunton, VA 24401 F (wk) Mon-Fri 9:30-10:00	12:05 PM
Augusta Health 101 Lee Jackson Hwy #1250, Staunton, VA 24401 F (wk) Mon-Fri 9:30-10:00	12:05 PM

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Chapter 2 – Goals, Objectives and Standards



BRITE Mission Statement

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

Proposed updated Mission Statement (based on BTAC input)

"To deliver accessible, affordable, efficient, equitable, high quality, and safe public transportation services that link people, jobs, and communities in the Central Shenandoah Valley and to regionally significant destinations"

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Chapter 2 – Goals, Objectives and Standards



BRITE Goals

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

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

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

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

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

Goal 6: Provide a safe and secure transit system.

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Chapter 2 – Goals, Objectives and Standards



Proposed Update to BRITE Goals (based on BTAC input)

Goal 4: *Strengthen and market the BRITE bus brand identity*

Proposed New Goal 7:

Goal 7: *Improve the convenience, reliability, and customer service of BRITE services*

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Chapter 2 – Goals, Objectives and Standards



BTAC input on unmet transportation needs in the community

- ▷ **Geographic Coverage**
 - ▷ Other areas of Augusta County
 - ▷ Streamlining the Route 250
 - ▷ BRCC Shuttle – Bridgewater NB and SB
 - ▷ Stuart's Draft Link – Can it be a more linear route to improve ride time?
- ▷ **Types of Service**
 - ▷ First mile/last mile connections
 - ▷ Additional paratransit services
 - ▷ Fixed route on hourly headways is difficult for parents dropping off kids at daycare

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Chapter 2 – Goals, Objectives and Standards



BTAC input on unmet transportation needs in the community

- ▷ **Days and Hours of Service**
 - ▷ Later in the evening
 - ▷ Earlier in the morning
 - ▷ Paratransit on Saturdays
- ▷ **Frequency of Service**
 - ▷ Expensive to improve frequency
 - ▷ Riders will have a chance to voice opinions

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Chapter 2 – Goals, Objectives and Standards



BTAC input on unmet transportation needs in the community

- ▷ **Technology**
 - ▷ Real-time transit information
 - ▷ Wi-Fi on all buses – perhaps solicit a sponsor for this?
- ▷ **Other**
 - ▷ The need for additional bus stops and safer, higher quality bus stops

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Chapter 2 – Goals, Objectives and Standards



Potential Community Mobility Initiatives

- Just keep growing with frequency of stops, more hours, and more technology. Baby steps to meet long term goals.
- Public education to gain more riders – additional community partnerships
- More education and information so that people know what exists, encourage use, and make information easily accessible.
- Have an open communication with the business community concerning the current services.
- The Virginia Breeze and the Afton Express are great programs to meet specific needs. As other needs are identified, solutions can be put forward.
- Continue to expand the existing network (number of stops, direction, days/times).

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Chapter 2 – Goals, Objectives and Standards



Potential Community Mobility Initiatives

- Improve frequency of service in certain areas, public education/outreach (more strategic targeting of choice riders in particular). Explore new community partnerships.
- Promote BRITE services to a broader demographic. Afton Express may be a good model for expanding the demographic of riders. Is there an opportunity for more direct shuttle type services to Harrisonburg?
- As the Afton Express proves successful, increase the number of stops (e.g., downtown areas). Agree with the broad consensus about expanding the existing network.
- Target service to elderly and low-income.

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Chapter 2 – Goals, Objectives and Standards



Service and Performance Standards

- **BRITE Title VI Service Standards**
 - Maximum vehicle load: 1.3 (ratio of passengers to total seats) for all vehicle types. For example, if there were thirty seats on the bus, the maximum vehicle load would be 39 passengers (30 divided by 1.3)
 - Vehicle headways: every sixty minutes, weekdays, and weekends (if applicable)
 - On-time performance: ninety percent or greater (a vehicle leaving a scheduled time point no more than 1 minute early or five minutes late is considered on-time)
 - Service availability within the urbanized area: eighty percent of all residents in the service area are within a ½-mile walk of bus service

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Chapter 2 – Goals, Objectives and Standards



Service and Performance Standards

- Propose the addition of the performance standards that DRPT uses for performance-based funding:
 - Passengers per revenue vehicle hour (20%)
 - Passengers per revenue vehicle mile (20%)
 - Operating cost per revenue vehicle hour (20%)
 - Operating cost per revenue vehicle mile (20%)
 - Operating cost per passenger trip (20%)

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Sneak Preview – Chapter 3

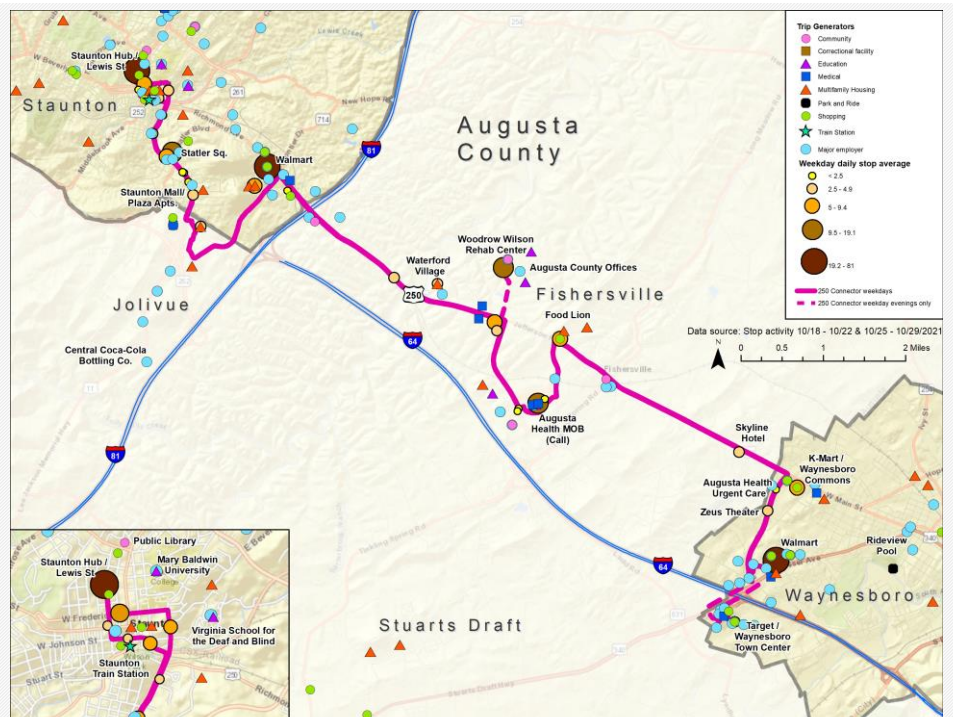


Trend Data

- System consolidation FY2018
- Added hours of service FY2020
- Covid effects FY2020 and FY2021

Metric	FY2017	FY2018	FY2019	FY2020 (1)	FY2021 (2)
Passenger Trips	220,832	265,439	263,278	233,930	149,731
Revenue Hours	21,046	30,715	29,629	33,363	33,157
Revenue Miles	320,957	567,463	581,542	606,434	604,899
Total Operating Costs	\$1,439,213	\$1,393,205	\$1,338,360	\$2,301,037	\$2,252,410
Passenger Trips per Revenue Hour	10.49	8.64	8.89	7.01	4.52
Passenger Trips per Revenue Mile	0.69	0.47	0.45	0.39	0.25
Cost per Revenue Hour	\$68.38	\$45.36	\$45.17	\$68.97	\$67.93
Cost per Revenue Mile	\$4.48	\$2.46	\$2.30	\$3.79	\$3.72
Cost per Passenger Trip	\$6.52	\$5.25	\$5.08	\$9.84	\$15.04
Miles per Hour	15.3	18.5	19.6	18.2	18.2

Route Profile Example – Route 250 Connector – Weekday Usage



Sneak Preview – Chapter 3



Passenger Surveys

- 35 Surveys – 18 fixed route; 17 demand response

Fixed Route Survey Highlights

- Public transit primary mode of transportation (66%), followed by walking
- 94% walked to bus stop
- 66% did not transfer between routes
- 56% work trips; 33% shopping trips
- 44% use the bus 5-6 days per week; 33% 3-4 days per week
- Top 4 desired improvements, in order: Sunday service (77%); bus shelters and benches at stops (44%); service later in the evening (39%); and additional Saturday service (33%)
- 88% have smart phones; 76% do not have a driver's license; 70% do not have access to a vehicle

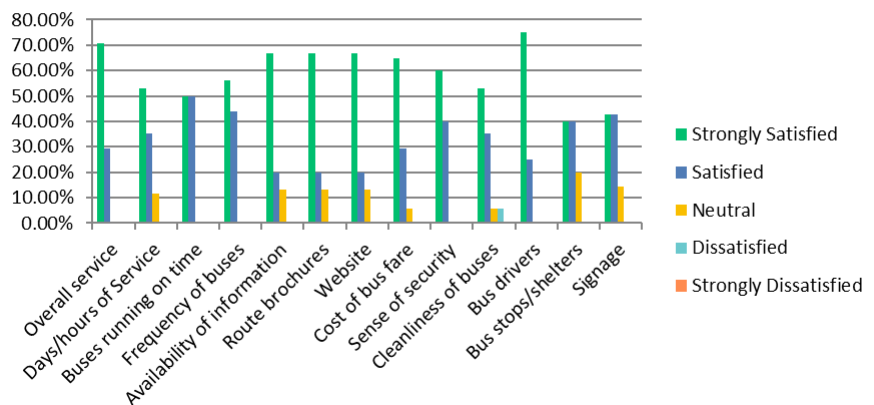
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Sneak Preview – Chapter 3



Fixed Route rider satisfaction levels are high, with the most satisfaction expressed for the drivers.

Please rate BRITE's services in the following areas



Sneak Preview – Chapter 3



Demand Response Survey Highlights

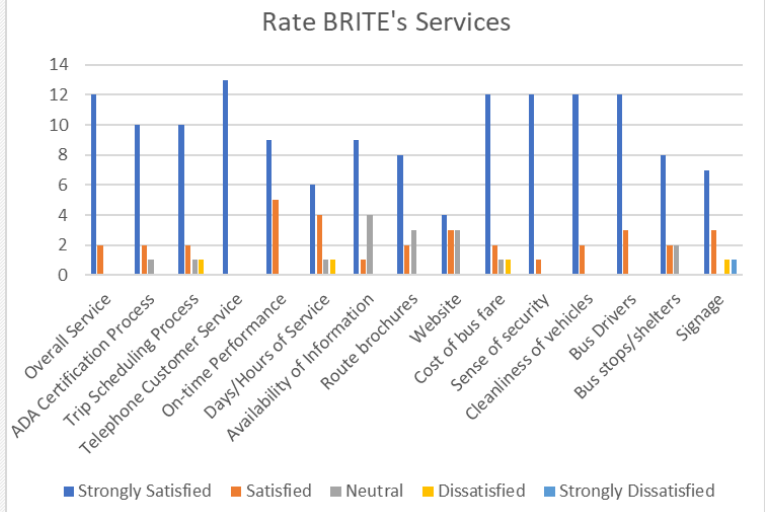
- 82% sometimes use the fixed routes
- Primary trip purpose medical (53%), followed by shopping/errands (24%)
- 41% use the service 3-4 days per week; 35% use the service 1-2 days per week
- Desired improvements: Saturday service (41%); service later in the evenings (35%); Access service to other areas of Augusta County (29%); and service earlier in the mornings (29%)
- 57% have smart phones; 78% do not have a driver's license; 93% do not have access to a vehicle

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Sneak Preview – Chapter 3



Access rider satisfaction levels are high, with the most satisfaction expressed for the telephone customer service.



Sneak Preview – Chapter 3



Demographic Trends

	Augusta County	Staunton City	Waynesboro City	Virginia
2000	65,615	23,853	19,520	7,078,515
2010	73,750	23,746	21,006	8,001,024
2020	76,544	25,190	22,741	8,590,563
% Change 2010 - 2020	3.8%	6.08%	8.26%	7%
% Change 2000 – 2020	16.7%	5.6%	16.5%	21.4%

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Next Steps



- Circulate Chapters 1 and 2 for review
- Complete Chapter 3, which will include the full trend data, route profiles, peer information, results of the public survey, and the updated demographics
- Circulate Chapter 3 for review
- Develop alternatives for the plan

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Proposed BRITE Bus Route Change

BRITE TAC January 2022 Meeting

- Staunton North & West Loop – Proposed Route Change



Reasons for Proposed Changes

- Enhanced Route Safety
- Reduced Route Redundancy
- Eliminate Unnecessary Route Exposure

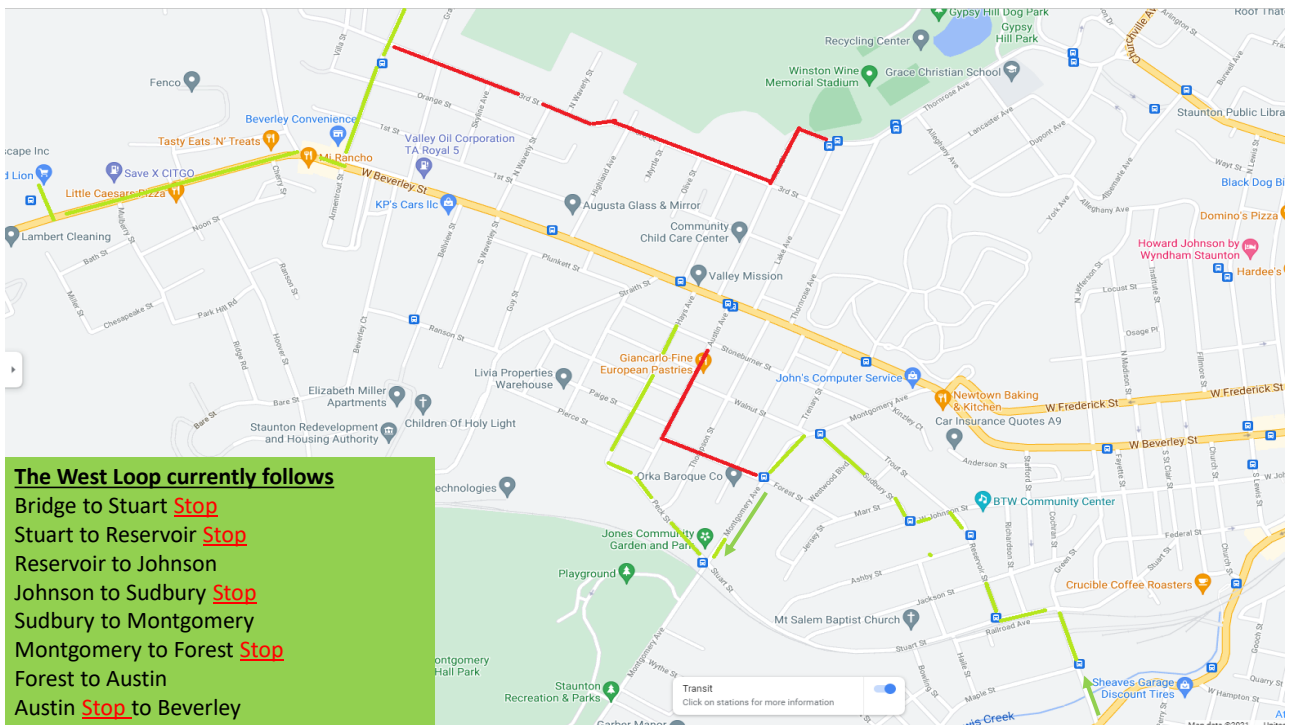
Proposed Changes to West Loop

Current Route

- Montgomery Ave to Forest St Stop
- Forest St to Austin Ave (eliminate)
- Austin Ave to Beverley St (eliminate)
- Grubert/ 3rd St. (eliminate)

Proposed Change

- Montgomery Ave to Forest St Stop
- Montgomery Ave to Peck St (new stop)
- Peck St, turns to Chrysler St, turns to Hayes Ave to Beverley St
- Add Gypsy Hill House via as last stop.





Proposed Changes to North Loop

Current Route

- Beverley St Food Lion to Grubert Ave
- 3rd St to Circle Dr Stop
- Gypsy Hill Park
- Lewis St Hub

- *Gypsy Hill House is currently the first stop on the North Loop*

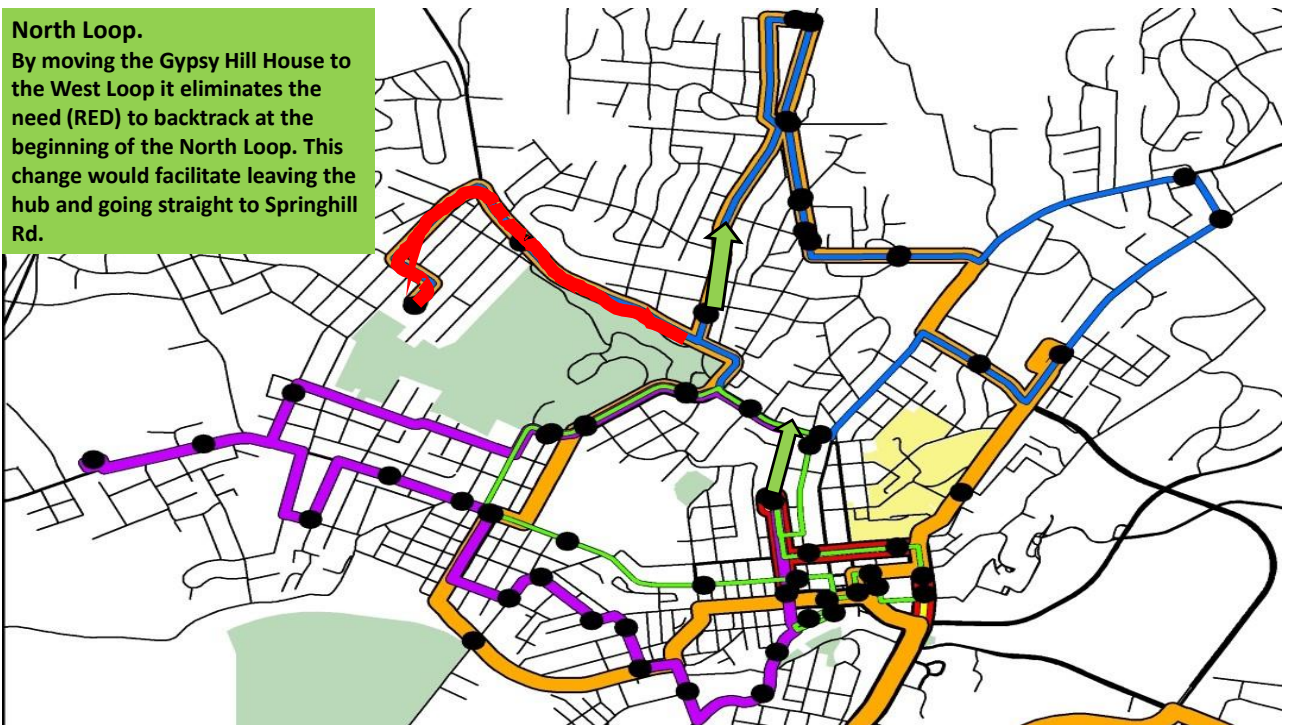
Proposed Change

- Beverley St Food Lion to Grubert Ave
- Eliminate 3rd St to Circle Dr Stop
- Eliminate Gypsy Hill Park
- Grubert Ave to Gypsy Hill House

- *West Loop to continue down Grubert Ave to Hickory & C Streets to Gypsy Hill House making it the last stop on the West Loop*

North Loop.

By moving the Gypsy Hill House to the West Loop it eliminates the need (RED) to backtrack at the beginning of the North Loop. This change would facilitate leaving the hub and going straight to Springhill Rd.



Benefits of Route Changes

- Alleviate safety concerns
- Address redundancies between routes
- Eliminate Unnecessary Route Exposure



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✓	Paula Melester	CSPDC
✓	Lib Rood, KFH Group	
✓	Alisande Tombarge, City of Waynesboro	

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 stated that there was not an in-person quorum, and did not request a vote to approve minutes from the January BTAC meeting.

Business

Introductions: Chairperson Rodgers introduced Ms. Leslie Beauregard, Interim City Manager for Staunton.

FY 2023 Grant Applications (DRPT): Ms. Devon Thompson reported that the Central Shenandoah Planning District Commission (CSPDC) submitted the Fiscal Year 2023 (FY23) Virginia Department of Rail and Public Transportation (DRPT) grants by the February 1 deadline. Grants submitted included Rural and Urban Operating; Rural and Urban Capital, which included the capital cost of contracting for the turn-key contract with Virginia Regional Transit (VRT) and a line item for the State match for the Federal Transit Administration (FTA) 5339 Bus and Bus Facilities grant for the Staunton Lewis Street Hub; an additional Demonstration grant for Afton Express operations through the end of FY23; and a Commuter Assistance Program operating grant for the RideShare program. DRPT would complete their review of the grant applications, and would make their recommendations to the Commonwealth Transportation Board (CTB) at their next meeting.

Ms. Thompson inquired as to whether or not Mr. Steven Hennessee, DRPT, had any additional comments regarding grant review. Mr. Hennessee remarked that DRPT had completed first and second rounds of reviews, and was entering a third phase of refinement. Mr. Hennessee indicated that grant recommendations should be ready to be presented to the CTB at their April meeting. The draft Six Year Improvement Plan (SYIP) would be voted on in June.

Afton Express Update: Ms. Paula Melester introduced herself, and provided an update on Afton Express operations. March was the seventh month of operation for the new commuter bus service, and ridership in February was the highest seen since launched in September 2021, with a monthly average of 30 total passenger trips per day. The highest ridership reported since launch was 38 daily passenger trips, which occurred in February as well. Ms. Melester indicated that the additional Demonstration grant would allow for service provision and potential expansion of operations. An additional bus would allow for increased stop frequency to provide service to 12-hour hospital shift workers who are not currently served by the existing Afton Express schedule. This expansion was contingent upon funding from the additional demonstration grant. Ms. Melester stated that staff continued to market Afton Express to both attract new riders and retain current riders.

Ms. Karen Clark inquired about whether there was an Afton Express sign located at the Waynesboro Park and Ride Lot shelter, and Ms. Melester replied that the sign was previously posted at Waynesboro Town Center (at Target) where the stop was temporarily staged during the construction of the lot, but had now been posted to the new shelters at the Park and Ride Lot.



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Mr. Luke Juday asked at what point would the group evaluate service performance and determine viability. Ms. Thompson replied that the additional demonstration grant would fund the service through the end of FY 2023, at which point, if the service were to continue, it would be funded through the BRITE operation and capital grants submitted to DRPT. Mr. Juday also inquired about intentions to expand service. Ms. Melester responded that staff was keeping track of all customer and potential customer feedback received, and would have that information to inform future changes to stops or frequency of service.

Transit Development Plan (TDP) Update: Ms. Lib Rood reported that Chapter 3 of the Transit Development Plan (TDP) was completed and submitted to CSPDC for review. Ms. Rood provided an overview of the pre-pandemic performance metrics, the rider and public survey results, and rider requests, which would inform recommendations for Chapter 4 (see attached presentation for additional information).

Pre-Pandemic Route Performance

- There was a dip in ridership from Fiscal Year 2019 to Fiscal Year 2021. This was not unusual (pandemic), and was on par with other transit agencies. The Staunton Loop routes fared the best with ridership.
- The TDP projects should be geared toward getting riders back on transit, which meant listening to the feedback provided by riders and their requests for improvements.

Rider and Public Survey Results & Rider Requests

- Great response related to brand awareness.
 - 72 percent of those who took the survey were aware of BRITE and had positive opinions of BRITE; 22 percent were not aware; and 6 percent were aware and did not have a positive opinion.
- Respondents were a mix of people who did and did not use public transportation.
- More frequent service, access to more information about transit, bus and shelter improvements, additional weekend service, and “better availability near my home, work, and school” were the most common responses to the question related to increased utilization of transit services.
- The number one request for increased utilization was to add service later in the day, and more weekend service.
- Potential areas identified for additional service:
 - Staunton – the fringe areas around Staunton, Hillcrest, West End, Churchville, Baldwin Acres, and West Beverley to the edge of city limits
 - Waynesboro – Coyner Park, and Main Street between Rosser Ave and Lew Dewitt Boulevard
 - Rural areas of Augusta County – Deerfield, Craigsville, Churchville, Green Spring Valley, Mint Spring, Ivy Ridge, New Hope, and a stop on Afton Mountain
 - More inter-city bus service – Richmond, DC, Harrisonburg, and southern Rockingham County
- Other general suggestions –
 - VA Breeze and Afton Express at the same stop;
 - Additional service and shelters;
 - On-demand service in Waynesboro;



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- Senior-oriented service; and
- Increased availability of information.
- 92 percent cited that there was a need and support for expanded service

Ms. Beauregard asked if there was information on why riders felt the locations in Staunton were not accessible, and whether it was because the lack of pedestrian amenities. Ms. Rood noted the service comments were not specific, but that she planned to visit the areas and note conditions of the locations (i.e. is it hilly, unsafe, too much traffic) for more insight.

Ms. Rood identified the following potential TDP projects from the survey results and would review them further to determine feasibility and include those analyses in Chapter 4.

- Microtransit Pilot Project – possible pilot project for Waynesboro to address some of the on-demand requests (small geographical areas see more success)
- Addition of Staunton Loop – address some of the concerns with the 250 Connector
- Adjustments to the Stuarts Draft Link – more linear route serving more employers
- Inclusion of Main Street between Rosser Avenue and Lew Dewitt Boulevard on the Waynesboro Circulator
- Addition of rural and senior-oriented service
- Intersection of Afton Express, VA Breeze, and BRITE service at a single stop
- Potential addition of Afton Mountain stop and Fontaine Research Park stop on Afton Express
- Addition of Saturday paratransit service
- Addition of Sunday service
- Implementation of later hours of service
- Improvement of connections between Harrisonburg and Staunton
- Implementation of new technology, such as the existing ITS plan

Ms. Karen Clark sought clarification on what “Microtransit” referred to, and Ms. Rood explained that microtransit was similar to an Uber or Lyft, but was publicly operated through a public transit program. It required implementation of technology to allow riders to use their phone to request a car, van, or bus service on demand. She noted that the major costs associated were related to the technology set-up – the software and procurement of vehicles and drivers could cost up to multiple hundred thousand dollars.

Ms. Rood noted that Chapters 1-3 would be available to the BTAC members for review within a week of the March meeting. The next steps would be recommendation evaluation and development of Chapter 4. Ms. Rood anticipated Chapter 4 would be available in April.

There were no further questions about the TDP Update. Ms. Rood asked Ms. Ann Cundy if there had been any news about the 5339 Lewis Street Hub project funding, and Ms. Cundy noted that no new news was available.

Contractor Update: Mr. Wilson reported on the following:



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- **Ridership:** January saw 9,095 riders. Mr. Wilson believed this number was lower than usual due to weather delays and cancellations. February 2022 saw a 32 percent increase from February 2021, and year-to-date ridership showed an increase of about 1,500 riders compared to 2021. Afton Express also showed increased ridership.
Average BRITE ridership in 2019 (pre-pandemic) was approximately 23,000 riders per month; approximately 14,000 in 2020; and approximately 13,000 in 2021. Based on recent numbers, Mr. Wilson predicted an average of 18,000 monthly riders for 2022, which was closer to pre-pandemic ridership.
- **Mask Mandate:** Mr. Wilson noted that the Federal Mask Mandate was set to expire March 18, and no guidance had been received beyond that date. Mr. Wilson remarked that BRITE would continue to make masks available on the buses even if the mandate was lifted for those who were more comfortable with masking on transit.
- **Employment Opportunities:** VRT continued to solicit employment for additional drivers. Mr. Wilson stated that COVID illnesses among staff were lower than in previous months, and that those numbers continued to be reported to FTA.
- **Trainings:** VRT had a quarterly training scheduled for the following week, but due to weather forecasts there was high likelihood of rescheduling.
- **Other:**
 - Transit Appreciation Day was happening on March 18, and CSPDC and VRT would partner to provide donuts and coffee gift cards to drivers to show their appreciation.
 - Mr. Wilson noted that there had been a few riders who had used the Afton Express in the opposite direction (from Charlottesville to Staunton/Augusta/Waynesboro in the morning), and they had been assisting those passengers on how to best navigate that routing. Discussion ensued about the feasibility of the reverse commute, and what the challenges were for riders who sought to ride in that direction.

Other Business: Chairperson Rodgers asked if there was any other business to come before the committee.

- Chairperson Rodgers reported that she received a complaint regarding a Waynesboro stop at the corner of James Avenue and Gum Street. Mr. Wilson, Ms. Thompson, and Mr. Juday noted that this was a location that had been visited and reviewed previously. The complaint was from a homeowner on the street, and their complaint stemmed from the gathering of people at and near the stop that was bothersome. Mr. Wilson stated that the on/off counts for that stop did not reflect high utilization of the stop, and that it was not believed that any large gatherings were related to transit. Mr. Wilson would gather the data for the stop and report back.
- Mr. Wilson noted that CSPDC and VRT staff were planning to identify potential snow routes this Summer/Fall that could be implemented the following Winter. These would be routes that were safer for the buses to travel during inclement weather and would allow for less service disruptions while still maintaining driver and rider safety. Ms. Cundy also indicated the need for snow removal plans for both the lot and the sidewalks at the Waynesboro Park and Ride lot, and any other Park and Ride lots with bus facilities.



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- Mr. Juday inquired about the process for getting additional shelters installed. Ms. Thompson noted that BRITE currently had a few shelters available if the City had the means for installation.

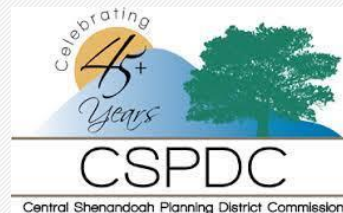
Adjournment

Chairperson Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, May 11, 2022, at 2:30PM at the CSPDC offices.

There being no further business to come before the BTAC, the meeting concluded at 3:16 PM.

BRITE TDP

Study Update | March 9, 2022



Today's Discussion – Setting the Stage

- Summary of Pre-Pandemic/Current Route Performance
- Summary of Public Survey
- Recap of Rider Requests
- Potential Projects for TDP
- Next Steps

Fixed Route Performance



Overall: 9.8 trips/hour in FY2019; 4.9 trips/hour FY2021 = 50% decline in productivity

By Route:

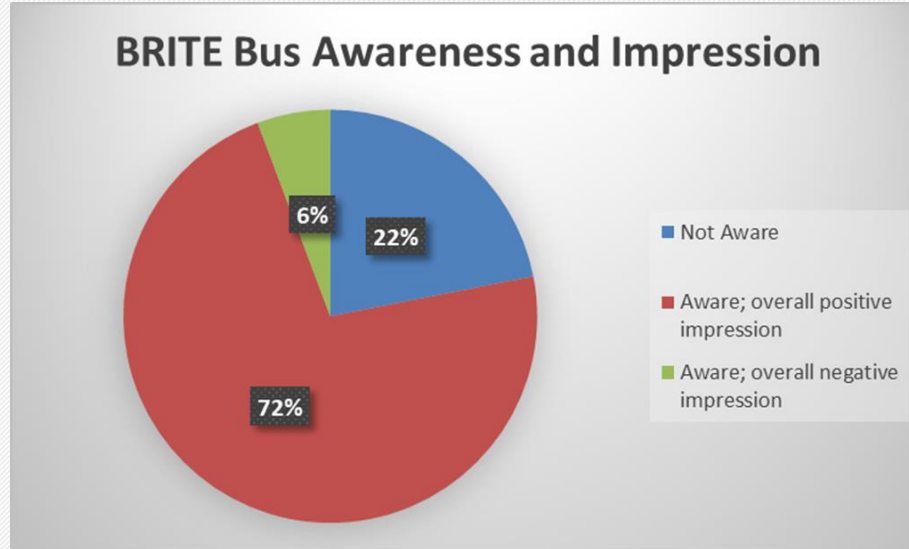
Route	FY2019 Trips/ Revenue Hour	FY2021 Trips/ Revenue Hour	% change
250 Connector	13.3	6.3	-53%
Staunton Trolleys	9.2	5.6	-39%
Staunton Loops	12.2	8.9	-28%
Waynesboro Circulator	13.6	5.9	-56%
BRCC Shuttles	5.6 N/7.1 S	2.1	-66%
Stuarts Draft Link	3.1	1.8	-43%

Challenge: Restore productivity to pre-pandemic levels

Public Survey Results



107 surveys completed – 95 online, 12 hard copy



Public Survey Results



Primary Mode of Transportation

Answer Choices	Responses	
	%	#
I drive	62.3%	66
I use public transportation	23.6%	25
Friends/family drive me	9.4%	10
I ride a bicycle	1.9%	2
I take a taxi	1.9%	2
I walk	0.9%	1
I take an Uber/Lyft	0.0%	0
	Answered	106
	Skipped	1

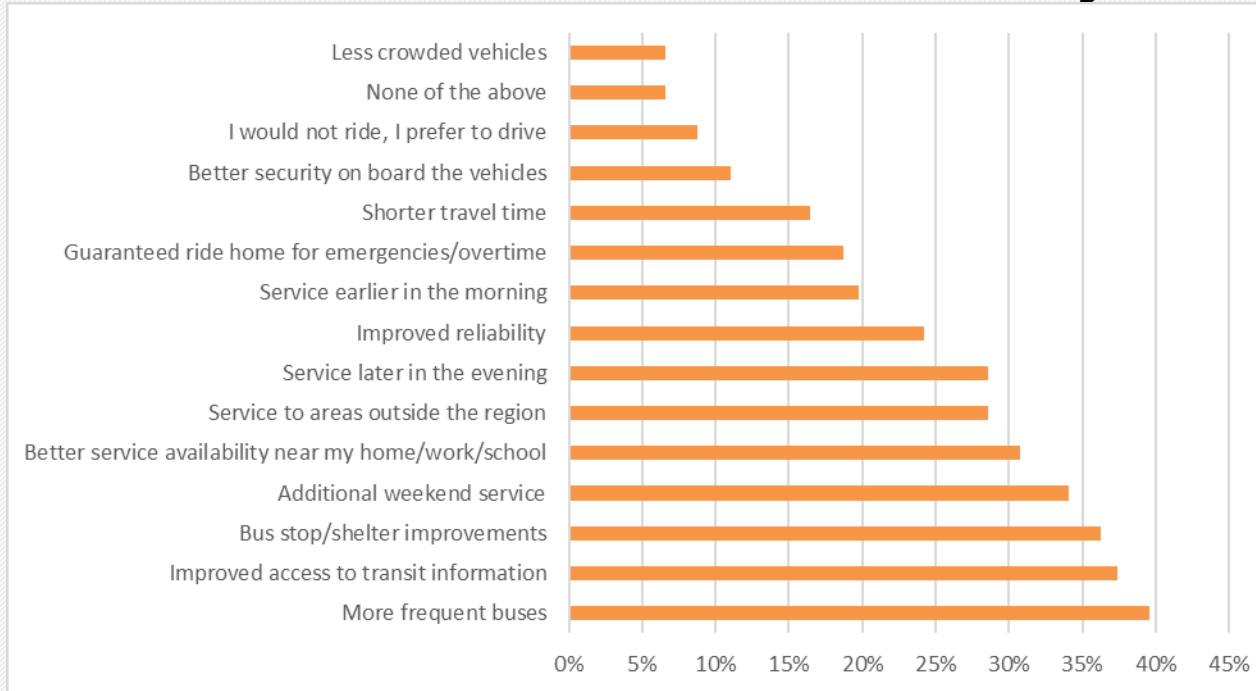
Modes Used

Answer Choices	Responses	
	%	#
I do not currently use public transportation	48.6%	51
BRITE Bus	30.5%	32
Uber/Lyft	11.4%	12
Afton Express	5.7%	6
Harrisonburg Department of Public Transportation	5.7%	6
Valley Program for Aging Services or other Human Service Transportation Programs	5.7%	6
Virginia Breeze	5.7%	6
BRITE Access	4.8%	5
Taxis	3.8%	4
Other (please specify)	3.8%	4
Vanpools or carpools	2.9%	3
	Answered	105
	Skipped	2

Public Survey Results



Improvements Needed for Non-Riders to Try Transit



Public Survey Results



Prioritization of Potential Improvements

Improvement	# Indicating a Top 3 Priority	%
Service later in the evenings	34	32%
Expanded service outside of Augusta County and the Cities of Staunton and Waynesboro	29	27%
Bus stop/shelter improvements	25	23%
Additional Saturday service	23	21%
Sunday service	22	21%
On-demand service using my smart phone	20	19%
Service earlier in the mornings	15	14%
Improved access to transit information	14	13%
Improved on-time performance	9	8%
No fares	9	8%
Safer buses	7	7%
Cleaner buses	5	5%
Lower fares	5	5%

Public Survey Results



Additional locations desired for transit service

Staunton

Staunton fringe areas

Lyle Ave and Pine St

Hillcrest area

The Selma Blvd area. The stop is too far to walk.

West End/Churchville Ave

W Beverley edge of city limits

Baldwin acres

Waynesboro

I live across the railroad tracks on Commerce Avenue and I'm over 65, the walk to the nearest stop is difficult for me.

Main Street in Waynesboro, between Lew DeWitt Boulevard and Rosser Avenue.

Coyner Springs Park

Public Survey Results



Additional locations desired for transit service

Augusta County

Rural areas of Augusta County; specific routes from those areas to hospitals and medical centers

Rural areas of Augusta County (Deerfield, Craigsville, etc.)

Churchville

Ivy Ridge

Greenspring Valley

New Hope area

Augusta County Mint Spring

Stop on Afton Mountain

There needs to be a stop at Valley CSB, not down on 250

Augusta Homes

Regional

Harrisonburg

SE Rockingham County

To Richmond, Virginia Beach

Sentara RMH Harrisonburg

Staunton to Dulles (afternoon to Dulles and then an early evening bus from Dulles to Staunton)

Staunton To Charlottesville

Other

Closer to high schools to pick up kids w/ afterschool jobs

More bus stops

Have the access buses have access greater than .50-.75 of a mile.

Anywhere there are senior citizen living communities.

Public Survey Results



Other Suggestions:

- VA Breeze and Afton Express at same stop
- More service
- More shelters
- On-demand service in Waynesboro
- Senior-oriented service
- More intercity bus service
- Increased availability of information

Public Survey Results



- 92% indicated a need for additional or improved public transportation in the region
- 90% indicated support for additional funding to expand public transportation in the future

Re-Cap of Rider Surveys – Desired Improvements



Fixed Route

- Top 4 desired improvements, in order: Sunday service (77%); bus shelters and benches at stops (44%); service later in the evening (39%); and additional Saturday service (33%)

Paratransit

- Desired improvements: Saturday service (41%); service later in the evenings (35%); Access service to other areas of Augusta County (29%); and service earlier in the mornings (29%)

Potential TDP Projects



Service

- Microtransit pilot project – Waynesboro. To address on-demand needs and test the concept.
- Additional “South Loop” in Staunton to address concerns with the 250 Connector, as outlined in the 250 Connector Study
- Adjustments to the Stuarts Draft Link – devise a more linear route, serve additional employment centers. There are suggestions within the 250 Connector Study.
- Adjustments for the Waynesboro Circulator – can Main Street b/t Rosser and Lew Dewitt be served? Is it feasible to serve Vector Industries?
- Additional rural or specialized senior-oriented service?
- Afton Express, VA Breeze, and local BRITE at the same stop. This will be accomplished through the Staunton Crossing Park and Ride Lot, which has been approved for SMART SCALE funding and is expected to be completed in 2023.

Potential TDP Projects



Service (continued)

- Is it feasible to add an Afton Mountain stop? There have also been requests for a stop at the Fontaine Research Park, part of UVA Medical Center in Charlottesville.
- Saturday paratransit service
- Sunday service
- Later hours of service
- Improved connections between Harrisonburg and Staunton

Infrastructure

- Lewis Street Hub Improvements
- Additional bus shelters throughout network

Potential TDP Projects



Technology

■ ITS Plan Implementation

- Mobile Data Collection System
- Scheduling Software
- Real-time transit information
- Traveler information displays at major activity centers
- Advanced driver assistance system
- Mobile ticketing

Potential TDP Projects



Are there others to explore?

Next Steps



- Provide complete details for each alternative
 - Description
 - Advantages and Disadvantages
 - Cost Estimate
 - Documented in Chapter 4
- Decide which projects to include in TDP
- Develop Draft TDP



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BRITE Transit Advisory Committee Meeting Summary
May 11, 2022, 2:30 p.m.

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

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

	Name	Organization
✓	John Blair	City of Staunton
✓	Jennifer Whetzel	County of Augusta
✓	Luke Juday	City of Waynesboro
✓	Krystal Moyers	Augusta Health
✓	Mike Kelley	Wilson Workforce & Rehabilitation Center
✓	Greg Beam*	Staunton Downtown Development
	Terry Rodgers, Chair	Shenandoah Valley Social Services
✓	Anastasia Triplett	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
	Bonnie Riedesel	CSPDC
✓	Devon Thompson	CSPDC
✓	Paula Melester	CSPDC
✓	Lib Rood, KFH Group*	
✓	Alisande Tombarge, City of Waynesboro	
✓	Rodney Rhodes, City of Staunton	
✓	Leslie Tate, Augusta County*	
✓	Zach Beard, CSPDC	

**attended via videoconference (Zoom)*

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:31 PM by Ms. Krystal Moyers, Vice Chairperson.

Public Comment

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



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Approve Minutes

Vice Chairperson Moyers presented the minutes from the January 12, 2022 BTAC meeting for consideration.

Ms. Jennifer Whetzel moved, seconded by Mr. Mike Kelley, to approve the minutes of the January 12, 2022 meeting, as presented. Motion carried unanimously.

Vice Chairperson Moyers presented the minutes from the March 9, 2022 BTAC meeting for consideration.

Mr. Paul Terry moved, seconded by Ms. Becky Messer, to approve the minutes of the March 9, 2022 meeting, as presented. Motion carried unanimously.

Business

Introductions: Ms. Devon Thompson initiated introductions of meeting attendees.

Staunton Lewis Street Hub Rehabilitation Update: Ms. Ann Cundy announced the progress of the Staunton Lewis Street Hub Rehabilitation project. Ms. Cundy indicated that CSPDC staff was working with the Federal Transit Administration (FTA) to obtain an environmental document, and with that document the grant award would be secured. For the \$1.2 million project to rehabilitate the Staunton transit hub, a little over 80 percent would be funded by FTA, the State would contribute 16 percent, and the difference made up of local dollars. The environmental document would be completed in the following weeks, and subsequently the grant awarded. A consultant would need to be hired to develop a scope of work and fee proposal for engineering and construction administration for the project. The intent was to issue a Notice to Proceed this Summer.

Mr. Luke Juday inquired as to whether a future Afton Express stop would be at the downtown Hub, and Ms. Cundy answered that potentially that could occur. Ms. Messer indicated that a stop downtown would help with service accessibility.

FY 2023 Grant Applications (DRPT) Update: Ms. Thompson indicated that the draft Six Year Improvement Plan (SYIP) had been released. Recommended funding included grant applications submitted for BRITE for Urban Capital and Operating, Rural Capital and Operating, an additional Demonstration Grant for Afton Express, and Commuter Assistance Program (CAP) operating funds for CSPDC's RideShare program. The Commonwealth Transportation Board (CTB) would vote on the draft SYIP at their June meeting. Contract agreements would be initiated once voted on.

Mr. Steven Hennessee indicated that there should be no issues leading up to the vote. For reimbursements, Urban grants would be available July 1 and Rural grants would be available September 1.



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Afton Express Update: Ms. Paula Melester reported that Afton Express operations were going well. A single-day high of ridership was reached in April – 50 passenger trips. Average daily passenger trips for the month of April were about 38 passenger trips per day. This was up from 34 average daily passenger trips in February and March. May numbers would be available at the end of the month. The hope was that the ridership numbers would continue to increase.

Ms. Melester announced that in April, CSPDC entered into a partnership with the University of Virginia (UVA) to sell Afton Express farecards online through the Parking and Transportation department. UVA employee riders would now be able to purchase discounted farecards directly from their employer. Since the inception, UVA had sold 47 farecards, and most of those were repeat customers. This partnership would hopefully increase efforts to attract UVA employee commuters. Additionally, on April 18, some adjustments were made to the afternoon run times. The changes reflected increased traffic and actual arrival/departure times.

Vice Chairperson Moyers inquired as to whether UVA offered payroll deduction for farecards. Ms. Melester wasn't aware of whether the program was through payroll deduction, but indicated that UVA employees could purchase directly from the Parking and Transportation department website, through which UVA could track purchasing information. Ms. Moyers noted that when Augusta Health utilized payroll deductions there was higher usage of the program.

Transit Development Plan (TDP) Update: Ms. Lib Rood presented on the Transit Development Plan (TDP) alternatives for service, infrastructure, and technology. Ms. Rood prefaced that this was the first draft, and there would be time to make additions or edits.

Ms. Rood presented on the following service-related alternatives (see attached presentation for more information), and outlined costs, ridership estimates, advantages, and disadvantages for each of the alternatives:

- Microtransit Pilot Project
 - Under the microtransit model, riders would be able to request trips in real-time via smartphones and could track their trips as they waited for the vehicle. Riders without access to smartphones would continue to request trips via a dispatcher. Service areas were defined, geo-fenced areas within the agency's broader transit service areas.
- Staunton South Route
 - This route would connect the Staunton Lewis Street Hub to the Staunton Walmart via Greenville Avenue and the Staunton Mall (redevelopment). This route would be extended to serve the Frontier Center and Staunton Crossing, once completed. This added route would allow the 250 Connector to stay on US 250 for a shorter travel time back to the Lewis Street Hub, and was discussed in the 2015 TDP and recommended in the 2019 250 Connector Study.
- Saturday Paratransit Service



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- The BRITE Access rider survey results indicated that Saturday paratransit service was the highest rated potential improvement. Currently, persons with disabilities were accommodated via route deviations on Saturdays.
- Sunday Service
 - The most requested improvement from the fixed-route rider survey was for Sunday service. An eight-hour service day on the Staunton Loops, the 250 Connector, and the Waynesboro Circulator was proposed, and routes would deviate to accommodate persons with disabilities similar to current Saturday service.
- Later Hours of Service
 - Later hours of service were requested by riders and BTAC stakeholders. The focus of this proposal was to extend the hours of the Waynesboro Circulator since other routes operate relatively late on most weekdays.
- Additional Service for Rural Augusta County
 - Zonal demand response could provide service in Augusta County each weekday, with services geared to different areas of the County on different days of the week. The service would link to the fixed-route system, either in Staunton, Waynesboro, or Weyers Cave, depending on the trip.
- Afton Express Adjustments
 - CSPDC had been approved for funding for a third bus, and schedule adjustments that incorporated the third vehicle would allow for two more trips in the AM and PM. There had also been several comments that requested a stop at the UVA Fontaine Research Park, which could be accommodated as either the first or last stops in Charlottesville.
- Modifications to the Waynesboro Circulator
 - Added stops at Vector Industries and proposed service along West Main Street between Lew Dewitt and Rosser Avenue.
- Modifications to the Stuarts Draft Link
 - The Stuarts Draft Link would shift from counterclockwise loop operations to bi-directional. The alternative proposed to make the route out and back to Waynesboro without serving the Fishersville area.
- Additional Service between Staunton and Harrisonburg
 - The need for additional transit service options between Staunton and Harrisonburg was identified in the 2015 TDP, and again via the public survey during this TDP process. The proposed options would be similar to the Afton Express concept, with fewer stops than the Blue Ridge Community College (BRCC) Shuttles and a schedule geared to employment and education trips (6AM-10AM and 2PM-6PM).

Ms. Rood also presented on infrastructure- and technology-related projects included in the TDP:

- Lewis Street Hub Improvements
- Additional Shelters and Benches
- Improved Connectivity – Staunton Crossing Park & Ride Lot



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- Additional opportunities – SMART Scale Grants
- Technology – Continued Implementation of 2017 ITS Plan

Ms. Rood indicated that next steps were to choose TDP projects; develop draft TDP report; finalize TDP report; and CSPDC Board adoption. The draft chapter would be sent out to the committee for review, and it was requested that they provide feedback for any missed projects/opportunities.

Mr. Kelley inquired about the microtransit pilot project's software and smartphone application-based nature and whether or not there had been any conversation about a BRITE Transit smartphone application that tracked real-time information and call service requests. Ms. Thompson indicated that it was one of the listed projects in the ITS Plan, and Ms. Cundy indicated that Afton Express had a text alert system in place to notify passengers of changes in service or delays.

Mr. Juday inquired about the ranges among cost per trip and the efficiencies of the proposed projects. Ms. Rood indicated that it would be difficult to ascertain as ridership estimates were preliminary and based on current productivity, and would be hesitant of services that would go over \$30 per trip since they are public resources. Per trip costs were driven by ridership, which was hard to control – during a pandemic or otherwise. Ms. Rood noted that factors that should be considered included evaluation of services most used and which were most helpful to riders. This prompted discussion regarding the rural county service feasibility – expensive to provide with a lower ridership. Ms. Whetzel stated that Augusta County had not received any inquiries about transportation services in the rural areas of the County.

Mr. Juday also requested, that if possible, some resources be allocated to studying additional Afton Express stops in downtown Staunton and Waynesboro. Discussion ensued and revolved around serving downtowns on certain/select trips; new connections created with current ridership; added time for interstate access; added service that would not disrupt current ridership; and possibility of further study through a Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) study.

Ms. Whetzel inquired about the best way to provide feedback on the presented alternatives. Ms. Rood and Ms. Thompson agreed that the presentation and chapter would be distributed to the committee for review and feedback.

Contractor Update: Mr. Wilson reported on the following:

- **Mask Mandate:** As a result of a court order, the Federal mask mandate was suspended on April 18. There was now a mix of those wearing or not wearing masks on the buses. Masks would still be available for passengers should they want them.
- **Ridership:** Ridership had been fluctuating month-to-month in 2022, with lower ridership seen in January, but increased in February, March, and April. Monthly average ridership in 2019 was 23,000; 2020 was 14,000; 2021 was 13,000; and 2022 had been 13,000 for the first part of the year (January-April).



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- **Employment Opportunities:** VRT continued to solicit employment for additional drivers. Mr. Wilson indicated he reached out to BRCC about training and passenger endorsements. Raised wages and competitive markets were some of the challenges they had been facing for seeking new candidates.
- **Route Changes:** Staff was moving forward with the BTAC approved changes to the Staunton North & West Loops. CSPDC staff was in the process of getting new brochures printed.
- **Plans & Studies:**
 - VRT staff had been reviewing the TDP chapters.
 - VRT staff assisted with a data collection call with Kimley-Horn for the Intelligent Transportation Systems (ITS) mobile data collection system project.

Other Business: Vice Chairperson Moyers asked if there was any other business to come before the committee.

- Ms. Thompson added to Mr. Wilson's update on the ITS project, and announced that work had commenced on the mobile data collection system with technical assistance from consultant Kimley-Horn. A data gathering meeting would be held to learn current VRT systems to help craft a Request for Information (RFI) to be issued prior to the Request for Proposals (RFP).

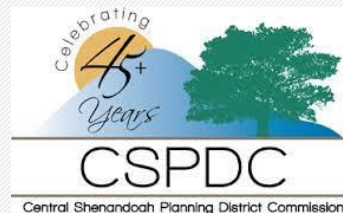
Adjournment

Vice Chairperson Moyers indicated that the next BTAC meeting was scheduled for Wednesday, July 13, 2022, at 2:30PM at the CSPDC offices.

There being no further business to come before the BTAC, the meeting concluded at 3:44 PM.

BRITE TDP

Study Update | May 11, 2022



Today's Discussion – TDP Alternatives



- Service
- Infrastructure
- Technology
- Next Steps



Service



- Microtransit Pilot Project
- Staunton South Route
- Saturday Paratransit
- Sunday Service
- Later Hours of Service
- Additional Service for Rural Augusta County
- Afton Express Adjustments
- Modifications to the Waynesboro Circulator
- Modifications to the Stuarts Draft Link
- Additional Service between Staunton and Harrisonburg

Microtransit Pilot Project

Under the microtransit model, riders are able to request trips in real time via smart phones and can track their trips as they wait for the vehicle. Riders who do not have smart phones continue to be able to request trips via a dispatcher. The service areas are defined, geo-fenced areas within each agency's broader transit service areas.

- **Costs** – the software platform and ongoing fees
 - About \$250,000 with annual fees of \$24,000
 - About \$280,000 annually – 2 vehicles, five days per week, 10 hrs./day
- **Ridership Estimate** – based on 5,100 service hours- 15,300 annual trips



Microtransit Pilot Project

Advantages

- On demand service, accessed through smart phones
- Riders would not have to schedule trips the day before or call BRITE
- Introduces a modern approach to public transportation
- Would allow potential streamlining of fixed routes
- Adds service in areas currently not served

Disadvantages

- The service area would need to be relatively small in order to ensure an acceptable response time
- There are significant costs associated with the software platforms
- There are riders who do not use smart phones; however, these riders could use a call-in number

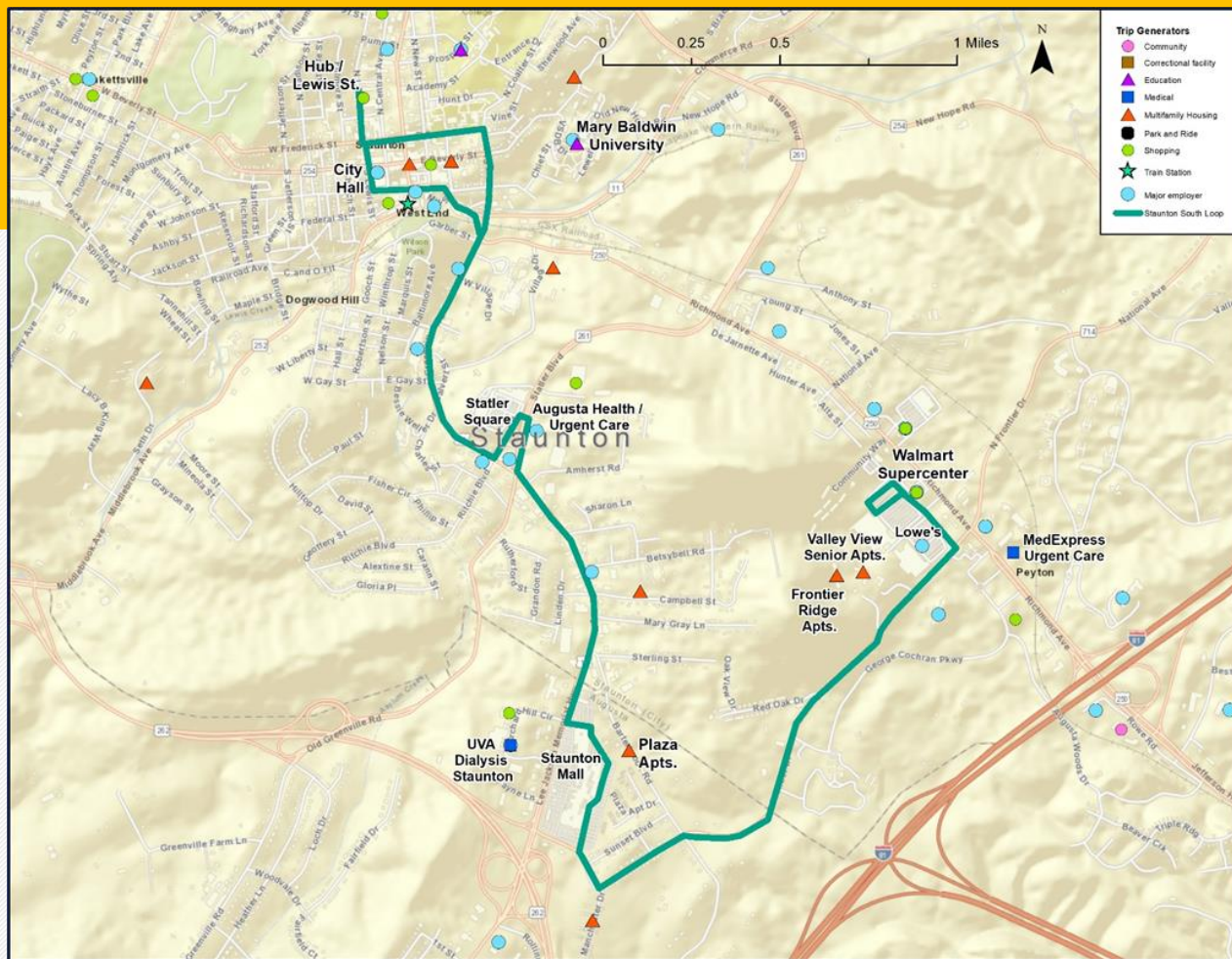
Staunton South Loop

This route would connect the Lewis Street Hub to the Staunton Walmart via Greenville Avenue and the Staunton Mall. This route would be extended to serve the Frontier Center and Staunton Crossing, once completed. Adding this route would allow the 250 Connector to stay on U.S. 250 for a shorter travel time back to the Lewis Street Hub. Discussed in 2015 TDP. Recommended in the 2019 250 Connector Study.

Costs - Using VRT's FY2023 rate, the total annual operating expenses would be \$205,530. This is based on service operating M-F from 7:30 a.m. to 8:30 p.m., and on Saturdays from 8:30 a.m. to 5:30 p.m. This equates to 3,783 revenue service hours.

A vehicle would be required, which the contractor would need to purchase.

Ridership - The FY2019 study estimated 25,000 annual passenger trips. Some of these would be diverted from the current 250 Connector ridership base



Proposed Staunton South Loop

Staunton South Loop

Advantages

- Provides a convenient connection between the Lewis Street Hub, the Staunton Mall area, and Walmart (Staunton)
- Eliminates this segment from the 250 Connector, which will allow it to remain on U.S. 250, adding service to that corridor
- Allows the 250 Connector to provide a more direct connection between the Lewis Street Hub and Waynesboro
- Reduces the mileage of the 250 Connector, which will improve the reliability of the route
- Allows for additional stops to be added on the 250 Connector in growth areas of Augusta County
- Responds to a need that has been identified for several years

Disadvantages

- Adds significant operating costs while adding a relatively small new area of service

Saturday Paratransit Service

The BRITE Access rider survey results indicated that providing paratransit service on Saturdays was the highest rated potential improvement. Currently people with disabilities are accommodated via route deviations on Saturdays.

Costs - \$25,426 annually, assuming a nine-hour service day for one vehicle

Ridership – Annual ridership estimated to be 842, based on the productivity of the current service

Advantages

- Responds to the needs of current riders with disabilities, addressing the most requested improvement
- Eliminates the need for Saturday route deviations

Disadvantages

- Adds operating costs without adding new service areas

Sunday Service

The most requested improvement from the fixed route rider survey was for Sunday transit service. For this alternative, the proposal includes providing an eight-hour service day on the Staunton Loops, the 250 Connector, and the Waynesboro Circulator. The routes would deviate to accommodate people with disabilities, similar to the current Saturday pattern.

Costs - \$90,405 assuming an eight-hour day for three routes (four vehicles)

Ridership – Estimated to be 9,900 annually

Advantages

- Responds to the needs of current riders, addressing the most requested improvement.
- Provides mobility for riders on Sundays

Disadvantages

- Eliminates the only day off for BRITE, which may be an issue given the current employment environment within which VRT is experiencing challenges remaining fully staffed
- Adds service on a day that typically has lower ridership levels

Later Hours of Service – Waynesboro Circulator

Later hours of service were requested by riders, and the need for later hours of service was also articulated by BTAC stakeholders. Given that the BRCC routes, the 250 Connector, and the Staunton Loops already operate relatively late on most weekdays (BRCC 10:30 – 11:00 p.m.; 250 Connector – 9:30 p.m.; Staunton Loops – 9:00 p.m.), and evening usage is relatively low, the focus of this alternative is to provide later hours of service on weekdays for the Waynesboro Circulator. The focus of this proposal is to extend the hours of service from the current end time of 6:30 p.m. to 8:30 p.m.

Costs - \$27,700 annually, based on two additional hours of service each weekday (510 additional hours annually)

Ridership – Estimated to be about 2,040 annually

Advantages

- Responds to the needs of current riders, addressing the third most requested improvement
- Allows Waynesboro riders to stay later at their jobs and other activities of daily life

Disadvantages

- There may be low ridership on the additional two hours of service
- It may be difficult to schedule an extra two hours of service, depending upon the way in which the drivers' shifts are constructed

Additional Rural Service for Augusta County

Zonal demand response to provide service in Augusta County each weekday, with services geared to different areas of the County on different days of the week. The service would link to the fixed route system, either in Staunton, Waynesboro, or Weyers Cave, depending upon their trips.

Costs - \$154,000 annually for M-F, 7:00 a.m. to 6:00 p.m., Monday through Friday

Ridership – Estimated to be about 3,646 annually

Advantages

- Meets a need that was articulated by stakeholders
- Uses a demand-response model that is better suited to the rural nature of the county
- Provides additional mobility options for Augusta County residents to be able to access necessary appointments

Disadvantages

- Provides a relatively low level of service that would not accommodate work trips
- Adds a service that will likely have relatively low productivity given the low-density areas served

Afton Express Adjustments

CSPDC has been approved for funding for a third vehicle – schedule adjustments that incorporate the third vehicle will allow for two more trips in the a.m. and p.m. In addition, there have been several comments requesting a stop at the University of Virginia Fontaine Research Park. This stop could be accommodated as either the first stop upon arriving in Charlottesville or the last stop upon leaving Charlottesville.

Costs – Small incremental increase in expenses by adding the stop

Ridership – Estimated to be 1,000 additional trips annually (low end)

Advantages

- Meets a need that was articulated by riders and potential riders
- Would add ridership to the route as the Fontaine Research Park is a major employment center (1,350 employees) and is considered too far to walk from the nearest Afton Express stop

Disadvantages

- Will add travel time to the route, though it appears that it could be served relatively easily, either as the first or last Charlottesville stop



Modifications to the Waynesboro Circulator

- Adding Vector Industries as a stop
- Considering service along West Main Street between Lew Dewitt and Rosser



Vector Industries Stop

Vector Industries is located just off Hopeman Parkway, ½ mile from the current DMV stop along King Avenue and Hopeman Parkway. Vector Industries is a non-profit business that trains and employs people with diverse abilities. Many of Vector's employees do not drive. Data provided by VRT indicates that four people currently use BRITE Access to travel to and from Vector Industries on a regular basis.

Costs – Incremental costs associated with mileage if an out and back option chosen. Minor reduction in costs if Hopeman/N. Delphine chosen

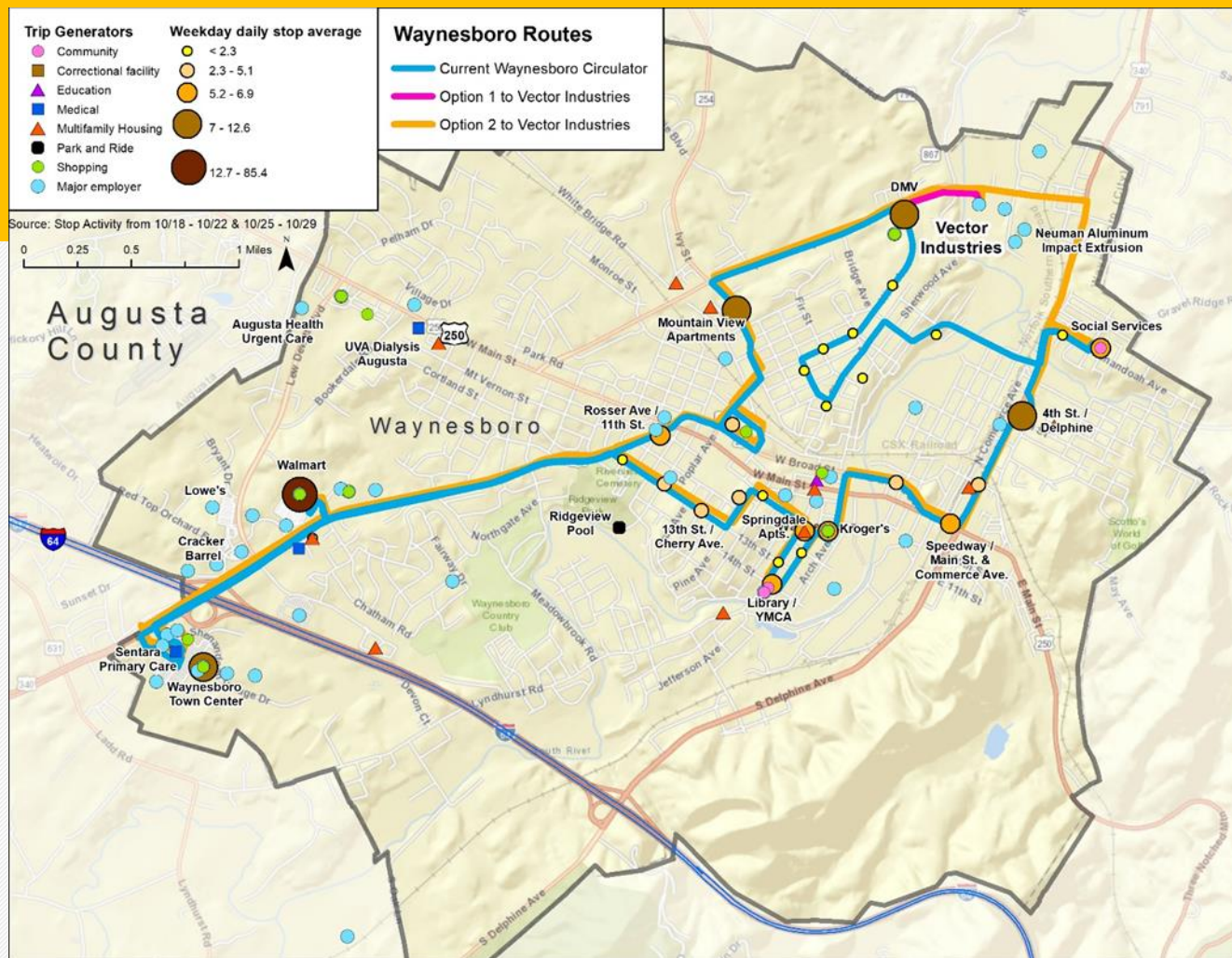
Ridership – If the four current ADA riders can switch to the Circulator and travel three days per week, the added annual ridership would be 1,248 trips. There may be additional ridership from people who currently travel via family/friends.

Advantages

- Meets a need that was articulated by stakeholders
- Provides service to non-profit employer of people with disabilities
- May reduce demand for ADA paratransit to the site if the riders are able to use the fixed route option

Disadvantages

- Out and back – may make the route too long
- Hopeman- N. Delphine – would eliminate several residential stops, though the route length would be reduced



Waynesboro Circulator – West Main Street

A comment received via the survey (and also from a passenger while riding the bus) requested service along West Main Street between Rosser Avenue and Lew Dewitt Boulevard. This segment includes both commercial and residential uses.

Costs – Incremental costs associated with added mileage

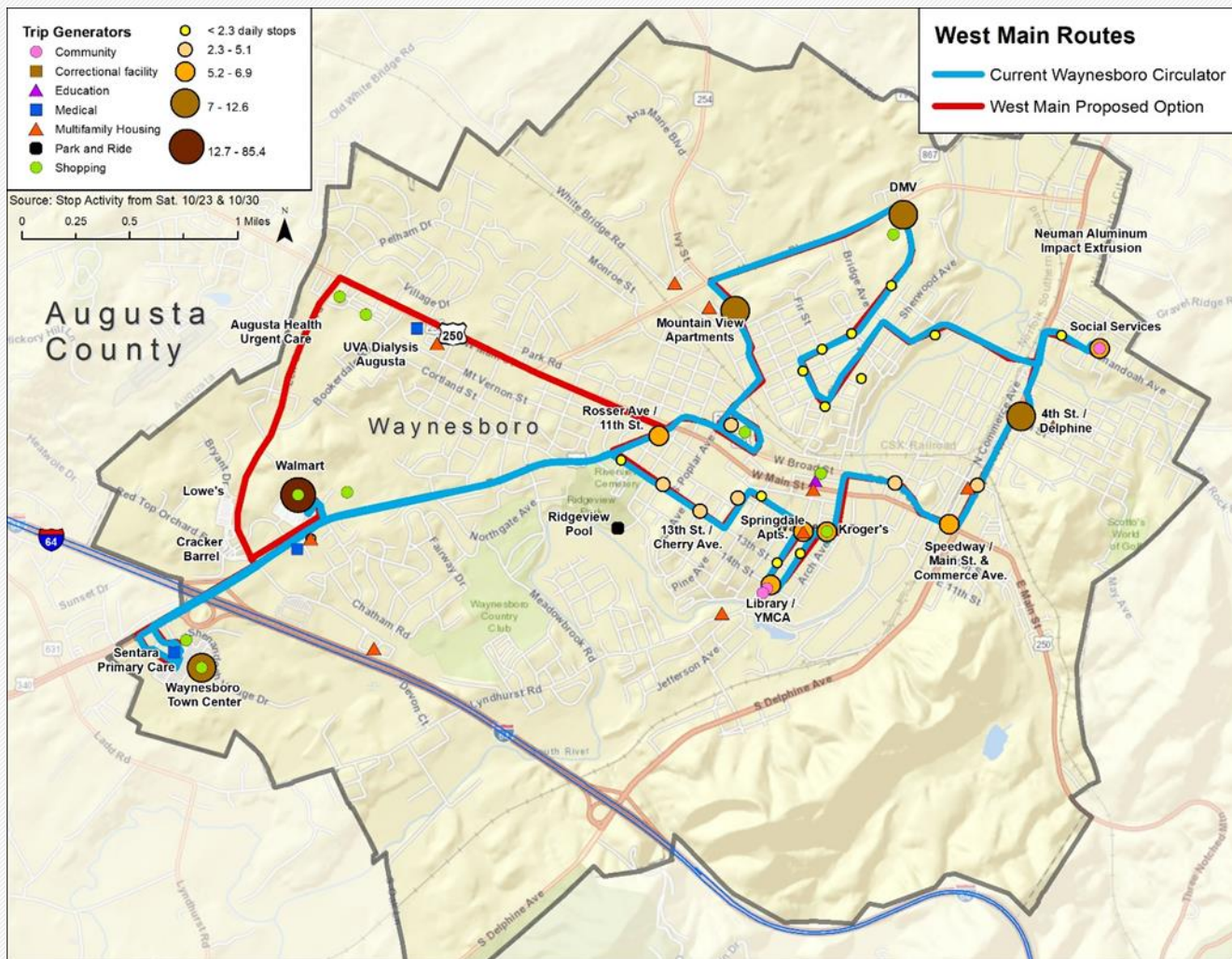
Ridership – Likely a small increase in ridership, as additional transit origins and destinations would be served along West Main Street and Lou Dewitt Boulevard. Note that the 250 Connector already serves Lew Dewitt Boulevard.

Advantages

- Meets a need that was articulated by stakeholders
- Adds additional trip generators to the route

Disadvantages

- It may not be feasible to make this change, as it would add 2.6 miles to the route (1.3 miles each way)



Stuarts Draft Link – Bi-directional

The Stuarts Draft Link currently operates as a counterclockwise loop. This “loop” causes long travel times for trips within the Stuarts Draft community. This alternative proposes to make the route out and back to Waynesboro, without serving the Fishersville area.

Costs – Cost neutral, minor change in mileage

Ridership – The route would lose some riders that currently travel between Waynesboro and Augusta Health but may gain some local riders who find the current loop inconvenient.

Advantages

- Significantly decreases travel time for local Stuarts Draft trips
- Eliminates the duplicative route segment between Waynesboro and Augusta Health (250 Connector)
- Minor reduction in total route mileage

Disadvantages

- Would require that Stuarts Draft riders who travel to Augusta Health in Fishersville make a transfer at Walmart



Direct Service in between Staunton and Harrisonburg

The need for additional transit service options between Staunton and Harrisonburg was identified in the 2015 TDP and again during this current TDP process via the public survey effort. The proposed option would be similar to the Afton Express concept, with fewer stops than the BRCC Shuttles and a schedule that is geared to employment and education trips. Proposed concept is two vehicles, operating between 6:00 a.m. and 10:00 a.m. and again from 2:00 p.m. to 6:00 p.m.

Costs - \$289,109 annually, two additional vehicles would need to be purchased by contractor

Ridership – Estimated to be about 12,750 annually

Advantages

- Meets a need that was articulated by the public
- Provides a relatively direct connection between Staunton and Harrisonburg
- Allows transit riders to travel between Staunton and Harrisonburg earlier in the day that is currently possible.
- Could be linked to the Afton Express in the future to increase inter-regional connectivity

Disadvantages

- Potentially competes with the current BRCC Shuttles
- There may not be enough demand to support this type of service in the near term
- Service on I-81 would be subject to traffic delays, which would affect schedule reliability

Infrastructure and Technology



- Lewis Street Hub Improvements
- Additional Shelters and Benches
- Improved Connectivity – When Staunton Crossing Park and Ride opens; Additional opportunities – Sangers Lane
- Technology – Continue implementation of 2017 ITS Plan



Next Steps

- Choose TDP Projects
- Draft TDP Report
- Final TDP Report
- CSPDC Board Adoption



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BRITE Transit Advisory Committee Meeting Summary
July 13, 2022, 2:30 p.m.

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

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

	Name	Organization
✓	Leslie Beauregard	City of Staunton
✓	Jennifer Whetzel	County of Augusta
✓	Alisande Tombarge	City of Waynesboro
	Krystal Moyers	Augusta Health
✓	Mike Kelley	Wilson Workforce & Rehabilitation Center
✓	Greg Beam*	Staunton Downtown Development
✓	Terry Rodgers, Chair	Shenandoah Valley Social Services
✓	Anastasia Triplett*	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
	Bonnie Riedesel	CSPDC
✓	Devon Thompson	CSPDC
✓	Paula Melester	CSPDC
✓	Lib Rood, KFH Group*	
✓	Kayla Payne*	
✓	Rodney Rhodes, City of Staunton	
✓	Zach Beard, CSPDC*	
✓	Ansley Heller, CSPDC	

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. Pursuant to §2.2-3708.2 of the Code of Virginia, BTAC members may participate in meetings through electronic communication means. Those who attended virtually are indicated by an asterisk; all others attended in-person.

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 11, 2022, BTAC meeting for consideration.

Mr. Paul Terry moved, seconded by Ms. Jennifer Whetzel, to approve the minutes of the May 11, 2022, meeting, as presented. Motion carried unanimously.

Business

Staunton Lewis Street Hub Rehabilitation Update: Ms. Ann Cundy announced the progress of the Staunton Lewis Street Hub Rehabilitation project. Staff had submitted the formal Federal Transit Administration (FTA) application for the grant award, and costs could now be incurred against the project.

Ms. Cundy indicated that the CSPDC was working with the Virginia Department of Rail and Public Transportation (DRPT) to create a Request for Proposals (RFP) for design and engineering services as well as construction administration. The RFP should be released in the fall, so design and engineer work could be conducted in the winter. CSPDC staff was also working closely with the City of Staunton to identify an alternative location for the buses to hub during construction. In the meantime, quotes were solicited for interim patching the current potholes in the lot. Staff acknowledged the detrimental shape of the lot and the need to patch prior to construction next year.

Ms. Leslie Beauregard inquired on the timeline for construction, and Ms. Cundy stated that the construction should not last more than a couple of months. Mr. Rodney Rhodes inquired as to when the construction would start, and Ms. Cundy stated the hope was to be able begin construction in 2023 during paving season. DRPT's engineering staff assumed that the design and engineering phase would be completed quickly, and construction would be completed quickly as well once scheduled.

ITS – Mobile Data Collection System Update: Ms. Devon Thompson provided an update on the ITS project. At the end of May, a data collection call was held with Kimley-Horn, the consultant providing technical assistance for acquiring a mobile data collection system. This data helped outline the technical specifications for the system. Kimley-Horn was developing a draft Request for Information (RFI) that would be complete soon, and it would contain high-level requirements to request that industry vendors demonstrate how their solution could meet the requirements. Ms. Thompson indicated that not only would this step verify that the requirements would be met by vendors without custom enhancements, but it would also further educate CSPDC and VRT staff on system capabilities. A call would be scheduled with Kimley-Horn to talk next steps and logistics for releasing the RFI and getting demos scheduled.

Afton Express Update: Ms. Paula Melester reported that Afton Express operations were going well. Every month had seen growth in ridership – from May to June there was a 25 percent increase. The average daily passenger trips



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were between 45-50. Higher numbers were seen Monday through Thursday, and lower numbers were seen on Fridays.

Ms. Melester announced that the service had received good press recently from local TV and radio stations, and the service was recently spotlighted on NBC29.

Ms. Melester also announced that the Commonwealth Transportation Board (CTB) approved the Six Year Improvement Program (SYIP), which included funding for a third Demonstration Grant for Afton Express. The grant would fund operations through the end of Fiscal Year 2023 and a planned expansion for the service that would provide an additional evening run to better serve UVA's 12-hour shift workers. The expansion would be planned to launch in fall 2022.

Ms. Leslie Beauregard inquired as to whether or not the reason for riding was tracked. Ms. Melester indicated that a rider survey was conducted last year, and a commuter assistance program (CAP) survey was launched this year. The CAP survey had just closed, and Ms. Melester would share that data at the next meeting. Ms. Melester indicated that passengers were pleased with the service, but where and why they rode weren't known at the time. Ms. Thompson announced that an Afton Express passenger was a Zoom participant and asked if they would like to share why they rode the route. The passenger indicated that they lived in Staunton and worked in Charlottesville and cited that taking the bus was a better deal than driving and expressed satisfaction with the service.

Transit Development Plan (TDP) Update: Ms. Lib Rood presented on the progress of the Transit Development Plan (TDP). Ms. Rood's presentation focused on the feedback received thus far, two additional projects, and decision-making (see attached presentation for further detail).

- **Feedback:** Ms. Rood outlined the projects that would move forward in the Plan and those that were not. Additionally, estimated local share costs were shared with the committee.
- **Additional Projects:**
 - Fare-Free Public Transportation – advantages, disadvantages, financial implications, and ridership impacts were presented and discussed.
 - Fleet Electrification – information and issues to consider were presented and discussed.
- **Decision-Making:** Two different ranking/questions would be asked – ranked service proposals with significant costs and asked questions regarding exploration of fare-free transit and fleet electrification. The presentation and information and polls would be sent out after the meeting.

A question-and-answer period followed the presentation:

- Ms. Anastasia Triplett sought clarification on the local match contributions for the proposed projects, and whether or not those costs were to be spread equally among partners. Ms. Rood indicated it would follow the current pattern in place for partner matches; but, for some projects, it would depend on the area being served; for instance, the microtransit pilot would be geofenced in a small area in either Staunton,



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Waynesboro, or Augusta County, thus the locality that received the service would pick up the cost. This would be unless there was consensus among the partners to share the cost equally.

- Ms. Whetzel inquired about the fare elimination alternative, and whether or not there was a federal requirement to charge a fare. Ms. Rood confirmed that fare charges were not required. Additionally, Ms. Whetzel indicated that she understood the hardship of collecting fares, but noted that in regard to riders, there was usually more value in something if there was payment involved versus if it was for free; to which Ms. Messer agreed.
- Ms. Beauregard asked if there were other Virginia transit agencies that were fare-free that BRITE could get additional information from and see what their experiences had been like. Ms. Cundy indicated that the Virginia Department of Rail and Public Transportation (DRPT) had launched a fare-free pilot – TRIP program – where they would cover certain percentages of cost for a certain period of time until the agency would fully cover the cost. CSPDC staff looked into the program, but at the time it was not going to be feasible for BRITE. As for the inclusion in the TDP, Ms. Cundy noted that DRPT encouraged the inclusion of the fare-free alternative because as a statewide agency, this was an initiative they were supportive of. Ms. Cundy also indicated that CSPDC staff were aware of the many things that needed to be considered in regard to fare-free transit, such as the cost of collecting fares versus how much fare was collected.
- Ms. Messer inquired if time or money would be saved if fares were not collected. Mr. Wilson noted that counting fares was time-consuming and an arduous task, but he could see the merit in both sides of issue.
- Ms. Rood indicated that she would conduct additional research into fares statewide.

Contractor Update: Mr. Wilson reported on the following:

- **Ridership:** There had been slight increases in ridership on both BRITE and Afton Express.
- **Employment Opportunities:** Virginia Regional Transit (VRT) continued to solicit employment for additional drivers. Mr. Wilson indicated VRT had acquired a program for driver training that would hopefully assist in bringing on new employees.
- **VRT Driver Bootcamp:** On June 25, VRT hosted a Driver Bootcamp in Culpeper, Virginia. There was a “roadeo” style obstacle course for completion, and breakout sessions were conducted that focused on accident investigation, etc.
- **Shenandoah Valley Infrastructure Discussion with Senator Mark Warner:** CSPDC and VRT were hosting Senator Mark Warner for his Shenandoah Valley Infrastructure Discussion at the BRITE Transit Facility on July 15.

Ms. Rood inquired as to whether or not any other VRT locations had any electric buses in their fleets. Mr. Wilson indicated that VRT was in the beginning stages of investigating this topic.

Ms. Becky Messer indicated that the new drivers she had experienced recently were excellent and extended her compliments to VRT staff.

Other Business: Chairperson Rodgers asked if there was any other business to come before the committee.



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- Ms. Thompson reiterated on Mr. Wilson's update regarding the Senator Warner event. Ms. Thompson noted the time and date of the event, and encouraged committee members to RSVP if they had not already done so.
- Ms. Rood announced that any additional questions regarding the TDP could be sent to Ms. Thompson to be forwarded to Ms. Rood. Ms. Thompson indicated that after the meeting she would send an email that contained the link to the Mentimeter poll and today's presentation.

Adjournment

Chairperson Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, September 14, 2022, at 2:30 PM at the CSPDC offices.

There being no further business to come before the BTAC, the meeting concluded at 3:17 PM.

BRITE TDP

Study Update | July 13, 2022



Today's Discussion



- Feedback thus far
- Two additional projects
- Decision-making



Feedback Thus Far



- Microtransit Pilot Project
- Staunton South Route
- Saturday Paratransit
- Sunday Service
- Later Hours of Service
- ~~• Additional Service for Rural Augusta County~~
- Afton Express Adjustments – *include stops in Downtown Staunton and Waynesboro for select trips*
- Modifications to the Waynesboro Circulator
- Modifications to the Stuarts Draft Link
- ~~• Additional Service between Staunton and Harrisonburg~~

Feedback Thus Far – What are the estimated local share costs?



- Microtransit Pilot Project
 - Software Platform - \$95,000 (32% of \$250,000)
 - Operating Costs - \$60,000 annually – based on the high end of current ratios (20%)
- Staunton South Route
 - Operating Costs - \$41,106 annually – based on the high end of current ratios (20%)
- Saturday Paratransit
 - Operating Costs - \$5,085 annually – based on the high end of current ratios (20%)
- Sunday Service
 - Operating Costs - \$18,081 annually – based on the high end of current ratios (20%)
- Later Hours of Service - Waynesboro
 - Operating Costs - \$5,540 annually – based on the high end of current ratios (20%)

Feedback Thus Far – What are the estimated local share costs?



- Afton Express Adjustments – *include stops in Downtown Staunton and Waynesboro for select trips*
 - Included in FY2023 budget. Downtown stops would be incremental cost to add.
- Modifications to the Waynesboro Circulator
 - Minor incremental costs
- Modifications to the Stuarts Draft Link
 - Minor incremental costs

Additional Projects



Fare Free Public Transportation

- Fare-free transit service is gaining popularity among small and medium-sized transit systems where the fares are relatively modest and do not generate a level of revenue that would be too difficult to replace from other sources. For many systems, the cost of collecting, securing, and accounting for the fare revenue exceeds the amount collected.
- BRITE collects about \$50,000 in fare revenue annually. Fare revenue for BRITE is collected, counted, secured, and kept by the contractor. The amount of fare revenue received each month is then deducted from the monthly BRITE invoice.
- The pandemic history with fare-free transit for BRITE does not show increased ridership, however; it is likely that once the pandemic is over ridership will respond more favorably to fare-free transit, as this has historically been the pattern within the industry. Providing fare-free service may help BRITE restore ridership to pre-pandemic levels.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Eliminates the need to collect, count, secure, and record passenger fares. • Speeds up the boarding process. • Eliminates conflicts that can occur between passengers and vehicle operators regarding fare payment. • Provides financial relief for riders, many of whom are low-income. • Will likely increase ridership. The pre-pandemic literature suggests at least a 20% increase in ridership. • Reduces costs for fare media (tokens and punch cards). 	<ul style="list-style-type: none"> • Reduces revenue by about \$50,000 annually. This amount will need to come from other sources, such as advertising revenue, local partners, and federal/state sources. • May encourage people to ride with no specific destination. This can be prevented through BRITE policy, but the drivers would have to enforce it.
Financial Implications	Ridership Impacts
<ul style="list-style-type: none"> • Eliminating fares will cost about \$50,000 annually. There will be some minor savings from not having to purchase tokens and punch cards. • Eliminating fares will increase the net operating deficit, which could make BRITE eligible for additional state and federal funds. However, this would only occur if these funds were available. • If ridership increases, then BRITE's performance measures will improve, making the system eligible for more funds under DRPT's performance-based funding. 	<ul style="list-style-type: none"> • The literature suggests that ridership should increase by at least 20%. BRITE did not see this during the pandemic fare elimination but could post-pandemic.

Local Share Implications –

Without considering the savings from not having to purchase tokens or punch cards, or the potential for performance-based funding, about \$6,230 in additional local funds would be needed systemwide. This assumes the availability of federal and state funding at current funding ratios.

Additional Projects



Fleet Electrification

- An all-electric transit vehicle, also called a battery electric bus (BEB), is one that is driven using an electric motor rather than an internal combustion engine. Electricity to operate the vehicle is stored within on-board batteries. There are several appealing features of electric buses, including: zero tail-pipe emissions, zero dependence on oil, quiet and smooth operation, and potentially lower operating expenses than conventionally fueled buses.
- Interest in all-electric buses has been growing in the United States, driven by sustainability initiatives, as well as the Federal Transit Administration's Low or No Emission Vehicle Program (Section 5339 (c)) – "Low-No."
- As electric vehicles have become more available and tested, the CSPDC has expressed interest in exploring fleet electrification.

Additional Projects



Fleet Electrification

Issues to Consider:

- Vehicle Charging
- Operating Environment
- Life Cycle Cost Analysis
- Agency Training Resources
- CSPDC/Contractor Model and Vehicle Ownership



Decision-Making:

- The CSPDC will need to assess its ability to electrify the fleet based on the exploration of each of the issues above. For the TDP, the potential project is to fully evaluate the potential for the CSPDC to electrify some or all of the fleet used for service.

Decision-Making



Ranking of service proposals that have significant costs

- Microtransit Pilot Project
- Staunton South Route
- Saturday Paratransit
- Sunday Service
- Later Hours of Service

<https://www.menti.com/ipn7ypsfej>

The voting code **5677 6130**



Decision-Making



Fare Free – Yes/No

Exploration of Fleet Electrification – Yes/No

<https://www.menti.com/ipn7ypsfej>

The voting code **5677 6130**



Next Steps

- Choose TDP Projects
- Draft TDP Report
- Final TDP Report
- CSPDC Board Adoption



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BRITE Transit Advisory Committee Meeting Summary
September 14, 2022, 2:30 p.m.

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

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

	Name	Organization
	Leslie Beauregard	City of Staunton
	Jennifer Whetzel	County of Augusta
✓	Leslie Tate	City of Waynesboro
✓	Krystal Moyers*	Augusta Health
✓	Mike Kelley	Wilson Workforce & Rehabilitation Center
	Greg Beam	Staunton Downtown Development
✓	Terry Rodgers, Chair	Shenandoah Valley Social Services
✓	Anastasia Triplett*	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
✓	Bonnie Riedesel	CSPDC
✓	Devon Thompson	CSPDC
✓	Paula Melester	CSPDC
✓	Lib Rood, KFH Group*	
✓	Alisande Tombarge, City of Waynesboro	
✓	John Blair, City of Staunton*	
✓	Rodney Rhodes, City of Staunton	
✓	Phil Thompson, VRT	
✓	Zach Beard, CSPDC*	

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. Pursuant to §2.2-3708.2 of the Code of Virginia, BTAC members may participate in meetings through electronic communication means. Those who attended virtually are indicated by an asterisk; all others attended in-person.

Public Comment

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



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Approve Minutes

Chairperson Rodgers stated that there was not an in-person quorum, and did not request a vote to approve the minutes from the July 2022, BTAC meeting.

Business

Staunton Lewis Street Hub Rehabilitation Update: Ms. Ann Cundy announced the progress of the Staunton Lewis Street Hub Rehabilitation project. A grant agreement with the Federal Transit Administration (FTA) was in place to begin work on the project. Ms. Cundy indicated that Ms. Paula Melester had been drafting a Brooks Act-Compliant Request for Proposals (RFP) for engineering and design, construction, and construction management, and that the RFP would be released later in September. The hope would be to have a contract in place by the end of the year. Ms. Melester thanked the City of Staunton and Virginia Department of Rail and Public Transportation (DRPT) for their assistance throughout the process.

Additionally, Mr. Rodney Rhodes indicated that the City of Staunton had a signed agreement to complete survey work on the property for the easement for the public-use path.

ITS – Mobile Data Collection System Update: Ms. Devon Thompson provided an update on the ITS project. The Request for Information (RFI) for the BRITE mobile data collection system was issued at the beginning of August, and submissions were due at the end of August. The Central Shenandoah Planning District Commission (CSPDC) and the technical assistance consultant, Kimley-Horn, reviewed the submission. The RFI contained high-level requirements to request industry vendors to demonstrate how their solution would meet BRITE needs and requirements. This verified that the requirements would be met and educated CSPDC and Virginia Regional Transit (VRT) staff on system capabilities. Two vendor demonstrations had been scheduled for the end of September. After the vendor demonstrations had been conducted, Kimley-Horn and CSPDC staff would work on developing the RFP for the system.

Afton Express Update: Ms. Melester reported that Afton Express had been in operations for one year in September – September 1 was the one-year anniversary of the launch date. Ms. Melester indicated that ridership continued to see record-high numbers. August ridership averaged about 50 passenger trips per day, which continued the trend of sustained ridership the past few months. Over the one-year period, passengers took over 8,000 trips. The one-year anniversary was celebrated throughout the month, in tandem with DRPT's Discover Transit Month. Celebration events included:

- Fare-free day
- Cupcakes in Charlottesville (University of Virginia)
- Staunton swag giveaway at the Staunton Mall
- Live radio broadcast at the Waynesboro Park and Ride Lot with contests and giveaways



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Afton Express stakeholders were invited to participate in all events if their schedules allowed. The month-long celebrations were a way to thank current riders of the service and entice new riders.

Transit Development Plan (TDP) Update: Ms. Lib Rood presented on the progress of the Transit Development Plan (TDP). The draft Plan would soon be available, and Ms. Rood presented on Chapter 5 of the Plan – Implementation Plan, as well as the preliminary 10-year operating and capital budgets. The Implementation Plan assigned years to the planned activities/projects. Ms. Rood's outlined the following information for the Implementation Plan:

- FY2023
 - Lewis Street Hub Rehabilitation; Waynesboro Circulator and Stuarts Draft Link route adjustments; Addition of third bus for Afton Express; Procurement process for the Mobile Data Collection System and Scheduling Software; Development of an updated local funding formula; Adjustments to the Blue Ridge Community College Shuttle
- FY2024
 - Implement Saturday paratransit service; Implement Mobile Data Collection System and Scheduling Software; Evaluate Waynesboro and Stuarts Draft route adjustments; Conduct a fleet electrification study; Install shelter at one of the identified locations
- FY2025
 - Conduct procurement process for turn-key operations contract; Further evaluate fare-free option (incorporate into new contract); Incorporate findings from fleet electrification study into procurement RFP if warranted; Microtransit feasibility study; Install shelter at one of the identified locations
- FY2026
 - Start new contract with turn-key transit provider; Implement the microtransit program; Implement real-time schedule information; Install shelter at one of the identified locations
- FY2027
 - Implement the Staunton South Route; Implement the Traveler Information Displays; Install shelter at one of the identified locations; Extend the hours of service for the Waynesboro Circulator
- FY2028
 - Add a second vehicle to the microtransit program; Implement Sunday service; Implement the Advanced Driver Assistance Program; Install shelter at one of the identified locations
- FY2029
 - Prepare for a full TDP update

Discussion ensued regarding shifted timelines for certain projects, specifically the microtransit pilot program and the fleet electrification study.

Preliminary 10-year Operating and Capital budgets were also presented and discussed (see attached presentation for detailed budget tables), with various assumptions noted. Ms. Rood also noted the change that would occur



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when Afton Express transitioned from a Demonstration Grant to regular operating funds within BRITE's overall budget.

Ms. Rood indicated that next steps would include the finalization of the draft Plan, completion of the final Plan, and CSPDC Board of Commissioners approval.

Partner Match Restructure: Ms. Thompson announced that through recent discussions, two additional tasks came to light at the tail end of the TDP development – alluded to Ms. Rood's presentation. The CSPDC hired KFH Group to evaluate the partner match formula for the local funds that matched state/federal funds that were applied for and received by the CSPDC, as well as develop and analyze some alternatives for the BRCC Shuttle routes. The tasks were not directly related to the TDP, but they would be noted within the Plan.

- Partner match: In 2015, during the development of the first TDP, evaluation of the local match formula was considered, but at the time there was consensus from all partners to keep the match levels where they were. Since BRITE underwent so many changes in the past several years, and were looking to implement several more changes in the coming years, it was realized that now is time to evaluate the formula. KFH Group and the CSPDC would work to create a reliable, equitable formula based on quantifiable metrics versus the structure that was inherited by CATS.
- BRCC alternatives: Based on some inputs that surfaced since the pandemic, BRCC was being thoughtful and responsible by evaluating their current level of service. A decline was seen in both their enrollment, thus a decline in their student fees, and ridership, so some new service alternatives would like to be explored. The second task would be to study and propose service alternatives for the BRCC Shuttles, and the options would be developed with the goal of preserving service to as many riders as possible. Considered alternatives would include a geographic change to the service; reduction in service hours; and elimination of the route. Full implications of each of the alternatives would be evaluated so the best decisions could be made.

Ms. Thompson indicated that this update served as a broad overview and introduction to the topic. The two tasks were being paid for through the transit planning funds from the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO). The committee would be kept abreast of the progress of the two tasks as they developed, as they needed to be reviewed and considered by the BTAC and SAWMPO. Ms. Thompson noted that the CSPDC had an accelerated timeline for completing the work, as budget for the upcoming fiscal year began in December.

Ms. Thompson indicated that either herself or Ms. Anastasia Triplett could answer any questions the group had.

Contractor Update: Mr. Phil Thompson and Mr. Steve Wilson reported on the following:

- **Virginia Regional Transit (VRT) Staffing:** Staffing was presented as an ongoing challenge for VRT's operations like every other transit agency. Mr. Thompson thanked the CSPDC for their support in their partnership with assisting with building up staffing levels. Mr. Thompson gave an overview of what was



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happening in the industry that presented challenges for hiring and some solutions that were being explored; specifically, the difficulty of obtaining a CDL, and the VRT Virginia Rides obtaining a training program to facilitate training.

Mr. Thompson indicated that VRT was working hard to keep routes operated, which included management driving routes. However, as done in the pandemic, Mr. Thompson proposed developing a strategic plan in staffing routes. Some potential options presented included combining BRITE Access (paratransit) service delivery and prioritizing most utilized routes. From an operations standpoint, it would be to choose viable alternatives that would provide the least amount of impact to riders. Mr. Thompson emphasized that VRT would not want service failures, but knew it could be a reality if staffing challenges persisted.

Ms. Thompson noted that the CSPDC and VRT wanted to bring this to the attention of the committee and get consensus on the preliminary contingency plans outlined by Mr. Thompson. Ms. Bonnie Riedesel indicated that this challenge was not concentrated to this region, but found across the state and in other industries.

Discussion ensued to get clarification and more detailed information on what Mr. Thompson presented.

Other Business: Chairperson Rodgers asked if there was any other business to come before the committee.

- Ms. Melester indicated that BRITE and Afton Express would offer fare-free rides on Wednesday, September 21, to celebrate DRPT's Discover Transit Month.

Adjournment

Chairperson Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, November 9, 2022, at 2:30 PM at the CSPDC offices.

There being no further business to come before the BTAC, the meeting concluded at 3:14 PM.

BRITE TDP

Study Update | September 14, 2022



Today's Discussion



- TDP Draft Implementation Plan-Chapter 5
- Preliminary 10-Year Operating and Capital Budgets
- Further Development



Chapter 5 – Implementation Plan



FY2023

- Lewis Street Hub Rehabilitation
- Waynesboro route adjustments
- Stuarts Draft route adjustments
- The addition of a third bus for the Afton Express
- Procurement process for Mobile Data Collection System and Scheduling Software
- Development of an updated local funding formula
- Adjustments to the Blue Ridge Community College Shuttle program

Chapter 5 – Implementation Plan



FY2024

- Implement Saturday paratransit service
- Implement Mobile Data Collection System and Scheduling Software
- Evaluate Waynesboro and Stuarts Draft route adjustments
- Conduct a fleet electrification study
- Install shelter at one of the identified locations

Chapter 5 – Implementation Plan

FY2025

- Conduct procurement process for turn-key operations contract
- Further evaluate fare-free option – will need to incorporate into new contract
- Incorporate findings from fleet electrification study into procurement RFP if warranted
- Microtransit feasibility study
- Install a shelter at one of the identified locations

Chapter 5 – Implementation Plan



FY2026

- Start new contract with turn-key transit provider
- Implement the microtransit program
- Implement real-time schedule information
- Install shelter at one of the identified locations

Chapter 5 – Implementation Plan



FY2027

- Implement the Staunton South Route
- Implement the Traveler Information Displays
- Install shelter at one of the identified locations
- Extend the hours of service for the Waynesboro Circulator

FY2028

- Add a second vehicle to the microtransit program
- Implement Sunday service
- Implement the Advanced Driver Assistance Program
- Install shelter at one of the identified locations

Chapter 5 – Implementation Plan



FY2029

- Prepare for a full TDP Update

Preliminary 10-Year Operating Budgets



Projects - BRITE	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Projected Operating Expenses										
CSPDC Expenses, less fuel	\$389,541	\$401,227	\$413,264	\$425,662	\$438,432	\$451,585	\$465,132	\$479,086	\$493,459	\$508,263
Contractor Cost Per Revenue Hour + Fuel	\$67.14	\$69.15	\$71.23	\$73.37	\$75.57	\$77.83	\$80.17	\$82.57	\$85.05	\$87.60
Current Level of Service - BRITE	\$2,636,671	\$2,500,334	\$2,575,344	\$2,652,604	\$2,732,182	\$2,814,148	\$2,898,572	\$2,985,529	\$3,075,095	\$3,167,348
TDP Improvements										
Fees Associated with ITS Improvements:										
Mobile Data		\$9,346	\$9,626	\$9,915	\$10,213	\$10,519	\$10,835	\$11,160	\$11,494	\$11,839
Scheduling Software		\$25,949	\$26,727	\$27,529	\$28,355	\$29,206	\$30,082	\$30,984	\$31,914	\$32,871
Real Time Data Feed				\$4,566	\$4,703	\$4,844	\$4,989	\$5,139	\$5,293	\$5,452
Next Bus Arrival				\$9,133	\$9,407	\$9,689	\$9,980	\$10,279	\$10,588	\$10,905
Traveler information					\$7,122	\$7,336	\$7,556	\$7,782	\$8,016	\$8,256
Advanced Driver Assistance						\$8,504	\$8,759	\$9,022	\$9,293	\$9,571
Electrification Feasibility Study		\$50,000								
Saturday Paratransit Service		\$32,364	\$33,335	\$34,335	\$35,365	\$36,426	\$37,519	\$38,645	\$39,804	\$40,998
Microtransit Feasibility Study			\$50,000							
Microtransit Pilot Operating - 1 vehicle				\$187,083	\$192,695	\$198,476	\$204,430	\$210,563	\$216,880	\$223,386
Microtransit Pilot - 2nd vehicle						\$198,476	\$204,430	\$210,563	\$216,880	\$223,386
Microtransit Monthly fees				\$26,225	\$27,012	\$27,823	\$28,657	\$29,517	\$30,402	\$31,315
Staunton South					\$285,869	\$294,445	\$303,278	\$312,376	\$321,748	\$331,400
Sunday Service						\$129,515	\$133,401	\$137,403	\$141,525	\$145,771
Later Hours- Waynesboro					\$38,539	\$39,695	\$40,886	\$42,113	\$43,376	\$44,677
Total Projected Operating Expenses - BRITE	\$2,636,671	\$2,617,993	\$2,695,033	\$2,951,391	\$3,371,462	\$3,809,101	\$3,923,374	\$4,041,075	\$4,162,308	\$4,287,177
% Change Year by Year		-1%	3%	10%	14%	13%	3%	3%	3%	3%

Preliminary 10-Year Operating Budgets



Total Projected Operating Expenses - BRITE	\$2,636,671	\$2,617,993	\$2,695,033	\$2,951,391	\$3,371,462	\$3,809,101	\$3,923,374	\$4,041,075	\$4,162,308	\$4,287,177
% Change Year by Year		-1%	3%	10%	14%	13%	3%	3%	3%	3%
Anticipated Revenue and Subsidies	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Passenger Revenue	\$50,000	\$49,742	\$51,206	\$56,076	\$64,058	\$72,373	\$74,544	\$76,780	\$79,084	\$81,456
Other Revenue	\$11,500	\$79,200	\$79,200	\$79,200	\$79,200	\$79,200	\$79,200	\$79,200	\$79,200	\$79,200
Subtotal, Revenue	\$61,500	\$128,942	\$130,406	\$135,276	\$143,258	\$151,573	\$153,744	\$155,980	\$158,284	\$160,656
Net Deficit	\$2,575,171	\$2,489,051	\$2,564,627	\$2,816,114	\$3,228,204	\$3,657,528	\$3,769,630	\$3,885,095	\$4,004,024	\$4,126,520
Federal Funds	\$1,568,223	\$1,518,321	\$1,564,423	\$1,717,830	\$1,969,205	\$2,231,092	\$2,299,474	\$2,369,908	\$2,442,454	\$2,517,177
State Funds	\$641,587	\$622,263	\$641,157	\$704,029	\$807,051	\$914,382	\$942,407	\$971,274	\$1,001,006	\$1,031,630
Local Funds	\$365,361	\$348,467	\$359,048	\$394,256	\$451,949	\$512,054	\$527,748	\$543,913	\$560,563	\$577,713
Subtotal, Subsidies	\$2,575,171	\$2,489,051	\$2,564,627	\$2,816,114	\$3,228,204	\$3,657,528	\$3,769,630	\$3,885,095	\$4,004,024	\$4,126,520

- 1) Federal and state assistance includes capital cost of contracting
- 2) Inflation is included at 3% per year
- 3) A new contract will be in place for FY2026, which may impact the contractor rate
- 4) The hourly operating rate includes the contractor's hourly rate plus the fuel that is purchased through CSPDC
- 5) Afton Express will be shown on separate budget table
- 6) This version assumes BRCC service is reduced to 3060 hours annually, down from 7,610 annually, beginning in 2024

Preliminary 10-Year Operating Budgets



AFTON EXPRESS	Budget FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Projected Operating Expenses										
CSPDC Expenses, less fuel	\$24,450	\$25,184	\$25,939	\$26,717	\$27,519	\$28,344	\$29,195	\$30,070	\$30,973	\$31,902
Contract for Service	\$354,264	\$389,471	\$401,155	\$413,189	\$425,585	\$438,353	\$451,503	\$465,048	\$479,000	\$493,370
Fuel	\$106,005	\$112,099	\$115,462	\$118,926	\$122,494	\$126,168	\$129,953	\$133,852	\$137,868	\$142,004
Total Projected Operating Expenses	\$484,719	\$526,753	\$542,556	\$558,832	\$575,597	\$592,865	\$610,651	\$628,971	\$647,840	\$667,275
Anticipated Revenue and Subsidies	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Passenger Revenue	\$34,020	\$36,873	\$43,404	\$50,295	\$57,560	\$59,287	\$61,065	\$62,897	\$64,784	\$66,728
Subtotal, Revenue	\$34,020	\$36,873	\$43,404	\$50,295	\$57,560	\$59,287	\$61,065	\$62,897	\$64,784	\$66,728
Net Deficit	\$450,699	\$489,880	\$499,151	\$508,537	\$518,038	\$533,579	\$549,586	\$566,074	\$583,056	\$600,548
Federal Funds		\$303,361	\$309,749	\$316,247	\$322,856	\$332,542	\$342,518	\$352,793	\$363,377	\$374,279
DRPT Demonstration Grant	\$360,560									
State Funds		\$104,944	\$106,736	\$108,541	\$110,358	\$113,669	\$117,079	\$120,591	\$124,209	\$127,935
Local Funds	\$90,140	\$81,576	\$82,667	\$83,749	\$84,823	\$87,368	\$89,989	\$92,688	\$95,469	\$98,333
Subtotal, Subsidies	\$450,700	\$489,881	\$499,152	\$508,537	\$518,037	\$533,578	\$549,585	\$566,073	\$583,055	\$600,547

Note - this assumes that federal and state funds are available

Preliminary 10-Year Capital Budget



Capital Budget	Budget FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
TDP Improvements							<i>Pending TDP Update</i>			
ITS Implementation										
Mobile Data		\$81,418								
Scheduling Software		\$224,451								
Real Time Data Feed			\$38,510							
Next Bus Arrival				\$77,504						
Traveler information					\$61,283					
Advanced Driver Assistance						\$158,008				
Mobile Ticketing						\$31,699				
Passenger Amenities										
Lewis Street Hub - prior budget										
Bus Shelters		\$10,000	\$10,300	\$10,609	\$10,927	\$11,255				
Total Capital		\$315,869	\$48,810	\$88,113	\$72,210	\$200,962	<i>Pending TDP Update</i>			
Federal Funds		\$252,695	\$39,048	\$70,490	\$57,768	\$160,770				
State Funds		\$50,539	\$7,810	\$14,098	\$11,554	\$32,154				
Local Funds		\$12,635	\$1,952	\$3,525	\$2,888	\$8,038				
Subtotal, Subsidies	\$0	\$315,869	\$48,810	\$88,113	\$72,210	\$200,962	\$0	\$0	\$0	\$0

Note: CSPDC's capital cost of contracting expenses are shown within the operating budget

Further Development



- Development of local funding formula
- Level of BRCC participation
- Availability of federal and state funding to replace Afton Express State Demonstration funding

Next Steps



- Draft TDP Report – to CSPDC within the next week
- Final TDP Report
- CSPDC Board Adoption



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BRITE Transit Advisory Committee Meeting Summary
November 9, 2022, 1:30 p.m.

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

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

	Name	Organization
	Leslie Beauregard	City of Staunton
✓	Jennifer Whetzel	County of Augusta
✓	Leslie Tate	City of Waynesboro
✓	Krystal Moyers	Augusta Health
	Mike Kelley	Wilson Workforce & Rehabilitation Center
	Greg Beam	Staunton Downtown Development
✓	Terry Rodgers, Chair	Shenandoah Valley Social Services
	Anastasia Triplett	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
✓	Bonnie Riedesel	CSPDC
✓	Devon Thompson	CSPDC
✓	Paula Melester	CSPDC
✓	Lib Rood, KFH Group*	
✓	Alisande Tombarge, City of Waynesboro	
✓	John Blair, City of Staunton	
✓	Rodney Rhodes, City of Staunton	
✓	Zach Beard, CSPDC	
✓	Joshua Smoot, CSPDC	
✓	Shane Doran, Dominion Commercial	
✓	John Reno, Countryside Srv. Co.	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 1:30 PM by Ms. Terry Rodgers, Chairperson. Pursuant to §2.2-3708.2 of the Code of Virginia, BTAC members may participate in meetings through electronic communication means. Those who attended virtually are indicated by an asterisk; all others attended in-person.

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 July 13, 2022, BTAC meeting for consideration.

Mr. Paul Terry moved, seconded by Ms. Krystal Moyers, to approve the minutes of the July 13, 2022, meeting, as presented. Motion carried unanimously.

Chairperson Rodgers presented the minutes from the September 14, 2022, BTAC meeting for consideration.

Mr. John Blair moved, seconded by Ms. Becky Messer, to approve the minutes of the September 14, 2022, meeting, as presented. Motion carried unanimously.

Business

Staunton Lewis Street Hub Rehabilitation Update: Ms. Ann Cundy announced the progress of the Staunton Lewis Street Hub Rehabilitation project. The Request for Proposals (RFP) for design, engineering, and construction administration closed at the end of October, and two proposals were received. The proposal review committee, made up of Virginia Department of Rail and Public Transportation (DRPT), Central Shenandoah Planning District Commission (CSPDC), and City of Staunton staff were reviewing and scoring the proposals, and would meet at the end of November to make a final decision and negotiation for award and contract. After review, construction documents and final design would be developed for the rehabilitation of the hub.

Ms. Cundy also extended her thanks to Mr. John Blair and Ms. Leslie Beauregard, City of Staunton, for their work on the formal dedication of the easement for the City's path that begins at the back of the Lewis Street lot and goes through the woods to Fillmore Street – an important non-motorized, off-road connection.

ITS – Mobile Data Collection System (MDCS) Update: Ms. Devon Thompson provided an update on the ITS project. Vendor demonstrations for the MDCS – tablets and back-end software to assist with data collection and reporting for bus drivers, VRT managers and supervisors, and CSPDC staff – were hosted in late September. Once demos were conducted, Kimley-Horn, the technical assistance consultant, was able to finalize the technical specifications, which would be part of the scope of work for the RFP. Kimley-Horn staff was finalizing the draft RFP for CSPDC staff review, and the RFP would be slated for release at the end of November with proposals due by the end of the year. Ms. Thompson indicated that once the award had been made, they could move forward with implementation.

Afton Express Update: Ms. Paula Melester reported on Afton Express operations. Ms. Melester indicated that a date had been set for implementation of the expanded schedule. The expansion would add a third bus to the fleet that would allow for increased frequency and scheduled times to pick-up and drop-off 12-hour shift workers. The launch date was planned for February 1, 2023.



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Current ridership remained strong, and daily average passenger trips were around 55-60. Ms. Melester indicated that there was a consistent core group of about 30 riders per day. The hope was that ridership continued to increase month to month as it had been doing over the course of the year.

Transit Development Plan (TDP) Update: Ms. Lib Rood presented on the progress of TDP. The presentation included information on the revised Chapter 5 – Implementation Plan and the activities that were planned for the next 10 years (see attached presentation). Ms. Rood also gave an update on the status of the full Draft Plan. Once staff level edits were finalized, the Draft Plan would be sent out to the BTAC for review. Once reviewed by the BTAC, it would be forwarded to the CSPDC Board of Commissioners for their approval.

Ms. Bonnie Riedesel inquired as to whether or not there needed to be documentation in the TDP regarding the change of funding for Afton Express from Demonstration Grant funds to being included under the umbrella of BRITE Bus funding, and Ms. Rood indicated that it was referenced in the Draft Plan. It was decided that it could also be included in the appropriate out-year recommendation list.

Ms. Thompson indicated that the BTAC would recommend the CSPDC Board of Commissioners to release the Draft Plan for public comment; after the public comment period, the Plan would be approved by the CSPDC Board of Commissioners. Ms. Thompson proposed that a special meeting could be held in December to vote on this item. Ms. Riedesel indicated that the CSPDC Board of Commissioners would meet on Monday, December 19, 2022, and that would be when they would need to release the Draft Plan for a 21-day public comment period. Then final approval would be voted on at their February meeting, following the 21-day period. Ms. Moyers inquired if there was a revision process in between the public comment period and final approval, and Ms. Thompson indicated there would be if any public comments were received.

Partner Match Restructure: Ms. Thompson updated the committee on the two additional tasks that came to light at the end of the TDP development. As discussed in September, the CSPDC hired KFH Group to evaluate the partner match formula for the local funds that matched state/federal funds that were applied for and received by the CSPDC, as well as develop and analyze some alternatives for the BRCC Shuttle routes that reflected new, pandemic-related conditions at Blue Ridge Community College.

A sub-committee tasked with working closely with the CSPDC and KFH Group staff to review work that had been drafted had met to review the first draft of alternatives and formula options. The first tech memo outlined two BRCC alternatives that adjusted span of service, based on existing ridership by time-of-day data. The tech memo also outlined some potential ways to develop an equitable and transparent formula for local match funds, that considered equity, funding availability, control, and sustainability. Preliminary numbers were based on the current FY2023 approved budget as well as projected expenses and operations for FY2024. Ms. Thompson indicated that these numbers would be further refined and shared with the working sub-committee prior to coming before the full BTAC for review and approval.



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Ms. Krystal Moyers inquired as to what the current hours of operations were for the BRCC North & South Shuttles, and Ms. Thompson indicated that hours of operation were 6:50 AM to 10:30 and 11:00 PM (South and North, respectively). Ms. Thompson added that it would be beneficial to cut service in those evening hours with low ridership during that time. Ms. Riedesel also indicated that those original times reflected the original intent of serving students that attended night classes prior to the pandemic. Ms. Moyers also asked if there was a sense of how many passengers were BRCC students and staff, and Ms. Thompson and Mr. Steve Wilson answered that in a general sense, drivers would see BRCC badges and mark this information on their ridership tracking forms (versus other college badges presented).

Contractor Update: Mr. Steve Wilson reported on the following:

- **General Operations**
 - **Virginia Regional Transit (VRT) Staffing:** Staffing was presented as an ongoing challenge for VRT's operations like every other transit agency. Ms. Melester had posters printed for BTAC members to take and distribute at their locations.
- **Bus Stop Request – Imperial Drive:** Mr. Wilson indicated that a request had been made for a permanent stop at Imperial Drive on Route 250. Mr. Wilson presented on existing conditions and safety concerns at the proposed locations, both eastbound and westbound (see attached presentation):
 - Existing conditions – currently served as a flag down/call stop, stop location conditions, posted highway speeds
 - Safety concerns – stop location conditions, posted highway speeds, visibility

Mr. Wilson recommended two options for consideration by the BTAC. Option A was to operate as is (flag down/call stop) until infrastructure was installed. Option B was to install a sign westbound and delay sign installation for the eastbound stop once infrastructure was installed.

Mr. Shane Doran and Mr. John Reno addressed the BTAC with additional comments regarding the existing developments and conditions at the site and the planned future housing developments. Mr. Doran and Mr. Reno indicated that once there was a need established, a stoplight would be warranted – they believed that this would be reached once all the developments were constructed. It was indicated that all plans were fully approved, and that a bus stop would assist with their tax credit application for construction. Discussion ensued that regarded the timeframe of application and construction, the bus stop's implication for the tax credit application, current stop usage, awareness of flag down/call stops, and safety and timing of the stop. The logistics of Option B were further discussed.

Ms. Jennifer Whetzel moved, seconded by Ms. Becky Messer, to approve the addition of the Imperial Drive bus stop (Call Stop), westbound, with the future addition of an eastbound stop once more infrastructure was installed. Motion carried unanimously.

Other Business: Chairperson Rodgers asked if there was any other business to come before the committee.



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- **Remote Area Medical Clinic** – Ms. Thompson indicated that the Remote Area Medical Clinic would be in hosted in Fishersville on November 19-20. Posters would be distributed on the buses, and Ms. Thompson had additional flyers printed for BTAC members to take and distribute and post as well.
- **2023 Meeting Calendar** – Ms. Thompson reviewed the 2023 meeting calendar and announced the meeting dates, set on the second Wednesday of every other month beginning in January:
 - January 11, 2023
 - March 8, 2023
 - May 10, 2023
 - July 12, 2023
 - September 13, 2023
 - November 8, 2023

Ms. Whetzel proposed meeting on the same day for the December meeting – second Wednesday would be December 14, 2022. This would allow a month for BTAC review of the TDP, and the finalized BRCC Shuttle alternatives and funding partner match formula would be ready to share. There was consensus among the committee for a Zoom meeting to be held that day. Ms. Thompson indicated that the special meeting would be advertised as needed, and this would count as the one electronic meeting allowed per the Electronic Meeting Policy.

Adjournment

Chairperson Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, January 11, 2023, at 2:30 PM at the CSPDC office.

There being no further business to come before the BTAC, the meeting concluded at 2:18 PM.

BRITE TDP

Study Update | September 14, 2022



Today's Discussion



- TDP Draft Implementation Plan-
Chapter 5 - Revised
- Full Draft Plan
 - ✓ Completing staff-level edits
 - ✓ BTAC review - Draft available November 14
 - ✓ CSPDC Board of Commissioners – Next scheduled meeting



Chapter 5 – Implementation Plan



FY2023

- Lewis Street Hub Rehabilitation – Full design, grant funded
- Waynesboro route adjustments
- Stuarts Draft route adjustments
- The addition of a third bus for the Afton Express
- Procurement process for Mobile Data Collection System and Scheduling Software
- Development of an updated local funding formula
- Adjustments to the Blue Ridge Community College Shuttle program

Chapter 5 – Implementation Plan



FY2024

- Implement Saturday paratransit service
- Implement Mobile Data Collection System and Scheduling Software-completes Phase I of ITS Plan
- Evaluate Waynesboro and Stuarts Draft route adjustments
- Participate in DRPT electrification study
- Install shelter at one of the identified locations
- Lewis Street Hub construction (grant funded)
- FTA Triennial Review

Chapter 5 – Implementation Plan

FY2025

- Conduct a microtransit feasibility study
- Procure paratransit scheduling software – continued implementation of ITS Plan
- Evaluate fares and fare payment system
- Install shelter at one of the identified locations

Chapter 5 – Implementation Plan



FY2026

- Conduct procurement process for turn-key transit operations contract
 - Consultant assistance through DPRT Technical Assistance Grant
- Incorporate findings from electrification and fare studies, as warranted
- Implement microtransit demonstration program
- Implement real-time schedule information – continued implementation of ITS Plan
- Install shelter at one of the identified locations

Chapter 5 – Implementation Plan



FY2027

- Start a new contract with turn-key transit operations contractor
- Implement the Staunton South Route
- Extend the hours of service for the Waynesboro Circulator later into the evening
- Implement the Traveler Information Displays – continued implementation of ITS Plan
- Install shelter at one of the identified locations

Chapter 5 – Implementation Plan



FY2028

- Add a second vehicle to the microtransit pilot program
- Implement Sunday service
- Implement the Advanced Driver Assistance Program – final project of the ITS Plan
- Install shelter at one of the identified locations

Chapter 5 – Implementation Plan



FY 2029

- Prepare for a full TDP Update

FY2030- FY2032

- Begin implementing projects recommended within the FY2029 TDP

TDP Wrap Up



- KFH Group completing staff-level edits – this week
- Full Draft TDP available for BTAC review – week of November 14th
- Comments open through early December
- CSPDC Board of Commissioners - Review and Approval
 - At their next scheduled meeting

Imperial Drive Bus Stop

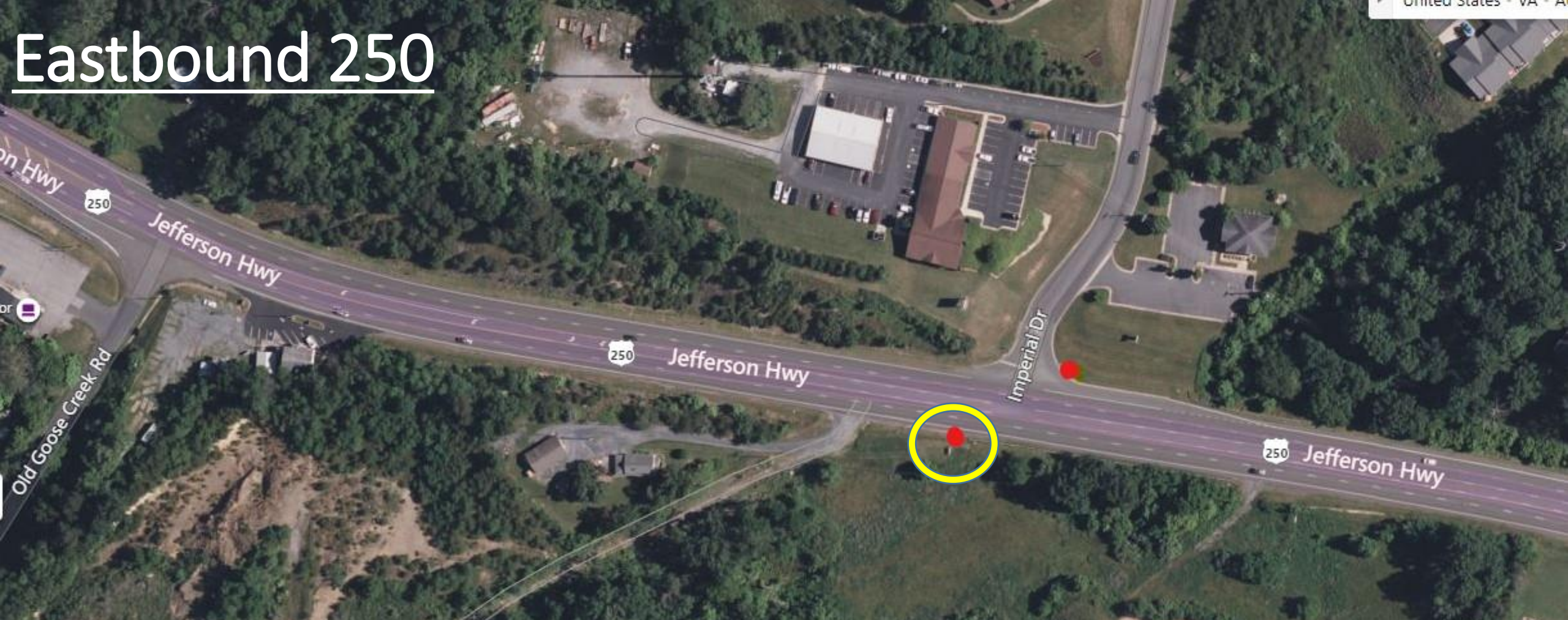
The logo features a large, stylized white letter 'G' with a thick outline. The 'G' is positioned on the left side of the slide. Behind it is a circular graphic composed of several overlapping, semi-transparent segments in shades of orange, yellow, and pink, creating a sunburst or flower-like effect.

brite

Permanent stop proposal for Imperial Drive and planned Goose Creek Crossing expansion



Eastbound 250

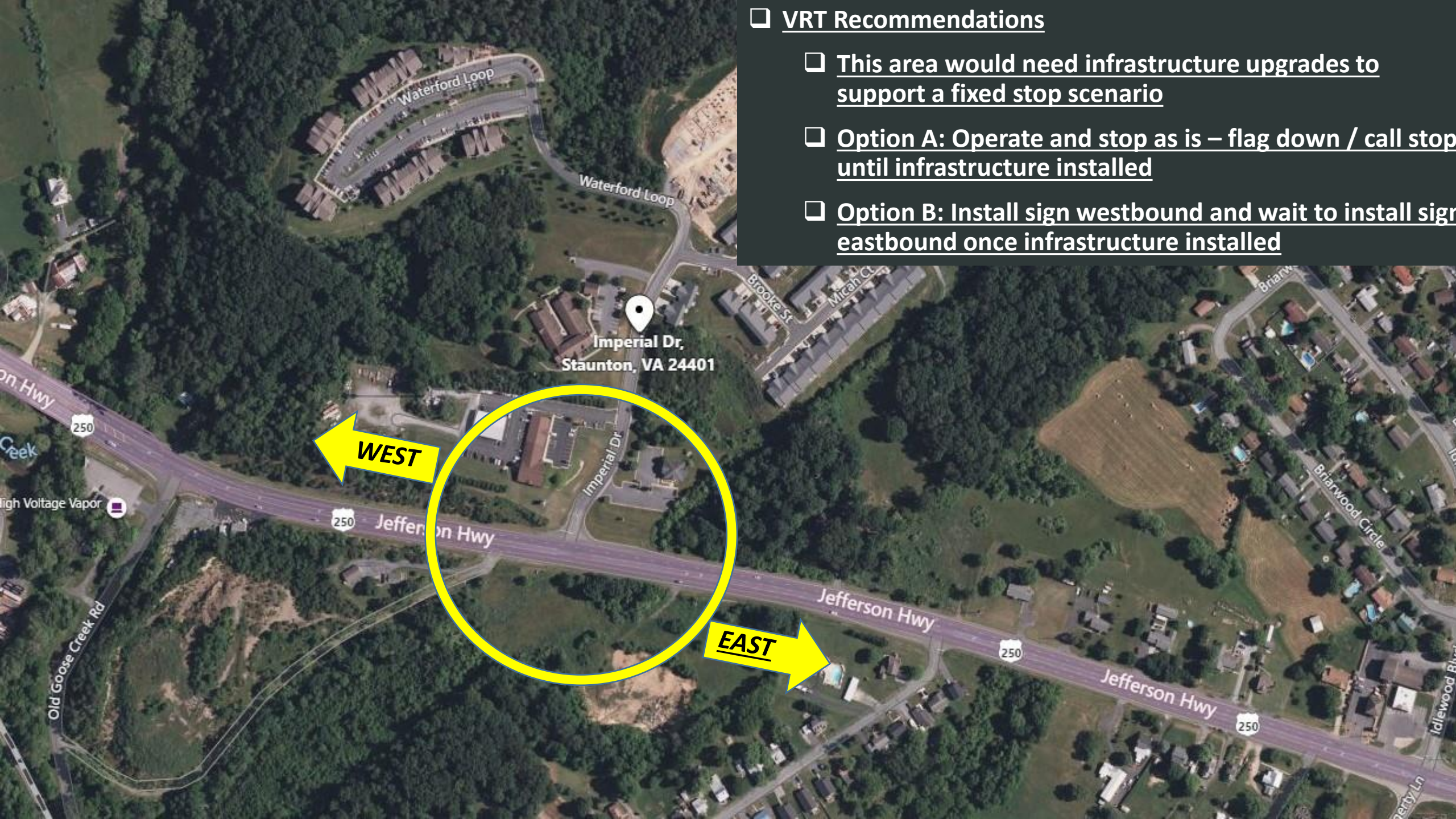


- ☐ Currently served as a flag down / call stop
- ☐ Eastbound service requires stopping in the road, soft shoulder
- ☐ Posted highway speed 55 mph
- ☐ 250 Connector operates at night, reduced visibility

Westbound 250



- ☐ Currently served as a flag down / call stop
- ☐ Westbound service has adequate space to pull over in current turn lane
- ☐ Posted highway speed 55 mph not an issue, requires normal precautions
- ☐ 250 Connector operates at night



☐ VRT Recommendations

- ☐ This area would need infrastructure upgrades to support a fixed stop scenario
- ☐ Option A: Operate and stop as is – flag down / call stop until infrastructure installed
- ☐ Option B: Install sign westbound and wait to install sign eastbound once infrastructure installed

Imperial Drive Bus Stop

The logo features a large, stylized white letter 'G' with a thick outline. The 'G' is positioned on the left side of the slide. Behind it is a circular graphic composed of several overlapping, semi-transparent segments in shades of orange, yellow, and pink, creating a sunburst or flower-like effect.

brite

Permanent stop proposal for Imperial Drive and planned Goose Creek Crossing expansion

Thank you.



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Staunton, VA 24401

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BRITE Transit Advisory Committee Meeting Summary
December 14, 2022, 2:30 p.m.

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

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

	Name	Organization
	Leslie Beauregard	City of Staunton
✓	Jennifer Whetzel	County of Augusta
✓	Leslie Tate	City of Waynesboro
✓	Krystal Moyers	Augusta Health
✓	Mike Kelley	Wilson Workforce & Rehabilitation Center
✓	Greg Beam	Staunton Downtown Development
	Terry Rodgers, Chair	Shenandoah Valley Social Services
✓	Anastasia Triplett	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
✓	Bonnie Riedesel	CSPDC
✓	Devon Thompson	CSPDC
	Paula Melester	CSPDC
✓	Lib Rood, KFH Group	
✓	Alisande Tombarge, City of Waynesboro	
✓	John Blair, City of Staunton	
✓	Rodney Rhodes, City of Staunton	
✓	AJ Young, LIFEworks Project	

Call to Order

The meeting of the BRITE Transit Advisory Committee (BTAC) was called to order at 2:32 PM by Ms. Krystal Moyers, Vice Chairperson. Pursuant to §2.2-3708.2 of the Code of Virginia, BTAC members may participate in meetings through electronic communication means. All attendees attended virtually.

Public Comment

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



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Approve Minutes

Vice Chairperson Moyers presented the minutes from the November 9, 2022, BTAC meeting for consideration.

Ms. Jennifer Whetzel moved, seconded by Mr. Paul Terry, to approve the minutes of the November 9, 2022, meeting, as presented. Motion carried unanimously.

Business

Partner Match Restructure and BRCC Alternatives Presentation & Discussion: Ms. Devon Thompson provided a brief history and introduction of the partner match restructure and BRCC route alternatives. Ms. Thompson indicated that at the end of the Transit Development Plan (TDP) process, Blue Ridge Community College (BRCC) wanted to further evaluate the service in light of post-pandemic trends, and proposed developing alternatives to better reflect those needs. Concurrently, the partner match formula for the local match needed to Federal and State transit funds was also re-evaluated to develop a transparent and equitable formula. A subcommittee of BTAC members and CSPDC staff evaluated options proposed by KFH Group.

Ms. Lib Rood delivered a presentation that summarized the BRCC alternatives and proposed match restructure. Regarding the BRCC alternatives, Ms. Rood gave an overview of the current route conditions and reviewed the reasons for the requested service reduction and presented two possible options for service reduction. The BRCC Shuttles (North & South) were the longest routes operated by BRITE, both in the distance traveled and the times of operation. Additionally, in recent years, ridership on the BRCC routes had decreased significantly, particularly in the evening. Ms. Rood indicated that this could be a result of lower enrollment and more students utilizing distance learning.

Two options for reducing service/costs associated with the BRCC Shuttle routes were proposed and evaluated:

- Option 1 recommended maintaining both the BRCC North and South routes, but with reduced service hours. The new proposed schedule would end at 5:30 pm and 6:00 pm instead of 10:30 pm and 11:00 pm, Monday through Thursday, and 7:30 pm and 8:00 pm, Friday, for the South and North routes, respectively. This reduction would result in an estimated cost savings of \$216,051.
- Option 2 recommended eliminating the BRCC North route entirely, with reduced hours on the BRCC South, ending service at 5:30 pm instead of 10:30 pm, Monday through Thursday, and 7:30 pm, Friday. This option would result in an estimated cost savings of \$396,565, but would ultimately cut off all BRTIE transit service north of BRCC. Ms. Rood emphasized that this change would be drastic.

Option 1 was favored and recommended to the BTAC. It would adjust service according to reduced evening demand while still maintaining the connection to Rockingham County, Harrisonburg, and James Madison University (JMU). The recommendation also proposed exploring additional partnerships in the future to help support the BRCC North route.



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Ms. Rood also presented on the proposed restructure to the local funding formula used to determine local match for BRITE transit service. Ms. Rood noted that the existing formula was inherited by the CSPDC when they took over operation of the transit system and that it was now time to reevaluate how local match was determined. Factors used to develop the formula included equity, agency funding availability, public funding availability, public spending philosophies, complexity, control, sustainability, and contingency.

To develop the new formula, Ms. Rood calculated how much each route required in terms of local match (cost was comprised of total system hours, contracting costs, fuel, and other allocated expenses), assigned the partner splits, and added a 10 percent contingency fee to each partner. Ms. Rood reminded the BTAC that the total amount needed in local match from the partners had been greatly reduced by the income generated by the lease of the upstairs space at the BRITE Transit Facility in Fishersville to Augusta Health. The match splits were assigned based on which partners have constituents who utilize the route. Ms. Rood provided the example of the 250 Connector which had the greatest number of partners because it served Augusta County, Wilson Workforce & Rehabilitation Center (WWRC), Shenandoah Valley Social Services, Augusta Health, Staunton, and Waynesboro. As such, the cost to operate this route would be divided among these 6 partners. Ms. Rood explained the reasoning behind the splits for each route. (See attached presentation for a full accounting of the partner route division.) Finally, the 10 percent contingency was applied to the proposed splits.

Ms. Rood asked if there were any questions regarding the partner splits. Hearing no questions, she continued on to explain that the next steps would be to make a decision about how to proceed with the BRCC routes, reach a consensus on the funding formula, and finalize the financial amounts for inclusion in the FY24 BRITE budget and the Transit Development Plan (TDP) Final Report.

Ms. Devon Thompson called attention to the increase in Staunton Downtown Development Association's (SDDA) match alongside the City of Staunton's reduction, and suggested SDDA and Staunton might work together to make sure the increase was not burdensome for SDDA. Mr. John Blair acknowledged Ms. Thompson's comment and confirmed that Staunton would discuss with SDDA.

Ms. Jennifer Whetzel commented that this was the first time the group has attempted to formalize the funding structure since it was conceived, and that it could be revisited as needed in future years. In addition to her expressed comfort of the formula, Ms. Whetzel also expressed interest in reaching out to northern community partners to seek support for the BRCC North route, as there were Harrisonburg and Rockingham County citizens that utilized the service as well.

Ms. Rood also clarified that each year the amounts would change, but it would be predicated off the percentages for each route. Amounts were not fixed, but would be dependent on the number of hours for the routes each year, and significant changes would only be seen if a route was drastically altered.



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Ms. Whetzel moved, seconded by Mr. Blair, to approve the funding formula for the FY 2024 budget and reduction in service hours for the BRCC routes, as presented. Motion carried unanimously.

Transit Development Plan (TDP) Released for Public Comment: Ms. Rood presented minor revisions to Chapter 6 of the TDP, the Financial Plan. Changes included slight adjustments to total annual service hours to more accurately reflect actual service days (accounting for holidays). Ms. Thompson reminded the BTAC that once the TDP was adopted, annual updates to the document were required in the form of a letter to the Virginia Department of Rail and Public Transportation (DRPT). Some examples of updates would be moving a project to a different year or adjusting timelines based on new information.

Ms. Thompson opened the floor for discussion related to the final draft of the TDP. Hearing no comments, Ms. Thompson asked for the BTAC's consideration to recommend the TDP be presented to the CSPDC's Board of Commissioners and released for a 21-day public comment period.

Ms. Whetzel moved, seconded by Mr. Mike Kelley, to recommend the CSPDC Board of Commissioners release the draft Transit Development Plan for public comment period, as presented. Motion carried unanimously.

Other Business: Vice Chairperson Moyers asked if there was any other business to come before the committee.

- **Contact Updates for VRT** – Mr. Steve Wilson requested the partners reach out to him to provide updated contact information for inclement weather and emergency notifications related to BRITE service. Contact information should be sent to Mr. Wilson's email address at steve@vatransit.org.

Adjournment

Vice Chairperson Moyers indicated that the next BTAC meeting was scheduled for Wednesday, January 11, 2023, at 2:30 PM at the CSPDC office.

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

BRCC Service Options and Local Funding Discussion

December 14, 2022



Today's Discussion



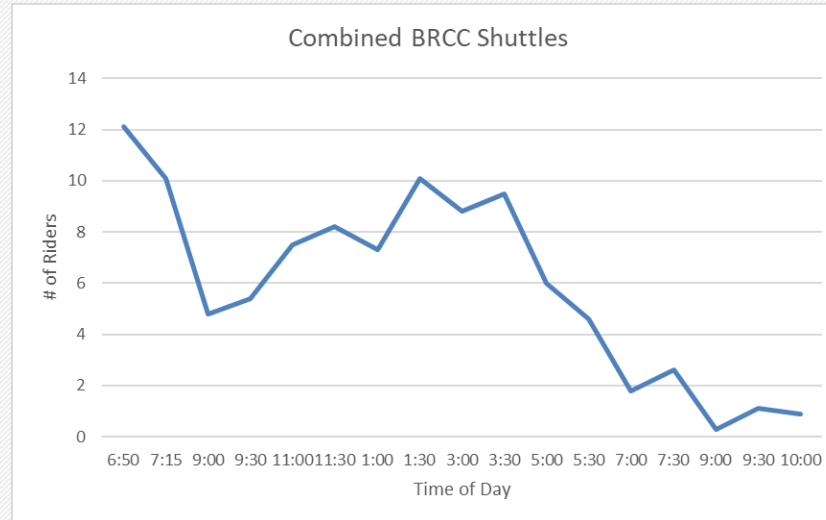
- Options to update service for the Blue Ridge Community College (BRCC) Shuttles
- Development of local funding formula



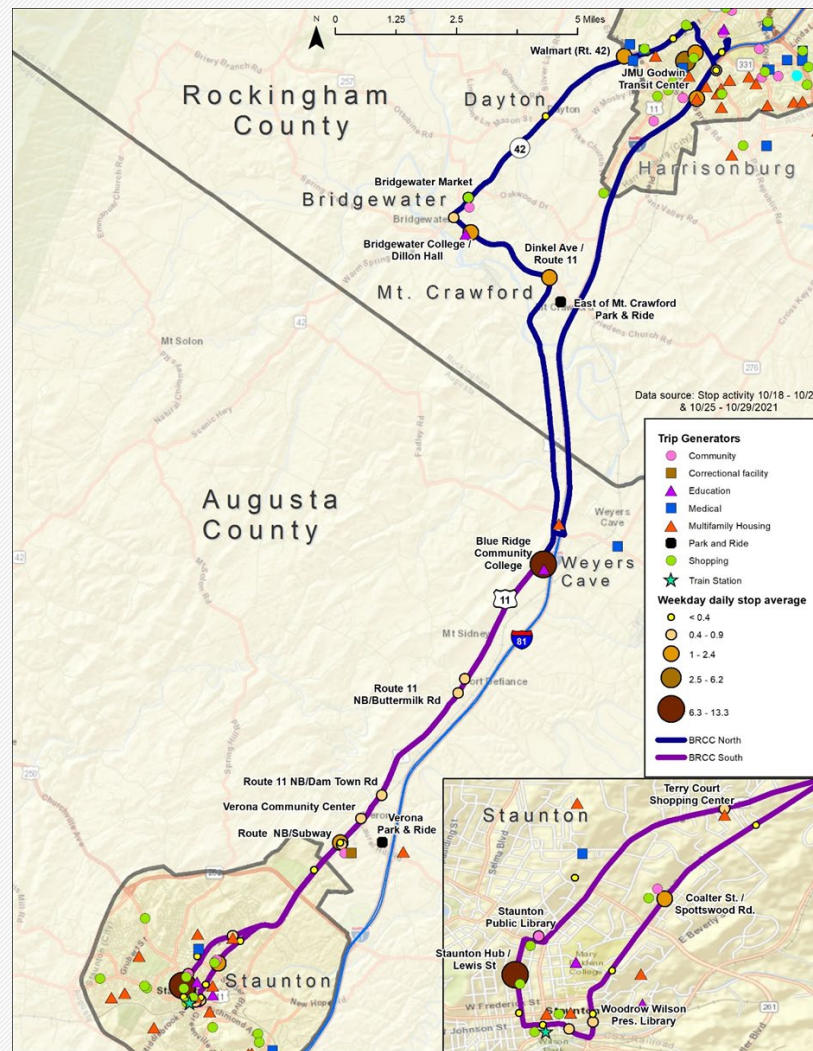
BRCC Shuttles



- Demand for service has been reduced – lower enrollment over the past several years and more students taking on-line classes
- Ridership down significantly on the service
- Evening service has very low ridership – TDP boarding alighting counts from October 2021



BRCC Average Daily Ridership by Stop - October 2021 Sample



BRCC Options



Option 1: Maintain Both Routes – Reduce the Span of Service

Route	Current Hours	FY2022 Service Hours	Proposed Hours	Total Annual Service Hours Proposed	Savings
BRCC North	M-Th. 6:50 a.m. to 11:00 p.m. Friday - 6:50 a.m. to 8:00 p.m.	3,829	M-F 6:50 a.m. to 6:00 p.m.	2,301	1,528
BRCC South	M-Th. 7:15 a.m. to 10:30 p.m. Friday - 7:15 a.m. to 7:30 p.m.	3,829	M-F 7:15 a.m. to 5:30 p.m.	2,603	1,226
	Total	7,658		4,904	2,754
		Fully Allocated Operating Cost		Proposed Cost	Cost Savings
	FY2023 Service Cost	\$600,770		\$ 384,719	\$216,051

BRCC Option 2



Option 2 – Reduce the Hours on the BRCC South and Eliminate the BRCC North

Route	Current Hours	FY2022 Service Hours	Proposed Hours	Service Hours Proposed	Savings
BRCC North	M-Th. 6:50 a.m. to 11:00 p.m. Friday - 6:50 a.m. to 8:00 p.m.	3,829	None	-	3,805
BRCC South	M-Th. 7:15 a.m. to 10:30 p.m. Friday - 7:15 a.m. to 7:30 p.m.	3,829	Monday-Friday 7:15 a.m. to 5:30 p.m.	2,603	1,226
	Total	7,658		2,603	5,031
		Fully Allocated Operating Cost		Proposed Cost	Cost Savings
	FY2023 Service Cost	\$600,770		\$ 204,205	\$396,565

BRCC Options



Committee favored Option 1

- Reflects demand
- Maintains connections to Rockingham County, Harrisonburg, and JMU for students and other riders
- Committee expressed interest in soliciting additional partnerships for the BRCC North to reflect the service area

Local Funding Formula Development



Formula Development

There are a number of **general factors** to consider, including:

- **Equity** – Which constituents benefit from the transit program?
- **Agency Funding Availability** – Some partners have funding limitations that are tied to their client base. Local examples include WWRC and the Department of Social Services.
- **Public Funding Availability** – For the governmental partners, their contributions are part of larger governmental budgets with many public needs.
- **Public Spending Philosophies** – Higher taxes/more services versus lower taxes/fewer services

Local Funding Formula Development



Specific Factors to Consider

- **Complexity** – the amounts per partner should be relatively simple to calculate
- **Control** – the amounts per partner generally should not be based on a factors that are not within the control of the transit program (i.e., ridership).
- **Sustainability** – are the amounts per partner sustainable into the future?
- **Contingency** – there should be a contingency fee built in for local capital match and emergencies

Local Funding Formula Development



Step 1 – Calculate how much each route requires

Step 2 – Assign the partner splits

Step 3 – Contingency fee

Local Funding Formula Development



Step 1- Calculate how much each route requires

Route	Projected FY2024 Hours	% of Total BRITE Hours
250 Connector	8,261	25.9%
BRCC South	2,604	8.2%
BRCC North	2,301	7.2%
Staunton Loops	3,824	12.0%
Waynesboro Circulator	3,727	11.7%
Staunton DT Trolley	3,048	9.6%
Stuarts Draft	3,048	9.6%
BRITE Access	5,042	15.8%
	31,855	

Local Funding Formula Development



Step 1- Calculate how much each route requires

FY2024	Total Local System Hours	CSPDC Expense	Contract Expense	Estimated Fuel	Fully Allocated Expenses	Fully Allocated Hourly Cost
Reflects reduced hours for BRCC	31,855	\$ 410,573	\$ 1,790,888	\$ 347,857	\$ 2,549,318	\$ 80.03

Funding the Expenses - FY2024	Capital Cost of Contracting				
	Amounts		80% Federal	16% State	4% Local
50% of the contract - considered capital	\$895,444		\$ 716,355	\$ 143,271	\$ 35,818
	Traditional Operating				
% of the contract - considered operating	\$895,444				
CSPDC and Fuel Expenses	\$758,430				
Subtotal Operating Expenses	\$1,653,874				
Subtract fares	\$50,841				
			50% Federal	30% State	20% Local
Net deficit	\$ 1,603,033		\$ 801,516	\$ 480,910	\$ 320,607
			Federal	State	Local
	TOTALS		\$ 1,517,872	\$ 624,181	\$ 356,424
Subtract Other Local Match - Portion of Lease Assigned to BRITE					\$ 62,013
Local Match Needed from Partners					\$ 294,411

Local Funding Formula Development



Step 1- Calculate how much each route requires

Route	FY2024 Local Match Required
250 Connector	\$76,350
BRCC North	\$24,067
BRCC South	\$21,266
Staunton Loops	\$35,342
Staunton Trolley	\$34,446
Stuarts Draft	\$28,170
Waynesboro Circulator	\$28,170
BRITE Access - ADA Service	\$46,599
TOTAL	\$294,412

Local Funding Formula Development



Step 2: Assign the partner splits - *Proposed*

Route	Proposed Split	# Partners
250 Connector	Augusta County/WWRC/DSS/Augusta Health/Staunton/Waynesboro	6
BRCC North	Augusta County/Augusta Health/BRCC/ Staunton	4
BRCC South	Augusta County/BRCC/Staunton/Augusta Health/DSS	5
Staunton Loops	2/3 Staunton; 1/3 Augusta Health	2
Staunton Trolley	2/3 Staunton; 1/3 SDDA	2
Stuarts Draft	Augusta County/Augusta Health	2
Waynesboro Circulator	2/3 Waynesboro; 1/3 Augusta Health/DSS	2
BRITE Access - ADA Service	Augusta County/WWRC/Augusta Health/Staunton/Waynesboro/BRCC	6

Local Funding Formula Development



Steps 2 and 3: Assign the partner splits and add contingency- *Proposed*

Proposed Local Match by Partner - FY2024					
Partner	Total Proposed - Operating	Contingency - 10%	Proposed Total	FY2023 Amounts	Difference
Augusta County	\$44,847	\$4,485	\$49,332	\$43,510	\$5,822
Augusta Health	\$61,158	\$6,116	\$67,274	\$74,166	-\$6,892
BRCC	\$18,037	\$1,804	\$19,840	\$142,122	-\$122,282
SDDA	\$11,367	\$1,137	\$12,504	\$10,612	\$1,892
Social Services	\$21,626	\$2,163	\$23,789	\$27,040	-\$3,251
Staunton	\$77,520	\$7,752	\$85,272	\$111,471	-\$26,199
Waynesboro	\$39,366	\$3,937	\$43,302	\$49,135	-\$5,833
WWRC	\$20,492	\$2,049	\$22,541	\$31,836	-\$9,295
Totals	\$294,412	\$29,441	\$323,853	\$489,892	-\$166,039

Next Steps



- Decision making for BRCC routes – this will drive the FY2024 budget and local funding amounts
- Consensus of funding formula – other options can be developed
- Once consensus reached on BRCC routes and formula assumptions, FY2024 proposed amounts can be finalized for budget development and TDP Final Report