



112 MacTanly Place
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**BRITE Transit Advisory Committee Meeting Summary
March 8, 2023, 2:30 p.m.**

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

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

	Name	Organization
✓	Amanda Kaufman	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
✓	Alisande Tombarge, City of Waynesboro	
✓	Rodney Rhodes, City of Staunton	
✓	Phil Thompson, Virginia Regional Transit*	
✓	Zach Beard, CSPDC*	
✓	Kayla Payne, Transit Rider*	

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 minutes from the December BTAC meeting.

Business

Introductions: Chairperson Rodgers introduced Ms. Amanda Kaufman, Assistant City Manager for Staunton.

Contractor Update: Mr. Steve Wilson stated that ridership continued to rise on BRITE Bus routes and the Afton Express; and that the Afton Express recently expanded its service. Mr. Wilson provided an update on BRITE staffing and noted they had hired two fully endorsed CDL drivers, and there were three additional drivers in various stages of the Entry Level Driver Training (ELDT) program that would be ready to begin driving soon. VRT lost a driver on the Afton Express who had been driving since the service launched – Mr. Wilson noted that he was a great driver and kind person and that he would be missed.

Ms. Devon Thompson followed Mr. Wilson’s update and announced that BRITE had received two new bus stop requests – one from Amazon (Fishersville facility), and the other from Augusta Health for their new Outpatient Pavilion. Ms. Thompson noted that without a quorum they would not be able to vote to approve or deny those requests at this meeting, but that they would be presented at the May BTAC meeting for consideration (pending a quorum). Both stops were along existing routes and would be treated as a “stop by request” until the BTAC was able to review the requests.

Transit Development Plan Adopted: Ms. Thompson provided an update on the BRITE Transit Development Plan (TDP). Ms. Thompson indicated that after this committee’s recommendation to release the TDP to public comment at their special December meeting, the Central Shenandoah Planning District Commission (CSPDC) Board of Commissioners released the Draft Plan for public comment at their December 19, 2022, Executive Committee meeting. The Draft Plan was posted from January 9, 2023, through January 30, 2023, and no public comments were received. The CSPDC Board of Commissioners then adopted the Plan at their February 9, 2023, Commission meeting. The Final Plan had been submitted to the Virginia Department of Rail and Public Transportation (DRPT).

Fiscal Year 2024 Virginia Department of Rail and Public Transportation Grants Submitted: Ms. Ann Cundy provided an update on grant submissions to DRPT for Fiscal Year 2024. This year’s submissions included operating grants for urban and rural operating and capital cost of contracting grants, for both the Federal and State shares. Ms. Cundy explained that the capital cost of contracting grants provided funding for part of the contract with Virginia Regional Transit (VRT), and those funds were offered at a more favorable match rate than the operating funds. The CSPDC also submitted the annual grant for the Commuter Assistance Program, Rideshare, in the amount of \$95,000 – 80 percent of which is funded by the State with 20 percent local match required.

Ms. Cundy indicated that the Demonstration grant for the Afton Express was ending, and funding for the service would now be included in the total BRITE budget. Ms. Cundy noted that because of the addition of the Afton



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Express, CSPDC/BRITE had increased their total transit budget to \$3.25 million dollars for FY24, even with the decreased hours of operation on the BRCC Shuttles. The CSPDC expected to hear about these grant requests when the Commonwealth Transportation Board (CTB) and Virginia Department of Transportation (VDOT) released their recommendations for the Six-Year Improvement Program in May.

Federal Transit Administration Triennial Review: Ms. Thompson announced that the CSPDC would be undergoing a Federal Transit Administration (FTA) Triennial Review this year. These reviews, conducted every three years, assessed management practices and program implementation to ensure that the FTA programs were administered in accordance with FTA requirements and met program objectives.

The CSPDC's last review was conducted in 2019, and all documentation from that timepoint to the present would be under review. Twenty-three areas of compliance would be reviewed through the process, including: legal; financial management and capacity; technical capacity – award, program, and project management; transit asset management; satisfactory continuing control; maintenance; procurement; DBE; Title VI; ADA – general and complementary paratransit; EEO; school and charter bus; Drug-Free Workplace Act; drug and alcohol program; Section 5307, 5310, and 5311 requirements; PTASP; and cybersecurity.

The Recipient Information Request (RIR) was completed and due February 3. The virtual site review would be conducted in late July/early August.

Staunton Lewis Street Hub Rehabilitation Update: Ms. Paula Melester announced that a contractor was selected for architectural engineering and design services for the Lewis Street Transit Hub project. After a competitive procurement process, Kimley-Horn was selected as the most qualified firm and a notice to proceed was issued in February. Ms. Melester stated that a kick-off meeting for the project was scheduled in March and the CSPDC hoped to learn more about the timeline for the project at this meeting. She noted that there would be two phases for the project: design and engineering phase and construction phase. The CSPDC originally hoped to have this project completed by the end of Calendar Year 2023 and they expected to find out whether they were still on track to meet that target at the kick-off meeting.

Ms. Melester indicated that there should be no disruption to service or access to the Hub until construction, which would begin in late 2023 or early 2024.

ITS – Mobile Data Collection System Update: Ms. Thompson provided an update on the procurement of the ITS mobile data collection system. The system would include tablets on the buses and the back-end software needed to manage the data collection system. Ms. Thompson stated that the Request for Proposals (RFP) was released on February 6, 2023, and proposals were due on February 24, 2023. The CSPDC received one proposal and was taking necessary steps to proceed as a single-bid procurement. Ms. Thompson noted that the CSPDC, along with their consultant from Kimley-Horn, and staff at VRT were reviewing the proposal thoroughly to ensure it met BRITE's



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needs. A cost analysis would need to be conducted and additional documentation was required to document the due diligence to move forward with the selection.

Afton Express Update: Ms. Paula Melester reiterated Mr. Wilson's prior announcement of the Afton Express expansion. The expanded schedule, which included additional times at the Staunton Mall, a new stop in Charlottesville, and a fifth trip in the evening, went into effect on February 13, 2023. Ms. Melester noted that the later trip in the evening was designed to serve 12-hour hospital employees at UVA Health.

Ms. Melester indicated that the implementation launch date went well and they hoped to see ridership increase on the new evening trip as more commuters learned about the expanded schedule. Ridership across the service as a whole had increased in the month of February with an average of 65 passenger trips per day, and a single-day high of 79 passenger trips. This could have been a result of increased marketing efforts associated with the expansion. Ms. Melester shared that the schedule brochures had been updated and were delivered to various locations throughout the region, and that brochures were available at the CSPDC office.

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

- **March – Transit Employee Appreciation Day** – Ms. Melester announced that March 18, 2023, was National Transit Operator Appreciation Day, and BRITE and Afton Express would celebrate their transit operators for the week of March 20, 2023. Social media posts would be shared to highlight drivers and their work, and CSPDC would provide donuts to drivers on Friday, March 24, 2023. Ms. Melester noted that she and Ms. Thompson would be at the Lewis Street Hub on Friday, March 24, 2023, to thank the drivers and invited BTAC members to join them.
- **BRCC Shuttles Decreased Hours** – Ms. Thompson reminded the BTAC that the hours would be decreased on the BRCC North and South Shuttles as approved by the BTAC. She expected the reduced schedule to go into effect in June 2023. Ms. Thompson announced that CSPDC staff would partner with BRCC staff to conduct outreach to riders leading up to the change through a series of pop-up events at various stops along the route.

Adjournment

Chairperson Rodgers indicated that the next BTAC meeting was scheduled for Wednesday, May 10, 2023, at 2:30 PM at the CSPDC office.

There being no further business to come before the BTAC, the meeting concluded at 2:48 PM.