Thomas Jefferson Regional Transit Partnership
January 24, 2019
4:00 PM
Water Street Center

Committee – Voting Members

<table>
<thead>
<tr>
<th>Member</th>
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<tr>
<td>Diantha McKeel</td>
<td>Albemarle Co - Chair</td>
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<tr>
<td>Kathy Galvin</td>
<td>City of Charlottesville – Vice Chair</td>
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<tr>
<td>Randy Parker</td>
<td>JAUNT Rural (Louisa)</td>
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<td>Ned Gallaway</td>
<td>Albemarle</td>
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Non-Voting & Alternates

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<th>Member</th>
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<tr>
<td>Karen Davis</td>
<td>JAUNT</td>
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<tr>
<td>Brad Sheffield</td>
<td>JAUNT</td>
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<td>Jim Foley</td>
<td>ACPS</td>
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<td>Becca White</td>
<td>UTS</td>
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<td>John Jones</td>
<td>CAT</td>
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<td>Rebecca Askey</td>
<td>DRPT</td>
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<td>Trevor Henry</td>
<td>Albemarle County</td>
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<td>James Mann</td>
<td>CAT</td>
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<td>Kevin McDermott</td>
<td>Albemarle County</td>
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<td>Juwhan Lee</td>
<td>CAT</td>
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Call to Order

Chair McKeel called the meeting to order at 4:04 p.m. Members introduced themselves.

Matters from the Public

None

Response to Matters from the Public

None.

Approval of the Agenda

Ms. Galvin made a motion to approve the agenda. Ms. Gallaway seconded the motion and it was passed unanimously.

Approval of Minutes

Mr. Gallaway made a motion to approve the minutes. Ms. Galvin seconded and they were approved unanimously.

RTP Strategic Plan Update
Mr. Boyles reported that a consultant from Jarrett Walker & Associates would be here at the next meeting to be suggested exercises to help identify what is being accomplished as a group.

**FY20 CAT Albemarle Funding Agreement Update**
Ms. McKeel noted that Nikuyah Walker, Brad Sheffield, Chip Boyles, John Jones, in addition to City and County attorneys and staff from Risk Management attended three meetings to come up with a draft for the funding agreement. She went on to say that they have come up with a Memorandum of Understanding (MOU) for consideration, and noted that this is not a contract.

Mr. Boyles noted that previous funding arrangements were strictly budgetary requests without performance standards and that services provided had been paid for on a “hand shake” and had many variables.

Mr. Parker asked what JAUNT’s and the RTP’s role is in all of it.

Mr. Boyles said, depending on the routes, it may affect JAUNT and that RTP holds an advisory position only.

Mr. Sheffield said there is an expectation for an MOU with JAUNT as well.

Mr. Boyles said with the current MOU, there is a process to amend the budget and services and allows the MOU to be fluid, which was not the case in the past.

Becca White asked about how UVA’s annual payment to CAT is factored into the agreement calculations.

Mr. Boyles said by the end of the fiscal year, MPO will review the numbers to “true things up” (reconcile preliminary budgets with the actual funded budget) and at that time the MOU can be adjusted.

Ms. McKeel said every year they will be signing a new MOU after all the budgets are adopted. She went on to say it would be a good idea for Mr. Boyles to come to the Council and Board of Supervisors meetings and arrange to get on the agenda so he can present this information at a high level.

Mr. Parker asked who made the decision about new routes and costs for the changes.

Mr. Boyles responded that CAT’s Advisory Board makes recommendations, but Council makes the final decision because CAT is the City’s service.

Ms. McKeel noted that they will bring this back up again at the next meeting for recommendations to Council and the Board of Supervisors to adopt an MOU.

**Transit Budgets**
A full review of the various budgets will be at the next RTP Business Meeting in March.

**CAT Citizen Advisory Board**
Mr. Mann reported that the CAT Citizen’s Advisory Board has a new set of bylaws and they were presented to the RTP.
Ms. McKeel asked where the members came from. She noted it would be good to break out the localities or organizations or areas from which they came (i.e., Chamber of Commerce, Business sector, local government, etc.) She also thought that perhaps UVA would like a spot on the Board.

Mr. Lynch said that the Board is “rider-centric” and there are riders who have been asked to be part of the Board.

Ms. Galvin said there should be clarity of categories represented on the Board.

Mr. Sheffield said the members could be riders and still represent those categories.

Ms. McKeel noted there is no mention of the categories in the bylaws.

Mr. Lynch said the categories are non-specific

Mr. Parker asked what defines a quorum for the Board meetings. It is not specified in the bylaws.

Mr. Parker also noted that it may be difficult recruiting people to the Board because of the pre-ordained categories.

Ms. Galvin said those on the Board should take the opportunity to market it to others to create interest in becoming involved.

Ms. McKeel noted that there should be a representative that comes to the RTP meetings.

Mr. Mann said he could do that.

Bylaw Revisions
Schedule
Ms. Pennington noted there was a change to the meeting schedule. February would be a Work Session and March would be a Business Session. Those sessions would alternate each month. The February and March meetings will be from 7 – 9 p.m. instead of 4 - 6 p.m. due to meeting conflicts with several voting members. There will be sandwiches available for dinner at those meetings. The meeting time will resume at 4 – 6 p.m. in April.

Non-Voting Members
Ms. Pennington reported there was a couple of changes to the bylaws. One is that there is now staff from the City and the County’s Executive Office to be included as non-voting members on the board, and the other is a participation clause that has been added.

Ms. Galvin moved to approve the revised bylaws as amended and Mr. Parker seconded and the motion passed unanimously.

Ridership Reports
Mr. Boyles noted that the train data was added to the ridership reports. He also reported that the Long Bridge expansion is necessary to increase capacity for trains and, thus, ridership. He stated the MPO Policy Board approved the resolution of support for the expansion.
Ms. McKeel that the handouts from Mr. Sheffield re: ADA become part of the packet online.

**Staff Updates/Other Discussions**
Ms. Pennington confirmed that the consultant from Jarrett Walker & Assoicates will be here at the next meeting.

Mr. Sheffield reported that JAUNT is working on a proposal to get a US DOT grant for Perrone, JAUNT, Albemarle County, and UVA School of Engineering as well as bus manufacturers Sonny Merryman and ARBOCH for $10 million for demonstration of autonomous operation for a two-year period. The goal is to collect data from the bus for DOT to do further research and assessment. It is coming together quickly and Mr. Sheffield feels they have a fairly good chance.

Mr. Foley reported that Charlottesville, Albemarle and UVA are working to reduce single occupancy vehicles and reduce carbon emissions. He also reported that they will be installing stop arm cameras on school buses.

Ms. Pennington asked the Board to send her Work Session topics to discuss at the next meeting.

The next meeting is on February 22, 2019 from 7:00 – 9:00 p.m.

Ms. McKeel adjourned the meeting at 5:41 p.m.