



Jefferson Area Regional Transit Partnership (RTP) Business Meeting

AGENDA

4:00 p.m., Thursday, August 22, 2019
Water Street Center, 407 E. Water Street, Charlottesville, VA 22902

Item	Time†	Description
1		Call to Order
2		Introductions
3	4:00-	Matters from the Public: Limit 3 minutes per speaker
4	4:15	
5		Approval of the Agenda* Approval of Meeting Minutes from May 23, 2019 and June 27, 2019* Minutes 5/23/2019 Minutes 6/27/2019
6	4:15- 4:20	*Election of Officers
7	4:20 – 4:45	JAUNT Proposed Fee Schedule - Brad Sheffield Fee Schedule
8	4:45- 5:15	JAUNT Regional Equitable Driver Compensation & Appreciation – Brad Sheffield Support Letter
9	5:15- 5:25	*Recommendation to partners of RTP to Amend the Memorandum of Understanding to add University of Virginia as a Voting Member of RTP Request Letter Revised MOU
10	5:25- 5:30	*By-laws revision to add University of Virginia as Voting Member of RTP Ammended By-laws
11	5:30- 5:50	Transit Service Provider Updates CAT Advisory Board Update
12	5:50- 6:00	Other Business
13	6:00	Adjourn

Next meeting: September 26, 2019- Work Session

1. Proposed Joint Chamber of Commerce Breakfast Meeting at Martha Jefferson Hospital

The Regional Transit Partnership (RTP) serves as an official advisory board, created by the City of Charlottesville, Albemarle County and JAUNT, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters.

† Times are approximate

* Requires a vote of the Partnership

Thomas Jefferson Regional Transit Partnership

May 23, 2019

4:00 PM

Water Street Center

Committee – Voting Members

Diantha McKeel, *Albemarle Co - Chair*
Kathy Galvin, *City of Charlottesville – Vice Chair*
Randy Parker, *JAUNT Rural (Louisa)*
Fran Hooper, *JAUNT Urban (Albemarle)*
Ned Gallaway, *Albemarle*
Nikuyah Walker, *City of Charlottesville*
Neil Sherman, *DRPT*

Staff

Chip Boyles, *TJPDC*
Gretchen Thomas, *TJPDC*
Sara Pennington, *Rideshare*

Non-Voting & Alternates

Karen Davis, *JAUNT*
Brad Sheffield, *JAUNT (absent)*
Becca White, *UTS (absent)*
Trevor Henry, *Albemarle County*
Leslie Beauregard, *City of Charlottesville*
James Mann, *CAT Advisory Board*
Dave Feisner, *JAUNT Rural (Alb – alternate) (absent)*
Bill Wuensch, *JAUNT Urban (Alb – alternate) (absent)*
Kim McManus, *PVCC*
Jim Foley, *ACPD (absent)*
Katie Schwing, *DRPT (alternate) (absent)*
Alison DeTuncq, *CTB (absent)*
Chris Rowland, *JAUNT (absent)*
Becca Askey, *DRPT (absent)*
Ginger Morris, *Greene County Transit (absent)*
Sally LeBeau, *UVA Hospital (absent)*

Call to Order

Chair McKeel called the meeting to order at 4:03 p.m. Members introduced themselves.

Matters from the Public

Sean Tubbs with the Piedmont Environmental Council updated the Board on his public transit experiences. He has wanted to experiment with UTS, but they are on their summer schedule, so he has more to figure out. He will be using JAUNT next. He is also looking forward to the Crozet service.

He went on to say that the MOU that is scheduled to be approved at this meeting is exactly what should be done and is glad to see it on the agenda and moving forward. He noted that urban areas

are in need of transit and there needs to be encouragement to use public transit for those in those urban areas.

He stated he was interested in the Open Source data agenda item and sees it as an important factor in moving forward.

He reported that Smart Cville is hosting a meeting on June 6 to get information from users about the current system and how to use it. JAUNT will be there as well.

Response to Matters from the Public

None.

Approval of the Agenda

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

Approval of Minutes from March 28 meeting

Ms. Pennington noted that Becca White sent her an email with spelling errors and they have been corrected.

Ms. Walker made a motion to approve the minutes and Mr. Gallaway seconded the motion and it passed unanimously.

Approval of Minutes from April 25 meeting

Mr. Parker made a motion to approve the minutes and Mr. Gallaway seconded the motion. The motion passed with Ms. Galvin and Ms. Walker abstaining.

FY20 CAT Albemarle Funding Agreement Approval

Mr. Boyles said the only changes to the agreement were minor spelling and grammar changes and minor legal terms. The legal teams from both the City and the County have to look at the final draft. There will not be any real change to the content.

Ms. Galvin made a motion that the RTP recommend that the Intergovernmental Memorandum of Understanding be passed on to City of Charlottesville's Council and the County of Albemarle's Board of Supervisors for their review and approval. Mr. Gallaway seconded the motion and it passed unanimously.

Mr. Boyles thanked the Board and everyone involved for the hard work that went into the MOU for many years.

FTA 5307 – Small Transit Intensive Cities (STIC) Funding Program

Ms. Davis described STIC and how it is funded. She noted that when Mr. Sheffield crunched the numbers, he noticed there was an opportunity for some STIC funding for both CAT and JAUNT.

JAUNT is a full-reporter and CAT is a reduced reporter. Because CAT is a reduced reporter, there is an opportunity for them to collect better and more accurate data, which then could be combined with JAUNT's data. This would provide an opportunity to draw down more money for additional STIC funding

She said what needs to happen is someone from CAT needs to call the National Transit Database and get their approved sampling program from FTA they could implement to help count passengers so they can extrapolate data from it. She does not know the cost or the timeframe to implement, however, if someone from CAT finds out it could be implemented quickly, the impact may be felt in the next fiscal year.

Ms. Galvin asked how much more money could they expect.

Ms. Davis said together they could get \$260K for each of the 6 categories.

Mr. Parker asked if they could use UTS's data for inclusion.

Mr. Boyles said that they could use UTS's numbers because they are partners in the bigger system, but they would not receive funding, by their choice, because they don't receive nor want to receive federal funding.

Ms. Davis said that Harrisonburg meets five of the six categories, so they are drawing down more STIC money.

She went on to say that it is important to get accurate data so when they are talking with the state, they have a complete picture of what is happening.

Ms. Galvin wanted to know how much more money would be available if CAT went from a reduced reporter to a full reporter. Mr. Parker wanted to know how that money gets divided among the participants.

Ms. Davis said there is a formula already in place.

Ms. McKeel noted that NTD is located on Rio Road in Charlottesville.

Mr. Parker said it sounds like the densest service is UTS and those number would help give leverage to the other two services. He asked if UTS already collects the data.

Ms. Davis said they do not.

Ms. Boyles said as a regional system, it may not cost them anything to collect the data. They don't need the individual passenger counters like CAT does because they are not relying on federal funding. However, this allows a sampling, so there may be people on the buses counting and doing surveys. It may be something the MPO may want to do if UTS would allow it. He noted they do not want to receive the state or federal funding because of the restrictions that come along with it. Lastly, he said the systems are very different and yet they share the same passengers.

Ms. Hooper asked where the federal funds were coming from.

Ms. Davis said it was FAST Act Funding.

Ms. McKeel recognized Juwan Lee of CAT.

Mr. Lee stated that the STIC funding is not new and CAT tried several years ago to get UTS' numbers, but they weren't interested so CAT dropped it at that time. The other issue is if CAT goes over 30 buses, they automatically become a full reporter, and they are currently at 24. Full reporting would require additional office personnel for more robust reporting. He said on the other side of that if CAT were able to get additional STIC funding, it would be worth it.

Ms. Davis said any step forward to collect and report more comprehensive data rests entirely with CAT staff contact NTD.

Ms. McKeel asked that CAT report back to the Board on where they stood on this issue.

Hydraulic & 29 Crossings for Transit

Mr. Boyles reported that the MPO submitted transportation projects to the CTB for SmartScale and they did not score well. The MPO has started to look at breaking the project down in to smaller projects, specifically a crossing over 29, called the Zan Road crossing, that is designed to improve bike/ped/transit service. This project is estimated at approximately \$36 million.

He went on to say there are similar projects, including the Angus Road bridge at Best Buy, estimated at \$50-60 million.

He said they are two different sized projects because the Angus Bridge project may have transportation benefits in Smart Scale because it connects to 29 in addition to crossing 29, and Zan only goes over 29.

Mr. Boyles said the MPO would like to prioritize the projects for Smart Scale in the future and to determine if there may be other funding sources available.

Ms. Galvin asked how the Hydraulic Planning & Advisory Committee (HPAC) was involved in this project.

Mr. Boyles said the HPAC was a VDOT appointed advisory board for small area planning and the transportation plan for Smart Scale. It is officially no longer in existence and is only used as needed to get the members' expert opinions. Both small area plans were accepted by both the City and the County.

Transit Updates – *(this item moved up in the meeting because the presenter was not yet at the meeting)*

PVCC – Kim McManus had nothing to report.

CAT Advisory Board – James Mann deferred to Juwhan Lee for the report. Mr. Lee said the committee presented the RTP with the draft bylaws in January for recommendations. Those recommendations have been incorporated and will be presented at the next meeting for review.

CAT – Leslie Beauregard said the CAT Director position is open and will close on June 7. The IR Director position is also open and they are hoping to get both positions filled and the directors on board this summer.

City of Charlottesville – Ms. Galvin reported that the City's new manager, Dr. Richardson, started on May 13 and he is scheduled to meet with Chip Boyles next Friday.

Ms. Walker asked when Mr. Boyles would like the RTP's draft MOU on the City Council's agenda. Mr. Boyles said since the MOU becomes effective on July 1, it should be on their agenda sometime in June.

Rideshare – Ms. Pennington said Rideshare is launching its marketing and awareness campaign for the new ride-matching software from DRPT. There is new information for users and Ms. Pennington will be presenting on these features at the next meeting.

JAUNT – Karen Davis reported that Crozet Connect will begin on August 5. She introduced Stephen Johnson to report more on the service. He noted that it goes from Crozet to the UVA Hospital and then into downtown Charlottesville, not including Pantops, for now.

Open Source Data for Transit

Nathan Day gave his presentation from Tom Tom 2019. Click here to see it:

https://docs.google.com/presentation/d/1yUQ3eXNbgkGOXoxn_ksc5yCcQyzK7VvjD9tqYuOxGVU/edit#slide=id.p

He noted that the only data included was from the City of Charlottesville and it is missing the County's parcel data. He said CAT data is available, but needs to actually get it.

If you would like additional information, please contact natedayta.com/talks.

Other Business

The next meeting will be on June 27 at 4:00 p.m.

Ms. McKeel adjourned the meeting at 5:35 p.m.



Thomas Jefferson Regional Transit Partnership

June 27, 2019

4:00 PM

Water Street Center

Committee – Voting Members

Diantha McKeel, *Albemarle Co - Chair*
Kathy Galvin, *City of Charlottesville – Vice Chair*
Randy Parker, *JAUNT Rural (Louisa)*
Fran Hooper, *JAUNT Urban (Albemarle)*
Ned Gallaway, *Albemarle (absent)*
Nikuyah Walker, *City of Charlottesville*
Neil Sherman, *DRPT*

Staff

Chip Boyles, *TJPDC*
Gretchen Thomas, *TJPDC*
Sara Pennington, *Rideshare*

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Karen Davis, *JAUNT*
Brad Sheffield, *JAUNT (absent)*
Becca White, *UTS (absent)*
Trevor Henry, *Albemarle County*
Leslie Beauregard, *City of Charlottesville*
James Mann, *CAT Advisory Board*
Dave Feisner, *JAUNT Rural (Alb – alternate) (absent)*
Bill Wuensch, *JAUNT Urban (Alb – alternate) (absent)*
Kim McManus, *PVCC*
Jim Foley, *ACPD*
Katie Schwing, *DRPT (alternate) (absent)*
Alison DeTuncq, *CTB (absent)*
Chris Rowland, *JAUNT (absent)*
Becca Askey, *DRPT (absent)*
Ginger Morris, *Greene County Transit (absent)*
Sally LeBeau, *UVA Hospital (absent)*

Call to Order

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

Matters from the Public

Sean Tubbs with the Piedmont Environmental Council noted that the next generation is calling upon the work of the RTP to happen to help increase public transportation. Since he has started to use the system more, people are coming to him for solutions on how to educate others with the possibilities for the future. He is also watching the number of buildings being approved to be constructed in Albemarle and see there will be a need for public transportation to support all the new developments.

Charlie Conway, a rising eight grade student at Tandem Friends School, said he is concerned about increasing mass transportation in the County. He noted that mass transportation is primarily centered on the urban part of the county, especially along the Route 29 corridor. He said even though most of the people live in this area, there are some communities who are underserved. More access will reduce our carbon footprint. He said he personally would use it if it were expanded to his part of the county that is more rural.

Response to Matters from the Public

None.

Approval of the Agenda

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

Rideshare Program Software/App

Ms. Pennington presented the Board with information about the new Rideshare Software and app developed by DRPT. She said it is synced up with Lyft, Strava, and Under Armor and there are points, including coupons, raffles, and drawings.

The new website is <https://rideshare.agilemile.com>

She reported that the Guaranteed Ride Home program will be fully integrated in the future.

The new software and app will be launched officially on July 1 with a heavy social media campaign with lots of marketing, including radio ads, geotagging, and other grass roots ways to reach out.

STIC Funding

Juwhan Lee reported that he got information on how to get additional funding for CAT. There is a better sense of what to do, and discussions are ongoing on how to move onto the next steps to get there.

Ms. McKeel said the board would like to hear back in the future about the progress made on this project.

TDP Plan Update

Mr. Lee continued on to report that last fall CAT submitted their TDP to DRPT. They asked for clarification on whether to adopt the TDP as is or wait for the new Transit Strategic Plan (TSP) because Charlottesville is slated to be Phase 2. The response was to ignore the TDP and work on the TDP next summer.

Mr. Sheffield said the para-transit services are a component of CAT's TSP, the JAUNT's TDP will still stand. He went on to say that JAUNT is not required to be in TSP and that their goal is regional – but, JAUNT could be considered for part of the match in funding.

Mr. Boyles said DRPT is considering moving the TSP up for Charlottesville.

Strategic Plan Update

Mr. Boyles reported that both the City and the County will consider the MOU in July for adoption.

He went on to say the next immediate action is to have a joint exchange visit with a peer community, including representatives from the City, County, UVA, JAUNT, UTS, and community business leaders. The plan is to visit in the Fall of 2019 and will cover common activities in transit, environmental, business, trails, and bike/ped infrastructure, and as many other commonalities as possible. Sustainability and funding will also be discussed.

CAT Advisory Committee Bylaws Review

Mr. Mann presented the group with the updated bylaws.

He went on to say that in Section 4, after “no less than seven Charlottesville Area Transit riders”, to “including representatives from the elderly, disabled, student, and low-income populations” – or something to reflect a broader, more inclusive population.

Ms. McKeel noted that she would like to see Albemarle County specifically named somewhere in the document. She also noted that Roberts Rules are very restrictive and it would be unusual for an advisory committee to follow them. She suggested that they adopt an abbreviated version of them instead.

Ms. Beauregard asked if the members should be appointed to a one- or two-year term.

Mr. Mann said they looked to other university cities for guidance and they seemed to serve for one year.

Ms. Beauregard thought that would be cumbersome and would tend to lack continuity from year to year.

Ms. McKeel recommended that the appointees serve two-year terms and that they could be allowed to serve consecutive terms and have no limit on the number of terms they could serve.

Mr. Mann said he would change it to a two-year term.

Ms. McKeel said she would like to have an annual report to the City AND the County (not just the City) on or before May 1 of each year.

Mr. Mann said he would make the updates and email them to Ms. McKeel, who will send it to the RTP Board, for review before going to the City’s attorney for approval.

Transit Service Provider Updates

CAT Advisory Board – James Mann said the board will begin holding regular meetings once the bylaws are approved.

CAT – Leslie Beauregard said interviews are being conducted by skype for the CAT Director position. The face-to-face interviews will be on July 15. She also said the IT Directors will have interviews tomorrow. They are hoping to have these positions filled by late summer.

JAUNT – Mr. Sheffield reported that when JAUNT voted on its members, it was for two-year terms and therefore, this is Fran Hooper’s last meeting. Lucas Ames from the City will step into her spot.

He went on to say that Carter’s Mountain is where both CAT and JAUNT have their repeaters for radio communication. JAUNT has a generator in case that goes down, so CAT will be tapping into that instead of purchasing another one.

He reported that the Crozet service is still planning to be launched on August 5. Staff will be presenting that plan to JAUNT’s Board first then will present to RTP in July.

DRPT – Mr. Sherman said final program funding was approved by the CTB and is on their website. There was a grantee webinar last week and they are working towards next year’s grantees. The grant process will be open on December 1 and will close on February 1.

Albemarle County Public Schools – Jim Foley reported that JAUNT moved out of ACPS’ shop because they have completely renovated their offices and were able to move “back home”. He also reported that he drove an electric school bus in Richmond. They are quite expensive at \$350K (a regular bus is about \$100K). There will be some money to acquire at least on for the County.

Lastly, he said the buses make stops in Charlottesville – the Music Center, Murray High School and Via Elementary School. There are a number of people who run the lights, particularly at Via, when the busses are stopped. There will now be stop arm cameras on the busses. He wanted to know who to talk to about sharing the revenue from violations incurred in Charlottesville.

Ms. Beauregard said she would handle that issue.

Rideshare – Ms. Pennington said Rideshare and the TJPDC have hired a new employee, Jessica Ballering, who will be starting on August 16.

Other Business

Ms. McKeel’s reviewed the meeting schedule dates and asked the board members to review them and make sure there was no conflict. Ms. Galvin asked that the calendar be sent to the clerks as well.

Ms. McKeel adjourned the meeting at 5:42 p.m.

JAUNT 2019 Fare Consolidation



Introduction

JAUNT operates a variety of transit services across six Virginia jurisdictions, each of which has representatives on JAUNT's Board of Directors. Through the input of those representatives, as well as each jurisdiction's elected officials, JAUNT has designed customized transit services at different price points in an attempt to best serve passengers. The result is JAUNT's current structure of over 60 different fare types (applying to different services, at different times of day or days of week, at different discount levels). The structure has grown to the point that it presents challenges for customers and staff alike. It is now considered a discouraging aspect of accessing JAUNT's services.

Fare Consolidation Goals

The principal outcome of JAUNT's 2019 fare consolidation initiative is to reduce barriers to accessing services by simplifying the current complex fare structure. Four goals were established to direct the analysis and development of a proposed structure:

1. Minimize unnecessary impacts on current passengers

The analysis used to develop a fare structure that accounts for the foreseeable financial impacts on current passengers, and avoids unnecessary and unfair hardship.

2. Simplify understanding of cost for services

A simpler fare structure will make transit services more user-friendly for passengers, who can more easily discern their expected payment when planning to ride. This includes unifying similar services under a single umbrella, as well as eliminating certification processes for discounted fares in favor of an affordable fare for all.

3. Eliminate confusion on how to access service

A simplified fare structure will eliminate the need to discern who qualifies for the "full" and "discounted" fares, and eliminate the barriers additional processes create for those seeking to qualify for a lower, discounted fare. Further, a new fare structure that eliminates the need for coins will provide greater access through simplicity of understanding the cost and cash needed to pay for services.

4. Reduce overall workload complexity of JAUNT staff and stakeholders

A more streamlined fare structure will make a reservationist's work easier and faster which will allow customers to complete reservation calls in less time, reduce the onboarding time necessary to train new reservationists, reduce the frequency of fare selection errors in the reservations process, and avoid higher costs of more staff to handle the increase in requests.

5. Pricing equity and impact on local funding

By considering our service value to customers in our new fare structure, JAUNT can help promote price equity across jurisdictions based on service type and help inform appropriate fare levels when launching new services in the future. Add, by factoring in how other revenues sources may be leverage more creatively with JAUNT's existing partners, the decrease of any fares will not require additional local funding.

Fare Consolidation Process

JAUNT followed an iterative three step process to consolidate fares:

1. Identify fare families for similar services based on the following:
 - a. Service model (commuter vs. demand response)
 - b. Average historical direct distance of trips
2. Set fare prices for each family based on several factors:
 - a. Cost of service provision
 - b. Historical fare prices
 - c. Relativity to other JAUNT fares
3. Assess the impact of new fares based on historical fares:
 - a. Which services will see prices fall? Which will see prices rise?
 - b. Assuming fare prices influence demand, do services have capacity to meet demand?
 - c. How will the changes affect overall fare revenue?

Fare Families:

JAUNT first identified fare families under which all of our services could be grouped, based on the service model and the average historical direct distance of trips. See Table 1 below.

Fare Family	Description
Local Demand Response	Door-to-door service within a county or part of a county. Large counties may be better candidates for zone faring.
Local Commuter Route	Commuter route service with published stop locations that operates within Albemarle County/Charlottesville.
Regional Demand Response	Door-to-door service that transports passengers between counties.
Regional Commuter Route	Commuter route service with published stop locations that transports passengers from a rural county to Charlottesville and Urban Albemarle.
Zone Fare	A door-to-door service where the fare is determined by the designated zone(s) in which the pickup and dropoff lie. Currently used in Albemarle County.
Agency Fare	Agency passengers pay no fare, since the cost of their rides is paid for through agency contract revenue.
Senior Center Fare	A discount rate for senior passengers riding to/from senior centers in the region for programming and activities.
Free Fare	Under qualifying services, passengers are eligible to ride with a personal care assistant or guest, who rides for free.

Table 1 – description of fare families that can be consolidated in a new fare structure

Proposed Fare Consolidation

Table 2 describes the pricing for each of the proposed fare families and the change from current fare prices. This is the result of JAUNT's best effort to balance the objectives described above. Identify fare families

Description	Current Fares	New Fares	
	Fare Rate	Proposed FY20 Fare Rate	Description
ADA	No Proposed Changes		
Albemarle Rural Demand Response	Zone Fares - Zone Boundary Adjustment		
Fluvanna - Intracounty Full	\$ 3.50	\$ 2.00	Local Demand Response
Fluvanna - Intracounty Discount	\$ 2.50		
Louisa - Intracounty Full	\$ 4.00		
Louisa - Intracounty Discount	\$ 3.00		
Nelson - Intracounty Full	\$ 2.75		
Nelson - Intracounty Discount	\$ 1.75		
29 North CONNECT	\$ 1.50	\$ 2.00	Local Commuter Bus
Crozet CONNECT	\$ 2.00		
Buckingham CONNECT	\$ 3.50	\$ 4.00	Regional Commuter Bus Route
Fluvanna CONNECT	\$ 3.50		
Lovingston CONNECT	\$ 3.00		
Wintergreen to Charlottesville	\$ 4.00		
Fluvanna - Midday Full	\$ 4.00	\$ 4.00	Regional Demand Response
Fluvanna - Midday Discount	\$ 2.50		
Louisa - Midday Full	\$ 5.00		
Louisa - Midday Discount	\$ 4.00		
Nelson - Midday Full	\$ 3.25		
Nelson - Midday Discount	\$ 2.25		
Wintergreen Shopping	\$ 4.00		

Table 2 – Proposed, consolidated fare structure



104 Keystone Place
Charlottesville, VA 22902-6200

Patricia Thomas
JAUNT Board of Directors
President
August 14, 2019

Honorable Supervisor Diantha McKeel
Chairwoman, Jefferson Area Regional Transit Partnership

Dear Chairwoman McKeel,

JAUNT's Board of Directors is requesting that the Jefferson Area Regional Transit Partnership (RTP) take up the outstanding issue of regional equitable driver compensation and appreciation.

During the FY2019 transit budget discussions, the RTP was asked by the City of Charlottesville and Albemarle County to develop guidance on the region's driver compensation approach. Because the RTP was still in its phase of formation, the issue was not able to be fully addressed. By evidence of recent challenges and changes with all of the passenger transport entities in the region, it is clear there is more work that should be done to develop comprehensive driver compensation guidance, and move on to establishing ways to bolster recognition and appreciation for the driver profession.

Recently, Albemarle County Public Schools (ACPS) demonstrated its struggles with recruitment when it had put almost all of its mechanics on the road to drive because it did not have sufficient drivers to start the 2018 school term. With the adoption of the FY2020 budget, the City of Charlottesville provided an approximate four percent increase to its public and pupil transport drivers. While intended to address its recruitment issues, it also further widened the compensation gap when compared to other entities. Finally, the University of Virginia announced it will pay its full-time employees a fifteen-dollar livable wage, beginning January 1st, 2020. All of this demonstrates how each entity is struggling with driver recruitment and retainment, and the lack of regional agreement on driver compensation continues to have adverse impacts on collaboration and coordination on a variety of other, just as important, regional transit opportunities.

While JAUNT believes the disparities of driver compensation create challenges for recruitment and retainment, it is just as important to focus is on how this region can move past the compensation equity concerns, and focus on how this region appreciates and recognizes its drivers. Attracting residents to the driving profession and attracting drivers from other areas benefits all entities needing drivers. Ways of building camaraderie and community appreciation should be the ultimate, on-going outcome of a regional assessment and agreement.

JAUNT requests this critical time-sensitive issue is taken-up by the RTP, with discussions commencing as soon as possible. And, a preliminary understanding established before October when FY2021 budgets are submitted to the City and County.

Regards,

Patricia Thomas
President

July 15, 2019

The Honorable Diantha McKeel, Chair
Regional Transit Partnership
Charlottesville Albemarle Metropolitan Planning Organization
401 Water Street
Charlottesville, VA 22902

Re: Amendment to RTP Partnership for Voting Membership Status of UVA

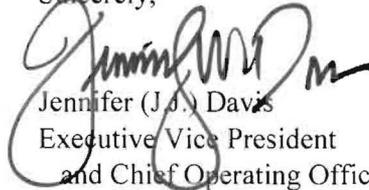
Dear Ms. McKeel:

Congratulations on the successes of two years of operations of the Regional Transit Partnership. The University of Virginia through its University Transit Services has been very pleased with the increased communication and cooperation from relationships with other transportation providers within the region and Commonwealth. As a non-voting member, we have been able to participate in many discussions that have brought value to the transportation services that we provide our students, faculty and staff. As the RTP's second anniversary arrives in August, we would ask that UVA be considered to join the RTP as a voting member to this advisory committee. Voting membership of UVA would in no way be an agreement to a combined regional transit authority.

We will be glad to work with your staff to receive authorization for this change from non-voting to voting member status. It is our understanding that both an amendment to the Memorandum of Understanding by the City of Charlottesville, Albemarle County, JAUNT and MPO as well as an RTP by-law modification will be required for this change. Rebecca White, Director of UTS will be our contact and RTP representative.

Thank you for considering this request and for the cooperative efforts in including the University of Virginia as a partner in providing transportation services to our community.

Sincerely,



Jennifer (J.J.) Davis
Executive Vice President
and Chief Operating Office

JWD/nre

CC: Colette Sheehy
Rich Kovatch
Becca White
Penny Cabaniss
Megan Lowe



**Charlottesville-Albemarle Metropolitan Planning Organization
of the Thomas Jefferson Planning District Commission**
POB 1505, 401 E. Water St, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • (434) 979-1597 fax • info@tjpd.org email

**MEMORANDUM OF UNDERSTANDING
ON THE JEFFERSON AREA
REGIONAL TRANSIT PARTNERSHIP (RTP)**

This agreement is made and entered into as of October XX, 2019, by and between the Charlottesville-Albemarle Metropolitan Planning Organization hereinafter referred to as the MPO, the City of Charlottesville hereinafter referred to as the CITY, the County of Albemarle hereinafter referred to as the COUNTY, JAUNT, Inc hereinafter referred to as JAUNT, with JAUNT and Charlottesville Area Transit together hereinafter referred to as the PUBLIC TRANSIT OPERATORS, and the Thomas Jefferson Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the TJPDC.

WHEREAS, in 2016, the Planning and Coordination Council (PACC) asked TJPDC to review and recommend opportunities for improved communication, coordination and collaboration on transit matters.; and,

WHEREAS, the TJPDC completed work on a Regional Transit Coordination Study, where the main recommendation from this study was to establish a Regional Transit Partnership (RTP) hereinafter referred to as the PARTNERSHIP, consisting of an Advisory Board and whose charge is to provide a venue for continued communication, coordination and collaboration between transit providers, localities and other stakeholders.; and,

WHEREAS, City Council and the Albemarle Board of Supervisors held a joint meeting on February 14th, 2017, where both bodies voted to support development of the PARTNERSHIP and asked TJPDC to develop an MOU; and,

WHEREAS, on October 30, 2017- the Charlottesville-Albemarle Metropolitan Planning Organization, the City of Charlottesville, the County of Albemarle, JAUNT, Inc, and the Thomas Jefferson Planning District Commission did enter into an original Memorandum of Understanding defining the vision, roles and responsibilities for the Regional Transit Partnership; and

WHEREAS, these parties now wish to amend that MOU with the following; and

NOW THEREFORE, be it recognized and agreed that the MPO, CITY, COUNTY and JAUNT hereby establish the Jefferson Area Regional Transit Partnership (RTP), in accordance with the following articles.

Article 1

Staffing, Funding and Boundaries

The MPO is responsible, as the lead, for staffing and programming for the PARTNERSHIP, with Section 5303 program funding from the Federal Transit Administration (FTA) and Virginia Department of Rail and Public Transportation (DRPT). Funding will be a regular item in the MPO's Unified Planning Work Program (UPWP). The PARTNERSHIP's program area is limited to the Charlottesville-Albemarle metropolitan transportation planning area (MPA) that includes the CITY and the urbanized portions of the COUNTY.

Article 2

Function and Authority

The PARTNERSHIP will be an advisory board that provides recommendations to CITY, COUNTY, PUBLIC TRANSIT OPERATORS and other stakeholders, such as the University of Virginia (UVA). The PARTNERSHIP shall not have any inherent decision-making powers and does not supersede management over the PUBLIC TRANSIT OPERATORS.

Article 3
Membership and Voting Structure

The composition of the PARTNERSHIP may change with time, as the Advisory Board meets and identifies an improved membership structure. At a later date, the Partnership may extend to the University of Virginia, surrounding counties and towns, as needed. Expansion of Advisory Board members will require written amendments to this MOU. The PARTNERSHIP roster includes voting and non-voting membership. Each voting member is permitted one vote on all matters addressed by the PARTNERSHIP. All individuals on the Advisory Board have equal voting powers, with no weighted privileges given to any members.

Voting membership includes ~~seven~~ eight representatives, including:

- Charlottesville City Council – *two representatives*
- Albemarle Board of Supervisors – *two representatives*
- JAUNT Corporation Board – *two representatives*--one urban & one rural representative with at no time having both serve from the same governmental jurisdiction.
- Department of Rail and Public Transportation (DRPT) – *one representative*
- *University of Virginia – one representative*

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There shall also be a nonvoting representative as designated by the PARTNERSHIP.

The designating body of each member locality or agency, having appointed the appropriate number of representatives to the PARTNERSHIP, as indicated in this ARTICLE, whether voting or nonvoting, may appoint an alternate member(s). Voting privileges for alternates shall be the same as for the regular member in the absence of the regular member.

There are no set term-limits for members of the PARTNERSHIP Advisory Board. Each member locality or agency shall reassess membership to the PARTNERSHIP, according to their own processes.

Article 4
Meeting Schedule and Bylaws

The PARTNERSHIP will set a meeting schedule that is coordinated with the MPO Policy Board meeting schedule. PARTNERSHIP meetings will be bimonthly, during off-months from the MPO Policy Board. The PARTNERSHIP shall convene at least four times in a given fiscal year.

This MOU will serve as the main guiding documents for the PARTNERSHIP. The PARTNERSHIP may adopt bylaws, to aid in management of meetings. Unless otherwise determined by the PARTNERSHIP, TJPDC will facilitate and manage meetings. Voting and parliamentary procedure will be conducted according to simplified Robert's Rules of Order.

Article 5
Deliverables and Roles

As recurring responsibilities, the PARTNERSHIP will be responsible for the following:

- *Building the CITY/COUNTY Relationship.* The PARTNERSHIP will help the region build relationships and momentum for future successes.
- *Create a formal means of sharing information.* Created by an MOU, the PARTNERSHIP will create and maintain a formal mechanism for exchanging information between transit providers, localities and other stakeholders.
- *Address pressing issues immediately.* The PARTNERSHIP will provide immediate attention to pressing concerns and issues, as laid out in the Regional Coordination Study, conducted by TJPDC.
- *Facilitate transit planning.* The PARTNERSHIP will provide recommendations, assessments and guidance on transit-related matters to the CITY, COUNTY and PUBLIC TRANSIT OPERATORS.
- *Integrating transit into other decision-making.* The PARTNERSHIP will ensure that transit will receive increased consideration in regional and local planning efforts.

- *Test an RTA structure.* The PARTNERSHIP will provide a sample model version of a Regional Transit Authority (RTA) that allows all parties to become more familiar with the concept of a consolidated transit system.
- *Preparing for an RTA.* Within the PARTNERSHIP, the region will have a venue for negotiating and studying an RTA that could benefit all partners in the region.

Specific deliverable include but are not limited to:

- *Drafting Formal Agreements:* The PARTNERSHIP will review existing arrangements and transit relationships, reviewing and drafting if necessary, formal contracts and agreements. The initial and primary task would be to address the most pressing problem, the complicated web of arrangements.
- *Integrating Transit into Decision-Making:* The PARTNERSHIP will work to integrate greater transit considerations into planning efforts around the region. The PARTNERSHIP will have involvement with the MPO's Long Range Transportation Plan (LRTP), vetting transit-related recommendations. It would also provide recommendations to local planning efforts and projects.
- *Coordinated Transit Development Plans and Strategies:* Currently, the three transit providers have entirely separate planning documents. PUBLIC TRANSIT OPERATORS must update their Transit Development Plan (TPD) or Transit Strategic Plans (TSP) every five years. Whether done through the TDP or as a document that later consolidates planning recommendations, the PARTNERSHIP is responsible for overseeing the region's transit planning process.
- *Update RTA Study:* The PARTNERSHIP, in coordination with the MPO, will update the RTA Study and develop a new report that will help the region determine if an RTA is feasible.
- *RTP Bylaws and Mission:* The PARTNERSHIP may develop bylaws and mission statement.

ARTICLE 7-AMENDMENTS

Amendments to this AGREEMENT, as mutually agreed to, may be made by written agreement between all parties of this AGREEMENT.

IN WITNESS WHEREOF, all concerned parties have executed this AGREEMENT on the day and year first written above.

Signatures:

WITNESS BY _____

Ann Mallek~~Kristin Szakos~~,
Chair
Charlottesville-Albemarle Metropolitan Planning Organization

WITNESS BY _____

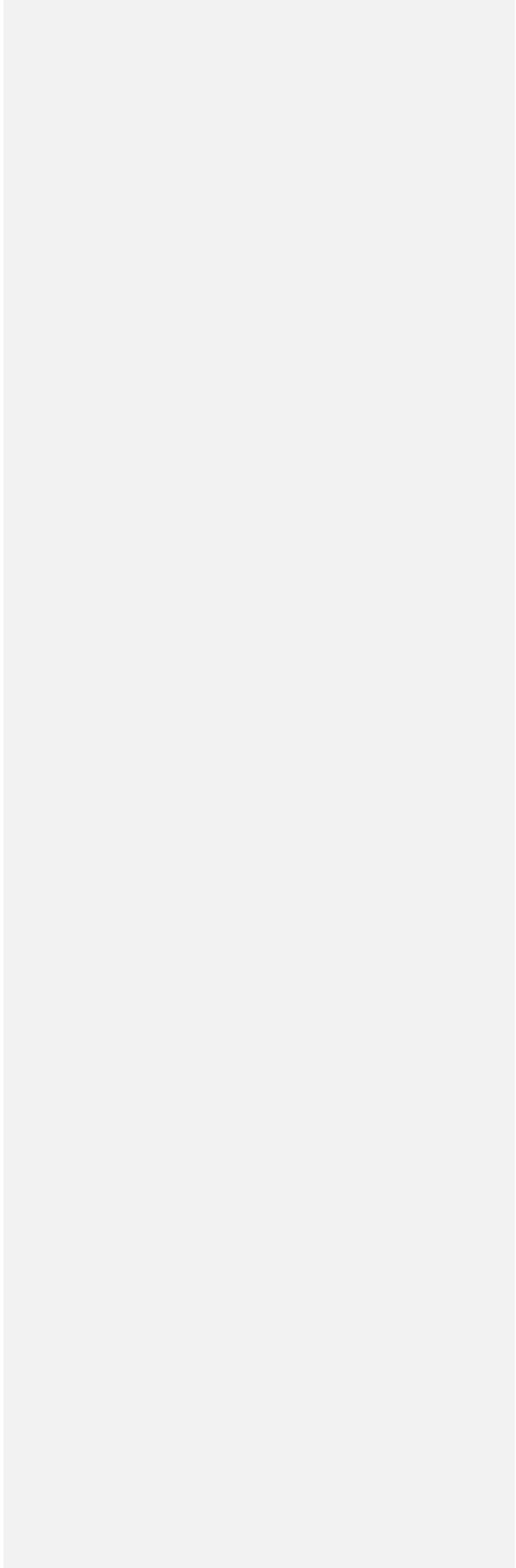
Ned L Gallaway~~Diantha H. McKeel~~,
Chair
County of Albemarle Board of Supervisors

WITNESS BY _____

Nikuyah Walker~~Mike Signer~~,
Mayor
City of Charlottesville, and on behalf of the Charlottesville Transit Service

| _____ WITNESS BY _____
Patricia Thomas Randy Parker,
President
JAUNT, Inc.

| _____ WITNESS BY _____
Dale HerringGenevieve Keller,
Chair
Thomas Jefferson Planning District Commission





Charlottesville-Albemarle Metropolitan Planning Organization

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By-Laws: Regional Transit Partnership

Approved January 24, 2019

Amended August 22, 2019

Article I - Name and Authority

Section 1. The name of this committee shall be known as Regional Transit Partnership, hereinafter called the PARTNERSHIP.

Section 2: The PARTNERSHIP shall have such authority as prescribed in a Memorandum of Understanding (MOU) to review and recommend opportunities for improved communication, coordination and collaboration on transit matters for the Charlottesville-Albemarle Urbanized Area between the Metropolitan Planning Organization, hereinafter referred to as the MPO; the City of Charlottesville, acting as a local unit of government and as one of the local transit operators, hereinafter referred to as the CITY; the County of Albemarle, acting as a local unit of government, hereinafter referred to as the COUNTY; JAUNT Inc, a public corporation, hereinafter referred to as JAUNT, with JAUNT and Charlottesville Area Transit together hereinafter referred to as the PUBLIC TRANSIT OPERATORS; the Thomas Jefferson Planning District Commission, serving as planning and administrative staff to the MPO, hereinafter referred to as the TJPDC; and the Department of Rail and Public Transportation, hereinafter referred to as the DEPARTMENT.

Section 3: The Partnership draws its legitimacy from the MOU and is only limited by activities explicitly excluded in the MOU.

Section 4: Transit Providers:

- Charlottesville Area Transit (CAT): Is a transit provider within the Government of the City of Charlottesville. CAT provides regional fixed route transit to the urbanized areas of the Charlottesville Albemarle MPO
- JAUNT Inc.: Is a demand response, paratransit and rural transit provider that provides services in both the urban and rural areas within and surrounding Charlottesville. Paratransit service is provided in both urban and rural areas. Demand Response is provided in urban and rural areas. Rural transit service provides services bringing people into and out of the urban areas.

Article II - Purpose

Section 1. The PARTNERSHIP, serves as an official advisory board to provide recommendations to decision-makers on transit-related matters. There are four main goals of the PARTNERSHIP:

- a. **Establishing Strong Communication:** The PARTNERSHIP will provide a long-needed venue to exchange information and resolve transit-related matters.
- b. **Ensuring Coordination between Transit Providers:** The PARTNERSHIP will allow transit providers a venue to coordinate services, initiatives and administrative duties of their systems.
- c. **Set the Regions Transit Goals and Vision:** The PARTNERSHIP will allow local officials and transit staff to work together with other stakeholders to craft regional transit goals. The RTP will also provide, through MPO staff and updates of the Transit Development Plans (TDPs),

opportunities for regional transit planning.

- d. **Identify Opportunities:** The PARTNERSHIP will assemble decision-makers and stakeholders to identify opportunities for improved transit service and administration, including evaluation of a Regional Transit Authority (RTA.)

The PARTNERSHIP will be an advisory board that provides recommendations to CAT, JAUNT, and stakeholders, which include City and County officials, as well as other institutions, such as the University of Virginia (UVA). As this is a regional effort that focuses on the Charlottesville-Albemarle Metropolitan Planning Area (MPA), the CA-MPO will staff and maintain the PARTNERSHIP. The CA-MPO is also responsible for federal funding to CAT and JAUNT, through the Transportation Improvement Program (TIP) process.

Article III - Membership

Section 1: The voting membership of the Partnership shall be as follows:

- Two representatives from and appointed by, the Charlottesville City Council
- Two representatives from and appointed by, the Albemarle Board of Supervisors
- Two representatives from the JAUNT Corporation Board --one urban & one rural representative with at no time having both serve from the same governmental jurisdiction.
- One representative of the Department of Rail and Public Transportation (DRPT)
- One representative of the University of Virginia

Section 2. The nonvoting membership of the PARTNERSHIP should be composed of one (1) representative each, designated by and representing CA-MPO staff, RideShare, CAT staff, Charlottesville's Transit Advisory Board, JAUNT staff, UTS staff, Greene County Transit, Martha Jefferson Hospital, UVA Hospital, Charlottesville School System, Albemarle School System, Piedmont Virginia Community College, staff from both the City and County Executive Offices, and the Charlottesville Area Chamber of Commerce.

Section 3. The PARTNERSHIP may recommend additional voting or nonvoting membership to the PARTNERSHIP as is deemed necessary to carry out its duties.

Section 4. Appointments to the PARTNERSHIP shall be filled by persons trained and knowledgeable in transportation planning or who, by their positions have an interest and responsibility in transportation planning.

Section 5. In order to provide continuity in the PARTNERSHIP's actions, it is recommended that each member serve for a two-year term and may be reappointed for successive terms.

Section 6. Any member of the PARTNERSHIP who wishes to designate an alternate to serve in his or her absence may do so by submitting the name of that individual to the Chair of the PARTNERSHIP in advance of the meeting. An alternate may vote only in the absence of the regular member he or she represents.

Section 7. Whenever any voting member fails to attend three (3) consecutive meetings without good reason, the Chair of the PARTNERSHIP shall seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on the PARTNERSHIP.

Article IV - Officers

Section 1. The officers of the PARTNERSHIP shall consist of a chair and vice-chair.

Section 2. The chair and vice-chair shall be elected by and from the membership of the PARTNERSHIP, shall serve for one year or until their successors are elected, and shall be eligible for reelection.

Section 3. The election of officers shall be held at PARTNERSHIP's first meeting after July 1 of each year and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote shall be required for election to any office.

Section 4. The MPO staff shall prepare and maintain a permanent written record of all PARTNERSHIP proceedings, and shall transmit a copy of the minutes of each PARTNERSHIP meeting to each member prior to the next regular meeting.

Article V - Meetings

Section 1. The PARTNERSHIP shall establish a regular date and place for its meetings. The Chair and Vice Chair may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting. The Chair may also call a special meeting or cancel a regular meeting. Consecutive regular meetings cannot be canceled.

Section 2. A quorum shall consist of one-half of the voting representatives of the PARTNERSHIP and shall include at least one representative from both CITY, COUNTY and JAUNT. Vacancies shall not be considered in the establishment of a quorum.

Section 3. The agenda for each PARTNERSHIP shall be prepared jointly between the Chair, Vice Chair and the MPO staff. The agenda will be mailed one week prior to the next meeting.

Section 4. Parliamentary authority for PARTNERSHIP proceedings not otherwise specified by these bylaws shall be Robert's Rules of Order, Revised.

Article VI - Amendment

Section 1. These bylaws may be amended by a two-thirds vote of those members present provided that a quorum is present. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

Article VII -

Section 1. These bylaws shall become effective immediately upon ratification by a majority vote of the PARTNERSHIP.