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**AGENDA**  
**Jefferson Area**  
**Regional Transit Partnership (RTP)**  
 Thursday, June 24<sup>th</sup>, 2021 @ 4:00 p.m.  
 Virtual Meeting via Zoom

<https://us02web.zoom.us/j/86196340792?pwd=UGxUZFlvbm9UMVZ4eHpHNVplMnQxQT09>  
 Passcode: 554430

Item	Time	Description
0	4:00-4:05	<b>Notice of Electronic Meeting and Attendance</b>
1	4:05-4:10	<b>Matters from the Public: limit of 3 minutes per speaker</b> <i>Members of the Public are welcome to provide comment on any public-interest, transit-related topic, including the items listed on this agenda – limit three minutes per speaker</i>
2	4:10-4:15	<b>Approval of draft meeting minutes*</b> <ul style="list-style-type: none"> <li>See <a href="#">May 2021 RTP Minutes DRAFT</a></li> </ul>
3	4:15-4:20	<b>Member Spotlight – Becca White (UTS) and Jim Foley (ACPS)</b> <i>An opportunity to get-to-know voting and non-voting members of the RTP – specifically, what inspired their interest in transit, what they love working on now, and what are they most excited about regarding transit's future</i>
4	4:20-4:30	<b>Smart Scale Application Assistance for Transit – Chuck Proctor (VDOT)</b>
5	4:30-4:40	<b>Remote Meeting Participation – David Blount (TJPDC)</b> <ul style="list-style-type: none"> <li>See <a href="#">RTP Remote Participation Memo</a></li> <li>See <a href="#">RTP Remote Participation Policy*</a></li> </ul>
6	4:40-4:50	<b>Try Transit Week – Sara Pennington (Rideshare)</b>
7	4:50-5:10	<b>Equitable Driver Appreciation Project Update – Samuel Pittman (TJPDC)</b>
8	5:10-5:20	<b>DRPT Grant Update – Jessica Hersh-Ballering (TJPDC)</b> <ul style="list-style-type: none"> <li>See <a href="#">Regional Transit Vision Plan Selection Memo</a></li> </ul>
9	5:20-5:30	<b>Nominating Committee for FY21 Election of Officers – Diantha McKeel (Chair)</b>
10	5:30-5:45	<b>MPO Updates – Sandy Shackelford (TJPDC)</b> <ul style="list-style-type: none"> <li>Smart Scale Official Approvals</li> <li>Transportation Alternative Program (TAP) supported by the MPO</li> <li>See RAISE (Rebuilding American Infrastructure with Sustainability and Equity) planning grant application <a href="#">Resolution of Support*</a></li> </ul>
11	5:45-5:55	<b>Transit Provider Updates</b> <ul style="list-style-type: none"> <li>CAT and City of Charlottesville Schools (Garland Williams)</li> <li>UTS (Rebecca White)</li> <li>Jaunt (Karen Davis)</li> <li>Albemarle County Schools (Jim Foley)</li> </ul>
12	5:55-6:00	<b>Other Business (Updates and Reminders) – Diantha McKeel</b>
13	6:00	<b>Adjourn</b>

\* A vote is expected for this item

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.

NOTICE OF ELECTRONIC MEETING  
DUE TO COVID-19 STATE OF EMERGENCY

The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Regional Transit Partnership to assemble in a single location. This meeting and the required public hearings will be held utilizing electronic virtual communication with the Zoom software application and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB 29), as effective April 24, 2020.

The meeting will be recorded and made available to the public at [www.tjpd.org](http://www.tjpd.org).

**Regional Transportation Partnership Meeting**

Minutes, May 27, 2021

The recording for this meeting can be found at <https://www.youtube.com/watch?v=E9Hd6cGg7d0>

VOTING MEMBERS & ALTERNATES		STAFF	
Nikuyah Walker, Charlottesville	x	Jessica Hersh-Ballering, TJPDC	x
Lloyd Snook, Charlottesville		Lucinda Shannon, TJPDC	x
Diantha McKeel, Albemarle	x	Gretchen Thomas, TJPDC	x
Bea LaPisto-Kirtley, Albemarle	x	Christine Jacobs, TJPDC	x
Neil Sherman, DRPT	x		
Randy Parker, Jaunt Rural	x		
Lucas Ames, Jaunt Urban	x		
Kendall Howell (alternate), UTS	x		
NON-VOTING MEMBERS		GUESTS/PUBLIC	
Karen Davis, Jaunt	x	Wood Hudson, DRPT	x
Garland Williams, CAT	x	Randy Salsman	x
Jim Foley, Albemarle County PS	x	Ben Chambers	x
Sally LeBeau, UVA Hospital		Sam Pittman	x
Peter Thompson, CAA		Juwhan Lee, CAT	x
Sandy Shackelford, CAMPO	x	Trevor Henry, Albemarle	x
Sara Pennington, Rideshare	x	Susan Kruse, Charlottesville Climate Collaborative	x
		Chuck Proctor, VDOT	

**Note:** The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Regional Transportation Partnership to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020. A recording of the meeting was made available to the public on March 9, 2021 at [https://www.youtube.com/watch?v=g-kfKHk5PKM&feature=youtu.be&ab\\_channel=TJPDC-MPO](https://www.youtube.com/watch?v=g-kfKHk5PKM&feature=youtu.be&ab_channel=TJPDC-MPO).

**1. CALL TO ORDER:**

The Regional Transportation Partnership Chair, Diantha McKeel, presided and called the meeting to order at 4:02 p.m. and read the Notice of Electronic Meeting and Commissioner and Public Protocol. Jessica Hersh-Ballering took attendance by roll call, and certified that a quorum was present.

**2. MATTERS FROM THE PUBLIC:**

**(Minute 3:30)** Susan Kruse, Executive Director of Community Climate Collaborative, appreciates efforts to coordinate transportation planning for community to reduce greenhouse gas emissions. Average amount of income can be 20 – 30% of income in transportation. C3 is currently doing



research and will be sharing that info this summer. There are some issues with access that need to be fixed. She also expressed the need for electric busses.

**(Minute 7:15)** Randy Salsman said we need to focus on understanding the WHY behind why people use their choice of transportation. Australia is a good model even with the same number of cars. He feels Charlottesville should take the opportunity right now to get a federal grant and then build the infrastructure.

**3. APPROVAL OF MINUTES: (Minute 11:22)**

**Motion/Action:** On a motion by Bea LaPisto-Kirtley, seconded by Randy Parker, the committee approved the minutes of the April 22, 2021 meeting, with Nikuyah Walker abstaining.

**4. MEMBER SPOTLIGHT – SARA PENNINGTON AND SANDY SHACKELFORD: (MINUTE 13:00)**

Sara Pennington introduced herself and her position and work she does for Rideshare.

Sandy Shackelford then introduced herself, her position and the work she does for TJPDC and the Charlottesville-Albemarle MPO.

**5. SMART SCALE OPPORTUNITIES FOR TRANSIT: (MINUTE 19:05)**

Wood Hudson, Transit Planner for DRPT, presented the committee with a Smart Scale timeline, project development, data requirements, scoring, the MERIT program, sample projects and resources.

**6. FUEL UPDATE: (MINUTE 38:05)**

With the recent pipeline issue, the members shared how it affected them.

Karen Davis, Jaunt: Jaunt will have back up fuel in the future. They provided critical service only. They cancelled Connect service for two days. Put out the electric vehicle in service as well.

Jim Foley, ACPS: 4 tanks unleaded, 3 diesel. Working with Trevor Henry, stayed at acceptable levels. Had dedicated vendor who delivered to them. Emergency vehicles fueled were most prioritized. Feels like they are good for now. Mr. Henry said they met every three days and communicated out organizationally that anyone who could stay home should stay home and asked to limit all non-essential travel. Just today is the first day for going back to normal for non-essential travel. It was a county-wide effort.

Garland Williams, CAT and Charlottesville City Schools: Fuel was only delayed by a day. Had already put in an order for fuel a day before the crisis happened. Public works shifted to police, fire, and public safety. CAT ran their lifeline service uninterrupted.

Kendall Howell, UTS: The fuel was delivered right before the pipeline crisis and had a two week stretch with fuel.

**7. DRPT GRANT UPDATE: (MINUTE 49:50)**

Ms. Hersh-Ballering presented an update re: the consulting firms. There are three excellent proposals that have been submitted and will report on the choice at the next meeting.

She also updated the board on the Albemarle County Transit Expansion grant.

**8. TIP UPDATES: (MINUTE 52:03)**

Lucinda Shannon reviewed the TIP adjustments, included in the agenda packet.

**9. MPO UPDATES: (MINUTE 54:53)**

Ms. Shackelford reported that the only thing the MPO Policy Board voted on yesterday was the approval of the UPWP. She explained their decision to use some of the money for a climate action project and to put the remainder in reserve for a future project.

She continued to say they are meeting again on June 23 to discuss the Smart Scale projects.

**10. TRANSIT UPDATES: (MINUTE 59:38)**

**CAT:** Mr. Williams said CAT was able to procure six expansion vehicles. The Automatic Passenger Counter (APC) component is completed and they will be moving forward with that process which will provide them with a great deal of data to help them in future grant opportunities.

**UTS:** Kendall Howell said UTS will be working on the route structure for when classes begin in the Fall.

**Jaunt:** Ms. Davis reported that TJPDC visited the facility and talked with them about upcoming initiatives. Stephen Johnson, Jaunt Transit Manager, participated in a webinar on Transportation and Affordable Housing. The Freyland Museum and the Botanical Gardens reached out to them to see how to make them more accessible to the community.

**Albemarle County Public Schools (ACPS):** Mr. Foley had connection issues with his phone while calling into the meeting, but did say to avoid Albemarle County public schools certain times of the day because of heavier traffic at drop off and pick up times.

The next meeting will be on June 24, 2021

**ADJOURNMENT:** Ms. McKeel adjourned the meeting at 5:14 p.m.

**MEMO**

**To:** Regional Transit Partnership

**From:** David Blount, Deputy Director

**Date:** June 24, 2021

**Re:** Remote Electronic Participation in Meetings Policy

**Purpose:**

To consider adoption of a Regional Transit Partnership policy allowing members to participate in meetings by electronic communication means.

**Background:**

The Virginia Freedom of Information Act, at § 2.2-3708.2 of the *Code of Virginia*, permits individual members of a public body to participate in a public meeting through electronic participation. Such participation is authorized only if the public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation. Consistent with state enabling provisions, the Regional Transit Partnership began allowing meetings to be held without the physical presence of members during the declared state of emergency. However, the Regional Transit Partnership has not yet adopted a policy, as enabled in 2018, to authorize remote participation by individual members at Commission meetings when a quorum is physically assembled.

**Recommendation:** Staff recommends that the Commission adopt the attached policy, titled Remote Electronic Participation, as authorized by subsection C of § 2.2-3708.2 of the *Code of Virginia*.

## REMOTE ELECTRONIC PARTICIPATION

This purpose of this policy is to provide for the Regional Transit Partnership (RTP) to permit a member to participate in a Partnership meeting through electronic communication means from a remote location, provided that:

### **A. Notification of Inability to Attend Because of Personal Matter, Disability, Medical Condition or Location.**

On or before the day of the meeting, the member shall notify the Chair that he or she is unable to attend the meeting due to a personal matter; a temporary or permanent disability or other medical condition that prevents physical attendance; that a family member's medical condition requires the member to provide care for such family member; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. The member must identify with specificity the nature of the personal matter.

### **B. Quorum Physically Assembled; Approval of Remote Electronic Participation.**

A quorum of the Regional Transit Partnership must be physically assembled at the primary or central meeting location. The Regional Transit Partnership members present must approve of the remote electronic participation; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

### **C. Record of Action.**

The Regional Transit Partnership's minutes shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, as well as the remote location from which the absent member participated. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the Regional Transit Partnership's minutes with specificity.

### **D. Audibility of Absent Member.**

The Regional Transit Partnership shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent member cannot reasonably be heard, the meeting may continue without the participation of the absent member.

### **E. Limitation on Remote Electronic Participation in Calendar Year.**

Electronic participation by the absent member as provided in this policy shall not exceed two, or 25% of the meetings rounded up the next whole number, whichever is greater, Regional Transit Partnership meetings in each calendar year.

(Authorized pursuant to *Code of Virginia* § 2.2-3708.2)

## Memorandum

**To:** Christine Jacobs, Interim Executive Director

**From:** Jessica Hersh-Ballering, Transportation Planner

**Date:** June 7, 2021

**Topic:** Regional Transit Vision Plan – Selection Committee Decision

### **Purpose:**

The Thomas Jefferson Planning District Commission (TJPDC) received a grant award for \$350,000 (with half coming from Department of Rail and Public Transit, a quarter coming from Albemarle County, and a quarter coming from City of Charlottesville – with the half coming from the localities as local match) to complete a regional transit vision plan. This project will work with local leaders, transit agencies, and a wide variety of stakeholders to collaboratively develop a clear vision for the future of transit in our region.

This project will rely heavily upon the skills and expertise of an experienced consulting team to conduct public engagement to develop a local definition of “high-quality” transit service, conduct land use and transit propensity assessments, make region-wide transit service recommendations, analyze and compare those recommendations to a no-build scenario, and – ultimately – recommend actions the community must take to support the community's vision for high-quality transit. These tasks were detailed in a scope of work included in a request for proposals sent to all DRPT bench contracting firms.

This memorandum describes how the RTP-appointed selection committee determined which consulting team would be best suited for collaboration on this project.

### **Background:**

On February 25<sup>th</sup>, TJPDC staff recommended to the Regional Transit Partnership (RTP) seven individuals who, together, would make a strong selection committee and represent a variety of transit/community interests. The RTP voted to approve the recommended selection committee membership: Trevor Henry (Albemarle County), Chip Boyles (City of Charlottesville), Garland Williams (Charlottesville Area Transit), Randy Parker (Jaunt), Julia Monteith (UVA), Siri Russell (Albemarle County Office of Equity and Inclusion), and Christine Jacobs (TJPDC).

On April 5<sup>th</sup>, 2021, Thomas Jefferson Planning District Commission staff requested proposals from the four DRPT bench contractors that specialize in transit planning – KFH Group, Kimley Horn, AECOM, and Michael Baker. Proposals were received from Kimley Horn (with Connetics Transportation Group), Michael Baker (with Foursquare, SIR, and Renaissance Planning Group), and AECOM (with Jarret Walker and EPR). Members of the selection committee independently reviewed the proposals and then met to discuss.

The selection committee indicated that while all proposals were strong, they felt that the Michael Baker and AECOM teams had the strongest project teams with the most experience; they were also pleased with the methodology described by each team. They decided to virtually interview both teams.

Interviews with the Michael Baker and AECOM teams were held on May 25<sup>th</sup>. TJPDC staff worked with the selection committee to develop a set of five questions for the interview, which were shared with the interviewees ahead of their interviews to ensure that their responses were thoroughly informative and



succinct. The selection committee asked one follow-up question by email, to which the consulting teams had 48 hours to respond.

Selection committee members used the proposals and interviews to determine final scores for the consulting teams. Scoresheets have been kept on file.

Proposals were scored from zero to one hundred points in total with those points distributed among four categories:

1. The vendor's **understanding of the project scope** (0-15 points);
2. The proposed **plans or methodology** to perform all project tasks (0-50 points);
3. The proposed **project team**, its qualifications and ability to complete the proposed workload in the designated time frame (0-15 points)
4. The vendor's **past performance** (0-20 points).

Scoring indicated that AECOM (along with Jarret Walker and EPR) had the strongest proposal. In discussions, the selection committee felt that the AECOM team had a more thorough understanding of the scope of the project and were committed to a strong, technical approach. Furthermore, they indicated that they liked the combination of experiences on the project team, especially the inclusion of the nationally-recognized Jarret Walker staff and the locally-focused staff from EPR. Finally, the estimated cost of the project was the most affordable.

The only concern from the selection committee is that the estimated project cost, while the most affordable, is slightly above the amount of funding dedicated to consulting costs. This will require either a slight reduction in the project scope and/or additional funds. This will be addressed in conversations with the AECOM consulting team, the Regional Transit Partnership, and/or relevant stakeholders.

The consultants estimated that their total cost would be \$315,861 and the project would be completed by end of June 2022.

Please send any questions to Jessica Hersh-Ballering at [jballerling@tjpd.org](mailto:jballerling@tjpd.org).



**Thomas Jefferson Planning District Commission**

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**RESOLUTION**

**SUPPORTING TJPDC’S RAISE GRANT APPLICATION TO FUND A CHARLOTTESVILLE REGIONAL MULTIMODAL TRANSPORTATION STATION MASTER PLAN**

**WHEREAS**, the US Department of Transportation released a Notice of Funding Opportunity on April 13, 2021 for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program – formerly Better Utilizing Investments to Leverage Development (BUILD) and Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grants; and

**WHEREAS**, the Thomas Jefferson Planning District Commission previously applied for a BUILD planning grant in FY20 for \$712,000 to create a Charlottesville Regional Multimodal Transportation Station Master Plan for the 3.3-acre Charlottesville Union Station site; and

**WHEREAS**, the FY20 BUILD application was composed of three phases designed to leverage public input to identify community-preferred design concepts for the station and surrounding site that will address accessibility, safety, and capacity concerns; and

**WHEREAS**, the FY20 BUILD application received letters of support from the offices of Senator Warner, Senator Kaine, DRPT’s Jennifer Mitchell, the City of Charlottesville, the Cville and the Piedmont Rail Coalition, the Piedmont Environmental Council, and Amtrak; and

**WHEREAS**, the FY20 BUILD application was not funded, but TJPDC staff were informed by USDOT staff in a debrief that the application had scored very highly and TJPDC staff were recommended to resubmit the application with minimal changes; and

**WHEREAS**, DRPT staff have confirmed that capacity issues remain a concern for Charlottesville Union Station, with those issues likely to be exacerbated by continued investment by the Commonwealth in rail; and

**WHEREAS**, TJPDC staff will submit a revised grant application for FY21/22 for no more than \$800,000 for the creation of a master plan to address capacity, safety, and accessibility issues at Charlottesville Union Station and the surrounding site in a manner that meets the community’s expectations; and

**THEREFORE, BE IT RESOLVED**, that the Regional Transit Partnership (RTP) is in full support and endorses the RAISE planning grant funding application for the Charlottesville Regional Multimodal Transportation Station Master Plan.

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Christine Jacobs, Interim Executive Director

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Diantha McKeel, RTP Chair

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Date

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Date