

## Thomas Jefferson Regional Transit Partnership

March 28, 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*  
Patrice Strachan, *DRPT (absent)*

### Staff

Chip Boyles, *TJPDC*  
Gretchen Thomas, *TJPDC*  
Sara Pennington, *Rideshare*  
Jakob zumFelde, *CA-MPO*

### Non-Voting & Alternates

Karen Davis, *JAUNT*  
Brad Sheffield, *JAUNT*  
Becca White, *UTS*  
Trevor Henry, *Albemarle County*  
Leslie Beauregard, *City of Charlottesville (absent)*  
James Mann, *CAT Advisory Board (absent)*  
Dave Feisner, *JAUNT Rural (Alb – alternate) (absent)*  
Bill Wuensch, *JAUNT Urban (Alb – alternate) (absent)*  
Kim McManus, *PVCC (absent)*  
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 7:03 p.m. Members introduced themselves.

### Matters from the Public

Sean Tubbs with the Piedmont Environmental Council spoke about the need for transit in the community. He noted that many in the community are clamoring for climate change reduction and asking about what to do to hit the 2050 targets, transit plays a very big part of that. He went on to say that as the urban ring becomes denser, there is a need for the three major transit systems in the area to work together. The USDOT has \$85 million in grants to electrify fleets and many people are calling for this. He said he knows there will be opportunities to do this in the future. He ended by saying that he is not dismayed by ridership and sees his use of transit as an improvement in his quality of life.

## **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**

Ms. White said in the last paragraph on the first page of the minutes to identify Jarrett Walker as a consulting firm, perhaps change it to “Jarrett Walker Associates.”

She went on to say that on page 2 regarding her question on FY 20 CAT Albemarle Funding Agreement Update, she said it should be changed to “Becca White asked about how UVA’s annual payments to CAT for the reciprocal ridership program reflected in the agreement’s revenue calculations.”

In the next sentence, change “UVA will review the numbers” to “the MPO will reconcile preliminary budgets with final payments.”

Ms. White also asked to strike her update in the Staff Updates/Other Discussions because she was unsure which launch was referred to in the minutes.

Mr. Boyles also said the minutes should reflect the entire board and who was at the meeting and who was absent.

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

### **FY20 CAT Albemarle Funding Agreement Update**

Ms. McKeel said the agreement is still in draft form, but it is much more complete than before. The committee will be coming back together in April for a final vote on it.

Mr. Boyles said there has been a great deal of effort on the agreement to get it to this point. He said he believes there is a high likelihood of having very few changes because the numbers came from DRPT.

Mr. Boyles said it is a Memorandum of Understanding (MOU), not a contract for services because that opens up a potential for conflict for federal funds. The term is annual from July 1 of each fiscal year, so the MOU has to be agreed upon prior to July 1 of each year.

Ms. Galvin asked if the MOU has been reviewed by the City and County attorneys. Mr. Boyles responded in the affirmative.

He went on to say that the agreement itself should not change except for the dates and the attachments of the budget and the routes.

Mr. Boyles said that because CAT is a City department and the City Council is in charge of CAT, the City is the final decision maker about providing service to Albemarle County.

Mr. Boyles reiterated that the agreement is for public transportation open to the public without discrimination, and to identify the route by January of each calendar year. The routes can be amended but only through mutual agreement between the two parties. Adding a new bus route is the easiest to do. If there is a change in coverage, the City will let the County know (weather, concerts, sporting events, parades, etc.)

Ms. McKeel asked if there was a “reasonable amount of time” to let the County know of any changes.

Ms. Walker said the City is currently working on that system now. She said the City will let the County know as soon as the City knows.

Ms. McKeel asked to add the words “within a reasonable amount of time” put after the statement that the City will let the County know of any changes in routes.

Mr. Boyles continued by saying the fee is based on certain amount service hours which may fluctuate with weather/events/etc. The charges will only be for when CAT is in the County.

Regarding the financial and equipment amount, the County will be responsible for paying an annual amount. Mr. Boyles said the agreement will reflect that the payments will be made quarterly in July, October, January and April.

Mr. Boyles wanted to be clear that the actual fiscal year services will be based on approved budgets and approved state revenue sources. He also noted that capital costs are City costs only. The County will pay for operations only.

Mr. Boyles continued by saying the City will apply for grants and will carry liability insurance. He said if there is any excess funding by the County, it will count as a credit of their contribution in the future. If there are unexpected changes outside of the City’s control (i.e., war in the Middle East increasing gas prices, or the price of tires, etc.), as determined by the City, the County should understand that there will be a negotiation for a new price.

Regarding “Other Commitments and Goals”, Mr. Boyles noted that the County wants to receive information from CAT at the same time as they are communicating with the City to get information out to the public.

Ms. McKeel expressed her concern that the County did not know about the recent change in CAT’s leadership because there was no outreach from the City about it. She said if there are major changes to CAT’s higher-level leadership, the City has a responsibility to communicate that information to the County.

Ms. Galvin said perhaps there needs to be point person in each jurisdiction.

Trevor Henry said to put in the MOU, “If there is a change in the point of contact, that must be communicated to the County Executive’s Office and the City Manager’s office.” Ms. McKeel and Ms. Galvin agreed that was the proper verbiage.

Mr. Boyles said that the RTP will be responsible for annual audits.

He continued to read the rest of the agreement with no changes until he got to “Attachment C,” which is the final approved budget numbers. Ms. Galvin asked if the credits could be put in parentheses to make them clearer.

He went on to say that if the County should want to run a bus, and the bus serves both the City and the County (i.e., the Senior Center – or some other location the City deems important to its residents), the City and County would decide who is responsible for paying for that operation.

Ms. Galvin said she would like to see the historical budgets for CAT – what amount the City and County contribute, how much comes from grants, etc.

Mr. Boyles said he will make changes to the MOU, submit it to the sub-committee to review, then to both attorneys and finance departments, and then to the full committee for final approval.

Mr. Boyles mentioned that the next meeting is a work session, so it may need to be changed up a bit so the MOU could be approved.

### **Transit Budgets**

Ms. McKeel noted that this was handled in the previous agenda item.

### **CAT Reports**

Ms. McKeel had requested that someone from CAT come to give the RTP an update and no one was in attendance. She would like to know who is in the leadership role at CAT and who to contact. She requested that CAT send that information through a letter or email.

Ms. Walker noted that with this new MOU, things of this nature will be handled differently. Ms. Walker went on to say that she has noted that the County has made the request for information about the leadership at CAT.

### **CAT Citizen Advisory Board**

Ms. Pennington said that Mr. Mann sent her a note for the meeting. Mr. Mann took the suggestions from the last meeting for the bylaws and worked with Juwhan Lee at CAT. It is to be reviewed by the City attorney for approval. He said Mr. Mann would let the Board know when it has been approved. The final document will be available at the May meeting for review.

### **RTP Workplan Update**

Mr. Boyles reported on the workplan. He said there are seven immediate actions. One of those it to put CAT and JAUNT’s budgets into a comparable format. This will be available at the next meeting.

He went on to say that another action is to develop a budget for FY20 so the RTP can start doing some services like trend analysis and recommendations.

Another action left to do is to schedule peer visits in the fall. Mr. Boyles said he is waiting on funding. It is important to do these visits when the class is in session and the students are there.

Another important action is to pursue funding, strategy and a timeline for regional transit development plan or strategic plan. Discussions have been held with DRPT. Mr. Boyles said

there the RTP is scheduled to receive funding in 2022, but DRPT may be willing to move that up. It replaces the typical TDP process.

Mr. Boyles went on to say the last two actions are to 1) start formulating a vision statement for a Regional Transit System and, 2) to formalize and adopt an official regional transit vision statement, values and goals.

Ms. McKeel noted that Elizabeth Cromwell, the new President of the Chamber of Commerce, was talking about the value of going to communities to see best practices.

Mr. Boyles said the original trip was to go to Greenville and Clemson to visit the International Center for Automotive Research, to see Clemson's transit system, to visit Proterra Bus (electric buses) and to go to Falls Park. Perhaps the group could go to the Research Triangle in North Carolina.

Ms. McKeel and Ms. Galvin said perhaps there may be some value in talking with Ms. Cromwell about doing a joint trip to get the business community interested in transit.

Mr. Stephen Johnson was introduced by Mr. Boyles. Mr. Johnson is the Planning Manager at JAUNT and is helping to lead data-driven decision making. He noted that it is important for the staff at JAUNT to know how important data is to making decisions, so he has asked them to be more attentive to the data by using scorecards. He noted that staff are interested in knowing where they are doing well and where they can improve. The staff take ownership when they see their data has an impact, thus making them more willing to help to collect the data.

### **Ridership Reports**

Mr. Gallaway noted that the Ridership Reports are confusing and he is not sure why the reports are structured the way they are.

Ms. McKeel said there should be a work session in the future to begin to break down the report so it is more understandable.

### **Staff Updates/Other Discussions**

Mr. Sheffield noted that Ms. Hooper is quite knowledgeable with what is going on in the "bus world." With \$85 million in federal grants, she was asked for some insight.

Mr. Hooper said she knows the people who sell the electric buses and could help.

Mr. Sheffield noted the buses that Mr. Tubbs was speaking about were the "low flow/no flow" buses with little to no emissions (hybrid or electric). He noted that it is important to start going after those grants a year-and-a-half in advance of the need.

Ms. McKeel noted that this could be a work session topic for the future.

Mr. Boyles noted that Blacksburg was awarded two buses in the last round.

Ms. White said that she is going to Blacksburg Transit on May 2 to see meet up with VTTI, so she could ask more about them then. She said in Lexington, KY, their buses recharge en route

during a layover at the end of the loop. Now that the capital costs is allowing for total cost of ownership, it is much more practical than in the past.

Ms. McKeel noted that the next meeting is on April 25 from 4 – 6 p.m. It will be a work session with a special vote on the draft MOU.

Ms. Pennington asked the board members to continue to send her ideas for future work sessions.

Ms. McKeel adjourned the meeting at 8:55 p.m.

DRAFT