

TRANSPORTATION ADVISORY COMMITTEE
MINUTES
August 10, 2023

The Transportation Advisory Committee met on August 10, 2023 at 12:00 pm in the Mass Transit Training Facility. The following were present:

Members:

James Buckner
Chris Franks, Vice-Chairperson
Debra Hairston
Anna Kautzman, Chairperson
Judy Keesee
Tyrell Payne
Ralph Price

Staff and Other Participants:

Earl Reynolds
Rhonda Spraggins
Steven Hennessee, State Project Mgr. via Zoom
Kyle Tressel, State Project Mgr. via Zoom
Marc Adelman, Transportation Services Director
Lisa Bivens, Senior Administrative Asst.

The Transportation Committee meeting, held on August 10, 2023, was called to order at 12:04 pm by Vice-Chairperson, Anna Kautzman.

Public Comment

No public comments were received.

Approval of Minutes

Earl Reynolds made a motion to approve the minutes of the May 16, 2023, Transportation Committee meeting as presented. Chris Franks seconded the motion; all members were in favor and the motion passed.

Election of Officers

Anna Kautzman opened the floor for nominations for chairperson and vice-chairperson for FY2024. Chris Franks nominated Anna Kautzman to serve as Chairperson. No other nominations were received and all members in attendance were in favor of the motion. Anna Kautzman nominated Chris Franks to service as vice-chairperson. No other nominations were received and all members in attendance were in favor of the motion.

Welcoming New Transportation Advisory Committee Members

Marc Adelman welcomed Debra Hairston and Rhonda Spraggins to the Committee.

Presentation of Plaques to Judy Keesee and Ralph Price for Years of Service

Marc Adelman recognized and presented plaques to Judy Keesee and Ralph Price for their years of service on the Transportation Advisory Committee. Judy Keesee served 32 years on the advisory board and Ralph Price served 14 years. Marc Adelman said he was extremely grateful for their interest and support over the years.

Financial status and ridership report update

Marc Adelman updated the Transportation Advisory Committee concerning financial data and budget highlights related to mass transit services for FY2023. He indicated that total operating costs for the year were under budget by \$332,289 (9.1%). Salary and wage expense was under budget by 16.1% for the year, primarily due to job vacancies related to driver positions.

Fuel charges were under budget by 11.9% for the year due to lower fuel prices through contract pricing. In addition, fuel costs were less during FY2023 due to a reduction in service provided for reservation-based operations. Workers Compensation charges were over budget by \$21,641. General Liability Insurance expense was over budget by \$35,503. This overage is due to several claims that were filed over the last three fiscal years that were paid in Fiscal Year 2023. Vehicle maintenance charges were under budget by \$103,418 for the year. The budget for vehicle maintenance includes funding for two mechanics. However, Public Works was unable recruit a second mechanic during the year.

Passenger revenue realized from July 1, 2022, through June 30, 2023, exceeded the budget target by 11.5% or \$34,632 primarily due to the bus service contract with the Institute for Advanced Learning and Research. Previously, mass transit received only \$4800 annually in bus advertising revenue through a contract with a different company, however due to the sales efforts of the current advertising company realized revenue exceeded the bus advertising budget target by \$2,353 and \$26,293 in advertising revenue was received for the year.

Since the operating deficit for FY2023 is under budget, the transit system is eligible to receive less federal operating aid than budgeted in the amount of \$189,615. Likewise, the local match requirement is currently under budget by \$189,024.

Marc Adelman reviewed ridership data highlights for FY2023, with the Transportation Advisory Committee. Related information is identified below.

- Fixed route ridership increased 4%, including transfer activity (21% increase in full fare token trips).
- Reserve a ride ridership decreased by 1% compared to last year.
- Handivan ridership decreased 11% year to date. Several Handivan passengers are now using Danville Transit's senior transportation service since a voluntary fee is required whereas the Handivan operation requires disabled passengers to pay \$2 for each one-way trip completed.
- Senior ridership increased 11.3% compared to last fiscal year (Handivan passengers are now using the senior service and meal sites are now open).

Marc Adelman reviewed graphs to show how the pandemic impacted ridership activity. The Reserve a Ride service has rebounded since the pandemic. However, the fixed route service is still generating 86,000 fewer trips annually than prior to the pandemic.

Financial status and ridership report update (Continued)

Marc Adelman also reviewed differences that exist between the Handivan operation and Senior Transportation services. Of significance, the Handivan service is regulated by the Americans with Disabilities Act (ADA) and requires transit systems to ensure accessible service is provided whereas the senior transportation operation does not fall under the oversight of the ADA. Discussion continued.

Marc Adelman updated the Committee on the employment status for bus drivers as identified below.

- Twenty-two (22) full-time drivers are currently active compared to nineteen (19) full-time drivers in May 2023.
- There are currently no full-time drivers unavailable to work due to medical leave.
- A total of thirty-four (34) full-time and part-time drivers are currently employed compared to twenty-nine (29) drivers in May 2023.
- Twelve (12) drivers currently employed have been with the transit system for less than a year.

Of significance, of the thirty-four drivers who are currently employed, sixteen do not maintain a commercial driver's license. This situation restricts flexibility to use larger buses in fixed route service especially in conditions when employees are on sick or annual leave or if workforce retention challenges exist.

Status of in-house training activities

Recently, five bus operators informed mass transit staff of their interest to take a Learner's Permit test this month at the Virginia Department of Motor Vehicles (DMV). To facilitate testing requirements, drivers are now paid up to two hours to go to the DMV.

Nine full-time bus operators who don't maintain Commercial Drivers' Licenses (CDL) have completed a review of 33 videos, which is required to take the Learner's Permit test. To improve flexibility with supplying fixed route service, six bus operators that do not have a CDL have been trained to operate a fixed bus route using a smaller vehicle that does not require a CDL. Discussion continued.

FY23 and FY24 Capital Projects Update

Marc Adelman updated the Committee on the FY2023 capital projects as identified below.

- **Five (5) passenger benches installed**– New benches were installed at the following locations, North Main and Worsham, Chatham and Bonner near Cardinal Village, Big Lots on Executive Drive, Betts and Epps Streets and 607 Arnett Boulevard. Currently, Mass Transit is tracking passenger count activity for the Biscuitville bus stop located on Riverside Drive.

FY23 and FY24 Capital Projects Update (Continued)

FY2024 Capital Budget Items

Marc Adelman updated the Committee on the status of the FY2024 capital program of projects and discussed the projects in detail.

FY2024 CAPITAL PROJECTS	STATUS
REPLACE SIX (6), 14-PASSENGER BUSES	BUSES WERE ORDERED
PURCHASE ONE (1) 28-PASSENGER BUS TO REPLACE TROLLEY BUS WHEN ITS USED IN FIXED ROUTE SERVICE	BUS WAS ORDERED
PURCHASE AND INSTALL ONE BUS SHELTER AND TRASH CAN AT HARDEES ON RIVERSIDE DRIVE – A BUS SHELTER MANUFACTURER INDICATED THE BUS SHELTER WILL TAKE 8 MONTHS TO DELIVER	BID OPENING – AUGUST 16 TH
PURCHASE SECOND MOBILE COLUMN LIFT	BID OPENING – AUGUST 17 TH
PURCHASE MAJOR COMPONENTS (I.E. ENGINES/TRANSMISSIONS FOR THREE EXISTING, 28 PASSENGER BUSES AND THREE EXISTING 14 PASSENGER BUSES	COMPONENTS ORDERED
CONCRETE INSTALLATION AT TRANSFER CENTER TO REPLACE BRICK CHIPS AND INSTALL CONCRETE PAD FOR BUS SHELTER AT HARDEES ON RIVERSIDE DRIVE	PROJECTS TO BE BID THIS MONTH
MID-YEAR GRANT TO INSTALL A NEW BUS WASH SYSTEM WAS DENIED FOR FUNDING	ANOTHER GRANT CAN BE SUBMITTED IN FEBRUARY 24

Input requested regarding new Black History Bus Wrap

Marc Adelman said he would like to obtain input from the Committee concerning the possible installation of a third Black History bus wrap. It’s been approximately three years since the last bus wrap was completed. He informed the Committee that he made the bus advertising company aware of the possibility of using a new 28-passenger bus for a new Black History bus wrap. The bus advertising company approved the proposed concept and was excited about completing the graphics for the wrap.

Marc Adelman said that it takes a long time to obtain high resolution images for a bus wrap and suggested that the Committee should begin planning activities in September and make recommendations for the desired images by early October to provide sufficient time to acquire high-resolution images. James Buckner suggested the possibility of getting a sponsor for the wrap. Discussion continued.

Input requested regarding new Black History Bus Wrap (Continued)

After discussion, a motion was made by Anna Kautzman and seconded by James Buckner to proceed to with completing a new Black History bus wrap. A majority of the members in attendance were in favor and the motion passed. Chairperson Anna Kautzman asked for volunteers to serve on the sub-committee to do the research and return recommendations to the Committee. Debra Hairston, Rhonda Spraggins, Chris Franks, and James Buckner volunteered to serve on the sub-committee. Tyrell Payne said he would serve as an alternate if needed.

Service Boundaries for Disabled Transportation Service

Marc Adelman discussed service boundaries for the Handivan disabled transportation service with the Committee.

- The current service boundaries for the Handivan operation include the city limits of Danville.
- However, certain places like North Pointe apartments, which is located adjacent to Seminole Drive, Market Square shopping center and Cane Creek Centre Industrial Park are in the county and are served by mass transit operations.
- North Pointe apartments is located 900 feet outside the city limits and Market Square Shopping Center is located 477 feet outside the city limits.
- The fixed route bus operation regularly serves Market Square Shopping Center on weekdays on two different bus routes (#1 and #4 North Main).
- The Glenwood route serves Cane Creek Industrial Park, which is also located in the county.
- Morgan Olson is .67 mile outside the city limits and Tysons is over a mile outside the limits.
- Danville Transit's door to door operations were merged with Parks and Recreation's Senior Transportation program on October 1, 2012. Prior to the merger, Parks and recreation was transporting some seniors who lived several miles outside the city limits.
- Danville Transit standardized the service area boundaries for Senior Transportation several years ago, to a ½ mile outside the city limits. This service arrangement was also promoted to seniors to increase ridership.
- A few years ago, at the request of Mayor John Gilstrap, Danville Transit's Reserve a Ride service boundaries were expanded to 10 miles outside the city limits on Saturdays from noon until 12:30 am.

Marc Adelman provided background information concerning the boundaries for the service area for each type of service provided by Danville Transit. He recommended that the service boundaries for the Handivan operation be standardized at one mile outside the city limits for persons with disabilities.

Service Boundaries for Disabled Transportation Service (Continued)

After discussion, a motion was made by James Buckner and seconded by Tyrell Payne to accept the recommendation to expand the Handivan service boundaries up to one mile outside the city limits for persons with disabilities. All members in attendance were in favor and the motion passed. Marc Adelman indicated that he would move forward to schedule public information hearings.

Updated Federal Transit Administration Drug Alcohol Testing Policy

The updated Danville Transit – FTA Drug and Alcohol Testing Policy was provided to the Committee members in advance of the meeting for review. This policy must be updated every five years, however there were no changes other than updating the revised and adopted dates. ***James Buckner made a motion to approve the Updated Drug and Alcohol Testing Policy as presented. Tyrell Payne seconded the motion and all members in attendance were in favor and the motion passed.***

The meeting was adjourned at 1:14 pm.