

TRANSPORTATION ADVISORY COMMITTEE
MINUTES
March 26, 2025

The Transportation Advisory Committee met on March 26, 2025, at 12:00 pm in the Mass Transit training room. The following were present:

Members:

James Buckner
Chris Franks
Debra Hairston
Anna Kautzman, Chairperson
Earl Reynolds

Staff and Other Participants:

Marc Adelman, Transportation Services Director
Lisa Bivens, Senior Administrative Asst.

The Transportation Advisory Committee meeting was called to order at 12:01 pm by Chairperson, Anna Kautzman.

Public Comment

No public comments were received.

Approval of Minutes

James Buckner moved that the minutes of January 14, 2025, Transportation Advisory Committee meeting be accepted as presented and Earl Reynolds seconded the motion. All members in attendance were in favor and the motion passed.

Approval of the Title VI Plan

Marc Adelman informed the Transportation Advisory Committee that Danville Transit's new Title VI Plan requires their approval. The plan was provided for the committee's review in advance of the meeting. Marc Adelman asked if any of the Committee members had any questions, comments or concerns regarding the plan and there were none. ***After further discussion a motion was made by Earl Reynolds and seconded by James Buckner to approve the updated Title VI Plan as presented. All members in attendance were in favor and the motion passed.***

Financial, Ridership and Employee Status update

Marc Adelman updated the Transportation Advisory Committee concerning financial data, ridership, and the transit system's employment status for the period of July through February 2025. Total operating costs for the period were under budget by \$370,487 (12.6%). Salary and wage expenses were under budget by \$127,161 (9.7%) for the period. He indicated that overtime expense is becoming more in line with the budget than when the Committee met in January. However, overtime charges are currently over budget by 1.9% for this timeframe. Fuel costs are significantly under budget by \$63,238 (27.9%).

Financial, Ridership and Employee Status update (Continued)

Workers’ Compensation expenses are currently under budget, by 81% since few significant claims have been charged to the transit system this fiscal year. Vehicle maintenance charges are under budget by \$50,561 (26%) for the period. This expense should remain under budget since Public Works has been unable to hire a second transit mechanic as planned.

Passenger revenue realized for the period is under budget by 11.8% or \$27,276. The FY25 budget figure for cash fares was increased by \$20,000 compared to the budget amount for FY24. Advertising revenue is over budget by 7.5% for the period. Federal operating aid is currently under budget by \$173,110 due to the reduced operating deficit compared to budget figures. State operating aid is consistent with the budgeted amount for the period. The local match requirement is under budget by \$172,080 through February 2025.

Comparison of FY2025 and FY2024 Year-to-date Ridership Data

FISCAL YEAR	FIXED ROUTE TRIPS	SENIOR TRIPS	RESERVE A RIDE TRIPS	HANDIVAN TRIPS	TOTAL TRIPS
July-February 2025	126,626	9,250	25,334	3,444	164,654
July-February 2024	133,722	9,801	24,465	3,501	171,489
DIFFERENCE	-5%	-6%	+4%	-2%	-4%

Marc Adelman updated the Committee on the year-to-date ridership data. The fixed route ridership still does not show any signs of a rebound. The Reserve A Ride service continues to be popular and increased 4% for the period.

Employment Update

Marc Adelman updated the Committee concerning the employment status for bus operators. The transit system now has a total of 24 full-time drivers employed compared to 29 drivers in November. The transit system also lost part-time drivers as well. Since May 2024 the number of full time and part time drivers decreased from 31 drivers to 25 drivers. In addition, there are several drivers out due to family medical leave issues. Currently, 20 active full-time drivers are employed compared to 27 active drivers in August 2024. As a result, the employment situation is significantly impacting demand response ridership as identified on the following page. Discussion continued.

**Door to Door Ridership Activity
Comparison of February 2025 and February 2024 Data**

	DAYS OF SERVICE	SENIOR TRIPS	RESERVE A RIDE TRIPS	HANDIVAN TRIPS
February 2025 – 28 DAYS	24	33	102	14
February 2024 – 29 DAYS	25	43	112	15
DIFFERENCE	1 SERVICE DAY	-25%	-11%	-11%
Year to Date Change		-6%	+4%	-2%

Zone-Based Service Option to Support Door-to-Door Operations

Marc Adelman said that from November 2024 through January 2025, it became obvious that driver availability issues did not support the ability to maintain the current level of demand response service provided. Due to this situation and the need to possibly offset a significant loss in federal funding during FY27 he indicated that he believes the transit system needs to begin looking at options to reduce the reliance on bus operators. He explained that one option may be to complete door-to-door trips by employing a zone-service arrangement. He indicated that mass transit staff are currently evaluating this service arrangement using a test server provided by Danville Transit’s automated scheduling software system. More information regarding zone-based service is discussed below.

Goals: 1) Reduce the reliance on the number of bus operators needed to provide service by improving service efficiency levels, 2) Improve capacity to serve more passengers, 3) Offset possible reduction in federal operating funds for FY27, 4) Maintain similar performance standards for travel time requirements, and 5) Use a test server over the next few months to determine whether the service option would achieve desired goals.

Scope of Service: Passengers would board and disembark the bus as they do currently at the door and would not need to stand at a bus stop. Service would be provided within zones and passengers would transfer as needed to reach their destination if their one-way trip overlaps with more than one zone.

To date the following has been accomplished:

- Danville’s Geographic Information Systems Division has plotted trips requested by passengers for one day so Danville Transit staff could overlay zone boundaries based on trip activity.

Zone-Based Demand Response Service Discussion (*Continued*)

- A test server was made available by the automated scheduling software company on March 1, 2025, that allows Danville Transit staff to experiment with scheduling trips by zone, which requires breaking up a one-way trip into two legs; one trip would be completed from the passenger's boarding location to a transfer point and the second leg would involve transporting the passenger from the Transfer Center to the passenger's destination.
- Staff can also modify zone boundaries to experiment with service delivery arrangements.

Operational factors influencing the viability of zone-based service:

- The size of the zone impacts the ride time.
- Buses must meet at a transfer point and operate according to a set schedule every 25-30 minutes to offer a service that is consistent with current travel time requirements.
- More than one transfer location may be necessary to achieve travel time objectives.
- More drivers may be required to operate within zones than are presently employed.
- Disabled passengers would not be transported by zone due to time constraints associated with mobility aids, which would require another driver to provide service for persons with disabilities and other trips that fall outside service zones.

Next Steps:

- Complete data entry requirements by breaking one-way trips for one day of service into two legs.
- Experiment with different service schedule intervals that buses operate within a zone to contain travel time requirements.
- Determine how many drivers would be required to operate within zones to ensure average travel time requirements do not significantly exceed current travel time requirements.
- Determine the appropriate size and boundaries of zones to achieve travel time objectives.

Marc Adelman said that when the Committee meets next, he will provide an update on the zone-based service arrangement to confirm whether it could work effectively using the same or fewer drivers currently employed.

Capital Projects Update

- The new bus wash system has been installed. Metal liner panels were installed to prevent water from the bus wash system impacting the original insulation located on the east wall of the maintenance facility. In addition, a curb will be installed adjacent to the bus wash system so 12' tall poles can be mounted to the curb to support the installation of a curtain liner to prevent water getting into other bays.

Capital Projects Update (*Continued*)

- The four new bus shelters have been ordered and should be installed in August 2025.
- Three new 14-passenger buses are expected to be delivered this spring. The buses are currently located at Sonny Merryman Inc. being prepared for delivery.

Meeting adjourned at 12:44 pm.