

**TRANSPORTATION ADVISORY COMMITTEE
MINUTES
August 1, 2013**

The Transportation Advisory Committee met on August 1, 2013 at 12:00 p.m. in the airport's Eastern Conference Room. The following were present:

Attendees:

John Moody, Chairman	Judy Keesee
Wade Key, Vice-Chairman	Joe King, City Manager
Shirley Crosby	Ken Larking, Deputy City Manager
James Buckner	Marc Adelman, Transportation Services Director
Ralph Price	Lisa Bivens, Administrative Assistant

Approval of Minutes

Shirley Crosby moved that the minutes of the April 4, 2013 meeting be accepted as presented and Wade Key seconded the motion. All were in favor and the motion passed.

Election of Officers

A motion was made by John Moody to nominate Wade Key as Chairman of the Transportation Committee for FY14. Judy Keesee seconded the motion. All were in favor and the motion passed. Judy Keesee nominated John Moody to serve as Vice-chairman. Ralph Price seconded the motion. All were in favor and the motion passed.

Route and Schedule Changes Go into Effect

Marc Adelman reviewed the new route and schedule guide with Committee members and highlighted fare and service schedule changes that take effect today. Flyers have been posted on buses, shelters and inside the Transfer Center to make passengers aware of the changes. Seniors who currently use the fixed route service were advised through notices and the transit guide of transportation options in which only a voluntary donation is requested to receive door to door service.

FY 2014 Federal and State Funding Issues

Marc Adelman completed a PowerPoint presentation and discussed issues related to improving on-time performance for the fixed route service. He indicated that one option would be to add 5 minutes to each bus run. However, he explained that by adding time without extending the service day two bus runs would need to be eliminated which would reduce the frequency of service to passengers. In addition, such a change would greatly alter the service schedule over time during the day and likely confuse passengers during the first few months the service was provided.

Marc Adelman said the transit system has implemented strategies for improving on time performance. For example, an extra bus has been placed in service for several years during peak hours for certain days of the month on certain routes. A new strategy to improve service reliability involves promoting the use of the Handivan and Reserve A Ride service to senior riders who use the fixed-route service. If more seniors were to use reservation based service this activity may help to reduce time requirements associated with deploying the lift along fixed bus routes. Also, by limiting the fixed-route half fare discount period to morning hours fewer trips may be completed during the afternoon which would reduce boarding time requirements when vehicular traffic is heaviest.

Adelman also mentioned that funding provided through the FY 2014 New Freedom Grant has been increased to allow for one extra staff person at the Transfer Center. This person will assist the supervisor with dispatching and answering the phone on a regular basis. On an incidental basis this person will have a spare vehicle available to assist with keeping all operations on schedule. Discussion continued.

Adelman reviewed some information regarding the new performance based funding methodology that will provide additional state operating funds to transit systems in Virginia. To date, the state committee that has been charged with establishing criteria to evaluate performance has determined that riders per hour, riders per mile and the net cost per rider will be applied to a methodology to allocate funding levels for this fiscal year. Performance funding should be allocated by the spring of 2014. Due to the combination of this funding source and an increase in the base allocation of state operating aid from FY13's level of \$198,210 to \$243,541 for FY14, the city could expect to receive a \$100,000 net increase or more in state operating funds this year. Marc Adelman said that when everything is finalized at the state level he will be able to provide the Committee with more detail about this methodology.

Marc Adelman said that due to the new Transportation Bill that was signed into law in May there are actually two pools of funds now available for state operating aid. One of the funding sources is related to state sales tax revenue and is based exclusively on performance. The other pot of funds that has been in place for decades is related to a transit system's total operating budget and how many dollars the state has available to allocate for each provider. Another big factor that is going to influence overall state funding in the future is the new passenger rail service in northern Virginia. METRO's Silver line will be connected to Tysons Corner in 2014 and in the near future with the Dulles Airport. Related operating costs for this service are expected to consume a significant percentage of available state funds over time. As a result, Adelman said that he anticipates state funding levels are expected to change from year to year.

The funding allocation approved by the Commonwealth Transportation Board and by the state in June for federal operating aid for FY14 is over \$660,000. Danville Transit's eligibility for federal operating aid for FY13 was \$540,000 dollars. The additional federal funds will be needed for FY 2014 because certain operating expenses that were previously charged to a planning grant will be merged with the operating budget since Danville is now considered a rural transportation provider and is not eligible for federal and state planning funds. Discussion continued.

Project expenses related to the senior transportation merger are financed through a New Freedom 5310 grant that includes federal and state operating funding. Adelman indicated that FY14 New Freedom grant funds which are scheduled to be appropriated next month will be slightly less than FY13 since the state has elected to reduce its subsidy level from 47% of the deficit to 40% of the deficit. However, the federal operating assistance funding level will remain at 50% of the deficit for New Freedom project expenses. Adelman added with the committee's approval, he would like to appropriate capital funds through this grant program at the same time to also replace two senior buses that are currently in the transit system's fleet.

For clarification, Adelman indicated that the Section 5310 Elderly and Handicapped transportation grant program also provides capital aid to private nonprofit agencies. Federal funding for projects is provided at 80% but the state does not provide matching dollars for buses and vans.

In the past the Southern Area Agency on Aging in Martinsville has made application to the state through the 5310 grant program to replace Parks and Recreation's Senior Transportation buses. Last February this agency made application for two buses to replace Senior Transportation buses that Danville Transit is currently operating. In June 2013 the state approved the federal capital grant to replace the two Senior Transportation buses. Once a grant is approved the applicant can request additional vehicle options. The Executive Director of the Southern Area Agency has approved recommended vehicle options based on input from Danville Transit's staff and Sonny Merryman Inc. The estimated total cost for both buses is \$123,000 based on the bid price and options desired. Marc Adelman requested approval from the Committee to move forward to appropriate these funds.

A motion was made by John Moody for Marc Adelman to seek an appropriation from Danville City Council for the purchase of the two buses at the total project cost of \$123,000. The federal match will be \$98,400 and the local contribution will be \$24,600. Ralph Price seconded the motion. All were in favor and the motion passed.

Review of Financial and Monthly Ridership Reports

Marc Adelman reviewed the monthly ridership reports and financial status reports for all transit operations with the Committee.

Recognition of Shirley Crosby

Marc Adelman offered his appreciation and presented Shirley Crosby with a plaque for twenty-one years of dedicated service on the Transportation Advisory Committee.

Welcome New Committee Member

Marc Adelman introduced James Buckner as a new member of the Transportation Advisory Committee. Mr. Buckner will fill the vacancy due to Shirley Crosby's expired term.

The meeting was adjourned at 1:10 pm.