

**TRANSPORTATION ADVISORY COMMITTEE  
MINUTES  
October 29, 2014**

The Transportation Advisory Committee met on October 29, 2014 at 12:00 p.m. in the airport's Eastern Conference Room. The following were present:

**Attendees:**

Wade Key, Chairman	Ralph Price
John Moody, Vice-Chairman	Ken Larking, Deputy City Manager
Larry Campbell	Marc Adelman, Transportation Services Director
Alexis Ehrhardt	Lisa Bivens, Administrative Assistant
Judy Keesee	

**Approval of Minutes**

Larry Campbell moved that the minutes of the June 24, 2014 meeting be accepted as presented and Judy Keesee seconded the motion. All were in favor and the motion passed.

**Update on Totaled Bus**

Marc Adelman updated the Committee on the status of a transit bus that was recently totaled in an accident on South Boston Road near the airport. City Council approved to consider appropriating funds to replace the bus and it is expected after the second reading on November 6<sup>th</sup> that the bus will be ordered and should be delivered by early March 2015. The totaled bus will be sold at auction by Public Works.

**Transit Development Plan Update 2015**

Marc Adelman informed members that the Virginia Department of Rail and Public Transportation will provide full funding to transit systems to complete a Transit Development Plan Update every six years. Our last update was completed in the spring of 2009. The state hires a consultant firm to complete the project which involves preparing constrained and unconstrained recommendations for service and capital improvements. Danville's study will begin next week. The consultant firm will meet with drivers, supervisors and Barry Doebert of Public Works, who is responsible for vehicle maintenance activities. A list of organizations and representatives that are currently involved with the transit system has been sent to the consultants and the firm will also meet with these community stakeholders to obtain their input on transit operations. This study will follow the same model as used in 2009, which also includes surveys being completed by passengers. The consultant firm hopes to complete the study in early spring.

Adelman said that the 2009 Transit Development Plan Update identified several operating recommendations but some were not implemented. One of the recommendations implemented included expanding Reserve A Ride service hours. Prior to 2009 this service was only offered during early morning, mid-afternoon and evening hours. Since the last study the Reserve A Ride hours have been extended throughout the day uninterrupted from 4:00 am until 1:00 am. Some other recommendations identified in the 2009 Update involved expanding fixed-route service to include evening hours, offering fixed-route service into the county and increasing the frequency of fixed-route service. Currently, some routes are only offered every 80 minutes while other routes are provided every 40 minutes.

### **Transit Development Plan Update 2015 (continued)**

The majority of the capital improvement recommendations from the 2009 study have been implemented. These capital projects included the following; renovations to the administrative maintenance facility, construction of a new training facility, installation of a pull-out lane, bus shelter and kiosk at the Community Market, new bus shelters and passenger benches along fixed-routes, expansion of the Transfer Facility parking lot and the replacement of buses as they reached the end of their useful life. Capital improvement recommendations not implemented to date include the installation of a new bus wash system and the purchase of automated fareboxes for all buses. Adelman mentioned that one of the capital projects that he believes should be addressed through the 2015 Update is the possible expansion of the operations and administration area at the transit garage. Discussion continued.

Adelman's presentation also showed operating costs and revenue streams from 2009 to 2014. In addition, he discussed ridership activity from 2009 to 2014 for the fixed-route and demand response operations with members of the Committee. Adelman said this information has been sent to the consultants to assist with their planning activities.

### **Senior Transportation Update**

Ridership data regarding invoiced senior trips for FY2013 and FY2014 was provided to the Committee for review. In addition, a letter written by Cindy Jones of Parks and Recreation regarding needed service changes was also provided for review to members. This letter was mailed to seniors and identified that a reduction in service options for seniors was necessary due to increased ridership and a reduction in funding to finance invoiced trips.

During FY2013, a total of \$33,666 in senior trips was provided by Danville Transit and billed to Parks and Recreation. However, during FY2014 due to increased passenger demand a total of \$44,828 for senior trips completed were billed to Parks and Recreation. However, Older Americans Act grant funds have been decreased for FY2014 and FY2015 due to the decline in population identified in the 2010 census for the City of Danville. For FY2015 Parks and Recreation budgeted only \$26,000 to purchase service from Danville Transit to transport seniors. However, due to a surplus occurring during FY2013 an additional \$16,000 in Aging funds could be applied to trips invoiced this year subject to Southern Area Agency on Aging approval. Discussion continued.

The letter from Cindy Jones which identified that a reduction in service options was necessary was mailed on Friday, October 24<sup>th</sup>. In addition, on Monday, October 27<sup>th</sup> Marc Adelman and Cindy Jones met with residents of eight different residential facilities to make them aware of these changes in service. Also today, the administrative staff person for Danville Transit who takes the majority of the senior reservations is calling all the seniors who will be impacted to explain the changes and to modify reservations as needed. Some of the specific changes include a reduction in shopping trips from one trip per week to two trips per month and the elimination of trips to pharmacies. However, medical and meal site trip activity will not be changed, which makes up the majority of senior trips requested. Discussion continued.

### **Review of Financial and Monthly Ridership Reports**

Marc Adelman reviewed the monthly ridership and financial status reports with the Committee.

### **Proposed Recommendations for Operating Policy and Procedures**

Adelman recommended establishing formal policy and procedures regarding certain issues of concern involved with transporting transit passengers. Currently the city attorney's office is checking to see if there could be any legal challenges with implementing procedures that address the issues listed below.

- Emitting grossly offensive body odor
- Carrying hazardous materials such as automobile batteries and flammable liquids
- Use of rude disruptive or threatening behavior, including profanity
- Sagging pants in which underwear is exposed

It was suggested by Alexis Ehrhardt to reword the sagging pants item in a more general way. Another recommendation was made by John Moody to state the items but indicate it is not limited only to that specific item. Discussion continued.

The meeting was adjourned at 1:05 pm.