

**TRANSPORTATION ADVISORY COMMITTEE
MINUTES
August 10, 2016**

The Transportation Advisory Committee met on August 10, 2016 at 11:30 am in the airport's Eastern Conference Room. The following were present:

Attendees:

Alexis Ehrhardt, Chairperson	John Moody
Ralph Price, Vice-Chairperson	Earl Reynolds, Deputy City Manager
Judy Keesee	Marc Adelman, Transportation Services Director
Wade Key	Lisa Bivens, Administrative Assistant
Councilman Larry Campbell	

Approval of Minutes

Judy Keesee moved that the minutes of the June 23, 2016 meeting be accepted as presented and Ralph Price seconded the motion. All were in favor and the motion passed.

Public Comment

There were no public comments.

Review of Financial and Monthly Ridership Reports

Marc Adelman completed a PowerPoint presentation which involved a review of monthly ridership and financial status report data for the entire fiscal year. Realized passenger revenue for the fiscal year was 6.4% less than the budgeted amount and token sales decreased approximately \$8000 compared to last year. He indicated that he believes that the decline in operating revenue is due to reduced fuel prices. Through June 2016, fixed route ridership fell approximately 7.8%, Reserve A Ride ridership decreased 2.5% and senior ridership decreased 1%. Handivan ridership did increase 10.2% for the fiscal year compared to last year but this service mode generates only a small percent of total ridership. In addition, overtime charges increased 110% for the year. Adelman did point out that since the June Transportation Advisory Committee meeting city staff has addressed drivers wage rate issues and increased wages for full time drivers significantly. This cost adjustment is expected to be offset by unanticipated state and federal operating funds that will be received for FY2017. For FY2016 the city's local contribution requirement for FY2016 operating expenses was under budget by 2.9% or \$11,445.

HB2 Grant update

Adelman updated the Committee on the status of the HB2 grant application to widen Mount Cross Road which also maintains a multimodal component that would involve Danville Transit providing connecting fixed route service to Averett University. The grant application identified that Danville Transit would purchase two, twenty-eight passenger propane buses to provide the service. While the project has been recommended for funding the availability of grant funding is uncertain. Of significance, the two propane buses must be ordered by October to acquire the vehicles in time to provide service for the fall semester of 2017. Adelman said he has informed Charles Harris and Aaron Howell of Averett University regarding this situation. Presently, it is possible that the operation may not start until the spring or fall of 2018 relative to the delivery of the two propane buses.

Mainline Trolley bus route

Adelman said that a subcommittee has been established to address Councilman Buckner's suggestion to establish expanded trolley service that was discussed initially at the June Transportation Advisory Committee meeting. In addition, he identified the first subcommittee meeting is scheduled for August 24th and mentioned that Alexis Ehrhardt will serve as a representative from the Committee. The proposed route begins at Ballou Park Shopping Center and includes segments along West Main and Main Streets, Craghead Street to the Community Market area, Bridge Street and North Main possibly up to Moffett Memorial Church relative to turnaround opportunities. Adelman said the first meeting will address the proposed route and service issues. Discussion continued.

Enterprise Drive project update

Adelman updated the Committee on the status of the Enterprise Drive project. A new route and schedule guide is currently at print and should be ready later this week for distribution. This guide reflects a route modification to support the new Enterprise Drive bus stop location. Currently, the contractor is completing sidewalk improvements to support ADA access to the new bus stop. Adelman said the contractor's project manager informed him today that construction work should be complete next week which will include the erection of the new bus shelter.

Update on Mass Transit building and parking lot expansion

Marc Adelman updated the Committee on the Mass Transit building and parking lot expansion project and provided digital images of the work that has been done to date. Site prep work is underway on the west side of the facility for the new parking lot and to support utility service for the new building. The first reading to appropriate federal and state funding for building construction will occur on August 16th. The appropriation ordinance reflects a flexible budget for the project since additional federal and state funds are available if needed relative to possible change orders. Bids for the project will be opened on August 23rd for the building. Discussion continued.

Approval to Plans and Policies related to the August 2016 State Compliance Review

Adelman informed the Committee of the need to address a Charter policy and Safety Security plan related to the upcoming state compliance review. Until 2014 the Federal Transit Administration completed compliance reviews every 3 years because Danville Transit was designated as a small urban transit system. However due to the 2010 census results, Danville Transit is now considered a rural transit system and as a result the state will complete future reviews. He informed the Committee that the state follows the same guidelines for the compliance review however the state requires approval of certain plans and policies by the transit system's board that were not required during previous reviews.

Marc Adelman provided to the Committee Danville Transit System's Charter Policy and completed a PowerPoint presentation to highlight the major areas of the policy. During discussion the following items were addressed; charter policy purpose, related regulations and policy exemptions and exceptions. *After discussion a motion was made by Judy Keesee and seconded by Earl Reynolds to approve the Danville Transit Charter Policy. All members were in favor and the motion passed.*

Marc Adelman provided and reviewed the updated Danville Transit Safety and Security Program Plan with the Committee through the use of a PowerPoint presentation. This plan has been in place since 2002 and is considered a working document that is modified over time. For example, as new facilities are built and new technology is available the plan is modified. Likewise, as vulnerabilities and proactive measures are identified the plan is changed. This plan describes the policies, procedures and requirements to be followed by management, maintenance and operating personnel in order to provide a secure environment for agency employees, volunteers and contractors. During discussion the following items were addressed; safety review process, safety plan objectives, vulnerability assessment, proactive measures, and the auditing of the safety and security program plan. ***After discussion a motion was made by Larry Campbell and seconded by Earl Reynolds to approve the Danville Transit Safety and Security Program Plan. All members were in favor and the motion passed.***

Adelman recommended that through the FY18 budget process funding should be considered to hire a dispatcher or operations assistant who would work from 7:00 pm to 1:00 am, Monday through Saturday to monitor the facility and assist drivers to facilitate safety and security objectives. Currently, the Mass Transit Administrative Maintenance facility is not manned during those hours and one driver is presently responsible for communicating with passengers regarding cancellations and providing additional information via a Bluetooth headset. A late night dispatcher could also relieve the driver of this responsibility which should also help to promote safe operations. Discussion continued.

Earl Reynolds suggested that in conjunction with the construction of the new building that we should seek input from the Police Department regarding possible security improvements. Adelman said he will follow up with the Police Department for additional input.

Meeting Dates

Lisa Bivens suggested to the Committee of the possibility of developing a schedule for set meeting dates for future Committee meetings. After discussion it was decided to develop a draft schedule for the Committee's review at the next meeting. Larry Campbell also suggested that meeting information items could be sent out electronically through email that could be reviewed on a computer or iPad. All members were in favor of receiving the meeting information items electronically, however if a member would rather receive a hard copy staff would make sure they receive the information in print.

The meeting was adjourned at 12:35 pm.