

**TRANSPORTATION ADVISORY COMMITTEE  
MINUTES  
August 15, 2022**

The Transportation Advisory Committee met on August 15, 2022 at 12:00 pm in the Mass Transit Training Facility. The following were present:

**Members:**

James Buckner  
Chris Franks  
Anna Kautzman  
Judy Keesee  
Tyrell Payne  
Ralph Price  
Earl Reynolds

**Staff and Other Participants:**

Marc Adelman, Transportation Services Director  
Steven Hennessee, State Project Mgr., participated  
via Zoom  
Lib Rood, Senior Transportation Planner, KFH  
Group, Inc. participated via Zoom

**The Transportation Committee meeting, held on August 15, 2022, was called to order at 12:06 pm by vice-Chairperson, Anna Kautzman.**

**Public Comment**

No public comments were received.

**Approval of Agenda and Minutes**

James Buckner made a motion to approve the minutes of the April 28, 2022, Transportation Committee meeting as presented. Ralph Price seconded the motion; all members were in favor and the motion passed.

**Welcome New Committee Member**

Marc Adelman welcomed Chris Franks as a new member of the Transportation Advisory Committee. Mr. Franks assumes John Moody's position on the Committee, who left after his term expired. Marc Adelman said that Chris Franks is the Chief Engineer for the City of Danville Public Works Engineering Department and informed the Committee that Chris has previously worked on several of Mass Transit's projects.

**Election of New Officers**

Marc Adelman opened the floor for nominations for Chairperson and vice-Chairperson of the Committee. John Moody previously served as Chairperson for the Committee for the last year and Anna Kautzman has served as vice-Chairperson. Anna Kautzman nominated Ralph Price to serve as Chairperson and Judy Keesee seconded the motion. All members in attendance were in favor and the motion passed. Judy Keesee nominated Anna Kautzman to serve as vice-Chairperson and James Buckner seconded the motion. All members were in favor and the motion passed.

### **Employee Status Update**

Marc Adelman updated the Transportation Advisory Committee concerning the employment status of bus operators. He indicated that a total of thirty (30) full-time driving positions can be filled but the system currently employs only nineteen (19) full-time drivers. Recently, several full-time drivers applied for and were offered office positions, which contributed to current employment conditions. Since several office staff hold CLD driver's licenses they operate a bus as needed due to current staffing levels with bus operators.

### **Financial status and ridership report update**

Marc Adelman updated the Transportation Advisory Committee concerning FY22 year-end financial data. He indicated that during FY22 passenger revenue realized was under budget by 13%. A total of \$295,743 in cash fares was generated during FY22 compared to the \$342,000 budget figure. During FY21 the transit system was also under budget for cash fares by 14.6%. A total of \$292,158 in fares was received during FY21 compared to the \$342,000 budget figure, which reflects similar revenue levels occurred during the pandemic. Token sales revenue for FY22 increased 6.7%. During FY21 a total of \$86,412 was realized in token sales and during FY22 token sales increased to \$92,167.

Salary and wage expense for FY22 was under budget by 9%, primarily due to the driver shortage and job vacancies. Fuel charges were 56% over budget for the year. For FY22, the total fuel cost was \$311,260 compared to the \$199,000 budget amount for fuel. The increase in fuel cost was due to unanticipated fuel prices.

Marc Adelman reviewed fiscal year 2022 ridership data and highlights with the Transportation Advisory Committee. Related information is identified below.

- Fixed route ridership increased slightly for FY22
- Reserve a ride ridership decreased by 1.1% for the year compared to FY21
- Handivan ridership only decreased .2% (5416 trips were completed during FY21 compared to 5407 completed trips for FY22)
- Senior ridership decreased 9.6% compared to FY21.
- Total service hours for reservation-based operations decreased during FY22 by 11% compared to FY21

Marc Adelman informed the Committee that beginning in November 2021 Danville Transit began transporting passengers who participate in the Institute's Accelerated Training in Defense Manufacturing Program. This program provides funds to trainees for transportation as well as housing.

**Financial status and ridership report update (Continued)**

Marc Adelman also mentioned that the service arrangement with the Institute allows for more trips to be completed per hour since several passengers are transported from one residential area to the same training site. He added that if the transit system did not provide this service during FY22, ridership for the Reserve A Ride operation would be 7.3% less. Ridership activity related to this training program could possibly increase significantly during 2023 based on projections provided by the Institute. Discussion continued.

**Planning Activities related to serving Caesars and new benches and shelters**

Due to the Transit Development Plan that is underway, Marc Adelman said he wanted to review with the Transportation Advisory Committee some possible fixed route options that could be considered to serve the Caesars Casino Resort. Exhibits were reviewed with the Committee that identify different route modifications and alternate bus stop locations to achieve this goal. A critique of three different bus stop locations that could be established to serve the casino is shown below.

**CAESARS CASINO RESORT BUS STOP LOCATIONS – ADVANTAGES AND DISADVANTAGES**

POTENTIAL IMPACT	ON BISHOP RD. AT EMPLOYEE PARKING LOT	ON BISHOP RD. AT COMMUNITY WAY	ON COMMUNITY WAY
PASSENGER CONVENIENCE	VERY GOOD – OUTBOUND, <b>NOT GOOD INBOUND IF ROUTE PATH IS NOT DUPLICATED</b>	MUCH LONGER WALKING DISTANCE (383 YARDS), <b>NO LOOPED ROUTE PATH</b>	MUCH LONGER WALKING DISTANCE (383 YARDS), <b>NO LOOPED ROUTE PATH</b>
SAFETY CONCERNS	SAFE BUS STOP LOCATION	<b>DON'T NEED TO CROSS BISHOP</b> , LONGER WALKING DISTANCE	<b>NEED TO CROSS BISHOP ROAD</b> AND LONGER WALKING DISTANCE
EXTEND ROUTE TIME REQUIREMENTS	POSSIBLY AN ADDITIONAL 3 TO 4 MINUTES. MUST TURN LEFT AT SIGNAL LIGHT AT MEMORIAL	MINIMAL ADDITIONAL TIME TO COMPLETE ROUTE DEVIATION	MINIMAL ADDITIONAL TIME TO COMPLETE ROUTE DEVIATION
MISSED BUS STOPS	ONE (1) BUS STOP MISSED, OUTBOUND ALONG W. MAIN FROM BISHOP TO MEMORIAL DR.	NO BUS STOPS MISSED ALONG W. MAIN	NO BUS STOPS MISSED ALONG W. MAIN

### **New Benches and Shelters**

Marc Adelman informed the Transportation Advisory Committee that Transportation Services staff recently reviewed all the existing fixed route bus stop locations to determine whether sufficient right of way exists to install a new bench or shelter and to also evaluate whether each bus stop location would be safe to add passenger amenities. Bus shelters must include a concrete pad and a curb ramp to guarantee the bus stop location is ADA accessible for a wheelchair user. In addition, the concrete pad must be large enough and set back from the curb to allow the lift platform to be deployed onto the concrete pad. As a result, significant right of way area is needed to support the installation of a bus shelter.

These ADA requirements do not apply if a passenger bench is installed. He identified that another issue that impacts decision making when considering locations to install a bench or shelter is whether a company or business would prefer that the transit system select a different location. Discussion continued.

Marc Adelman indicated that passenger counts recently completed to evaluate opportunities to establish a new bus shelter or bench identified that the Hardees restaurant located on Riverside Drive generated more passenger activity than other stops evaluated last month. However, a sidewalk for the bus stop location at Hardees must be installed to ensure the stop is accessible. He added that 55 of the existing 317 bus stop locations include a bench or shelter and fifty-seven other bus stop locations were identified that could physically support a bench or shelter safely. Discussion continued.

Marc Adelman asked for the Committee to identify recommendations to establish policy guidelines to install benches and shelters. He explained that City Council suggested that the transit system should add benches and shelters and it is the transit system's interest for the Committee to establish guidelines to help with identifying where these additional benches and shelters should be located. On February 1, 2023, a grant application would be submitted to the Virginia Department of Rail and Public Transportation to support the addition of the benches and shelters in FY2024.

***Anna Kautzman made a motion that a new policy should identify that three or more passengers per day should use a bus stop to support the installation of a passenger bench. In addition, she recommended that seven or more passengers per day should use a bus stop to support the installation of a bus shelter. James Buckner seconded the motion and all members in attendance were in favor and the motion passed.***

Steven Hennessee informed the Committee that he thinks additional documentation will need to be submitted to the state for review regarding the possible installation of benches and shelters. Marc Adelman said he will obtain more information regarding that requirement.

### **Transit Development Plan Update**

Lib Rood, of the KFH Group participated remotely during the meeting via Zoom to discuss the progress on the Transit Development Plan Update. She mentioned that Chapters 1 and 2 are complete and they are currently working on Chapter 3. Surveys were completed in the spring and a preview of the survey results that will be included in Chapter 3 was provided and discussed with the Committee. Ms. Rood mentioned that several passengers commented they would like for the transit system to install a handicapped entrance button for the restroom doors at the Transfer Center. Marc Adelman said that there should be funds available from the Transfer Center renovation project to accommodate the upgrade.

### **Capital Project Update**

Marc Adelman indicated that he recently received information that will impact plans to order and receive buses due to supply chain and pricing issues. As a result, the new anticipated delivery schedule will require the transit system to maintain buses in the fleet for a longer period that will cause vehicles to accumulate a significant amount of mileage over the next few years. Marc Adelman said the good news is that the fleet is relatively new at this time. He shared with the Transportation Advisory Committee different factors that will impact bus delivery over the next few years, which are identified below. Information concerning the status of other capital projects is also identified.

- Danville Transit typically purchases buses off a state contract. Due to supply chain related issues and increased pricing for parts and materials, the bus manufacturer requested that the state accept a significant price increase compared to the vehicle contract. Forest River, the bus manufacturer is a conglomerate comprised of eight (8) different bus companies.
- The proposed cost for 14-passenger buses increased by \$63,053 per unit from \$111,078 to \$174,131 and the proposed cost for 28-passenger buses increased by \$74,233 per unit from \$152,087 to \$226,320. As a result, Danville Transit will only be able to receive a total of four (4) of the seven (7) buses that were to be purchased during FY22 and FY23.
- A contract was executed last week to obtain a new automated scheduling software system. Training is expected to begin in October.
- Bids will be opened on August 25<sup>th</sup> to replace all of Danville Transit's bus stop signs. The signs will be installed during the winter and will include text messaging services and QR codes so passengers can quickly and easily access the transit system's vehicle locator tracking system.
- Bid documents will be sent to the Purchasing Office next month to renovate the Transfer Center building to include a restroom for employees and support a message board for passengers.

### **Capital Project Update (Continued)**

James Buckner asked for clarification regarding useful life criteria for buses. Marc Adelman said that state guidelines recently changed with respect to how long buses are required to be kept in the fleet. Fixed route buses must now be kept in the fleet for a minimum of 7 years versus 5 years before they are eligible for replacement. Mr. Buckner commented that if the buses are going to be kept in service longer, we should also try to maintain the inside of the buses as much as possible.

The meeting was adjourned at 1:21 pm.