DRPT

Virginia Department of Rail and Public Transportation

Transit Service Delivery Advisory Committee (TSDAC)
Webinar
600 East Main Street, Richmond, VA
May 10, 2018
9:00-10:00 am

Minutes

Members Present:

John McGlennon, Chair	Hap Connors
Brad Sheffield	Jim Dyke
Brian Smith	Cindy Mester
Tom Fox	Kate Mattice

1. Call to Order / Introductions (9:02) – John McGlennon called the meeting to order at 9:02 am.

2. Briefing on Strategic Planning -Jennifer DeBruhl, Chief of Transit for DRPT, gave a briefing on the Strategic Plan that was deferred from the April 30th meeting. She indicated that it was the same slide deck that was given out at that meeting. She said that no policy decisions were required of that board on this information, that this was just for informational purposes. She said that the legislative guidelines hit at things the committee has already been talking about. She said that transit agencies are already doing Transit Development Plans (TDPs) and that these plans will evolve into strategic plans that so that agencies will not have to prepare two documents, only one focused document. Jennifer said that smaller agencies receive assistance from DRPT to prepare their plans. Larger agencies prepare their own using funding from DRPT She said that there are 2 pilot agencies for the new strategic plan, one larger (HRT) and one smaller (GLTC). The following discussion points were made.

   a. John McGlennon asked if there were any transit agencies close to the tipping point of having to prepare a strategic plan (areas with a population of 50,000+). Jennifer DeBruhl said there were not. She said that the City of Petersburg is on the cusp of not having to fulfill the requirement.

   b. Brian Smith asked about DRPT's legislative guidelines and assessment of SGR needs. He asked if that would focus on fleet and facilities and asked how expansive the reach would be on the assessment of those needs. Jennifer DeBruhl said that the Federal TAM requirements were a good basis for what kind of assets to look at. Any expenditures coming forward should be covered in the plans.

3. Briefing on TransAM-Kyle Emge, Cambridge Systematics

   Kyle Emge gave a high level overview of the TransAM (Transit Asset Management) system. He described the system as an asset management platform and project planning tool. He said it is

community based and funded by an FTA state of good repair grant. The following discussion points were made.

    a. John McGlennon asked if vehicle mileage information in the system is collected on a standard date. Kyle Emge said you can set up a feature in the system to prompt collection of that information quarterly. Jennifer DeBruhl said that there will be cut off dates for data entry that tie to the application cycle. They will set a collection date so that the information can be up to date and populate the applications for scoring.

    b. Kate Mattice said that transit agencies have their own fleet inventories. She asked if there is an ability to work across the different platforms required for scoring. Jennifer DeBruhl said that it is open source software and that the system is designed to make the import and export of information easy. She said that DRPT will continue to work with transit agencies to help develop tools in the system and any issues that arise.

    c. John McGlennon asked if the system can catch errors. Kyle Emge confirmed that it can and would not, for example, let you enter a lower mileage than was entered in a previous entry.

    d. Jennifer DeBruhl said it is critical to have the right data in the system. If an asset is purchased using transit capital funding it should go in the system. Jennifer DeBruhl said that the system has been set up to capture information on assets funded with different funding sources. The question is whether or not transit agencies have been inputting them. She said that DRPT will be pushing for a data cleanup this summer to reduce quality concerns. She said that DRPT's internal auditors verify a sample of data during their audits, so mileage will be verified going forward. The TransAM system needs to be cleaned up before the system can be built on. Kyle Emge said that Cambridge Systematics will be working with DRPT to develop an efficient process to update data in a timely manner.

4. Wrap Up/Next Steps- Jennifer DeBruhl said that the consultant team is working to develop a summary of where we landed with recommendations and policy at the April 30th meeting that committee members can use when talking to their organizations. Jennifer said that the materials for the June 7th meeting will be coming soon and that major expansion projects will be a topic at that meeting.

5. Public Comment-

    a. Keisha Branch from Hampton Roads Transit asked if TransAM is the same system made publicly available by FTA or if it is just available to DRPT. Kyle Emge said that it is open source and available to the public. Keisha asked if the information going into this system will supersede performance data put into OLGA. Jennifer DeBruhl said no, this is a system that captures what used to be put into PROGRES. This system captures asset data, not performance data, and agencies are already using this system.

6. The meeting adjourned at 9:42 am. Chairman McGlennon said he looked forward to receiving the June 7th materials and talking points for their agencies. Cindy Mester thanked DRPT for the webinars in between meetings.