

MINUTES
Transit Service Delivery Advisory Committee (TSDAC)
Thursday, April 29, 2021 • 10:30 am
Electronic Meeting

This electronic meeting was assembled during a declared state of emergency, as a result of the COVID-19 pandemic, when it was impracticable or unsafe to assemble a quorum in a single location to discuss or transact the business statutorily required or necessary to continue operation of the public body in accordance with Item 4-0.01.g of Chapter 1283 of the 2020 Amendments to the 2019 Appropriation Act.

I. Call to Order

The Transit Service Delivery Advisory Committee (TSDAC) held an electronic meeting via the GoToMeeting platform on Thursday, April 29, 2021. TSDAC Chairman John McGlennon called the meeting to order at 10:34 am. Committee members, Department of Rail and Public Transportation (DRPT) staff, and members of the public who were electronically present are as follows:

TSDAC Members Present

Brian Booth	Tom Fox
Jim Dyke	Jamie Jackson
Kate Mattice	John McGlennon, Chair
	Cindy Mester, Vice Chair

DRPT Staff Participating

Avery Daugherty	Steven Hennessee	Neil Sherman
Bridget Davis	Jamie Jackson	Daniel Sonenklar
Jennifer DeBruhl	Jennifer Mitchell	Grant Sparks
Clinton Edwards	Jamie Motley	Andrew Wright
Haley Glynn	Tim Roseboom	

Other Guests

Keisha Branch	Lisa Guthrie	Danny Plaughter
Kirk Dand	Ron Jordan	Maria Ptakowski
Noelle Dominguez	Scott Kalkwarf	Zachary Smith
Mark Gribbin	Penny Newquist	Joseph Swartz

A. Electronic Meeting Statement

Chair McGlennon opened the meeting with welcome remarks and read the electronic meeting statement.

B. Introduction of New Members

Jennifer DeBruhl introduced the new appointed committee members, Jamie T. Jackson, Director, Fredericksburg Regional Transit and Brian Booth, General Manager, Greater Lynchburg Transit Company. Ms. Jackson and Mr. Booth gave brief remarks. Ms. DeBruhl shared the recent DRPT personnel changes with included Andrew Wright's promotion as Manager of Policy, Communications, and Legislative Affairs; Jamie Motley being named as interim Chief Financial Officer and Steve Pittard's promotion to the Virginia Passenger Rail Authority as Chief Financial Officer.

B. Recognition of Service – Tom Fox

Chair McGlennon and Ms. DeBruhl extended congratulatory remarks to Mr. Fox on his retirement and thanked him for his service, contribution and partnership.

II. Legislative Updates

Andrew Wright gave a legislative overview and discussed the 2021 Transportation Funding Initiative, the Statewide Transit Equity and Modernization Study, changes to Transit Ridership Incentive Program and the delayed strategic plan requirements.

Vice-Chair Mester noted the \$10M in funding for a partnership with Virginia Tech Transportation Institute and City of Falls Church in collaboration with NVTA, NVTC, WMATA and Fairfax County. She anticipates having a smart city connected infrastructure that can tie into the future rapid bus transit project with NVTC.

Tom Fox inquired about the coordination of TDP's and strategic plans and when agencies would need to execute a strategic plan. Ms. DeBruhl explained that the original language in the transit strategic plan required the implementation within a five-year phased schedule. An implementation schedule was adopted by the CTB in 2018. Agencies such as Blacksburg had completed a compliant plan prior to the adoption of the TDP guidelines. Plans such as Blacksburg's are now reaching the end of their life cycle, so they should be thinking about developing a new TSP toward the end of the five-year phase-in. Based upon the legislative language and the impacts of COVID, we will need to revisit the schedule and potentially restructure the phases.

III. FY22 Budget and SYIP

Jamie Motley presented the FY22 budget and SYIP. He gave an overview of the five-year comparison of SYIP allocations, transit SYIP allocations by program, ten-year transit operation fund trend, and transit operating and capital reserve.

IV. Recap of FY22 MERIT and Program Updates

Ms. DeBruhl provided a refresher on the MERIT Statewide Capital Prioritization that went into effect July 1, 2019 (FY 2020). The State of Good Repair and Minor Enhancements were prioritized based on transit asset management principles and the service impact factor. The Major Expansion projects were prioritized based upon the same factor areas as SMART SCALE with different metrics.

For the FY22 Capital Assistance, a total of \$216 million in state controlled capital funds were requested across 592 individually evaluated projects. It is a much larger request than in recent fiscal years, however it is consistent with the Transit Capital Needs Assessment prepared in 2019. The capital program was presented to the Commonwealth Transportation Board (CTB) on April 20. It is a State of Good Repair focused program which focuses primarily on projects to replace assets that were at their useful life. A recommendation was also made to fund high scoring minor enhancement projects for expansion buses and small technology and maintenance projects. Over 450 State of Good Repair projects were evaluated with 374 projects recommended for funding. Over 130 projects were evaluated for Minor Enhancement projects with 62 being recommended for funding.

The CTB Policy requires an annual review of outcomes and a review of the policy at least every three years. The scoring process continues to work as expected. The amount of the requests for FY22 demonstrates that the State of Good Repair backlog still remains an issue. There are no policy changes recommended at this time.

Chair McGlennon desired to know the total increase in spending if all the requests had been funded. Ms. DeBruhl shared that a total of \$216 million in state controlled capital funds had been requested, however only \$160 million projects were funded resulting in a \$50 million gap.

In response to Kate Mattice's question regarding the availability of the MERIT application scores, Ms. DeBruhl stated that the scores would be posted to DRPT's website. Ms. Mattice desired to know if the CARES, CRRSAA, and ARPA funding could possibly cover some transit agency expenses to provide relief to the state program. Ms. DeBruhl stated that DRPT was a recipient of CARES, CRSSAA, and APRA funding for the rural transit agencies. The funding was used in the FY21 program and to some extent in FY22 to conserve state funding and utilize the federal funding.

Brian Booth desired to know what would happen to the dedicated state funds if an agency was unable to support the local match for a project. Ms. DeBruhl shared that DRPT had implemented a new tool to confirm with the agencies whether they will move forward with the items that were recommended in the draft six year program. If an agency relinquished a project, the funding would be applied to the balance and allocated to the next year.

Tom Fox desired to know if DRPT could assist with the match for federal discretionary. Ms. DeBruhl shared that DRPT was looking into leveraging MERIT with the discretionary program and would work with agencies on applications.

Ms. DeBruhl shared that the recommendations for FY23 included continued refinement of the OLGA application and TransAM database, evaluating the State of Good Repair scoring methodology, evaluating the Service Impact scoring methodology to incorporate more quantitative metrics, evaluating the threshold for Major Expansion projects and to consider findings of the Transit Equity and Modernization Study.

V. Operating Process and Outcomes

Ms. DeBruhl reviewed the Operating Assistance Allocation Methodology. She shared that transit agencies had maintained essential lifeline services for the communities despite the challenges during the COVID-19 pandemic. The draft SYIP presented to the Commonwealth Transportation Board (CTB) carried forward the performance data used to calculate the operating assistance for FY21 for FY22 and provides a 2% increase in the state Transit Operating Assistance program. The CTB Policy requires an annual review of outcomes and a review of the policy at least every three years. No policy changes were recommended at this time.

Vice-Chair Mester desired to know if the TSDAC members needed a formal concurrence for the recommendations made to the CTB. Ms. DeBruhl noted that the review every three years was not a code requirement, however it is a CTB policy. Jennifer Mitchell suggested that the minutes reflect the consensus of the TSDAC members.

Motion to Endorse Recommendations to CTB

Chair McGlennon expressed his desire to endorse the recommendations made by DRPT staff to the Commonwealth Transportation Board (CTB). Mr. Fox moved, with a second by Ms. Mattice to approve the recommendations. The motion carried unanimously.

Mr. Booth desired to know how DRPT would move forward next year with regard to performance base data. Ms. DeBruhl stated that DRPT would consider various scenarios to determine what was best and fair for the agencies.

VI. Other DRPT Updates

Ms. DeBruhl discussed the TRIP timeline and reviewed the projects that were completed and underway. Jamie Jackson desired to know how COVID-19 impacted the transit strategic plan content for the projects that were underway now and those moving forward. Ms. DeBruhl shared that the projects underway started prior to the pandemic. There were no changes made to the Transit Strategic Plan guidelines to account for COVID-19, but she recommended that anyone working on a transit strategic plan or in the process of starting one to think about including a

scenario or an alternative scenario approach in their plan. Ms. Jackson desired to know if one could expect an impact on any projects or plans, even it was not a strategic plan. Ms. DeBruhl stated that if an agency finished its strategic plan and an adjustment needed to be made, DRPT has a mechanism in the process to make the change. The goal is to build a process that is helpful and gives agencies flexibility as well as lean into long term capital planning over a six to ten year period.

VII. Wrap up/Next Steps

The members of the Transit Service Delivery Advisory Committee will reconvene in Spring/Summer 2022 to review outcomes of the FY23 MERIT Process, receive an update on the Transit Strategic Plans and consider and potential modifications to MERIT.

VIII. Public Comment

There were no members of the public who offered comment during the meeting.

IX. Adjourn

There being no further business, Chair McGlennon adjourned the meeting at 11:40 am. All presentation materials to the Committee and video can be found at <http://www.drpt.virginia.gov/transit/tsdac/>