

AGENDA

Regional Transit Partnership (RTP) Monthly Meeting

Thursday, January 25, 2024 @ 4:00 p.m.

In Person at the: Water Street Center, 407 E. Water Street, Charlottesville, VA

Item	Time	Description												
1	4:00-4:10	General Administration <ul style="list-style-type: none"> • Introductions and Announcements • Approval of Agenda* • Approval of draft meeting minutes October 26, 2023* 												
2	4:10-4:15	Matters from the Public: limit of 3 minutes per speaker <i>Members of the Public are welcome to provide comments on any public-interest, transit-related topic, including the items listed on this agenda – limit three minutes per speaker.</i>												
3	4:15-4:30	Appoint New Vice Chair* (Supervisor McKeel, Chair)												
4	4:30-4:50	RTP Orientation (Lucinda Shannon) <ul style="list-style-type: none"> • Regional Transit Partnership Bylaws • RTP Committee Webpage • Transit Planning Webpage 												
5	4:50-5:00	2024 Proposed Meeting Schedule* (Supervisor McKeel, Chair) <table style="width: 100%; border: none;"> <tr> <td>January 25, 2024</td> <td>April 25, 2024</td> <td>August 22, 2024</td> <td>December 12, 2024</td> </tr> <tr> <td>February 22, 2024</td> <td>May 23, 2024</td> <td>September 26, 2024</td> <td></td> </tr> <tr> <td>March 28, 2024</td> <td>June 27, 2024</td> <td>October 24, 2024</td> <td></td> </tr> </table>	January 25, 2024	April 25, 2024	August 22, 2024	December 12, 2024	February 22, 2024	May 23, 2024	September 26, 2024		March 28, 2024	June 27, 2024	October 24, 2024	
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March 28, 2024	June 27, 2024	October 24, 2024												
6	5:00-5:45	Transit Provider Updates <ul style="list-style-type: none"> • Albemarle County Schools (Charmane White) • UTS (Kendall Howell) • CAT and City of Charlottesville Schools (Garland Williams) • Jaunt (Mike Murphy) • DRPT (Katy Miller) 												
7	5:45-5:55	Staff Updates <ul style="list-style-type: none"> • Safe Streets 4 All Regional Safety Summit (Sandy Shackelford) • Long Range Transportation Plan (Sandy Shackelford) • TIP Updates (Sandy Shackelford) • Mobility Management Program Update (Lucinda Shannon) 												
8	5:55-6:00	Other Business (Updates and Reminders) (Supervisor McKeel, Chair)												
9	6:00	Adjourn												

* A vote is expected for this item

Next Meeting February 22, 2024 (At the Water Street Center)

Guests can join in person or by using the link below:

<https://us02web.zoom.us/j/81088437906?pwd=N2tOK3lVTnJEZkFIdCtWYXA2VzRwdz09>

Meeting ID: 810 8843 7906 Passcode: 148365 Phone: 301-715-8592

If a committee member needs to participate remotely, please contact Lucinda Shannon at lshannon@tjpc.org, 413-219-1748 two days before the meeting to receive a personal meeting link.

Regional Transit Partnership Members

VOTING MEMBERS & ALTERNATES
Brian Pinkston, Charlottesville
Natalie Oschrin, Charlottesville
Diantha McKeel, Albemarle
Michael Pruitt, Albemarle
Katy Miller, Department of Rail and Public Transit
Hal Morgan, Jaunt Rural
Lucas Ames, Jaunt Urban
Scott Silsdorf, University Transit Service
Kendall Howell, University Transit Service (alternate)
NON-VOTING MEMBERS
Garland Williams, CAT and Charlottesville Public School Transportation
Charmane White, Albemarle County Public School Transportation
Mike Murphy, Jaunt
Sandy Shackelford, Charlottesville-Albemarle Metropolitan Planning Organization
Trevor Henry, Albemarle Executive Office
Steven Hicks, Charlottesville Executive Office
Sara Pennington, Rideshare
Peter Thompson, Charlottesville Area Alliance
Vicky Marsh, University of Virginia Hospital
Peter Krebs, Piedmont Environmental Council

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lshannon@tjpd.org or visit the website www.tjpd.org.

The Regional Transit Partnership serves as an official advisory board, created by the City of Charlottesville, Albemarle County and Jaunt, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters.

Regional Transportation Partnership Meeting

Draft Minutes, October 26, 2023

The recording for this meeting can be found at <https://www.youtube.com/watch?v=uL962T-hZQo>

VOTING MEMBERS & ALTERNATES		STAFF	
Brian Pinkston, Charlottesville	x	Christine Jacobs, TJPDC	x
Lloyd Snook, Charlottesville	x	Lucinda Shannon, TJPDC	x
Diantha McKeel, Albemarle	x	Gretchen Thomas, TJPDC	x
Ann Mallek, Albemarle	x	Ruth Emerick, TJPDC	
Katy Miller, DRPT *	x	Ryan Mickles, TJPDC	
Hal Morgan, Jaunt Rural	x	Michael Barnes, VDOT	
Lucas Ames, Jaunt Urban *	x	Curtis Scarpignato, TJPDC	x
Kendall Howell, UTS (alternate)	x		
Scott Silsdorf, UTS	x		
NON-VOTING MEMBERS		GUESTS/PUBLIC	
Garland Williams, CAT	x	Allison Day, UTS	x
Charmane White, Alb County PS		Nick Addamo, Kimley Horn *	x
Vicky Marsh, UVA Hospital		Jessica Hersh-Ballering, Albemarle	x
Peter Thompson, CAA *	x	Patrick Hart, UVA	x
Sandy Shackelford, CAMPO	x	Lucas Muller, Kimley Horn *	x
Sara Pennington, Rideshare	x		
Ted Rieck, Jaunt	x		
Peter Krebs, PEC *	x		
Trevor Henry, Albemarle	x		

* Remote attendance

1. CALL TO ORDER:

The Regional Transportation Partnership Chair, Diantha McKeel, presided and called the meeting to order at 4:01 p.m.

Motion/Action: Lloyd Snook moved to allow Lucas Ames to join remotely. He is in Washington, DC for business. Ann Mallek seconded the motion and the motion passed unanimously.

She invited those at the meeting to introduce themselves. Scott Silsdorf and Peter Krebs (currently in Montreal and joining remotely) gave background information on themselves

2. GENERAL ADMINISTRATION (00:07:00)

Approval of Agenda

Motion/Action: Ann Mallek made a motion to approve the agenda. Hal Morgan seconded the motion and it passed unanimously.



Approval of Minutes

Motion/Action: In the comments from Jaunt, on page 2, the blank should read “Transit Needs Assessment” under the Transit Provider Updates. Ann Mallek made a motion to approve the September 27, 2023 minutes as amended. Brian Pinkston seconded the motion. The motion passed unanimously.

3. MATTERS FROM THE PUBLIC (MINUTE 00:08:51):

None.

4. MICROCAT – ALBEMARLE COUNTY MICROTRANSIT SERVICE LAUNCH (MINUTE 00:09:40):

Garland Williams presented the committee with the presentation also given to the City Council and the Albemarle Board of Supervisors. He noted the soft launch started on Monday, October 23. Monday, October 30, will be the official launch. The wraps on the vehicles are being completed and will be ready by Monday.

He continued by presenting the background of the transit expansion study and the funding. He gave information on Via, the organization awarded to work on the new route.

He showed the committee the MicroCAT service area. Trevor Henry gave additional details on Via and their thinking about the routes. The routes include Albemarle HS and Loaves and Fishes and Martha Jefferson Hospital, even though the online map does not include the high school. The modification was made after the presentation was given. The marketing material reflects the updated route.

Mr. Williams gave an overview of the MicroCAT app for your phone. It will allow a person to book a ride as long as it is in the covered zone/area. He noted the four core marketing tenets of the service: convenient, accessible, affordable, and easy.

He noted that CAT, including MicroCAT, is a no-fare service until June 30, 2026. It will be determined in the future whether fares will return for the service.

He continued by presenting the timeline of the project. He said there will be six wrapped vehicles launched on Monday.

There was a question-and-answer session at the end of the presentation.

Motion/Action: Katy Miller joined the meeting via zoom. She is in Richmond. Ann Mallek made a motion to allow Ms. Miller to join the meeting. Hal Morgan seconded the motion and the motion passed unanimously.

5. CAT TRANSIT STRATEGIC PLAN (MINUTE 00:47:43):

Garland Williams introduced Nick Addamo and Lucas Muller from Kimley Horn. Mr. Muller presented the committee with the project overview and the work completed to date. Mr. Addamo continued by

sharing their outreach and engagement efforts. He presented the stakeholder workshop and public survey findings. After a robust evaluation of the system, they were able to come up with existing conditions snapshots, which he shared.

Mr. Muller presented how they are developing recommendations using the 2021 system optimization plan, the regional transit vision plan, and additional recommendations.

Diantha McKeel asked for the data given by the public surveys.

There was a question-and-answer session after the presentation.

6. TRANSIT PROVIDER UPDATES (MINUTE 01:16:00)

Jaunt – Ted Rieck reported that Jaunt is currently working on their FY25 budget. They noted that Buckingham has a hard time paying for the service. Jaunt may be asking for a subsidy from the County to help them keep the service.

Albemarle County Public Schools – Charmane White was not at the meeting, so no report was given.

UTS – Kendall Howell introduced Patrick Clark to talk about Commute Club. Mr. Clark said he and others won an internal grant re: transit with a focus on sustainability. The vendor will provide a commute management platform and the users will log in and say how they commuted – anything that includes not driving yourself. Each user gets a reward for their entry. At the end of the cycle, they will get their “bank” put onto a paycheck. This program will be live on April 1. “You pay to park. We pay you not to park.” Everyone except students are eligible for this program.

CAT – Garland Williams said that at some point in time, it would be helpful to bring an update to the RTP committee about the alternative fuel study they have been conducting. He said whatever fuel type they choose, it will be labor intensive and expensive. There will need to be infrastructure put into place to implement it.

CAT Charlottesville Public Schools – Mr. Williams reported that they almost have all the drivers they need for the student transportation.

DRPT – Katy Miller reported that they are waiting on the corridor ID announcements for the FRA (passenger rail) grant. She also said the Virginia Breeze Needs Assessment has kicked off and work is being done to see the impacts of adding a new Breeze route. There will be stakeholder engagement opportunities for that in the near future.

7. STAFF UPDATES (MINUTE 1:27:40)

Safe Streets and Roads 4 All Grant Update

Sandy Shackelford gave background on the grant program, including the action plan components. Staff will need to begin with a leadership commitment from the various MPO committees. She reviewed the other components for the members of the committee.

She continued by explaining the benefits of a comprehensive safety action plan. She presented the benefits of the multi-jurisdictional project.

She gave the project scope including the reward amount and the consulting organizations (Kimley Horn & Avid). She said there will be upcoming activities and she will keep the committee apprised of them in the future.

Governor's Transportation Conference Debrief

Sandy Shackelford gave a brief overview of the Governor's Transportation conference. She said one of the sessions focused on transportation. She said each of the panelists agreed that transit needs to be governed locally and was important to economic growth of the localities.

Regional Transit Governance Study

Lucinda Shannon presented on the Regional Transit Governance Study noting that they are in Phase IV (out of five phases). They are currently engaging the jurisdictions on what will work best for them. There will be final recommendations at the end of the calendar year and the TJPDC Board would be asked to approve those recommendations.

Mobility Management Program

Lucinda Shannon reported that the transportation helpline will start taking calls in January. The Fiscal Year 2025 grant application is due February 1st, 2024. If anyone has any comments or ideas for future program projects to let her know before the grant deadline.

8. OTHER BUSINESS (UPDATES AND REMINDERS) (MINUTE 01:)

Ms. McKeel reminded the committee that the construction at the Hydraulic/29 roundabout will begin in January, and to remind the community to be patient.

Sandy Shackelford reported that the CTB will be hosting a town meeting online on October 31 at 1:30 p.m.

Lucinda Shannon reported that the Nov/Dec meetings will be combined on December 14 from 4–6 p.m.

9. ADJOURN

Ms. McKeel adjourned the meeting at 5:46 p.m.



Charlottesville-Albemarle Metropolitan Planning Organization

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By-Laws: Regional Transit Partnership

Approved January 24, 2019

Amended February 27, 2019

Article I - Name and Authority

Section 1. The name of this committee shall be known as the Regional Transit Partnership, hereinafter called the PARTNERSHIP.

Section 2: The PARTNERSHIP shall have such authority as prescribed in a Memorandum of Understanding (MOU) to review and recommend opportunities for improved communication, coordination and collaboration on transit matters for the Charlottesville-Albemarle Urbanized Area between the Metropolitan Planning Organization, hereinafter referred to as the MPO; the City of Charlottesville, acting as a local unit of government and as one of the local transit operators, hereinafter referred to as the CITY; the County of Albemarle, acting as a local unit of government, hereinafter referred to as the COUNTY; JAUNT Inc, a public corporation, hereinafter referred to as JAUNT; the University of Virginia, hereinafter referred to as UVA, with JAUNT, Charlottesville Area Transit and UVA together hereinafter referred to as the PUBLIC TRANSIT OPERATORS; the Thomas Jefferson Planning District Commission, serving as planning and administrative staff to the MPO, hereinafter referred to as the TJPDC; and the Department of Rail and Public Transportation, hereinafter referred to as DRPT.

Section 3: The Partnership draws its legitimacy from the MOU and is only limited by activities explicitly excluded in the MOU.

Section 4: Transit Providers:

- Charlottesville Area Transit (CAT): Is a transit provider within the Government of the City of Charlottesville. CAT provides regional fixed-route transit to the urbanized areas of the Charlottesville Albemarle MPO.
- JAUNT Inc.: Is a demand-response, paratransit and rural transit provider that provides services in both the urban and rural areas within and surrounding Charlottesville area. Both demand response and paratransit service is provided in both urban and rural areas. Rural transit service provides services bringing people into and out of the urban areas.
- UVA: Is a private operator of a public transportation service, University Transit Service (UTS), on the grounds of the University of Virginia and immediately adjacent City and County roads.

Article II - Purpose

Section 1. The PARTNERSHIP serves as an official advisory board to provide recommendations to decision-makers on transit-related matters. There are four main goals of the PARTNERSHIP:

- a. **Establishing Strong Communication:** The PARTNERSHIP will provide a venue to exchange information and resolve transit-related matters.
- b. **Ensuring Coordination between Transit Providers:** The PARTNERSHIP will allow transit providers a venue to coordinate services, initiatives and administrative duties of their systems.

- c. **Set the Region's Transit Goals and Vision:** The PARTNERSHIP will allow local officials and transit staff to work together with other stakeholders to craft regional transit goals. The RTP will also provide, through MPO staff and updates of the Transit Development Plans (TDPs), opportunities for regional transit planning.
- d. **Identify Opportunities:** The PARTNERSHIP will assemble decision-makers and stakeholders to identify opportunities for improved transit service and administration, including evaluation of a Regional Transit Authority (RTA).

The PARTNERSHIP is an advisory board which provides recommendations to CAT, JAUNT, and stakeholders, which include City and County officials, as well as other institutions, such as the University of Virginia (UVA). As this is a regional effort that focuses on the Charlottesville-Albemarle Metropolitan Planning Area (MPA), the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) will staff and maintain the PARTNERSHIP. The CA-MPO is also responsible for federal funding to CAT and JAUNT, through the Transportation Improvement Program (TIP) process.

Article III - Membership

Section 1: The voting membership of the Partnership shall be as follows:

- Two representatives from, and appointed by, the Charlottesville City Council
- Two representatives from, and appointed by, the Albemarle Board of Supervisors
- Two representatives from the JAUNT Corporation Board - one urban & one rural representative, at no time having both serve from the same governmental jurisdiction.
- One representative of the Department of Rail and Public Transportation (DRPT)
- One representative of the University of Virginia (UVA)

Section 2. The nonvoting membership of the PARTNERSHIP should be composed of one (1) representative each, designated by and representing CA-MPO staff, RideShare, CAT staff, Charlottesville's Transit Advisory Board, JAUNT staff, UTS staff, Greene County Transit, Martha Jefferson Hospital, UVA Hospital, Charlottesville School System, Albemarle School System, Piedmont Virginia Community College, staff from both the City and County Executive Offices, Piedmont Environmental Council, Southern Environmental Law Center, and the Charlottesville Area Chamber of Commerce.

Section 3. The PARTNERSHIP may recommend additional voting or nonvoting membership to the PARTNERSHIP as is deemed necessary to carry out its duties.

Section 4. Appointments to the PARTNERSHIP shall be filled by persons trained and knowledgeable in transportation planning or who, by their positions, have an interest and responsibility in transportation planning.

Section 5. In order to provide continuity in the PARTNERSHIP's actions, it is recommended that each member serve for a two-year term and may be reappointed for successive terms.

Section 6. Any member of the PARTNERSHIP who wishes to designate an alternate to serve in his or her absence may do so by submitting the name of that individual to the Chair of the PARTNERSHIP in advance of the meeting. An alternate may vote only in the absence of the regular member he or she represents.

Section 7. Whenever any voting member fails to attend three (3) consecutive meetings without good reason, the Chair of the PARTNERSHIP shall seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on the PARTNERSHIP.

Article IV - Officers

Section 1. The officers of the PARTNERSHIP shall consist of a Chair and Vice-chair.

Section 2. The Chair and Vice-chair shall be elected by and from the membership of the PARTNERSHIP, shall serve for one year or until their successors are elected, and shall be eligible for reelection.

Section 3. The election of officers shall be held at the PARTNERSHIP's first meeting after July 1 of each year, and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote shall be required for election to any office.

Section 4. The MPO staff shall prepare and maintain a permanent written record of all PARTNERSHIP proceedings, and shall transmit a copy of the minutes of each PARTNERSHIP meeting to each member prior to the next regular meeting.

Article V - Meetings

Section 1. The PARTNERSHIP shall establish a regular date and place for its meetings. The Chair and Vice Chair may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting. The Chair may also call a special meeting or cancel a regular meeting. Consecutive regular meetings cannot be canceled.

Section 2. A quorum shall consist of one-half of the voting representatives of the PARTNERSHIP and shall include at least one representative from both CITY, COUNTY and JAUNT. Vacancies shall not be considered in the establishment of a quorum.

Section 3. The agenda for each PARTNERSHIP meeting shall be prepared jointly between the Chair, Vice Chair and the MPO staff. The agenda will be mailed one week prior to the next meeting.

Section 4. Parliamentary authority for PARTNERSHIP proceedings, not otherwise specified by these bylaws, shall be Robert's Rules of Order, Revised.

Article VI - Amendment

Section 1. These bylaws may be amended by a two-thirds vote of those members present provided that a quorum is present. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

Article VII -

Section 1. These bylaws shall become effective immediately upon ratification by a majority vote of the PARTNERSHIP.