



Alexandria Transit Company Board of Directors Meeting



Wednesday, April 11, 2018
5:30 p.m.
City Hall, Council Workroom, 2nd Fl.

Meeting Agenda

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- #1 Public Comment and Public Hearing**
Public Hearing on the Draft FY 2019 Transit Development Plan (TDP)
-
- #2 Consideration of Meeting Minutes Approval**
March 14, 2018 All
-
- #3 Chairman's Report** Paul Abramson
Chairman
-
- #4 T&ES Director's Report** Yon Lambert
Director, T&ES
-
- #5 DASH General Manager's Report**
a) Management Report
b) Performance Reports
c) Operating Report
d) Fiscal Reports
e) General Manager's Summary Josh Baker
General Manager
-
- #6 New Business**
a) Draft TDP Community Outreach, Public Hearing Comments and Board Discussion including any "Add/Deletes" Martin Barna
Director of Planning
-
- #7 Old Business**
a) Update on Overtime
b) Insurance Update
c) Legal Update Josh Baker
General Manager
-
- #8 Consideration of Convening an Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia** Paul Abramson
Chairman
-
- #9 Next Meeting Date & Adjournment**
The next regular Board Meeting will be Wednesday, May 9, 2018
Consider Adjournment All
-



ATC Board Agenda Detail

Agenda Item #: 2
Item Title: March 14, 2018 Minutes
Contacts: Fatima Ahmed
Attachments: None
Customer Impact: None
Board Action: Consideration of Approval



Alexandria Transit Company (ATC) **BOARD OF DIRECTORS MEETING MINUTES**

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, March 14, 2018 at City Hall Council Workroom, 2nd Floor, 301 King Street, Alexandria, Virginia.

Board members attending were: Paul Abramson, David Kaplan, Kerry Donley, Ian Greaves, Meredith MacNab, Richard Lawrence, Stephen Klejst and Yon Lambert.

Staff members attending were: Josh Baker, Raymond Mui, Martin Barna, Rick Baldwin, Zerrin Sayar, Allan Fye, Alicia Wright and Nicole Evans.

Visitor in attendance was Steve Banashek, City of Alexandria resident.

The board holds meetings every second Wednesday and all are welcome to attend.

Board Meeting

Agenda Item #1 – Public Comment

Mr. Abramson called the meeting to order at 5:30 p.m. and welcomed the Board members, staff and guests.

Mr. Abramson opened the public comment period and recognized one speak, Mr. Banashek. Mr. Banashek spoke highly about the electric bus demonstration and complimented DASH Staff on the successful event.

Agenda Item #2 – Consideration of Meeting Minutes Approval

The Chairman asked for consideration of approval of the minutes of February 14, 2018. Mr. Klejst made a motion to accept the minutes as presented with Mr. Donley seconding the motion and the vote was carried in approval.

Agenda Item #3 – Chairman's Report

The Chairman provided an update on the Board vacancy. Mr. Abramson stated that the open Board position will be advertised on the Alexandria Gazette, posted on the DASH and City websites with the application deadline set for March 30, 2018. The Chairman asked the Board for volunteers for the Board Vacancy Committee to identify candidates for interviews in April. Mr. Klejst, Ms. MacNab and Mr. Lambert volunteered. Mr. Abramson informed the Board of the Annual Stockholders meeting scheduled for March 20, 2018 and at that time Stockholders would be electing the Board members for the coming year.

Mr. Abramson introduced Mr. Don Thornhill, Sr. from Bankers Insurance, LLP. Mr. Thornhill provided a summary to the Board of the insurance coverages that are not currently covered at DASH. Mr. Abramson stated that the assumption was that DASH as fully covered by the City which is not the case. Mr. Thornhill will work with the General Manager to provide the Board with recommendations and options for consideration in the April meeting. The Board thanked the General Manager for bringing this to light and identifying the gaps that are not part of the City umbrella.

The Chairman announced DASH Staff will be participating in the State Transit Rodeo taking place in Lynchburg, Virginia.



Agenda Item #4 – T&ES Director’s Report

Mr. Lambert provided the T&ES Directors Report in advance and welcomed any questions or comments. Mr. Lambert summarized the main items from the report, the FY24-FY25 Smart Scale update, City and DASH Staff attended Smart Scale training and continue to work closely to prepare the applications. Mr. Lambert provided an update on the Dedicated Capital Funding for WMATA with City Staff assessing the direct fiscal impact to the Proposed FY19 Operating Budget and the FY19-FY28 Capital Improvement Program (CIP). Mr. Lambert and the General Manager will be attending the City Budget Work Sessions scheduled for March 31, 2018.

Staff Reports

Agenda Item #5 – General Manager’s Report

Mr. Baker reported the decrease of total system ridership regular route ridership for the month of January. Mr. Baker presented the ten-year historical data for DASH ridership trends relative to external factors from FY07 to FY2018. Mr. Baker outlined the external factors considered on having an influence on DASH ridership. The Board provided feedback on the changes in the transportation industry elasticity. Mr. Baker reported that the TC Williams program continues to be successful. Mr. Kaplan suggested to remove the trolley from the chart and showing it as a separate line. Mr. Baker summarized the financial reports stating that a crosswalk with Munis and GP is planned to ensure GP reflects the Munis budget accurately. Mr. Baker will update the Board as this moves forward.

Agenda Item #6 – New Business

Item #6a – Mr. Thornhill presented the Insurance Review Summary and Coverages Recommendations. The Board provided comments with no Board action taken.

Item #6b – Mr. Baker updated the Board that he is working with the City Attorney’s office in having an MOA in place as a priority.

Item #6c – Mr. Barna gave a brief update on the Draft Transit Development Plan (TDP). The Public Hearing is scheduled to take place during the April Board Meeting. The Board provided feedback on the Draft TDP. Mr. Donley moved to approve the final draft of TDP for public comment with Mr. Lawrence seconding the motion.

Item #6d – Mr. Baker provided the Board with a memorandum summarizing the FY 2019 City Manager Budget. Mr. Baker asked for direction on fundamental concerns with the lack of funding for making the difference of the cost of the school program, the decline of ridership from fare increase and the trolley’s reduction in hours.

Agenda Item #7 – Old Business (No significant changes from last report)

Agenda Item #8 – Consideration of Convening an Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia.

Consideration of convening executive session for the purpose of discussing legal and personnel matters, pursuant to Section 202-3711 (A1) of the Code of Virginia was motioned by Mr. Donley and seconded by Mr. Lambert at 7:25 p.m.

Mr. Donley made a motion to end the executive session and reconvene the regular Board of Director’s Meeting with Mr. Lambert seconding the motion at 7:41 p.m.

Agenda Item #9 – Next Meeting Date & Adjournment

As there was no further business, the Chairman asked for a motion to adjourn. On a motion by Mr. Donley and seconded by Mr. Lawrence, the regular monthly meeting adjourned at 7:41 p.m.

The next meeting is April 11, 2018 at 5:30 p.m.

Minutes submitted by Fatima Ahmed, Secretary



ATC Board Agenda Detail

Agenda Item #: 3
Item Title: Chairman's Report
Contacts: Paul Abramson
Attachments: None
Customer Impact: None
Board Action: None/FYI



Report by the Chairman of the ATC Board



ATC Board Agenda Detail

Agenda Item #: 4
Item Title: T&ES Director's Report
Contacts: Yon Lambert, Director of Alexandria City T&ES
Attachments: None
Customer Impact: None
Board Action: None/FYI



ATC Board Agenda Detail

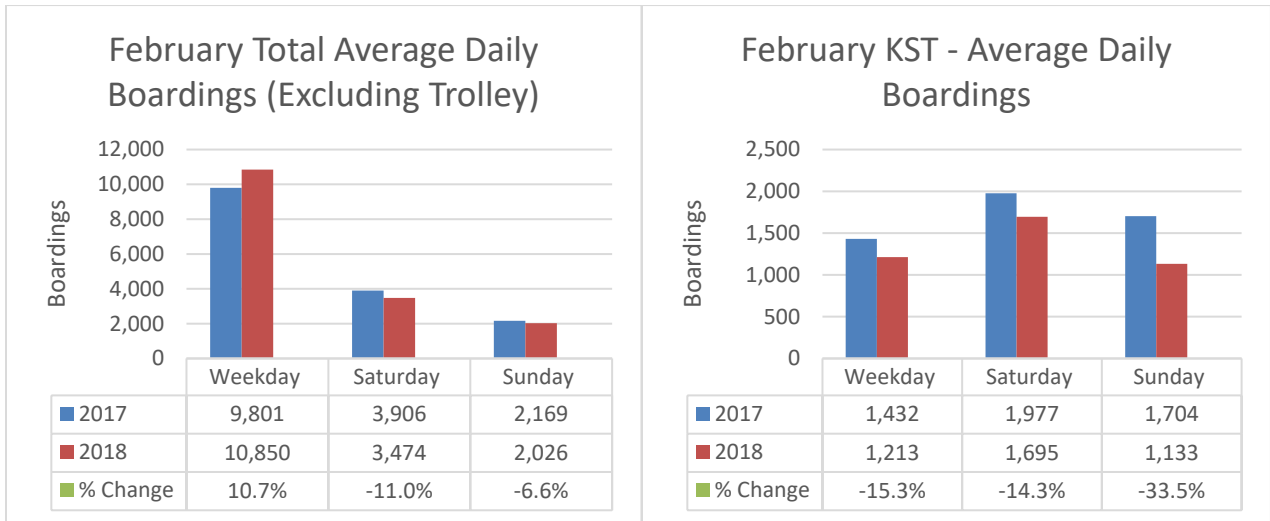
Agenda Item #: 5
Item Title: DASH General Manager's Report
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



5a Summary: Management Report

FOR THE MONTH OF FEBRUARY 2018

A. RIDERSHIP: Total system ridership for the month decreased by 4.7% from last February, with 267,675 total passengers. Without the King Street Trolley, total ridership decreased by 1.0% from last February, with 231,631 passengers.



B. SAFETY: DASH experienced two accidents during the month of February. No injuries reported.
1. 02/05 – Postal truck made contact with bus mirror at King and Taylor Streets. (*Non-Preventable*).
2. 02/06 – Bus made contact with road sign at Landmark Mall. (*Preventable*).

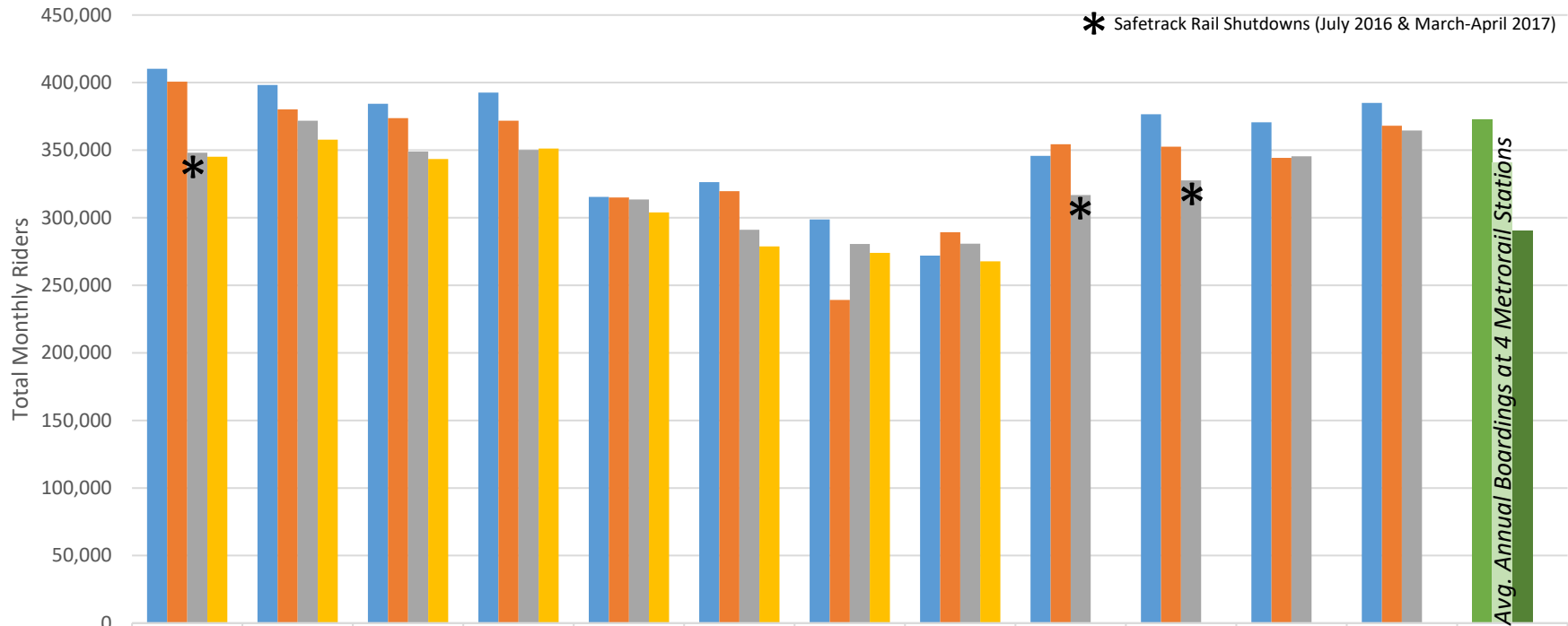
C. RELIABILITY & MAINTENANCE:

	February 2017	February 2018	% Change	Industry Average
On-Time Performance	96.1%	95.8%	-0.3%	83.6%
Missed Trip Percent	0.02%	0.01%	-45.2%	N/A
Avg. Miles Per Road Call	14,238	11,142	-21.7%	11,439



5b Summary: Performance Reports
(System-Wide Ridership)

DASH Monthly Systemwide Ridership (FY2015-FY2018)

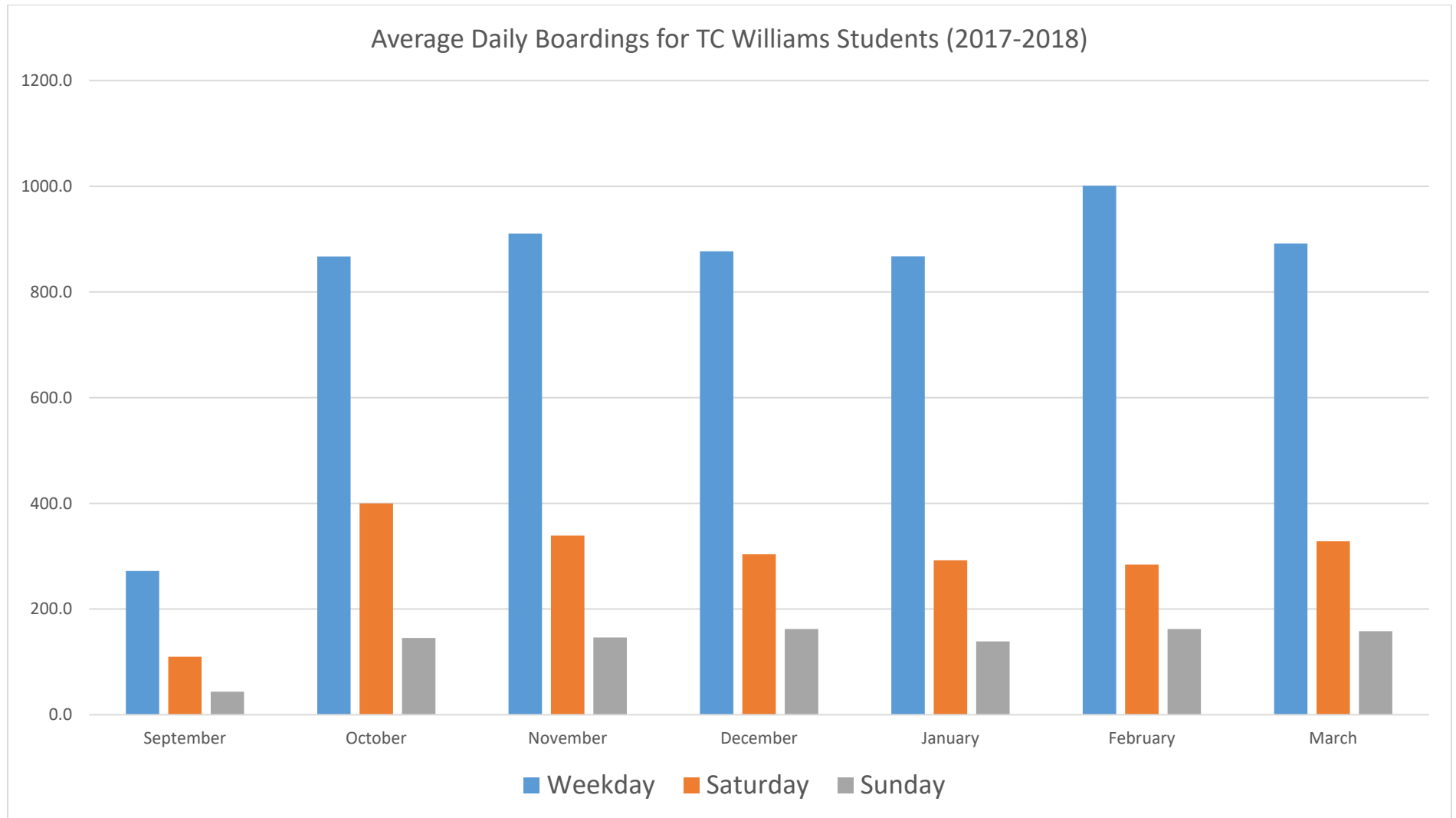


	July	August	September	October	November	December	January	February	March	April	May	June	Metrorail
FY 2015	410,252	398,182	384,335	392,606	315,368	326,363	298,756	271,967	345,755	376,542	370,638	384,918	372480
FY 2016	400,646	380,209	373,688	371,842	315,029	319,646	239,123	289,333	354,338	352,549	344,266	368,037	340820
FY 2017	348,122	371,835	348,970	350,114	313,472	291,037	280,540	280,794	316,805	327,599	345,453	364,610	290400
FY 2018	345,139	357,728	343,427	351,203	303,908	278,813	273,943	267,675					

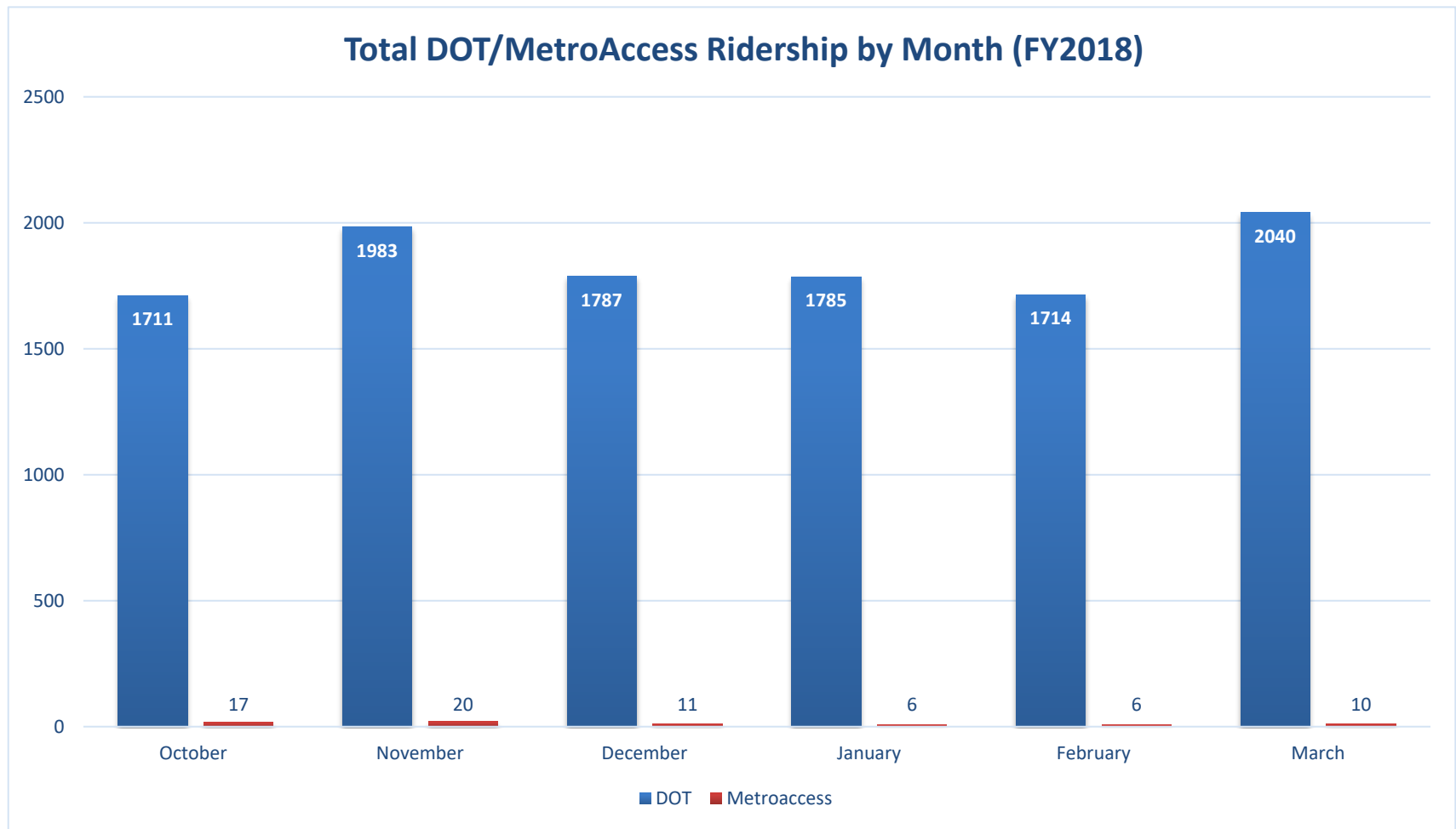
* Metrorail ridership (green columns) represents average daily total boarding at the city's four Metrorail Stations for FY15-17.
** Totals were multiplied by 20 for comparison to DASH monthly data.



5b Summary: Performance Reports
(TC Williams Average Ridership)



5b Summary: Performance Reports
(DOT & MetroAccess Ridership)



5c Summary: Operating Report

DASH OPERATING REPORT (FEBRUARY 2018)

	PREVIOUS YEAR (FEBRUARY 2017)	CURRENT YEAR (FEBRUARY 2018)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	280,794	267,675	-4.7%
Total Monthly Passengers (Excl.Trolley)	234,020	231,631	-1.0%
Passengers / Revenue Mile	1.8	1.9	5.6%
Passengers / Revenue Hour	20.5	21.1	2.9%
<u>SERVICE LEVELS</u>			
Total Miles	170,862	155,990	-8.7%
Revenue Miles	154,633	141,487	-8.5%
<u>SAFETY</u>			
Accidents - Total	2	2	0.0%
Accidents - Preventable	2	1	-50.0%
<u>FARES</u>			
Average Fare	\$1.32	\$1.13	-14.6%
ATC DASH Pass	20,594	22,350	8.5%
TC Williams Free Fare Pilot	0	21,850	100.0%
Regional Bus Transfers	20,147	16,440	-18.4%
Rail-Bus Transfers	35,316	31,183	-11.7%
% Paid by Smarttrip	80.7%	72.7%	-8.0%
<u>FINANCIAL PERFORMANCE</u>			
Operating Expense / Total Mile	\$7.58	\$8.57	13.0%
Operating Expense / Total Platform Hour	\$66.28	\$74.79	12.8%
Total Revenue / Operating Expense Ratio	35.3%	30.3%	-5.0%



5d Summary: Fiscal Reports (Summary Income Statement)

Transit Management of Alexandria										
For Eight Periods Ending February 28, 2018										
Account Description	Actual	Budget	Variance	Year to Date			Year End Projections			
				Actual	Budget	Variance	Actual	Variance	Annual Budget	
OPERATING REVENUE										
PASSENGER REVENUE	\$254,963	\$302,667	(\$47,704)	\$2,207,612	\$2,421,336	(\$213,724)	\$3,411,857	(\$220,143)	\$3,632,000	-6.06%
KING STREET TROLLEY REVENUE	79,412	79,412		635,292	635,296	(4)	952,938	\$0	952,938	
CHARTER REVENUE	\$66,399	\$70,583	(\$4,184)	\$512,037	\$564,664	(\$52,627)	\$768,056	(\$78,945)	\$847,000	
MISCELLANEOUS REVENUE	4,238		4,238	41,910		41,910	\$62,865	\$62,865		
TOTAL OPERATING REVENUE	\$405,012	\$452,662	(\$47,650)	\$3,396,851	\$3,621,296	(\$224,445)	\$5,195,716	(\$236,222)	\$5,431,938	-4.35%
OPERATING EXPENSE										
TRANSPORTATION LABOR										
WAGES	575,767	623,882	48,115	5,151,391	4,991,056	(160,335)	\$7,727,087	(\$240,512)	7,486,575	
FRINGE BENEFITS	\$195,742	\$142,417	(\$53,325)	\$1,535,866	\$1,139,336	(\$396,530)	\$1,956,411	(\$247,411)	\$1,709,000	
TOTAL TRANSPORTATION LABOR	771,509	766,299	(5,210)	6,687,257	6,130,392	(556,865)	9,683,497	(487,922)	9,195,575	5.31%
MAINTENANCE LABOR										
WAGES	121,548	140,475	18,927	987,864	1,123,800	135,936	\$1,481,796	\$203,904	1,685,700	
FRINGE BENEFITS	\$41,222	\$36,525	(\$4,697)	\$325,343	\$292,200	(\$33,143)	\$476,137	(\$37,837)	\$438,300	
TOTAL MAINTENANCE LABOR	162,770	177,000	14,230	1,313,207	1,416,000	102,793	1,957,933	\$166,067	2,124,000	-7.82%
ADMINISTRATIVE LABOR										
WAGES	66,621	95,849	29,228	566,306	766,792	200,486	889,459	\$260,741	1,150,200	
FRINGE BENEFITS	19,751	19,317	(434)	167,876	154,536	(13,340)	246,271	(\$14,471)	231,800	



TOTAL ADMINISTRATIVE LABOR	86,372	115,166	28,794	734,182	921,328	187,146	1,135,730	246,270	1,382,000	-17.82%
MARKETING LABOR										
WAGES AND FRINGE BENEFITS	8,605	9,585	980	61,573	76,680	15,107	87,360	\$27,641	115,000	-24.04%
SERVICES										
PROFESSIONAL & TECHNICAL	25,090	21,334	(3,756)	214,252	170,672	(43,580)	340,378	(84,378)	256,000	
EMPLOYEE PHYSICALS	1,875	1,917	42	17,960	15,336	(2,624)	26,940	(\$3,940)	23,000	
REPAIRS - BLDG. & EQUIP.	8,531	11,084	2,553	108,886	88,672	(20,214)	163,329	(\$30,329)	133,000	
REPAIRS - VEHICLES	8,618	12,083	3,465	51,593	96,664	45,071	77,390	\$67,611	145,000	
PRINTING	946	6,667	5,721	18,640	53,336	34,696	27,960	\$52,040	80,000	
LAUNDRY SERVICES	2,477	1,500	(977)	16,078	12,000	(4,078)	24,117	(\$6,117)	18,000	
COPYING & REPRODUCTION	956	500	(456)	1,364	4,000	2,636	2,046	\$3,954	6,000	
TOTAL SERVICES	48,493	55,085	6,592	428,773	440,680	11,907	662,160	(1,160)	661,000	0.18%
Account				Year to Date	Year to Date					
Description	Actual	Budget	Variance	Actual	Budget	Variance	Year End Projections	Variance	Annual Budget	
MATERIALS & SUPPLIES										
OFFICE SUPPLIES	\$284	\$1,167	\$883	\$2,719	\$9,336	\$6,617	4,079	\$9,922	\$14,000	
REPAIR PARTS	\$38,169	\$31,667	(\$6,502)	\$218,795	\$253,336	\$34,541	328,193	\$51,808	\$380,000	
FUEL & LUBRICANTS	\$110,970	\$89,917	(\$21,053)	\$747,204	\$719,336	(\$27,868)	1,120,806	(\$41,806)	\$1,079,000	
OPERATING SUPPLIES	8,652	7,750	(902)	62,300	62,000	(300)	93,450	(\$450)	93,000	
TOOLS	511	3,750	3,239	10,733	30,000	19,267	16,100	\$28,901	45,000	
TIRES & TUBES	\$13,781	\$10,584	(\$3,197)	\$73,784	\$84,672	\$10,888	110,676	\$16,324	\$127,000	
TOTAL MATERIALS & SUPPLIES	172,367	144,835	(27,532)	1,115,535	1,158,680	43,145	1,673,303	64,698	1,738,000	-3.72%
INSURANCE	41,706	41,859	153	345,362	334,872	(10,490)	518,043	(\$15,739)	502,304	3.13%



5d Summary: Fiscal Reports (Variance Report)

FOR THE MONTH OF FEBRUARY 2018

Net operating expenses were \$18,725 (2.1%) over budget in February. Total revenues for the month were \$47,650 (10.5%) under budget. Total expenses were \$28,925 (2.1%) under budget. The operating ratio for the month was 30.3%.

REVENUES:

- Passenger Revenues were \$47,704 (15.8%) under budget.
- Charter Revenues were \$4,184 (5.9%) under budget due to lower than projected charter requests.

EXPENSES:

- Transportation and Maintenance Fringe Benefits were over budget, \$53,325 (37.4%) and \$4,697 (12.9%) respectively due to the discretionary contribution made in the pension plan earlier in this fiscal year.
- Professional & Technical Services expenses were \$3,756 (17.6%) over budget due to Interim Director position and ongoing Kronos timekeeping program development and implementation work.
- Repair Parts expenses were \$6,502 (20.5%) over budget due to costs associated with replenishment of brake parts and brake drums, and oil filters for hybrid buses.
- Fuel & Lubricants expenses were \$21,053 (23.4%) over budget due to two additional fuel delivery and invoice for bulk coolant.
- Tires & Tubes: Expenses were \$3,197 over budget due to bulk/replenishment order of tires.



****NEW** FY18 YEAR END PROJECTIONS **NEW****

As the end of Fiscal Year 2018 nears, we would like to give the Board a picture of the ATC budget projections. In order to show that, we have added two columns to the monthly statements: The "Year End Projections" column that is based on the February numbers and the "Variance" column that reflects the difference between the Year End Projections and the Annual Budget numbers.

Analyzing these projections, there are a few categories we would like to highlight:

Passenger Revenue:

Year End Projections are \$3,411,857, (6.1%) under budget based on the year-to-date average and analysis of the last three fiscal years' revenues for the months of March through June. These are conservative projections and will be revised at the end of each month.

Transportation Labor:

Total for the Wages and Fringe Benefits categories are projected to be \$487,922, (5.31%) over budget. This is primarily due to overtime, retirement benefit matches and discretionary contribution made earlier this fiscal year.

In the Fringe Benefits category, when we communicated with our Pension Plan Provider (Prudential), we were able to identify funds in the amount of \$79k which were retained in the forfeiture account. The Plan rules specifically permit us to use these to offset employer matching contributions. This is an account where funds are transferred when a former employee leaves DASH before they are fully vested in the plan. Using these funds will help reduce the gap in Fringe Benefits expenses.

Maintenance & Administrative Wages:

Maintenance, Administrative, and Marketing Wages are projected to be under budget, \$166,067 (7.8%), \$246,270 (17.8%), and \$27,641 (24.1%) respectively this will help to offset the overages in Transportation Labor expenses.

Net Operating Expenses:

Based on calculated Year End Projections, the Net Operating Expenses are expected to be **\$59,980, (0.55%)** over budget. However, we have identified a discrepancy in total budget numbers between the City of Alexandria FY 2018 Approved Budget document and how it was recorded in the GP system.

FY 2018 Budget for DASH is \$11,092,941, however, the monthly financial statement issued from GP is \$10,948,941 showing a discrepancy in the amount of \$144k.

When we take this variance into consideration, the
Year End Net Operating Expenses are projected to be \$84,020, (0.76%) under budget.



ATC Board Agenda Detail

Agenda Item #: 5
Item Title: DASH General Manager's Report
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



5e Summary: General Manager's Summary

Congratulations go out to our Rodeo team who went to Lynchburg March 17th and 18th to represent DASH. While we did not bring home the gold all are winners in my book as we made a great showing and I am so proud to see great representation by DASH. Clarence Jackson brought home the 2nd place trophy and 1st place went to a driver from Lynchburg. As a former employee of mine I was happy to see him have the opportunity to win as he had never won before and was moved to tears when his name was called. It just goes to show that truly ANYONE can come through with a win and this event is so very meaningful to all Transit Operators and Maintenance Personnel.

As a part of our employee engagement and outreach, our Marketing Team engaged DASH Staff with a survey to provide feedback on employee events and recognition activities. The responses were very helpful for us in helping to ensure we are using our funds effectively to recognize the hard work of our staff.

The results of our survey indicated that a change to our annual awards banquet was in order, thusly we have moved to a more casual (and cost effective!) approach to this event. This year in lieu of a banquet we will have a company picnic which will feature a family-friendly environment for employees to gather and socialize while enjoying the amenities at Cameron Run park in Alexandria. Attendees will have access to activities including mini golf and the batting cages. Food and refreshments will consist of a cookout-style menu. The main awards of #1 Customer Service, Joyce Stallings/DASH Difference and our highest years of service will be honored at the event as we have done in the past, however there will not be a long or overly formal program. Safe and Accident Free, years of service, distinguished driver, etc. will be acknowledged in a program and each recipient will be given a certificate/award as done in precious years following the event. The entire Board of Directors is invited to come by for any part of the event and stay as long as you like. Casual attire of course is encouraged!

The event will take place on Saturday, May 12, from 11:00am – 2:00pm. If you are interested in attending please reach out to Fatima Ahmed with your RSVP.



ATC Board Agenda Detail

Agenda Item #: 6
Item Title: New Business
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: a) Significant ●
Board Action: a) Provide Comment



6a Summary – Public Hearing on the Draft FY 2019 Transit Development Plan (TDP)

The Director of Planning for ATC will present comments received regarding the Draft TDP and will be available to speak with the Board regarding any further comment. A full written summary of public outreach and public comment received is outlined below.

Board Action: Board to Consider any “Add/Delete” Actions at this meeting
Next Steps: TDP to be Adopted as Final at May Board Meeting

FY 2019 DASH TDP Public Outreach Summary

Community Meetings (2):

- Live Attendees – 4
- Facebook Live “Reach” – 538 users saw post on News Feed
- Facebook Live “Views” – 189 views
- Facebook Live “Engagements” – 39 reactions/comments/shares
- **Outreach Impact – 542 unique touchpoints**

Pop-Up Events (3):

- TDP Information Distributed – 240 flyers
- Direct Interactions – 65 persons contacted
- **Outreach Impact – 240 unique touchpoints**

Facebook TDP Video:

- “Reach” – 1,005 users saw post on News Feed
- “Views” – 533 views
- “Engagements” – 97 reactions/comments/shares
- **Outreach Impact – 1,005 unique touchpoints**

Twitter:

- TDP-Related Tweets – 9 tweets
- Impressions – 1,050 users saw post in Twitter Feed
- Engagement – 30 users
- **Outreach Impact – 1,050 unique touchpoints**

DASH Website:

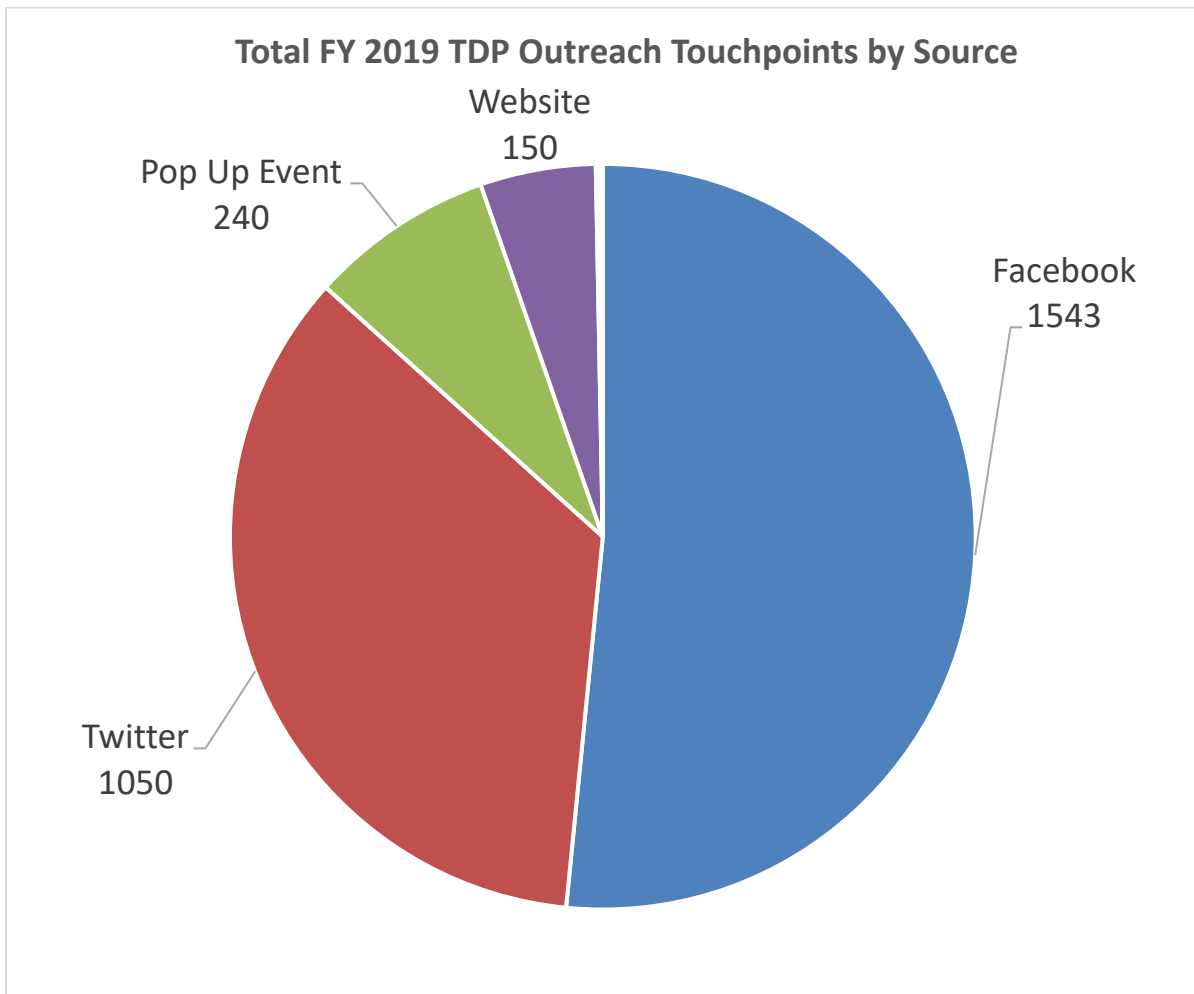
- TDP Webpage Views – 150 (estimated)

Traditional Feedback Channels:

- E-mail Comments – 4
- Handwritten Comments - 1
- Telephone Comments – 0
- **Outreach Impact – 5 unique touchpoints**

Total Outreach Impact – 2,992 touchpoints





Feedback Summary

DASH Staff have reviewed all public feedback that has been received up until this point. A summary of the feedback for each of the major proposals is summarized below:

1. *King Street Trolley Reduction:* Customers were generally opposed to the proposal to delay the start time for the King Street Trolley by 30 minutes on weekdays. Three individuals made specific comments to this effect. One meeting attendee noted that we had just pushed the Trolley start time back by 30 minutes last July. She asked about other Trolley reduction scenarios that had been considered, and suggested that reducing summer headways from 10 minutes to 12 minutes would be a better option.
2. *Base Fare Increase:* Feedback on the base fare increase was mixed. Some customers expressed dissatisfaction with the proposed change, but a comparable number seemed to understand the decision. "I support this [fare increase] rather than making service cuts," one passenger shared via e-mail. No customers indicated that they would discontinue riding DASH because of the increased base fare.
3. *DASH Pass Increase:* Very few comments were made with regards to the proposed DASH Pass cost increase. Most customers agreed that it was still a good value, despite the higher cost. One individual suggested that the cost of the DASH Pass be increased to avoid further increases to the base fare.



4. *Transfer Window Reduction:* The proposed reduction of the transfer window from four hours to two hours has generated several particular negative comments. Several individuals commented that they supported the change if it was necessary to avoid service cuts, while another noted that it promoted consistency with other regional providers. Two individuals, in particular, were strongly opposed to the change. "I don't like the fact that there will be an increase to the bus fare... but I am even more upset that the DASH transfer window will be reduced," one individual explained. Another described the change as a "sleight-of-hand fare increase" since individuals that are impacted will now have to pay for two trips instead of just one.
5. *Senior Fare Discount:* Customers were largely supportive of the proposed senior fare discount for Senior SmarTrip users traveling during off-peak periods. Several individuals wanted the fare discount expanded to be available at all times, noting that many seniors still work full-time jobs and need to travel during weekday peak periods. Other senior riders suggested that they would be willing to continue paying full fare if it meant that the increase in the base fare could be avoided. The general consensus, however, was that this proposal would greatly benefit seniors and that it should be implemented, if possible.

Specific Comments from 4/4/2018 meeting (West End):

- AT9 should have a better anchor on the West End. It should be extended up to Crystal City Metro as previously discussed.
- Potential \$0.50 surcharge for Pentagon routes?
- 4 Hour Transfer Window was a "Reasonable Accommodation" for ADA users when DASH service was not ADA friendly; it also is leftover from the paper transfer era.
- Reducing fare window is basically a service reduction, not a good policy as it is similar to what WMATA has done and their ridership is in a steep decline. DASH should not increase fares so as to avoid a similar fate.
- Senior discount doesn't make up for the fact that the transfer window reduction will lead to a fare increase for people that take advantage of the 4-hour window.

Specific Comments from 4/5/2018 meeting (Del Ray/Arlandria):

- Doesn't like the Trolley service reduction. Would prefer that headways be reduced to every 12 minutes or something else that doesn't completely remove service before 11:00 am on weekdays (Unidentified Meeting Attendee).
- Appreciates senior discount, but says that seniors often need to travel during the peak hours so it would be better if discount applied 24/7; also noted that it was misleading to say that base fare increase was necessary to pay for senior discount, since it would still be necessary to offset revenue losses without the senior fare discount (Unidentified Meeting Attendee)
- Glad to see that we are continuing to explore potential implementation of electric buses. Saw demonstration bus and was very impressed. (Jerry)
- TC Williams students should pay a small fare (\$0.25) instead of riding for free.
- DASH should reconsider the Del Ray Trolley concept.



ATC Board Agenda Detail

Agenda Item #: 7
Item Title: Old Business
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: a) Minimal ● b) Minimal ● c) Minimal ●
Board Action:



7a Summary – OT Report and Analysis by General Manager

DASH overtime continues to trend down. While we have not yet reached our target of 7% we have made great progress. There is another training class beginning in the next month and we are confident that we will be able to reach our goal by July 1st. Provided below are overtime per payroll totals through the most recent data available, as one will note – we have **average 12% overtime** since we started reporting on it. Since August 2017 the net change in overtime is approximately a **51% decrease**.

Payroll	Total Overtime	Total Payroll	Percentage of Total Payroll
Saturday, January 6, 2018	\$22,315.86	\$386,088.71	6%
Saturday, January 20, 2018	\$43,452.38	\$426,697.51	10%
Saturday, February 3, 2018	\$42,003.15	\$377,846.05	11%
Saturday, February 17, 2018	\$37,110.45	\$369,719.16	10%
Saturday, March 3, 2018	\$24,066.39	\$369,932.26	6.5%
Saturday, March 17, 2018	\$34,109.06	\$370,382.91	9%
Saturday, March 31, 2018	\$34,916.59	\$376,679.22	9%

7a Summary – Insurance Update by the General Manager

We continue to make progress with our insurance applications, due to the complexity of the applications and the time required for the underwriters to review we anticipate having coverages in place prior to the May Board Meeting.

Board Action: No Board Action Required.

7c Summary – Legal Update by the General Manager

The General Manager is engaging with the City Attorney's office to obtain the following:

1. Memorandum of Agreement (MOA) that will outline the roles of the City Attorney's office as general counsel to the Alexandria Transit Company (ATC) and the General Manager on matters which may have legal implications for the Company. At this time we are awaiting the Draft MOA from the City Attorney's office.
2. To identify appropriate separate legal counsel to attend ATC Board Meetings and to advise the Board of Directors on matters which may have legal implications for the Company.

Board Action: No Board Action Required.



ATC Board Agenda Detail

Agenda Item #: 8
Item Title: Next Meeting and Adjournment
Contacts: All
Attachments: None
Customer Impact: None
Board Action: Motion and Approval of Adjournment



Opportunity for any final Board Member Comments or Remarks.

The next ATC Board of Directors Meeting will take place
Wednesday, May 9th, 2018 at 5:30 p.m.
in the Council Workroom, 2nd Floor Alexandria City Hall.

Consider Adjournment

-- Board Attendance Log on Next Page --



Alexandria Transit Company Board of Directors

ATTENDANCE LOG

2017 - 2018 REGULAR (*and special*) BOARD MEETINGS

("P" present - "A" absent - "E" excused)

Meeting Date	Paul Abramson	Chieko Clarke	David Kaplan	Kerry Donley	Stephen Klejst	Yon Lambert	Richard Lawrence	Meredith MacNab	Laura Triggs
07/2017	<i>No Meeting</i>								
08/2017	<i>No Meeting</i>								
09/13/2017	P	P	P	P	E	E	P	P	E
10/18/2017	P	E	P	P	P	P	E	P	P
11/08/2017	P	P	P	P	P	P	E	P	P
12/13/2017	P	E	P	P	P	P	E	P	P
01/10/2018	P	P	P	P	P	P	P	P	P
02/14/2018	P	P	P	P	P	E	P	P	P
03/14/2018	P	E	P	P	P	P	P	P	E
04/11/2018									
05/09/2018									
06/13/2018									

