



# MEETING WILL BEGIN SOON

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ALEXANDRIA TRANSIT COMPANY  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 14, 2022





# CALLING OF THE ROLL



David Kaplan  
Chair of the Board



Steve Klejst  
Vice-Chair of the Board



Linda Bailey



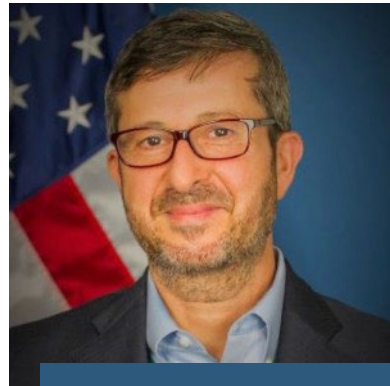
Brandi Collins



Matt Harris



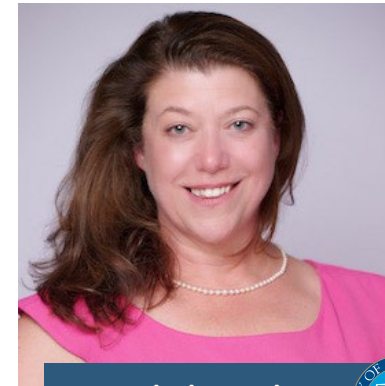
Jesse O'Connell



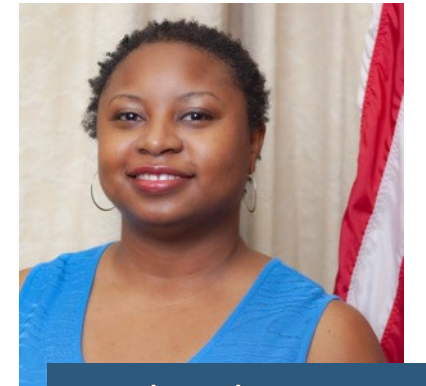
Murat Omay



Hillary Orr



Kendel Taylor



Ajashu Thomas

# PUBLIC COMMENT PERIOD

Those wishing to speak during Hearing may pre-register at [dashbus.com/](https://dashbus.com/) and join via Zoom.

Alternatively, attendees may use the “RAISE HAND” feature to be recognized for comment.

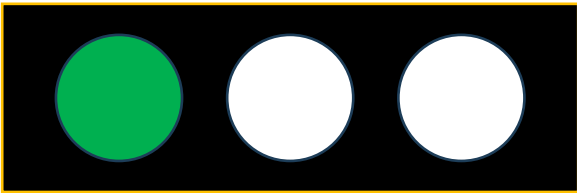


# PUBLIC COMMENT PERIOD

Each speaker is permitted 3 minutes for public comment.

When the **YELLOW** light appears, 1 minute remains.

When the **RED** light appears, you are out of time.



Time Has Expired



# APPROVAL OF MINUTES

Consideration of approval of Meeting Minutes from the June 8, 2022 meeting of the Alexandria Transit Company Board of Directors.

# CHAIR'S REPORT & ICE BREAKER

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*What is your favorite place within the borders of Alexandria City? Why is this your favorite place?*

*And because we're a transit board - Tell us the closest DASH or Metrobus route and stop that serves this location.*



**David Kaplan**  
Chair of the Board



# ICE BREAKER PHOTOS

David Kaplan



# ICE BREAKER PHOTOS

Hillary Orr





# ICE BREAKER PHOTOS

Murat Omay



Jesse O'Connell



# T&ES REPORT



**Hillary Orr**  
Deputy Director  
T&ES – City of Alexandria

# T&ES REPORT

## **Transit Access and Amenities**

The City kicked off the inventory of all bus stops in the City to create a database of transit amenities and issues at bus stops. This inventory will be used to prioritize funding for improving stops based on ridership and other factors. The inventory will be complete this fall.

## **Metro Shutdown**

On September 10, WMATA will suspend service south of the National Airport station as it works to connect Alexandria's new Potomac Yard station with the rest of the system. This closure is expected through October 24. The City was approved for grant funding from the Department of Rail and Public Transit (DRPT) to provide mitigations for the shutdown, as endorsed by the Transportation Commission in June 2022.



# T&ES REPORT

## **Metro Service: 7000-series Rail Cars Return to Service**

Metro has stated they will return additional 7000-series trains to operations on September 12 marking a significant step in the restoration of all 7000-series railcars, which is key to Metro's plan to improve train frequency for customers. Metro's updated return to service plan allows the agency to safely operate up to 20 of its 7000-series trains per day, up from the previous limit of eight trains.

## **2023 Legislative Session**

The 2023 Virginia Legislative Session will be a "short session." It will begin January 11 and is scheduled to last 45 days.

The City's legislative coordinator is preparing a draft legislative package and is asking Boards and Commissions to identify any legislative proposals to recommend for inclusion in the City's package by September 30, 2022.

# T&ES REPORT

## Duke Street Traffic Mitigation Pilots

The City is working through two pilot projects to reduce regional cut-through traffic on neighborhood streets and shift traffic onto the major arterials. Efforts are being made to improve traffic flow on the arterials and make those routes faster than cutting through the neighborhoods.

On September 12, access to the Telegraph Road ramp from West Taylor Run Parkway was restricted. By allowing a mostly free-flow lane onto the ramp, congestion on Duke Street should decrease. DASH and T&ES staff will evaluate the impacts to determine if transit access can be improved with these changes.

# T&ES REPORT

## Duke Street in Motion

The Duke Street In Motion Advisory Group met on August 18 to discuss potential design concepts for two portions of the corridor. On September 15, the Group will meet again to discuss design concepts for segment 2, the middle segment of the corridor. In October, the City will be hosting a variety of in-person and virtual opportunities to learn about the project and collect input to help narrow down design elements under consideration. This will be the first of two engagement pushes before the Advisory Group recommends a preferred concept design for Council adoption.

## FY 2024 Budget Priorities

Later this Fall, City Manager Jim Parajon will be seeking Boards and Commission input on FY24 City budget priorities. These budget items should also be consistent with the six City Council priorities. FY24 is an off-year for the Capital Improvement Program (CIP), meaning the City may make some changes to the CIP budget based on urgent needs, but that changes will be limited.



# OTHER BOARD MEMBER REPORTS AND UPDATES



# GENERAL MANAGERS REPORTS



**Josh Baker**  
General Manager & CEO

# FIRST TRANSIT PERSONNEL INTRODUCTION



**Nick Promponas**

Senior Vice President of First Transit's  
Transit Management Services Division



**Cristin Tolen**

Region Vice President of  
First Transit's Northeast  
Transit Management  
Division



**Bill Harned**

Area Vice President of First  
Transit's Transit  
Management Division



# GENERAL MANAGERS REPORTS

## DASH Summer Accomplishments & Major Projects

### Operations

- Hiring process improvements
- 24/7 Operations Center Implementation
- New Computer terminals for Bus Operators
- Limited missed trips thanks to Overtime and other staff filling in

### Planning & Marketing

- New Rider Analytics Tool
- APC Retrofit completion
- Landmark Transit Facility (Temporary)
- Transit Recovery Marketing Program

### Human Resources

- Comprehensive EEO Program
- 52 New Hires in three (3) months



**We get it.  
We've changed too.**

Free Fares. New Network. New DASH.

**Now's the time to get reacquainted.**

DASH has invested in additional ways to keep you healthy and make your ride even safer and more comfortable. For us, it's been a year of self-improvement. We think you'll like what you see.

Learn more at [dashbus.com](https://dashbus.com)

**Re-DISCOVER  
YOUR RIDE**  
at [TransitVA.org](https://TransitVA.org)

**DRPT DASH**



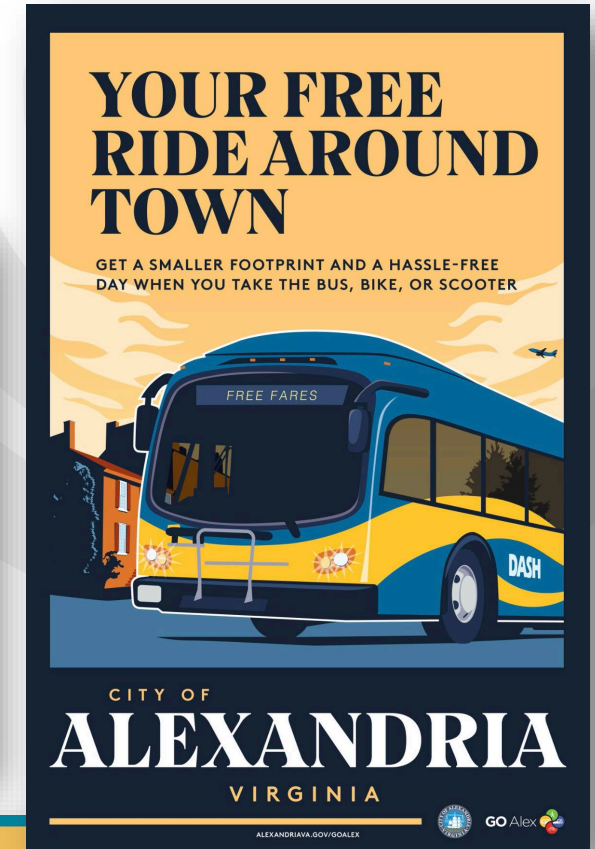
**Now's the time to get reacquainted.**

DASH has invested in safeguarding the health and wellbeing of our community while making your ride more convenient with frequent, FARE-FREE service. For us, it's been a year of self-improvement. We think you'll like what you see.

Learn more at [dashbus.com](https://dashbus.com)

**Re-DISCOVER  
YOUR RIDE**  
at [TransitVA.org](https://TransitVA.org)

**DRPT DASH**



**YOUR FREE  
RIDE AROUND  
TOWN**

GET A SMALLER FOOTPRINT AND A HASSLE-FREE DAY WHEN YOU TAKE THE BUS, BIKE, OR SCOOTER

**FREE FARES**

**CITY OF  
ALEXANDRIA  
VIRGINIA**

[ALEXANDRIAVA.GOV/GOALEX](https://ALEXANDRIAVA.GOV/GOALEX)

**GO Alex**

# GENERAL MANAGERS REPORTS

## DASH Summer Accomplishments & Major Projects

### Customer Service

- Significant improvements in customer commendations
- Bus Ride Assessments

### Maintenance

- State Bus Rodeo 2<sup>nd</sup> place
- New PM Schedule with 95% on-time performance
- ACPS, APD and AFD Bus Wash
- Electric bus safety leadership

### Safety

- Implemented TSA Security Program with 0 findings in first audit
- Implemented Event Reporting System (ERS) & efficiencies

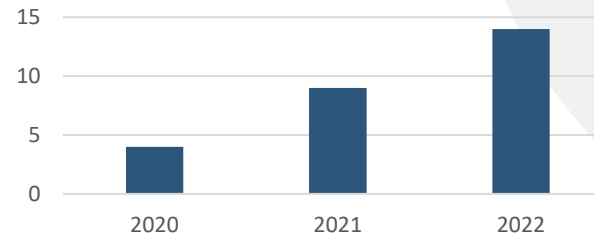
### Training

- Increased staffing, increased class capacities and training throughput

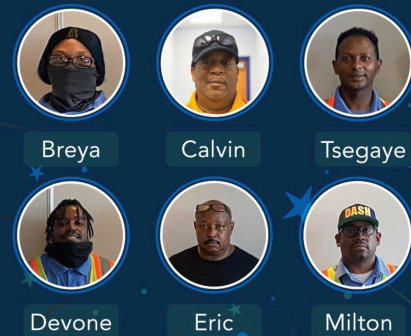
### Finance

- New 401k process & administration
- New MUNIS (City Accounting System) data pull strategy
- New standardized balance sheet reconciliations & month end process

Customer Commendations  
Trajectory



### Congrats To Our New Graduates!



ALEXANDRIA TRANSIT COMPANY  
**DASH**



DASH Bus @DASHBus · 9/3/22

¡Nosotros queremos saber de ti! Tómese unos minutos para completar nuestra encuesta de pasajeros para tener la oportunidad de ganar una tarjeta de regalo de \$100. #RideDASH22  
[Dashbus.com/survey-es](https://dashbus.com/survey-es)

**¡DASH quiere saber de ti!**

Tómese **diez minutos** para completar nuestra encuesta y podrá tener la oportunidad de ganar una tarjeta de regalo de \$100.



ALEXANDRIA TRANSIT COMPANY  
**DASH**



DASH Bus @DASHBus · 8/24/22

And that's a wrap! 🎬 @TransportLngCtr borrowed a few of our star maintenance workers and electric buses for an electric bus safety course they're creating.



Agenda Item: 4a, 4b, 4c, 4d

Board Packet Page: 9-13

Board Action: FYI

# GENERAL MANAGERS REPORTS

## **Low-No Emission Grant Application Outcome**

In August, the City received notice that it did not receive funding for the Beauregard and King Street Intersection Improvements project through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program from the United States Department of Transportation (DOT) or for the proposed DASH bus fleet improvements applied for through the Low and No Emissions and Bus and Bus Facilities grant program from the Federal Transit Administration (FTA).

A debrief with FTA staff is scheduled for September 28, where we anticipate hearing more about the factors in their decisions for funding.

The application submitted was intended to fund the conversion of ten (10) replacement buses and five (5) trolleys. In accordance with the bus replacement (state of good repair) program for DASH, these vehicles have met the end of their useful life and are now in need of replacement.

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# GENERAL MANAGERS REPORTS

## **Low-No Emission Grant Application Outcome**

In order to maintain state of good repair these buses will now be ordered as Clean Diesel's, however the trolley buses will be deferred until next year due to a shortage of available CIP funds. We are continuing to explore creative ways to obtain funding for these bus replacements, however we cannot afford to wait or defer these purchases. The DASH Board of Directors, DASH Staff, City Staff and City Council all are aligned in prioritizing "state of good repair", deferred maintenance causes a litany of problems that can affect service delivery, safety, quality and customer satisfaction.

It should be noted that even if DASH does not purchase an Electric (Zero Emission Buses) in this cycle, we are still on track for our 2035 goal to be fully electric. Our original plans accounted for this year to be diesel purchases and the efforts to secure Federal Funding were to advance that timeline even more rapidly.

This is a setback in our progress and one that should not be taken lightly, we know our community expects us to move away from vehicles with high carbon emissions and we are aligned with that goal.

The City and DASH will continue to work on improving the process for identifying projects and developing applications for grants related to funding from the Bipartisan Infrastructure Law in order to improve competitiveness for future applications.



# GENERAL MANAGERS REPORTS

## **Fall Board Retreat**

In 2017 the DASH Board of Directors engaged in a strategic retreat, aimed at helping to expand the understanding of the role of the Board, enhance collaboration and coordination, promote a productive and engaging working environment and to learn more about each individual Board Member.

Since then over half of the Board has changed members with many members serving for their first time on a Transit Board.

In FY 2023 we have sufficient funds allocated for Professional Development in the DASH budget to allow us to host a 1/2 Day Board Retreat should the members deem it desirable. The General Manager recommends working with Terrie Glass as she has worked extensively with the DASH Management Team and is familiar with the organization. Further, Terrie specializes in team building, strategic planning, leadership and effective decision making. She has been a featured presenter at numerous statewide transit conferences and worked with DASH to conduct the first ever aspiring leaders program.

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# GENERAL MANAGERS REPORTS

## **Fall Board Retreat**

A customized agenda would be developed; however, a general outline is provided below:

- Opening/Welcome and Introductions
- Board Member Team Building
- Communication Styles and Effective Ways to Communicate
- Roles of Transit Boards
- Being an Effective Board Member
- Strategic Planning
- Priorities and Visions
- Wrap-Up

Planning a retreat and ensuring that all parties can be present takes a significant amount of time and effort, if the Board wishes to proceed with a Retreat, it is requested that a discussion take place surrounding the format and content so that staff may work to schedule the event as soon as calendars permit.

The retreat can be held at the DASH facility and facilitated with a Zoom component should it be necessary and desired by the Board.

# FINANCE REPORTS AND UPDATES



**Edward Ryder**  
Director of Finance

# FIVE YEAR BUDGET OUTLOOK

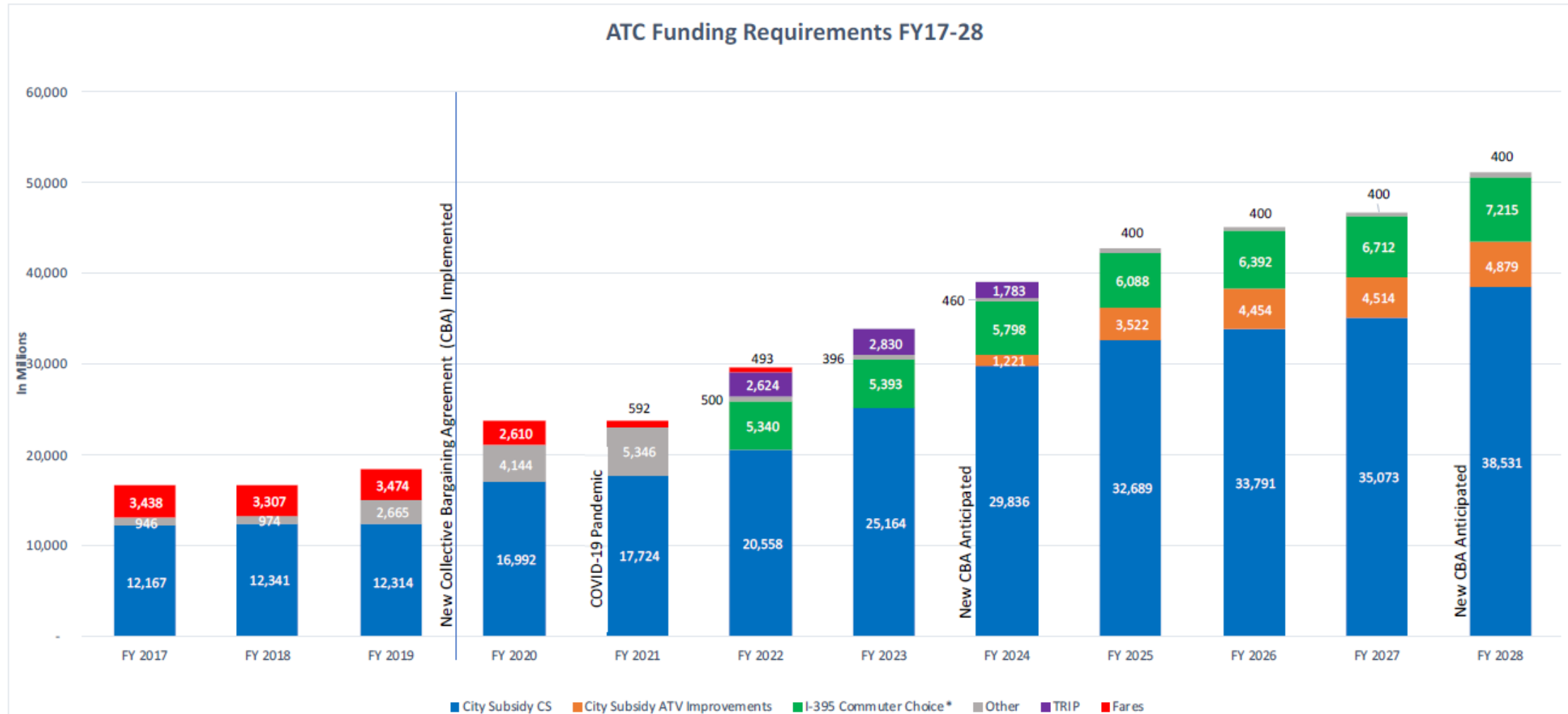
- **Key Assumptions:**

1. **Events in this timeline:**

1. FY20 – CBA Introduced
2. FY20/FY21 – Height of Coronavirus Pandemic
3. FY22 – New DASH Network Introduced
4. FY24 – CBA Negotiations
5. FY25 – TRIP Funding Ceases
6. FY28 – CBA Negotiations

2. **Fuel and Energy Costs** follow the Energy Information Administration (EIA) estimates for energy cost inflation while also adjusting for scheduled fleet replacement and expansion assumptions and the associated increase in electric buses.

# FIVE YEAR BUDGET OUTLOOK





# FY 2022 YEAR-END FINAL

FY2022 Year-End closed with at deficit of (\$154,171)

## Items of Significance:

- **I-395 Commuter Choice** grant reimbursements were larger than forecast due to increased fuel costs.
- **Fuel Costs** projections for the final months for FY2022 were conservative and anticipated \$5.00 per gallon of diesel. Decreasing fuel costs led to a more favorable than anticipated year-end figure.
- **Staff Efforts** to reduce discretionary expenses wherever possible greatly assisted in confronting the challenging fiscal year ATC faced in FY2022.

**ALEXANDRIA TRANSIT COMPANY**  
**Summary Income Statement for the Year Ended June 30, 2022**

# FY 2022 YEAR- END FINAL

	Actual	Budget	Variance
<b>REVENUES:</b>			
City Contribution - King Street Trolley	1,109,072	1,109,676	(604)
Passenger Revenue	493,179	561,996	(68,817)
102X Mark Center Charter	353,552	858,528	(504,976)
Other Charter Revenue	88,442	60,000	28,442
Advertising Revenue	14,033	180,000	(165,967)
Miscellaneous Revenue	43,956	54,996	(11,040)
<b>Total Operating Revenue</b>	<b>2,102,234</b>	<b>2,825,196</b>	<b>(722,962)</b>
Virginia TRIP Program	2,623,930		2,623,930
CARES/CRRSSA Transit Funds	2,624,007	2,892,276	(268,269)
City Contribution - Regular Subsidy	18,156,503	18,156,492	11
<b>Total Revenue</b>	<b>25,506,674</b>	<b>23,873,964</b>	<b>1,632,710</b>
<b>EXPENDITURES:</b>			
Operations	14,419,474	13,905,144	(514,330)
Maintenance	6,351,050	5,254,428	(1,096,622)
Administration	4,861,799	4,601,004	(260,795)
Capital Outlay	28,522	218,532	190,010
<b>Total Expenditures</b>	<b>25,660,845</b>	<b>23,979,108</b>	<b>(1,681,737)</b>
<b>GRANT ACTIVITY:</b>			
I-395 Commuter Choice Grants	4,518,681	3,105,000	(1,413,681)
State Grants	80,672	179,500	98,828
Local Match on State Grants	18,072	70,500	52,428
Grant Expenditures	(4,606,062)	(3,355,000)	1,251,062
<b>Total Grant Activity</b>	<b>11,363</b>	<b>-</b>	<b>(11,363)</b>
<b>Net Surplus (Deficit)</b>	<b>(142,808)</b>	<b>(105,144)</b>	<b>(37,664)</b>

# FY 2023 FINANCE REPORTS

July Year-to-Date Surplus of \$286,454; **Year End Projection Surplus of ~\$22,688**

## Items of Significance:

- **July's First Payroll** was accrued back to FY2022 as part of the year-end accounting process. This is consistent with prior fiscal years and is offset with the future accrual in June 2024 as part of the FY2023 year-end. This leads to a large surplus in July in most fiscal years.
- **Fuel Costs** will present an ongoing budget issue in FY2023. While fuel costs have come down, FY2023 used a per gallon cost for diesel fuel of **\$2.40**. Our most recent fuel cost per gallon was **\$3.72** (09/13/22).
- **Advertising Revenue** remains elusive and will need to be closely monitored in FY2023.

# FY 2023 PROJECTIONS

## ALEXANDRIA TRANSIT COMPANY Summary Income Statement for the Month Ended July 31, 2022

	Actual	Budget	Variance	FY2022 Projected	FY2022 Annual Budget	Variance
<b>REVENUES:</b>						
City Contribution - King Street Trolley	90,417	90,417	-	1,085,004	1,085,000	4
Passenger Revenue	8,591	-	8,591	8,591	-	8,591
Other Charter Revenue	7,317	-	7,317	7,317	-	7,317
Advertising Revenue	-	28,033	(28,033)	336,400	336,400	-
Miscellaneous Revenue	1,412	5,000	(3,588)	60,412	60,000	412
<b>Total Operating Revenue</b>	<b>107,737</b>	<b>123,450</b>	<b>(15,713)</b>	<b>1,497,724</b>	<b>1,481,400</b>	<b>16,324</b>
Virginia TRIP Program				2,829,644	2,829,644	
City Contribution - Regular Subsidy	2,006,622	2,006,622	-	24,079,464	24,079,459	5
<b>Total Revenue</b>	<b>2,114,359</b>	<b>2,130,072</b>	<b>(15,713)</b>	<b>28,406,832</b>	<b>28,390,503</b>	<b>16,329</b>
<b>EXPENDITURES:</b>						
Operations	1,076,937	1,346,483	269,546	16,100,122	16,157,878	57,756
Maintenance	423,912	520,205	96,293	6,347,087	6,242,454	(104,633)
Administration	327,056	482,654	155,598	5,746,935	5,791,788	44,853
Capital Outlay	-	15,833	15,833	190,000	190,000	-
<b>Total Expenditures</b>	<b>1,827,905</b>	<b>2,365,175</b>	<b>537,270</b>	<b>28,384,143</b>	<b>28,382,120</b>	<b>(2,023)</b>
<b>Net Surplus (Deficit)</b>	<b>286,454</b>	<b>(235,103)</b>	<b>521,557</b>	<b>22,688</b>	<b>8,383</b>	<b>14,305</b>

This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

# PLANNING DEPARTMENT REPORTS AND UPDATES



**Martin Barna**  
Director of Planning & Marketing



# KPI DASHBOARD PREVIEW

- New Key Performance Indicator (KPI) Dashboards are being finalized.
- Monthly dashboards will be included in Board Packet, available on new DASH website, and shown on TV monitors throughout DASH facility.
- KPI Dashboards – (1) Ridership, (2) Reliability, (3) Safety, (4) Customer Service, (5) HR & Recruitment, and (6) Finance

# KPI DASHBOARD

PREVIEW

## DASH Systemwide Ridership

12.8k

Avg. Weekday Boardings

▲ 97% vs. Last Year

9.0k

Avg. Saturday Boardings

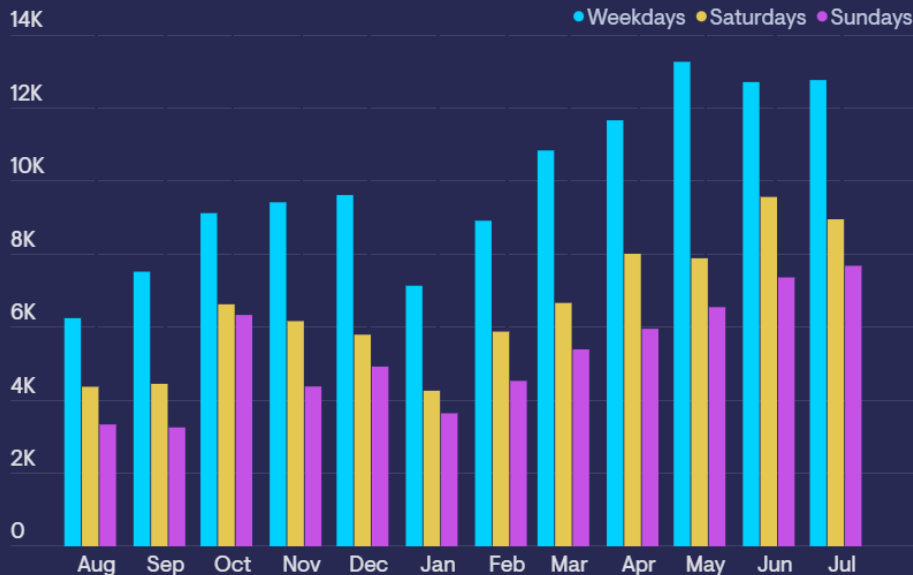
▲ 101% vs. Last Year

7.7k

Avg. Sunday Boardings

▲ 207% vs. Last Year

## Average Daily Boardings by Day (FY 2022)



## King Street Trolley Ridership by Month (Last 12 Months)



## Monthly Ridership by Route

Line 30	65K
Line 31	45.3K
Line 32	11.6K
Line 33	13K
Line 34	3,985
Line 35	120.6K
Line 36A-B	32.4K
Line 102	4,296
Line 103	4,595
Line 104	2,581

42.9k

Trolley Boardings

▲ 44% vs. Last Year

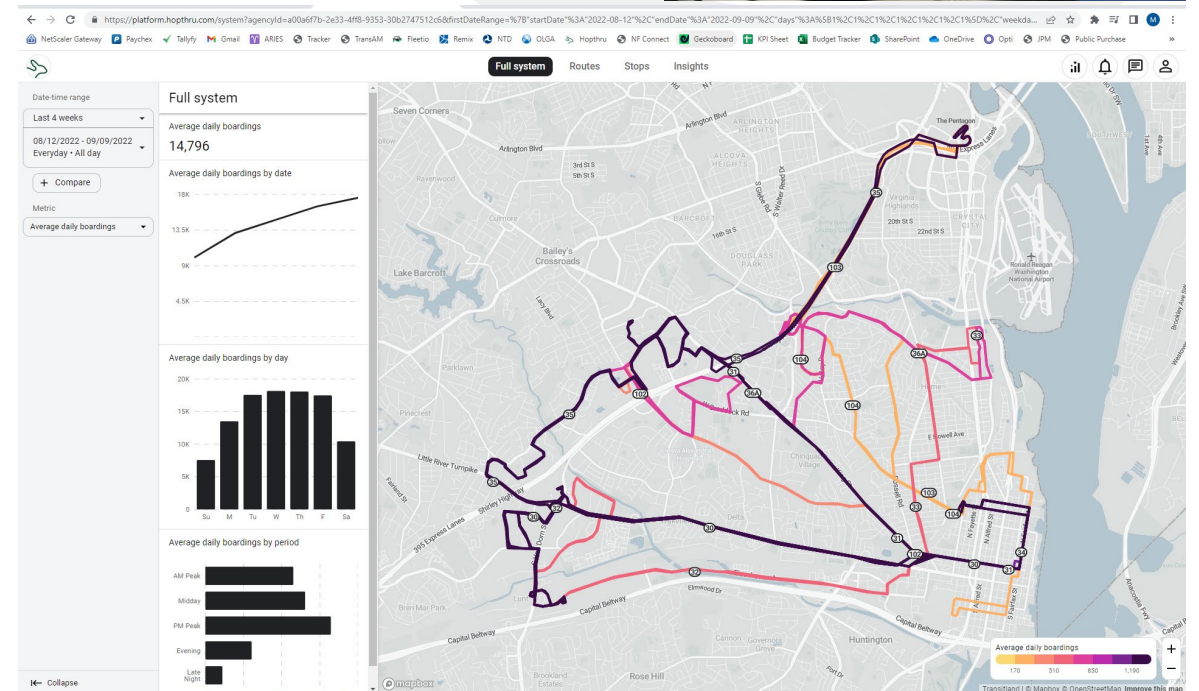
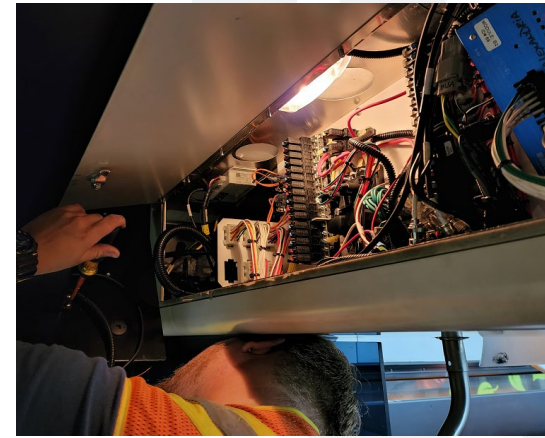


RIDERSHIP - July 2022

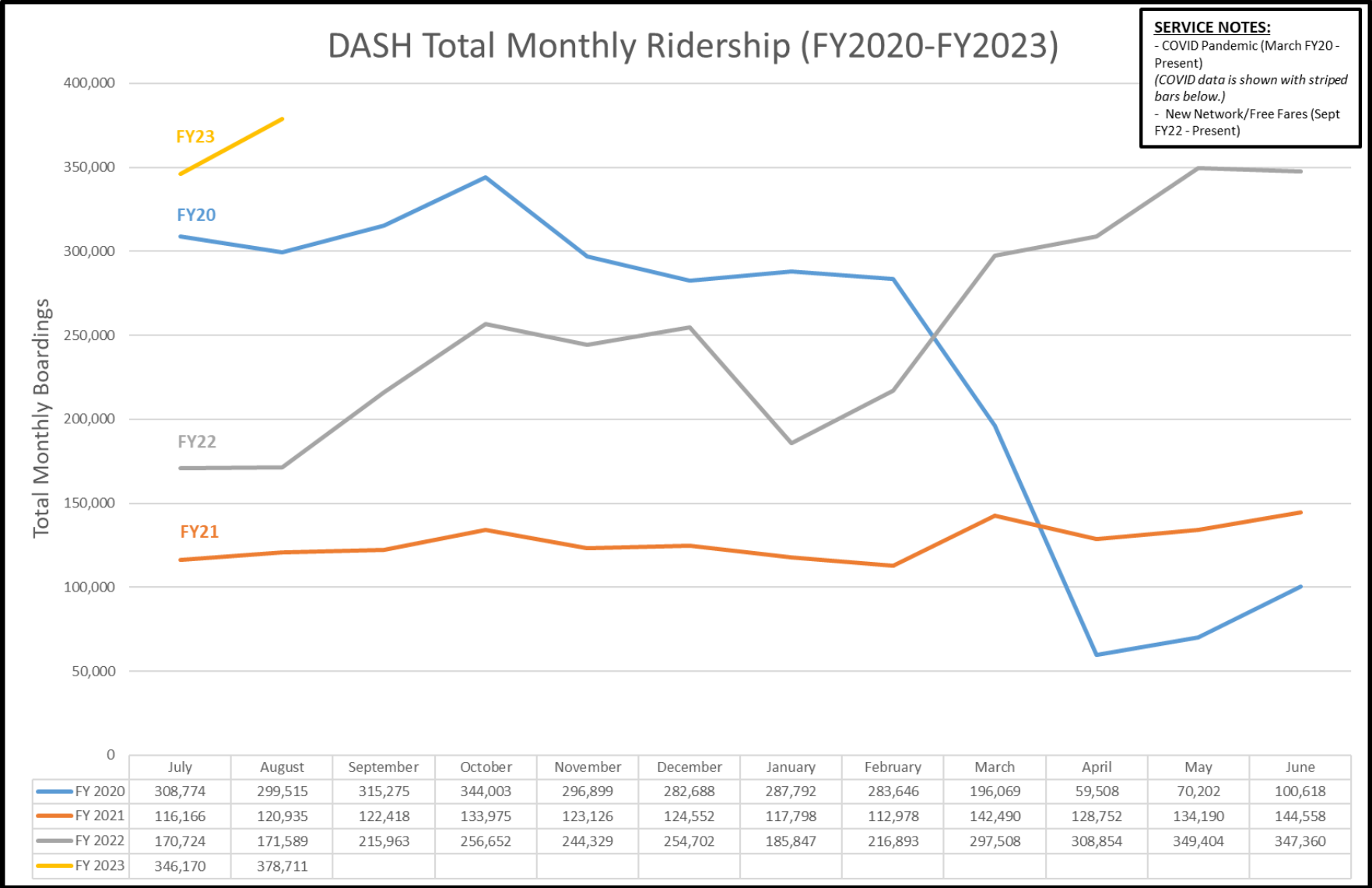
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# RIDERSHIP UPDATES

- Automated Passenger Counter (APC) Install Project Completed.
- New “Hopthru” Ridership Data Analytics Platform Launched (Internal)
- Strong ridership trends continued throughout the summer months...

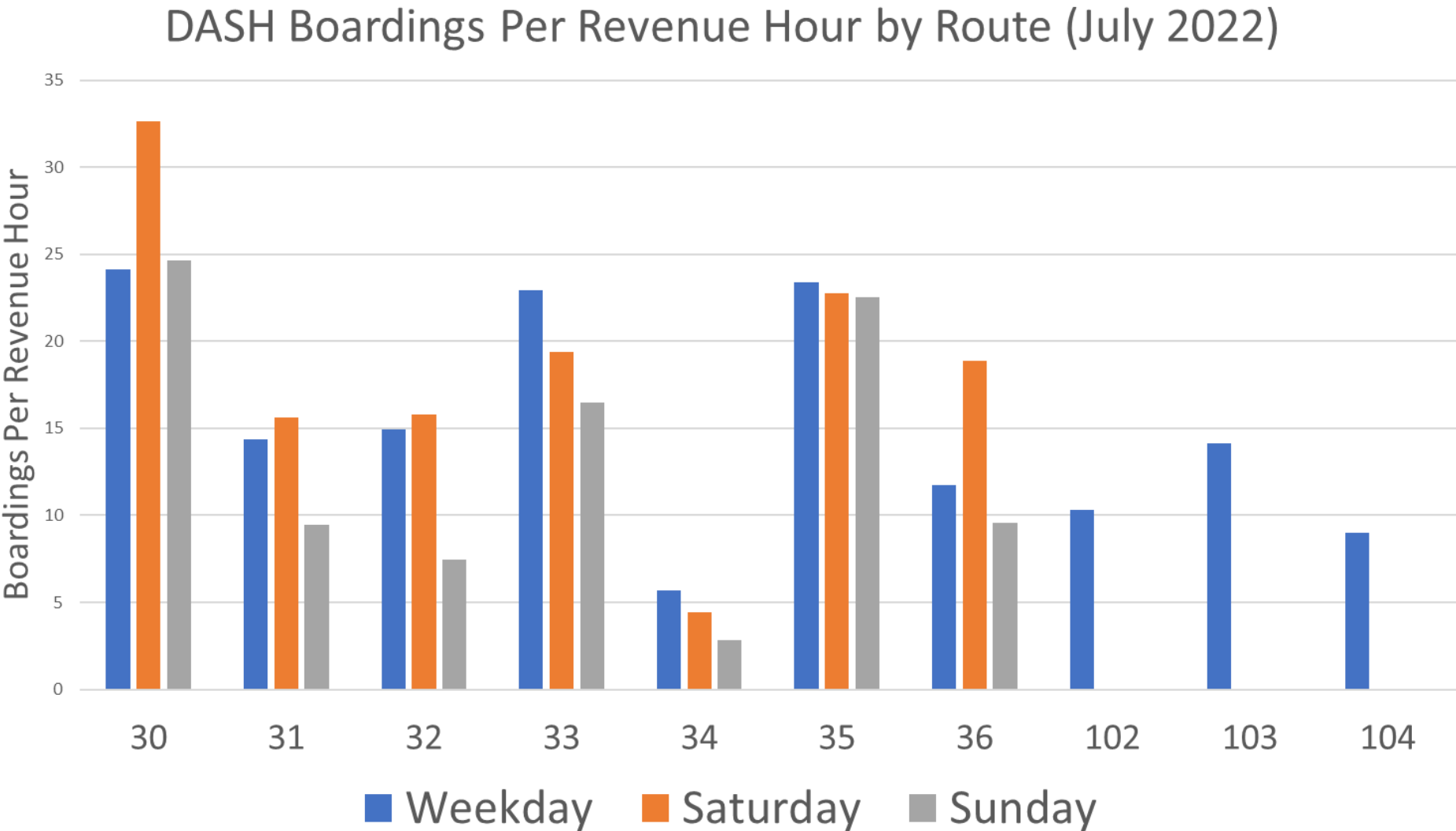


# RIDERSHIP UPDATES





# RIDERSHIP UPDATES



# WRAP-UP & CONSIDERATION OF ADJOURNMENT

Next ATC Board of Directors Meeting:  
**October 12, 2022 @ 5:30pm**

**THE BOARD  
MEETING HAS  
CONCLUDED**

**NEXT MEETING**

**OCTOBER 12,  
2022  
5:30PM**

