



Alexandria Transit Company Board of Directors Meeting



January 13, 2021 @ 5:30pm
Meeting Held Electronically during COVID-19 State of Emergency
Livestream on ZOOM and Facebook Live

ITEM	DESCRIPTION	PAGE #	PRESENTER
#1	Call to Order, Welcome and Public Comment	N/A	Mr. Kaplan
#2	Consideration of Approval Meeting Minutes a) ATC Board of Directors Meeting – December 9, 2020	2-7	All
#3	Board Member Announcements, Reports & Business Items a) Chairman of the Board b) T&ES Report c) Others	8	Mr. Kaplan Ms. Orr All
#4	General Manager's Reports a) COVID-19 Operational Status Briefing b) VTA Awards c) City Staff Free Rides Program d) Employee COVID-19 Vaccine Survey Results e) Driver Barriers Update & Projected Fares f) Electric Bus Program Update g) Stockholders Meeting	9-19	Mr. Baker Mr. Mui
#5	Financial Reports & Action Items (as needed) a) Financial Report b) Balance Sheet c) Summary Income Statement d) Budget vs. Actual	20-24	Mr. Davis
#6	Planning Reports & Action Items (as needed) a) Service Planning Decision Framework b) Memorandum: DRPT Grant Applications c) DRPT Grant Application RESOLUTION #1 d) DRPT Grant Application RESOLUTION #2 e) DRPT Grant Application RESOLUTION #3	25-31	Mr. Barna
#7	Next Meeting Date & Adjournment The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, February 10, 2021	32	All

ATC Board Agenda Detail

Item #: 2
Item Title: Meeting Minutes
Contact: Beth Reveles, Secretary to the Board
Board Action: Consideration of Approval



Alexandria Transit Company (ATC)

BOARD OF DIRECTORS MEETING MINUTES December 9, 2020

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, November 11, 2020 on Zoom due to the Covid-19 outbreak. The meeting was held pursuant to Virginia Code Section 2.2-3708.2(A)(3), the Continuity of Government ordinance adopted by the City Council on June 20, 2020 or Sections 4-0.00(g) in HB29 and HB30 to undertake essential business. All the members of the Board and staff participated from remote locations through the Zoom meeting. A recording of the meeting was made and is available upon request.

Board members present: David Kaplan, Ajashu Thomas, Matt Harris, Ian Greaves, Jim Kapsis, Steve Klejst, Jeffrey Bennett, Lawrence Chambers, Hillary Orr, and Linda Bailey.

Staff members and visitors attending: Josh Baker, Raymond Mui, Martin Barna, Evan Davis, Joseph Quansah, Whitney Code, Kaitlyn Beisel, Beth Reveles, Stephanie Salzone, John Lanocha, and Swinda Carcamo.

Other attendees: Dalin Gray, Jim Maslanka, Bob Gronenberg, Alicia Wright, Brian Robey, Jim Durham, Jeremy Grandstaff, Donna Taylor, Oscar Gonzalez, and Elizabeth Kelley.

Board Meeting Agenda Item #1

#1a – GM Briefing re: Board and Commission Guidelines for Virtual Meetings

The Chairman welcomed everyone and called the meeting to order. He stated that public comment would begin shortly, and if no one had requested in advance to make public comment but would like to do so now, to please indicate their interest via the Zoom “chat” function.

The Chairman read aloud the City of Alexandria’s public notice language for virtual board meetings.

The GM explained that DASH had received guidance from the City of Alexandria Attorney’s Office ensuring that all boards and commissions were following city and state requirements regarding electronic meetings. He then reviewed the Board and Commission guidelines for virtual meetings which was shared with the Board in advance of the meeting.

#1b – Public Comment

The Chairman asked if anyone had made a request for public comment. Whitney Code, Marketing and Communications Manager, responded that no one had requested in advance but that a participant did indicate via “chat” that he would like to make a public comment.

Jeremy Grandstaff was recognized by the Chairman to make public comment. Mr. Grandstaff began by commending the Board and stated that they and DASH were doing a fantastic job in responding to COVID-19. As a public transit user and a blind person who depends on public transit to get around the City, he asked that the Board try to eliminate cutting service on the main routes, especially those feeding into Metro and the subway system. He lives on Duke Street in the West End and feels that more buses operating in the Van Dorn corridor would be very much appreciated in that neighborhood. He would like to ensure that buses connect with the bike

share stations which plan to be installed and which City Council approved in October or November. He stated that he would be looking for more ways to get involved, and the Board should let volunteers know how they can help. He stated that he would leave his contact information in the "chat" and would look forward to discussing further.

The Chairman thanked Mr. Grandstaff for his comments and informed him that there is a Commuter Choice Grant application that would support some enhanced service for the AT1+ which serves much of the West End. Service from Van Dorn would be extended to the Pentagon if the grant is approved.

There were no other speakers, so the Chairman closed public comment.

Agenda Item #2 – Consideration of Approval of Meeting Minutes

#2a – ATC Board of Directors Meeting – November 11, 2020

The Chairman called for a motion to approve the November minutes and asked if there were any corrections or revisions. A motion was made by Matt Harris and seconded by Jeff Bennett to approve the minutes. There was no further discussion, and the motion carried unanimously.

Agenda Item #3 – Board Member Announcements, Reports & Business Items

#3a – Chairman's Report

The Chairman stated that he did not have a specific report but wanted to bring to the Board's attention that according to their by-laws the annual stockholders meeting with City Council takes place in February. During this meeting Board appointments are made; all members serve one-year terms which are renewable. After the holidays, members will be polled to determine if they want to continue to serve. Also, during this meeting it is expected that the City Manager will announce a replacement for Lisa Henty.

The other item mentioned by the Chairman was the news pertaining to WMATA's financial challenges. The proposed WMATA budget is dire and will have consequences never seen in this region regarding transit. There are ways to avoid this in terms of the federal government; the Board should be forward thinking and be prepared to send a letter to congressional leadership advocating for the transit community.

#3b – T&ES Report

Hillary Orr provided a review of her written report which was shared with the Board in advance of the meeting.

#3c – Others

Larry Chambers reported that at last month's Transportation Commission meeting it was announced that a public hearing would take place on December 16 regarding the 2020 Long-Range plan. During the meeting there was discussion regarding the possibility of a 10 percent cut in DASH service and its consequences. The commission expressed deep concern and he believed at next month's meeting there would be a discussion involving sending a letter to the City Manager expressing ways in which to support DASH should deeper cuts become necessary.

Agenda Item #4 – General Manager's Report

#4a – COVID-19 Operational Status Briefing

The GM reviewed his report which was shared with the Board in advance of the meeting.

#4b – Fare Reimplementation & Review of Customer Survey Results

The GM stated he had distributed a memorandum regarding his recommendation that fare collection be deferred to the Board the previous day and hoped they had a chance to read it. He explained that his recommendation was informed by DASH staff and public health officials. He reminded the Board that this evening's meeting was intended to be a decision point on whether to reinstitute fare collection and resume use of the front door for

boarding passengers, which was expected to begin in January. He acknowledged that WMATA Metro bus and rail anticipate reinstating fare collection on or around January 3.

He continued by highlighting one of the key points as it relates to the Board action on whether to resume fare collection: the resumption of fare collection is largely determined by the installation of driver barrier doors. DASH has received less than a dozen barriers for a fleet of 100 buses. He explained that from a logistical standpoint the Board needs to understand that the buses will not have the barriers installed in the near term.

The GM reviewed the customer fare reimplementation survey results. He explained that bus operators and supervisors collected in-person customer responses to questions regarding their position on fare collection and the trade-off of possible reduction in service. A total of 222 responses were collected from DASH riders at bus stops.

The survey included three questions. The first question asked *how would your DASH usage change if we began collecting fares again?* Seventy-three percent of respondents stated that they would continue to ride at the current rate. It was concluded that many transit dependent riders will have to continue to use DASH service regardless of fare collection. The second question asked *if DASH had to reduce service on **some routes** to continue to allow all passengers to ride for free, would you support that decision?* Most respondents answered yes, they would support that decision. The third and most significant question asked *if DASH had to reduce service on **your route** to allow all passengers to continue to ride for free, would you support that decision?* A little over half of the respondents answered yes.

The GM explained that the survey results were not the deciding factor for his recommendation to defer the reimplementation of fares but was ultimately based on health and exposure concerns. His formal recommendation to the Board was to defer fare collection until March and that the Board consider action during the February meeting. He asked that if the Board decides to resume fare collection at this evening's meeting to allow staff to determine the date for when that would begin; the main reason being the lack of driver barriers and when they would be installed.

He continued by outlining the factors for his recommendation as the following:

- Reinstatement of fare collection and front door boarding conflicts with public health officials' recommendations; more social distancing is now recommended, not less.
- With COVID-19 cases at an all-time high, collecting fares further encourages interactions between passengers and bus operators.
- Any increased bus operator exposure to COVID-19 and subsequent absences could adversely affect DASH's ability to maintain reliable service levels.
- Driver barriers are arriving at a slower pace than anticipated, unable to guarantee installations will be completed in January.
- Farebox revenue losses resulting from this deferral are estimated not to exceed \$280,000.
- Such revenue losses can be accounted for using more of the remaining CARES Act Funding in FY 2021 and accounting for additional cuts in FY 2022 absent of a second relief package.
- Vaccine development has exceeded expectations. It is now anticipated that DASH staff will have access to the vaccine by March/April 2021.
- Advisory Committee on Immunization Practices (ACIP) has classified Transit Workers as PHASE 1B – "Essential Workers".
- PHASE 1A consists of healthcare workers and high-risk individuals in group living facilities, anticipated to begin later this month.
- PHASE 1B consists of all essential workers inclusive of transit employees, anticipated within the next 2-3 months or earlier.
- Favorable progress continues between Democrats and Republicans on a forthcoming bi-partisan relief package. If the bill passes in its current form, this would provide an immediate influx of additional financial support to the City and to DASH.
- Labor Union leadership expressing strong support in favor of this recommendation, Union shares our concerns for the safety of bus operators.
- Although not completely in alignment with all regional providers, it is clear that not everyone is restoring fare collection in January. WMATA cannot defer any further, and while DASH typically follows WMATA it is not a requirement to do so.

- In-person DASH Rider Survey results show that more than half of all respondents would prefer to see longer term service cuts (*if necessary*) to maintain fare free service in the short term.

Ian Greaves asked for the timeline for the installation of the driver barriers once DASH receives them. The GM answered that due to the many uncertainties involved that he is concerned about placing a timeline on the installation. The doors are big and hefty, made of metal and plexiglass with numerous bolts, rivets, and stanchions that need to be assembled to put them in place. Another challenge is that DASH has a mixed fleet with older and newer buses; the older buses will need to be retrofitted to accommodate the barrier doors.

Larry Chambers agreed with the GM that if DASH does not have the barriers by January, then the plan to defer the reimplementation of fare collection is the only way forward. He then asked what DASH's challenges have been regarding the delivery of the barriers. The Assistant GM of Operations & Maintenance, Raymond Mui, explained that the supply challenge is largely because the barrier manufacturer that DASH contracted is considered a top tier manufacturer, and their barriers are currently in high demand. The GM explained that it was important to DASH to select barriers that would be long-term, durable, and last for the life of the bus.

Linda Bailey felt that due to economic hardship incurred by many individuals during the pandemic that it would be good to continue to not collect fares. She felt it good from not only a health perspective but also in creating goodwill among the riders.

The Chairman asked the Board if it made sense to reimplement fare collection as soon as the barriers are installed.

Ian Greaves agreed with Linda Bailey and felt she made a strong point regarding creating goodwill. He mentioned that based on the customer survey results indicating that most individuals would continue riding DASH if fare collection was reimplemented highlighted the fact that riders have no other options and are forced to use public transit. He felt it paramount that we maintain safe conditions for riders.

Steve Klejst asked the GM that if DASH had the barriers installed today would his recommendation change from the proposal he just shared with the group. The GM responded that his recommendation would not change because the barriers is just one of multiple factors. Mr. Klejst stated that not much has changed since March when fare collection was suspended. He felt it might be a good decision to continue the non-collection of fares until the end of January or February.

Jim Kapsis asked if they needed a motion to vote on a decision regarding the resumption of fare collection. The GM stated that if the Board takes no action tonight, DASH will remain status quo: fares would continue to not be collected. **Mr. Kapsis recommended that the decision on fare reimplementation be added to the agenda for next month along with updates on the delivery and installation of the driver barriers, and updates on the status of fare collection for regional transit agencies.**

Ian Greaves asked that an estimated dollar amount be provided to the Board during next month's meeting regarding the reimplementation of fare collection. **The GM replied that he would present projected fares based on current ridership and projected fares adjusted from the feedback regarding the customer survey question on how riders' DASH usage would change if fare collection were reinstated.**

#4c – DASH Other Updates

The GM reviewed his report which was shared with the Board in advance of the meeting.

Agenda Item #5 – Financial Reports & Action Items (as needed)

#5a – Financial Report

The Director of Finance & Administration, Evan Davis, provided a brief review of his report which was shared with the Board in advance of the meeting. He advised the Board that much of his report had remained unchanged from the previous month's report.

#5b – Balance Sheet

Mr. Davis reviewed this portion of the report which was shared with the Board in advance of the meeting.

#5c – Summary Income Statement

Mr. Davis reviewed this portion of the report which was shared with the Board in advance of the meeting.

#5d – Budget vs. Actual

Mr. Davis reviewed this portion of the report which was shared with the Board in advance of the meeting.

Agenda Item #6 – Planning Reports & Action Items (as needed)

#6a – DASH Service Planning Decision—Making Criteria & Budget Development, Route Structure, and Major Decisions Timeline

Director of Planning & Scheduling, Martin Barna, reviewed his report which was shared with the Board in advance of the meeting.

#6b – ATV Review

Mr. Barna provided an update on the Alexandria Transit Vision plan (ATV) which was shared with the Board in advance of the meeting. He reminded the Board that the development of the ATV plan in 2018 was because bus ridership was declining and was losing relevance as other modes of transportation was becoming available. It is expected that the population and number of jobs in the City of Alexandria will increase between 15 to 20 percent in the next ten years. The growth is expected in both currently dense areas as well as those that are not. In the history of DASH, a wholistic approach to assessing the network had not been done until the development of the ATV plan.

Mr. Barna provided a brief glimpse of the new ATV Network, which will take effect on June 27, 2021. He explained that the name and route numbers will be changed. The new name will be "New DASH Network"; the routes will be known as lines; the core network will consist of lines 30—36 and the weekday-only service lines will consist of lines 102/102X, 103, and 104.

The Chairman asked when the network changes would be communicated with the public. Mr. Barna explained that the public would begin seeing the new route numbers in March. There will be a large outreach program in March and April and especially the two weeks prior to the June 27th launch.

#6c –I395 Commuter Choice Program

Mr. Barna reviewed the I395 Commuter Choice Grant Program which was share with the Board in advance of the meeting.

#6d –Memorandum: I395 Commuter Choice Program

Mr. Barna reviewed the memorandum to the Board regarding the I395 Commuter Choice Grant Program projects which was shared with the Board in advance of the meeting.

#6e –I395 Commuter Choice RESOLUTION #1

#6f –I395 Commuter Choice RESOLUTION #2

The two resolutions were voted as a block. A motion was offered by Linda Bailey and seconded by Ian Greaves to approve the two resolutions. A vote was called, and the motion was approved unanimously.

Agenda Item #7 – Next Meeting Date & Adjournment

A final motion to adjourn the meeting was made by Ian Greaves and seconded by Steve Klejst. A vote was called, and the motion was approved unanimously.

The next regular meeting of the Alexandria Transit Company Board of Directors will be held January 13, 2021, at 5:30pm via Zoom/Facebook Live.

Minutes respectfully submitted by:
Beth Reveles
Secretary to the Board
Alexandria Transit Company

ATC Board Agenda Detail

Item #: 3b
Item Title: T&ES Report
Contact: Hillary Orr, Deputy Director, Transportation
Board Action: FYI, Discussion

**ATC Board Update - January 13, 2021****WMATA Budget**

The General Manager's proposed budget was presented at the Finance Committee of the WMATA board on Thursday, December 4, 2020. Since that budget was released, the U/S. Congress passed a Covid-19 relief bill that does include \$14 billion to fund mass transportation throughout the nation. WMATA is studying this impact of this bill to determine how much it will receive and the impact on its budget.

DRPT & I-395 Funding Applications

Council is considering the DRPT and I-395 funding applications at their January 12 meeting. Staff will provide an oral update on these approvals during the meeting.

ATC Board Agenda Detail

Item #: 4a
Item Title: COVID-19 Operational Status Briefing
Contact: Josh Baker, General Manager
Board Action: FYI



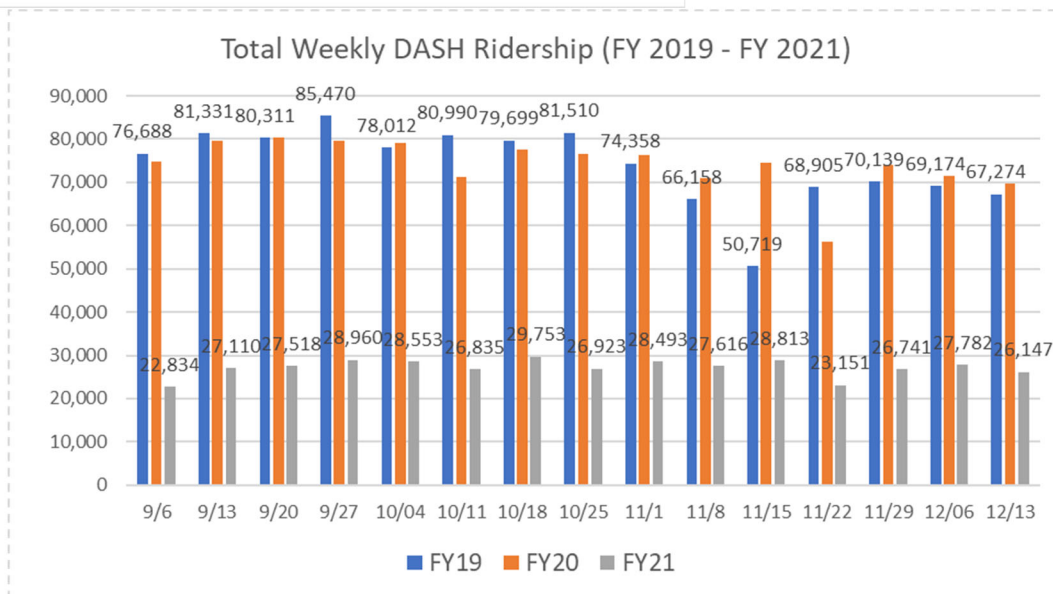
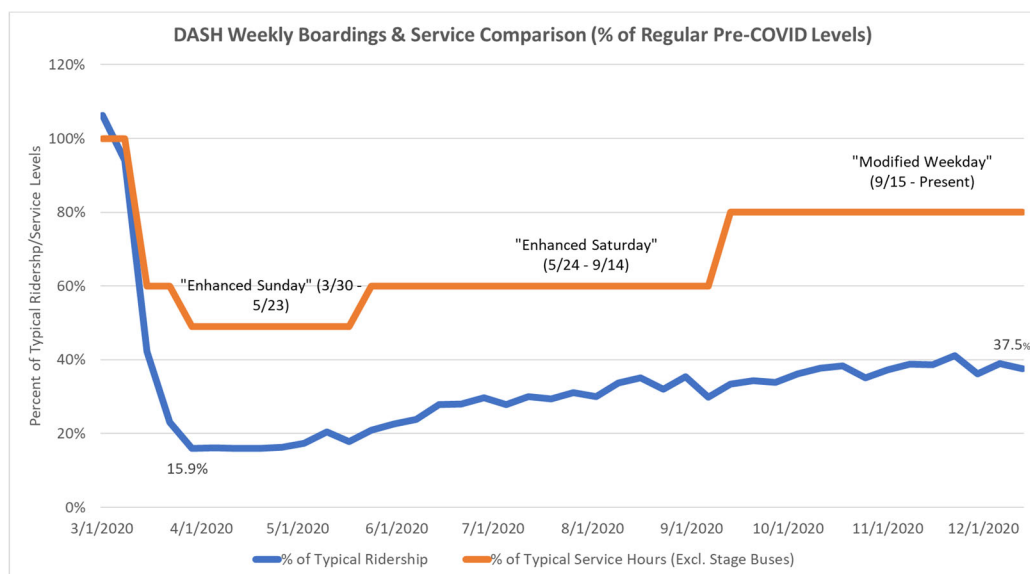
COVID-19 Operational Status Briefing and Updates

Beginning 12/29 through present DASH confirmed eight (8) new employee positive cases of COVID-19. Five (5) in our operations department, one (1) in administration, and two (2) in maintenance. Up until now, DASH had zero direct workplace exposures. However, with this new wave one has now been identified.

Only first generation (direct) exposures require quarantine however to prevent a potential spread at DASH, our team worked proactively to quarantine a second-generation exposure out of an abundance of caution. At the time of this report, we are awaiting five more test results due to contact tracing procedures. This is the first time throughout the pandemic DASH has reached the threshold requiring data reporting to the Virginia Department of Labor. This is only a data reporting requirement.

We continue to actively monitor potential exposures and have remained very low in cumulative cases throughout the pandemic.

A current ridership snapshot is provided below:



ATC Board Agenda Detail

Item #: 4b
Item Title: VTA Awards
Contact: Josh Baker, General Manager
Board Action: FYI



The Alexandria Transit Company has been awarded the Virginia Transit Association (VTA) 2020 Outstanding Community Program Award while DASH's Senior Planner/Scheduler Tristan Cunningham has also been selected as VTA's 2020 Transit Employee Unsung Hero.

The VTA Outstanding Community Program Award is a recognition of exceptional or innovative projects that improve transit services, networks or systems. Winning agencies play a decisive role in the projects, and those projects produce tangible results that significantly impact communities and riders.

During the summer of 2019, DASH increased its fleet size by more than 60%, and its overall staffing levels by more than 65% to operate the Blue Line Shuttle during the Washington Metropolitan Area Transit Authority's (WMATA) Platform Improvement Project. This unprecedented and ambitious investment in the region's public transit infrastructure was met with creativity and dedication to the community. DASH created and implemented shuttle strategies and schedules while leveraging industry leading innovative methods and ultimately expanded its fleet and operations team to move hundreds of thousands of commuters displaced by the closures. Over the 108-day project, the Blue Line Shuttle transported over 485,000 riders within and connecting to the Alexandria community.

DASH Senior Planner/Scheduler Tristan Cunningham is the recipient of VTA's 2020 Transit Employee Unsung Hero Award. This award is in recognition of his service and commitment to providing the highest quality of transit service in Alexandria. This award demonstrates how Tristan has distinguished himself through exemplary dedication and professionalism. Tristan leads by example through his outstanding teamwork, dependability and adaptability.



ATC Board Agenda Detail

Item #: 4c
Item Title: City Staff Free Rides Program
Contact: Josh Baker, General Manager
Board Action: FYI/Discussion

City Manager Mark Jinks has agreed to making DASH free for City employees starting in FY22. City and DASH staff have been in discussion surrounding the terms of implementation, methodology for identification acceptance on buses, and fiscal impacts to the DASH budget.

Currently, (the City) is spending staff time providing DASH passes to employees and the passes which are being purchased from DASH by the City is a wash since the City funds DASH (same arrangement as Capital Bikeshare).

Budget impact is outlined below, which is considered minimal. Ultimately adjustments would be accounted for in the DASH subsidy instead of them being purchased and reflected as revenues. An added benefit to this system is an overall reduction in (City staff) time managing the benefit. This would also become a benefit included in the FY22 City Employee Compensation packet.

Evan Davis, Director of Finance has evaluated the impacts of this change and a few key points are highlighted below.

DASH Passes Currently Sold to Departments for Employee Use

- An average of 132 DASH Passes are sold monthly via HR and T&ES that are mostly going to City employees, although a few are being sold to the public via the Treasury Dept.
- DASH Pass Revenue -> \$5,940 monthly / \$71,280 annually (\$45 per pass). This would be the effect on revenue resulting from DASH no longer selling these passes. As the City is subsidizing DASH already, this this would be adjusted for accordingly.

DASH staff support this change and would account for City riders in the same manner as is currently done for TMA (DASH) employees who also ride free of charge. This program would not be handled through SmarTrip due to the costs associated and the logistics involved.

ATC Board Agenda Detail

Item #: 4d
Item Title: Employee COVID-19 Vaccine Survey Results
Contact: Josh Baker, General Manager
Board Action: FYI



As the DASH leadership team prepares for the forthcoming vaccine distribution to our workforce, it has become increasingly evident there are concerns about the vaccine, its effectiveness and safety. Hearing these concerns we worked preemptively to issue a confidential employee survey to gain a more comprehensive understanding of the workforces perspectives. The results of the survey are below, and they largely confirmed what we were suspecting.

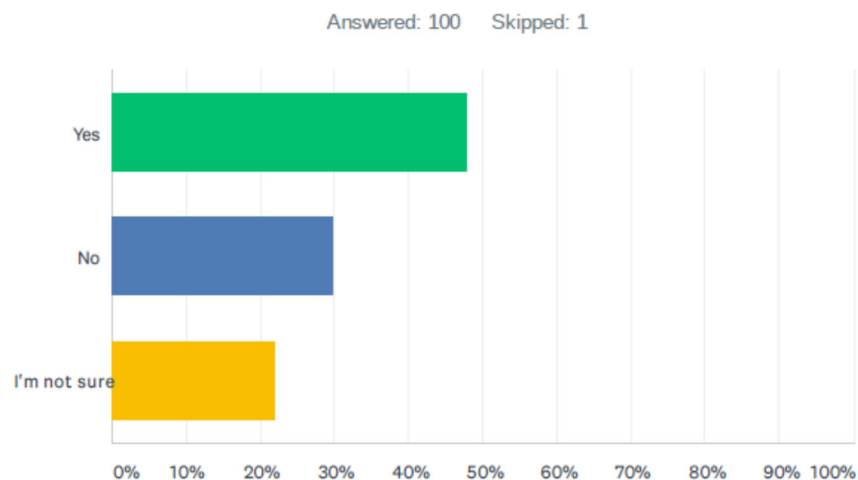
Generally, the DASH workforce has a lot of concerns about the vaccine and is apprehensive to take it this early in the dissemination process. More than half of the total respondents indicated confusion or uncertainty about how the vaccine works and consequently have indicated they are either unwilling or unsure if they will take it.

A recommendation by us as their employer would make a slight impact increasing the number of respondents indicating they would take the vaccine. Individual open ended questions showed the majority of respondents being concerned about side effects and wanting to "wait" to see how it goes with others.

In response to these results, DASH is executing a comprehensive proactive, widespread and multi-media education campaign for the workforce, ranging from video testimonials of those who take it early (staff including management setting the example taking it as available) and newsletter, flyer and electronic bulletin board postings. It is our hope that through more information and in-house, direct, familiar faces showing their willingness to take the vaccine that others will feel more comfortable and choose to do the same.

The results of this survey are shown on the following pages for your information.

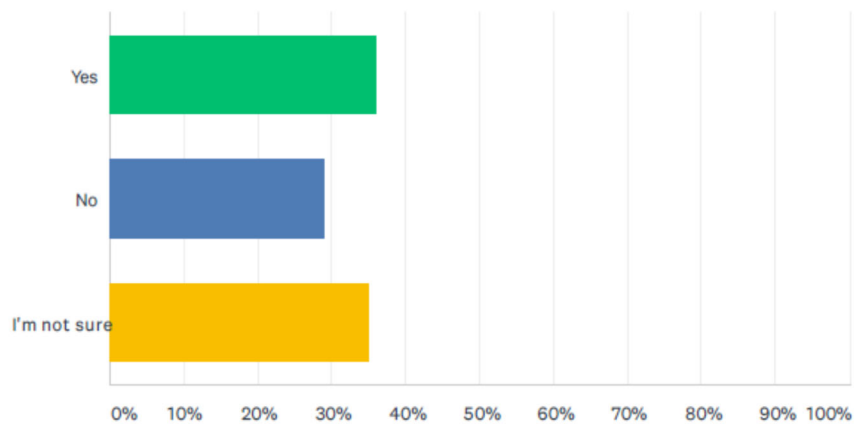
Q1 Are you familiar with how the COVID-19 vaccine works?



ANSWER CHOICES	RESPONSES
Yes	48.00% 48
No	30.00% 30
I'm not sure	22.00% 22
TOTAL	100

Q2 Would you be willing to take the FDA approved COVID-19 vaccine if it's generally available at local pharmacies?

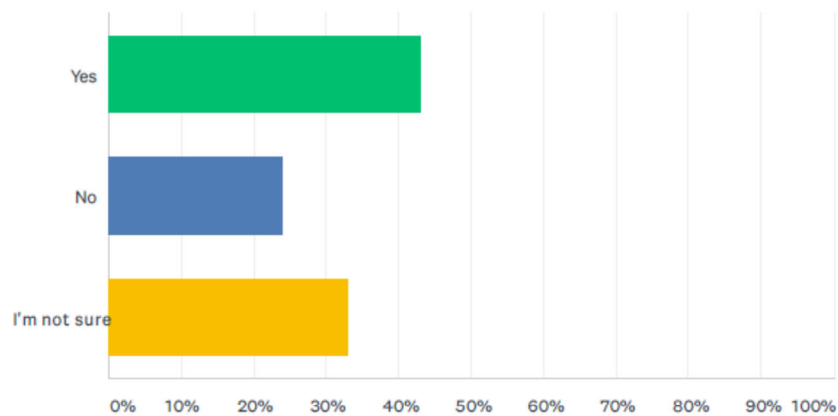
Answered: 100 Skipped: 1



ANSWER CHOICES	RESPONSES
Yes	36.00% 36
No	29.00% 29
I'm not sure	35.00% 35
TOTAL	100

Q3 Would you be willing to take the FDA approved COVID-19 vaccine if it's recommended by your employer?

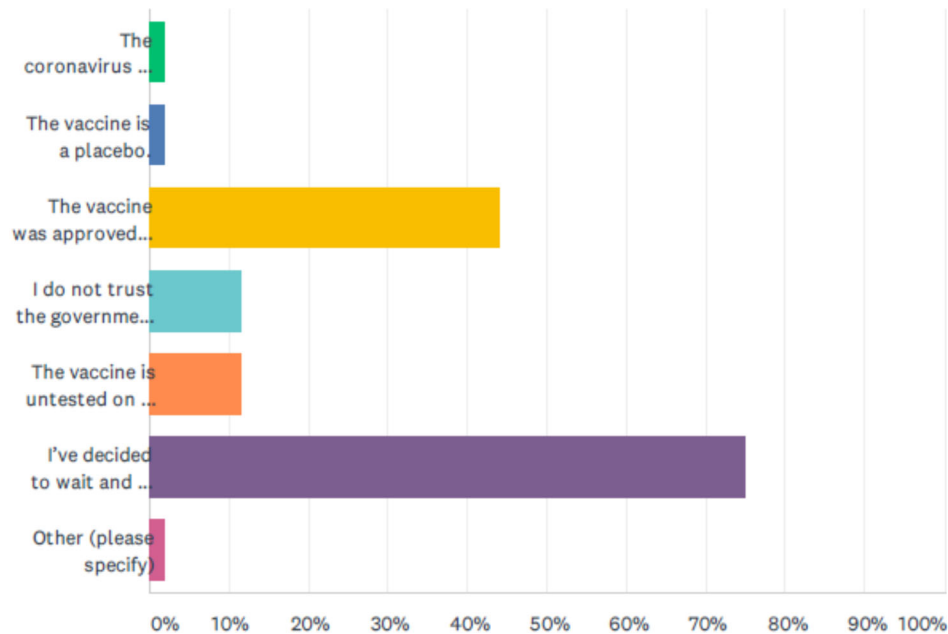
Answered: 100 Skipped: 1



ANSWER CHOICES	RESPONSES
Yes	43.00% 43
No	24.00% 24
I'm not sure	33.00% 33
TOTAL	100

Q4 Please choose why you selected "no" or "I'm not sure" on the previous question(s) from the list of options below (Select all that apply).

Answered: 52 Skipped: 49



ANSWER CHOICES		RESPONSES	
The coronavirus is not real, so a vaccine isn't necessary.		1.92%	1
The vaccine is a placebo.		1.92%	1
The vaccine was approved too quickly to properly complete medical trials.		44.23%	23
I do not trust the government that helped facilitate the vaccine.		11.54%	6
The vaccine is untested on the minority population.		11.54%	6
I've decided to wait and see how the vaccine side effects impact recipients.		75.00%	39
Other (please specify)		1.92%	1
Total Respondents: 52			

#	OTHER (PLEASE SPECIFY)	DATE
1	Just do feel Comfortable, worried about side effects	12/21/2020 1:06 PM

Q5 What information or action would you require to take the COVID-19 vaccine once available?

#	RESPONSES	DATE
1	How will it affective the human body afterwards	12/22/2020 12:18 PM
2	What is the vaccine consist of.	12/21/2020 9:42 PM
3	Safety	12/21/2020 1:45 PM
4	Once I'm sure it's worked for other's or I get sick & I know it's cured other people.	12/21/2020 1:31 PM
5	Side-effects	12/21/2020 1:16 PM
6	Don't think I want to take it.	12/21/2020 1:06 PM
7	Don't feel comfortable taking it. I don't need information.	12/21/2020 1:06 PM
8	Nothing	12/21/2020 1:06 PM
9	I don't know	12/21/2020 1:04 PM
10	None	12/21/2020 1:02 PM
11	What are the long term affects	12/21/2020 4:25 AM
12	Side affect, how will it affect you long term	12/20/2020 11:25 AM
13	a video of people that they take the vaccine	12/19/2020 6:02 PM
14	Get information about the Long term side effects of taking the vaccine	12/19/2020 10:12 AM
15	Wait	12/19/2020 1:40 AM
16	99.9% effective rate	12/18/2020 10:25 PM
17	More information about the side effects and the trials	12/18/2020 5:53 PM
18	That it has no side effects before I start taking it.	12/18/2020 1:18 PM
19	6 month trial run	12/18/2020 1:04 PM
20	Not sure	12/18/2020 12:27 PM
21	I need to know more about this vaccine. What's in it and how will I feel after the vaccine.	12/18/2020 11:06 AM
22	I have to know how it works with different people.	12/15/2020 2:10 PM
23	I need to know whats in it.	12/14/2020 7:09 PM
24	It doesn't matter, still not taking it.	12/14/2020 5:00 PM
25	There is nothing that could be done for me to take the vaccine	12/14/2020 4:51 PM
26	I would truly like to know all the side affects	12/14/2020 4:48 PM
27	Insensitive my help with decisions	12/14/2020 4:42 PM
28	Not sure	12/14/2020 4:32 PM
29	I would need to see the long term affect it has on others	12/14/2020 4:30 PM
30	If it was mandatory for my continued employment	12/14/2020 3:59 PM
31	Side effects, like neuromuscular diseases. How its effective, is it the last choice or any other choice	12/14/2020 3:57 PM
32	Wait until the side effect showed	12/14/2020 3:56 PM
33	More trials and proven effectiveness with very few side affects.	12/14/2020 3:54 PM
34	Just wait and see what results come from the first and second wave of vaccinations	12/14/2020 3:53 PM

Q6 Please provide any additional comments below.

#	RESPONSES	DATE
1	None	12/21/2020 1:31 PM
2	Well informed on this vaccine, it is safe and I trust it.	12/21/2020 1:11 PM
3	I have to take it willingly and not pressured after I know more about it	12/21/2020 1:10 PM
4	Don't feel comfortable	12/21/2020 1:06 PM
5	N/a	12/21/2020 1:06 PM
6	I'm still waiting to see how infective is going to be first	12/21/2020 1:06 PM
7	If there is no bad side effects, I'm to take such vaccine.	12/21/2020 1:05 PM
8	None	12/21/2020 1:04 PM
9	None	12/21/2020 1:02 PM
10	Na	12/21/2020 1:02 PM
11	None	12/20/2020 11:25 AM
12	N/A	12/19/2020 6:02 PM
13	personality I don't have that much information about the Covid vaccine that I'm going to take I like to wait until it's mandatory to take it	12/19/2020 10:12 AM
14	None at this time	12/18/2020 1:18 PM
15	I have underline health issues, and I've spoken with my primary doctor and he recommended I take it. Going to speak with my cardiologist also.	12/18/2020 11:02 AM
16	N/A	12/18/2020 10:56 AM
17	Is DASH still trying to get the vaccine for its operators?	12/17/2020 5:04 PM
18	I would take the vaccine once I see the adverse effects to group 1a.	12/16/2020 11:06 AM
19	Willing to take the vaccine shot even though I have some doubts about the side effects. Just want things to get back to somewhat normal.	12/15/2020 9:13 PM
20	First to those who have medical issues and seniors.	12/15/2020 4:19 PM
21	Please enforce face covering among dash employees when they are in the dash facility and operating buses inside and outside dash facility. I believe this helps the company's efforts to reduce the spread of the virus. Like we are not allowed to use cellphone inside buses, enforce everyone including Maintenance people to cover their mouth and nose while they are on buses. If you go out and see, not passengers, a lot of operators drive buses with out face coverings. This put others at risk of contracting Covid-19. Otherwise, I'm glad being employee of dash that is devoted to spent whatever resources it has to make dash as a safe working environment as possible. Together we'll overcome this difficult time. God bless you all.	12/15/2020 3:19 PM
22	I would like to take it but, I preferred to get a vaccine not early.	12/15/2020 2:10 PM
23	I don't believe in putting viruses into my body	12/14/2020 4:51 PM
24	Thank you so much for encouraging employees to vaccinate. We MUST all do our bit to protect each other, and vaccination is the easiest and best way to do that.	12/14/2020 4:34 PM
25	I trust the science and the professional Doctors	12/14/2020 4:02 PM
26	I just need to know when the Covid Vaccine would be available because I want to take the FLU Vaccine this week. Can DASH bring the FLU Vaccine to work for employees?	12/14/2020 4:01 PM
27	I am very confident about the vaccine!	12/14/2020 4:00 PM
28	Na	12/14/2020 3:57 PM
29	None	12/14/2020 3:53 PM
30	I will be willing to take the FDA approved vaccine	12/14/2020 3:52 PM



ATC Board Agenda Detail

Item #: 4e
Item Title: Driver Barriers Update & Projected Fares
Contact: Josh Baker, General Manager
Board Action: FYI/Discussion

As of the time of the finalization of this Board Packet, the following is the status of receipt and installation of Driver Barriers in the DASH Bus Fleet.

Kits on Site: 24

Kits Arriving January 15, 2021: 60

Installation Training: Scheduled for January 19, 2021

Anticipated Installs: January 19 ~ February 19, 2021
(at completion 84 out of 100 vehicles will be equipped)

Kits Missing: 26, no estimated shipping date or arrival date provided

Readiness for Fare Collection: TBD

ATC Board Agenda Detail

Item #: 4f
Item Title: Electric Bus Program Update
Contact: Raymond Mui, Assistant General Manager
Board Action: FYI

**Zero Emissions Bus Implementation Study**

- a. Project Kickoff Meeting held on December 8, 2020. Project team consists of WSP, DASH, and City of Alexandria facility and energy staff. Project team currently meeting bi-weekly with workshops scheduled every month.
- b. As of January 8, the project team is concluding Task 2: Compilation of Known Data. Data collection includes but is not limited to service profiles, fleet profiles, facility site plans, current charger plans, and ongoing electric bus projects. The project team will then establish and work through assumptions and baselines to be used for the remainder of the study.
- c. Throughout the Spring of 2021, the project team is scheduled to complete the following tasks:
 - Task 3: Facilities Assessment
 - Task 4: Short Range Infrastructure & Equipment Needs
 - Task 5: Analysis of Charger Location/Facility Layout
- d. The project team expects a Final Report to be available by the end of May 2021.

Current Zero Emissions Bus Project

- a. All six chargers have been completed and approved by City inspection. Proterra charger commissioning will coincide with the delivery of the Proterra buses.
- b. Three New Flyer Zero Emission Buses are currently in service.
- c. Three Proterra Buses are expected to be delivered between January and February this year.

ATC Board Agenda Detail

Item #: 4g
Item Title: Stockholders Meeting
Contact: Josh Baker, General Manager
Board Action: FYI

**The ATC Stockholders Meeting is tentatively scheduled for Tuesday, February 9, 2021.**

The stockholders meeting will take place on Zoom for approximately 15 minutes prior to the Council's regular meeting. Public notice is forthcoming and content will include reappointment of Board Members, Designation of Auditor, and a General Managers review of major accomplishments in 2020.

ATC Board Agenda Detail

Item #: 5a
Item Title: Financial Report
Contact: Evan Davis, Director of Finance & Administration
Board Action: FYI/Discussion



Alexandria Transit Company (DASH) Financial Update

Results for the Five Months Ended November 30, 2020

November 2020 Results

ATC ended November showing a monthly deficit of (\$465,284) and a year-to-date deficit of (\$2,203,403). As discussed in prior months, the running year-to-date deficit is the result of:

1. CARES Act revenue transfers have not yet occurred. The transfer to cover July-October revenue losses will be recorded in December and will be reflected on the December financial reports.
2. Costs for enhanced service on the AT-1 Plus and AT-9 funded by I-395 Commuter Choice have not yet been moved to grant accounts. City Council has now appropriated the budget for these grants in the current fiscal year and grant transfers can occur once City staff finish processing Council's appropriation.

Once these adjustments are made, the books will reflect a year-to-date surplus. The running year-to-date deficit is almost entirely on the revenue side, whereas expenditures are running exactly as expected.

Significant budget variances and notable accounts in November include:

- As expected, **passenger revenue** remains near zero with only a few transactions occurring for various reasons. We are collecting a reduced amount of the contract revenue for the **AT2X Mark Center Express** service, corresponding to the reduced service level.
- **Vehicle Maintenance Service** includes costs for accident repairs with pending insurance reimbursements. **Repair Parts** includes a one-time investment in surplus parts inventory from another bus system.
- **Office Equipment and Supplies** includes a one-time investment in laptops to facilitate remote working and replace out-of-date equipment.

FY21 Forecast and CARES Act Funding

The FY 2021 financial forecast is based on several factors and assumptions discussed at previous meetings and summarized here:

1. CARES Act transit-specific funding will cover passenger and contract revenue losses which will total roughly \$4 million. CARES Act funds will also enable several significant expenditures in response to the COVID-19 pandemic. The remainder of the total \$6.1 million CARES transit credit from WMATA will be available to offset potential revenue losses in FY 2022.
2. As discussed at the December Board meeting, the General Manager is recommending a return to fare collection in March 2021. **Should the Board take action to do so, over the three-plus months from mid-March to June we project earning approximately \$454,000 in fare revenue, assuming current ridership levels at around 40% of pre-COVID levels.** Although the recent passenger survey indicated that some current riders may stop riding if fares are reinstated, staff do not believe this will have a significant impact. As such, staff remain confident that a projection of ridership at 40% of pre-COVID levels is appropriate through the end of FY21. For reference, ridership is already consistently surpassing this level in recent weeks.

- a. **30% Reduced Ridership Scenario:** Nevertheless, it remains possible that the reintroduction of fares could have a more significant negative ridership impact. To be clear, staff believe this is unlikely for several reasons:
- Many current riders are traveling for essential trips to work and buying groceries and other essentials.
 - Most current riders are accustomed to paying the same fares in the past.
 - The impact of customers who may decide to stop riding will likely be offset by new riders returning to the system following increasing levels of vaccination in the community.

Of course, predicting ridership behavior in these times is a fraught exercise and staff acknowledge a ridership reduction is certainly possible. Staff estimate such a reduction would not be lower than down to 30% of pre-COVID levels. **In this scenario, assuming ridership at roughly 30% of pre-COVID levels, we project earning roughly \$339,000 in fare revenue from mid-March through June.** This is intended as an illustration of potential additional revenue losses but is not included in the current projection per the financial reports.

- b. In the 30% Reduced Ridership Scenario, it would mean the use of an additional \$115,000 in CARES Act funds in FY21 which would not be available to offset losses in FY22.

	40% Current Ridership Scenario (Staff Projection)	30% Reduced Ridership Scenario (Potential but Unlikely)
March	\$55,419	\$32,599
April	\$130,581	\$97,936
May	\$138,161	\$107,458
June	\$129,739	\$100,908
TOTAL	\$453,900	\$338,901

The following table outlines the planned uses of the CARES Act transit funding.

FY21 Uses for CARES Transit Funding	FY21 Amount
DASH Revenue Losses	\$3.85 million
Enhanced Cleaning and PPE	\$184,000
Bus Operator Safety Barriers – Fleet Retrofit	\$488,000
Facility Modifications for Social Distancing	\$202,000
Paratransit Uses (City Determined)	Cost Unknown – No indication of use at this time

Considering known factors and making conservative estimates, we currently project a FY 2021 year-end surplus of \$14,653. In actuality, the final FY21 CARES Act transfer will likely be adjusted to bring the bottom line for the year to zero. This will maximize CARES Act funds available for FY 2022. All efforts will be made to preserve as much CARES funding as possible for FY22.

Consolidated Appropriations Act, 2021

As you have heard in the news, the 2021 Consolidated Appropriations Act recently passed by Congress and signed by the President contains \$14 billion nationally for transit relief. It appears to include roughly \$700 million for WMATA. It appears likely that WMATA will again share a portion of this funding with local bus operators, however the exact amount is still to be determined. Further, if such funding is shared, the City will need to determine to what extent it will be used to offset WMATA contributions, passed along to DASH, or used for other purposes. There are many details still to be sorted out and we will keep the Board updated as more becomes certain.

ATC Board Agenda Detail

Item #: 5b
Item Title: Balance Sheet
Contact: Evan Davis, Director of Finance & Administration
Board Action: FYI/Discussion



ALEXANDRIA TRANSIT COMPANY
Balance Sheet as of November 30, 2020

ASSETS

Cash - City of Alexandria Pooled	\$ -
Cash - Payroll Account	89,325
Due from Other Governments	8,985
Receivables	159,353
Prepaid Expenditures	500,263
Parts and Supplies Inventory	722,025
Capital Assets	54,624,851
Less: Accumulated Depreciation	<u>(23,463,919)</u>
TOTAL ASSETS	<u>\$ 32,640,883</u>

LIABILITIES

Accounts Payable	\$ 250,430
Payroll Liabilities	109,006
Accrued Vacation	1,031,593
Due to Other Funds (Negative Cash Position)	<u>2,516,205</u>
Total Liabilities	<u>\$ 3,907,234</u>

NET POSITION

Net Investment in Capital Assets	\$ 31,160,932
Unrestricted	<u>(2,427,283)</u>
Total Net Position	<u>\$ 28,733,649</u>

TOTAL LIABILITIES AND NET POSITION	<u>\$ 32,640,883</u>
---	-----------------------------

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

ATC Board Agenda Detail

Item #: 5c
Item Title: Summary Income Statement
Contact: Evan Davis, Director of Finance & Administration
Board Action: FYI/Discussion

**ALEXANDRIA TRANSIT COMPANY****Summary Income Statement for the Five Months Ended November 30, 2020**

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	432,160	432,160	-
DASH Passenger Revenue	741	1,676,665	(1,675,924)
DASH AT2X Mark Center Charter	157,193	347,300	(190,107)
DASH Other Charter Revenue	9,962	25,000	(15,038)
Miscellaneous Revenue	29,346	22,915	6,431
Total Operating Revenue	629,402	2,504,040	(1,874,638)
CARES Transit Funds	-	364,165	(364,165)
City Contribution - Regular Subsidy	6,952,705	6,952,705	-
Total Revenue	7,582,107	9,820,910	(2,238,803)
EXPENDITURES:			
Operations	5,895,675	5,461,695	(433,980)
Maintenance	2,064,435	2,241,290	176,855
Administration	1,757,700	1,835,425	77,725
Capital Outlay	67,700	282,500	214,800
Total Expenditures	9,785,510	9,820,910	35,400
GRANT ACTIVITY:			
I-395 Commuter Choice Grants	167,834	-	-
State Grants	-	-	-
Local Match on State Grants	-	-	-
Grant Expenditures	-	-	-
Total Grant Activity	167,834	-	-
Net Surplus (Deficit)	(2,035,569)	-	(2,203,403)

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

ATC Board Agenda Detail

Item #: 5d

Item Title: Budget vs. Actual

Contact: Evan Davis, Director of Finance & Administration

Board Action: FYI/Discussion



Budget vs. Actual Report for the Five Months Ended November 30, 2020

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2021 Projected	FY2021 Annual Budget	Projected Year End Variance
REVENUE									
City Contribution - King Street Trolley	86,432	86,432	-	432,160	432,160	-	1,037,185	1,037,185	-
DASH Passenger Revenue	89	335,333	(335,244)	741	1,676,665	(1,675,924)	455,391	4,024,000	(3,568,609)
DASH AT2X Mark Center Charter	36,726	69,460	(32,734)	157,193	347,300	(190,107)	414,275	833,518	(419,243)
DASH Other Charter Revenue	1,855	5,000	(3,145)	9,962	25,000	(15,038)	22,380	60,000	(37,620)
Miscellaneous Revenue	2,924	4,583	(1,659)	29,346	22,915	6,431	55,866	55,000	866
TOTAL OPERATING REVENUE	128,026	500,808	(372,782)	629,402	2,504,040	(1,874,638)	1,985,097	6,009,703	(4,024,606)
CARES Transit Funds	-	72,833	(72,833)	-	364,165	(364,165)	4,721,626	874,000	3,847,626
City Contribution - Regular Subsidy	1,390,541	1,390,541	-	6,952,705	6,952,705	-	16,686,497	16,686,497	-
TOTAL REVENUE	1,518,567	1,964,182	(445,615)	7,582,107	9,820,910	(2,238,803)	23,393,220	23,570,200	(176,980)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	834,584	809,915	(24,669)	4,437,352	4,049,575	(387,777)	9,405,316	9,719,000	313,684
Fringe Benefits - O	155,916	140,650	(15,266)	767,746	703,250	(64,496)	1,914,261	1,687,800	(226,461)
Payroll Taxes - O	62,610	65,291	2,681	334,197	326,455	(7,742)	705,997	783,500	77,503
Retirement Contributions - O	63,662	68,259	4,597	339,191	341,295	2,104	722,790	819,100	96,310
Total Operations Labor	1,116,772	1,084,115	(32,657)	5,878,486	5,420,575	(457,911)	12,748,364	13,009,400	261,036
Operator Recruitment and Training	7,637	4,332	(3,305)	16,581	21,660	5,079	47,000	52,000	5,000
Operating Materials and Supplies	958	1,959	1,001	2,043	9,795	7,752	23,500	23,500	-
Training and Travel - O	-	1,933	1,933	(1,435)	9,665	11,100	23,200	23,200	-
TOTAL OPERATIONS EXPENDITURES	1,125,367	1,092,339	(33,028)	5,895,675	5,461,695	(433,980)	12,842,064	13,108,100	266,036
MAINTENANCE									
Wages - M	176,053	183,509	7,456	906,130	917,545	11,415	2,375,428	2,202,100	(173,328)
Fringe Benefits - M	24,956	27,542	2,586	122,428	137,710	15,282	296,292	330,500	34,208
Payroll Taxes - M	13,276	14,000	724	68,531	70,000	1,469	169,031	168,000	(1,031)
Retirement Contributions - M	13,240	14,833	1,593	66,895	74,165	7,270	168,395	178,000	9,605
Total Maintenance Labor	227,525	239,884	12,359	1,163,984	1,199,420	35,436	3,009,146	2,878,600	(130,546)
Fuel & Lubricants	55,704	93,625	37,921	284,195	468,125	183,930	819,931	1,123,500	303,569
Repair Parts	72,340	45,583	(26,757)	205,621	227,915	22,294	531,924	547,000	15,076
Tires	7,335	11,583	4,248	27,787	57,915	30,128	101,788	139,000	37,212
Vehicle Maintenance Service	29,191	10,834	(18,357)	97,091	54,170	(42,921)	174,086	130,000	(44,086)
Laundry	3,372	2,792	(580)	17,951	13,960	(3,991)	48,052	33,500	(14,552)
Tools and Equipment	7,595	1,250	(6,345)	30,313	6,250	(24,063)	37,312	15,000	(22,312)
Building Maintenance	38,592	41,665	3,073	235,849	208,325	(27,524)	643,421	500,000	(143,421)
Training and Travel - M	1,320	1,042	(278)	1,644	5,210	3,566	12,500	12,500	-
TOTAL MAINTENANCE EXPENDITURES	442,974	448,258	5,284	2,064,435	2,241,290	176,855	5,378,160	5,379,100	940
ADMINISTRATION									
Wages - A	130,831	139,232	8,401	647,745	696,160	48,415	1,692,751	1,670,800	(21,951)
Fringe Benefits - A	16,253	20,280	4,027	73,048	101,400	28,352	189,034	243,350	54,316
Payroll Taxes - A	9,048	10,709	1,661	47,770	53,545	5,775	123,797	128,500	4,703
Retirement Contributions - A	9,150	10,125	975	48,609	50,625	2,016	123,272	121,500	(1,772)
Total Administrative Labor	165,282	180,346	15,064	817,172	901,730	84,558	2,128,854	2,164,150	35,296
Insurance	54,409	69,167	14,758	423,331	345,835	(77,496)	907,414	830,000	(77,414)
Professional Services	62,721	68,416	5,695	327,396	342,080	14,684	814,385	821,000	6,615
Utilities	21,926	21,166	(760)	82,702	105,830	23,128	239,140	254,000	14,860
Printing & Advertising	10,287	5,416	(4,871)	14,123	27,080	12,957	61,000	65,000	4,000
Telecommunications	8,238	5,833	(2,405)	44,782	29,165	(15,617)	114,729	70,000	(44,729)
Training, Travel, Events - A	5	4,335	4,330	514	21,675	21,161	52,000	52,000	-
Office Equipment and Supplies	18,811	3,865	(14,946)	30,253	19,325	(10,928)	52,821	46,350	(6,471)
Employee Recognition	5,645	2,083	(3,562)	13,786	10,415	(3,371)	25,000	25,000	-
Dues and Subscriptions	486	1,250	764	3,641	6,250	2,609	15,000	15,000	-
Grant Local Match	-	5,208	5,208	-	26,040	26,040	70,000	62,500	(7,500)
TOTAL ADMINISTRATIVE EXPENDITURES	347,810	367,085	19,275	1,757,700	1,835,425	77,725	4,480,343	4,405,000	(75,343)
TOTAL OPERATING EXPENDITURES	1,916,151	1,907,682	(8,469)	9,717,810	9,538,410	(179,400)	22,700,567	22,892,200	191,633
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	-	-	-	-	-	-	-	-
Maintenance Equipment	67,700	52,333	(15,367)	67,700	261,665	193,965	628,000	628,000	-
Other Equipment Investments	-	4,167	4,167	-	20,835	20,835	50,000	50,000	-
TOTAL CAPITAL OUTLAYS (non-CIP)	67,700	56,500	(11,200)	67,700	282,500	214,800	678,000	678,000	-
NET SURPLUS (DEFICIT)	(465,284)	-	(465,284)	(2,203,403)	-	(2,203,403)	14,653	-	14,653

ATC Board Agenda Detail

Item #: 6a
Item Title: Board Service Planning Framework
Contact: Martin Barna, Director of Planning
Board Action: Discussion & Approval



DASH Service Planning Decision-Making Framework

In anticipation of potential service reductions that are likely to be required in FY 2022, DASH Planning staff have proposed the following decision-making framework, which includes a list of factors that are considered in service planning decisions and their order of importance or prioritization. These criteria are based largely on community input and formal guidance from the ATC Board of Directors and the city's Transportation Commission through the early phases of the Alexandria Transit Vision Plan process.

The Board is asked to provide feedback on this framework and consider it for formal adoption:

1. **Ridership.** The most significant factor in service planning decisions is the number of riders that will be impacted by the proposed change. Service planning decisions are made to maximize the number of riders and potential riders who will benefit from a service improvement and minimize the number of existing passengers who will be adversely impacted by a potential service reduction. Staff uses all available ridership data sources to identify and quantify the impact of any proposed service change in terms of the number of passengers who will be affected, the extent to which they will be benefitted or inconvenienced, and the estimated number of daily boardings that would be gained or lost. Common ridership metrics include Net Daily Boardings by route, route segment, or stop, Riders Impacted, and Boardings Per Revenue Hour. Ridership potential for new route segments is typically evaluated based on residents and jobs within walking distance of stops, and the usefulness of the service (route design, frequency, span).

This ridership-oriented approach to service planning is consistent with the June 2019, adoption of the ATV Recommendations for a bus network that should be designed with 85% of resources towards ridership maximization and 15% towards geographic coverage.

2. **Equitable Access.** A second major factor that was identified during ATV policy discussions was the impact of any service changes on more vulnerable parts of the Alexandria community, including low-income residents, minority residents, senior citizens and persons with disabilities. Though DASH is not required to conduct full Title VI analysis for service changes, staff carefully review demographic data for any impacted areas to ensure there is not a disproportionate impact on these protected groups. Access to medical facilities and other essential services for these groups are also reviewed as part of the planning process.
3. **Alternate Transit Options.** The third factor is the presence of transit alternatives or nearby routes that could mitigate the negative impact of any proposed change.
4. **Cost Effectiveness.** DASH reviews the cost of proposed changes relative to the number of boardings that would be gained or lost. Typically, this is measured in net cost savings per rider with routes that save more costs relative to the riders lost would be more likely to be reduced.
5. **Geographic Coverage.** Another factor is the degree to which DASH provides geographic coverage in its decisions on where service will be provided. The ridership-oriented approach that was developed with the ATV focuses service investment on corridors with higher density of users which have higher ridership demand, but DASH also has a responsibility to provide basic service to other low-density, residential parts of the City, particular areas which have greater numbers of low-income residents, minorities, senior citizen or persons with disabilities.
6. **Customer Feedback.** DASH receives regular feedback from customers relating to its service and tries to modify service in response whenever possible. DASH also conducts outreach for all proposed service changes through the annual TDP process and incorporates the feedback into any final proposals that are recommended to the ATC Board for approval. Any proposals that receive significant negative feedback are typically modified to the extent possible or removed.
7. **Staff Judgment.** Finally, staff will often exercise discretion based on their professional knowledge and experience of transit planning and operations to determine which changes should be proposed and how to prioritize between competing objectives or proposals.

<div>SERVICE CHANGE PROPOSAL TEMPLATE</div> <div>FOR DEMONSTRATION ONLY / NOT REAL PROPOSALS</div>					DASH Service-Planning Decision Framework Factors							
					(1) Ridership			(2) Equity		(3) Transit Alternatives	(4) Cost Efficiency	
<u>Line # (ATV/New DASH Network)</u>	<u>Areas Served</u>	<u>Proposed Reduction</u>	<u>Net Annual Platform Hours</u>	<u>Net Annual Cost Savings</u>	<u>Riders Impacted</u>	<u>Net Daily Boardings Lost</u>	<u>Overall Ridership Impact (Post-COVID)</u>	<u>% Low Income in Area</u>	<u>% Minority in Area</u>	<u>Description of Impact & Alternate Routes</u>	<u>Annual Cost Savings/ Rider Lost (Post-COVID)</u>	<u>Priority Order (1 = first cut to be made)</u>
Line X	Stadium Plaza, Kaplan Town Center	Reduce Saturday service frm every 20 minutes to every 30 minutes.	-2,900	(\$200,000)	400	-120	Minor	11.0%	24.0%	Longer wait times on Saturdays	\$30	1
Line Y	Eastville, ABCU Campus	Reduce weekday evening service from every 30 minutes to every 60 minutes	-2,900	(\$200,000)	200	-80	Moderate	7.0%	28.0%	Much longer wait times on weekdays after 8:00 PM.	\$10	2
Line Z	West Town, Kaplan Town Center, South City Metro Station	Eliminate Sunday service	-2,900	(\$200,000)	250	-250	Major	14.0%	39.0%	No Sunday service; some passengers near KTC may use Line Y as alternate	\$14	3
FY2022 Totals with 10% Service Reduction			-8,700	(\$600,000)								

ATC Board Agenda Detail

Item #: 6b
Item Title: Memorandum: DRPT Grant Applications
Contact: Martin Barna, Director of Planning & Scheduling
Board Action: Consideration of Approval



Alexandria Transit Company (DASH) BOARD MEMORANDUM

DATE: January 13, 2021
TO: MEMBERS OF THE ATC BOARD OF DIRECTORS
FROM: MARTIN BARNA, DIRECTOR OF PLANNING & SCHEDULING
SUBJECT: DASH FY22 DRPT GRANT APPLICATIONS

SUMMARY:

DASH is planning to submit three projects for consideration in the Virginia Department of Rail and Public Transit (DRPT) FY2022 grant cycle.

BOARD ACTION:

Staff is requesting the adoption of the three (3) attached board resolutions of support of the following FY2022 DRPT grant applications:

1. Resolution #21-01 / Zero-Emission Bus Implementation Study – Phase 2 (\$125,000)

To meet its goal of a fully zero-emission bus fleet by 2035, DASH has already awarded and begun work on Phase 1 of a Zero-Emission Bus Implementation Study. This study will outline at a detailed level the tasks, timelines, and strategies involved in making this fundamental transition in both DASH's fleet and facility. Phase 1 focuses on planning related to facility expansion and modification to include battery electric bus charging infrastructure and is budgeted at \$75,000. Phase 2 will focus on the fleet itself, including a total cost of ownership analysis as well as longer-term utility grid sufficiency and is budgeted at \$125,000. DASH's zero-emission fleet and facility transition is a key aspect of the City of Alexandria's Eco-City commitments.

This Technical Assistance grant would cover 50 percent of the costs for Phase 2 of the Zero-Emission Bus Implementation Study, while the other 50 percent (\$62,500) would be covered by a local match.

2. Resolution #21-02 / Virginia State Bus Rodeo (\$85,000)

DASH is applying to host the 2022 Virginia State Bus Rodeo, which is scheduled to be held in April 2022. The two-day event includes bus operator/mechanic competitions, interagency meet-and-greet events, and a closing awards banquet. This grant requires a 50 percent local match (\$42,500), however, agencies are permitted to use "in-kind" contributions such as staff labor or the costs of using DASH facilities.

3. Resolution #21-03 / Public Transportation Intern Program (\$40,000)

DASH is requesting funding to continue its transit intern program, which allows college students and young professionals to gain valuable experience in the public transportation industry. This grant will allow DASH to continue funding one Planning Intern position through FY 2022 and requires a 20 percent local match (\$8,000).

LOCAL MATCH ALLOCATION:

DASH allocated \$50,000 in the Draft FY 2022 General Manager's Operating Budget for local matches to support DRPT grant applications. The total local match amount required to support these three applications is \$70,500:

Zero-Emission Bus Implementation Study – Phase 2	\$62,500
Virginia State Bus Rodeo	-\$0- (In-kind only)
Public Transportation Intern Program	<u>\$8,000</u>
Total FY22 Local Match from ATC Budget:	\$70,500

The Final Proposed FY22 General Manager's Operating Budget that will be presented to the Board in March will reflect this amount for local matching funds. The difference will be offset by cuts to other operating line items.

ATC Board Agenda Detail

Item #: 6c
Item Title: DRPT Grant Application RESOLUTION #1
Contact: Martin Barna, Director of Planning & Scheduling
Board Action: Consideration of Approval



Resolution No. 21-01

Resolution Authorizing the Application for State Aid to Public Transportation

RESOLUTION # 21-01 ***DASH Zero-Emission Bus Implementation Plan***

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that Joshua Baker, General Manager/CEO is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$125,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Joshua Baker, General Manager/CEO to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$62,500, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chairman of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Thirteenth day of January 2021.

(Signature of Recording Officer)

(Title of Recording Officer)

(Date)

ATC Board Agenda Detail

Item #: 6d
Item Title: DRPT Grant Application RESOLUTION #2
Contact: Martin Barna, Director of Planning & Scheduling
Board Action: Consideration of Approval



Resolution No. 21-02

**Resolution Authorizing the Application for
State Aid to Public Transportation**

***RESOLUTION # 21-02
Virginia State Bus Rodeo Grant***

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that Joshua Baker, General Manager/CEO is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$85,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Joshua Baker, General Manager/CEO to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$42,500, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chairman of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Thirteenth day of January 2021.

(Signature of Recording Officer)

(Title of Recording Officer)

(Date)

ATC Board Agenda Detail

Item #: 6e
Item Title: DRPT Grant Application RESOLUTION #3
Contact: Martin Barna, Director of Planning & Scheduling
Board Action: Consideration of Approval



Resolution No. 21-03

**Resolution Authorizing the Application for
State Aid to Public Transportation**

***RESOLUTION # 21-03
Public Transportation Intern Grant***

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that Joshua Baker, General Manager/CEO is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$40,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Joshua Baker, General Manager/CEO to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$8,000, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chairman of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Thirteenth day of January 2021.

(Signature of Recording Officer)

(Title of Recording Officer)

(Date)

ATC Board Agenda Detail

Item #: 7

Item Title: Next Meetings, Meeting Schedule and Adjournment

Board Action: Discussion/Approval



**The Alexandria Transit Company Stockholders Meeting
is scheduled for Tuesday, February 9, 2021**

**The next regular meeting of the Alexandria Transit Company Board of Directors
is scheduled for Wednesday, February 10, 2021**

Consider Adjournment