

Alexandria Transit Company

DASH Board of Directors Meeting Agenda

Oct 9th 2024 5:30pm - 8:00pm

4850 Mark Center Drive, Alexandria VA 22311

October 2024 Meeting of the Alexandria Transit Company Board of Directors



1. Welcome

5:30pm

- a. **Call to Order** David Kaplan
- b. **Attendance** Beth Reveles
- c. **Welcome and Introductions** David Kaplan

2. Collaboration & Engagement

5:35pm

- a. **Public Comment**
- b. **Training: Freedom of Information Act** Lonnie Rich
 -  [Basics of FOIA.docx](#)
- c. **Chairs Report** David Kaplan
- d. **T&ES Report** Hillary Orr
 -  [T&ES Deputy Directors Notes 10.9.24.docx](#)

- e. **Other Board Member Reports**

3. Regular Business

6:30pm

- a. **Consideration of Approval: Meeting Minutes**

 [September Minutes_9.11.2024.docx](#)

b. **Discussion: Financials**

Financials are unavailable pending the city posting July and August actuals. Reports will be provided as soon as they become available.

4. **Action Items**

6:35pm

a. **Consideration of Approval: NVTC Commuter Choice FY 26 Grant Application** Martin Barna

 [ATC Board Memo - 395 grants_10.03.2024.docx](#)

 [ATC Board Resolution 25-01 - 395 Commuter Choice - Line 35.docx](#)


 [ATC Board Resolution 25-02 - 395 Commuter Choice - Line 36AB.docx](#)

b. **Consideration of Approval: General Manager's Current Services FY 26 Budget** Josh Baker

Action Item: Board to consider adopting one of two Current Service Budget submittals. Upon adoption, staff will submit to the city.

 [General Managers Current Services FY 26 Budget.docx](#)

 [FY 26 - Current Services Budget - PROPOSED.pdf](#)

 [FY 26 - Current Services Budget - CONSTRAINED - Alternate.pdf](#)

5. **Staff Reports**

6:55pm

a. **General Manager's Report** Josh Baker


i. **Debrief: Maintenance Program & Service Impacts**

General Manager will provide a briefing regarding short staffing in the Maintenance Department.


ii. **Briefing: New Board Meeting Management System**

General Manager will provide a brief introduction of a new Board Meeting Management system.

iii. **Ridership Report**

 [Ridership Graph.pdf](#)

- b. **Staff Presentation: Departmental Highlight** Edward Ryder
Fiscal Budgeting Process

 [Departmental Presentation - Fiscal - Budgeting Process.pdf](#)

6. **Strategic Updates**

7:15pm

- a. **Staff Presentation: Capital Projects** Raymond Mui
Strategy

 [Strategic Update - Capital Strategy.pdf](#)

7. **Executive Session**

7:40pm

Consideration of the Alexandria Transit Company Board of Directors to convene an Executive Session for the purpose of discussing personnel matters, pursuant to Section 2.2-3711 (A.1) of the Code of Virginia.

8. **Adjournment**

Consideration to adjourn the meeting.
Next Meeting: November 13, 2024 5:30pm at Alexandria City Hall.

END
8:00pm

BASICS OF FOIA

Prepared by Lonnie Rich for ATC Board and Staff

October 2024

(Primary Source: FOIA Advisory Council PP 2022, 2023, 2024)

FOIA in general

The Virginia Freedom of Information Act (FOIA), section 2.2-3700 et seq., provides that all public meetings and all public records are presumed open, unless an exemption is invoked.

Access to Meetings (“open meetings”)

What is a meeting under FOIA?

- Gathering of three or more Board members as a body or entity or as an informal assemblage of members

- If gather to discuss public business, it is a meeting even if there is no voting

What is NOT a meeting under FOIA?

- Gathering of ATC employees

- Gathering or attendance of three or more Board members where there is no discussion or transaction of public business (and not called for that purpose)

- Gathering or attendance of three or more Board members at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate – gathering must be free and publicly advertised

- Emails among three or more Board members if not instantaneous or not close enough in time as to be an “assemblage;” if “replying to all” or series is close in time, that could be a meeting

Participation by members via teleconference or other electronic means

-Generally, the Board cannot have a meeting by teleconference or other electronic means (without a physical location with a quorum present), unless Governor has declared an emergency(2.2-3708.2)

-The Board, however, may adopt a policy that would permit, under very limited circumstances, an individual member to participate electronically in a meeting held at a physical location (2.2-3708.3B) or an “all-virtual public meeting” to which the public has full access including commenting if a public comment is usually allowed (2.2-3708.3C)

- re remote participation, only four possible reasons: 1) member disability, 2) member’s dependent family member’s disability; 3) residence 60 miles away; and 4) personal reason – latter can only be for 2 meetings or 25% of annual meetings whichever is higher; also, remote location does not have to be open to public; members may monitor (listen/watch) even if they can’t participate

- re all virtual meeting, ATC (not City Council or School Board) could have such meetings, but only 2 times a year or 50% of number of meetings in a year, whichever is higher; remote locations do not have to be open unless more than 2 members at that location; public and staff participation always allowed; limits are only on members

What does FOIA require if it is a public meeting?

-Notice of the meeting

-Meeting must be open to the public and

-Minutes of the meeting must be taken and preserved

What is sufficient notice?

-Date, time, and location of the meeting is required

-Helpful (but not required) to include agenda to inform the public generally of what topics will be discussed

Where to post the notice?

-FOIA requires the Board to post notices in two physical locations

-In a prominent public location at which notices are regularly posted,
and

-In the offices of the chief administrator

-AND must also post the notice on its official website, if any

Who else is entitled to notice of meetings?

-Any person who annually files a written request for notification with the Board is entitled to receive direct notification of all meetings

-If the person requesting notice does not object, the Board may provide the notice electronically

When to post the notice?

-For regular meetings:

-at least three working days prior to the meeting

-For special or emergency meetings

-FOIA defines emergency as "an unforeseen circumstance rendering the notice required by FOIA impossible or impracticable and which circumstance requires immediate action"

-Notice must be reasonable under the circumstances and given at the same time as it is provided to members

Recording of meetings by public or media?

- Any person may photograph, film, record, or otherwise reproduce any portion of a meeting required to be open

- The Board may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming, or recording a meeting to prevent interference with the proceedings

Agenda materials available to the public/media?

- At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting must be made available for public inspection at the same time they are furnished to the members

Are minutes required?

- Only at open meetings

- Not required to be taken during closed meetings

What must be included in minutes?

- Minutes must include: the date, time, and location of the meeting, members present and absent; summary of matters discussed, and record of any votes taken

- Motions to enter into a closed meeting and certification after a closed meeting

- Minutes and all other records of open meetings (including audio/video recordings) are public records and must be released upon request

When and where must minutes be posted?

- Must post minutes on their official public government website

-Although no provision directly applies to ATC, like the City, it should post its minutes on its website using the time frames set out for State boards

-Draft minutes of meetings should be posted as soon as possible but no later than 10 working days after the conclusion of the meeting

-Final approved meeting minutes should be posted within three working days of final approval

What about voting and polling?

-Any and all votes taken to authorize the transaction of any public business must be taken and recorded in an open meeting

-The Board may not vote by secret or written ballot

-Nothing in FOIA prohibits 'polling' or separately contacting Board members for the purpose of ascertaining a member's position with respect to the transaction of public business

-Such contact may be done in person, by telephone, or by electronic communication, provided that the contact does not constitute a meeting as defined in FOIA

What about closed meetings?

-Can take place only within the context of an open meeting, even if the closed meeting is the only agenda item

-Board must take an affirmative recorded vote in an open meeting approving a motion that

-Identifies the subject matter for the closed meeting

-States the purpose of the closed meeting and

- Cites the applicable exemption from the open meeting requirements

- Board must restrict its discussions during the closed meeting to those matters specifically exempted from the provisions of FOIA and identified in the motion

Is closed meeting discussion to be confidential?

- No, members may discuss with the public what happens in the closed meeting and board may not prohibit such discussion; discretion and tradition often inhibit such discussion

What happens at the end of a closed meeting?

- Board must immediately reconvene in an open meeting to certify (by a roll call or other recorded vote) that they restricted their discussion during the closed meeting to those matters (1) specifically exempted from the provisions of FOIA and (2) identified in the motion

- The vote must be included in the minutes of the open meeting

- Any member who believes that there was a departure from the requirements above must state so prior to the vote and indicate the substance of the departure

When do decisions made by a public body in a closed meeting become official?

- When the Board reconvenes in an open meeting, reasonably identifies the substance of the decision, and takes a recorded vote on the resolution, rule, contract, regulation, or motion agreed to in the closed meeting

- Otherwise, no resolution, rule, contract, regulation, or motion adopted, passed, or agreed to in the closed meeting is effective

What are legitimate reasons for a closed meeting?

-Personnel matters – hiring and adverse actions re specific employee, but not general personnel policy; applies to officers, appointees and employees

-Real property – acquisition or disposition, if public discussion would hurt bargaining position

-Consultation with legal counsel as to actual or probably litigation (not fact of lawsuit, but strategy and tactics)

-Consultation with legal counsel regarding a specific legal matter requiring legal advice; fact that attorney is present during a general discussion is not sufficient

-Award of public contract, if public discussion would adversely affect ATC's bargaining position

Access to Public Records

What is a public record under FOIA?

- Any writing or recording, in any format, prepared or owned by, or in the possession of the ATC or its Board members, officers, employees or agents in the transaction of public business

-The definition of "public record" does not distinguish between draft or preliminary versions and final versions, so both are considered public records under FOIA

-Personal notes—depends on where kept (your ATC file or personal journal) and what purpose (record for checking minutes; drafts for more formal action v. personal diary)

Who may request records under FOIA?

-Citizens (residents) of the Commonwealth

- Representatives of newspapers and magazines with circulation in the Commonwealth and

- Representatives of radio and television stations broadcasting in or into the Commonwealth

To Whom can FOIA request be made?

- ATC must designate an FOIA Officer who is responsible for responding to FOIA requests

- An FOIA request may be made to any ATC officer or employee, who immediately should refer the request to the FOIA Officer

What does a FOIA request look like?

- The request need not make reference to FOIA in order to invoke its provisions or to impose the time limits for response

- Requests not required to be in writing

- ATC may develop a request form that it asks requesters to fill out, but may not insist that its form be used before it begins work on a FOIA request

- ATC may require a requester to provide his/her name and legal address before processing a FOIA request

FOIA requests may be made

- In person

- By telephone

- By email

- By sending a letter

Therefore, any time you understand that a requester wants to inspect or receive a copy of a record, IT IS A FOIA REQUEST!!

When and how must ATC respond to s FOIA request?

-It must respond within five working days of receipt of the request with one of the five responses allowed by FOIA

-Provide the requested records

-Entirely withheld because release is prohibited by law or the custodian has exercised discretion to withhold in accordance with FOIA

-Provided in part and withheld in part because release of part of the records is prohibited by law or the custodian has exercised discretion to withhold a portion in accordance with FOIA

-Could not be found or do not exist or

-Not practically possible to provide the requested records OR to determine whether they are available within the five-work-day period, and ATC needs an additional seven work days in which to provide one of the four preceding responses

What must be included in the response?

-If all or any part of the requested records are being withheld, the response must

-Be in writing

-Identify with reasonable particularity the subject matter of withheld records and

-Cite, as to each category of withheld records, the specific section of the Code of Virginia that authorizes the records to be withheld

- If the records are being entirely withheld then the response must also identify with reasonable particularity the volume of the withheld records

- If the answer is "we cannot find it" or "it does not exist" the response must

- Be in writing and

- If ATC knows that another public body has the records, it must provide contact information for the other public body

- If the answer is "we need more time and the public body would like seven additional working days to respond, the response must

- Be in writing and

- Specify the conditions that make production of the records within the five-workday period impossible

What about the records provided?

- Generally, if a record contains exempt and nonexempt information, ATC must release the record and delete or redact the exempt portion of the record

- Generally, ATC is not required to create a new record if the requested record does not already exist

- When electronic records or databases contain both exempt and nonexempt records, the public body must supply the nonexempt information and excise or delete the exempt information (which is not considered the creation of a new record under FOIA)

- ATC must provide electronic records in any medium identified by the requester, if that medium is used by the public body in the regular course of business

How much may ATC charge for producing records?

- Reasonable charges for its actual cost (after first hour) incurred in accessing, duplicating, supplying, or searching for the requested records
- ATC may not charge extraneous fees unrelated to the production of the records [NOTE: This means that ATC cannot factor in expenses such as overhead or the cost of benefits paid to employees]
- Charges for copies must not exceed the actual cost of duplication
- A citizen may request that the ATC estimate the cost of supplying the requested records in advance

Can ATC require payment in advance?

- When ATC determines in advance that the charges for supplying the requested records are likely to exceed \$200, it may require the requester to pay a deposit not to exceed the amount of the advance determination
- If ATC asks for a deposit, the five-working-day period to respond to the request will be tolled until the deposit is paid

What if a requester does not pay for records provided under FOIA?

- Before responding to a new request for records, ATC may require the requester to pay any amounts owed to ATC for previous requests for records that remain unpaid 30 days or more after billing

Access to/Retention of Public Records

Is my e-mail a public record?

- FOIA governs access to records held by public bodies of state and local government

-The Virginia Public Records Act (PRA) governs how long a government entity must retain certain records

-Must look at the text and substance of the communication to determine whether it is a public record

Do I have to save my e-mail?

-Regardless of physical form, recorded information is a public record if it is produced, collected, received or retained in connection with the transaction of public business

-Emails that relate to the public business are public records, regardless of whether you use your home or office computer, text or other forms of social media. It is the content of the record, not the equipment used, that controls

-As such, these emails must be retained as required by PRA

Can the public and media access my e-mail under FOIA?

-An e-mail relating to public business would be accessible Just like any other public record, and may be withheld from public disclosure only if a particular exemption applies to the content of the e-mail

Access to Public Records

ALL public records are OPEN to the public UNLESS a specific exemption in law allows the record to be withheld

FOIA is a mandatory disclosure law

-Unless the requested record is excluded by law, you must release it to the requester

-If a requested record is excluded, FOIA still gives you the authority to use your discretion to release the record so long as the release is not prohibited by some other law

-FOIA never prohibits release (but another law may)

FOIA Records Exemptions

§2.2-3705.1 Exclusions of general application to public bodies

§2.2-3705.2 Exclusions relating to public safety

§2.2-3705.3 Exclusions relating to administrative investigations

§2.2-3705.4 Exclusions relating to educational records and certain records of educational institutions

§2.2-3705.5 Exclusions relating to health and social services records

§2.2-3705.6 Exclusions relating to proprietary records and trade secrets

§2.2-3705.7 Exclusions relating to records of specific public bodies and certain other limited exclusions

§2.2-3705.8 Limitation on record exclusions

§2.2-3706 Disclosure of criminal records; limitations

Enforcement of FOIA

Any person denied the rights and privileges conferred by FOIA may file a petition for mandamus or injunction, supported by an affidavit showing good cause

The petition shall be heard within seven days, provided the party against whom the petition is brought has received a copy of the petition at least three working days prior to filing

If the court finds the denial to be in violation of FOIA, the petitioner is entitled to recover reasonable costs (including fees for expert witnesses and attorneys' fees) from ATC if the petitioner substantially prevails on the merits of the case, unless special circumstances would make an award unjust

ATC bears the burden of proof to establish an exclusion by a preponderance of the evidence

Any failure by ATC to follow the procedures established by FOIA is presumed to be a FOIA violation

FOIA Penalties

If the court finds that a violation was willfully and knowingly made, the court shall impose a civil penalty of not less than \$500 nor more than \$2,000

- upon such officer, employee, or member in his Individual capacity (not imposed upon ATC itself)

- regardless of whether a writ of mandamus or injunctive relief is awarded

- amount is paid into the State literary Fund

For a second or subsequent violation, such civil penalty shall be not less than \$2,000 nor more than \$5,000

T&ES Deputy Director Notes ATC Board of Directors Meeting 10.9.24

Bus Stop Benches

Transportation Planning worked to identify high-ridership bus stops in need of benches. The first batch of benches were delivered and installed in September 2024. Additional benches will be installed at high-priority bus stops in the coming months. Benches are proven to enhance passenger comfort, improve safety, and are beneficial to those with mobility/accessibility issues.

Transit Website Update

The Transit Program staff have drafted a comprehensive update to the Transit Program website to include information about recently completed work efforts and pipeline projects. This website revamp will be published in mid-October.

DMV Moves/SJ28 Update

Staff attended the DMV Moves Government Partners Advisory Group and Task Force Meetings in September. The working groups have developed preliminary recommendations for improving regional transit service and identified several potential mechanisms to create dedicated funding for transit. This information was also shared at the SJ28 Subcommittee meeting at NVTC offices. Critical next steps include identifying more precise asks, performance metrics, and cost considerations for recommendations to help policymakers determine how best to move forward.

ATC Board Agenda Detail

Item #: 3
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 September 11, 2024

A meeting of the Board of Directors of the Alexandria Transit Company was held at 5:30 pm on Wednesday, September 11, 2024, at the DASH Facility and was also available electronically. A recording of the meeting was made and is available upon request.

Board members present: David Kaplan, Arthur Wicks, Steve Klejst, Ajashu Thomas, Matt Harris, Arish Gajjar, Kursten Phelps

Board members participating electronically: Praveen Kathpal participated from the west coast while attending a conference. Jesse O'Connell participated from home due to childcare duties. Kendel Taylor participated from City Hall due to a work scheduling conflict.

Board members absent: Hillary Orr

Staff members present: Josh Baker, Raymond Mui, Beth Reveles, Edward Ryder, Stephanie Salzone, Joseph Quansah, Brent Reutter, Martin Barna, Ryan Visci, Yvonne Jung, Camila Olivares, Kato Carter

Other attendees: Bob Gronenberg, Jordan Exantus, Cristin Tolen, Nick Promponas

Agenda Item #1 – Call to Order, Welcome and Public Comment

Chair David Kaplan welcomed everyone and called the meeting to order at 5:37 pm. Matt Harris arrived at 5:43 pm, and a quorum was reached at that time. Ajashu Thomas arrived at 5:45 pm.

Chair Kaplan opened the meeting to public comment. As there were no speakers, the Chair closed public comment.

Agenda Item #2 – Consideration of Approval of Meeting Minutes

#2a – ATC Board of Directors Meeting – June 12, 2024

The Chair called for a motion to approve the June minutes and asked if there were any corrections, revisions, or amendments. A motion was made by Matt Harris to approve the minutes and was seconded by Arthur Wicks. There was no further discussion, and the motion carried. Steve Klejst abstained.

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

#3a – Chair's Report

Chair Kaplan announced that Lonnie Rich will be giving a presentation on FOIA and open meeting rules at the October Board meeting.

Mr. Kaplan thanked staff for inviting the Board to attend the CTAA SUN conference that DASH hosted. It was a good opportunity for the Board to meet management from other transit agencies.

The Chair stated the need to have a documented Board correspondence process on how to handle letters that need to be sent under the Chair's signature prior to the next Board meeting. The process would allow the Board to properly consider the subject matter prior to the letter's submission. Such situations would most likely take place during summer recess.

One possible policy would involve emailing the letter to each Board member including a due date for any comments. A small committee would be formed to review the comments and to vote on whether to send the letter. The committee could possibly consist of the Chair, Vice Chair, and the T&ES designee. The policy would include designees in the event the Chair and Vice Chair need to recuse themselves from involvement with the letter.

Kursten Phelps suggested the policy include limits to the number of times that letters would be processed through the new procedure—no more than two or three times a year.

Arthur Wicks mentioned that the Virginia General Assembly recently made changes allowing more flexibility to virtual meeting policies. Depending on how those changes affect ATC Board meetings, he suggested the possibility of holding a fully virtual meeting to vote on the letters.

General Manager Josh Baker mentioned that the ATC virtual meeting policy may need to be updated due to the General Assembly's changes.

#3b – T&ES Report

Transit Program Manager Jordan Exantus provided a review of the written report, which was shared with the Board in advance of the meeting.

#3c – Others

The Chair asked if there were any other announcements from the Board.

Kursten Phelps stated that the T&ES report thoroughly covered everything related to the Traffic & Parking Board.

Praveen Kathpal praised DASH staff on the CTAA SUN conference that was hosted at the DASH facility.

Agenda Item #4 – General Manager's Report

#4a – Transdev (First Transit) Contract

General Manager Josh Baker provided the contract to the Board in advance of the meeting.

Arish Gajjar pointed out that the term of the contract states that it runs from October 1, 2024, and ends on June 30, 2027, and yet the contract states the initial term as three years. The contract needs to be amended to reflect a 33-month term.

The Chair called for a motion to adopt the contract with the amended term. A motion was made by Steve Klejst and was seconded by Kursten Phelps. There was no further discussion, and the motion carried unanimously.

#4b – Ridership Update

Director for Planning & Scheduling Martin Barna reviewed the ridership update, which was shared with the Board in advance of the meeting.

#4c – Summer Events Recap

Mr. Baker reviewed the various DASH summer events, which was shared with the Board in advance of the meeting.

Mr. Baker announced that DASH was notified that they were awarded Transit Fleet of the Year by the Greater Washington Region Clean Cities Coalition. They will be receiving the award in October at their annual awards luncheon.

On September 26th the Federal Transit Administration will be visiting the DASH facility.

Mr. Baker announced that Yvonne Jung has joined DASH permanently as Chief Labor and Engagement Officer, and Edward Ryder has been promoted to Chief Financial Officer.

Director for Marketing & Public Engagement Camila Olivares provided information on the upcoming DASH Rodeo event and Ridership event.

#4d – ATC Board Meeting Format Proposal

Mr. Baker reviewed the proposed new format for future ATC Board meetings. An example was provided to the Board in advance of the meeting.

Praveen Kathpal pointed out that the GM's report is listed under Staff Reports and Departmental Highlights. He feels that it may contain important context related to the Strategic plan and should perhaps come before the Strategic Plan discussion.

Mr. Kathpal also suggested moving the Action Items to an earlier time slot in the event Board members need to depart the meeting early.

#4e – FY 2025 ATC Board Calendar

Mr. Baker reviewed the FY 2025 calendar which was provided to the Board in advance of the meeting. He explained that it will be a living document and will be updated regularly.

Agenda Item #5 – Financial Reports

#5a – Financial Report

#5b – Balance Sheet

#5c – Summary Income Statement

#5d – Budget vs. Actual

Mr. Baker provided a brief review of Chief Financial Officer Edward Ryder's reports, which were shared with the Board in advance of the meeting.

Agenda Item #6 – Planning Reports

#6a –WMATA Better Bus Network Update

Director for Planning & Scheduling Martin Barna provided an update on the Better Bus Network and provided the Board with a link for additional information in advance of the meeting.

Agenda Item #7–Next Meeting Date & Adjournment

A final motion to adjourn the meeting was made by Arthur Wicks and seconded by Arish Gajjar. A vote was called, and the motion was approved unanimously.

The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for October 9, 2024, at 5:30 pm at the Del Pepper Community Resource Center at Mark Center.

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



MEMORANDUM

DATE: October 4, 2024
TO: ATC Board of Directors
FROM: Martin Barna, Director of Planning & Scheduling
SUBJECT: **Board Resolutions for FY 2026 – FY 2027 I-395/95 Commuter Choice Grant Applications**

Item Summary:

DASH will be applying for grant funding for two projects through the NVTC I-395/95 Commuter Choice grant program. The projects represent a continuation of the two previous service enhancements for Lines 35 and 36A/B.

Board Action Requested:

Staff is requesting board adoption of the two (2) attached resolutions in support of the proposed DASH project applications for the FY 2026 – FY 2027 NVTC I-395/95 Commuter Choice grant program.

Project Background:

The I-395/95 Commuter Choice grant program was created to provide funding support for transportation projects that maximize person throughput in the corridor and improve overall mobility options. The program is managed by the Northern Virginia Transportation Commission (NVTC) and the Potomac Rappahannock Transportation Commission (PRTC), which oversee the distribution of roughly \$15 million in annual funding from I-395/95 Express Lane toll revenues.

In the first six years of the I-395/95 Commuter Choice program, DASH and the City have been awarded funding for two bus service enhancement projects: Line 35 (Van Dorn Metro to Pentagon via Beauregard Street) and Line 36A/B (Mark Center to Potomac Yard via Shirlington). Funding increased the service frequency, increased hours of operation, included specially branded buses and added real-time bus arrival displays. During the last cycle, DASH also received funding for the purchase of two 60-foot electric buses to be used to increase passenger capacity on Line 35. These buses are scheduled for delivery in early 2025.

As a result of these service improvements, Line 35 and 36A/B ridership has increased dramatically and they have been two of the more successful projects in the I-395/95 Commuter Choice program.

Line 35 service in West Alexandria has become the highest ridership route in the DASH system with over 6,000 boardings on a typical weekday. This represents roughly 1/3 of systemwide DASH weekday ridership. Weekend ridership on Line 35 has also increased with nearly 3,000 boardings on a typical Saturday or Sunday.

Line 36A/B service between Mark Center and Potomac Yard via Shirlington and Arlandria has also seen major ridership growth as a result of the service enhancements funded by this program. Average daily ridership on Line 36A/B has risen to 2,600 boardings on weekdays and 1,500 boardings on Saturdays and Sundays.

Project Description:

Staff propose to submit two applications for the FY 2026 – FY 2027 I-395/95 Commuter Choice Grant Program. The two applications are “continuation” grant applications that will enable DASH to continue to operate the enhancements in the two corridors that are currently receiving funding.

While the FY26 – FY27 project extensions represent a moderate increase in requested funds due to increased operations cost, these grants would enable DASH to continue to operate several key service improvements recommended in the 2022 Alexandria Transit Vision Plan that would otherwise require a major increase to the annual operating subsidy from the City.

The following projects are being submitted for funding and are listed in recommended order of priority:

- **Project 1 – Enhanced Bus Service from Van Dorn Metro to Pentagon (Line 35) – Up to \$8,000,000**

Project 1 is the proposed priority project (as it was in the first three rounds) and would fund the continuation of the service expansions for DASH “Line 35”, which operates parallel to I-395 in West Alexandria. With this request for up to \$8 million in funding over two years, Line 35 would continue to run every 10 minutes all-day on weekdays and every 15 minutes all-day on weekends. This project builds on recent ridership growth along the future West End Transitway corridor, could serve as a potential future source of operations funding for the transitway, and continues to support the goals and implementation of the Alexandria Transit Vision (ATV) Plan. No additional buses are required to operate this service since it is already in operation. Line 35 service enhancements are expected to cost up to \$4,000,000 in FY 2026 and up to \$4,000,000 in FY 2027 for a two-year total of up to \$8,000,000.

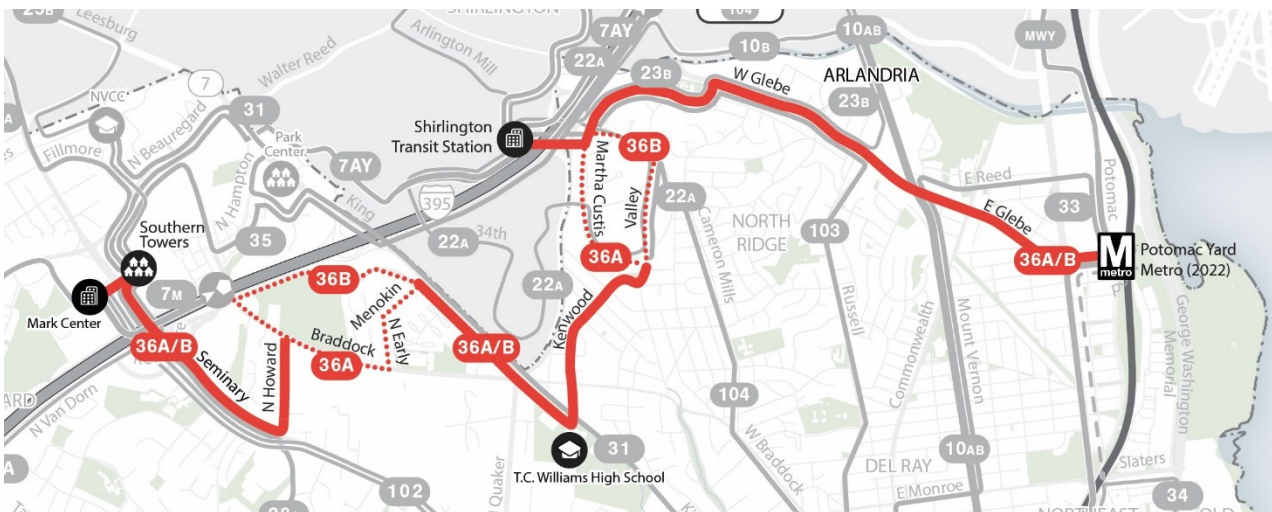
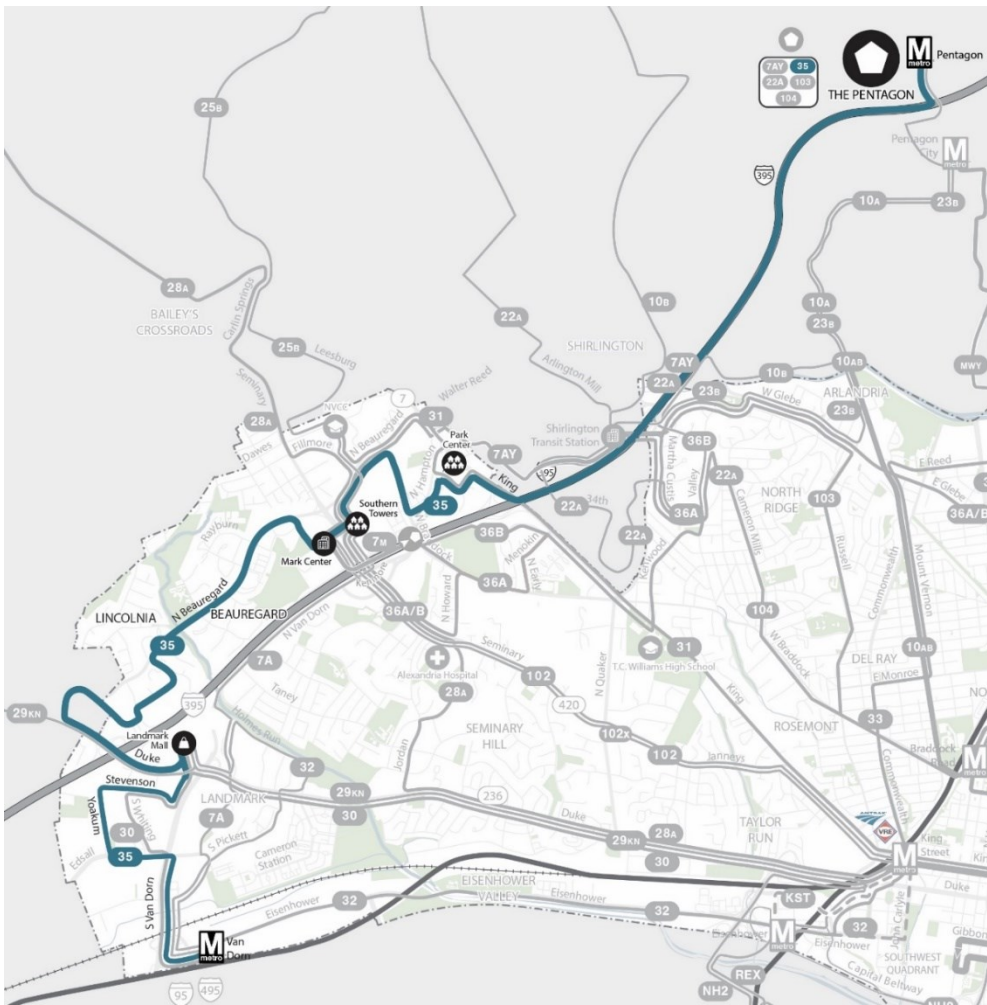
- **Project 2 – Enhanced Bus Service from Mark Center to Pot. Yard (Line 36) – Up to \$5,000,000**

Project 2 is the second priority project and would fund the continuation of the service expansions for DASH “Line 36A/B”, which operates parallel to I-395 in West Alexandria, Parkfairfax, Arlandria and Potomac Yard. With this request for up to \$5,000,000 in funding over two years, Line 36 A/B service would continue to run every 15 minutes all-day, seven days per week. This project builds on recent ridership growth along the Line 36A/B corridor, provides a strong connection to the new Potomac Yard-VT Metrorail Station, and continues to support the goals and implementation of the Alexandria Transit Vision (ATV) Plan. No additional buses are required to operate this service since it is already in operation. Line 36A/B service enhancements are expected to cost up to \$2,500,000 in FY 2025 and up to \$2,500,000 in FY 2027 for a two-year total of up to \$5,000,000.

Grant Funding Request:

The City is applying for up to \$13,000,000 in combined grant funding over two years for these projects, but there is no local match requirement. If the City does not receive any funding through this program, however, the frequency of bus service on these routes and some service areas would be reduced to the baseline levels of service that were included in the FY 2024 operating budget. Line 36A/B service would revert from running every 15 minutes to running every 30 minutes all day, seven days per week, while Line 35 service would be reduced from running every 10-15 minutes to every 15-30 minutes with fewer trips to the Pentagon. These reductions would lead to longer wait times and significant overcrowding for all DASH passengers who rely upon these routes.

Figure 1 – Line 35 & 36A/B Route Maps





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

***RESOLUTION # 25-01
DASH West End – Pentagon Bus Service Enhancements (Line 35)***

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 for a grant of financial assistance through the FY 2026 – FY 2027 I-395/95 Commuter Choice Program in the total amount of up to \$8,000,000 for the two-year program cycle (FY 2026-FY 2027) to defray the costs borne by the **PUBLIC BODY** for purposes of implementing “DASH West End - Pentagon Bus Service Enhancements (Line 35)” and to accept from the **COMMISSION** grants in such amounts as may be awarded, and to authorize Joshua Baker, CEO/General Manager, to furnish to the **COMMISSION** such documents and other information as may be required for processing the funding request. No local matching funds are required for applications submitted through the I-395/95 Commuter Choice Program.

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 records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **COMMISSION** 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 Chair 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 Board of Directors held on the ninth day of October 2024.

David Kaplan, Chair
Alexandria Transit Company

ATTEST:

Beth Reveles, Secretary of the Board
Alexandria Transit Company
10/9/2024



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

***RESOLUTION # 25-02
DASH West End – Potomac Yard Bus Service Enhancements (Line 36A/B)***

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 for a grant of financial assistance through the FY 2026 – FY 2027 I-395/95 Commuter Choice Program in the total amount of up to \$5,000,000 for the two-year program cycle (FY 2026-FY 2027) to defray the costs borne by the **PUBLIC BODY** for purposes of implementing “DASH West End – Potomac Yard Bus Service Enhancements (Line 36A/B)” and to accept from the **COMMISSION** grants in such amounts as may be awarded, and to authorize Joshua Baker, CEO/General Manager, to furnish to the **COMMISSION** such documents and other information as may be required for processing the funding request. No local matching funds are required for applications submitted through the I-395/95 Commuter Choice Program.

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 records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **COMMISSION** 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 Chair 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 Board of Directors held on the ninth day of October 2024.

David Kaplan, Chair
Alexandria Transit Company

ATTEST:

Beth Reveles, Secretary of the Board
Alexandria Transit Company
10/9/2024

GENERAL MANAGERS CURRENT SERVICES
FISCAL YEAR 2026 BUDGET

FY 2026 Current Services Budget Summary - RECOMMENDED

The FY2026 General Manager’s Proposed Operating Budget reflects an increase of \$2,224,608 (6.4%), bringing the total annual operating budget to \$37,001,881. The proposal is built to maintain current service levels, ensuring that DASH maintains its service standards for reliability and on-time performance. The budget also works to address identified staffing deficiencies within the Maintenance Department.

The proposed budget accounts for the following:

1. CBA Mandated Compensation Increases

The Collective Bargaining Agreement (CBA) mandates a 4% wage increase for Bus Operators and Maintenance employees. In addition, the budget accounts for scale and step increases based on employee seniority. Consequently, wage growth varies, often exceeding 4% as employees move up the seniority scale.

2. Variable Mileage-Based Rates for Current Service Levels

ATC uses data from the prior fiscal year to calculate mileage-based rates for fuel, maintenance, parts, and other variable expenses. The budget projects service mileage to maintain current service levels while accounting for traffic growth, passenger load levels, and regional travel times. This helps to ensure on-time performance and reliability metrics are met.

Budget Comparison

Presented as a means of benchmarking, the table below analyzes DASH and Metrobus Alexandria service budgeted operating costs per platform hour. The term “platform hour” refers to all hours buses are in service, which is the most relevant measure of the true cost of operating.

	DASH FY26 Proposed Budget	Metrobus FY25 Budget
Total Budget	36,580,611	840,600,000
Total Platform Hours	288,352	4,406,000
Operating Costs per Platform Hour	126.86	190.79

[Source: WMATA FY25 Approved Operating Budget, p. 39 (budget) p. 260 (platform hours)]
<https://wmata.com/initiatives/budget/upload/Remediated-FY2025-Approved-Budget-FINAL.pdf>

FY 2026 Fiscally Constrained Current Services – ALTERNATIVE BUDGET

Alternatively, for FY2026, a fiscally constrained Current Services scenario is provided. This aligns with the anticipated budget guidance provided by the City Manager. This alternative proposes a \$1,803,408 (5.2%) increase, bringing the total annual operating budget to \$36,580,611.

This scenario holds service hours and mileage exactly at FY2025 levels, resulting in decreased on-time performance and worsening service reliability. Additionally, this budget does not address any identified Maintenance Department staffing deficiencies.

The proposed ALTERNATIVE budget accounts for the following:

1. Service Mileage Holds Flat to FY2025 Levels

This scenario does not account for regional traffic growth, leading to exacerbated reliability issues, including missed trips, degraded on-time performance, and a reduction in overall service levels compared to FY2025.

2. No Staffing Adjustments to the Maintenance Department

The alternate budget does not address Maintenance Department mechanic deficiencies, which are anticipated to result in longer bus repair times, fewer buses available for service, and reduced service reliability. While this approach saves money in the short term, it will lead to higher one-time maintenance costs in the long run due to the necessity of increased outsourced bus repairs.

3. CBA Mandated increases are included in the alternative budget.

<div>Alexandria Transit Company</div> <div>Fiscal Year 2026</div> <div>General Manager's <i>Proposed</i> Current Services Draft Budget</div>			
Revenue	FY26 Prospoed Current Services	FY25 Final Budget	FY26 vs FY25
REVENUE			
City Contribution - DASH	36,606,811	34,433,503	2,173,308
Charters	175,000	130,000	45,000
Advertising	160,000	153,700	6,300
Miscellaneous Revenue	60,000	60,000	-
TOTAL REVENUE	\$ 37,001,811	\$ 34,777,203	\$ 2,224,608
EXPENSES			
Administration	FY26 Prospoed Current Services	FY25 Final Budget	FY26 vs FY25
Wages	2,977,400	2,774,700	202,700
Fringe Benefits	387,690	371,090	16,600
Payroll Taxes	227,900	212,400	15,500
Retirement Costs	238,500	222,400	16,100
Facilities Maintenance (Personnel)	514,800	468,400	46,400
Facilities Maintenance (Non-Personnel)	287,000	271,000	16,000
Insurance	891,200	943,868	(52,668)
Professional Services	995,700	1,002,300	(6,600)
Utilities	471,094	444,889	26,205
Telecommunications	116,000	116,000	-
Printing & Advertising	65,500	65,500	-
Training, Travel, Events	62,150	56,650	5,500
Office Equipment & Supplies	126,400	126,400	-
Employee Recognition	34,783	34,783	-
Dues and Subscriptions	24,500	23,000	1,500
Grant Local Match (DRPT Grants)	15,000	15,000	-
Total Administration Expenses	\$ 7,435,617	\$ 7,148,380	287,237
Maintenance	FY26 Prospoed Current Services	FY25 Final Budget	FY26 vs FY25
Wages	3,515,000	3,168,800	346,200
Fringe Benefits	582,300	507,700	74,600
Payroll Taxes	264,900	238,100	26,800
Retirement Costs	277,000	248,900	28,100
Fuel and Lubricants	2,286,394	2,206,624	79,770
Repair Parts & Supplies	1,609,700	1,433,500	176,200
Maintenance Services	341,100	288,900	52,200
Training and Travel	20,000	20,000	-
Total Maintenance Expenses	\$ 8,896,394	\$ 8,112,524	783,870
Operations	FY26 Prospoed Current Services	FY25 Final Budget	FY26 vs FY25
Wages	15,323,400	14,419,799	903,601
Fringe Benefits	2,681,900	2,573,400	108,500
Payroll Taxes	1,148,500	1,079,400	69,100
Retirement Costs	1,201,000	1,128,700	72,300
Operating Materials and Supplies	38,950	38,950	-
Operator Training	38,500	38,500	-
Training and Travel	47,550	47,550	-
Total Operations Expenses	\$ 20,479,800	\$ 19,326,299	1,153,501
Capital Outlay	\$ 190,000	\$ 190,000	-
TOTAL	\$ 37,001,811	\$ 34,777,203	2,224,608
Surplus/(Deficit)	\$ -	\$ -	-

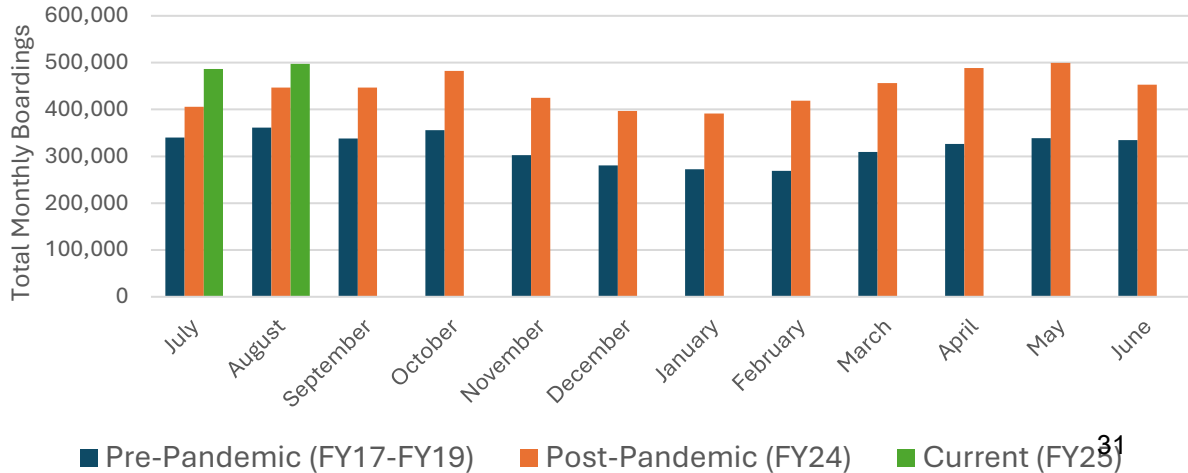
Alexandria Transit Company

Fiscal Year 2026

Fiscally Constrained Current Services Draft Budget (Alternate)

Revenue	FY26 Fiscally Constrained Current Services (Alternate)	FY25 Final Budget	FY26 vs FY25
REVENUE			
City Contribution - DASH	36,185,611	34,433,503	1,752,108
Charters	175,000	130,000	45,000
Advertising	160,000	153,700	6,300
Miscellaneous Revenue	60,000	60,000	-
TOTAL REVENUE	\$ 36,580,611	\$ 34,777,203	\$ 1,803,408
EXPENSES			
Administration	FY26 Fiscally Constrained Current Services (Alternate)	FY25 Final Budget	FY26 vs FY25
Wages	2,977,400	2,774,700	202,700
Fringe Benefits	387,690	371,090	16,600
Payroll Taxes	227,900	212,400	15,500
Retirement Costs	238,500	222,400	16,100
Facilities Maintenance (Personnel)	514,800	468,400	46,400
Facilities Maintenance (Non-Personnel)	287,000	271,000	16,000
Insurance	891,200	943,868	(52,668)
Professional Services	995,700	1,002,300	(6,600)
Utilities	471,094	444,889	26,205
Telecommunications	116,000	116,000	-
Printing & Advertising	65,500	65,500	-
Training, Travel, Events	62,150	56,650	5,500
Office Equipment & Supplies	126,400	126,400	-
Employee Recognition	34,783	34,783	-
Dues and Subscriptions	24,500	23,000	1,500
Grant Local Match (DRPT Grants)	15,000	15,000	-
Total Administration Expenses	\$ 7,435,617	\$ 7,148,380	287,237
Maintenance	FY26 Fiscally Constrained Current Services (Alternate)	FY25 Final Budget	FY26 vs FY25
Wages	3,431,900	3,168,800	263,100
Fringe Benefits	566,500	507,700	58,800
Payroll Taxes	258,700	238,100	20,600
Retirement Costs	270,500	248,900	21,600
Fuel and Lubricants	2,119,694	2,206,624	(86,930)
Repair Parts & Supplies	1,491,000	1,433,500	57,500
Maintenance Services	316,900	288,900	28,000
Training and Travel	20,000	20,000	-
Total Maintenance Expenses	\$ 8,475,194	\$ 8,112,524	362,670
Operations	FY26 Fiscally Constrained Current Services (Alternate)	FY25 Final Budget	FY26 vs FY25
Wages	15,323,400	14,419,799	903,601
Fringe Benefits	2,681,900	2,573,400	108,500
Payroll Taxes	1,148,500	1,079,400	69,100
Retirement Costs	1,201,000	1,128,700	72,300
Operating Materials and Supplies	38,950	38,950	-
Operator Training	38,500	38,500	-
Training and Travel	47,550	47,550	-
Total Operations Expenses	\$ 20,479,800	\$ 19,326,299	1,153,501
Capital Outlay	\$ 190,000	\$ 190,000	-
TOTAL	\$ 36,580,611	\$ 34,777,203	1,803,408
Surplus/(Deficit)	\$ -	\$ -	-

DASH Monthly Ridership Trends (FY 2017 - FY2025)





DEPARTMENTAL PRESENTATION

FISCAL BUDGETING
PROCESS

BUDGET DEVELOPMENT PROCESS

The Chief Financial Officer is responsible for leading the Budget Development process each year. Working with the Finance Department and all internal DASH department heads the CFO proposes a budget to the General Manager.

CURRENT SERVICES



Departmental Inputs

Mandated Wage Increases (CBA)

Mileage Based Inputs (formula)

Vendor Contract Increases

Other Formula Based

CURRENT SERVICES PROJECTIONS

FY 2024

ACTUALS

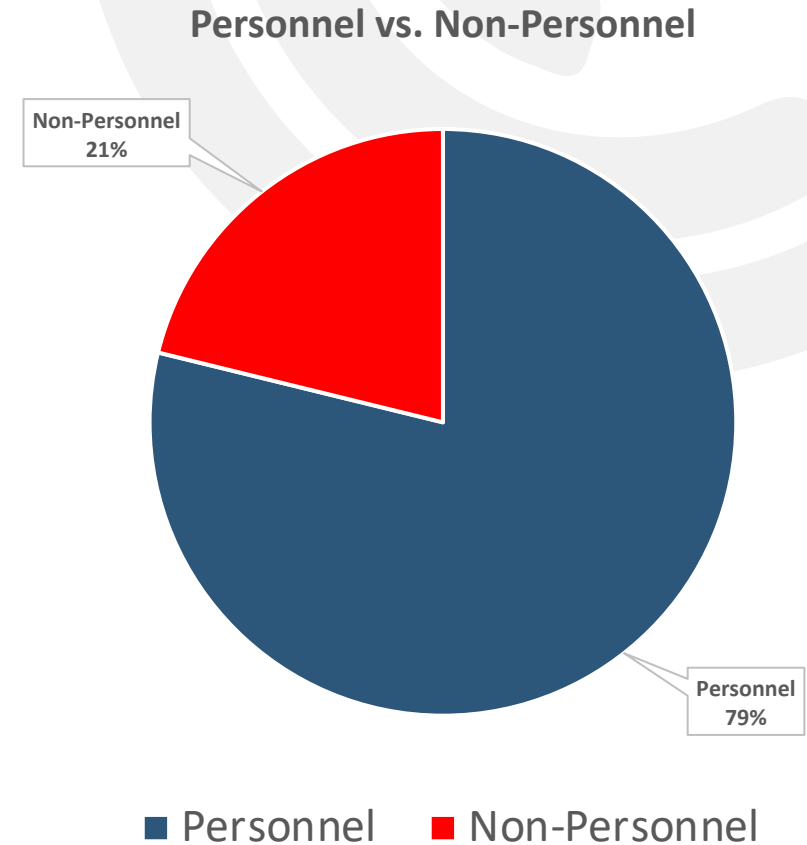
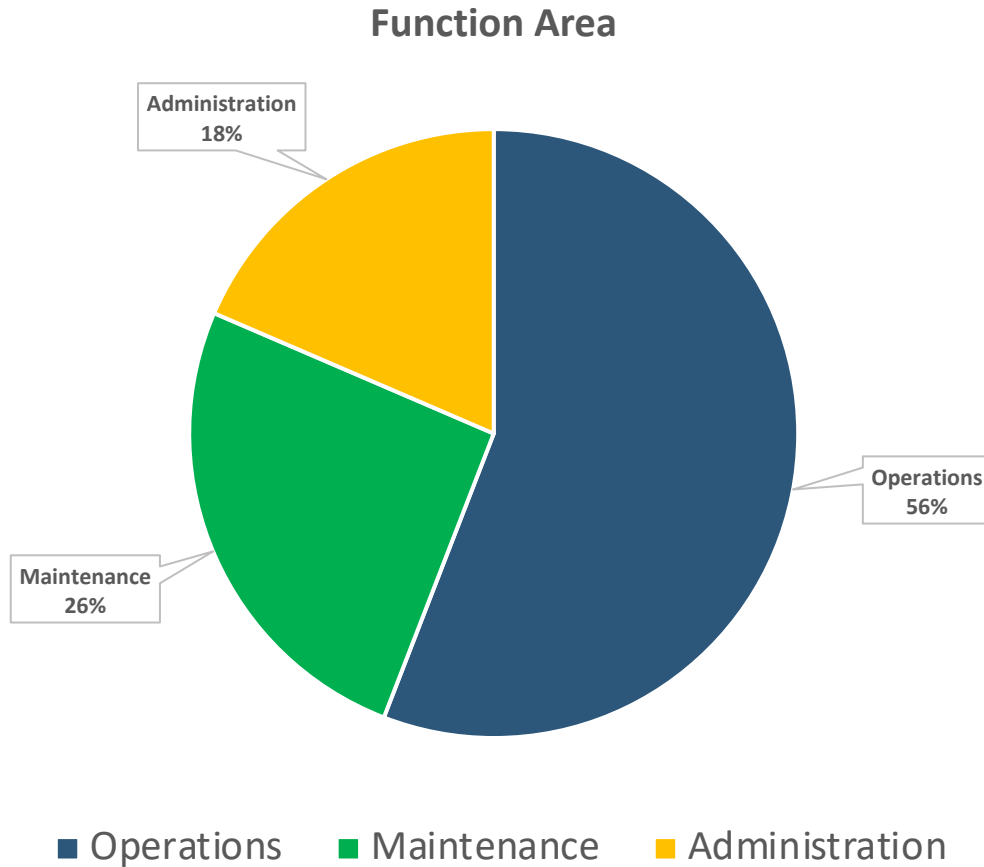


FY 2026

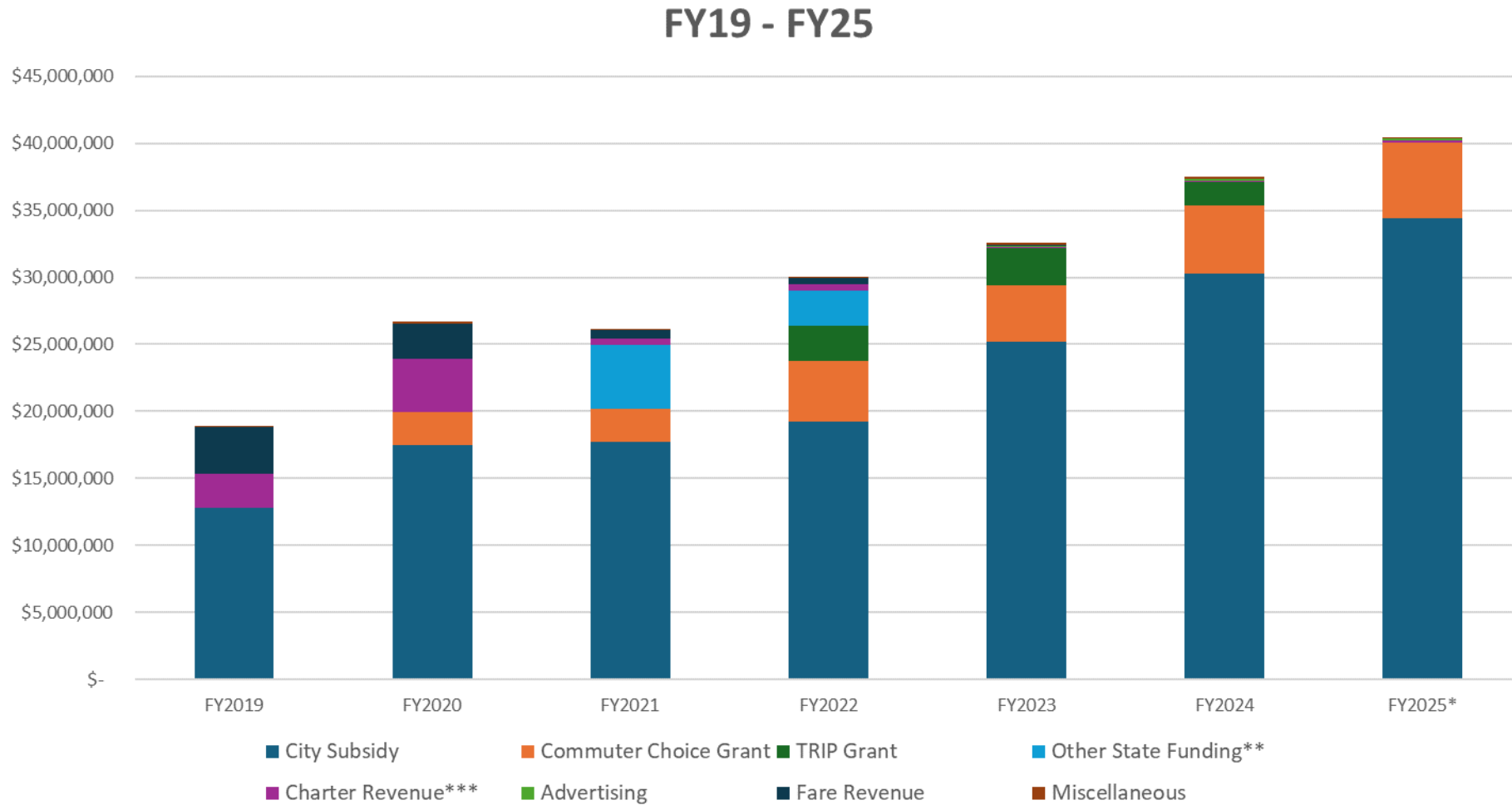
FORECASTS

Current services projections are based on known actuals.
The most current year is unavailable during this process.

BREAKOUT OF EXPENSES



FUNDING SOURCES

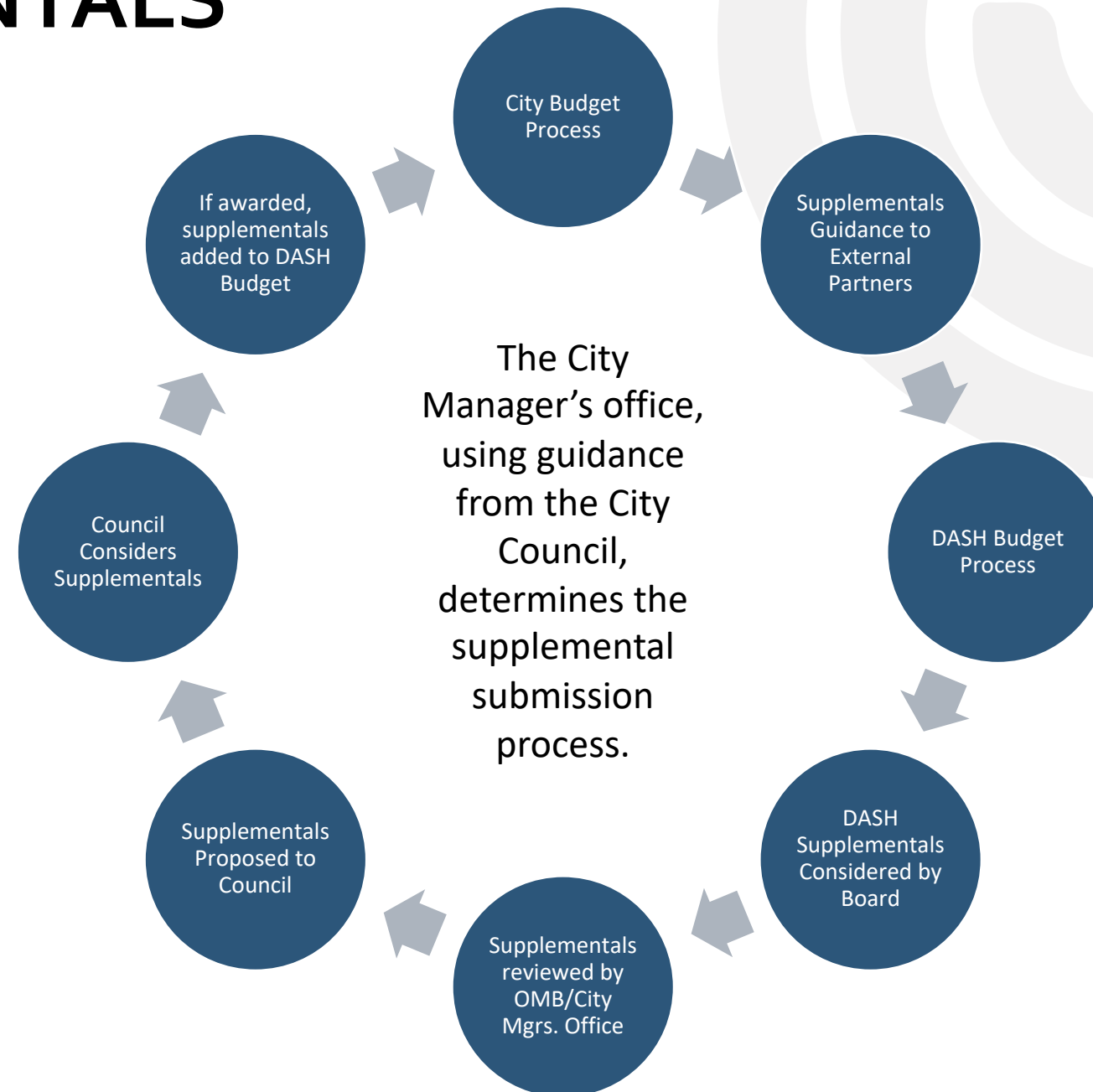


*Projected

**CARES/CRRSA

*** FY19-20 Charter included Blue Line Shuttle

SUPPLEMENTALS



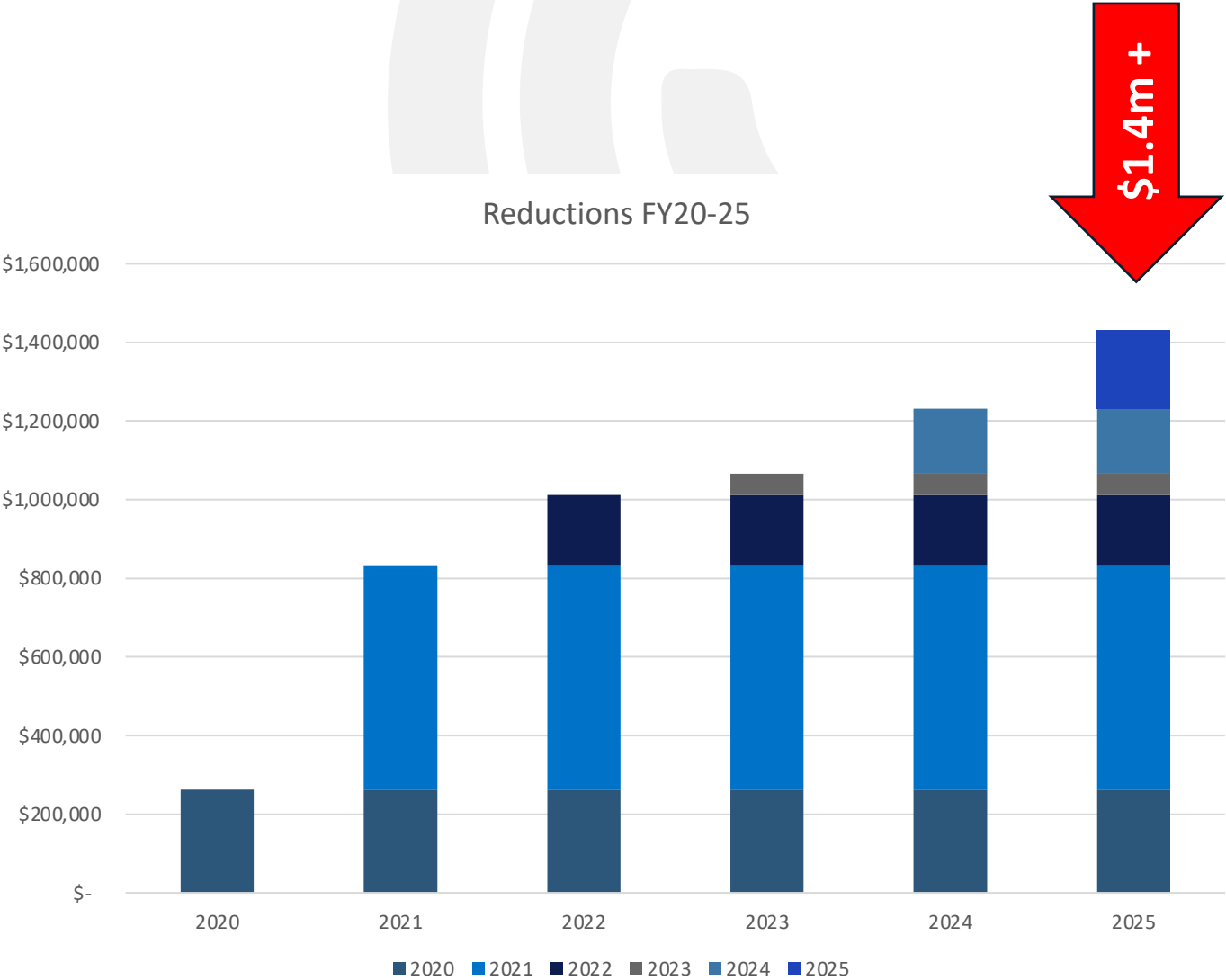
SUPPLEMENTALS

- ATC typically focuses on the Alexandria Transit Vision Plan (ATV)
- ATC considers submissions annually, typically focused on the implementation of the New DASH Network
- We are several years behind in implementing the ATV due to year-over-year underfunding
- Other Supplementals often considered:
 - Staffing increases
 - New Technologies
 - Matching funds for grant applications
 - Wage increases

REDUCTIONS

Percentage-based reductions per City Council and City Manager’s guidance

- City Manager sets a reduction target as % of the prior years approved budget
- ATC attempts a blend of service reductions and administrative cuts
- Reductions are typically taken
- Reductions year-over-year have a major compounding effect (see chart)



NEXT STEPS

Once Current Services and Supplementals & Reductions have been submitted, the CFO will continue to work on the upcoming FY budget.

October/November

- Current Services
- Supplementals
- Reductions

February

City Manager
Budget Presentation
to Council

May

Revised DASH
Budget Presented to
DASH Board of
Directors

June

DASH Board of
Directors adopts final
FY2026 Budget



STRATEGIC UPDATE

CAPITAL PROJECTS



STRATEGIC PLAN GOALS



Goal 1: System Excellence

Provide a robust transportation system that meets our customers' needs



Goal 2: Customer Experience

Deliver a top-notch customer experience so that people choose to ride



Goal 3: Environmental Stewardship

Minimize the community's carbon footprint on the environment



Goal 4: Workplace Excellence

Foster an environment that champions inclusion, work-life balance, innovation, and professional growth and satisfaction



Goal 5: Fiscal Responsibility and Efficiency

Deliver high-quality, cost-efficient services that offer maximum value to the community

ATC ASSET OVERVIEW

- DASH Facility
- Vehicles
 - 100+ Buses
 - 20+ Support Vehicles
- Equipment
 - Shop Lifts
 - Bus Wash
 - Roll Up Doors
- Technology
 - CAD/AVL
 - Transit Signal Prioritization



10 YEAR OUTLOOK

- Bus Fleet Replacement
- Bus Fleet Expansion & Electrification
- Facility Expansion
- On-Route Charging
- Technology
- Transit Signal Priority
- Facility Rehabilitation

Over \$200 Million +



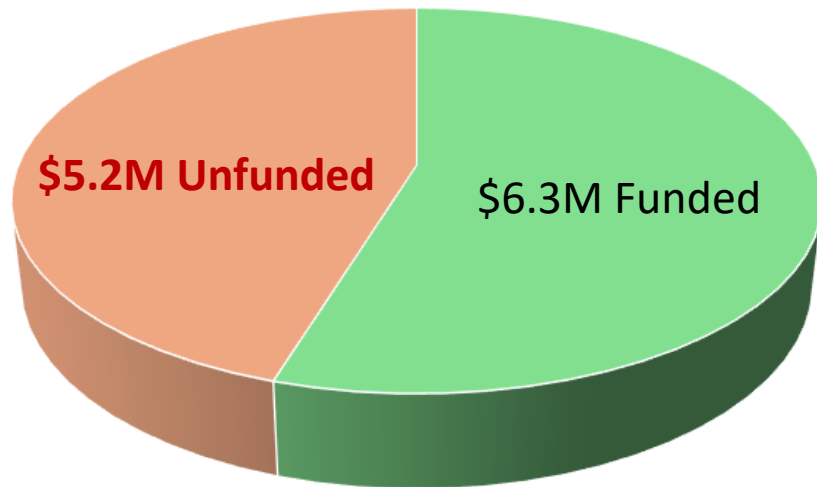
CAPITAL PRIORITIES & INITIATIVES

- **Maintain *State of Good Repair***
- Support Alexandria Transit Strategic Plan
- **Convert Fleet to 100% Zero Emissions**
 - Purchase only ZEB by 2027
 - 100% Fleet by 2037



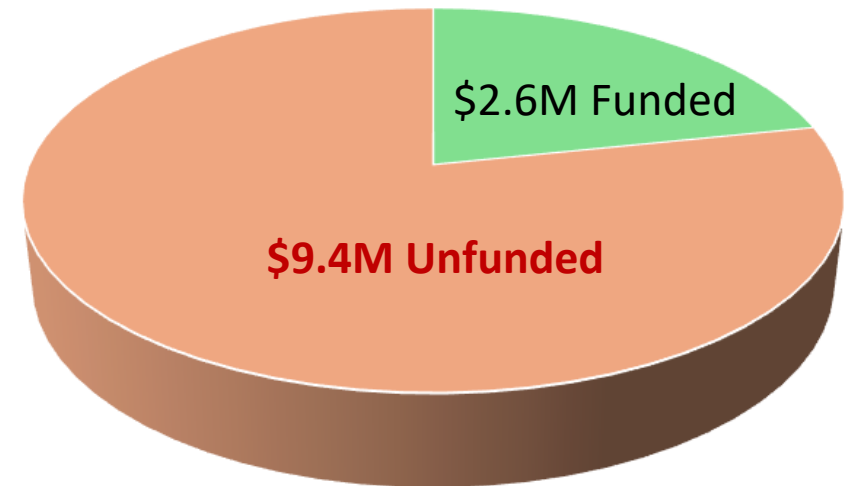
FY26 NEEDS

Bus Replacement (\$11.5 Million for 7 BEB)



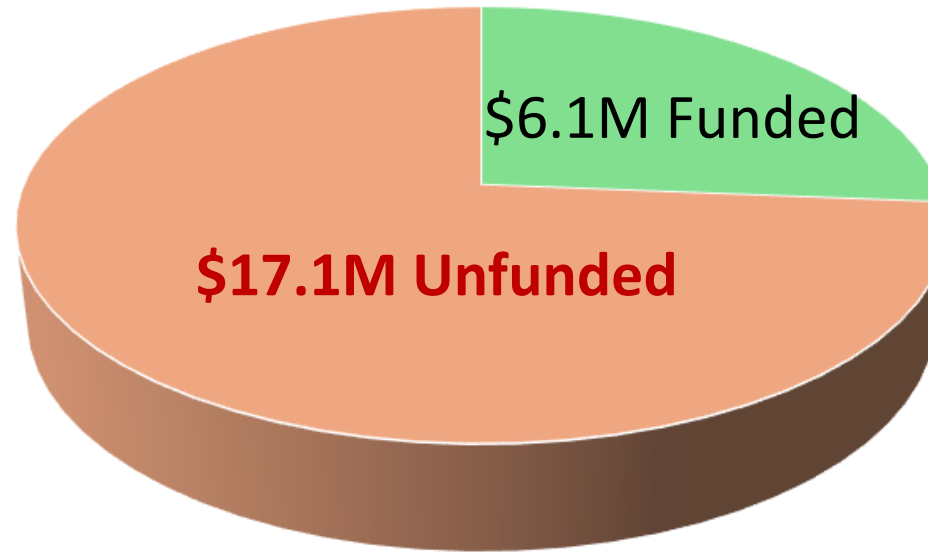
- 5 Buses as Clean Diesel
- 2 Buses as Battery Electric

Deck Rehabilitation (\$12 Million)



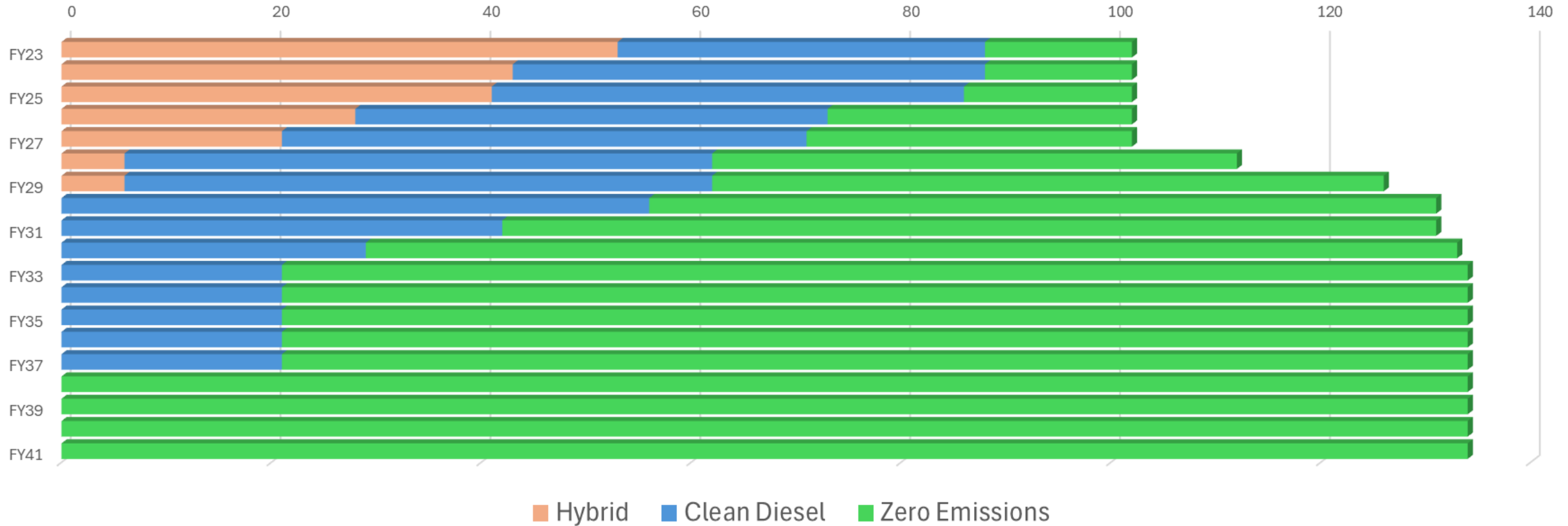
FY27 NEEDS

Bus Replacement (\$23.2 M for 14 BEB)



- 7 Buses as Clean Diesel
- 0 Buses as Battery Electric

DASH Fleet Transition











ZERO EMISSIONS PROGRESS

- Over **120 replacement buses** are required between FY26 and FY37
- Largest Gap: **Rolling Stock Funding**

STRATEGIES

Past

- FY19 Volkswagen Mitigation 
- FY20 SmartScale 
- FY21 NVTa 
- FY22 Low No 
- FY23 Low No 
- FY24 Commuter Choice 
- FY24 Community Project Funding 
- FY24 CHDV 

Future

- FY25 Virginia SGR MERIT
- FY25 Bus and Bus Facilities
- FY26 Low No
- FY26 DERA



QUESTIONS?