



Alexandria Transit Company Board of Directors Meeting



September 9, 2020 @ 5:30pm
Meeting Held Electronically during COVID-19 Pandemic
Livestream on ZOOM and Facebook Live –
Registration Link: <https://www.dashbus.com/0909ATC>

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 – May 27, 2020	2-5	All
#3	Board Member Announcements, Reports & Business Items a) Chairman of the Board b) T&ES Report c) Others		Mr. Kaplan Ms. Orr All
#4	General Manager's Reports a) Mike Nixon Retirement b) Update Regarding Executive Assistant/Board Secretary c) COVID-19 Operational Status Briefing and related updates d) Board Member Featurettes/Website Project e) Electric Bus Launch Event f) Facility Projects & Electric Bus Project updates g) Board Retreat Proposal (Late Spring 2021)	6-7	Mr. Baker
#5	Financial Reports a) Financial Update b) 5a – 5f Financial Reports (Year end and July 2020)	8-15	Mr. Davis
#6	Planning Reports a) September 15 Service Plan b) DASH Bus Mobile App Pilot Report c) WMATA SmarTrip Mobile App update	16	Mr. Barna
#7	Next Meeting Date & Adjournment The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, October 14, 2020 It is anticipated this meeting will be Zoom/Facebook Live with optional partial Board Member in person attendance at the DASH facility. Further information will be provided with the final meeting notice.	17	All



ATC Board Agenda Detail

Item #: 2
Item Title: Meeting Minutes
Contact: Joseph Quansah, Office Manager
Board Action: Consideration of Approval

Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES MAY 27, 2020

A meeting of the Board of Directors of the Alexandria Transit Company was held on May 27, 2020 online via Zoom and Facebook Live.

Board Members Present: David Kaplan, Kerry Donley, Matt Harris, Ian Greaves, Jim Kapsis, Steve Klejst, Jeffrey Bennett, Lawrence Chambers, Hillary Orr, and Lisa Henty.

Staff Members Attending: Josh Baker, Raymond Mui, Martin Barna, Evan Davis, Joseph Quansah, Jim Maslanka, Whitney Code, Kaitlyn Beisel, Diana Contreras, Stephanie Salzone, John Lanocha, Kelly McGarey.

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

- The chairman called the meeting to order thanking everyone and noting that this was going to be the last meeting for the year. He then inquired if there was any public comment and none was found. The chairman closed the public comment period.

Agenda #2 – Meeting Minutes

- The chairman called for a motion to approve the minutes. Motion by Kerry Donley, and seconded by Lisa Henty, and was approved unanimously by all members. There were no corrections and abstentions.

Agenda #3 – Board Member Announcements & Business Items

3a: Chairman's Report

- Before going into his report, the chairman thanked Josh and his team for loaning him an iPad which was very helpful for his participation in the zoom meetings.
- He also announced that this was the last meeting for the year and thanked everyone for their work and participation. He noted that it had been a challenging year but DASH has risen up to the occasion and has put safety at the forefront.
- He said the board had seen the most turnover this year in his nine years on it, with Kerry Donley leaving, four new members, and two more under discussion.
- He was appreciative of Kerry Donley for his service and flexibility to stay on to help out, and was hoping to be able to come together in September to formally acknowledge him.
- Kerry thanked the chairman and said it had been a wonderful time serving on the board and gone through all the major events like the ATV, Covid-19, the Union etc., together, and noted that the organization will face some challenges but that we are moving forward, and said he would be happy to join us in the fall.
- The chairman also talked about DASH's annual picnic and said since we would not be able to gather and show appreciation, he had requested the GM to let him and others know the next time they had an all-employee meeting so they could join and express their appreciation to the workforce.

3b: T&ES Report

- Hillary Orr gave an update on the Potomac Metro Rail Station project and said construction has been ongoing. She indicated that counsel supported staff recommendations for the South-West Enhanced Entrance and WMATA is in the process of adding this to the construction contract.
- She said one other thing that is very new is that earlier this year a request was received from Virginia Tech. to add VT to the station list and that the City is reaching out to residents and businesses involved in the development on their feedback for this proposal. Feedback will be shared with the city and likely deliberated upon in June. If board members want to give feedback, they can send it to her until June 9th, and she will forward it to the appropriate person.

- She also touched on mobility surveys that is done every two years termed as “Alex Moves” to determine the travel behavior of residents. Latest survey was targeted to Alexandria residents and was purposed to capture all trips to better understand commute behavior. The survey revealed that 30% of the trips were non-commute, and also showed different travel behaviors for men and women, and that will help in determining the changes we need to make in planning.
- She also said the feedback for the electric vehicle charging strategy closes on May 22nd. This strategy is going to help us to understand not only where and what type of infrastructure we might need but also what the city policy is and the processes we need to think about so we will be prepared with our transportation systems and network to help our shift towards the electric system.
- The chairman asked if she thought the survey captured accurate information from respondent, and whether they were in line with what they expected. She responded that part of the data was very similar to the 2016 results, but part was also way off, so they did not have a very high confidence in it. She further explained that since it was hard to get feedback, results are normally not representative of the what is going on in the community.

3c Nominating Committee Report

- The chairman introduced the Nomination Committee comprising of Hillary Orr, Jeff Bennett and Jim Kapsis who were responsible for vetting the new applicants. He said so far four were selected and five were not.
- Jeff started by saying that they had a very good candidate pool and went ahead to give highlights of the two that they selected.
- Jim Kapsis also said they had very good candidates, but the main objective was to compliment the present membership, and to ensure that the board was diverse, and bring on two women.
- Hillary Orr repeated what the previous speakers had indicated relating to their background and added that these two will bring the skillset needed to help DASH.
- Jeff shared the name of those that were selected as Linda Bailey and Thomas, and they are both residents of Alexandria.
- The chairman asked for a motion to accept the recommendation of the two selected members. Matt Harris moved to accept the recommendations as presented by the Nomination Committee, seconded by Steve Klejst. The motion passed unanimously.

Agenda #4 – General Managers Report – Special COVID-19 Briefing

- The General Manager said that the focus of his report was to give an update on the response to the Covid-19 crisis and our phased plan for restoration of operations.
- He then shared the purpose of DASH’s document called DROP and shared details of the vision of carefully restoring service in a phased approach. An attachment dealing with the details was provided to the board members.
- Josh gave a summary as follows; Phase I which goes into effect on Monday, June 1st, comprises of temperature checks, wearing of masks, not allowing visitors into the facility, and promoting telework to the maximum. Phase II will allow more people into the facility including vendors, allow meetings in smaller groups with social distancing, etc. but will keep mask requirements and temperature checks. Tapes on the floors have been deployed to ensure social distancing, and some doors have been propped open to limit touch points. Wiping of touchpoints continue. Phase III will be more of opening the facility up for regular service restoration. Telework will be encouraged but minimal.
- The GM explained that these phases are not set in stone, and that we can move in or out of them depending on what is going on. But we will be working with our regional partners to make sure we are on pace with them.
- Ian Greaves wanted to know whether our plan was aligned with regional testing and case results. Josh explained that our phases are not aligned with Virginia’s as the latter has multiple phases based on different trends, and that testing is a component of our plan but not the main thing causing us to move into phases.
- Stephanie also chipped in that testing is a consideration as well as how the community is being impacted. She also said she had had conversation with partners from the city which have indicated to her that we can move in-between phases depending on the reality on the ground.
- The chairman also wanted to know how going back to charging fares tied into our restoration of service plan. Josh explained that one way our plan relates to going back to charging fares is being

able to go back to front door boarding when social distancing requirements, for example, are relaxed. In effect, it is a standalone issue.

- Matt Harris also expressed concern about the conflict between less frequencies of buses and more spacing needs. Josh explained that we have been running our core services in addition to staged buses to increase the frequencies affected by bus capacities (social distancing). Mr. Barna also added that we have been proactive in increasing services ahead of a rise in demand so we are not overwhelmed should it happen, with staged buses as an example.

Agenda #5 – FY 2021 Budget

FY 2021 General Manager's Proposed Budget – Consideration of Final Approval

- The Director of Finance indicated that his report was not a regular one since he presented March earlier, and April was not fully closed by the city in time for the meeting. So, it was just looking ahead.
- He gave a big picture of how we got to the budget that is being considered tonight. According to him, in December he presented the FY 2021 budget with a reduction option of \$170,000 to reduce a segment of AT4 which was duplicated by other routes. That was the budget which was presented to the board in February and March.
- All the changes since the pandemic happened have been on the revenue side. Expenditure side has been the same. We are projecting a significant revenue gap of about \$2.9 million. We have forecasted a \$2.1m loss in revenue from services.
- He further stated that should revenue not pick up in FY 2021, funds from the CARES Act which stands at \$6m should keep us going, and also shared that because there is no expiration on it whatever is left could be carried over into the next year. The good thing with this is that we can keep providing services to the public, and also keep employees' jobs.
- Kerry Donley wanted to know if the funds coming to DASH was an agreement with WMATA or through NVTC. Evan Davis explained that the WMATA board had approved the allocations to be distributed, and are committed to releasing the funds, which will come in one piece on or about July 1st. Mr. Donley expressed satisfaction that it is coming in in one piece, and all at once so there is no renegeing on it in the future should WMATA face budgetary constraints.
- Referring to our agreement with DOD on the AT2 service, the chairman wanted to know whether they have put a capacity requirement for restoration of service. Martin shared that they are currently at code "C" at their Health Protection Condition Level and once they get to "B" service could be restored.
- The full budget was provided in the packet.
- The chairman asked for a motion to adopt the FY 2021 budget. Kerry Donley moved for the adoption of the FY 2021 budget and was seconded by Matt Harris. The motion was adopted unopposed by all members with no abstentions.

Agenda #6 – Continuity of Governance Business

6a) Transit Development Plan – Consideration of Final Approval

- The Director of Planning presented the Transit Development Plan for consideration and approval. He provided a summary of the plan, and also attachments in the packet.
- Due to the pandemic, he explained that they had to do a lot of virtual outreach and used quite a bit of social media to engage.
- They also made use of flyers and posters especially on the affected routes, AT4 to make sure they were reaching people affected by the change.
- He said there was a letter from a group expressing concern that had been sent to the board and recommended for the members to read it.
- The chairman commended him for the way the outreach was done to seek information on people's views on the changes.
- Mr. Barna said based on the feedback they received he was making a recommendation for the board to adopt TDP as proposed to include the reduction of service for the AT4. He said the loss of service

by the AT4 will be picked up by AT8. The only changes from the draft will be fare-related proposals.

- The chairman asked for a motion to adopt the TDP. Steve Kleijst moved to adopt the TDP as presented, seconded by Kerry Donley. The motion was adopted unanimously.

6b) Consideration of Extension of COVID Emergency Resolution

- The chairman explained that the resolution that grants the GM authority to make changes to fares and service runs out on June 10th and needs to be extended. He asked the GM to present the resolution.
- Mr. Josh Baker echoed what the chairman had explained, and said this was just to enable him to conduct business on behalf of the board in this Covid-19 era, and that once it was over the board could rescind that decision anytime it pleases.
- The chairman asked for a motion on the resolution. Lisa Henty moved that the resolution as presented in the packet be adopted, seconded by Jim Kapsis. The motion was adopted unanimously.

Agenda Item #7 – Next Meeting Date & Adjournment

- A motion to adjourn was made by Kerry Donley seconded by Ian Greaves. The motion passed unanimously.

The next regular monthly meeting of the Alexandria Transit Company Board of Directors is September 9, 2020 at 5:30 pm via ZOOM/Facebook Live.



ATC Board Agenda Detail

Item #: 4
Item Title: DASH General Manager's Reports
Contact: Josh Baker, General Manager
Board Action: None/FYI

Mike Nixon Retirement

Mike Nixon (center in picture with yellow vest), DASH's #1 Operator by seniority officially took his last trip working for DASH on Thursday, September 3rd, 2020. Mike is retiring after having worked at DASH for 36 years as of March 11. Mike is one of the original bus operators having been with the company since the day it launched. He even helped setup the first bus stops in the City and helped to train the new drivers. He had previously worked as a tour bus operator in Washington, D.C. Mike is the second retirement during the Pandemic, earlier this year Diane Roche retired after 30 years at DASH. We plan to officially recognize both in a celebration once public health allows mass gatherings again. Until then, we wish Mike all the best in his retirement!



EA/Board Secretary

Since our last meeting, Kelly McGarey has left her position with DASH. She was with us through a temporary staffing agency and had to leave for medical reasons. We certainly miss her and wish her well. Our recruitment process for a permanent placement for this job is wrapping up and we will have the position filled in time for next month's board meeting. We are excited to have a new team member on board in a permanent status. Until then any Board needs can be sent directly to the General Manager or Joseph Quansah, Office Manager.



COVID Response/ Service/ Safety Update

DASH has continued to operate throughout the summer months in much the same manner as last updated in May. A service increase is now planned for September 15th (Originally September 13th but delayed due to technical issues, and timeline requirements with the workforce), which will bring the service to about 60% of normal. The Director of planning will provide more insight into this as well as the ridership and variables which drive this decision, however in summary we remain ahead of our overall ridership demands and have been able to maintain our industry leading safety and sanitization measures.

The DASH Facility remains in "Phase 2" status of our DROP Plan.

This includes the following key restrictions:

- Temperature/Wellness Checkpoint continues for all employees entering facility.
- Masks are required inside the facility, on the bus, and/or when around any other people.
- Some facility visitors are permitted in limited areas (Lost & Found, Non-

essential vendors, etc).

- Telework strongly encouraged for those employees who are able.
- Current disinfection methods for the facility and the fleet to continue.
- No Large gatherings, meetings or events.

On July 27, the Commonwealth of Virginia released the newly adopted Emergency Temporary Standard regarding Infectious Disease Prevention, specifically geared towards the COVID-19 pandemic. The document outlines all requirements that Virginia employers must comply with to protect its employees. We have completed our review

of these standards and confirmed that existing measures already in place at DASH are fully compliant. By the 25th of September training must be completed by all employees, DASH is on track to meet this deadline.

Board Member Featurettes

DASH's marketing and communications team is working on write-ups and bio's for the DASH website, as well as individual brief features of each Board Member to be posted in future newsletters and on the website. The goal of this project is to give visitors to our website and our general online audience a way to better know our Board members, how each of them became involved in DASH, and what makes everyone proud to serve the organization.

Each member will be contacted by Kaitlyn Beisel, DASH Communications Specialist to set up ZOOM calls with each member for a brief interview. Questions will be provided in advance to help members prepare, and if you have a bio already written it will be used to build your profile. Members will not need to have their camera on for the interview if preferred, however interviews will be recorded to be referenced in writing the features.

An example of what will be developed is available here: <https://www.alexandriava.gov/Council>

Electric Bus Launch Event and Electric Bus Program Updates

We are excited to announce that our first set of 100% electric buses have been delivered. Built by New Flyer of America, three (3) 40-foot buses are now going through the delivery/acceptance process. As the first transit system in Virginia to be launching buses secured through the Volkswagen Mitigation Trust we are planning a launch event in October. Currently we are awaiting possible dates for the Governor to come to Alexandria and join us for this event in front of City Hall. The (socially distant) outdoor event will feature an unveiling of the buses, remarks by the Governor, Mayor, Secretary of Transportation, Director of the Virginia Department of Environmental Quality, City Manager, ATC Board Chairman, and ATC General Manager. (all speakers are yet to be confirmed and the list is subject to change and additions)

Our electric bus program is moving forward in full swing. We have had numerous positive developments in our program including the ongoing and on schedule installation of our charging infrastructure. Of note we have a pending implementation plan which is waiting on solicitation. DASH is now going to be the entity managing the solicitation and bid process, this will ensure our project moves forward at a much more efficient rate.

Lastly, we have recently placed an order for eight (8) additional electric buses beyond the current order. Our original intent was to wait until our first six were delivered and in service, however we have since learned that current charging infrastructure will support the additional buses without any additional investments. This will max out our charging capabilities until the completion of the implementation plan. DASH could simply not wait any longer to place these orders and still be able to meet peak fleet requirements.

Facility Projects

Several ongoing facility projects are progressing including our Flood Mitigation and Facility Parking Expansion plans, both of which are on schedule. Of these, the most urgent is our flood mitigation as DASH suffered another flood in July of this year. The city has fully funded the project and bids are closing September 30th with awards anticipated shortly thereafter.

A meeting was held on May 29th between DASH and City staff to coordinate the process for the administration of the facility expansion project.



ATC Board Agenda Detail

Item #: 5
Item Title: Financial Update
Contact: Evan Davis, Director of Finance & Administration

Alexandria Transit Company (DASH) Financial Update

Final Results for the Year Ended June 30, 2020 and the Month Ended July 31, 2020

Final FY 2020 Results

Taking into account all operating and capital activities, Alexandria Transit Company completed FY 2020 with a change in net position of \$79,255. Total revenue and expenditures both surpassed \$24 million, which is the highest in the history of DASH. Given the uncertainty and disruption of the Platform Improvement Project at the beginning of the fiscal year and the COVID-19 pandemic which ended it, this is a very favorable outcome. It was made possible by additional state operating support, reduced service levels since late March due to COVID-19, and a strategic freeze in non-essential spending from April to June.

It should be noted that over \$2.7 million of grant expenditures also flowed through our accounts in FY20, most notably nearly \$2.5 million from the I-395 Commuter Choice program to fund enhanced service on the AT-1 Plus and AT-9 routes. This support has provided for better service on these routes even during the pandemic compared to what would otherwise be available to customers on a reduced service plan.

Significant budget variances and notable accounts in June include:

- DASH has been operating fare-free since late March, causing **passenger revenue** to be almost zero. Small amounts of revenue continue to be recognized from institutional partners. While the **AT2X Mark Center Express** resumed service on June 29, almost no revenue was recorded on this contract in the fourth quarter.
- Negative **personnel** variances in Maintenance and Administration reflect adjustments to accrue payroll expenses for the final week in June which were actually paid in July.
- **Fuel & Lubricants** expenses remained significantly under budget to close the fiscal year due to very low prices. Prices are beginning to creep back up but some savings should be realized through the first few months of FY21.
- **Building Maintenance** includes pre-COVID planned investments in office equipment as well as expenses for enhanced cleaning of the facility and buses.

FY21 Forecast and CARES Act Funding

With the turn of FY 2021, we enter our third consecutive “unusual” fiscal year as the COVID-19 pandemic continues. DASH continues to operate fare-free and given ongoing community transmission, ridership has been slower to return than anticipated.

Returning to fare collection is still a ways out, and much of the recommendation to do so will depend upon the installation of bus operator safety barriers in the fleet. We currently have a solicitation open for this work and anticipate a contract award in September. Installations will take place throughout the fall. Once the barriers are in place, if it is the recommendation of the General Manager and the will of the Board, we can then safely return to front-door boarding and fare collection.

We can roughly estimate the total revenue loss based on potential dates to re-introduce fare collection. The scenarios below also assume a lower percentage of former riders returning even in the spring of 2021, as it is likely some customers will permanently change their travel patterns.

Return of Fare Collection	Total Revenue Loss (out of \$4 million budget)
November 2020	~ \$2.6 million
January 2021	~ \$2.95 million
March 2021	~ \$3.3 million
May 2021	~ \$3.6 million

Alexandria has been allocated \$6.1 million in CARES Act funding. This program is dedicated to maintaining transit service and jobs specifically. As previously presented, this allocation provided through a WMATA subsidy credit to the City. The General Manager has asked that we project scenarios in which DASH collected no fares at all in FY21 and used \$4 million to cover the year’s passenger revenue deficit. It has been determined that if this were the case, there would still be approximately \$2.1 million available to cover additional COVID-specific expenditures.

The following table outlines the planned uses of the CARES act funding.

Potential Use for CARES Transit Funding	FY21 Amount
DASH Passenger Revenue Losses	Up to \$4 million
Enhanced Cleaning and PPE	~ \$250,000
Bus Operator Safety Barriers – Fleet Retrofit	RFP pending – cost varies widely by type; up to \$700,000
Facility Modifications for Social Distancing	Up to \$250,000
Paratransit Uses (City Determined)	Cost Unknown – No indication of use at this time
Other Transit-Related Contingencies	Cost Unknown

Considering known factors and making conservative estimates, we currently project a FY 2021 year-end surplus of \$147,054. This is driven by a projection that expenditures will be under budget by about \$200,000 (1%). Of course, given the large projected gap in passenger and contract revenue, the difference is made up by CARES Act funding which comes to DASH as additional subsidy transfers from the City. You will note the offsetting variances in the revenue line items.

Looking further ahead, while we hope for a return to “normal” in FY22 (begins July 2021), long-term changes in travel patterns, ongoing virus concerns, City revenue challenges, and the pending implementation of the Alexandria Transit Vision (ATV) short-term network all must be considered for FY22. Next year’s budget development is already underway with the General Manager and a preliminary discussion is anticipated for the October ATC Board Meeting.

ATC Board Agenda Detail

Item #: 5a
Item Title: June Budget vs. Actual
Contact: Evan Davis, Director of Finance & Administration



Alexandria Transit Company (DASH)						
Budget vs. Actual Report for the Year Ended June 30, 2020						
Description	CM Actual	CM Budget	Variance	FY20 Actual	FY20 Budget	Variance
REVENUE						
City Contribution - King Street Trolley	83,105	83,108	(3)	997,293	997,293	-
DASH Passenger Revenue	11,664	317,319	(305,655)	2,609,912	3,807,832	(1,197,920)
DASH AT2X Mark Center Charter	-	67,437	(67,437)	585,902	809,244	(223,342)
DASH Other Charter Revenue	(1,258)	290,875	(292,133)	3,390,049	3,490,501	(100,452)
Miscellaneous Revenue	6,715	5,001	1,714	168,276	60,000	108,276
TOTAL OPERATING REVENUE	100,226	763,740	(663,514)	7,751,432	9,164,870	(1,413,438)
City Contribution - Regular Subsidy	1,332,909	1,332,916	(7)	16,488,381	15,994,985	493,396
TOTAL REVENUE	1,433,135	2,096,656	(663,521)	24,239,813	25,159,855	(920,042)
OPERATING EXPENDITURES						
OPERATIONS						
Wages - O	823,194	948,380	125,186	10,933,024	11,380,573	447,549
Fringe Benefits - O	160,102	144,789	(15,313)	1,732,447	1,737,450	5,003
Payroll Taxes - O	48,293	73,250	24,957	831,238	879,000	47,762
Retirement Contributions - O	47,507	69,208	21,701	748,736	830,500	81,764
Total Operations Labor	1,079,096	1,235,627	156,531	14,245,445	14,827,523	582,078
Operator Recruitment and Training	8,427	3,499	(4,928)	38,017	42,000	3,983
Operating Materials and Supplies	396	10,333	9,937	117,532	124,000	6,468
Training and Travel - O	2,798	1,388	(1,410)	9,003	16,650	7,647
TOTAL OPERATIONS EXPENDITURES	1,090,717	1,250,847	160,130	14,409,997	15,010,173	600,176
MAINTENANCE						
Wages - M	296,221	165,000	(131,221)	2,271,935	1,980,000	(291,935)
Fringe Benefits - M	41,240	24,484	(16,756)	287,745	293,800	6,055
Payroll Taxes - M	18,249	13,917	(4,332)	168,262	167,000	(1,262)
Retirement Contributions - M	16,978	13,750	(3,228)	166,631	165,000	(1,631)
Total Maintenance Labor	372,688	217,151	(155,537)	2,894,573	2,605,800	(288,773)
Fuel & Lubricants	55,218	112,375	57,157	1,072,578	1,348,500	275,922
Repair Parts	(6,594)	54,167	60,761	577,782	650,000	72,218
Tires	5,014	11,333	6,319	128,047	136,000	7,953
Vehicle Maintenance Service	6,877	19,334	12,457	247,161	232,000	(15,161)
Laundry	2,828	3,000	172	35,417	36,000	583
Tools and Equipment	(2,172)	1,150	3,322	13,379	13,800	421
Building Maintenance	84,829	36,207	(48,622)	457,509	434,500	(23,009)
Training and Travel - M	19	1,042	1,023	6,123	12,500	6,377
TOTAL MAINTENANCE EXPENDITURES	518,707	455,759	(62,948)	5,432,569	5,469,100	36,531
ADMINISTRATION						
Wages - A	207,029	117,253	(89,776)	1,530,989	1,407,050	(123,939)
Fringe Benefits - A	24,337	16,062	(8,275)	200,804	192,745	(8,059)
Payroll Taxes - A	12,736	9,000	(3,736)	112,445	108,000	(4,445)
Retirement Contributions - A	12,325	9,125	(3,200)	104,934	109,500	4,566
Total Administrative Labor	256,427	151,440	(104,987)	1,949,172	1,817,295	(131,877)
Insurance	57,624	60,167	2,543	721,419	722,000	581
Professional Services	82,729	86,995	4,266	925,387	1,043,935	118,548
Utilities	19,650	19,825	175	239,085	237,900	(1,185)
Printing & Advertising	3,322	7,438	4,116	63,843	89,250	25,407
Telecommunications	8,745	8,083	(662)	100,847	97,000	(3,847)
Training, Travel, Events - A	71	7,084	7,013	54,218	85,000	30,782
Office Equipment and Supplies	5,979	6,685	706	71,649	80,200	8,551
Dues and Subscriptions	986	1,062	76	12,815	12,750	(65)
Grant Local Match	18,629	25,271	6,642	78,356	303,252	224,896
TOTAL ADMINISTRATIVE EXPENDITURES	454,162	374,050	(80,112)	4,216,791	4,488,582	271,791
TOTAL OPERATING EXPENDITURES	2,063,586	2,080,656	17,070	24,059,357	24,967,855	908,498
CAPITAL OUTLAYS (non-CIP)						
Computer and Office Equipment	-	-	-	-	-	-
Maintenance Equipment	(40,341)	10,333	50,674	60,113	124,000	63,887
Other Equipment Investments	-	5,667	5,667	-	68,000	68,000
TOTAL CAPITAL OUTLAYS (non-CIP)	(40,341)	16,000	56,341	60,113	192,000	131,887
NET SURPLUS (DEFICIT)	(590,110)	-	(590,110)	120,343	-	120,343

ATC Board Agenda Detail

Item #: 5b
Item Title: Year End Balance Sheet
Contact: Evan Davis, Director of Finance & Administration



ALEXANDRIA TRANSIT COMPANY
Balance Sheet as of June 30, 2020

ASSETS

Cash - City of Alexandria Pooled	\$ -
Cash - Payroll Account	85,143
Due from Other Governments	39,585
Accounts Receivable	995,376
Prepaid Expenditures	24,012
Parts and Supplies Inventory	722,025
Capital Assets	54,624,851
Less: Accumulated Depreciation	(23,463,919)
TOTAL ASSETS	\$ 33,027,073

LIABILITIES

Accounts Payable	\$ 219,355
Payroll Liabilities	100,937
Accrued Wages	553,099
Accrued Vacation	1,031,593
Due to Other Funds (Negative Cash Position)	387,043
Total Liabilities	\$ 2,292,027

NET POSITION

Net Investment in Capital Assets	\$ 31,160,932
Unrestricted	(425,886)
Total Net Position	\$ 30,735,046

TOTAL LIABILITIES AND NET POSITION	\$ 33,027,073
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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: Year End Income Statement
Contact: Evan Davis, Director of Finance & Administration



ALEXANDRIA TRANSIT COMPANY
Summary Income Statement for the Year Ended June 30, 2020

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	997,293	997,293	-
DASH Passenger Revenue	2,609,912	3,807,832	(1,197,920)
DASH AT2X Mark Center Charter	585,902	809,244	(223,342)
DASH Other Charter Revenue	3,390,049	3,490,501	(100,452)
Miscellaneous Revenue	168,276	60,000	108,276
Total Operating Revenue	7,751,432	9,164,870	(1,413,438)
City Contribution - Regular Subsidy	16,488,381	15,994,985	493,396
Total Revenue	24,239,813	25,159,855	(920,042)
EXPENDITURES:			
Operations	14,409,997	15,010,173	600,176
Maintenance	5,432,569	5,469,100	36,531
Administration	4,216,791	4,488,582	271,791
Capital Outlay	60,113	192,000	131,887
Total Expenditures	24,119,470	25,159,855	1,040,385
GRANT ACTIVITY:			
I-395 Commuter Choice Grants	2,483,172	-	-
State Grants	199,977	-	-
Local Match on State Grants	78,356	-	-
Grant Expenditures	(2,409,853)	-	-
Total Grant Activity	351,652	-	-
Change in Net Position before Nonoperating Items	471,995		
Depreciation	(4,465,665)		
Capital Contribution	4,072,895		
Change in Net Position	79,225		
Net Position at Beginning of Year	30,655,821		
Net Position at End of Year	30,735,046		

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:

July Budget vs. Actual

Contact:

Evan Davis, Director of Finance & Administration



Alexandria Transit Company (DASH)									
Budget vs. Actual Report for the Month Ended July 31, 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	-	86,432	86,432	-	1,037,185	1,037,185	-
DASH Passenger Revenue	69	335,333	(335,264)	69	335,333	(335,264)	1,397,891	4,024,000	(2,626,109)
DASH AT2X Mark Center Charter	25,840	69,460	(43,620)	25,840	69,460	(43,620)	615,420	833,518	(218,098)
DASH Other Charter Revenue	193	5,000	(4,807)	193	5,000	(4,807)	15,613	60,000	(44,387)
Miscellaneous Revenue	3,305	4,583	(1,278)	3,305	4,583	(1,278)	23,765	55,000	(31,235)
TOTAL OPERATING REVENUE	115,839	500,808	(384,969)	115,839	500,808	(384,969)	3,089,874	6,009,703	(2,919,829)
City Contribution - Regular Subsidy	1,390,541	1,390,541	-	1,390,541	1,390,541	-	19,530,704	16,686,497	2,844,207
TOTAL REVENUE	1,506,380	1,891,349	(384,969)	1,506,380	1,891,349	(384,969)	22,620,578	22,696,200	(75,622)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	549,977	801,348	251,371	549,977	801,348	251,371	9,781,868	9,616,200	(165,668)
Fringe Benefits - O	135,389	140,650	5,261	135,389	140,650	5,261	1,769,801	1,687,800	(82,001)
Payroll Taxes - O	42,372	64,583	22,211	42,372	64,583	22,211	768,540	775,000	66,460
Retirement Contributions - O	42,738	67,534	24,796	42,738	67,534	24,796	725,098	810,400	85,302
Total Operations Labor	770,476	1,074,115	303,639	770,476	1,074,115	303,639	12,985,307	12,889,400	(95,907)
Operator Recruitment and Training	(2,477)	4,332	6,809	(2,477)	4,332	6,809	47,000	52,000	5,000
Operating Materials and Supplies	493	1,959	1,466	493	1,959	1,466	23,500	23,500	-
Training and Travel - O	(1,978)	1,933	3,911	(1,978)	1,933	3,911	23,200	23,200	-
TOTAL OPERATIONS EXPENDITURES	766,514	1,082,339	315,825	766,514	1,082,339	315,825	13,079,007	12,988,100	(90,907)
MAINTENANCE									
Wages - M	110,815	183,509	72,694	110,815	183,509	72,694	2,154,949	2,202,100	47,151
Fringe Benefits - M	20,833	27,542	6,709	20,833	27,542	6,709	295,258	330,500	35,242
Payroll Taxes - M	8,584	14,000	5,416	8,584	14,000	5,416	168,984	168,000	(984)
Retirement Contributions - M	8,155	14,833	6,678	8,155	14,833	6,678	168,355	178,000	9,645
Total Maintenance Labor	148,387	239,884	91,497	148,387	239,884	91,497	2,787,546	2,878,600	91,054
Fuel & Lubricants	57,075	93,625	36,550	57,075	93,625	36,550	1,004,231	1,123,500	119,269
Repair Parts	23,488	43,583	20,095	23,488	43,583	20,095	507,988	523,000	15,012
Tires	1,864	11,583	9,719	1,864	11,583	9,719	110,864	139,000	28,136
Vehicle Maintenance Service	23,570	10,834	(12,736)	23,570	10,834	(12,736)	144,570	130,000	(14,570)
Laundry	3,234	2,792	(442)	3,234	2,792	(442)	37,534	33,500	(4,034)
Tools and Equipment	3,620	1,250	(2,370)	3,620	1,250	(2,370)	14,620	15,000	380
Building Maintenance	37,405	21,498	(15,907)	37,405	21,498	(15,907)	272,917	258,000	(14,917)
Training and Travel - M	-	1,042	1,042	-	1,042	1,042	12,500	12,500	-
TOTAL MAINTENANCE EXPENDITURES	298,643	426,091	127,448	298,643	426,091	127,448	4,892,770	5,113,100	220,330
ADMINISTRATION									
Wages - A	81,881	139,232	57,351	81,881	139,232	57,351	1,626,696	1,670,800	44,104
Fringe Benefits - A	8,159	20,280	12,121	8,159	20,280	12,121	182,260	243,350	61,090
Payroll Taxes - A	6,169	10,709	4,540	6,169	10,709	4,540	122,573	128,500	5,927
Retirement Contributions - A	6,325	10,125	3,800	6,325	10,125	3,800	121,041	121,500	459
Total Administrative Labor	102,534	180,346	77,812	102,534	180,346	77,812	2,052,570	2,164,150	111,580
Insurance	69,155	69,167	12	69,155	69,167	12	829,860	830,000	140
Professional Services	61,900	68,416	6,516	61,900	68,416	6,516	811,785	821,000	9,215
Utilities	11,873	21,166	9,293	11,873	21,166	9,293	241,883	254,000	12,117
Printing & Advertising	165	5,416	5,251	165	5,416	5,251	65,000	65,000	-
Telecommunications	8,955	5,833	(3,122)	8,955	5,833	(3,122)	107,955	70,000	(37,955)
Training, Travel, Events - A	2	6,418	6,416	2	6,418	6,416	77,000	77,000	-
Office Equipment and Supplies	4,165	3,865	(300)	4,165	3,865	(300)	48,194	46,350	(1,844)
Dues and Subscriptions	740	1,250	510	740	1,250	510	15,000	15,000	-
Grant Local Match	-	5,208	5,208	-	5,208	5,208	62,500	62,500	-
TOTAL ADMINISTRATIVE EXPENDITURES	259,489	367,085	107,596	259,489	367,085	107,596	4,311,747	4,405,000	93,253
TOTAL OPERATING EXPENDITURES	1,324,646	1,875,515	550,869	1,324,646	1,875,515	550,869	22,283,524	22,506,200	222,676
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	-	-	-	-	-	-	-	-
Maintenance Equipment	-	11,667	11,667	-	11,667	11,667	140,000	140,000	-
Other Equipment Investments	-	4,167	4,167	-	4,167	4,167	50,000	50,000	-
TOTAL CAPITAL OUTLAYS (non-CIP)	-	15,834	15,834	-	15,834	15,834	190,000	190,000	-
NET SURPLUS (DEFICIT)	181,734	-	181,734	181,734	-	181,734	147,054	-	147,054

ATC Board Agenda Detail

Item #: 5e
Item Title: July Income Statement
Contact: Evan Davis, Director of Finance & Administration



ALEXANDRIA TRANSIT COMPANY
Summary Income Statement for the Month Ended July 31, 2020

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	86,432	86,432	-
DASH Passenger Revenue	69	335,333	(335,264)
DASH AT2X Mark Center Charter	25,840	69,460	(43,620)
DASH Other Charter Revenue	193	5,000	(4,807)
Miscellaneous Revenue	3,305	4,583	(1,278)
Total Operating Revenue	115,839	500,808	(384,969)
City Contribution - Regular Subsidy	1,390,541	1,390,541	-
Total Revenue	1,506,380	1,891,349	(384,969)
EXPENDITURES:			
Operations	766,514	1,082,339	315,825
Maintenance	298,643	426,091	127,448
Administration	259,489	367,085	107,596
Capital Outlay	-	15,834	15,834
Total Expenditures	1,324,646	1,891,349	566,703
GRANT ACTIVITY:			
I-395 Commuter Choice Grants	-	-	-
State Grants	-	-	-
Local Match on State Grants	-	-	-
Grant Expenditures	-	-	-
Total Grant Activity	-	-	-
Net Surplus (Deficit)	181,734	-	181,734

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ATC Board Agenda Detail

Item #: 5f
Item Title: July Balance Sheet
Contact: Evan Davis, Director of Finance & Administration



ALEXANDRIA TRANSIT COMPANY
Balance Sheet as of July 31, 2020

ASSETS

Cash - City of Alexandria Pooled	\$	-
Cash - Payroll Account		15,317
Due from Other Governments		39,585
Receivables		1,021,637
Prepaid Expenditures		562,892
Parts and Supplies Inventory		722,025
Capital Assets		54,624,851
Less: Accumulated Depreciation		(23,463,919)
TOTAL ASSETS	\$	<u>33,522,388</u>

LIABILITIES

Accounts Payable	\$	177,077
Payroll Liabilities		33,336
Accrued Vacation		1,031,593
Due to Other Funds (Negative Cash Position)		1,388,407
Total Liabilities	\$	<u>2,630,413</u>

NET POSITION

Net Investment in Capital Assets	\$	31,160,932
Unrestricted		(268,957)
Total Net Position	\$	<u>30,891,975</u>
TOTAL LIABILITIES AND NET POSITION	\$	<u>33,522,388</u>

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ATC Board Agenda Detail

Item #: 6
Item Title: Planning Updates
Contact: Martin Barna, Director of Planning
Board Action: None/FYI



A) September 15 Service Plan

Effective Tuesday, September 15, DASH will increase from its current "Enhanced Saturday" service levels to a "Reduced Weekday" operating plan. This plan will allow DASH to strategically increase its service to full weekday levels for the routes that are seeing continued ridership growth, while maintaining reduced service levels on several of the commuter-oriented routes that are still running with very low ridership. The King Street Trolley will continue to be suspended until further notice. This service change represents a transition from the initial "Stabilization" Phase to the second "Managed Restoration" Phase outlined in the DASH Recovery of Operations Plan that was developed back in May. The third and final "Recovery" phase will include full weekday service on all routes and is tentatively planned for early 2021.

B) DASH Bus Mobile App Pilot Report

As summarized in the attached report, the DASH Bus App mobile ticketing pilot was launched by DASH and moovel North America in June 2019 to provide an additional fare payment option for DASH customers while also gaining insight on the costs and benefits of a mobile ticketing app. The report provided as an attachment is a summary of the first year of the DASH Bus app including usage statistics, customer survey results, issues, and lessons learned so far. As a result of the success of the first year, DASH extended its contract with moovel through March 2021 to provide additional time to evaluate the benefits of the app, and to coordinate further with other local transit providers like WMATA and VRE on a regional mobile payment platform.

C) WMATA Smartrip Mobile App Update

On Tuesday, September 2, WMATA announced the launch of its new SmarTrip app for iPhone and Apple Watch users. Passengers for Metrorail, Metrobus, DASH and all other regional SmarTrip partners will be able to use their iPhone Apple Wallet for a "touch-free" fare payment for all fareboxes and fare gates. The SmarTrip app will also allow them to manage their SmarTrip accounts, view balances, add funds, and manage transit benefits. For more information, please visit www.wmata.com/ApplePay.

ATC Board Agenda Detail

Item #: 7
Item Title: Next Meetings, Meeting Schedule and Adjournment
Board Action: Discussion/Motion



The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, October 14, 2020

Meetings are anticipated to continue via Zoom/Facebook Live with partial in person options through December 2020

Consider Adjournment