Charlottesville-Albemarle Metropolitan Planning Organization
of the Thomas Jefferson Planning District Commission
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MEMORANDUM OF UNDERSTANDING
ON THE JEFFERSON AREA
REGIONAL TRANSIT PARTNERSHIP (RTP)

This agreement is made and entered into as of [Date TBD], by and between the Charlottesville-Albemarle Metropolitan Planning Organization hereinafter referred to as the MPO, the City of Charlottesville hereinafter referred to as the CITY, the County of Albemarle hereinafter referred to as the COUNTY, JAUNT, Inc hereinafter referred to as JAUNT, with JAUNT and Charlottesville Area Transit together hereinafter referred to as the PUBLIC TRANSIT OPERATORS, and the Thomas Jefferson Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the TJPDC.

WHEREAS, in 2016, the Planning and Coordination Council (PACC) asked TJPDC to review and recommend opportunities for improved communication, coordination and collaboration on transit matters.; and,

WHEREAS, the TJPDC completed work on a Regional Transit Coordination Study, where the main recommendation from this study was to establish a Regional Transit Partnership (RTP) hereinafter referred to as the PARTNERSHIP, consisting of an Advisory Board and whose charge is to provide a venue for continued communication, coordination and collaboration between transit providers, localities and other stakeholders.; and,

WHEREAS, City Council and the Albemarle Board of Supervisors held a joint meeting on February 14th, 2017, where both bodies voted to support development of the PARTNERSHIP and asked TJPDC to develop an MOU; and,

WHEREAS, on October 30, 2017 the Charlottesville-Albemarle Metropolitan Planning Organization, the City of Charlottesville, the County of Albemarle, JAUNT, Inc, and the Thomas Jefferson Planning District Commission did enter into an original Memorandum of Understanding defining the vision, roles and responsibilities for the Regional Transit Partnership; and

WHEREAS, on [Date TBD], these parties amend this Memorandum of Understanding to include the University of Virginia hereinafter referred to as UVA among the PUBLIC TRANSIT OPERATORS and signatories of this agreement.

NOW THEREFORE, be it recognized and agreed that the MPO, CITY, COUNTY, JAUNT, and UVA hereby establish the Jefferson Area Regional Transit Partnership (RTP), in accordance with the following articles.

Article 1
Staffing, Funding and Boundaries

The MPO is responsible, as the lead, for staffing and programming for the PARTNERSHIP, with Section 5303 program funding from the Federal Transit Administration (FTA) and Virginia Department of Rail and Public Transportation (DRPT). Funding will be a regular item in the MPO's Unified Planning Work Program (UPWP). The PARTNERSHIP's program area is limited to the Charlottesville-Albemarle metropolitan transportation planning area (MPA) that includes the CITY and the urbanized portions of the COUNTY.

Article 2
Function and Authority

The PARTNERSHIP will be an advisory board that provides recommendations to CITY, COUNTY, PUBLIC TRANSIT OPERATORS and other stakeholders, such as the University of Virginia (UVA). The

PARTNERSHIP shall not have any inherent decision-making powers and does not supersede management over the PUBLIC TRANSIT OPERATORS.

Article 3
Membership and Voting Structure

The composition of the PARTNERSHIP may change with time, as the Advisory Board meets and identifies an improved membership structure. At a later date, the PARTNERSHIP may extend to surrounding counties and towns, as needed. Expansion of Advisory Board members will require written amendments to this MOU. The PARTNERSHIP roster includes voting and non-voting membership. Each voting member is permitted one vote on all matters addressed by the PARTNERSHIP. All individuals on the Advisory Board have equal voting powers, with no weighted privileges given to any members.

Voting membership includes *eight* representatives, including:

- Charlottesville City Council – *two representatives*
- Albemarle Board of Supervisors – *two representatives*
- JAUNT Corporation Board – *two representatives*--one urban & one rural representative with at no time having both serve from the same governmental jurisdiction.
- Department of Rail and Public Transportation (DRPT) – *one representative*
- University of Virginia – *one representative*

There shall also be a nonvoting representative as designated by the PARTNERSHIP.

The designating body of each member locality or agency, having appointed the appropriate number of representatives to the PARTNERSHIP, as indicated in this ARTICLE, whether voting or nonvoting, may appoint an alternate member(s). Voting privileges for alternates shall be the same as for the regular member in the absence of the regular member.

There are no set term-limits for members of the PARTNERSHIP Advisory Board. Each member locality or agency shall reassess membership to the PARTNERSHIP, according to their own processes.

Article 4
Meeting Schedule and Bylaws

The PARTNERSHIP will set a meeting schedule that is coordinated with the MPO Policy Board meeting schedule. The PARTNERSHIP shall convene at least four times in a given fiscal year.

This MOU will serve as the main guiding documents for the PARTNERSHIP. The PARTNERSHIP may adopt bylaws, to aid in management of meetings. Unless otherwise determined by the PARTNERSHIP, TJPDC will facilitate and manage meetings. Voting and parliamentary procedure will be conducted according to simplified Robert's Rules of Order.

Article 5
Deliverables and Roles

As recurring responsibilities, the PARTNERSHIP will be responsible for the following:

- *Building the CITY/COUNTY Relationship*. The PARTNERSHIP will help the region build relationships and momentum for future successes.
- *Create a formal means of sharing information.* Created by an MOU, the PARTNERSHIP will create and maintain a formal mechanism for exchanging information between transit providers, localities and other stakeholders.
- *Address pressing issues immediately.* The PARTNERSHIP will provide immediate attention to pressing concerns and issues, as laid out in the Regional Coordination Study, conducted by TJPDC.
- *Facilitate transit planning.* The PARTNERSHIP will provide recommendations, assessments and guidance on transit-related matters to the CITY, COUNTY and PUBLIC TRANSIT OPERATORS.

- *Integrating transit into other decision-making.* The PARTNERSHIP will ensure that transit will receive increased consideration in regional and local planning efforts.
- *Test an RTA structure.* The PARTNERSHIP will provide a sample model version of a Regional Transit Authority (RTA) that allows all parties to become more familiar with the concept of a consolidated transit system.
- *Preparing for an RTA.* Within the PARTNERSHIP, the region will have a venue for negotiating and studying an RTA that could benefit all partners in the region.

Specific deliverables include but are not limited to:

- *Drafting Formal Agreements:* The PARTNERSHIP will review existing arrangements and transit relationships, reviewing and drafting if necessary, formal contracts and agreements. The initial and primary task would be to address the most pressing problem, the complicated web of arrangements.
- *Integrating Transit into Decision-Making:* The PARTNERSHIP will work to integrate greater transit considerations into planning efforts around the region. The PARTNERSHIP will have involvement with the MPO's Long Range Transportation Plan (LRTP), vetting transit-related recommendations. It would also provide recommendations to local planning efforts and projects.
- *Coordinated Transit Development Plans and Strategies:* Currently, the three transit providers have entirely separate planning documents. PUBLIC TRANSIT OPERATORS must update their Transit Development Plan (TDP) or Transit Strategic Plans (TSP) every five years. Whether done through the TDP or as a document that later consolidates planning recommendations, the PARTNERSHIP is responsible for overseeing the region's transit planning process.
- *Update RTA Study:* The PARTNERSHIP, in coordination with the MPO, will update the RTA Study and develop a new report that will help the region determine if an RTA is feasible.
- *RTP Bylaws and Mission:* The PARTNERSHIP may develop bylaws and mission statement.

ARTICLE 7-AMENDMENTS

Amendments to this AGREEMENT, as mutually agreed to, may be made by written agreement between all parties of this AGREEMENT.

IN WITNESS WHEREOF, all concerned parties have executed this AGREEMENT on the day and year first written above.

Signatures:

_____ WITNESS BY _____

Ann Mallek,

Chair
Charlottesville-Albemarle Metropolitan Planning Organization

_____ WITNESS BY _____

Ned L Gallaway,
Chair
County of Albemarle Board of Supervisors

_____ WITNESS BY _____

Nikuyah Walker,
Mayor
City of Charlottesville, and on behalf of the Charlottesville Transit Service

_____ WITNESS BY _____
Patricia Thomas,
President
JAUNT, Inc.

_____ WITNESS BY _____
Dale Herring,
Chair
Thomas Jefferson Planning District Commission

_____ WITNESS BY _____
Jennifer Wagner Davis,
EVP-COO
University of Virginia