

**Transit Asset Management Plan  
Western Reserve Transit Authority  
Calendar Year 2018**

Western Reserve Transit Authority

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## **Background**

The Western Reserve Transit Authority (WRTA) serves Mahoning County with both fixed route and demand responses services. WRTA utilizes Heavy Duty 35' Low Floor fixed route buses, Light Transit Vehicles and Modified Mini-Vans. WRTA operates with two facilities, an Administration/ Maintenance Facility and a Passenger Transfer Station.

On July 26, 2016 the Federal Transit Administration published the final rule on Transit Asset Management (49 CFR Part 625). The Western Reserve Transit Authority (WRTA) qualifies as a Tier II provider. A Tier II provider is defined as a provider that owns, operates, or manages 100 or fewer vehicles across all modes or any one non-fixed mode during peak regular service across non-rail, fixed route modes, or is a sub-recipient under the 5311 Rural Area Formula Program or American Indian Tribe. The rule requires targets for transit assets to be developed by January 1, 2017 for the following fiscal year. WRTA's targets deal with three areas of interest/asset categories: Rolling Stock, Equipment and Facilities.

This Transit Asset Management Plan is intended to fulfill the requirements of MAP-21 and the FTA. WRTA will monitor FTA guidance and update this plan as needed. The plan provides direction for WRTA to protect and preserve capital assets for maximum utilization without compromising safety.

## **About the TAM Plan**

The TAM Plan is a comprehensive listing of capital assets and their current condition along with forecasted condition. The TAM Plan describes processes and factors that are considered while maintaining assets in a State of Good Repair (SGR). The TAM Plan is updated annually at a minimum.

## **Vision**

WRTA's vision is that equipment, facilities and rolling stock are maintained in a state of good repair to assure safe and reliable transportation to the public it serves. To achieve this vision, the Transit Asset Management Plan will inform and improve communication with departments within WRTA. To accomplish this the TAM plan will review asset service milestones from acquisition to disposal. In turn, the TAM system will assist WRTA to forecast future budgetary needs to maintain a State of Good Repair of capital assets including maintenance, replacement or renovation.

## **Target Development**

Developing the targets involves accounting for existing inventories as well as anticipated additions and replacements. Targets for rolling stock and equipment are determined using assets stored in WRTA's Asset Management Software (TMW) and the remaining useful life benchmark methodology. Targets for facilities are determined for assets anticipated to be included in the Transit Asset Management Plan using the Ohio Public Transportation Facilities and Equipment Management System (PTMS) scale of condition. Per Federal ruling, targets must be based on realistic expectations and the best available data. Descriptions for each methodology are listed below.

## **Targets**

The table on the following page shows the targets for the State of Good Repair (SGR) for transit assets that are to be included in WRTA's Transit Asset Management Plan (TAM):

Asset Category	Performance Measure	Vehicle Code	Baseline	Target
Rolling Stock	Age - % of revenue vehicles within a particular asset class that have met or exceed their Useful Life Benchmark (ULB)	B35-HD	23%	2%
		B30-MD	0%	0%
		LTV	0%	0%
		MMV	0%	0%
		Support Vehicles	14%	14%
Equipment	Age - % of non-revenue vehicles that have met or exceed their Useful Life Benchmark (ULB)	Vehicle Lifts	0%	0%
		Fare Collection	0%	0%
		Wash Rack	0%	0%
		ITS	0%	0%
Facilities	Condition - % of facilities with a FTA TERM condition rating below 3 (Adequate)	Passenger	0%	0%
		Administrative/Maintenance	0%	0%

### Rolling Stock and Equipment Methodology

The acquisition dates stored in WRTA's Asset Management Software and anticipated service lives are used to determine ages and whether assets are over or under their Useful life Benchmarks. Anticipated service lives are primarily determined from past performance of each asset class. Condition rating criteria can be found in Appendix B.

Asset Code	Vehicle or Equipment Description	Useful Life (years)
B35-HD	Heavy Duty Bus ≥ 35'	12
B30-MD	Medium Duty Bus < 30'	7
LTV	Light Transit Vehicle	6
MMV	Modified Minivan	5
Support	Service Support Vehicles (non-revenue)	10
Vehicle Lifts	In-ground Vehicle Hydraulic Lifts	25

$$\text{Baseline} = \frac{\text{Anticipated Assets in asset code past ULB on January 1, 2018}}{\text{Total Assets in asset code anticipated on January 1, 2018}}$$

$$\text{Target} = \frac{\text{Anticipated Assets in asset code under ULB on December 31, 2018}}{\text{Total Assets in asset code anticipated on December 31, 2018}}$$

### Facilities Methodology

The condition of facility assets are rated utilizing FTA's TERM five-point scale to describe the condition of facility assets. A facility is deemed to be in good repair if it has a condition rating of 3, 4 or 5 on this scale. A rating is assigned to a facility asset by using the median value of all primary ratings for the asset. Condition rating criteria can be found in Appendix B.

The baseline for all facilities is 0% because all WRTA transit facilities that are included in the TAM are in good or excellent condition. The target for all facility classes is 0% because the conditions of facilities change much more slowly over time than equipment and rolling stock. Equipment assets valued between \$10,000 and \$50,000 are included in the facility's condition rating.

**TAM and SGR Policy**

WRTA's TAM and SGR Policy are presented below.

1. Maintain Capital Assets in a condition to operate their designed function at a full level of performance without posing a known unacceptable safety risk.
2. Ensure Capital Asset lifecycle investments have been met and/or recovered.
3. Maintain  $\geq 4.0$  equipment condition rating using the following scale:

Equipment Condition Rating	Description
10 - Excellent	Brand new, no major problems exist, only routine preventative maintenance needed.
7 - 9 - Good	Components are in good working order, require only normal or infrequent minor repairs.
4 - 6 - Moderate	Requires frequent minor repairs or infrequent major repairs.
1 - 3 - Poor	Requires frequent major repairs.
0 - Inoperable	Unusable/Inoperable

4. Maintain  $\geq 4.0$  facility condition rating using the following scale:

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable.
4	Good	Good condition, but is no longer new, may be slightly defective or deteriorated, but is overall functional.
3	Adequate	Moderately deteriorated or defective; but has not exceeded useful life.
2	Marginal	Defective or deteriorated in need of replacement; exceeded useful life.
1	Poor	Critically damaged or in need of immediate repair; well past useful life.

**TAM Goals and/or Objectives**

Transit Asset Management Plan goals and objectives are in-line with WRTA's mission to continuously improve customer service and continuously improve operations resulting in lower overall operating costs.

Improved Customer Service:

1. Monitor on-time performance and service operations to identify and address areas of concern.
2. Maintain and improve vehicle and facility cleanliness providing a better customer experience.
3. Focus investments around customer-centered goals and metrics.

**Improved productivity and Reduced Costs:**

1. Maintain assets effectively, using condition based approaches, predictive and preventative maintenance strategies to reduce cost to improve service delivery.

**Optimize Resource Allocation:**

1. Align spending with goals and objectives to obtain the greatest return on investment (ROI) from limited funds.
2. Incorporate lifecycle costs, risk analysis and performance trade-offs into capital programming and operations maintenance budgeting.

**Improved Stakeholder Communications:**

1. Provide stakeholders with more accurate and timely customer-centered performance indicators.
2. Provide tools to communicate forecasted performance metrics (including level of service) based on different funding levels.

**Roles and Responsibilities**

The following WRTA staff members and their roles as the key stakeholders in asset management planning are presented as follows:

Individual	Role
James Ferraro	Executive Director
Marianne Vaughn	Treasurer
Judy Rodriguez	Transportation Director
Dean Soroka	Human Resources Director
Matthew Kotanchek	Maintenance Director
Dale Robertson	Maintenance Shop Manager

Key responsibilities of the WRTA stakeholders are as follows:

- James Ferraro – Direction and management of the organization; approval of TAM plan
- Marianne Vaughn – Budgeting and financial capability and sufficiency; Assistant Executive Director
- Judy Rodriguez – Management and operation of all transportation services
- Dean Soroka – Management of all Human Resource activities, staff recruiting, labor relations, risk management and benefit programs
- Matthew Kotanchek – Preparation of TAM Plan; monitoring of TAM Plan status; management of maintenance activities; manage capital replacement projects
- Dale Robertson – Daily maintenance supervision; preparation of vehicles for daily service

**Asset Inventory/Condition Summary**

The asset inventory is summarized in the table below. A detailed listing of assets are presented in Appendix A.

Asset Category	Total Number	Average Age (years)	Average Value	Average Condition Rating	% At or Past ULB
Equipment	11	5	\$548,182	9.7	0%
Facilities	2	32	\$2,605,236	3.9	0%
Rolling Stock	80	4	\$167,000	8.6	8%

### Investment Prioritization

Assets are scheduled for replacement or rebuild using data to review useful life expectancy, condition rating, prior investment obligations, actual use received from asset and the cost to repair or rebuild asset.

Investment priorities are developed by review of an assets condition rating, ULB, and current/future impact on service levels with investment priority being focused on safety and impact on service level. Is the asset performing without compromise to safety? If the answer is no, immediate investment is required, overhaul/renovate. Is the asset performing without continuous interruptions to service levels? If the answer is no, the asset is reviewed to determine the level of investment required, overhaul/renovate, replace or extend ULB.

Investment priorities are scheduled for action through the State Transportation Improvement Program (STIP). This four year program is developed collaboratively by WRTA, the Eastgate Regional Council of Governments and the Ohio Department of Transportation. The STIP contains all projects for which WRTA will receive federal funding through the Federal Transit Administration. WRTA local funds are used to match federal and state funding. It is through development of the STIP, and periodic amendments, that funding constrains and limitations factor in setting investment priorities.

WRTA's investment priorities are presented in the projects that are programmed for the Federal Fiscal Year 2018 – 2021 STIP, as documented in the STIP published by the Ohio Department of Transportation and the Eastgate Regional Council of Governments. If priorities change and an amendment is required, WRTA works with Eastgate and ODOT to amend the STIP. Amendments are then submitted to the Federal Transit Administration for approval. Once approved, amendments are published by ODOT.

A new STIP is prepared and published every two years. The next new STIP will be prepared effective for State Fiscal Year 2020 (July 1, 2019).

### Decision Support

TMW Asset Management Software tracks asset maintenance schedules, repairs, and usage. WRTA's management team meets as needed to review state of good repair, prepare for development of capital asset replacement and acquisition, and review and update the TAM Plan. TMW tracks and stores data to provide a variety of on-time asset history reports. The data provided assists to develop short and long range capital plans that are incorporated into Eastgate Regional Council of Government's Transportation Improvement Program (TIP) and ODOT's State Transit Improvement Plan.

### Risk Management

Preventative Maintenance is scheduled at regular intervals for assets. Rolling stock maintenance activities are described in the table below. Preventative Maintenance inspections are designed and monitored to prevent potential safety hazards and level of service interruptions. Please see Appendix C for WRTA's complete Preventative Maintenance Plan.

Asset Category/Class	Maintenance Activity	Frequency	Average Duration (hrs)	Cost
Heavy Duty Bus	PM Inspection	6,000 Miles	8	\$1,000
LTV	PM Inspection	5,000 Miles	5	\$400
Modified Minivan	PM Inspection	5,000 Miles	3	\$150
Equipment	PM Inspection	Bi-Annual	3	\$180
Support Vehicles	PM Inspection	5,000 Miles	1	\$50

### Overhaul Strategy

Available financial resources influence the type of investment an asset or asset category receives. The priority is to maintain assets in a state of good repair. Continuous monitoring of assets relative to performance and investment measures guide investment recommendations.

### Disposal Strategy

Assets are retired upon review of condition rating, ULB, and current/future impact on service levels. The key question is whether or not the asset is performing without compromise to safety or excessive financial investment.

### Acquisition and Renewal Strategy

Replace and maintain assets improving performance in areas that caused the need for replacement of the asset.

### Capital Investment Activity Schedules

The schedule for capital investment in 2018 is presented in the table below, consistent with the updated Eastgate/ODOT STIP. The schedule for future capital investment is published in the Eastgate/ODOT STIP.

Project Year	Project Name	Asset	Cost	Priority
2018	Underground Storage Tank Upgrades	Facility	\$240,000	Medium
2018	Heavy Duty Bus Acquisition	B35-HD	\$3,869,883	High
2018	Facility Security	Facility	\$50,000	Medium
2019	Facility HVAC Upgrades	Facility	\$560,000	Medium



### **Transit Asset Management Plan Timeline**

The timeline for developing the 2018 Transit Asset Management Plan is presented below. The timeline for the 2019 TAM Plan will integrate the Eastgate/ODOT published schedule that WRTA will follow as funding permits.

Date	Activity
January 2, 2018	Publish 2018 Transit Asset Management Plan
July 1, 2018	New STIP Effective
October 1, 2018	Review and update of investment priorities considering funding constraints
November 1, 2018	Review elements required to update and publish TAM Plan
January 2, 2019	Publish 2019 Transit Asset Management Plan



August 14, 2018

Eastgate Regional Council of Governments  
Mr. James Kinnick, Executive Director  
100 E. Federal Street, Suite 1000  
Youngstown, OH 44503

RE: Transit Asset Management Targets & Performance (49 CFR part 625)

Mr. Kinnick:

I, Marianne Vaughn, Acting Executive Director, do hereby certify that *Western Reserve Transit Authority* is compliant with the Transit Asset Management (TAM) rules set forth in 49 CFR part 625. The TAM rule applies to recipients and subrecipients of Chapter 53 funds who own, operate, or manage public transportation capital assets used to provide public transportation. My agency certifies the following:

- I certify my agency has developed or will develop and adopted or will adopt the required performance targets for all rolling stock, equipment, facilities, and infrastructure.
- I certify I have shared or will share my agency's performance targets for all rolling stock, equipment, facilities, and infrastructure with the Metropolitan Planning Organization (MPO) that governs my agency's service area in time to be included in the MPO's TIP for the October 1 STIP Amendment.
- I certify I have provided or will provide a narrative to my MPO for the Transportation Improvement Program (TIP) on my agency's TAM performance targets and measures and how my agency will achieve those targets to be added to the MPO's TIP in time for the October 1 STIP Amendment.
- I certify my agency will implement a Transit Asset Management Plan in accordance with 49 CFR part 625.

If you have any questions, please contact Transit Administrator, Chuck Dyer at (614) 466-3718 or [chuck.dyer@dot.ohio.gov](mailto:chuck.dyer@dot.ohio.gov).

Thank you,

Marianne Vaughn  
Acting Executive Director

c: ODOT Transit