

MINUTES

PUBLIC TRANSIT ADVISORY BOARD

December 9, 2015

8:30 a.m.

Conference Room at FREDericksburg Regional Transit

Members in Attendance: Lawrence A. Davies, City of Fredericksburg
Erma Baker, University of Mary Washington
Angeline Crowder, Caroline County
Doug Morgan, Spotsylvania County
Diana Utz, George Washington Regional Commission
Dr. Roy Weinstock, Community Representative
Ann Woolford, Germanna Community College

Staff Present: Wendy Kimball, Director of Public Transit/FRED
Rodney White, Assistant Director of Public Transit/FRED
Glenn Jenkins, Operations Manager/FRED
R. Craig Reed, Manager, Policy, Planning and Compliance/FRED
Sharon Sullivan, Administrative Assistant/FRED

Others Present: Arnold Levine, Consultant/FRED

Members Absent: Jan Erkert, Fredericksburg Regional Chamber of Commerce
Joey Hess, Stafford County
Kevin Koziol, disAbility Resource Center
Lloyd Robinson, Alternate/George Washington Regional Commission

Others Absent: Don Engiles, Travel Trainer/RAAA
Denis Paddeu, Regional Mobility Manager/RAAA

The meeting was called to order by Rev. Davies on December 9, 2015, at 8:58 a.m. in the conference room at the FREDericksburg Regional Transit facility (a/k/a The Lawrence A. Davies Transit Center), 1400 Jefferson Davis Highway, Fredericksburg, VA.

There were no public comments.

The minutes of the October 7, 2015 meeting were presented for approval. A motion was made by Dr. Weinstock and seconded by Ms. Woolford to approve the minutes as written. The motion was approved by unanimous vote.

Report of Director of Public Transit:

- Update on IT Project: Mr. Reed reported that some FRED drivers would begin going “paperless” prior to the full system “go live” in January 2016. Mr. Reed informed PTAB that he attended a Department of Rail and Public Transportation (DRPT) meeting in November 2015 about their performance-based funding program. Mr. Reed noted that DRPT is encouraging all transit agencies to automate their systems. DRPT’s focus is to ensure that transit agencies provide good quality ridership and revenue miles data. They want to be able to audit/track this information easily. Mr. Reed also reported that the RouteShout module will not be implemented until February 2016 (tentatively). Ms. Kimball added that FRED will partner with the University of Mary Washington (UMW) and Germanna Community College to have students ride the buses and help passengers get set up in RouteShout.
- Update on Maintenance Facility: Mr. White reported that a waterline in the Maintenance Building has been relocated. In addition, trees and shrubbery have been replaced. The final two punch-list items are scheduled to be completed at the Maintenance Facility within the next 30 days. This includes touch up painting and repairing a door seal. Ms. Kimball reported that the City’s Fiscal Affairs department held its quarterly meeting for AS400 users (City’s accounting software) at the Training Facility in the Bowman Center on December 4, 2015. A total of 65 people from around Virginia attended this meeting.
- Budget Status Update (FY’17): Mr. Reed reported all budgets requests were submitted online to the localities. Mr. Reed noted that the Partners budget request amounts are slightly lower than last year, resulting from lower fuel costs and FRED’s aggressive management of federal and state grants.
- FRED Bus Incident Update: Ms. Kimball reported that the bus fire on September 25, 2015 is still being investigated by several agencies. Ms. Kimball also reported that the City’s insurance company, VML, has hired an expert to look at the damaged bus. Ms. Kimball noted that Mr. Jenkins will be meeting with the bus manufacturer and insurance company on December 15, 2015 to allow for further inspection of the damaged bus. Ms. Kimball added that the wheelchair lift manufacturer has been onsite to inspect all FRED buses related to a recent safety recall. Ms. Kimball informed PTAB that all FRED staff attended mandatory training on proper fire extinguisher use. Ms. Kimball also informed PTAB that more information related to this incident will be provided at the next PTAB meeting.
- Transit Development Plan: Ms. Kimball reported that the State hired an outside consultant to help prepare FRED’s six-year Transit Development Plan. Ms. Kimball also informed PTAB that the consultant will be attending the PTAB meeting in February 2016.
- Mary Washington Healthcare Grants: Ms. Kimball reported that FRED will be receiving \$25,000 from Stafford Hospital and \$20,000 from Mary Washington Hospital for the funding year (January 1, 2016 to December 31, 2016). Ms. Kimball also reported that FRED’s last year’s total was \$55,000 compared to this year’s funding total of \$45,000. This reduction was due to the hospital’s need to fund the maximum number of highest priority grants during this grant cycle. Ms. Kimball noted that ridership at both hospitals have increased.
- Toys for Tots – December 7 – 11, 2015: Ms. Kimball reported that FRED will be collecting new, unwrapped toys the week of December 7 – 11, 2015 for Toys for Tots. Any passenger that boards a FRED bus and donates a toy will ride for free. Ms. Baker suggested that PTAB members could participate next year with advanced notice.

Committee Reports:

(1) Mission, Goals and Objectives:

- Dr. Weinstock reported that the mid-year progress report will be presented and reviewed at the February 2016 PTAB meeting.

(2) Partnership/Marketing:

- Ms. Kimball reported that Ms. Erkert has currently been running radio ads for FRED's participation in the Toys for Tots program. Ms. Kimball added that Ms. Erkert will be marketing the upcoming RouteShout module with radio and print ads. Ms. Utz recommended that FRED provide any RouteShout information to George Washington Regional Commission (GWRC) so that it can be placed on their website as well.

(3) Services to the Underserved:

- Ms. Woolford reported that Mr. Koziol has completed and submitted the draft survey to Ms. Kimball for review. Ms. Woolford added that once FRED staff has reviewed this survey, it will be made available for PTAB's review.

(4) Operations and Oversight:

- Mr. White reported that FRED held interviews with seven applicants for the Fleet Manager position. FRED received a total of 32 job applications for this position. Mr. White also reported that an offer was made and accepted on December 8, 2015. The new Fleet Manager will begin employment effective December 22, 2015. Ms. Kimball expressed her gratitude to key FRED staff members (Glenn Jenkins – Operations Manager, Matthew Ratliff – Full-time Mechanic and Rodney White – Assistant Director) for their help in keeping the buses operational during this process. Ms. Kimball reported that Virginia Railway Express (VRE) added additional train service on November 30, 2015. Unfortunately, FRED was given only three business days notice to make the necessary changes to its own commuter shuttle service. Ms. Kimball added that FRED staff worked diligently and were able to meet all the trains except for one. Ms. Kimball added that an additional FRED bus was made available for a week during this transition to ensure that passengers did not miss their buses and were made aware of the schedule changes. Ms. Utz asked if FRED would be servicing the new Spotsylvania VRE train station. Ms. Kimball noted that no service is currently planned at this time. Ms. Kimball informed PTAB that she and Mr. White met with Caroline and Spotsylvania County Administrators to review budgets, ridership, and service improvements. Ms. Kimball and Mr. White will plan to meet with Stafford County and UMW after the Christmas holiday. Ms. Kimball reported that the City's insurance company (VML) will bring a driving simulator to FRED's Maintenance facilities in the Bowman Center on December 21, 2015 for review by FRED and other City staff.

RAAA Trainer Report:

- Rev. Davies reported that Mr. Engiles was unable to attend this meeting. Mr. Engiles provided his report to Ms. Sullivan prior to the PTAB meeting for review. A copy of this report is attached hereto and made a part of these minutes.

Other Business:

- Ms. Kimball reported that the City has been interviewing for a full-time Procurement Officer.
- Ms. Kimball informed PTAB that Mr. White attended Procurement training on November 8 – 11, 2015. Ms. Kimball also attended Disadvantaged Business Enterprise (DBE) training on

November 29 – December 2, 2015. Ms. Kimball announced that she will be attending Triennial Review Training in Baltimore, MD on December 14 – 16, 2015.

- Ms. Baker reported that UMW has worked with FRED to create a video used for student orientation and highlights how to use the FRED bus service. Ms. Baker has agreed to bring a copy of the video (when available) to the next PTAB meeting for members to view.
- Ms. Sullivan distributed a list of PTAB meetings for 2016.

Announcements:

- The next PTAB meeting will be held on February 3, 2016.

The meeting was adjourned at 9:52 a.m.

Approved by the Public Transit Advisory Board


Sharon L. Sullivan


Date

Report for PTAB Meeting by DJE

Meeting Date 9 December 2015 @ 0830; Location FRED Central.

Activities since the 7 October 2015 Meeting:

Special Events/Presentations made: One (1)

11/13/15 Veterans' Stand-Down Event @ VFW Post (16)

12/1/15 Alexander Heights Apts. (9)

Total Attendees: (25)

Special Event Attended:

11/19/15 Transportation Forum, Chamber of Commerce

Special Events/Presentations Scheduled: One (1)

12/8/15 Commonwealth Workforce Meeting @ VA DARS

Training Trips made: Three (3)

10/20/15 Bay Transit to MW Hosp/Stfd. (Verbal instruction) (1)

11/5/15 Roffman Rd., City to Central Park/FRED Central (2)

11/20/15 Germanna C.C. to The Evergreens (Instruction only) (1)

Total Individuals: (4)

Training Trips – Scheduled: One

12/03/15 Alexander Heights Apts. to Spotsy Towne Centre

I researched several requests for information on feasibility of riding FRED. I also provided information pertaining to several deviation requests.

PUBLIC TRANSIT ADVISORY BOARD

LIST OF MEETINGS 2016

- February 3
- April 6
- June 1
- July 13* ***NOTE: Meeting will be held the 2nd Wednesday in July.**
- August 3
- October 5
- December 7 *(Holiday Breakfast for Board Members)*