

MINUTES

PUBLIC TRANSIT ADVISORY BOARD

June 5, 2013

8:30 a.m.

Conference Room at FREDericksburg Regional Transit

- Present:
- Lawrence A. Davies, City of Fredericksburg
 - Florence Barnick, The Free Lance-Star
 - Jan Erkert, Fredericksburg Regional Chamber of Commerce
 - Debe Fults, disAbility Resource Center
 - Doug Morgan, Spotsylvania County
 - Diana Utz, George Washington Regional Commission
 - Dr. Roy Weinstock, Community Representative
 - Rodney White, Citizen Representative
 - Ann Woolford, Germanna Community College
- Others Present:
- Kathleen M. Beck, Director of Public Transit/FRED
 - Wendy Kimball, Assistant Director of Public Transit/FRED
 - Arnold Levine, Consultant/FRED
 - R. Craig Reed, Manager, Policy, Planning and Compliance/FRED
 - Don Engiles, Travel Trainer/RAAA
- Members Absent:
- Erma Baker, University of Mary Washington
 - Mark Bass, The Star Radio Group
 - Joey Hess, Stafford County
 - Angeline Pitts, Caroline County
 - Lloyd Robinson, Alternate/George Washington Regional Commission
 - Bryan R. Workman, Spotsylvania Regional Medical Center

The meeting was called to order by Rev. Davies on June 5, 2013 at 8:34 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.

The minutes of the April 3, 2013 meeting were presented for approval. A motion was made by Mr. White and seconded by Dr. Weinstock 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 this project basically has three elements. One is migration to Google Transit; the second is to develop specifications for our web site for real time information and a stop enunciator we would like to install on the buses;

and finally the bid document preparation. Major milestones will be completing the request for proposals (RFP), selecting a vendor and vendor completing the work. Targets for this project are to complete the request for proposals by the end of June 2013, issue and select a vendor by August 2013 and complete the IT project by May 31, 2014. FRED has received a draft RFP from Kimley-Horn. Comments have been made to the consultant and a copy was forwarded to our IT Department for their review and comments. Mr. Reed reported that FRED is on target to get the RFP out by the end of June 2013. Mr. Reed also reported that the grant we have to fund this project is \$350,600. FRED received an engineer's estimate of cost for the work in the amount of \$691,000 from Kimley-Horn. As part of the 2nd review of the RFP with Kimley-Horn, FRED will investigate why there is such a dramatic difference between the grant and current engineer's estimate of cost. Mr. Reed explained that the RFP is structured for the vendor to provide a price proposal for each of the three elements of the project (i.e. FRED Real-Time Scheduling, bus stop enunciator and Website). If necessary, FRED could choose one, two or all three elements of this project.

- Update on maintenance facility: Ms. Kimball reported that both buildings are undercover. The in-ground lift has been installed in the maintenance facility building. Mechanical, electrical and plumbing work is currently underway. They will be pouring equipment pads, installing wall board and insulation. Ms. Kimball reported that the completion date is pushed to September 2013.
- Update on solar lights: Ms. Kimball reported that 24 of the 30 lights were installed. Two lights are being relocated in Spotsylvania County and four lights are being relocated in Caroline County. This project will be completed by the end of June 2013.

Committee Reports:

- (1) **Mission, Goals and Objectives:** Dr. Weinstock reported that the Accomplishments for Transit Year 2013 will be presented at the July meeting, to be adopted in August. A draft of the Mission, Goals and Objectives for Transit Year 2014 will be available for review at the August PTAB meeting.
- (2) **Partnership/Marketing** – Ms. Erkert reported that Spotsylvania Regional Medical Center has discontinued their \$25,000 partnership due to major budget cutbacks and WFLS renewed their \$65,000 trade contract (partnership). In anticipation of the fare increases as of July 1, 2013, Ms. Erkert will continue to run ads in the newspaper and on the radio. Ms. Erkert reported that FRED is in the process of redoing all the ads on the buses. All Partners have been given a deadline to give FRED new ads. The ads are being done at FRED's cost. Ms. Erkert suggested billing the Partners on an annual basis if they choose to change out their ads. Ms. Beck received an email from Brian Workman from Spotsylvania Regional Medical Center requesting that if FRED gave them an additional stop then SRMC will pay \$5,000. Ms. Beck suggested to Mr. Workman to approach the new businesses opening around Spotsylvania Regional Medical Center for additional funding. Ms. Beck reported that Spotsylvania County cut FRED's budget by \$40,000. Four scenarios were provided to Spotsylvania County, not including Spotsylvania Regional Medical Center. Spotsylvania County picked two scenarios which include eliminating VRE service completely or eliminating a portion of the VRE service and reducing the hours on the S4 route. Ms. Erkert suggested running more ads promoting FRED Partners. Ms. Beck suggested that employees for major Partners could ride free on FRED.

- (3) **Services to the Underserved:** Ms. Fults reported that a public meeting by DRPT will be held on July 17, 2013 at 9 a.m. on the collaborative plan for Human Service Mobility.
- (4) **Operations and Oversight:** Mr. White said this committee had no report. Mr. White added that he would like to commend Ms. Beck and Ms. Kimball for attending the Spotsylvania County Board Meeting. He thought they both did a good job explaining the budget cuts and how it affects the routes. Ms. Erkert will be responsible for marketing to the public about Spotsylvania's budget cuts and reducing hours of FRED service. She requested a list of all stops in Spotsylvania County, including subdivisions and businesses, to send out a direct mail notifying the public with these upcoming changes. Extensive discussions were made regarding increased awareness and education by reaching out to local government board members and officials. Ms. Beck reported that Germanna Community College renewed their contract with FRED.
- (5) **Safety and Security:** Ms. Utz said this committee had no report. Ms. Beck reported that FRED hired two additional security officers, Henry Booker and Greg Wigglesworth.

Other Business:

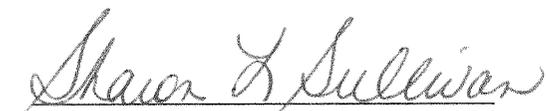
- Ms. Beck reported that effective on July 1, 2013; part-time employees can't work over 28-29 hours a week. FRED will need to hire additional drivers to cover additional hours. Ms. Beck has asked City Hall about moving some part-time positions to full-time; no decision has been made yet.
- Ms. Beck reported that FRED will be using 300,000 of the additional federal funding towards preventive maintenance since it is considered a capital expense.
- Ms. Beck reported a request from a City Council Member to remove the library stop due to having issues with homeless people getting on the FRED bus. After reviewing paperwork, approximately 500 people board monthly at the library bus stop. Ms. Beck confirmed that FRED will not be removing this stop.
- Marilyn Graves's Retirement Party will be held on June 21, 2013 at noon. Presentations will be at 12:30 p.m. if anyone would like to speak. Marilyn's last day will be on June 28, 2013. Ms. Beck announced that after Marilyn's retirement, Sharon Sullivan will be promoted to Administrative Assistant.
- Don Engles, RAAA travel trainer, gave a report on his recent presentations and training trips.

Announcements:

- The next PTAB meeting will be held on July 10, 2013.

The meeting was adjourned at 9:43 am.

Approved by the Public Transit Advisory Board


Sharon L. Sullivan


Date