

## MINUTES

### PUBLIC TRANSIT ADVISORY BOARD

October 2, 2013

8:30 a.m.

#### Conference Room at FREDericksburg Regional Transit

Members in Attendance: Lawrence A. Davies, City of Fredericksburg  
Florence Barnick, The Free Lance-Star  
Mark Bass, Star Radio Group  
Jan Erkert, Fredericksburg Regional Chamber of Commerce  
Joey Hess, Stafford County  
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  
Sharon Sullivan, Administrative Assistant/FRED  
Don Engiles, Travel Trainer/RAAA  
Denis Paddeu, Regional Mobility Manager/RAAA

Members Absent: Erma Baker, University of Mary Washington  
Debe Fults, disAbility Resource Center  
Angeline Pitts, Caroline County  
Lloyd Robinson, Alternate/George Washington Regional Commission

The meeting was called to order by Dr. Roy Weinstock on October 2, 2013, at 8:35 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 August 7, 2013 meeting were presented for approval. A motion was made by Ms. Barnick and seconded by Mr. Morgan, 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 FRED received one proposal from Strategic Mapping, Inc. for \$817,184 in response to our request for Real-time scheduling software, bus stop annunciator and website update. The proposal cost was considerably higher than

what FRED anticipated for this project. Mr. Reed reported that FRED's first priority will be proceeding with Real-time scheduling software only. The proposal cost for only Real-time scheduling software is \$319,455. The vendor informed Mr. Reed that the hardware for the bus stop annunciator would need to be installed in order for the Real-time scheduling software to operate. This would increase the total price to \$462,855. Mr. Reed reported that FRED will reissue the RFP for Real-time scheduling software only, submit grant requests for funding to cover the higher-than-anticipated costs and undertake bus stop annunciator as the next phase depending on grant funding availability.

- Update on maintenance facility: Ms. Kimball reported that FRED received temporary occupancy permits for both buildings. The remaining items for the Maintenance Facility include a roof access ladder and a backwater valve, which needs to be completed within 180 days. The remaining item for the Operations building includes two Nana Walls for the training room. The estimated date for arrival is October 15, 2013. One week is planned for installation. The Operations building can be used with the exception of the training room. The training room is unavailable until the Nana Walls are installed.
- VIP Event: Ms. Beck reported that the Maintenance Facility and Training Center VIP Event will be changed from October 23, 2013 to November 13, 2013 due to the installation delay of the Nana Walls in the training room. The event will be held from 5 p.m. to 7 p.m.
- Budget: Ms. Beck reported that no service will be cut in Spotsylvania County or other localities since FRED received additional funding from the federal government. Some localities will receive a refund as a result of the additional funding. Mr. Levine added that some money will be carried over to use toward operations and capital. Mr. Levine reported that the University of Mary Washington has requested for FRED to consider running an additional bus service during the construction of their Student Union. This additional bus service would possibly begin the New Year to shuttle students between the dorms and UMW campus. This service would run five days a week and eight hours a day. Planning has been put on hold until after the New Year and students come back from winter break. Ms. Beck reported that any changes for the next fiscal year budget needs to be addressed before April 2014.

### **Committee Reports:**

#### **(1) Mission, Goals and Objectives:**

- Dr. Weinstock reported that Ms. Sullivan will be sending out the final Mission, Goals and Objectives for Transit Year 2014.

#### **(2) Partnership/Marketing:**

- Ms. Erkert reported that all ads are running and trade agreements are in place. Mr. Bass reported that he has a meeting with Allen & Allen for in-bus advertising.

#### **(3) Services to the Underserved:**

- Don Engiles, RAAA travel trainer, reports two presentations and 12 training trips made since the August 2013 meeting. Mr. Engiles participated on September 26, 2013 at the Department of Social Services (DSS) sponsored Re-Entry Resource Fair at the library on Caroline Street.

#### **(4) Operations and Oversight:**

- Mr. White said this committee had no report. Mr. White asked about more solar lighting in the future. Ms. Beck reported that Spotsylvania County will be getting a new transfer point at the Rappahannock Goodwill this coming New Year.

**Other Business:**

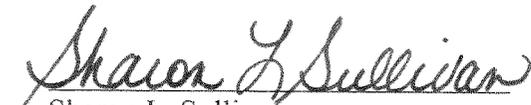
- Ms. Sullivan distributed a list of PTAB meetings for 2014.
- Ms. Beck reported that FRED Transit held its annual “Customer Appreciation Day” on July 30, 2013. The first 500 riders received an “I take FRED instead” tee-shirt with a special thank you on the back to our Public and Private Partners. Every Wednesday during the month of August 2013, passengers that received a tee-shirt were able to ride FRED for free. FRED reported over 900 free trips in August 2013.

**Announcements:**

- The next PTAB meeting will be held on December 4, 2013, with a Christmas brunch for board members before the meeting.
- City of Fredericksburg 1<sup>st</sup> Annual Golf Tournament for United Way on October 21, 2013.

The meeting was adjourned at 9:03 a.m.

Approved by the Public Transit Advisory Board

  
Sharon L. Sullivan

12/4/13  
Date