

## MINUTES

### PUBLIC TRANSIT ADVISORY BOARD

**April 2, 2014**

**8:30 a.m.**

#### **Conference Room at FREDericksburg Regional Transit**

- Members in Attendance: Florence Barnick, The Free Lance-Star  
Jan Erkert, Fredericksburg Regional Chamber of Commerce  
Kevin Koziol, disAbility Resource Center  
Doug Morgan, Spotsylvania County  
Diana Utz, George Washington Regional Commission  
Dr. Roy Weinstock, Community Representative  
Ann Woolford, Germanna Community College
- Others Present: Wendy Kimball, 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  
Rodney White, Assistant Director of Public Transit/FRED
- Members Absent: Lawrence A. Davies, City of Fredericksburg  
Erma Baker, University of Mary Washington  
Joey Hess, Stafford County  
Paul Johnson, Star Radio Group  
Angeline Pitts, Caroline County  
Lloyd Robinson, Alternate/George Washington Regional Commission

The meeting was called to order by Dr. Weinstock on April 2, 2014, at 8:33 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 February 5, 2014 meeting were presented for approval. A motion was made by Mr. Morgan and seconded by Ms. Barnick, to approve the minutes as written. The motion was approved by unanimous vote.

Dr. Weinstock introduced Mr. White to the PTAB Board as FRED's new Assistant Director. Ms. Kimball reported that FRED received 60 applications for this position. Ms. Kimball also

reported that Mr. White has a remarkable background in project management, procurement, and experience with federal grants. This will make him a great asset to FRED Transit.

### **Report of Director of Public Transit:**

- Update on IT Project: Mr. Reed reported that a final price has been negotiated with RouteMatch and is well within FRED's budget. Contract is ready to be mailed for final signatures. FRED is allowing eight months for the project to be completed.
- Update on maintenance facility: Ms. Kimball reported that FRED drivers are now using the Training Building as the main staging area to pickup bus keys and paperwork. FRED's scheduler has been moved to the Training Building. More staff will move over once computers are set up by the IT Department. Ms. Kimball added that City training sessions have been held in the new Training Building. Two large flat screen TV's have been installed in the Training Room. Ms. Kimball reported that the heating issues in the Training Building have been resolved. The wash bay area in the Maintenance Building has experienced some issues with the heat detectors when buses were being washed. This issue has also been resolved as well.
- Upcoming Triennial Review: Ms. Kimball reported that FRED will have a site visit on July 17-18, 2014 from the FTA hired consultants. FRED is required to send material to FTA by April 11, 2014 and May 9, 2014. FRED staff has been working diligently with collecting all the required documentation. Ms. Kimball reported that Mr. Reed is managing the Triennial Review project. Ms. Kimball added that the primary goal of the Triennial Review is to help FRED improve its operations, procedures and policies.
- Upcoming State Roadeo: Ms. Kimball reported that three FRED drivers have been selected to represent FRED Transit on May 3, 2014 in Blacksburg, VA for the 2014 CTAV State Roadeo. The three drivers will be practicing once a week on a full length course at the Jim Carpenter Company located in the Bowman Center to help prepare for the Roadeo. The Roadeo has three elements of the competition: written test, wheelchair-securement exercise and obstacle course. The CTAA National Roadeo will be held in St. Paul, Minnesota on June 7-8, 2014.
- VRE Feeder Service: Ms. Kimball reported that she had received some feedback from riders on the Spotsylvania and Fredericksburg VRE Feeder Service related to FRED buses meeting the 5:05 a.m. train at the Fredericksburg station. Ms. Kimball reported that in 2010, FRED Transit conducted a survey of VRE riders to determine whether they prefer to meet the 5:05 a.m. or 5:15 a.m. train. At that time, meeting the 5:15 a.m. train was in higher demand. Ms. Kimball reported that a current VRE rider survey on both the Spotsylvania and Fredericksburg VRE Feeder routes shows an overwhelming interest in catching the 5:05 a.m. train from Fredericksburg. Ms. Kimball reported that a 30-day public comment period was posted on both the Spotsylvania and Fredericksburg VRE Feeder buses. The decision has been made to have both Spotsylvania and Fredericksburg VRE Feeder buses leave five minutes earlier to meet the 5:05 a.m. train.

### **Committee Reports:**

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

- Ms. Kimball reported that a meeting was held in February 2014 to discuss the "Thank you to our Partners" ads, future advertisements for the upcoming IT

project for real-time information and the “Take FRED Instead” ads. Ms. Erkert reported that the advertising budget has been expended.

**(2) Services to the Underserved:**

- Mr. Koziol reported that the committee met in early March 2014 to clarify the purpose of the committee and how they can best serve the PTAB Board. Mr. Koziol distributed a draft of the Committee on Services to the Underserved Purpose. A copy of this draft is attached hereto and made a part of these minutes. Mr. Koziol asked for any comments or points of discussion from the PTAB Board related to this draft document. There was general discussion about the definition of the term “underserved”. Mr. Koziol reported that a committee meeting will take place in early May 2014. Mr. Koziol requested a copy of the required regulations that FRED Transit must meet prior to their meeting in May. Dr. Weinstock suggested submitting any comments to Ms. Sullivan by April 30, 2014.

**(3) Operations and Oversight:**

- Ms. Kimball said this committee had no report since it had not met recently. Ms. Kimball stated that Mr. White will spearhead this committee. Ms. Kimball reported that Kathy Beck will extend her consulting contract with FRED Transit for an additional two months to help with the Triennial Review. Ms. Kimball also reported that Mr. Levine has agreed to extend his consulting contract with FRED for another fiscal year. Ms. Kimball stated that Mr. Levine will be taking a closer look at FRED’s security officers for possible upcoming training and additional security equipment (i.e. tasers and/or pepper spray).

**Other Business:**

- Don Engiles, RAAA travel trainer, reported that one presentation was held on March 1, 2014 at the Military Family Resource Fair at Goodwill Industries. Mr. Engiles had a total of 20 attendees. Mr. Engiles informed PTAB of two special upcoming presentations; Hazel Hill Community Resource Fair on May 9, 2014 and National Association of Retired Federal Employees at Salem Church Library on May 21, 2014. Mr. Engiles also reported four training trips during February 2014; The Commons Apartments to Spotsylvania Towne Center, Olde Forge Plaza to Walmart in Ferry Farms, Red Maple Court to Walmart in North Stafford and the Kenmore Club to Downtown Fredericksburg. Mr. Engiles discussed two upcoming training trips in April 2014. Mr. Engiles is researching several requests for information on feasibility of riding FRED.
- Mr. Morgan gave a general overview about the proffer process and answered questions that PTAB members had about the topic. Mr. Morgan also discussed the possibility of FRED staff attending the Technical Review Committee meetings in the different jurisdictions for updates on upcoming projects.

**Announcements:**

- Mr. Paddeu announced a Tangible Taxicab Board meeting on April 10, 2014 at the Fredericksburg Police Department at 6 p.m.
- The next PTAB meeting will be held on June 4, 2014.

The meeting was adjourned at 10:03 a.m.

Approved by the Public Transit Advisory Board

  
Sharon L. Sullivan

6/4/14  
Date

Public Transit Advisory Board  
Committee on Services to the Underserved

Committee purpose:

In accordance with the mission of FREDericksburg Regional Transit (FRED) to provide accessible, affordable, dependable, efficient, environmentally sound, and safe and secure transportation for people who reside or work or visit within the Fredericksburg, Virginia region, the purpose of the Committee on Services to the Underserved is to advise and make recommendations to the Public Transit Advisory Board (PTAB) concerning the needs of groups/individuals who are underserved within the existing transit system.

To serve this purpose the committee will:

- Identify the needs of individuals/groups who are underserved by the existing transit system and make recommendations to PTAB to address their needs.
- Advise PTAB of the impact of transit activities on underserved individuals/groups
- Facilitate communication between underserved individuals/groups and PTAB
- Provide input on the FRED annual mission, goals, and objectives statement.