MINUTES

PUBLIC TRANSIT ADVISORY BOARD

June 4, 2014
8:30 a.m.
Conference Room at FREDericksburg Regional Transit

Present:	Lawrence A. Davies, City of Fredericksburg Florence Barnick, The Free Lance-Star Joey Hess, Stafford County Paul Johnson, The Star Radio Group Kevin Koziol, disAbility Resource Center Doug Morgan, Spotsylvania County Dr. Roy Weinstock, Community Representative
Staff Present:	Wendy Kimball, Director of Public Transit/FRED R. Craig Reed, Manager, Policy, Planning and Compliance/FRED Sharon Sullivan, Administrative Assistant/FRED
Others Present:	Don Engiles, Travel Trainer/RAAA
Members Absent:	Erma Baker, University of Mary Washington Jan Erkert, Fredericksburg Regional Chamber of Commerce Angeline Pitts, Caroline County Lloyd Robinson, Alternate/George Washington Regional Commission Diana Utz, George Washington Regional Commission Ann Woolford, Germanna Community College

The meeting was called to order by Rev. Davies on June 4, 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 April 2, 2014 meeting were presented for approval. A motion was made by Ms. Barnick and seconded by Mr. Koziol to approve the minutes as written. The motion was approved by unanimous vote.

Report of Director of Public Transit:

- Update on IT Project: RouteMatch visited FRED for a day and an half to meet with staff, look at buses and review FRED's daily operations. Mr. Reed informed PTAB that the project is scheduled to go "live" in mid September. Mr. Reed discussed one of the key benefits of the RouteMatch software is the ability to provide information to the public. Mr. Reed reported that the RouteMatch software has the capability of providing FRED staff with valuable data, such as stop arrival times, travel distances and the number of people boarding.
- Update on maintenance facility: Ms. Kimball reported that the contractor returned on a weekend in early May to seal and restripe the parking lot on the bus side. Negotiations were made with the contractor to complete this work due to asphalt not fully meeting specifications. FRED staff opted to have the contractor seal and restripe the parking lot and have the contractor extend the parking lot warranty. Ms. Kimball also reported that Mr. White is working on getting a contractor to provide landscaping services at both FRED Central and the Maintenance Facility locations. Mr. White met with four contractors last week and a decision should be made within the next few weeks. In October 2014, FRED staff will meet with the general contractor to resolve and evaluate top soil warranty issues. Ms. Kimball was informed by the City's Park and Recreation department that custodial service would not be provided to the Maintenance and Training facilities. Ms. Kimball reported that FRED will need to contract out for these services. Ms. Barnick recommended a local business, Professional Building Maintenance Inc. (PBM) that provides great custodial services. Ms. Kimball also reported that two additional offices at the Training facility have been equipped with computers that will be used as "flex" offices.
- Upcoming Triennial Review: Ms. Kimball reported that FRED submitted 181 documents and answered 90 pages of questions in April 2014 in preparation of the Triennial Review. In May 2014, FRED staff submitted an additional 91 documents and answered 46 pages of questions for federal auditors. Ms. Kimball also reported that a site visit is scheduled for mid July. Ms. Kimball expressed her gratitude to Mr. Reed and all FRED staff for their hard work preparing for the Triennial Review.
- Upcoming CTAA National Roadeo – June 7-8, 2014 (St. Paul, MN): Ms. Kimball reported that Bernard "Butch" Shields will be competing on behalf of FRED and the state of Virginia at the CTAA National Roadeo on June 7-8, 2014 in St. Paul, MN. This will be Mr. Shields third time competing at the national level.
- Upcoming FRED passenger events: Ms. Kimball reported that FRED will hold a "Welcome to Summer" event on June 20, 2014 by giving out flip flop key chains to passengers to show our appreciation for them riding FRED during the cold winter months. Ms. Kimball also reported that FRED will hold their annual "Customer Appreciation Day" on July 25, 2014 at FRED Central. The first 500 riders will receive an "I take FRED instead" t-shirt with a special thank you on the back to our Public and Private Partners. Ms. Kimball explained that every Friday in the month of August, when passengers wear their "I take FRED instead" t-shirts can ride FRED for free. Passengers will also be able to spin the FRED wheel to win additional prizes. Drawings will be held to win FRED goodie bags, fare cards, monthly passes and a FRED yearly pass.

Committee Reports:

(1) Mission, Goals and Objectives:

- Dr. Weinstock reported that a preliminary report for the Accomplishments for Transit Year 2014 will be presented at the July meeting. In addition, a draft of the Mission, Goals and Objectives for Transit Year 2015 will also be available for review by PTAB.

(2) Partnership/Marketing:

- Ms. Kimball reported that a marketing meeting took place in March 2014. Ms. Kimball also reported that Ms. Erkert has received the budget for this upcoming year. A marketing meeting will be set up after the July 2014 PTAB meeting to discuss future advertisements for the upcoming IT project and how to best push information out to the public in late Summer to early Fall.

(3) Services to the Underserved:

- Mr. Koziol reported that a meeting was held in May to further clarify the committee purpose statement that was distributed at the April 2014 PTAB meeting. Mr. Koziol thanked the PTAB for submitting their comments. Mr. Kozial reported that the committee received several helpful documents, including ADA, Title VI and a research report from the National Cooperative Highway Research Program. Mr. Koziol also reported that a revised purpose statement was emailed to PTAB on Monday, June 2, 2014 for their review. Mr. Koziol described the changes to this revised draft document that was sent out in June. Mr. Koziol made a motion to change the name of the committee that was formally the committee on Services to the Underserved to the committee on Services to the Traditionally Underserved. Mr. Bass seconded Mr. Koziol's motion. Dr. Weinstock suggested an amended motion that the entire package, including title and statement to be adopted. Mr. Koziol withdrew his original motion and made a substitute motion to adopt the committee's purpose statement with the title to reflect Services to the Traditionally Underserved and correction to the last sentence of the mission statement to reflect the capitalization error. Rev. Davies suspended action on the motion until the next PTAB meeting in August.

(4) Operations and Oversight:

- Ms. Kimball reported that Mr. White will be the staff support for this committee which includes the planners from each jurisdiction. Ms. Kimball recommended a committee meeting take place before the August meeting. Ms. Kimball informed PTAB that all jurisdictional budget requests for FRED have been approved for fiscal year 2015. Ms. Kimball expressed her appreciation to all the jurisdictional partners for their continued support of FRED operations. Ms. Kimball reported that effective July, 1, 2014; part-time employees will be limited to 28 hours per week. Ms. Kimball also reported that FRED will be hiring five additional drivers next week and more by the beginning of July to help resolve any staffing shortfalls that may arise from this change.

Other Business:

- Don Engiles, RAAA travel trainer, reported that one presentation was held on May 21, 2014 at the Salem Church Library for the National Association of Retired Federal Employees. Mr. Engiles had a total of 16 attendees. Mr. Engiles informed PTAB of two special upcoming presentations; Partners in Aging Event

at the Fredericksburg Expo Center on June 11, 2014 and The Evergreens Apartments on June 17, 2014. Mr. Engiles also reported that he held eight training trips during April and May 2014; The Commons Apartments to Spotsylvania Towne Center, The Kenmore Club to Germanna Community College, Gibson Street to Lee's Hill Center, YMCA on Butler Road to Central Park Walmart, Olde Forge Plaza to Ferry Farm Walmart, Brighton Square to Spotsylvania Towne Center, Home Road Apartments to Garrisonville Walmart and Heartfields Assisted Living to Spotsylvania Towne Center. Mr. Engiles discussed an upcoming training trip from the Kenmore Club to Spotsylvania Town Center on June 25, 2014. Mr. Engiles is researching several requests for information on feasibility of riding FRED. Mr. Engiles stated that Mr. Paddeu submitted their Mobility Option Travel Training program to the National Association of Area Agency on Aging as an innovative, cost effective program. Mr. Engiles reported that Mr. Paddeu will be traveling in July to Dallas, TX to accept an award at the national convention for their Travel Training program. Rev. Davies suggested that Travel Training should be listed under Committee Reports on the agenda for future meetings.

- Mr. Koziol thanked Ms. Kimball for inviting the disAbility Resource Center to conduct four training sessions for FRED drivers covering topics such as interacting with customers with disabilities and general disability etiquette. Ms. Kimball also thanked Mr. Koziol for the ongoing partnership between FRED and the disAbility Resource Center.

Announcements:

- The next PTAB meeting will be held on July 9, 2014 to discuss the Accomplishments of the Mission, Goals and Objectives for TY '14.
- Dr. Weinstock announced that any information and/or suggestions for the Mission, Goals and Objectives for TY '15 to be submitted by June 25, 2014.

The meeting was adjourned at 9:14 am.

Approved by the Public Transit Advisory Board

Sharon L. Sullivan 8/6/14

Sharon L. Sullivan Date