MINUTES

PUBLIC TRANSIT ADVISORY BOARD

September 3, 2008
8:30 a.m.
Conference Room at FREDericksburg Regional Transit

Members in Attendance:		Rev. Lawrence A. Davies, City of Fredericksburg Dennis Carney, Caroline County Jan Erkert, Fredericksburg Regional Chamber of Commerce Jack Green, King George County Diana Utz, George Washington Regional Commission Dr. Roy Weinstock, University of Mary Washington Rodney White, Spotsylvania County
Others Present	:	Kathleen M. Beck, Director of Public Transit/FRED Marilyn Graves, Administrative Assistant/FRED Wendy Kimball, Assistant Director of Public Transit/FRED Arnold Levine, Manager of Policy, Planning and Compliance
Members Absent	:	Fulton deLamorton, Stafford County Debe Fults, disAbility Resource Center Edd Houck, Mary Washington Hospital John Moen, WFLS Lloyd Robinson, Alternate, George Washington Regional Commission Fred Sisk, Citizen Representative Sara Woolfenden, Alternate, Stafford County

The meeting was called to order by Rev. Lawrence A. Davies, Chairman of the Public Transit Advisory Board at 8:40 a.m. on September 3, 2008, 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 for the meeting of August 6, 2008, were presented for approval and a motion was made by Mr. Carney and seconded by Mr. White that the minutes be approved as written; the motion was passed unanimously.

Report by Director of Public Transit:

- Route additions and deletions for upcoming grant cycle: grants are due to the state by February 1st. This meeting is the deadline for the county planners to let FRED staff know what their jurisdiction wants submitted for consideration of grant funds. The Director will put in grant applications for replacement buses and operating expenses. She will also contact

the City Manager to see if the City wants any requests put in for the Kalahari project. Mr. White did ask if a request could be submitted for shelters and benches and Ms. Beck replied that it could be but she needs to know ASAP. Mr. Levine stated that FRED will begin to work on the budgets for FY 2010 next month and will work with the same revenue operating hours, keeping things at status quo; changes can possibly be made staying within the same amount of revenue hours. However, changes do take some time to plan and implement.

- Fare policy: outline of fare policy was distributed at the August PTAB meeting. Because there was no rush with regard to a policy, Mr. Levine has not worked on this policy any further. He will have another draft completed by the November PTAB meeting.
- On October 6th, some changes will be make to the City routes:
    - One of the VRE feeder vehicles from Idlewild will now be used for a VRE feeder service on Cowan Boulevard
    - F1 (formerly the Red line) which goes to the Spotsylvania Towne Center/Central Park will have some minor changes only
    - F2 (formerly the Orange line) will go every hour (instead of every other hour) up and down Route 1 to the former Capital One buildings
    - F3 (formerly the Yellow line) will continue to do the Lafayette Boulevard portion of its routes
    - F4 will do one-half hour service; there will be two buses on that route (one going to Mayfield and the other going up Fall Hill Avenue)
    - An additional service, F5, will provide a downtown loop with hourly service to downtown (combined F2 and F3 stops); there will be a stop at the Executive Plaza for persons using the parking garage; those showing their parking pass can ride for free; riders showing their parking pass can board at Ben Franklin and ride back to the garage for free.
    - Everyone in the City will now get hourly service. It is the first real significant change of service in the City since service began in 1996.

Report by Arnold Levine:

- Review of draft Intergovernmental Agreement: the draft agreement was sent out to members of PTAB by Mr. Levine after the August meeting. This draft document has now been sent out by the City Manager to the County Administrators, and Mr. Levine has sent a copy to Rick Pierce at the University of Mary Washington. This proposal operates on real expenses and revenue and there would be an accounting at the end of the fiscal year with each entity that uses the service. Briefly, Mr. Levine explained that the structure is a three, five, or whatever is comfortable year-wise, umbrella agreement setting out the broad circumstances governing the City's and FRED's relationship with its Partners. Every year a set of annexes would be generated, i.e., Schedule of FRED services for the fiscal year, FRED Operating Budget for the fiscal year; FRED Revenue Vehicle Hours, FRED Capital Budget for the fiscal year; all the things that drive the budget. The financial risk is taken off the City with this agreement. This agreement will be discussed by the City Manager with the County Administrators at a meeting tomorrow. Mr. Levine invited the board members to e-mail him or call him if they have any questions.
- Review of draft of Customer Survey: Dr. Weinstock has reviewed the survey and feels it is too long to hand out; he feels it would be more efficient to have several questions on a

card; a short form that would ask "how are we doing". The long form would have to be administered possibly by University of Mary Washington students or staff during transfer times. It was suggested that a line be put in the survey that says, "Does FRED go where you want to go?" and "How did you get your route information?" At Dr. Weinstock's suggestion, each question was reviewed by board members and discussed. Pursuant to this discussion, Mr. Levine will prepare a short survey and a long survey.

Committee Report:

(1) **Mission, Goals and Objectives** – Dr. Weinstock reported we are ready to go with Transit Year 2009.

(2) **Partnership/Marketing** – Ms. Erkert reported that the Marketing Committee met last week. "Ride FRED Instead" has been suggested by Mr. Moen as FRED's new slogan for advertising. Mr. Moen has approached The Free Lance-Star to see if they will Partner with FRED and he has received a favorable response from Bill Smith. "Faces of FRED" has been suggested as a regular ad for the newspaper. The Committee is working on a budget. Virginia Transit Week is being advertised by the Virginia Department of Rail and Public Transit (VDRPT) and sound bites are going to be put on WFLS during the time frame of September 22-25. Advertising inside the buses will be discussed at the next regularly scheduled PTAB meeting. The Committee will have a proposal for PTAB at that time.

(3) **Services to the Underserved** –no report; chairman not in attendance

(4) **Operations and Oversight** – no report

(5) **Safety and Security** – no report other than Mr. Levine reporting that we are continuously having problems with people cutting through the lot, sometimes at high rates of speed; chairman not in attendance.

Other Business:

Ms. Beck stated that October 20th should be flagged as a possible date for a workshop on the Transit Plan. She will confirm this date with the PTAB members in the next few days.

Staff attended the Community Transportation Association of Virginia (CTAV) Conference and Expo in August. Glenn Jenkins, FRED's Operations Manager, has been elected to the CTAV Board of Directors. FRED is working to bring the CTAV roadeo to Fredericksburg next spring. Vote on this will be next week at the CTAV board meeting.

FRED staff has scheduled its Christmas brunch for December 20, 2008.

The list of PTAB meetings for 2009 was given to all PTAB members.

Announcements:

The next PTAB meeting will be held on November 5, 2008.

The meeting was adjourned at 9:55 am.

Approved by the Public Transit Advisory Board:

Marilyn M. Graves 11-5-08

Marilyn M. Graves Date