MINUTES
PUBLIC TRANSIT ADVISORY BOARD
June 3, 2020
9:00 a.m.
Telephonic/Electronic Meeting

*****Due to COVID-19, the June 3rd PTAB meeting was not visually held in the Conference Room at FREDericksburg Regional Transit Office but instead was held virtually via telephonic/electronic meeting access.*****

Members in Attendance:	Rev. Lawrence Davies, Chair *Leigh Anderson, George Washington Regional Commission (Alternate for Dr. Linda Millsaps) Jean Elliott, University of Mary Washington Jan Erkert, Fredericksburg Chamber of Commerce (In at 9:35 a.m.) Mark Haines, Germanna Community College Kim Lett, disAbility Resource Center Alexander Owsiak, Stafford County Dr. Roy Weinstock, Community Representative Rodney White, Spotsylvania County
Staff Present:	Jamie Jackson, Director/FRED Doug Fawcett, Assistant City Manager/City of Fredericksburg Glenn Jenkins, Operations Manager/FRED Craig Reed, Manager, Policy, Planning and Compliance/FRED Sharon Sullivan, Assistant to the Director/FRED
Others Present:	Paul Agnello, Spotsylvania County TaMara Banks, Travel Trainer/Healthy Generations Area Agency on Aging Brandon Brown, Stafford County Jennifer Falknor, Regional Mobility Manager/Healthy Generations Area Agency on Aging Stacey Feindt, Public Involvement Coordinator/FAMPO Arnold Levine, Consultant/FRED JoAnna Roberson, George Washington Regional Commission
Members Absent:	Adam Hager, FAMPO Dr. Linda Millsaps, George Washington Regional Commission

The meeting was called to order by Rev. Davies on February 5, 2020, at 9:03 a.m. via a virtual telephonic/electronic meeting. Ms. Jackson read the statement in regard to conference line details for the June 3rd meeting that is in compliance with City Council Ordinance #20-05. This ordinance is for addressing continuity of City Government meetings during the pendency of COVID-19. There were no public comments. Rev. Davies welcomed all members in attendance via electronic access and also welcomed Ms. Jackson as the new director of FRED. Rev. Davies expressed appreciation to Ms. Jackson for her service to date in moving FRED business matters forward in a positive and diligent manner.

Adoption of Minutes - February 5, 2020: Upon motion by Dr. Weinstock and seconded by Mr. White, with all members concurring, the February 5th, 2020 PTAB minutes were approved as submitted.

Report of Director of Public Transit:

Ms. Jackson advised that FRED has diligently worked on providing safe and reliable transit services during the current difficult and challenging times. Ms. Jackson stated she has enjoyed almost a decade of service to transit and she takes the job seriously. The FRED team has stepped up to the plate and navigated having a new director and being confronted with a pandemic well. She is looking forward to actively engaging PTAB in assisting FRED with achieving its Mission, Goals and Objectives.

a.) FY2021 Fare Analysis

Mr. Reed reported that included in today's agenda packet are the potential fare options PTAB can consider for FY2021. Mr. Reed advised the options have been submitted electronically to all PTAB members prior to today's meeting. Normally, decisions on fare options for FY2021 would have been discussed at the April meeting that was cancelled. Mr. Reed stated the options are as follows:

Option 1 – Increase Regular Service and VRE fares
Option 2 – Increase Regular Service and VRE passes
Option 3 – Increase Regular and VRE Service fares and passes
Option 4 – Increase VRE fares and passes only
Option 5 – No increases
Option 6 – Eliminate fares

Upon the motion by Ms. Erkert and seconded by Dr. Weinstock, with all PTAB members unanimously voting yes, the recommendation from PTAB in regard to FY2021 fares to be forwarded to Fredericksburg City Management is Option 5 which results in no fare increases in any category.

b.) Update on TY2021 Budget Process

Ms. Jackson advised that as a result of COVID-19, FRED is a recipient of an additional federal funding allocation. She advised that FRED has met with the three local jurisdictions and notified them that the CARES Act funding being allocated to FRED will decrease the locality contributions. For FY20, FRED will be reducing the financial obligation to its partners based on the reduction of service FRED. For FY21, FRED will utilize CARES Act funding to offset a portion of the operating expense to the local partners. An update on the budget will be provided at the July PTAB meeting.

c.) COVID-19 and CARES Act – Transit Impacts and Updates

Ms. Jackson stated that per the Executive Order issued by the Governor in mid-March, FRED had to quickly reduce its transit services within the region on all routes. FRED did not eliminate services; instead, issued a reduction trips on most routes, whereby service is provided every other hour, a temporary suspension of VRE Feeder Bus services, and the existing bus service to the University of Mary Washington was temporarily suspended as the University closed early due to the Coronavirus.

FRED hired a contractor for vehicle cleaning and disinfecting, trained FRED staff to provide additional interior vehicle cleaning, promoted social distancing on vehicles based on passenger load, installed Plexiglass barriers on vehicles, and distributed PPE. FRED has also ensured information, updates, and schedule changes were communicated to the public.

Ms. Jackson stated that as part of the CARES Act, FRED will receive $7,559,293 in additional funding which can be utilized to prevent, prepare for and respond to COVID-19. The CARES Act allows transit agencies to utilize the funds for expenses that are necessary to operate, maintain, and manage the public transportation system. The funding can be used for things such as driver salaries, fuel, PPE, cleaning supplies, etc.; however, it cannot be used for the purchase of new vehicles, etc. FRED does not physically receive funding up-front, but instead will receive reimbursements once expenses and supporting documentations are submitted.

d.) Ridership Report

Mr. Reed reported that as a result of COVID-19, FRED has experienced a 77% ridership decline in the month of April and 76% decline in May. Mr. Reed stated it is expected that June month-end numbers will be in the same percentage range. Mr. Reed stated that with the additional federal funding, that the current declines will not impact FRED's overall budget.

e.) FRED Transit Projects Update

Ms. Jackson stated FRED is working with the City of Fredericksburg in the development of a new website. The website updates will have the same platform as the City of Fredericksburg- CivicPlus, but will be enhanced with various transit related features. FRED is also beginning the process of acquiring additional vehicles to replace those that are beyond their designated useful life cycle. FRED is also working to update its security and access control system.

Committee Reports:

1.) Mission, Goals and Objectives:

Dr. Weinstock stated he has no report. He will schedule a phone conversation with Ms. Jackson and Ms. Sullivan after the conclusion of today's meeting for the purpose of setting up a meeting for discussion of the Mission, Goals and Objectives End-of-Year report for TY2020 and the Mission, Goals and Objectives Draft report for TY2021. Once this meeting has been held, PTAB members will receive reports for review for further discussion at the upcoming July PTAB meeting.

2.) Partnership/Marketing

Ms. Erkert stated she has been working with FRED to draft new marketing budget for TY2021. Ms. Erkert stated WFLS wants to continue with ad partnerships with FRED. However, the ad with the Free Lance-Star expires soon and it is the consensus between herself and Ms. Jackson that the Free Lance-Star ad will not be renewed. This decision is based on the fact that the newspaper owners are no longer local and that weekly Free Lance-Star circulation subscriptions have been drastically reduced. Ms. Erkert stated new partnership opportunities will be pursued. A new and more specific ad campaign will be utilized; however, these new ads will not be running until the new FRED website is set-up.

3.) Services to the Underserved - No report provided

Ms. Lett asked if the CARES Act funding would be able to increase deviated schedules for paratransit services. Ms. Jackson stated that even though FRED reduced some routes as a result of COVID-19, FRED still accommodated those citizens requiring deviated FRED schedules. Ms. Jackson stated she will schedule a meeting with herself, Ms. Lett and Mr. Jenkins after the conclusion of today's meeting so the specific deviated needs and requests can be discussed.

4.) Operations and Oversight - Mr. Jenkins advised there is no report and a full and updated report will be provided at the upcoming July PTAB meeting.

Healthy Generations Area Agency on Aging (HGAAA) Trainer Report:

Ms. Banks relayed that as a result of COVID-19, no physical training opportunities occurred. Virtual training began on April 1st and has been on-going. The first virtual training session had 93 participants and to date, has received 612 views. Ms. Banks stated HGAAA staff continues to work with FRED staff on the best method to be used to release information to citizens as current situations change. Ms. Banks stated a question had been

asked to them regarding liability issues/concerns, etc. Ms. Jackson stated she will follow-up after the conclusion of today's meeting with Ms. Banks to schedule a meeting for questions to be asked and answered.

Other Business: None

Announcements:

- **Next PTAB meeting – July 1, 2020**

Dr. Weinstock advised that at the upcoming July meeting, PTAB will be approving the Mission, Goals and Objectives End-of-Year Report for TY2020 and will also be reviewing Mission, Goals and Objectives for the Draft TY2021 report. In order to give PTAB members ample time to review the documents noted above and to ensure that no conflicts arise with the July 4th holiday, Dr. Weinstock asked for consideration of moving the July 1st meeting to July 15th. There was neither FRED staff conflict and/or PTAB member conflict, so it was unanimous consent to schedule the July PTAB meeting for July 15th at 9:00 a.m. At this time, the July meeting will also be scheduled as a telephonic/electronic meeting.

Adjournment - The meeting was adjourned at 10:07 a.m.

Approved by the Public Transit Advisory Board

JoAnna M. Roberson 07-15-20

JoAnna M. Roberson Date

HEALTHY
GENERATIONS

RECAP OF ACTIVITIES FOR FRED TRANSIT – (June 1, 2020)

To: Sharon Sullivan

Presentations/Special Events: Travel talk With TaMara
This is a Facebook Live event in lieu of physical training

Total Presentations/Special Events: (Number Of Events) 1 (Attendees #) 612 Total Views

Training Trips:

Date of Presentations	Location	Number of Trips	Number in Attendance
4/27/2020	First Facebook Live Event	0	193
5/4/2020	Facebook Live	0	176
5/11/2020	Facebook Live	0	150
5/18/2020	Quarantine Video	0	93
5/25/2020	No Activity	0	0
5/28/2020	Transit Trainer ZOOM Meeting	0	13
TOTALS			

Notes:
Travel Talk with TaMara is a weekly Facebook LIVE Event. These events were based on the need to Travel Train without contact. We have been successful in the amount of views that have been recorded. We have covered the topics of safety, mobility management and how to read a schedule. During our events we play BINGO and will give away a mystery bag. We hope for continued success with our new endeavor. Once it is safe to do so, I will be able to go into the community and do Travel Talk with TaMara at specific locations that target our population.

I recently reached out to Transit Travel Trainers across the nation to get ideas on training in the new normal. We had a 1 ½ hour ZOOM Meeting. We discussed a myriad of topics that were of interest to the group. The meeting took place at 2:00PM and had participants from as far as Washington State. The group agreed to continue meeting so that we can keep coming up with new ways to train. The video is available for viewing.

FREDERICKSBURG REGIONAL TRANSIT

PUBLIC TRANSIT ADVISORY BOARD MEETING

JUNE 3, 2020

AGENDA

1. Call to Order
2. Introduction from the Director of Public Transit
3. Public Comment Period
4. Adoption of Minutes
5. Report of Director of Public Transit
6. Committee Reports
7. HGAA Trainer Report
8. Other Business
9. Announcements
10. Adjournment

REPORT OF THE DIRECTOR OF PUBLIC TRANSIT

FY2021 FARE ANALYSIS

- Reference Document – FRED Fare Review and Options for FY2021
- First review of the FY2021 Fare Options paper occurred at February 5, 2020 board meeting.
- Typically at April meeting PTAB conducts a second review, discuss, and makes a recommendation to City Council.
- With the cancellation of the April board meeting due to the Governor's Order in response to COVID-19, the June meeting will be the formal vote by PTAB for any recommended fare changes.

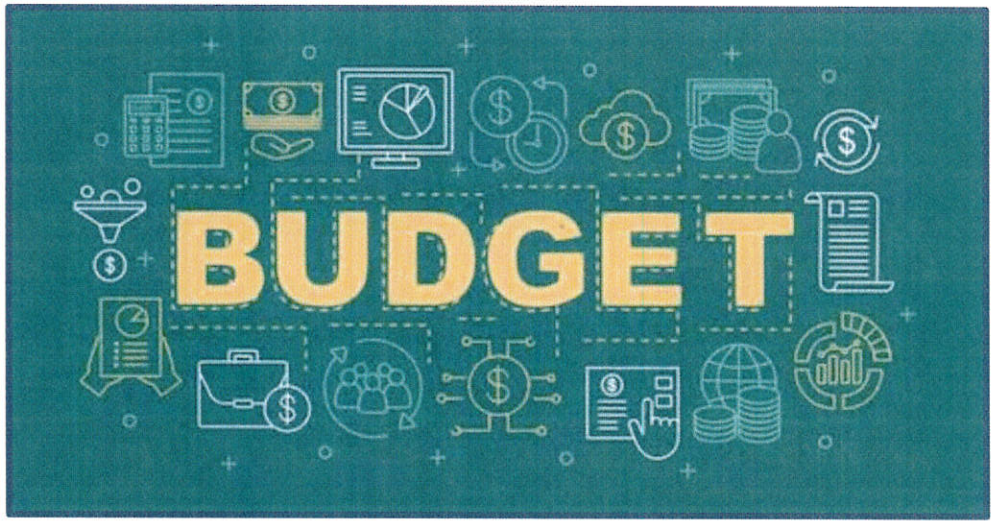
Options	Short Description
Option 1	Increase Regular Service and VRE Fares
Option 2	Increase Regular Service and VRE Passes
Option 3	Increase Regular and VRE Service Fares and Passes
Option 4	Increase VRE Fares and Passes Only
Option 5	No Increase
Option 6	Eliminate Fares

ACTION - VOTE PTAB VOTING MEMBERS

FRED

REPORT OF THE DIRECTOR OF PUBLIC TRANSIT

FY2021 BUDGET PROCESS UPDATE



REPORT OF THE DIRECTOR OF PUBLIC TRANSIT

COVID-19 AND CARES ACT – TRANSIT IMPACTS & UPDATES

- Service
  - Reduction and Suspension of Service
  - Transit Facility Impacts
- Vehicle Cleaning, Social Distancing, and Safety
  - Contractor PBM for cleaning/disinfecting
  - Staff assigned cleaning
  - Vehicle Requirements & Processes Implemented
  - PPE
- Communication
  - Printed Material, Schedules, FRED Alerts, Social Media
- CARES Act Overview
  - Funding Information
  - FY20 and FY21 Update

NOTICE

NOTICE OF TEMPORARY REDUCTION OF SERVICE

EFFECTIVE MONDAY, MARCH 23RD

FRED Transit Service will operate on a reduced service schedule for most of its transit service beginning Monday - 3/23/2020.

For more information please see the temporary service schedules (print/online) or contact our FRED Central (main office) at (540) 372-1222.

AVISIO

DE REDUCCIÓN TEMPORAL DEL SERVICIO

EFFECTIVO EL LUNES, 23 MARZO

FRED Transit Service operara en un horario de servicio reducido para la mayor parte de su servicio de transito a partir del lunes 23/03/2020.

Para obtener mas información, consulte los horarios de servicio temporarles (impresos/en linea) ó comuniquese con nuestra Central de FRED (oficina principal) Al (540) 372-1222.

FRED Transit

EAGLE EXPRESS SERVICE UPDATE

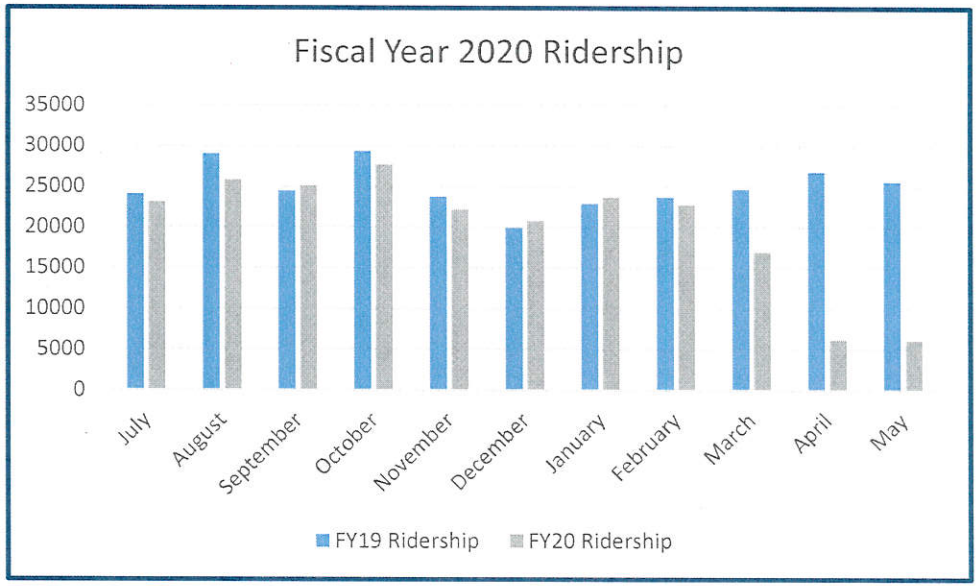
Effective Sunday (4/12/20) FRED Transit will suspend all UMW Eagle Express (E1, E2, E2 Late Night) until August 2020

SEE YOU IN THE FALL!

REPORT OF THE DIRECTOR OF PUBLIC TRANSIT

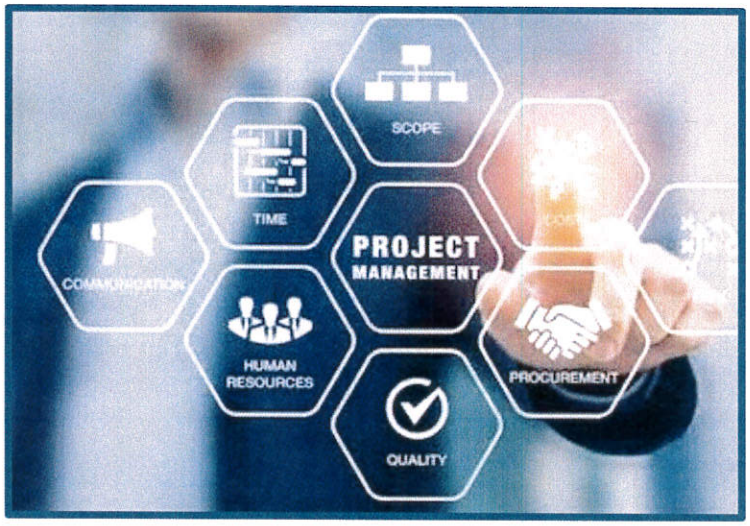
RIDERSHIP REPORT

	July	August	September	October	November	December	January	February	March	April	May
FY19 Ridership	24,054	28,982	24,445	29,324	23,766	19,977	22,888	23,704	24,682	26,841	25,612
FY20 Ridership	23,063	25,825	25,068	27,701	22,126	20,779	23,676	22,692	17,012	6,211	6,135



REPORT OF THE DIRECTOR OF PUBLIC TRANSIT

TRANSIT PROJECTS UPDATE



COMMITTEE REPORTS

1. Mission, Goals, and Objectives
2. Partnership/Marketing
3. Services to the Underserved
4. Operations and Oversight

HEALTHY GENERATIONS AREA AGENCY ON AGING

TRAINER REPORT

Fred

ANNOUNCEMENTS

- Next PTAB meeting – July 1, 2020 (Telephone/Electronic)
  - Mission, Goals, and Objectives End-of-year Report for TY2020
  - Mission, Goals, and Objectives Draft Report for TY2021