MINUTES

PUBLIC TRANSIT ADVISORY BOARD

December 7, 2011
8:30 a.m.
Conference Room at FREDericksburg Regional Transit

Members in Attendance:	Lawrence A. Davies, City of Fredericksburg Erma Baker, University of Mary Washington Florence Barnick, The Free Lance-Star Debe Fults, disAbility Resource Center Jack Green, King George County Tom McCoy, Mary Washington Healthcare John Moen, WFLS Doug Morgan, Spotsylvania County Angeline Pitts, Caroline County Diana Utz, George Washington Regional Commission
Others Present :	Kathleen M. Beck, Director of Public Transit/FRED Wendy Kimball, Assistant Director of Public Transit/FRED Arnold Levine, Manager of Policy, Planning and Compliance/FRED Marilyn Graves, Administrative Assistant/FRED Don Engiles, Travel Trainer/RAAA Jacquelynne Calander, Spotsylvania Regional Medical Center Mark Haines, Germanna Community College Anthony Foster, DRPT
Members Absent :	Jan Erkert, Fredericksburg Regional Chamber of Commerce Joe Hess, Stafford County Edd Houck, Citizen at Large Fred Sisk, Citizen Representative Lloyd Robinson, Alternate/George Washington Regional Commission Dr. Roy Weinstock, Community Representative Ann Woolford, Germanna Community College Bryan R. Workman, Spotsylvania Regional Medical Center

The meeting was called to order by Rev. Davies on December 7, 2011, at 8:35 am 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 of the October 5, 2011, meeting were presented for approval. One change was noted; Debe Fults was in attendance at the October 5, 2011, meeting. With that change, the

minutes were presented for approval. A motion was made to approve the minutes, with the change noted, was seconded by Dr. Weinstock, and were approved by unanimous vote.

Report of Director of Public Transit:

- Bus acquisition update: Ms. Kimball gave a status report. She stated that FRED staff was unhappy with the last buses that were delivered. They were returned to the factory for corrections pursuant to a punch out list. Mr. Levine and the fleet manager, Danny Stribling, are leaving for Elkhart, IN tomorrow to visit the factory and inspect the buses. Liquidated damages will be discussed with the vendor. It has been decided that FRED will not work with this vendor again for bus acquisitions.
- Update on maintenance facility: Ms. Beck stated that the architects for the facility are coming to FRED today. We are at 50% of our Architecture and Engineering. We hope to break ground in February or March of 2012. Ms. Kimball reported that five contractors have been pre-qualified.
- November ridership: Mr. Levine reported that ridership has increased over 5% from last year for January through November. This increase in ridership means that the fare box revenue has also increased. FRED is partnering with the Smart Benefits program; 40 people have registered to participate.
- Transit station at Goodwill Industries: Ms. Beck has spoken with Goodwill staff about the possibility of establishing a transfer point at their new facility. She has also spoken with Hazel Co. and they seem amicable to giving a small piece of land for a transfer station.
- FY2013 budget update: Mr. Levine reported that budget proposals have been sent to Spotsylvania County, Stafford County, and the University of Mary Washington. Caroline County has requested that FRED submit a budget with the provision of entering into a multi-year agreement (they do want the right to exit the agreement with some notice if they find cheaper transit services; FRED is agreeable to some stipulations). King George County sent FRED an application but with no instructions as to whether FRED is supposed to complete it and, if so, at what level of service. FRED staff did complete the form but FRED needs to know by the end of the year if King George County wants us to apply for a grant in their name. The budgets prepared for FY2013 are basically flat; it is approximately a $4,000,000 budget.
- FRED's 15th anniversary celebration: There will be a luncheon on December 16th beginning at 11:45 am. FRED will have promotions and gifts/prizes for our riders. PTAB members are invited to this celebration.
- Update on Caroline County service: this was discussed under the FY2013 budget update.
- Radio announcements for December: new announcements are in place.

Committee Reports:

(1) **Mission, Goals and Objectives** – Dr. Weinstock stated that there will be a six month status report at the February meeting.

(2) **Partnership/Marketing** – Cox Communications is a new in-bus advertiser. FRED is participating in the Toys for Tots program; a new unwrapped toy will be rewarded with an all day FRED pass.

(3) **Services to the Underserved** – Ms. Fults reported that an application has been made to Easter Seals for a mobility training program.

(4) **Operations and Oversight** – New drivers are being hired. New bus stop signs are going up with more information on them; an IT grant was awarded by the Department of Rail and Public Transit for a "real time system.

(5) **Safety and Security** – The maintenance facility will be much like the FRED Central facility with swipe cards, cameras and fencing. Staff has requested two security positions in the FY2013 budget; one would be located at FRED Central and on the buses and one would be at the maintenance facility.

Other Business:

- Don Engiles, travel trainer for RAAA, gave a report on his presentations and training trips. Rev. Davies commended him on his good work.
- A new directory had previously been sent to the members of PTAB. Upon request if there were any changes, there were none reported.
- Ms. Graves confirmed that everyone has a list of the 2012 meetings.

Announcements:

- The disAbility Resource Center has an Open House on December 14th between 3:00 and 7:00.
- The next PTAB meeting will be held on February 1, 2012.

The meeting was adjourned at 9:30 am.

Approved by the Public Transit Advisory Board

Marilyn M. Graves 2-1-12

Marilyn M. Graves Date