

# TEAM MEETING MINUTES

## FCPS BUS FACILITY FEASIBILITY STUDY

JULY 7, 2016

### Attendees:

Steve Bolling  
Ruth Biser  
Holly Nelson  
Amanda Rhoderick  
Tiana Haile  
Heather Clabaugh (replacing Pam Wein)  
Mark Maggitti

### 1. Phase 1 Board Presentation

The presentation to the Board of Education will be on Wednesday, July 13, 2016 during their work session. It is expected to be a 15 minute presentation and a question and answer period. This is to give information to the board. There will be no decision made at this time.

### 2. Updates on Phase 1 BOE Presentation on July 13

Due to time constraints, it was decided to have only Ms. Nelson and Mr. Maggitti do the presentation. Other members of the committee are encouraged to attend and lend their support.

### 3. Overview of Phase II

Phase II will further explore the feasibility of potential bus facility locations within the priorities set by Phase I. Our priorities were established to be 1) efficiency and cost effectiveness; 2) stewardship of resources; 3) security; and 4) health and safety.

### 4. Discuss opportunities for stakeholder outreach

There will be an August in-service for bus drivers which we might take advantage of on August 9<sup>th</sup> at Walkersville HS and 10<sup>th</sup> at Linganore HS from 8 am to 12 pm. Ms. Nelson will check if a presentation is needed. There are also garage staff meetings and public involvement opportunities which would allow for additional input.

### 5. Develop Rubric for evaluation of candidate sites

We want feedback on location ideas. It was suggested to put up a map and allow dots to be placed on it for preferred locations for the drivers. Mr. Boling added that there may also be suggestions from the board following their presentation. The configuration, size and location of spaces and services will be determined during Phase II of the project. Needed is a total of 13.5 acres to accommodate a facility and parking for 458 buses and vehicles.

Future facilities can include the existing facility in the total space. Other considerations should be whether to add to the existing services at Hayward Road; to provide services in another location; and/or to explore opportunities for partnerships with other organizations.

## EFFICIENCY AND COST EFFECTIVENESS



Priority	How to measure/compare sites
FCPS bus maintenance facilities will have adequate space for vehicle maintenance and tool storage.	Will be the same from site to site (bay size has been determined).
FCPS will have the capacity to complete routine maintenance and repairs in a cost-effective manner.	Must have a total of 13.5 acres. Individual site must be at least 3.5 acres.
The FCPS bus garage will have adequate capacity for storage of vehicle parts.	Must have total specified in space summary.
FCPS will provide bus facilities and services in geographically efficient locations.	Number of students within a certain radius Access to highways – distance to on ramps, drive time to centroid of feeders Number of bus routes by feeder area (with and without special needs)

## STEWARDSHIP OF RESOURCES



Priority	How to measure/compare sites
FCPS will provide adequate facilities for vehicle washing to prolong the life of the vehicles.	Would like to have wash bay at each site but if not possible, drive time from each feeder area to the site.
FCPS strives to maintain its building stock and evaluate facilities for replacement on a regular basis.	Same for each site. May evaluate current facility for renovation or replacement.
FCPS plans for facilities to operate at an efficient capacity by monitoring student populations and planning for new facility capacity where necessary.	Additional acreage for expansion in the future.

# SECURITY



Priority	How to measure/compare sites
FCPS will minimize security risks.	Ability to have a fence? Ability to have security cameras? Ability to provide lighting? Number of currently unsecured buses that could be secured.
FCPS will provide adequate fleet vehicle parking.	Provide minimum acreage.

# HEALTH AND SAFETY



Priority	How to measure/compare sites
FCPS will provide equipment to help mechanics perform their jobs efficiently and effectively.	No difference in sites.
FCPS will provide adequate facilities for employee breaks.	Number of employees interested in a break room in that area.
FCPS will comply with environmental codes and regulations.	Cost of SWPPP compliance

# OTHER CRITERIA



## Other criteria to evaluate

- Zoned appropriately, not near too much residential zoning, cost to get zoning changed
- Access to large roads with capacity for additional traffic
- Cost of land, cost to develop (grading, infrastructure, etc)
- Cost of one site vs. multiple sites
- Funding from other sources or partnership with other entities

The presentation of Phase I to the Board of Education will be Wednesday, July 13 at 2:00 p.m. Our next meeting will be July 21 to continue the discussion of the rubric, and plan for August outreach. The following meeting will be August 4 to begin our discussion of the current site and FCPS sites.