

TEAM MEETING MINUTES

FCPS BUS FACILITY PROJECT

FEBRUARY 18, 2016

Attendees:

Holly Nelson, Facilities Planner
Steven Bolling, Bus Driver
W. Todd Eudy, Bus Driver
Pam Wein, Budget Accountant
Mark Maggitti, Fleet Manager
Amanda Rhoderick, Route Surveyor
Tiana Haile, Communication Services
Brad Ahalt, Senior Project Manager (Construction)
Fred Punturiero, Director, Transportation
Beth Pasierb, Supervisor of Facilities Planning
Ruth Biser, Administrative Assistant, Facilities Planning

Discussion:

1. Welcome and team member introductions

Ms. Nelson called the meeting to order at 10:03. She asked that all present introduce themselves and relate a school bus experience.

2. Overview of project

Project Steering Committee - Ms. Nelson explained the role of the committee which consists of Ms. Nelson, Ray Barnes, Chief Operating Officer, Leslie Pellegrino, Chief Financial Officer, Dr. Michael Markoe, Deputy Superintendent, and Fred Punturiero, Director of Transportation.

Background – The FCPS bus facility at 7446 Hayward Road provides bus routing maintenance, refueling, training and some parking. The parking spaces, however, are not adequate for our needs. We have over 100 buses parked in 26 other locations, and almost 150 buses parked at the homes of their drivers. Although the current facility is central to the most areas of the county, it may be effective to have maintenance services available in another location.

Mr. Punturiero explained Ms. Nelson's expertise and familiarity with the areas of growth in the county. He would like to see another facility closer to where the growth is happening because that is the area where the most buses are used. The age and lack of fleet maintenance infrastructure are key issues.

Objectives – This committee will determine the Transportation Department's bus facility space needs and site characteristics. We will inventory our existing facility resources, bus usage patterns and current parking locations. We will identify additional site

resources and evaluate all resources for their ability to meet the Transportation Department's bus facility needs

3. Project timeline overview - The process will consist of three phases.

Phase I will be to determine the scope of the project, and review the inventory of existing conditions. Mr. Punturiero pointed out that this project is in direct competition with other school facility and additional seat needs in the system capital budget. Mr. Ahalt explained the ownership of other parcels within Hayward Road complex. Ms. Haile asked about how many buses we have. Mr. Punturiero said there are 426 buses, including spares.

Phase II will be a study of existing and additional site resources and creation of a feasibility study to satisfy the project scope. This report will provide scenarios to be presented to the Board of Education. Mr. Ahalt asked is the end result to get approval of the need and what is required to meet the need? Ms. Nelson said yes, before the feasibility or design, we will define the space needs and develop a specification. We will determine who the stakeholders, interested parties, are in the project. There will be some internal and some external with interests ranging from high to low.

Phase III is the recommendation phase. The committee will make recommendations that optimize the FCPS bus operations and taxpayer dollars. It was noted the zoning is important to site location and road structure. Changes to zoning need county support, but joint use might be an alternative and more favorable to the county.

4. Identification of internal and external stakeholders

	High Involvement	Medium Involvement	Low Involvement
Internal	<ul style="list-style-type: none"> • FCPS Transportation Department (Bus Maintenance, Transportation Management, Routers and Dispatch, Start Teams, etc) • FCPS Communications Dept • FCPS Chief Operating Officer • FCPS Facilities Planning 	<ul style="list-style-type: none"> • Bus drivers • Bus aides • FCPS Construction and Maintenance Staff • FCPS Fiscal Services • FCPS Security • Steering Committee 	<ul style="list-style-type: none"> • Board of Education • Superintendent and Cabinet
External	<ul style="list-style-type: none"> • Local Neighbors 	<ul style="list-style-type: none"> • County Staff 	<ul style="list-style-type: none"> • County Council/Executive • Taxpayers • Planning Commission (zoning) • Contractors/vendors • Bus parts vendors • Students/parents • Media • State Review Agencies

5. Set goals for communication plan

Suggested methods of delivery of information to the stakeholders. Ms. Haile suggested the creation of a virtual video of existing conditions. Ms. Nelson suggested we create a website area for information about the project. Ms. Haile asked about community forums. Ms. Nelson said there will be forums scheduled throughout the process. Ms. Pasierb suggested partnerships, such as departments of the county because we may be competing with them for funds. Ms. Haile suggested research and compare other school system bus facilities throughout the state. Mr. Punturiero stated we need to document our needs and compare what we have to others, creating an industry standard.

Ms. Pasierb stated we need to anticipate questions like, “why don’t we contract the work out”. We need to be ready with an answer. We also need to be able to show what our return on investment would be. It will be the job of the team to decide what the facility will look like, and whether we need more than one. There was discussion of how to work with the interested parties. Paper is best for informing the drivers. Flyers can be handed out at the semi-annual inspections. Ms. Nelson will meet with the mechanics, one on one. Ms. Pasierb emphasized that the board will ask what we have done to engage the stakeholders, and we have to show what efforts were made.

Communication Methods	Audience	When to Communicate
Video of existing conditions	Public and All Stakeholders	Phase 1
Website (including FAQ)	Public and All Stakeholders	ASAP and update regularly
Community forum on solutions	Public	Phase 3
Inservice Meeting	Bus Drivers, Bus Aides	August (Phase 2)
Surveys (with incentives?)	Bus Drivers, Bus Aides	Phases 1 and 2 (during bus inspections and online)
Handouts/Brochures	Bus Drivers, Bus Aides	All phases (during bus inspections and online)
Union publications	Bus Drivers, Bus Aides	All phases
Interviews	Bus Mechanics, other Transportation Department staff	All phases
Shop Meetings	Bus Mechanics	All phases
Partner Meetings	County Staff, Businesses	Phases 2 and 3

6. Discuss project justifications

The team discussed reasons for completing this study and information we will need to document the issues (items discussed in the table below). Ms. Pasierb mentioned that if data has not been collected in the past, we should start collecting it now.

Justifications	Information Needed
Safety – of workers, of buses	<ul style="list-style-type: none"> • What kinds of safety conditions could be improved and how?
Environmental	<ul style="list-style-type: none"> • What is happening now that could be improved?
Outsourcing vs In House	<ul style="list-style-type: none"> • Cost of outsourcing • What types of work are done in-house vs outsourced? • Length of time for the work and distance sent • Accounting dept time processing POs
Efficient usage of resources	<ul style="list-style-type: none"> • Opportunity cost and Return on Investment
Need room for inventory	<ul style="list-style-type: none"> • Cost of ordering as needed vs keeping parts
Age of existing facility	<ul style="list-style-type: none"> • Date constructed • How many buses in use over time?
Vandalism	<ul style="list-style-type: none"> • Frequency • Location • Cost • Insurance costs
Staffing	<ul style="list-style-type: none"> • Quick service timing - how could this be done more efficiently? • Breakdowns – where, how often, how long, delays in bus service? • Cost analysis • Don't have space for needed employees • Best practices for staffing
Growth of county – increasing need for services	<ul style="list-style-type: none"> • Enrollment projections (and special ed enrollments)
Backlog of maintenance	<ul style="list-style-type: none"> • Cost analysis • Number of buses out of service daily • How many spare buses could we eliminate if our fleet could be maintained in a more timely manner? • Statistics on buses waiting past 30 day limit
Location Efficiency	<ul style="list-style-type: none"> • Where are our buses used? • How does the location of services impact bus operations?

7. Next Steps

The next meeting of the team will be February 25. We will tour the bus maintenance facility. At the following meeting on March 3 we will address the needs of the facility.

The meeting was adjourned at 12:10 p.m.