

Helpful Notes for CTAC Members Updated October 2022 - Previous Update 2021

Attending Meetings

- All FAMPO meetings are listed on the FAMPO webpage. Click on the “Calendar” menu option.
- *Additionally, at the end of each month, staff will send you a Save the Date email which will include dates for all upcoming FAMPO meetings; you just need to note the Citizens Transportation Advisory Committee (CTAC) date.*
- The everyone should note the CTAC and Policy Committee meeting dates. The chair and vice chair will keep record of these dates/
- No fewer than three business days prior to a CTAC meeting, you will receive an email which will contain the meeting agenda and link to the meeting materials, such as minutes, draft documents, or outside presentations.
For in-person meetings, CTAC members should sit at the large conference table. Meetings are held at 406 Princess Anne Street in downtown Fredericksburg. Parking is available behind the building. See here for parking directions, <https://www.fampo.gwregion.org/wp-content/uploads/2020/01/Parking-map.png>. Snacks and beverages may be provided. Please adhere to the latest public health guidelines if applicable.
- At the meeting, there will be a sign-in table with paper copies of the meeting materials. Please take what you need. Wi-fi is available for those who prefer to pull up the meeting materials on their tablet, phone, or laptop.
- When a CTAC member needs to participate in a meeting by virtual means, they must notify FAMPO staff, fampo@gwregion.org and the CTAC chair prior to the meeting.
 - Members can participate virtually on an unlimited basis for a temporary or permanent disability or health concern.
 - CTAC members are expected to attend meetings in-person but are permitted to attend virtually due to a personal reason twice per calendar year.
 - No matter your reason for attending virtually, you must inform FAMPO staff and the CTAC chair that you intend to participate virtually and state the reason and place from which you will tune in remotely.
 - This is a state public meeting law. Should you forget to give prior notice, you can attend the meeting virtually but only in the capacity as a member of the public.

Meeting procedures

If you are not familiar with formal meeting formats, don't worry. The basics are described below. Do not hesitate to speak up with questions during the meeting on what is the proper procedure.

- When you want to chime in on conversation, the best practice is to be recognized by the chairperson (sitting at the head of the table) by raising your hand. If that fails to get the chairperson's attention, ask him "Can I chime in?" or "May I ask a question?" or something along those lines.
- You will hear people "motion" and "second" and vote. In a nutshell, here is how all that works. Agenda items that are listed as an "Action Item" are items that the committee will vote on. After a presentation on the topic, a committee member will say something like "I move to approve the (name of document)", then that motion must be seconded so another person will say "I second that motion." Then the chairperson will allow further discussion, and after discussion, call for a vote. You can vote yes/ayes or No/Nays or you can abstain from voting altogether by stating you abstain from voting.
- Lastly, committee members are not meeting experts, people do accidentally or unknowingly venture outside of the meeting procedures. In those cases, the chairperson will clarify what the correct procedure is or ask FAMPO staff to do so.

Questions and More Information

- Outside of meeting times, all CTAC members can direct CTAC related questions to the FAMPO staff CTAC liaison or to the committee chair. If it is a request for more information to a specific topic, then questions may become agenda items for future meetings under staff report.
- If you require accommodations to participate in the meetings, please contact FAMPO staff at fampo@gwregion.org or (540) 642-1235. Accommodations may include but are not limited to, meeting materials in large print, interpretation, or translation, special seating arrangements, or closed captioning. Please give advance notice so that staff may have time to prepare.
- Outside of CTAC meetings, correspondence with more than one of your fellow CTAC members about CTAC related matters is a **public meeting**. This could violate Virginia Freedom of Information Act. It is recommended that any correspondence between more than two CTAC members about CTAC business be conducted in designated meeting times.
- There is a CTAC webpage where you can find meeting information, bylaws, videos of past meetings, parking information, calendar link, and a handy public reference manual that will help you understand what the Fredericksburg Area Metropolitan Planning Organization (FAMPO) does and about transportation planning overall – there is even a term and acronym section that will be very helpful to bring to meetings. Take some time to look through the webpage, <https://www.fampo.gwregion.org/citizens-transportation-advisory-committee/>

Contacts

Stafford County

Stafford County Board of Supervisors

https://staffordcountyva.gov/government/elected_and_appointed_officials/board_of_supervisors/index.php

Transportation Planning Department

- Contact: Alex Owskiak, aowskiak@staffordcountyva.gov
- Website: https://staffordcountyva.gov/government/departments_a-e/captial_design_and_construction/transportation_engineering/index.php

Spotsylvania County

Spotsylvania County Board of Supervisors

- Webpage, <https://www.spotsylvania.va.us/1195/Board-of-Supervisors>

Spotsylvania County Transportation Planning Department

- Contacts: Paul Agnello, PAgnello@spotsylvania.va.us or Rodney White RWhite@spotsylvania.va.us
- Website: <https://www.spotsylvania.va.us/786/Transportation>

City of Fredericksburg

Fredericksburg City Council

- Webpage, <https://www.fredericksburgva.gov/260/City-Council>

City of Fredericksburg Transportation Planning Department

- Contact: Jamie Jackson, jtjackson@fredericksburgva.gov
- Website: <https://www.fredericksburgva.gov/1331/Transportation-Division>

Caroline County

Caroline County Board of Supervisors

- Webpage, <https://co.caroline.va.us/286/Board-of-Supervisors>

Caroline County Planning Department (No dedicated transportation division)

- Contact: Craig Pennington, cpennington@co.caroline.va.us
- Website: <https://co.caroline.va.us/266/Planning-Building-Department> (No dedicated transportation webpage)

King George

County Board of Supervisors

- Webpage, <https://www.king-george.va.us/514/Board-of-Supervisors>

For comments or issues with public transportation services:

King George County Administration (No dedicated transportation division)

- Contact: Nick Minor, nminor@co.kinggeorge.state.va.us
- Website: <https://www.kinggeorgecountyva.gov/180/County-Administration-Office> (No dedicated transportation webpage)

Service Providers in our Region

FXBGO! (Fred Transit or Fred bus)

- Website, <https://www.fredericksburgva.gov/transit>
- Contact: Jamie Jackson, jtjackson@fredericksburgva.gov

Virginia Railway Express (VRE)

Website: <https://www.vre.org/>

- Contact: Nick Ruiz

OmniRide (commuter bus service)

Website: <https://omniride.com/>

- Contact: Bob Schneider, bschneider@omniride.com

Virginia Department of Rails and Public Transportation (DRPT) (For general issues and comments on rail or bus policy and service in the state of Virginia.)

Contact: TBD

- Website: <http://www.drpt.virginia.gov/>

Virginia Department of Transportation (VDOT)

- Website, https://www.virginiadot.org/about/fred_quick.asp
- Susan Gardner susan.gardner@vdot.virginia.gov
- Stephen Haynes stephen.haynes@vdot.virginia.gov