

## Helpful Notes for CTAC Members (October 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 chair and vice chair should note the CTAC and Policy Committee meeting dates. About 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 PowerPoint 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 are provided. Please adhere to the latest CDC mask guidelines.
- 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](mailto:fampo@gwregion.org) or the CTAC chair, Henry Scharpenberg [scharpen@comcast.net](mailto:scharpen@comcast.net), prior to the meeting.
  - Members are able to participate virtually on an unlimited basis for a temporary or permanent disability or health concern. COVID would qualify as a health concern. Apart from those reasons, 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 or 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 ask the chairperson (sitting at the head of the table) "Can I chime in?" or "May I ask a question?" or something along those lines. This helps control the conversation.
- 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 motion 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/aye or No/Nay 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

- You should direct all CTAC related questions to the FAMPO staff CTAC liaison, Stacey Feindt at (540) 642-1235 or [feindt@gwregion.org](mailto:feindt@gwregion.org) or to the chair, Henry Scharpenberg, [scharpen@comcast.net](mailto:scharpen@comcast.net).
- If you require accommodations to participate in the meetings, please contact FAMPO staff at [fampo@gwregion.org](mailto: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 make preparations.
- Outside of CTAC meetings, you cannot correspond with more than one of your fellow CTAC members about CTAC related matters. This is a Virginia state FOIA law.
- 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/>

## Contacting Local Planners and Local Decision Makers

\*\*In order to direct your comments/questions to the appropriate contact, please review the red headings on the following pages. \*\*

For issues on transportation projects and transportation needs/improvements:

### **Stafford County Transportation Planning Department**

- Contact: Alex Owsiak, [aowskiak@staffordcountyva.gov](mailto:aowskiak@staffordcountyva.gov)
- Website: [https://staffordcountyva.gov/government/departments\\_p-z/public\\_works/captial\\_design\\_and\\_construction/transportation\\_engineering/index.php](https://staffordcountyva.gov/government/departments_p-z/public_works/captial_design_and_construction/transportation_engineering/index.php)

### **Spotsylvania County Transportation Planning Department**

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

### **City of Fredericksburg Transportation Planning Department**

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

### **Caroline County Planning Department (No dedicated transportation division)**

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

### **King George County Transportation Planning Department (No dedicated transportation division)**

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

### **Virginia Department of Transportation (VDOT), Fredericksburg Division (Jurisdiction includes all counties listed above)**

- Report a road problem: <https://my.vdot.virginia.gov/>
- Contact: [fredericksburginfo@vdot.virginia.gov](mailto:fredericksburginfo@vdot.virginia.gov)

For comments on transportation policy matters and financial investments:

**Stafford County Board of Supervisors**

- Webpage, [https://staffordcountyva.gov/government/elected\\_and\\_appointed\\_officials/board\\_of\\_supervisors/index.php](https://staffordcountyva.gov/government/elected_and_appointed_officials/board_of_supervisors/index.php)

**Spotsylvania County Board of Supervisors**

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

**Fredericksburg City Council**

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

**Caroline County Board of Supervisors**

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

**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:

**Fred Transit (Fred bus)**

- Website, <https://www.fredericksburgva.gov/transit>
- Contact: Jamie Jackson, [jtjackson@fredericksburgva.gov](mailto:jtjackson@fredericksburgva.gov)

**Virginia Railway Express (VRE)**

- Contact: Christine Hoeffner, [choeffner@vre.org](mailto:choeffner@vre.org)
- Website: <https://www.vre.org/>

**OmniRide (commuter bus service)**

Contact: Bob Schneider, [bschneider@omniride.com](mailto:bschneider@omniride.com)

Website: <https://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: Ciara Williams, [Ciara.Williams@drpt.virginia.gov](mailto:Ciara.Williams@drpt.virginia.gov)
- Website: <http://www.drpt.virginia.gov/>