

**ITEM 5
December 6, 2018
PRTC Regular Meeting
Res. No. 18-12-___**

MOTION:

SECOND:

RE: APPROVE MINUTES – NOVEMBER 1, 2018

ACTION:

WHEREAS, on December 6, 2018 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the PRTC Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

WHEREAS, PRTC conducted business in accordance with a published agenda dated December 6, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of November 1, 2018.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

November 1, 2018

PRTC Transit Center • 14700 Potomac Mills Road, Woodbridge, VA

Members Present

*Ruth Anderson, Chair
*Frank Principi, Immediate Past Chairman
*Marty Nohe
*Jeanette Rishell, Vice Chair
*Pamela Sebesky, Secretary
*Matthew Kelly
*Mark Dudenhefer
*Wendy Maurer, Treasurer
*Gary Skinner, At-Large Member
*Paul Trampe
*Bob Thomas

Jurisdiction

Prince William County
Prince William County
Prince William County
City of Manassas Park
City of Manassas
City of Fredericksburg
Stafford County
Stafford County
Spotsylvania County
Spotsylvania County
Virginia House of Delegates

Members Absent

Maureen Caddigan
John Jenkins
Jeanine Lawson
Jennifer Mitchell
George Barker

Prince William County
Prince William County
Prince William County
Department of Rail and Public Transportation
Virginia Senate

Alternates Present

*Norm Catterton
* Margaret Franklin
* Kalai Kandasamy

Prince William County
Prince William County
Prince William County

Alternates Absent

Hilda Barg
Pete Candland
D.J. Jordan
Jason Graham
Jack Cavalier
Cindy Shelton
Hector Cendejas
Suhas Naddoni
Donald Shuemaker
Steve Pittard
Todd Horsley
Tim McLaughlin
David Ross
Mark Wolfe

Prince William County
Prince William County
Prince William County
City of Fredericksburg
Stafford County
Stafford County
City of Manassas Park
City of Manassas Park
City of Manassas Park
Department of Rail and Public Transportation
Department of Rail and Public Transportation
Spotsylvania County
Spotsylvania County
City of Manassas

*Voting Member

**Delineates arrival/departure following the commencement of the PRTC Board Meeting. Notation of the exact arrival/departure time is included in the body of the minutes.

Staff and General Public

Bob Schneider - PRTC
Doris Lookabill - PRTC
Betsy Massie – PRTC
Joyce Embrey PRTC
Chuck Steigerwald – PRTC
Althea Evans - PRTC
Becky Merriner – PRTC
Christine Rodrigo - PRTC
Jerry McIntosh – PRTC
Perrin Palistrant – PRTC
Kasaundra Coleman PRTC
Rob Dickerson – PRTC Legal Counsel
Joyce Embrey – PRTC

Althea Evans – PRTC
Todd Johnson – First Transit
Ken Jones – PRTC
Perrin Palistrant – PRTC
Joy Himes – PRTC
Nkenge Muhammad – PRTC
Todd Johnson – First Transit
Nelson Cross – First Transit
Bob Leibbrandt – Prince William County
Doug Allen – VRE
Delegate Danica Roem - 13th District, VA House
of Delegates
Lucas Mueller - Citizen

Madam Chair Anderson called the meeting to order at 7:01 p.m. The Pledge of Allegiance, Invocation, and Roll Call followed.

Approval of the Agenda –4 [RES 18-11-01]

Items 8A and a presentation, under item 10, The Motor Fuels Tax Revenue Floor Projections Update are being deferred as the information was not available through the DMV. Chair Anderson noted that they would wait for Commissioner Lawson to arrive to discuss item 11 A. Commissioner Kelly moved with a second by Commissioner Maurer to approve the agenda as presented and amended. There was no discussion on the motion. (KELLY/MAURER, UNANIMOUS)

Approval of the Minutes of the October 4, 2018 PRTC Board Meeting – 5 [RES 18-11-02]

Commissioner Maurer moved, with a second by Vice Chair Rishell, to approve the minutes of October 4, 2018. (MAURER/RISHELL, UNANIMOUS)

Virginia Railway Express (VRE) – 6

Mr. Doug Allen briefed the Board on the following items of interest:

- In October, staff participated in Railroad Safety Training
- VRE is on track for the Positive Train Control requirement for December but they have filed for an extension, if needed
- Finalization of Crystal City station
- VRE hosted a pop up event at Quantico, VA

VRE Annual Report to PRTC

- VRE is a joint project of PRTC and NVTTC
- They have been around for 27 years and ridership is about 20,000 a day
- The Operations Board consists of officials from the jurisdictions and state delegates
- The Operations Board is delegated to approve contracts that have funding within the approved budget; any Operations Board member can request to place an action item before the Commission for their review and approval
- VRE CEO has a delegated spending authority of \$100,000; VRE continues to inform the Board when contracts are signed between \$50,000 - \$100,000
- There are 50 VRE employees
- VRE has a large capital program. They have secured over \$800 million dollars of capital funding
- High customer satisfaction is a result of VRE having safe and clean trains

- Riders come from the jurisdictions represented by the Board and they are residents with high income and own a vehicle; Most riders are federal employees
- VRE represents 11% of the travel entering into DC
- VRE plans to make longer trains as well as longer platforms
- Commissioner Thomas asked about limited weekend travel in the 2040 plan. Mr. Allen notes that the plan notes language for the potential for limited weekend travel.
- VRE has a six year capital program that is identified by funding source, by project, by anticipated year of expenditure
- Financial analysis done in 2016 shows that eventually VRE will need \$45 million of additional funding in order to see plans come to full fruition
- C-ROC funding ensures VRE \$15 million for future expenses
- Chair Anderson asks what percentage of travel entering into DC would VRE like to be at once improvements are made. Mr. Allen responded that he would like the number to be 22%.

•
Authorize Closed Meeting – 6-E [RES 18-11-03]

Commissioner Kelly moved, with a second by Commissioner Sebesky, to authorize the closed meeting. There was no discussion on the motion. (KELLY/SEBESKY, UNANIMOUS)

Certify Closed Meeting – 6-F [RES 18-11-04]

Commissioner Maurer moved, with a second by Commissioner Kelly, to certify the closed meeting. There was no discussion on the motion. (MAURER/KELLY, UNANIMOUS)

Action Items Out of Closed Meeting – 6-G [RES 18-11-05]

Vice Chair Rishell moved, with a second by Commissioner Maurer to approve the performance evaluation of VRE's CEO. There was no discussion on the motion. (RISHELL/MAURER, UNANIMOUS)

Public Comment Time - 7

Madam Chair Anderson opened the floor for public comment time. There were no speakers.

Approval of the Consent Agenda –8 [RES 18-11-06]

Commissioner Kelly moved, with a second by Commissioner Maurer, to approve the consent agenda, as presented and amended. There was no discussion on the motion. [KELLY/MAURER UNANIMOUS]

- Accepted the authorization to budget and appropriate Spotsylvania County's motor fuel tax funds for various FY18 and FY19 transportation projects.

PRTC Executive Director's Time – 9

Dr. Schneider briefed the Board on the following item(s) of interest:

- Follow up on bus stop and shelter lighting on all routes
- Keeyanah Sims is recognized for 10 years of service and notes her promotion to the IT Department
- Dr. Schneider notes that OmniRide Anti-Harassment training
- The reorganizational timeline was addressed with employees at the Anti-Harassment training and it was noted that interviews are being conducted to backfill positions; Dr. Schneider will have a better idea of the reorg timeline after the New Year.
- Dr. Schneider notes the training calendar for OmniRide employees

Presentations – 10

Operator Retention and Industry Trends by Todd Johnson

- First Transit has 143 full time operators and 11 part time operators
- Mr. Johnson notes that it take 149 full time operators to successfully run the service
- Challenges for retention and recruiting are low unemployment, not as desirable a position as it was in the past, the aging workforce and staff retiring, split shifts, diversity of customers, wages are not keeping up with inflation and the new WMATA location has a starting wage is \$20/hr
- In June 2018 there were 15 trips missed, due to a cultural holiday, 13 of those 15 missed trips were due to the shortage that resulted from the holiday
- Recruiting Advantages: split shifts, competitive benefits package, easy online application process, onsite CDL examiner, three incentive bonuses a year
- Adding a dedicated HR Manager will add value to the company so that there can be more focus on recruiting and improving retention
- Chair Anderson asked about the drivers who have split shifts and if there are any plans to create a place where the operators can be comfortable during their down time when we move into the other office space that we're renting. Mr. Johnson noted as people move out they are looking to expand or made arrangements for more operator space and hopefully a quiet room as well. Mr. Johnson also noted the new western facility is set up to have these things in place.
- Commissioner Kelly noted we have reduced service and have talked about reinstating it and even expanding service long term. He noted that the cost of operating buses is only going to increase moving forward and stated this gets back to the critical conversation regarding funding that needs to happen in Richmond if plans are to move this operation forward.

Chair Anderson invites Delegate Danica Roem to speak

Delegate Danica Roem advised she represents the 13th District, is a good colleague of Delegate Thomas. She advised her understanding is that once the Haymarket bus route gets off the ground we could use the 66 concessionaire payment paying for the buses long term instead of the motor fuels tax floor funding therefore the motor fuels tax floor funding would be available for operating costs or other PRTC costs.

Mr. Kelly responds to Delegate Roem saying that she is right that the motor fuels tax money is a help but it doesn't provide a long term solution to transportation. He states that the General Assembly did not provide additional funding, but instead took funding from the jurisdictions and gave it to VRE.

Strategic Plan Update – Chuck Steigerwald

- Provided a brief of the experiences at the public hearings for the Haymarket Express services
- There was general support for the proposed ideas.
- Mr. Steigerwald said there was a strong focus on accessibility to services and bus stops
- It was noted that attendees at the public hearings were upset about the volume of local traffic on the roads.
- Commissioner Principi asked about the distance from the new stop to the mall. Mr. Steigerwald stated there will be a review of the routes to ensure coverage of all stops connected to the route that the mall bus stop is on.
- Commissioner Skinner questioned if the Haymarket bus would be an express service to the Rosslyn area. Mr. Steigerwald confirmed that it would be an express service and it would be implemented around the December timeframe.

PRTC Action Items – 11

Action Item 11-A is deferred to later in the meeting

Authorization to Execute a Contract with EAI Security to Replace Outdated Facility Surveillance Camera System- 11-B [RES 18-11-07]

Commissioner Kelly moved, with a second by Commissioner Skinner, for an authorization to execute a contract with EAI Security to replace outdated facility surveillance camera system. (KELLY/SKINNER, UNANIMOUS)

Acceptance of OmniRide Haymarket/Rosslyn Public Participation Process and Authorization to Implement Express Bus Service as Proposed - 11-A [RES 18-11-08]

Commissioner Rishell moved, with a second by Commissioner Kelly, for the acceptance of OmniRide Haymarket/Rosslyn public participation process and authorization to implement express bus service as proposed. (RISHELL/KELLY, UNANIMOUS)

PRTC Chairman's Time - 12

- Chair Anderson notes engagement opportunities for Commissioners
- The finalized Bylaws were provided
- Chair Anderson notes the Nominating Committee and that Commissioner Nohe heads it
- Chair Anderson announces the members of the Legislative Committee (Anderson, Rishell, Lawson, Sebesky, Catterton, Franklin, and Pittard) and mentions that they will discuss local and state issues as they apply to PRTC; the first onsite meeting will be on December 6th at 6:00 PM
- There will be a VTA meeting on January 28th in Richmond, VA

Other Business/Commissioners' Time - 13

- Commissioner Maurer noted that she met with Dr. Schneider and Joyce Embrey regarding the financial statements to discuss the ability to see the fund balance more clearly as well as the deviations. She also requested a jurisdictional impact report to be added to the resolutions as they are presented.
- Commissioner Sebesky extends an invitation to the Veteran's Day parade in Manassas on Saturday 11/3.

Adjournment - 14

There being no further business to come before the Commission, Madam Chair Anderson adjourned the meeting at 8:43 p.m.

Information Items

There were no comments.