

**MOTION:**

**SECOND:**

**RE:                   APPROVAL OF PRTC COMMISSION MEETING MINUTES – November 7, 2019**

**ACTION:**

**WHEREAS**, on December 5, 2019 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the OMNIRIDE Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

**WHEREAS**, PRTC conducted business in accordance with a published agenda dated December 5, 2019.

**NOW, THEREFORE BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of November 7, 2019 as presented/amended.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**



# MINUTES

## BOARD OF COMMISSIONERS MEETING

November 7, 2019  
OMNIRIDE Transit Center • 14700 Potomac Mills Road,  
Woodbridge, VA

### Members Present

\*Ruth Anderson, Chair  
\*Victor Angry  
\*Maureen Caddigan  
\*Jeanine Lawson (arrived at 7:10 p.m.)  
\*Marty Nohe  
\*Frank Principi, Immediate Past Chair (arrived at 7:17 p.m.)  
\*Mark Dudenhefer  
\*Wendy Maurer, Secretary  
\*Pamela Sebesky, Vice Chair  
\*Jeanette Rishell, At-Large Member  
\*Gary Skinner, Treasurer  
\*Robert Thomas  
\*George Barker

### Members Absent

Matthew Kelly  
Paul Trampe  
Jennifer Mitchell  
Rojan Robotham

### Alternates Present

Norm Catterton  
Margaret Franklin  
Jennifer DeBruhl (arrived at 7:26 p.m.)

### Alternates Absent

Hilda Barg  
Pete Candland  
Darrell Jordan  
Kalai Kandasamy  
Jack Cavalier  
Cindy Shelton  
Mark Wolfe  
Preston Banks  
Hector Cendejas  
Donald Shuemaker  
Jason Graham  
Tim McLaughlin  
David Ross  
Todd Horsley  
Steve Pittard

### Jurisdiction

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

City of Fredericksburg  
Spotsylvania County  
Department of Rail and Public Transportation  
Virginia House of Delegates Citizen Appointee

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

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

\*Voting Member

Arrivals/departures following the commencement of the PRTC Commission Board Meeting are notated with the arrival/departure time.

### **Staff and General Public**

Dr. Robert A. Schneider, PhD – PRTC  
Doris Lookabill – PRTC  
Betsy Massie – PRTC  
Joyce Embrey - PRTC  
Althea Evans - PRTC  
Chuck Steigerwald – PRTC  
Becky Merriner – PRTC  
Christine Rodrigo – PRTC  
Perrin Palistrant – PRTC  
Rich Dalton – VRE  
Joe Swartz – VRE

Steve MacIsaac – VRE  
Katie Cristol – VRE Chair  
Monica Backmon - NVTA  
Ryan McManus – Prince William County  
Rick Canizales – Prince William County  
Todd Johnson – First Transit  
Nelson Cross – First Transit  
Dave Van Fossen – First Transit  
Sharon Pandak – Greehan, Taves & Pandak  
James Franklin – Father of Margaret Franklin

Chair Anderson called the meeting to order at 7:05 p.m. Invocation, Pledge of Allegiance and Roll Call followed.

### **Approval of the Agenda –4 [RES 19-11-01]**

Commissioner Maurer moved with a second by Commissioner Angry. There was no discussion on the motion. (MAURER/ANGRY, UNANIMOUS)

### **Approval of the Minutes of the October 3, 2019 PRTC Board Meeting – 5 [RES 19-11-02]**

Commissioner Rishell moved, with a second by Commissioner Skinner to approve the minutes of the October 3, 2019 meeting. There was no discussion on the motion. (RISHELL/SKINNER, MAJORITY VOTE; MAURER ABSTAINED)

### **Virginia Railway Express (VRE) – 6**

Deputy CEO Rich Dalton briefed the Board on the following items of interest:

Manassas line trains were delayed on Thursday morning due to a train striking a downed tree. There were no injuries.

Santa Trains will run on December 14. Complimentary ticket orders are due by November 15.

A locomotive will be named for former VRE Operations Board member William “Bill” Greenup, at 10 a.m. on Saturday, November 9 in the VRE Crossroads Yard, 9400 Crossroads Parkway in Spotsylvania County.

Commissioner Lawson arrived at 7:10 p.m. Alternate Commissioner Franklin is no longer a voting member.

### **AUTHORIZE CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION – 6.4 [RES 19-11-03]**

Commissioner Thomas moved, with a second by Commissioner Maurer to authorize a closed meeting pursuant to §2.2-3711.A.1 VA Code Ann., for discussion of a personnel matter related to an employment agreement and an appointment. (THOMAS/MAURER, UNANIMOUS)

The Commission adjourned into closed meeting at 7:13 p.m.

Commissioner Principi arrived at 7:17 p.m.

Commissioner DeBruhl arrived at 7:26 p.m.

The Commission concluded closed meeting at 7:31 p.m.

**CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION - 6.5 [RES 19-11-04]**

Commissioner Thomas moved, with a second by Commissioner Skinner to certify the closed meeting of the Potomac and Rappahannock Transportation Commission. There was no discussion on the motion. (THOMAS/SKINNER, UNANIMOUS)

**Termination of Employment Agreement of Virginia Railway Express Chief Executive Officer – 6.6 [RES 19-11-05]**

Commissioner Maurer moved, with a second by Commissioner Thomas to terminate VRE's employment agreement with Doug Allen and appoint Deputy CEO Rich Dalton as acting CEO effective November 14, 2019. (MAURER/ THOMAS, UNANIMOUS)

Mr. Dalton departed the meeting.

**Public Comment Time - 7**

No comments.

**Approve the Consent Agenda – 8 [RES 19-11-06]**

Commissioner Barker moved, with a second by Commissioner Angry. There was no discussion on the item. (BARKER/ANGRY, UNANIMOUS)

- Acceptance of the Monthly Jurisdictional Financial Reports for the Period Ended July 31, 2019 and August 31, 2019 -8.1 [RES 19-11-07]
- Authorization to Budget and Appropriate City of Manassas Park's Motor Fuels Tax Funds for Sign Installations – 8.2 [RES 19-11-08]
- Authorization to Budget and Appropriate City of Manassas Park's Motor Fuels Tax Funds for Mathis Avenue Signal Battery Backup – 8.3 [RES 19-11-09]

**PRTC Executive Director's Time – 9**

Dr. Schneider briefed the Board on the following items of interest:

OmniRide began operating service from the University Boulevard Commuter Lot on October 28.

Two new routes serving Stafford began on November 4, with ridership on the first buses more than half-full, which is fantastic for new routes in an area OmniRide has never served before.

More service changes are coming on December 9, including the restructuring of western local services.

The Request for Information responses about ferry service are due December 13.

The Federal Transit Administration (FTA) visited PRTC in August 2019 for a Follow-Up Procurement Review. Two items were found to be deficient, and PRTC will reply with a corrective action plan. The draft report is in the agenda packet as an information item.

Commissioners will notice a new, easier-to-read format for the jurisdictional fuel tax reports. Commissioners Maurer noted that the old format made it difficult to determine the amounts that the jurisdictions were over or under expected revenues.

This month's industry article is by Bonnie Doherty, Senior Vanpool Program Associate, on the State of the Commute Survey Report.

**Presentations and Information – 10**

### **Strategic Plan Update – 10.1 - Chuck Steigerwald**

Mr. Steigerwald's presentation focused on the Transportation Demand Management Plan. Although this plan is completed, staff is waiting on the completion of the Transit Strategic Plan with the intention of putting the two plans together and bringing them forward to the Board for approval as a single plan.

Commissioner Principi said the Transportation Demand Management Plan seems insubstantial. Mr. Steigerwald said there are several ambitious plans in the TDM plan including starting a flexible vanpool program, running shuttles to commuter lots, and introducing mobile ticketing. He added that some items are already in place, including updates to PRTC's website and a real-time app. With a six-year horizon and a staff of three full-time employees, Mr. Steigerwald said he believes there's ambition within the plan.

### **Wheels-to-Wellness Program Recommendations – 10.2 - Chuck Steigerwald**

Mr. Steigerwald noted that in June 2019, staff asked the Commission to fund Wheels-to-Wellness within PRTC's existing budget for a six-month period because the grant under which the program was operating was due to expire at the end of June 2019. The idea was to evaluate the program and come before the Commission in the fall with recommendations about how to move forward.

Wheels-to-Wellness has operated with existing staff since June 2018 when the previous program manager left. Over the past 15 months, staff has learned that the program can be managed by existing staff. The program serves an average of 1,000 trips per month at a cost of \$10,000 per month. Since July 1<sup>st</sup>, 58 participants have been added to the program bringing the total enrollment to just over 300, yet the cost of operating the program and number of trips served remained steady.

Staff has three options for the Board's consideration: (1) Discontinue the program, likely by January 15, 2020; (2) Maintain the existing program at a maximum cost of \$75,000 through the end of the fiscal year, funded by favorable budget variance, and fund the program in the 2021-2026 budget at an estimated cost of \$150,000 annually; (3) Enhance the program by stepping-up promotions, changing eligibility requirements, and introducing technology platforms. The enhanced program would likely double participation, bringing the program back to the participation level it had in 2017 before it was shut down. An enhanced program would likely cost \$10,000 to set up and an additional \$50,000 annually, and doubling the participants would likely mean doubling the operating cost to about \$300,000 annually.

Typically there are three populations who struggle the most with healthcare access: seniors, the economically disadvantaged and veterans. Enhancing the program would help these populations while also helping to better control paratransit use. It also would position the program to leverage new funding opportunities such as grants that are tied to the introduction of technology and new services, Mr. Steigerwald said.

Staff's recommendation is to approve Option 2, which would maintain the program at its current level in the FY21-26 budget, although staff also would pursue grant funding to improve and enhance the program, and those elements would be added as funding and staff capacity allowed. A resolution will come before the Commission at its December meeting, Mr. Steigerwald said.

Chair Anderson asked about the program's geographic boundaries within Prince William County. Mr. Steigerwald replied that there were geographic restrictions in the past due to grant funding, but there are no restrictions currently.

Commissioner Sebesky asked if the program will be affected by changes to Medicare Advantage, which will cover trips to provider offices starting January 1, 2020. Mr. Steigerwald replied that Medicare recipients currently are ineligible for the Wheels-to-Wellness program.

Commissioner Sebesky asked if PRTC has looked at partnering with healthcare providers to grow ridership or funding. Mr. Steigerwald said leveraging partnerships is something that would be covered under the enhanced promotion.

Commissioner Skinner asked if any jurisdictions other than Prince William County are paying for Wheels-to-Wellness and was told that Prince William pays the full cost of the program.

Commissioner Skinner asked why staff was asking for \$150,000 in annual funding to maintain the baseline, which is \$30,000 more than the cost of \$10,000 per month as stated in the presentation. Mr. Steigerwald replied those extra funds would serve as a contingency and allow the program to grow and act as a match for grant opportunities. Mr. Skinner said in his opinion, staff should ask for that additional money only if it's needed.

Commissioner Principi said providing transportation to the most vulnerable is very important, but the long-term goal is finding a way to collaborate with transportation networking companies (TNC) with the possibility of subsidized or shared rides until the market takes over eventually. He asked what PRTC will do to work with micro transit companies and determine if there's a potential for collaboration that would drive down PRTC's costs or expand service. Mr. Steigerwald said there are increasing examples of that model around the country. An agency of PRTC's size has a difficult time starting a relationship with a company like Uber, but software companies have existing relationships with TNCs and PRTC could leverage those relationships.

For the benefit of Commissioner Angry and Commissioner Franklin, Commissioner Nohe shared that when Wheels-to-Wellness' grant funding ended several years ago and Prince William County voted to provide one-time funding for the program, the Prince William Board of County Supervisors was warned that there would never be a point when there wasn't a need for additional funding for the program.

Commissioner Rishell said Wheels-to-Wellness is a fantastic program and asked if there was a timeline for moving from the baseline to an enhanced level of service. Mr. Steigerwald said that would depend on funding.

Referring to Commissioner Nohe's comment, Mr. Steigerwald said that during the past 15 months, Wheels-to-Wellness has been able to maintain service within a set budgetary footprint. Keeping the program at the baseline level has served as a budgetary restraint on costs so additional funding would only be necessary if the Commission voted to enhance service, and staff would recommend enhancing service only if funding sources have been identified.

Commissioner Rishell asked if additional staff would be required for an enhanced program with 600 participants rather than the 300 currently participating. Mr. Steigerwald said yes, a program manager would probably be required if enrollment doubled.

Commissioner Angry asked about the demographics of those who use Wheels-to-Wellness and wondered how many are veterans or elderly because there may be funding opportunities through the Veterans Administration. Mr. Steigerwald said staff does not have information about veteran status because it's not a requirement to participate in Wheels-to-Wellness, but staff could conduct a survey.

Dr. Schneider asked Mr. Steigerwald to review the program's eligibility criteria. Mr. Steigerwald said Wheels-to-Wellness participants must be at least 80 years old and have a low income, or have a disability and low income. Dr. Schneider said the number of people who qualify in Prince William is an extremely small number.

Commissioner Skinner asked about the program's definition of a disability and what the poverty level is in Prince William County versus Spotsylvania County. Dr. Schneider said the definition of a disability is determined by the Department of Health and Human Services, and added that staff will provide Commissioner Skinner with the definition and the poverty level criteria.

Chair Anderson asked why a resolution for funding is proposed to come to the Commission in December rather than during the budget cycle. Dr. Schneider said the proposed resolution would get the program through the current fiscal year using favorable variances and then the program would enter the budget cycle.

#### **PRTC Action Items - 11**

No Action Items

#### **PRTC's Chair Time - 12**

Chair Anderson inquired about a presentation about amenities and was informed it is scheduled for the December meeting.

#### **Election of Nominating Committee - 12 [RES 19-11-10]**

Chair Anderson asked for volunteers to form a Nominating Committee for next year's slate of PRTC officers noting that according to the bylaws, the committee must have one member from each jurisdiction. The Prince William Board of County Supervisors will bring forth its recommendation for which of its members should be chair.

Commissioner Nohe noted that PRTC's first meeting is typically be held prior to the first meeting of the Prince William Board of County Supervisors. Dr. Schneider replied that the PRTC Board will see a proposed 2020 meeting calendar next month and the first PRTC meeting would be moved January 16 in order to avoid the conflict.

Commissioner Nohe asked if the Board should delay the nomination of officers to the February 2020 meeting so the Prince William Board of County Supervisors has a chance to appoint members to serve on the PRTC Board.

Chair Anderson said Commissioner Angry of Prince William had agreed to serve on the Nominating Committee and asked for other volunteers, one from each of the jurisdictions. Commissioner Rishell of Manassas Park and Commissioner Sebesky of Manassas volunteered.

Commissioner Maurer recommended Commissioner Dudenhefer as the Stafford representative. Commissioner Dudenhefer agreed to serve on the Nominating Committee.

Commissioner Skinner of Spotsylvania County agreed to serve. Commissioner Angry agreed to chair the Nominating Committee.

Attorney Sharon Pandak said that because Fredericksburg was unrepresented at the PRTC meeting, the Board must appoint a representative from that jurisdiction to the Nominating Committee. Commissioner Kelly was selected to serve.

Commissioner Thomas moved, with a second by Commissioner Maurer to elect the Nominating Committee to propose the slate of PRTC officers for 2020. (THOMAS/MAURER, UNANIMOUS)

Commissioner Rishell asked Chair Anderson to review the timeline for electing the officers. Chair Anderson replied that she would like to have an initial report on the progress of the Nominating Committee by December and decide what to do regarding the January meeting date. She added that she would ask Vice Chair Sebesky to lead the January meeting.

Dr. Schneider reiterated that the Nominating Committee will make a report out of committee to the Board at the December meeting, but there will not be a vote that month on the slate of officers. Also at the December meeting, the Board will approve the 2020 calendar, including a proposal to delay the first PRTC meeting to January 16. He added that per the Bylaws, the officers will be elected at the January meeting and that staff is assuming that all six jurisdictions will have appointed their PRTC Board members by that time.

Chair Anderson noted that in December there will be a meeting of the current Executive Committee at 6:30 p.m. regarding a financial audit. She recommended that the Nomination Committee meet at 6 p.m. that night.

Chair Anderson said the Board may want to appoint a Legislative Committee. Last year, PRTC didn't have much legislation before the General Assembly but there are a few things this year. Because the PRTC Board will have so many new members next year, Chair Anderson suggested that those who are interested in serving on the Legislative Committee inform her.

Turning to the Engagement Opportunities, Chair Anderson noted that the joint NVTC/PRTC Legislative Briefing is scheduled for December 9 in Springfield. Participants can ride to the meeting on an OmniRide bus.

#### **Other Business/Commissioner's Time – 13**

Commissioner Dudenhefer noted that Stafford County's first meeting is January 7, 2020.

Commissioner Sebesky thanked Dr. Schneider and staff members who attended a recent Manassas City Council meeting to share information about upcoming changes to bus service in the western service area.

Commissioner Franklin recognized her father who was in the audience.

Commissioner Lawson asked for confirmation that according to the bylaws, the chair is to come from Prince William County. Chair Anderson replied that was correct, and that's why the PRTC Board must wait for the Prince William Board of County Supervisors to make a recommendation on who should serve as chair.

#### **Adjournment – 14**

There being no further business to come before the Commission, Chair Anderson adjourned the meeting at 8:38 PM.

#### **Information Items**

There were no comments.