

**MOTION:**

**SECOND:**

**RE:                   APPROVAL OF PRTC COMMISSION MEETING MINUTES FOR NOVEMBER 5, 2020**

**ACTION:**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") has had the opportunity to review the draft meeting minutes for November 5, 2020.

**NOW, THEREFORE BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of November 5, 2020 as presented/amended.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**



# MINUTES

## BOARD OF COMMISSIONERS MEETING

November 5, 2020

Virtual ZOOM Meeting

Livestreamed at [YouTube.com/PRTCtransit](https://www.youtube.com/PRTCtransit)

### Members Present

\*Victor Angry  
\*Andrea Bailey, At-Large  
\*Kenny Boddy  
\*Margaret Franklin, Chair  
\*Jeanine Lawson (arrived 7:06 p.m.)  
\*Yesli Vega (arrived 7:04 p.m.)  
\*Tinesha Allen (present 7:00 - 7:17 p.m./7:29 - 7:35 p.m.)  
\*Pamela Sebesky, Vice Chair  
\*Jeanette Rishell, At-Large  
\*Matthew Kelly  
\*Deborah Frazier, Treasurer (arrived 7:07 p.m.)  
\*Gary Skinner  
Jennifer Mitchell (departed 7:28 p.m.)  
\*Lee Carter  
\*Elizabeth Guzman  
\*George Barker

### Members Absent

Cindy Shelton, Secretary

### Alternates Present

Bennie Smith  
\*Todd Horsley

### Alternates Absent

Ann Wheeler  
Pete Candland  
Maggie Hansford  
Meg Bohmke  
Gary Snellings  
Ralph Smith  
Preston Banks  
Hector Cendejas  
Donald Shuemaker  
Jason Graham  
Tim McLaughlin  
David Ross  
Jennifer DeBruhl  
Steve Pittard

### Jurisdiction

Prince William County  
Prince William County  
Prince William County  
Prince William County  
Prince William County  
Prince William County  
Stafford County  
City of Manassas  
City of Manassas Park  
City of Fredericksburg  
Spotsylvania County  
Spotsylvania County  
Department of Rail and Public Transportation  
Virginia House of Delegates  
Virginia House of Delegates  
Virginia Senate

Stafford County

Prince William County  
Department of Rail and Public Transportation

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 approximate arrival/departure time.

### **Staff and Public on ZOOM**

Dr. Robert A. Schneider, PhD – PRTC  
Doris Lookabill – PRTC  
Carl Roeser - PRTC  
Becky Merriner – PRTC  
Christine Rodrigo – PRTC  
Perrin Palistrant – PRTC  
Joe Stainsby - PRTC

Mike Ake – Keolis  
Barbara Murdock – Keolis  
Rich Dalton – VRE  
Mark Schofield – VRE  
Steve MacIsaac - VRE  
Ben Owen – NVTC  
Sharon Pandak – Greehan, Taves & Pandak

Chair Franklin called the meeting to order at 7:00 p.m. noting due to the COVID-19 pandemic and pursuant to PRTC Commission Resolution No. 20-05-01, this meeting of the PRTC Board of Commissioners is being conducted virtually via Zoom. Public access for this meeting is being provided via livestreaming on PRTC's YouTube channel. The public was given notice on PRTC's website, Facebook, at the Transit Center, and in InsideNova and the Free Lance-Star. The Chair then read an announcement detailing procedures for the electronic meeting. Invocation, Pledge of Allegiance and Roll Call followed.

Commissioner Vega arrived at 7:04 p.m., and Commissioner Lawson arrived at 7:06 p.m.

### **Approval of Agenda – 4 [RES 20-11-01]**

Commissioner Bailey moved with a second by Commissioner Angry. There was no discussion on the motion. (BAILEY/ANGRY; VEGA ABSTAINED; ALLEN AND BARKER WERE INAUDIBLE; APPROVED)

Commissioner Frazier arrived at 7:07 p.m.

### **Approval of Minutes of October 1, 2020– 5 [RES 20-11-02]**

Commissioner Bailey moved with a second by Commissioner Angry. There was no discussion on the motion. (BAILEY/ANGRY; ALLEN AND BARKER WERE INAUDIBLE; APPROVED)

### **Virginia Railway Express Acting Chief Executive Officer's Time – 6**

- VRE continues to operate at a reduced level and is monitoring ridership daily so trains can be lengthened or added as needed to maintain social distancing. The public can view train capacity on VRE's Train Utilization webpage.
- October ridership increased slightly to just over 1,400 average daily riders.
- October on-time performance was 94 percent system wide.
- Staff continues to work remotely.
- Tonight's meeting packet includes information on two proposed agreements the VRE Operations Board will consider in November related to the Virginia Passenger Rail Authority. One is an access agreement similar to the ones VRE has with CSX, Norfolk Southern and Amtrak; the other is a Passenger Rail Improvement and Funding Agreement to fund planned improvements. These agreements will likely be before the PRTC Board in December, and VRE staff is willing to answer any questions.

### **Public Comment Time – 7**

No comments were received for this meeting.

Commissioner Angry said he's been in touch with Commissioner Allen who is having problems with her internet connection, and she wants to record "Yea" votes for the Agenda and Minutes. As long as Commissioner Allen is having internet problems, Commissioner Angry said he would pass along her votes. Ms. Pandak, of Greehan, Taves & Pandak, said that was acceptable.

### **Consent Agenda – 8 [RES 20-11-03]**

Commissioner Kelly moved with a second by Commissioner Sebesky. Dr. Schneider explained that the Memorandum of Agreement will enable FRED to act as a sub recipient for access to CARES funding in order to offset some of its expenses. Commissioner Kelly said this cuts a bit of red tape for the City of Fredericksburg. (KELLY/SEBESKY, UNANIMOUS)

- **Acceptance of the PRTC Monthly Jurisdictional Financial Report for the Period Ended July 31, 2020 [RES 20-11-04]**
- **Authorize the Executive Director to Execute a Memorandum of Agreement Between the Potomac and Rappahannock Transportation Commission and the City of Fredericksburg [RES 20-11-05]**

Commissioner Allen departed at 7:17 p.m.

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

Dr. Schneider updated the Board on the following items:

#### **Virginia Passenger Rail Authority**

Mr. Dalton gave an update about the Virginia Passenger Rail Authority earlier tonight, and anyone who has questions should reach out to him.

#### **Western Maintenance Facility**

OmniRide has received the certificate of occupancy for the Western Facility and moved five (5) to six (6) staff members to the building. Furniture has not yet been ordered, and we don't plan to outfit the entire building at once. Furniture for areas not currently being used, such as conference rooms, will be ordered later. We anticipate operating service from the facility in April 2021.

#### **Keolis Transition**

There was a good transition this week from First Transit to Keolis. Dr. Schneider introduced Keolis General Manager Barbara Murdock who said:

- PRTC leadership helped with the smooth transition, and service began at 3 a.m. Monday. A total of 105 buses rolled out; no buses were late or missed; 195 employees have been hired.
- There was a breakfast and food truck on the first day of operations; employees were engaged with gift bags, a safety contest with prizes, and a Photo Board of Champions.
- In Maintenance, the management program KIHM (Keolis Industrialized and Harmonized Maintenance) was kicked off.

Chair Franklin said she had hoped to attend the kickoff events and hoped the Commissioners would visit the Transit Center to welcome Keolis and greet the staff. She also thanked Ms. Murdock for her work.

#### **Service Change**

The date of next service change was changed from November 2 to November 30 to ensure Keolis is ready.

#### **Hispanic Council Meeting**

OmniRide's first Hispanic Council Meeting will take place virtually on Wednesday, December 9. This is a transportation education awareness campaign and Board members are encouraged to help share the news. More information will be emailed to Commissioners on November 6.

#### **Industry Article**

This month's Industry Article is *King County Metro to Resume Collecting Fares Without Enforcement on October 1*, written by OmniRide Chief Development Officer Joe Stainsby. King County Metro runs bus service as well as a vanpool service and it shows us how a large west coast transit and vanpool service in one of the friendliest transit environments in the country is moving forward within the COVID environment.

Commissioner Lawson asked about outreach for the Hispanic Council meeting and if the Chamber of Commerce would try to reach people outside of Chamber members. Dr. Schneider said this Council is an OmniRide effort and the Chamber is our partner to access the business community.

Chair Franklin said the Hispanic Council meeting is an opportunity for Commissioners to involve Hispanic partner groups to be part of the Council. She also encouraged any Commissioner who is interested in the Council to participate.

Commissioner Bailey said she has a meeting scheduled with the Quantico commander and plans to contact Dr. Schneider and Ms. Murdock about transportation issues.

Commissioner Angry thanked Ms. Murdock for engaging the bus drivers and complimented Keolis for hitting the ground running during the transition. He encouraged all Commissioners to visit the Transit Center, engage staff and make sure we continue heading down the right road.

Commissioner Mitchell departed at 7:28 p.m.

Commissioner Allen rejoined at 7:29 p.m. but continued having internet problems and departed at 7:35 p.m.

#### **PRTC Action Items – 11**

#### **Approve and Adopt the Transit Strategic Plan and the Transit Demand Management Plan 11.1 [RES 20-11-06]**

Chair Franklin said this is Phase Three of the Strategic Plan and is required by DRPT. She invited Mr. Stainsby, PRTC's Chief Development Officer, to speak. Mr. Stainsby said two public hearings were held in the fall – one virtual and one in-person. No one attended either hearing, but one person submitted written comments. The comments have been added to the record, but did not result in changes to the two (2) plans. Commissioner Bailey moved, with a second by Commissioner Rishell. Ms. Pandak said Commissioner Allen is no longer online, so Commissioner Angry can no longer relay her vote.

Chair Franklin asked if there were other ways, aside from the public hearings, that information about the plans was shared with the public. Mr. Stainsby said the plans were advertised in the standard newspapers, and posted on websites and social media platforms for OmniRide and Vanpool Alliance. In addition, all materials were translated for the first time into Vietnamese along with the Spanish translation. The Chair wanted to ensure other media outlets were contacted, including InsideNova, Potomac Local, Prince William Times, and What's Up Woodbridge so the word is being spread as much as possible.

Commissioner Horsley said these plans are DRPT requirements and the work of PRTC's staff is appreciated.

Commissioner Angry asked if an alternate Commissioner can vote for Stafford County since Commissioner Allen is having internet problems, but was informed that no alternate for Stafford County is present online. (BAILEY/RISHELL; LAWSON AND VEGA VOTE NAY; APPROVED)

#### **Authorize the Executive Director to Execute a Furniture Purchasing Agreement with Frank Parsons via a National Cooperation Contract Administered By Omnia Partners, Public Sector 11.2 [RES 20-11-07]**

Dr. Schneider said furniture is needed for staff who will occupy the Western Facility. The purchase will be staggered so areas such as conference and training rooms will be furnished at a later date. Cubicles have been enlarged to allow for social distancing. Staff who have been working in leased office space on Noble Pond Way are being reintegrated to the Transit Center or teleworking. The savings from the leased space will offset these expenses. Commissioner Sebesky moved with a second by Commissioner Boddye.

Chair Franklin said COVID funding is being used very conservatively and asked if this will affect any COVID funding. Dr. Schneider said no, and explained this expense was included in the budgeted services and will be far less than what was budgeted because areas such as conference rooms won't be furnished until people are able to gather again.

Commissioner Bailey asked approximately how much will be spent. Dr. Schneider said \$150K was budgeted for all furniture, including multiple conference and training rooms, office space and cubicles, but the estimate for the initial expenditure is between \$55,000 and \$65,000. He added that outfitting each conference room will range from \$10,000 to \$30,000 depending on the size and use. (SEBESKY/BODDY, UNANIMOUS)

**Approve Policy Changes Governing Commuter Choice on the I-395/95 Corridor Program – 11.3 [RES 20-11-08]**

Ben Owen, NVTC's Commuter Choice Senior Program Manager, said this item concerns approval of a set of four policy changes governing the program.

- A framework for supporting larger capital projects;
- A minimum funding award amount;
- A more defined set of guidelines and requirements for transportation demand management projects; and
- A partner support documentation requirement

These changes were reviewed with eligible applicants and with members of the Joint Commission Working Group. Commissioner Rishell moved, with a second by Commissioner Bailey.

In response to a request from Chair Franklin to explain the funding portion of the changes, Mr. Owen said this will establish a \$200,000 minimum for projects supported by the program. Funding recipients will continue to have reporting requirements. Once the CTB approves funding for a project, the recipient must execute a project agreement with NVTC within two years, and spend the funds within five years. (RISHELL/BAILEY, UNANIMOUS)

**Adopt the Technical Evaluation Process for the Commuter Choice on the I-395/95 Corridor Program and Authorize the Northern Virginia Transportation Commission Executive Director to Issue a Call for Projects for I-395/95 Corridor Round Two (FY2022 – FY2023) – 11.4 [RES 20-11-09]**

Mr. Owen said the application period will be open from November 9, 2020 to January 29, 2021 with final selection in June 2021. Full funding of approximately \$30 million is expected for Round Two. NVTC talked with Transurban last month and while Express Lanes traffic has declined, Transurban expects to make its full upcoming payment to the Commonwealth.

Regarding the technical evaluation process, this is the same process that was used for the most recent I-66 call for projects, Mr. Owen said. Commissioner Bailey moved, with a second by Commissioner Rishell. At the request of Chair Franklin, Mr. Owen listed the members of the Joint Working Group. Members from PRTC are Commissioner Skinner from Spotsylvania County, Commissioner Rishell from the City of Manassas Park and Commissioner Guzman from the House of Delegates; and from NVTC are Chair Jeff McKay of Fairfax County, Commissioner Libby Garvey of Arlington County and Commissioner Elizabeth Bennett-Parker from the City of Alexandria. The Working Group was briefed in August-September about the call for projects and will likely meet for the first time next spring. (BAILEY/RISHELL UNANIMOUS)

**Chair's Time - 12**

Chair Franklin said the Board needs to form a Legislative Committee and the Legislative Agenda will be considered at the December meeting. Dr. Schneider said there is no formal obligation for a Legislative Committee, but it's something PRTC has done to get feedback and guidance. Chair Franklin asked that those interested in serving on the Legislative Committee contact Dr. Schneider by Friday, November 13.

Chair Franklin said the Board also needs to put together a Nominating Committee to propose a slate for PRTC's 2021 officers. Ms. Pandak said the Board must elect the Nominating Committee at the December

meeting, and the slate of officers will come before the Commission for a vote in January. The Bylaws state that the Nominating Committee must consist of one member from each member jurisdiction. She recommended that the list of Nominating Committee members be available in time to be included in the December meeting materials. Proposed members for the Nominating Committee also may be made during the December meeting, Ms. Pandak said.

The Nominating Committee will invite nominations for the slate of officers to the PRTC Board and VRE Operations Board members and alternate members prior to the January meeting. Names must be submitted in time to be included in the January meeting materials. Nominations may be made from the floor during the January meeting. VRE Operations Board members and alternates will mirror the appointments made by the member jurisdictions, Ms. Pandak said.

Ms. Pandak advised there is a consistent problem with having the names of proposed members in time for PRTC's January meeting because of turnover in the member jurisdictions' governing bodies. As a result, PRTC will meet on the second Thursday in January 2021 in order to give the jurisdictions time to meet and select people to serve as members and alternates of the PRTC Board of Commissioners and the VRE Operations Board.

Chair Franklin asked that each jurisdiction contact Dr. Schneider by Friday, November 13 with the name of the person from their jurisdiction who will serve on the Nominating Committee.

Chair Franklin thanked Keolis and the operators for the work involved in the transition, noting that it's been a tough few weeks and she appreciates all the Keolis and PRTC employees.

#### **Commissioners' Time - 13**

Many Commissioners wished veterans a happy Veteran's Day, thanked Keolis for its efforts to create a smooth transition and said they're looking forward to working with the Keolis team.

Commissioner Lawson asked about ridership. Dr. Schneider said commuter buses are operating at about 25 percent of previous ridership while local buses are between 55-65 percent, depending on the route. Commissioner Lawson said she's seen empty buses in the Manassas area and wants to follow up on ways to improve ridership.

Commissioner Skinner said if Keolis does the same job at PRTC as they do for VRE, we'll be very pleased. They do a wonderful job and the passengers love them.

Commissioner Guzman congratulated those who won election this week and thanked those who lost elections for their service.

Commissioner Barker gave a legislative update from the General Assembly's regular session and the special session that will wrap up next week. A major transportation bill was passed in the regular session that will provide substantial additional revenues including a fair amount to transit to help address some of the needs in Northern Virginia and other parts of the state. Commissioner Barker was able to get funding in the budget to provide a minimum of \$5 million annually for transit entities that make long-haul trips, and PRTC and Loudoun Transit should benefit from that. Loudoun's situation may change once Metro extends into Loudoun County. This will help some of PRTC's shortfall from the transit funding formula being used in ways that disadvantaged entities like PRTC that provide a substantial number of trips of long distance. Commissioner Barker said that over time PRTC may get the lion's share of this funding along with VRE and potentially one or two other transit systems in the Commonwealth. Virginia is in better financial shape than anyone thought it would be at this point. The state budget that he expects to be adopted next week will enable some funding to be restored after cuts were made earlier this year, but no additional funding is designated for transit other than the new bill he mentioned.

**Adjournment – 14**

There being no further business to come before the Commission, Chair Franklin entertained a motion to adjourn. Commissioner Bailey moved, with a second by Commissioner Boddye. There was no discussion. (BAILEY/BODDYE, UNANIMOUS)

The meeting was adjourned at 8:11 p.m.

DRAFT